

EYYOU ISTCHEE TOURISM REGION

REGIONAL TOURISM PARTNERSHIP AGREEMENT

2017–2020

PROMOTER'S GUIDE



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PROMOTERS' GUIDE

1. INTRODUCTION

The *Regional Tourism Partnership Agreement* (RTPA) sets out the intent of the **Ministère du Tourisme (MTO)** [ministry of tourism], **Eeyou Istchee Tourism**, the **Cree Nation Government** and the **Société de développement de la Baie-James** to work with local partners and businesses in carrying out projects to develop the regional tourism offer, in accordance with the development priorities set out in the Plan de développement de l'industrie touristique 2012-2020 [2012–2020 Development Plan for the Tourism Industry].

More specifically, the purpose of the Agreement is to define the commitments undertaken by the parties and the terms and conditions governing support for projects that promote development of the tourism offer in the Eeyou Istchee tourism region.

2. FRAMEWORK FOR APPLICATION

Calls for tenders and analyses are governed by the rules and regulations set out herein. Project promoters are urged to read these documents in detail.

3. PARTNERSHIP AGREEMENT PURPOSE AND OBJECTIVES

Objective: To support and stimulate the development and continuous improvement and structuring of the tourism offer in the **Eeyou Istchee** tourism region.

Projects must be of a structuring nature and must contribute to enhancing and expanding the tourism offer. Supported projects must meet the following objectives:

- Promote the development of a unique, complementary and sustainable tourism offer.
- Stimulate regional economies by:
 - Creating employment,
 - Increasing the number of visitors
 - Increasing revenues from tourism.

4. PRIORITY TOURISM SECTORS

Take into consideration the priority tourism sectors identified by the MTO, Eeyou Istchee Tourism, Cree Nation Government and the Société de développement de la Baie-James:

- Aboriginal cultural experiences
- Adventure and ecotourism
- Winter experiences
- Events
- Outfitting

Promote the following emerging products:

- Marine tourism

5. RULES FOR ALLOTMENT UNDER THE PROGRAM

ELIGIBLE APPLICANTS:

- For-profit organizations (FPOs) legally incorporated in Québec
- Non-profit organizations (NPOs) legally incorporated in Québec
- Cooperatives legally incorporated in Québec
- Municipalities¹
- Cree Nation communities and Cree organizations
- Any amalgamation of the above entities
- Regional tourism associations (RTAs) are only eligible for study projects and structuring projects related to the tourism offer and as such, must have financial partners for every project they submit.
- The promoter must be a Cree beneficiary under the James Bay and Northern Québec Agreement and must be 18 years of age.
- The project must be supported by a Band Council Resolution.
- If there is a partnership, the Cree promoter must own more than 50% of the business.
- The following entities are not eligible: Crown Corporations, ministries and agencies from the Québec and Canada governments.

ELIGIBLE PROJECT CATEGORIES:

- Attractions, Activities and Equipment
- Studies
- Structuring of Regional Tourism Offer
- Accommodation
- Festivals and Events
- Consulting Services

1. A “municipality” includes the municipalities, cities, towns, villages, parishes, united townships, northern villages, unorganized territories, regional county municipalities (MRCs), metropolitan communities, intermunicipal management boards, corporations or organizations for which a municipal corporation appoints the majority of the members or contributes more than half of the financing, and amalgamations of said municipalities, corporations or organizations.

CATEGORY DEFINITIONS AND DESCRIPTIONS:

Attractions, Activities and Equipment

This category refers to all elements making up the tourism offer in accordance with the regional priorities of the Regional Tourism Association (RTA)'s tourism offer and the priorities and orientations of the MTO, **with the exception of the food services and retail sectors.**

Inclusion of a Cree cultural component within projects is an asset.

The costs of building Cree traditional infrastructure are eligible as part of the agreement. If projects require input by Cree Elders for cultural and historical content, participating Elders will be considered and recognized as expert consultants.

Eligible projects:

- Projects designed to consolidate, establish, expand or modernize a tourist attraction, equipment, activity or service(s)
- Projects designed to build, expand, repair, restore, upgrade or invest in tourism infrastructure

No financial assistance is awarded for work relating to upgrades to current standards, asset management or compliance with regulations.

Minimum project cost: \$ 20 000

Eligible costs:

- Professional fees paid for construction plans and specifications, interior or exterior layout, design (e.g., exhibit, show or facility), specialized studies (e.g., soil, environment, structure, or equipment), and any other relevant elements
- Construction work (e.g., new construction, expansion, restoration, recycling, access for people with reduced mobility, upgrading to increase the sustainability of the destination, etc.)
- Work on interior or exterior layout
- Purchase and installation of specialized equipment and furniture
- Land purchase
- Costs related to the *Politique d'intégration des arts à l'architecture* [policy for incorporating art into architecture]
- Professional fees paid to specialized firms or consultants
- Taxes on eligible costs

Non-eligible costs:

- Working capital, debt servicing, operating losses, capital losses and capital redemption
- Costs related to compliance with standards, management of assets and compliance with regulations
- Donations and service contributions or gifts-in-kind
- Transfers of financial assets

- Vehicle or rolling stock purchases
- Rights of way and other related costs
- Tourism promoters' salaries, operating costs and management costs
- Promotion, publicity and marketing
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the Beneficiary (or a third party) is entitled to reimbursement

Studies

Up to 20% of the budget is set out in the Agreement for studies (including structuring projects for the regional tourism offer).

This category refers to studies requiring specific expertise and conducted to further develop the tourism offer and assess a project's financial viability. The project under assessment must support regional priorities and have a positive impact on tourism in the region. Subject to a call for tenders, the study mandate is awarded to a consulting firm or organization recognized in the tourism and/or economic sectors.

Business and marketing plans, local and regional development plans, and studies and surveys required to support applications for financial assistance under other programs, or to meet the requirements of another government department, are **not eligible**.

The minimum study cost is \$10 000. Study projects must be submitted with detailed terms of reference, along with a call of 3 proposals of professional services from consulting firms or organizations recognized in the tourism and/or economic sectors. Projects from organizations subject to the *Cities and Towns Act* and the *Municipal Code of Québec* shall be governed by the organization's tendering rules.

If projects require input by Cree Elders for cultural and historical content, participating Elders will be considered and recognized as expert consultants. These projects represent special circumstances. Accordingly, in such cases, only one service offer is required.

Eligible costs:

- Professional fees paid to firms or consultants specializing in conducting specific studies on developing the tourism offer in a given region.
- Taxes on eligible costs

Non-eligible costs:

- Salaries, operating fees and regular management costs or fees related to the promoter's project
- Donations and service contributions or gifts-in-kind
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the Beneficiary (or a third party) is entitled to reimbursement

Structuring of regional tourism offer

Maximum of 20% of the budget is set out in the Agreement for projects that improve and contribute to structuring the tourism offer (including study projects).

One-time financial assistance may be awarded to structuring projects in the region, with a view to supporting the regional tourism development priorities identified in the RTA's development plan. Such projects must have an overall theme that showcases the region and affect a territory encompassing more than one community.

Projects must be representative of the region and have an impact on more than one Cree community. They must be designed to generate benefits for multiple partners. Projects are coordinated by Eeyou Istchee Tourism or other entities recognized and approved by the Management Committee and receive support from various organizations and businesses in the region.

Said projects must generate economic spinoffs for different partners. They may be coordinated by Eeyou Istchee Tourism, the Cree Outfitting Tourism Association or any other entity recognized and accepted by the Management Committee, and must be supported financially by a number of the region's organizations or businesses.

Eligible projects include initiatives to implement tourist routes, packages and tours, develop theme-based products, define and structure tourism offerings.

Minimum project cost: \$ 20 000

Eligible costs:

- Professional fees paid to specialized firms or consultants
- Travel expenses (comparable to those of the RTA), general expenses and human resources salaries and benefits related to the promoter's project
- Taxes on eligible costs

Non-eligible costs:

- Working capital, debt servicing, operating losses, capital losses and capital redemption
- Donations and service contributions or gifts-in-kind
- Vehicle or rolling stock purchases
- Development of technologies such as mobile applications
- Promotional, marketing and advertising fees
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the Beneficiary (or a third party) is entitled to reimbursement

Accommodation

The project submitted must be designed to structure the offer in a specific region, enhance the quality of accommodation, extend the season or the time of use or offer new services tailored to the various clientele.

Eligible accommodation projects include those involving nature holidays (i.e., stays in different types of accommodation in a natural environment such as a hotel, outfitter, inn/hostel, campground, yurt or other, non-traditional type of accommodation) and provide visitors with the opportunity to discover new regions through adventure and cultural activities and local food products. Inclusion of a Cree cultural component within projects is an asset. The costs of building Cree traditional infrastructure are eligible as part of this agreement.

No financial assistance is awarded for upgrades to current standards, asset maintenance, compliance with regulations, or promotional or marketing activities.

Minimum project cost: \$ 20 000

Eligible costs:

- Professional fees for construction plans and specifications, interior or exterior layout, design (exhibit, show or facility), specialized studies (soil, environment, structure or equipment), or other related components
- Construction work (new construction, expansion, restoration, recycling, access for persons with reduced mobility, etc.)
- Interior or exterior layout
- Specialized equipment and/or furniture purchases and installation
- Land purchase
- Costs related to the *Politique d'intégration des arts à l'architecture*
- Professional fees paid to specialized firms or consultants
- Taxes on eligible costs

Non-eligible costs:

- Working capital, debt servicing, operating losses, capital losses and capital redemption
- Upgrades to current standards, asset maintenance, compliance with regulations, or promotion or marketing activities
- Donations and service contributions or gifts-in-kind
- Transfers of financial assets
- Vehicle or rolling stock purchases
- Rights of way, servitudes and related costs
- Promoter's salaries, operating costs and regular management costs
- Promotional, advertising and marketing costs
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the Beneficiary (or a third party) is entitled to reimbursement

Festivals and Events

Minimum of 10% of the budget envelope set out in the Agreement for Festivals and Events.

A tourism festival or event is a public event that lasts at least two days, is produced and held in Québec, is organized in accordance with a theme and program of activities designed to attract a significant number of visitors (same-day visitors and tourists) and showcases the destination.

Single (one-time) festivals and events with the capacity to attract a significant number of visitors (same-day visitors and tourists) and that showcase the destination may be considered.

Financial assistance may be awarded to festivals and events deemed relevant to the region.

A minimum of 10% of the available budget envelope shall be allotted to festivals and events, not including festival and event infrastructure projects* (i.e., attractions, activities and equipment). For festival or event infrastructure projects, please refer to the items described under *Attractions, Activities and Equipment*.

Minimum project cost: \$ 20 000

Eligible costs:

- Travel costs (comparable to those of the RTA), general costs, salaries and benefits for the promoter's human resources
- Programming costs
- Costs related to site layout
- Equipment rental costs
- Real operating costs
- Promotional, advertising and marketing costs, in accordance with the RTA's promotional obligations
- Taxes on eligible costs

For festival or event infrastructure projects, please refer to the items described under *Attractions, Activities and Equipment*.

Non-eligible costs:

- Working capital, debt servicing, operating losses, capital losses and capital redemption
- Donations and service contributions or gifts-in-kind
- Vehicle or rolling stock purchases
- Development of technologies such as mobile applications
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the Beneficiary (or a third party) is entitled to reimbursement

For festival or event infrastructure projects, please refer to the items described under *Attractions, Activities and Equipment*.

Consulting services

Financial assistance may be awarded for the hiring of a consultant to provide the following services: coaching, adopting best practices, developing labor skills, improving customer service, or support in developing a new project or activity.

The minimum project consulting services cost is \$ 10 000. Projects must be submitted with detailed terms of reference, along with at least 3 offers of professional services from consulting firms or organizations recognized in the tourism and/or economic sectors. Projects from organizations subject to the *Cities and Towns Act* and the *Municipal Code of Québec* shall be governed by the organization's tendering rules.

If projects require input from Cree Elders for cultural and historical content, participating Elders will be considered and recognized as expert consultants. These projects represent special circumstances. Accordingly, in such cases, only one service offer is required.

Eligible costs:

- Professional fees paid to firms or consultants specializing on improving the quality of products and services in the tourism offer in a given region
- Travel expenses (comparable to those of the RTA), general expenses and human resources salaries and benefits related to the promoter's project
- Taxes on eligible costs.

Non-eligible costs:

- Salaries, operating costs and regular management costs, or other promoter-related costs.
- Donations and service contributions or gifts-in-kind.
- Portions of the Québec Sales Tax, federal Goods and Services Tax and any other costs for which the beneficiary (or a third party) is entitled to reimbursement.

NON-ELIGIBLE PROJECTS:

- Food services and retail projects
- Tourist welcome and tourism signage projects
- Development of mobile applications
- Projects already completed or in progress on the date of submission of the application
- Development of training content
- Projects related to the gaming and gambling industry
- Projects related to the sale and consumption of alcohol

MINIMUM CONDITIONS FOR ELIGIBILITY:

- The promotor must be a Cree beneficiary under James Bay and Northern Québec Agreement and must be 18 years of age.
- The project must be carried out in the Eeyou Istchee tourism region.
- A significant portion of the project's clientele must be tourism-related.
- The project must have a detailed business plan that demonstrates its financial viability.
- The promoter must invest a minimum of 10% of the total project cost submitted.
- The project must comply with Québec legislation.

FINANCIAL ASSISTANCE CHARACTERISTICS:

Financial assistance under the RTPA constitutes a **grant**.

Capital Outlay:

The granting of financial assistance for each project requires that the Beneficiary invest 10% of the total project cost from non-government sources (i.e., private sources).

Cree communities, entrepreneurs or organizations are required to invest a minimum of 10%.

The capital outlay may not come from the following:

- Sources considered to be cumulative government aid, as described hereafter
- A transfer of assets
- A service contribution or gift-in-kind

Cumulative government and RTA aid

Cumulative government aid is considered to include the following:

- Entities appearing in the appendices of the Québec government's consolidated financial statements (public accounts), including government departments and agencies whose financial operations are carried out through the Consolidated Revenue Fund, special government agencies and funds with their own accounting entities, and Québec government corporations
- Financial assistance from Government of Canada departments and agencies is also taken into account
- Contributions from the **RTA** and any RTPA partner, and from the above-mentioned sources, are also taken into account

The table below summarizes the percentages applicable to the investment and the rules governing cumulative aid, according to eligible clientele.

Eligible clientele	Minimum investment by promoter	Maximum cumulative government aid
For-profit organizations (FPOs) legally incorporated in Québec Non-profit organizations (NPOs) legally incorporated in Québec Cooperatives legally incorporated in Québec Municipalities Cree Nation communities and Cree organizations Any amalgamation of the above entities	10%	90%

The reimbursable amount of government aid is calculated as 30% of the value of cumulative government aid.

Rate of financial assistance under the RTPA

The maximum rate of financial assistance awarded to a project is 90% for both FPO and NPO.

Minimum eligible project cost

Financial assistance from the RTPA is calculated on the eligible project cost.

Increase in financial assistance

Under no circumstances shall financial assistance be increased to compensate for an overrun of the approved project cost.

Funding Agreement

Selected projects will be subject to a funding agreement between the funder and the promoter. The funding agreement will set out the terms of payment for financial assistance and the obligations of the parties.

Specific rules

Where applicable, projects are governed by the rules listed below and described in further detail in Appendix 3:

Rules governing award of contract

The granting of financial assistance for a project includes the obligation to hold a public call for tenders to award any construction project valued at \$100,000 or more.

Politique d'intégration des arts à l'architecture [policy for integrating art into architecture]

Any project valued at \$150,000 or more and designed to construct or expand a public building or site, in whole or in part, for information or recreation purposes, or for the purpose of procuring a good or service, is subject to the Policy.

Programme d'accès à l'égalité [equal access to employment program]

Any FPO with at least 100 employees is obliged to implement an equal access to employment program in accordance with the *Charter of Human Rights and Freedoms*.

SELECTION CRITERIA

The following criteria will be applied to assess every eligible project:

- Compliance with the program’s objectives and priorities (see Sections 3 and 4)
- Structuring project (i.e., a project that attracts visitors, has a local, regional and sector-based scope, generates tangible economic spinoffs, promotes collaboration with other partners, creates employment, is seasonally sustainable, etc.)
- Innovative project (i.e., that creates a new dimension for the current tourism offer and creates trends not provided by the competition)
- Quality of concept/design, products and services
- Financial structure and package (contribution from promoter, solid funding research, relevance of assistance requested, financial health of company or promoter, realistic and reliable financial data, possibilities for self-financing, community support, etc.)
- Project relevance (i.e., mainly diversified, tourism clientele, market size justifying the project, competition, quality of the offer, marketing strategy, significant economic spinoffs, networking, etc.)
- Project feasibility (realistic schedule, marketing strategy, quality of business plan or terms of reference, promoter’s expertise and experience)
- Promotes and complies with the principles of sustainable development

6. HOW TO APPLY

To apply for financial assistance under this program, obtain the form entitled “Request for funding from the Eeyou Istchee RTPA” from Eeyou Istchee Tourism, and complete and submit it along with the required documents. Information on the program and application form are available on EIT/CO’TA web site, at the following address:

<http://www.creetourism.ca/tourism-matters/rtpa-program>

Submit your application for financial assistance to: **lseguin@creetourism.ca**

You may submit your application at any time, since the Eeyou Istchee Tourism receives applications for financial assistance on an ongoing basis.

However, note that applications will be processed according to the following schedule, in 2017-2018:

- To ensure a response within approximately 4 months:
 - October 27 2017
 - February 27 2018
 - September 5 2018

Please take note that applications that are incomplete on the start date of a given processing period will be processed by the Management Committee during the following period.

Documents to be submitted with the application:

- Copy of the application form, filled out and signed, along with any relevant visual elements (i.e., photos of the existing project, sketches of the project, etc.)
- Copy of the company's articles of incorporation
- Copy of the company's financial statements for the last two years and of its most recent interim financial statements (if the company exists or is active)
- Copy of confirmations of financial partnerships, if available
- Resolution adopted by the organization or company mandating the signatory of the application for financial assistance under this program, along with all supporting documents
- Band Council resolution
- Copy of the comprehensive business plan for investment and/or infrastructure projects, structuring projects for the tourism offer and festival and events projects (see Appendix 2)
- Copy of tender specifications for study or consulting projects, including the following:
 - Description of problems and issues
 - Nature and objectives of the study
 - Proposed methodology
 - Work schedule
 - Deliverables
- Copies of at least 3 offers of professional services or rejection letters if not interested
- Confirmation from the Ministère de la Culture et des Communications that the project does, or does not apply to the Politique d'intégration des arts à l'architecture (see Appendix 3)
- List of all authorizations, attestations, certificates or permits required by a law, regulation or other legislation (e.g., *Canadian Environmental Protection Act*, *Environment Quality Act* (Québec), *Act respecting land use planning and development*, *Act respecting tourist accommodation establishments*, etc.).
 - Please specify your status in the authorization process (i.e., applications submitted, file(s) being processed and authorizations obtained)

Dissemination of documents

The application form will be distributed to all members of the Management Committee and will serve as the basis for evaluation. We urge the applicant to fill it out carefully. The analysts assigned to the file will review the business plan, including the promoter's financial data, and will inform the Management Committee of their findings. The promoter may thus rest assured that dissemination of its data will be limited.

7. SUPPORT IN PREPARING APPLICATIONS

For more information, please contact the project manager at Eeyou Istchee Tourism:

Louise Séguin

Product Development Officer
Eeyou Istchee Tourism Association
205 Opemiska Meskino C.P. 1168
Ouje-Bougoumou G0W 3C0

☎: 418 929-5949 (cell phone); 418-745-2220, extension 4230 (office)

☎: 418-745-2240

E-mail: lseguin@creetourism.ca

8. PROJECT EVALUATION PROCESS

- Projects may be submitted at any time
- Eeyou Istchee Tourism evaluates the project eligibility and directs requests for clarification to the promoter
- Project relevance and financial analysis are carried out on pre-scheduled dates
- The Management Committee evaluates the project
- The Management Committee makes recommendations
- The funders concerned render a decision and send a letter of acceptance or refusal of financial assistance to the promoter
- A funding agreement is signed by both parties for approved projects

APPENDIX 1

Definition of Terms

STRUCTURING PROJECT: A structuring project is a project having an impact or influence throughout the region and even beyond it. It can lead to other projects and/or promote regional cooperation, has community support, and can create employment.

TOURISM PRODUCT: A tourism product encompasses all tangible services (accommodation, food services, activities, etc.) or intangible services (atmosphere, welcome, animation, etc.) that afford tourists a host of opportunities during their stay.

MAJOR DRIVER: A major driver is the main impetus driving a tourism experience. It is a highly visible product that constitutes the visitor's main motivation to travel.

TOURIST: A tourist is a person who travels away from his or her city, town or community and stays at commercial or private accommodations in the given destination for one or more nights, but for less than a year.

SAME-DAY VISITOR: A same-day visitor is someone who travels to a destination at least 40 km from his or her city, town or community and returns home the same day.

TOURISM DEVELOPMENT: Tourism development refers to siting, emergence, consolidation and diversification of a tourism product or service.

STRUCTURING OF THE TOURISM OFFER: Structuring of the tourism offer makes it possible to develop, network and/or link and market various elements as part of an integrated system.

SUSTAINABLE DEVELOPMENT: Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs. With a view to balancing environmental, economic and social issues, sustainable development plays a role in every aspect of the tourism industry.

APPENDIX 2

Sample Business Plan

Company information

- Company name
- Trade name
- Complete address
- Telephone number
- Fax number
- E-mail address

Executive Summary

Company and project description

- Company's mission statement
- Company history
- Legal form of the company
- Information on promoters and owners
- Project description:
 - Nature of project
 - Business segment
- Project location
- Description of products/services offered: target clientele, target area, means of distributing products/services offered
- Project phases and anticipated completion date for each phase
- Advertising brochure (if already produced)

Market analysis

- Description of business segment:
 - General description/location
 - Market trends
 - Opportunities
 - Government regulations
- Target clientele (socio-demographic data, behaviour, attitude, needs)
- List of potential clients
- Target area
- Competitors:
 - Description
 - Main strengths and weaknesses
- Competitive advantages
- Potential market (e.g., estimated total annual sales)

Marketing plan

- Pricing strategy (competitors' prices, gross profit margin, cost)
- Sales and distribution strategy (advertising, telemarketing, Internet, etc.)
- Promotional initiatives
- Budget and deadline

Operating plan

- Quality control
- Procurement (suppliers, product/service, delivery date)
- Capital assets required (building/equipment)
- Human resources required to carry out the project
- Technological investments
- Environmental standards
- Permits and licenses required to carry out the project

Financing plan – funding structure

- Anticipated investment and financing required to carry out the project
- Financial statements from last three years
- Financial forecasts for first three years in operation, including profit and loss statements, balance sheet and monthly cash budget
- Offer from bank facilities
- Offer from financial partners

Documents

- CVs of all promoters
- Shareholders' agreement (if applicable)

Note: Financial and interim financial statements must be prepared in accordance with current accounting standards in Québec.

APPENDIX 3

1. RULES GOVERNING AWARD OF CONTRACT

The **Beneficiary** shall not award any construction contract worth more than \$100,000 without first holding a public call for tenders. The public call for tenders shall comply with the following minimum requirements:

- Must be published in a regional newspaper or specialized publication
- If the public call for tenders does not result in a compliant bidder, or if no bids are received, the organization may request authorization from the **RTA** to hold a call for tenders by invitation
- The contract shall be awarded to the lowest compliant bidder

At the **RTA's** request, the **Beneficiary** shall provide the following:

- Documents (plans and specifications, publication notice), schedule (publication, submission and opening of bids) and modifications to the public call(s) for tenders
- Names of contractors or suppliers who have obtained the public tendering documents
- Names of the companies or suppliers (bidders) who have responded to the public call(s) for tenders
- Names of bidders whose proposals are compliant with the public call(s) for tenders
- Amounts set out in bids received

2. POLITIQUE D'INTÉGRATION DES ARTS À L'ARCHITECTURE ET À L'ENVIRONNEMENT DES BÂTIMENTS ET DES SITES GOUVERNEMENTAUX PUBLICS

All projects to construct or expand a public building or site, in whole or in part, for information or recreation purposes, or for the purpose of procuring a good or service, are subject to the *Politique d'intégration des arts à l'architecture et à l'environnement des bâtiments et des sites gouvernementaux et publics* [policy for integrating art into architecture and into the environment of government and public buildings and sites].

The Policy applies to any corporate entity or organization to which the government or one of its departments awards a grant for a construction or expansion project worth \$150,000 or more. The construction of a building or site may also include the restoration, redevelopment or repair of said building or site.

The Partners of the RTPA invite all promoters wishing to carry out a construction project and submit an application for financial assistance under an RTPA program to contact the

Ministère de la Culture et des Communications (MCC) [Québec department of culture and communications] to find out whether their project is subject to the *Politique d'intégration des arts à l'architecture*.

Promoters shall provide the MCC with a description of the project, along with detailed information on the total project cost. The MCC is responsible for assessing the project's eligibility and the amount allocated to the artwork, if applicable. Note that costs relating to the integration of art into architecture are included in the eligible project costs.

For more information, please contact:
Ms. Maryline Tremblay
Service de l'intégration des arts à l'architecture
Québec: 418 380-2323, ext. 6323
E-mail: integrationdesarts@mcc.gouv.qc.ca

3. CONTRACT COMPLIANCE PROGRAM (Equal Access to Employment)

A Québec **Beneficiary** or subcontractor having a company with more than 100 employees, and for which the contract or subcontract is worth \$100,000 or more, shall comply with the conditions of the Equal Access to Employment Program. To do so, the **Beneficiary** or subcontractor must meet the criteria set out in Section 5 of the form entitled "Identification et engagement – Programme d'obligation contractuelle – Égalité en emploi," which is available (in French only) at:

[http://www.tresor.gouv.qc.ca/fileadmin/PDF/faire affaire avec etat/cadre normatif/form prog egalite emploi.pdf](http://www.tresor.gouv.qc.ca/fileadmin/PDF/faire_affaire_avec_etat/cadre_normatif/form_prog_egalite_emploi.pdf)