

Information required before seeking recognition of a Nature Reserve

Nature reserves are land under private ownership recognized by the Minister of the Environment and the Fight Against Climate Change (MELCC) pursuant to the *Natural Heritage Conservation Act* (CQLR, chapter C-61.01). They enable the owner of the land to preserve the natural features of his property and to oversee the use thereof.

The analysis of requests for recognition of nature reserves has been standardized so that **all the territories** submitted can be **recognized as protected areas** according to the standards of the International Union for Conservation of Nature (IUCN) and the MELCC and thus contribute to the [Register of Protected Areas in Québec](#). In other words, notwithstanding its area, a nature reserve must **necessarily qualify as a protected area**.

Section – Main steps in the recognition of a Nature Reserve

The process to recognize a nature reserve comprises several steps, of which the main ones are summarized below. Such recognition may be perpetual or for a term of not less than 25 years. To ensure the effective conservation of the natural attractions of a territory, it is preferable to opt for the longest possible duration.

Main steps :

- Acknowledgement of receipt of the application for recognition of the nature reserve;
- Analysis of the eligibility of the application according to the criteria established by the MELCC;
- Visit to the property and meeting with the owner to inform him of the ins and outs of a recognized nature reserve;
- Preparation of the agreement respecting the recognition of the nature reserve according to the framework models available from the [Direction des aires protégées](#) in the MELCC, for example, a standard agreement or an agreement specific to territories with small areas;
- Signing of the agreement before the owner's acting notary and the Québec government's notary;
- Registration of the agreement in the Land register of Québec and as of such publication, the agreement will bind all subsequent purchasers of the nature reserve;
- Publication of the notices of recognition of a nature reserve in the *Gazette Officielle* and in a newspaper distributed in the region concerned.

How to fill out the form

Section 1 – Information on the owner of the land (If need be, use the appendix in Section 6 and clearly indicate the section of the form and the number to which the information refers)

1. Indicate the owner's first name and last name. In the case of a legal entity, indicate its legal name and the enterprise number recorded in the [Québec enterprise register](#). If there is more than one owner, indicate the first name, last name and contact information for each one, as requested in boxes 1 to 9.
2. Enter the civic number, the name of the street and other contact information for the place of residence or of the head office of the business or the owners.
3. Indicate the name of the city of the place of residence or of the head office of the business of the owner(s).
4. Enter the name of the province or the territory of the place of residence or of the head office of the business of the owner(s).
5. Indicate the country of residence or of the head office of the business of the owner(s).
6. Indicate the postal code of the place of residence or of the head office of the business of the owner(s).
7. Enter the telephone number, including the area code, of the owner(s).
8. Enter the fax number, including the area code, of the owner(s).
9. Enter the email address of the owner(s).
10. Enter the name of the project manager mandated by the owner. In the case of a legal entity, indicate the name of the representative and attach a copy of the resolution that authorizes the representative to act on behalf of the legal entity. In the case of a municipality, the resolution must also indicate that the management of the property is intended to preserve in perpetuity biodiversity and natural environments. To obtain an example of the resolution, please visit the MELCC website at:
<http://www.environnement.gouv.qc.ca/biodiversite/prive/depliant-en.htm>
11. In the case of a legal entity, attach a copy of the letters patent, a copy of the resolution that mandates its representative or indicate whether the application constitutes the mandate that the owner has given to the project manager.

Section 2 – Information on the property (If need be, use the appendix in Section 6 and clearly indicate the section of the form and the number to which the information refers)

12. According to section 60 of the *Natural Heritage Conservation Act*, the expression “Recognized Nature Reserve” refers to nature reserves created pursuant to the Act. The designation of nature reserves is subject to the [toponymy policies](#) of the Commission de toponymie du Québec. In this context, we request that you enter the desired name for the nature reserve. To obtain additional information on the criteria governing choice and rules for writing, please visit: <http://www.toponymie.gouv.qc.ca/ct/english.aspx>.
13. Indicate the duration of the recognition. The agreement may be perpetual or for a term of not less than 25 years.
14. Indicate the name and the number of the administrative region(s) in which the property is situated.

Administrative region of Québec	Number	Administrative region of Québec	Number
Bas-Saint-Laurent	01	Côte-Nord	09
Saguenay–Lac-Saint-Jean	02	Gaspésie–Îles-de-la-Madeleine	11
Capitale-Nationale	03	Chaudière-Appalaches	12
Mauricie	04	Laval	13
Estrie	05	Lanaudière	14
Montréal	06	Laurentides	15
Outaouais	07	Montérégie	16
Abitibi-Témiscamingue	08	Centre-du-Québec	17

15. Indicate the name of the regional county municipality(ies) (RCMs) or their equivalent (urban community, metropolitan community, and so on) in which the property is situated.
16. Indicate the name and the municipality(ies) in which the property is situated.
17. Provide the cadastral designation of the property. Refer, if need be, to the cadastral renovation (where it is carried out), the cadastre, the original lot and the subdivisions of lots (above all in urban environments or if the application does not cover full lots). To determine the cadastral designation of a property, consult the purchase contract, the title of ownership or the municipal tax bill.
18. Attach a copy of the latest municipal tax bill.
19. Indicate the area of the property and specify the unit of measurement (hectares, acres, arpents, square feet, square metres, and so on).
20. Specify if the property is situated in an agricultural zone within the meaning of the *Act respecting the preservation of agricultural land and agricultural activities* (CQLR, chapter P-41.1).
21. Attach a basic plan showing the boundaries of the property and infrastructure (roads, buildings, and so on). This may include a land surveyor’s plan, or a copy of a plan used by a municipality to elaborate the municipal assessment rolls (graphic register).
22. When the owner applies for recognition, he must submit to the MELCC documents that attest his title of ownership. Attach a copy of the title(s) of ownership.
23. At the time of its acquisition, was your property subject to a hypothec, a lease, a servitude or any other right? Since you became the owner of the land, have you sold part of it or granted a hypothec, a lease, a servitude or any other right in respect of the property? If you answer “yes” to any of these questions, provide a copy of each of the attendant deeds and obtain, where appropriate, consent to initiate the process of requesting recognition of a nature reserve from any holder of rights on your property. To obtain an example of an agreement, please visit the MELCC website at: <http://www.environnement.gouv.qc.ca/biodiversite/prive/depliant-en.htm%20h>.
24. Indicate if educational, scientific, tourist or other activities are carried out or if infrastructure such as trails, buildings, dikes, promontories, display stands, dugouts, and so on, are found on the property.

Section 3 – Features whose interest warrants the preservation of the property

(If need be, use the appendix in Section 6 and clearly indicate the section of the form and the number to which the information refers)

Pursuant to section 54 of the *Natural Heritage Conservation Act*, a property covered by an application for recognition as a nature reserve must have biological, ecological, wildlife, floristic, geological, geomorphic or landscape features that warrant preservation.

25. Indicate the natural features whose interest warrants the preservation of the property.
26. If a report or other type of document highlights the property's natural interest, please attach a copy of it.

Section 4 – Elements of recognition (If need be, use the appendix in Section 6 and clearly indicate the section of the form and the number to which the information refers)

27. Indicate the owner's objectives concerning the protection of his property and the conservation measures that he hopes to implement to attain them. For example, preserve a marsh and its natural attractions for the services that they render to the community by ensuring the maintenance and natural development of habitat suited to the plant and animal species found there.
28. Describe the activities that the owner wishes to allow on his property once it is recognized as a nature reserve. The activities allowed **must not put at risk the natural features of the property**. They must also **conform to the objectives pursued and the conservation measures** implemented. Some examples are nature interpretation activities, hunting, or firewood harvesting for domestic purposes whose volume is determined according to the area of the property.
29. Describe the prohibited activities. The prohibitions must facilitate the **maintenance of the natural features** of the property and **attain the desired conservation objectives**.
30. Specify the conditions governing the management of the property. Does the owner intend to manage the property, or will he entrust management to a non-profit conservation organization? The manager must ensure compliance with the prohibitions and infrastructure maintenance, where applicable.
31. In cases where a non-profit conservation organization assumes the management, indicate its legal name and address (number, name of the street, and so on) and the city, province and postal code of the place where it is established. Also provide the requisite information on the project manager (name, telephone number, fax number and email address).
32. Indicate the management organization's mission as stipulated in the letters patent or general by-laws. Append a copy of the letters patent and general by-laws and a copy of the resolution of the board of directors of the organization confirming acceptance of a mandate to manage the property.
33. Indicate if a conservation or management agreement is in force between the owner and a non-profit conservation organization and append a copy of the agreement where appropriate.
34. In the event of the dissolution of the managing organization, indicate if the letters patent or the general by-laws of the organization contain one or more clauses governing the transfer of assets and responsibilities to another non-profit conservation organization that pursues similar objectives.

Section 5 – Signing the application The application form for recognition of a nature reserve must be signed by the owner of immovable property situated in the territory covered by the application for recognition of the nature reserve. In the case of a legal entity or a municipality, attach a copy of the resolution of the board of directors or the municipal council confirming the legal authority of the signatory.

Section 6 – Appendix (Additional space is available to add information. Clearly indicate the section of the form and the number to which such information refers)

Section 7 – Statistical information (optional) The anonymous questionnaire can be completed on a voluntary basis and seeks to determine the profile of the owners of the nature reserves. Subsequent processing of the information collected in no way makes it possible to identify individually the owners who provide information.

Useful references

Ministère des Affaires municipales et de l’Habitation

Website: www.mamh.gouv.qc.ca

Commission de la protection du territoire agricole du Québec

Website: www.cptaq.gouv.qc.ca

Ministère de l’Environnement et de la Lutte contre les changements climatiques

Nature reserves: www.environnement.gouv.qc.ca/biodiversite/prive/terres-priv-en.htm

Guide to obtain a fiscal certificate: www.environnement.gouv.qc.ca/biodiversite/prive/don-visa/index.htm

Environment and Climate Change Canada

Ecological Gifts Program: www.canada.ca/en/environment-climate-change/services/environmental-funding/ecological-gifts-program.html

Commission de toponymie du Québec:

Website: <http://www.toponymie.gouv.qc.ca/ct/english.aspx>

Submission of the form and other mandatory documents for the application for recognition

By mail:

Ministère de l’Environnement et de la Lutte contre les changements climatiques

Direction des aires protégées

Édifice Marie-Guyart, 4^e étage, boîte 21

675, boul. René-Lévesque Est

Québec (Québec) G1R 5V7

By email:

reserve.naturelle@environnement.gouv.qc.ca

If you have questions, please submit them to the abovementioned email address.

Reminder

Depending on the information that you have provided on the application form for recognition of a nature reserve, be sure to attach the following documents:

For all applications for recognition

- A copy of the latest municipal tax bill (box 18)
- A basic plan of the property (box 21)
- A copy of the title(s) of ownership (box 22)
- A copy of any deed pertaining to the rights associated with the property (box 23) (consent of the rights holder(s) required)
- A copy of the report or any other type of document that highlights the features of interest of the property (box 26)

If the owner is a legal entity

- A copy of the official document of the owner entrusting to a person the mandate to manage the case (box 11)
- A copy of the letters patent of the owner (box 11)

In cases where a non-profit conservation organization is responsible for the management of the Nature Reserve

- A copy of the conservation or management agreement concluded between the owner and the non-profit conservation organization (box 33)
- A copy of the letters patent of the managing body (box 34)
- A copy of the resolution of the board of directors of the managing body (box 34)
- A copy of the letters patent or the general by-laws of the non-profit conservation organization that is a party to the agreement (box 34)

Important reminder

- Did you write your name in block letters and sign your application for recognition of a nature reserve (box 35)?

No application for recognition of a Nature Reserve will be processed before the owner has submitted all the requisite documents.

**Nature Reserves
Application Form for Recognition of a
Nature Reserve**

Section 1 – Information on the owner		
1. General information (If need be, use the appendix in Section 6 and clearly indicate the contact information for each owner)		
Last name (natural person) or legal name (legal entity and enterprise number registered in the Québec enterprise register)		First Name (natural person)
<input type="checkbox"/> Information sheet that establishes the status of information on the legal entity in the enterprise register		
2 Address		3 City
4. Province (or the equivalent)	5. Country	6. Postal code (or the equivalent)
7. Telephone number	8. Fax number	9. Email address
10. Name of the project manager		Name of the representative (legal entity)
11. Letters patent and mandate of the representative and the project manager		
<input type="checkbox"/> Letters patent		<input type="checkbox"/> This application constitutes the mandate given to the project manager by the owner of the land
<input type="checkbox"/> Resolution mandating the representative		

Section 2 – Information on the property
12. Desired name for the Nature Reserve
13. Duration of the recognition: <input type="checkbox"/> Permanent <input type="checkbox"/> 25 years <input type="checkbox"/> Other:

14. Administrative region(s) (Indicate the name and the number of the administrative region(s))

15. Regional county municipality(ies) (RCM(s)) or the equivalent (urban community, metropolitan community, and so on)

16. Municipality(ies)

17. Cadastral designation (If need be, use the appendix in Section 7 and clearly link each lot to its range and cadastre)

18. Municipal taxes

Attach a copy of the latest tax bill

19. Surface area of the property

20. Agricultural land base

Yes No

21. Land plot plan

Land surveyor's plan

Municipal graphic register

Other

22. Titles of ownership

Attach a copy of the title(s) of ownership

23. Rights affecting the land (Attach a copy of each of the deeds concerned)

Hypothec

Servitude

Other (please specify):

Lease

Sale of parts

Consent of the rights holder(s) **required**

24. Activities carried out or infrastructure situated on the property (If need be, use the appendix in Section 6 to describe the activities and the infrastructure)

Section 3 – Features whose interest warrants the preservation of the property

25. Natural features (If space is insufficient, use the appendix in Section 6)

26. Report that highlights the natural interest of the property (Attach a copy of the report)

Title of the report

Last name of the author or name of the organization responsible for the contents

First name of the author

Section 4 – Elements of recognition

27 Objectives and conservation measures (If space is insufficient, use the appendix in Section 6)

28. Activities permitted (If space is insufficient, use the appendix in Section 6)

29. Prohibited activities (If space is insufficient, use the appendix in Section 6)

30. Management of the property

Note: If you indicate that a non-profit conservation organization will manage the nature reserve, fill out boxes 31 to 34. Otherwise, go to box 35.

Management assumed by: The owner A non-profit conservation organization

31. The non-profit conservation organization that is assuming management

Name

Address

City

Province (or the equivalent)

Country

Postal code (or the equivalent)

Name of the project manager

Telephone number

Fax number

Email address

32. Mission of the organization (If space is insufficient, use the appendix in Section 6)**33. Agreement already in force between the owner of the land and the non-profit conservation organization**

Yes (attach a copy of the agreement) No

34 Clauses to transfer management to another non-profit conservation organization

Yes (attach a copy of the letters patent or the general by-laws) No

Please consult the reminder to ensure that you submit all the requisite documents.

Section 5 – Signature of the application			
35. Name in block letters			
Signature of the owner or his representative	Year	Month	Day

This application form for recognition of a nature reserve can be downloaded from the Ministère de l'Environnement et de la Lutte contre les changements climatiques website (www.environnement.gouv.qc.ca) or from the MELCC information centre by calling 418 521-3830 in the Capitale-Nationale region or 1-800-561-1616 elsewhere.

The signed form and the requisite documents must be sent to:

Ministère de l'Environnement et de la Lutte contre les changements climatiques
Direction des aires protégées
Édifice Marie-Guyart, 4^e étage, boîte 21
675, boul. René-Lévesque Est
Québec (Québec) G1R 5V7

or

by email:

reserve.naturelle@environnement.gouv.qc.ca

Section 6 – Appendix

This appendix can be photocopied, if need be.

Additional information (Clearly indicate the section of the form and the number to which such information refers)

Section 7 – Statistical information (optional)

Applicants can complete this section anonymously and voluntarily. It seeks to elaborate the profile of the owners and to better ascertain their reasons for seeking recognition of a nature reserve. By answering the questions, you will enable the Ministère de l'Environnement et de la Lutte contre les changements climatiques to better understand its clientele, adjust its tools and adapt them to your needs. Subsequent processing of the information collected in no way makes it possible to identify individually the owners who provide information.

1. To which group do you belong?					<input type="checkbox"/> Individuals	<input type="checkbox"/> Organization/company/institution
If you are an organization, an association, an institution or a company, please go to question 4.						
2. What is your age group?						
<input type="checkbox"/> Between 20 and 35 years of age	<input type="checkbox"/> Between 36 and 50 years of age	<input type="checkbox"/> Between 51 and 65 years of age	<input type="checkbox"/> Between 66 and 80 years of age	<input type="checkbox"/> Over 80 years of age		
3. What is your annual household income?						
<input type="checkbox"/> Less than \$20 000	<input type="checkbox"/> Between \$20 001 and \$40 000	<input type="checkbox"/> Between \$40 001 and \$65 000	<input type="checkbox"/> Between \$65 001 and \$85 000			
<input type="checkbox"/> Between \$85 001 and \$100 000	<input type="checkbox"/> Between \$100 001 and \$150 000	<input type="checkbox"/> Between \$150 001 and \$200 000	<input type="checkbox"/> More than \$200 001			
4. In what capacity are you the owner?			<input type="checkbox"/> Individual	<input type="checkbox"/> Family		
<input type="checkbox"/> Co-owner	<input type="checkbox"/> Company	<input type="checkbox"/> Conservation organization	<input type="checkbox"/> Local association			
<input type="checkbox"/> Municipality	<input type="checkbox"/> Religious institution	<input type="checkbox"/> Educational institution	<input type="checkbox"/> Other:			
5. How did you find out about the status of Nature Reserve?						
<input type="checkbox"/> MELCC website	<input type="checkbox"/> Other websites		<input type="checkbox"/> Brochure/advertising			
<input type="checkbox"/> Neighbour/friend/family	<input type="checkbox"/> Municipality		<input type="checkbox"/> Information session			
<input type="checkbox"/> Organization/association	<input type="checkbox"/> Other (please specify):					
6. How did you become the owner?						
<input type="checkbox"/> Family property/inheritance	<input type="checkbox"/> Purchase		<input type="checkbox"/> Gift			
<input type="checkbox"/> Other (please specify):						
7. Since when have you owned a Nature Reserve (month-year)?						
8. Why are you applying for recognition of a Nature Reserve? You may check more than one answer.						
<input type="checkbox"/> To protect my family patrimony			<input type="checkbox"/> To make a concrete gesture to ensure conservation			
<input type="checkbox"/> To protect the ecosystems of my property			<input type="checkbox"/> To support a broader local conservation project			
<input type="checkbox"/> To curb development pressures			<input type="checkbox"/> To obtain recognition of my involvement in conservation			
<input type="checkbox"/> To obtain financial benefits			<input type="checkbox"/> To protect historical and cultural heritage			
<input type="checkbox"/> Other (please specify):						