

**By-law no 2025-10  
Amending Permit and Certificate Regulation No. 2009-07**

At a regular meeting of the municipal council of Ayer's Cliff, held in the basement of Saint-Barthélemy Church located at 911 Clough Street on August 4, 2025, at 7:00 p.m., at which a quorum was present.

**WHEREAS** the municipality of Ayer's Cliff has the authority under the Act to amend its by-law concerning permits and certificates;

**WHEREAS** the municipality wishes to add provisions concerning permit renewals;

**WHEREAS** the municipality wishes to enhance the obligations associated with permits or certificates as well as the work not subject to the requirement to obtain a certificate of authorization for repairs;

**WHEREAS** the municipality wishes to add a certificate of authorization for connection to the water and sewer system;

**WHEREAS** the municipality wishes to minimize situations requiring a site location certificate for accessory buildings;

**WHEREAS** the municipality wishes to add a minimum area of fill and excavation for the requirement to apply for a certificate of authorization;

**WHEREAS** the municipality wishes to increase the height at which a certificate of authorization is required to erect a retaining wall;

**WHEREAS** the municipality wishes to request the following additional documents when a specific request is made concerning:

- a) A certificate of compliance with the Building Code for a building permit application not subject to the Architects Act;
- b) A report delimiting a wetland in certain circumstances during a main building construction project;
- c) A replacement planting plan when deforestation exceeds the standard to facilitate the construction of a building;
- d) A plan for erosion control measures for building construction, earthworks, and tree cutting;

**WHEREAS** a notice of motion was duly given on August 4, 2025;

**Therefore,  
It is proposed by  
Seconded by  
And unanimously resolved**

That a bylaw of this council, numbered 2025-10, be and is hereby adopted and enacted as follows:

**Section 1:** The preamble forms an integral part of this bylaw.

**Article 2:** Section 12 of the 2009-07 by-law on permits and certificates of the municipality of the village of Ayer's Cliff, concerning obligations related to permits or certificates of authorization, is amended as follows:

- a) By adding the following text to the first paragraph and to paragraph 3°:

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“The street and public right-of-way must be kept clean and free of debris, dirt, and grime during and after the work. Any damage to public property during the work must be repaired before the work is completed. The applicant is responsible for cleaning the street.”;

b) By adding to the first paragraph a paragraph 11 that reads as follows:

“11° When the connection to the water and sewer systems has been completed, the pavement shall be repaired within six months of the end of the connection work.”;

**Section 3:** Table I of Section 18 of these permit and certificate regulations, concerning the terms and conditions for the various permits and certificates of authorization, is amended as follows:

a) In the first column, under “Construction of a retaining wall,” the text “(only retaining walls over 1.2 m high)” is replaced by “(only retaining walls over 1.75 m high).”

b) By adding the following words to the corresponding box in the first column and line “Backfilling or excavation and soil excavation” “(on an area of more than 100 m<sup>2</sup> or with a depth of more than 3 m, unless asphaltting work is planned afterwards)”;

c) By adding a new line at the end of the table that reads as follows:

"

Obligation de permis ou certificat d'autorisation	Documents requis	Tarification	Délai d'émission	Caducité	Délai de réalisation
Branchement au réseau d'aqueduc et d'égout	Article 43	Gratuit	30 jours	6 mois	6 mois

"

**Article 4:** Section 19 of these permit and certificate regulations, concerning work not subject to the requirement to obtain a certificate of authorization, is amended as follows:

a) By replacing the entire text of the section with the following:

"Certain maintenance and repair work on a building where the estimated cost of the work (materials and labor) is less than \$15,000 is not subject to the requirement to obtain a certificate of authorization, provided that the foundations, partitions and framing are not modified or the floor area and volume are not increased.

This exemption applies to minor work taken separately, with only one exemption per year. For a set (two or more) of minor works, a certificate of authorization is required unless the estimated cost of all the work is less than \$15,000.

All minor work exempt from obtaining a certificate of authorization is not exempt from compliance with the various applicable regulatory provisions.

The following work is not subject to the requirement to obtain a certificate of authorization:

1° Painting, unless there is a change in exterior color and the work is subject to approval of a site planning and architectural integration plan;

2° Repair of mortar joints;

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3° Repair or replacement of small electrical equipment (radiator, thermostat, etc.);

4° Replacement or repair of a heating system;

5° Addition or replacement of a mechanical ventilation system for residential purposes (bathroom fan, kitchen hood), provided that it is at least equivalent to the existing system;

6° Installation or replacement of gutters;

7° Repair or replacement of interior finishing elements (shelves, kitchen or bathroom cabinets, floor coverings), without demolition of walls;

8° Repair or replacement of a gallery or staircase with the same dimensions as the original and in the same location.

9° Repair or replacement of plumbing equipment or installations, including kitchen and bathroom fixtures, provided that the septic system, if any, is not altered;

10° Repair of less than 20% of exterior wall or roof covering, unless such work is subject to approval of a site planning and architectural integration plan.

**Section 5:** A section 21.1 is inserted in this bylaw on permits and certificates, between sections 21 and 22, which reads as follows:

“21.1 – Renewal of a permit or certificate

Any person who holds a permit or certificate whose period of validity (completion period) has expired and whose work has not been completed must obtain a renewal of that permit or certificate from the municipality.

Only one renewal of a permit or certificate is permitted per authorized work, and this renewal shall be valid for a period equivalent to the period of validity of the permit or certificate initially issued. The fee for renewing a permit or certificate shall be half the fee for the initial permit or certificate.”;

**Article 6:** Article 24 of these permit and certificate regulations, concerning accompanying documents for a building permit, is amended as follows:

a) By replacing, in the first paragraph, paragraph 2° (the three subparagraphs following paragraph 2° remain unchanged) with the following paragraph

“2° A site certificate signed and dated by a land surveyor for any new main building, as well as any accessory building with a floor area of 90 square meters or more, or when the accessory building is located less than 1 m from any required minimum setback.”;

b) By replacing, in the first paragraph and in paragraph 15, in subparagraph b), the standard “20 square meters” with the standard “90 square meters”;

c) By adding the following paragraphs to the first paragraph:

“19°. For works subject to the *Loi sur les ingénieurs* (R.S.Q., c. I-9), plans, reports, calculations, studies, drawings and specifications sealed and signed by a member of the Ordre des ingénieurs du Québec in accordance with that Act;

20° Where the work involves the construction, extension or alteration of the structure of a building that is not subject to the *Architects Act* and the certificate of compliance with the Codes required under section 25, plans must be filed with the permit application and accompanied by a written statement from the designer of the plans. The written certificate must state that the plans comply with the provisions of the Quebec Construction Code in force at the time of the application. Compliance with the Quebec

Construction Code is not validated by the official designated to review the permit application;

21° A plan or sketch showing erosion control measures;

22° A plan or sketch showing replacement planting measures when the deforestation required for construction exceeds the authorized standard, in order to facilitate the location of the construction;

23° A report delimiting a wetland, prepared by a biologist or a professional competent in the field, in the following cases:

- a) where the project for the construction or alteration of a principal building is located less than 10 m from a wetland identified on map RCI 18-24-1 of the MRC Memphrémagog;
- b) where the topographical moisture index produced by the MRNF for the area covered by the work, structures or construction is 10 or higher;
- c) where the area covered by the work, structures or construction has been identified as part of a wetland in another wetland delineation study.

**Section 7:** Section 35 of this permit and certificate regulation, concerning accompanying documents for the installation, construction or replacement of a swimming pool and any related structures or the construction of a retaining wall, is amended as follows:

a) By replacing, in the first paragraph, the words “retaining wall with a height equal to or greater than 1.2 m” with the words “retaining wall with a height equal to or greater than 1.75 m”;

b) By replacing paragraph 2 in the first paragraph with the following paragraph:

“2. A descriptive estimate for a retaining wall 1.75 m or higher prepared by an engineer in accordance with the Act, or when the design of the wall requires a study of the properties of the materials.”

**Section 8:** Section 37 of these permit and certificate regulations, concerning accompanying documents for the felling of trees for other purposes, is amended as follows:

a) By adding to the first paragraph, paragraph 3, which reads as follows:

“3° A plan or sketch showing erosion control measures.”;

**Section 9:** Section 40 of these permit and certificate regulations, concerning accompanying documents for earthworks and excavation, is amended as follows:

a) By inserting in the first paragraph, between the words “and excavation of soil” and the words “must submit,” the words “over an area of more than 100 m<sup>2</sup> or with a depth of more than 3 m, unless asphaltting work is planned, in which case a certificate is required regardless of the area, “

**Section 10:** A section 43 is inserted at the end of these permit and certificate regulations, which reads as follows:

#### **”43 – Connection to the water and sewer system**

A person who wishes to apply for authorization to connect to the water and sewer system must submit the following information and documents:

1° The main use of the land;

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2° A permit application for connection to the water and sewer system, duly completed and signed;

3° A plan or sketch showing the location of the main building and the connection, as well as any accessory buildings if connected to the system;

4° Any other information necessary for a clear understanding of the work.

**Article 11:** This bylaw shall come into force in accordance with the Act.

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Mayor  
Simon Roy

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General director  
Abelle L'Écuyer-Legault

Avis de motion et adoption du projet : 4 août 2025  
Avis public ass. de consultation : 5 août 2025  
Assemblée de consultation : 14 août 2025  
Adoption du règlement final :  
Certificat d'approbation de la MRC  
Entrée en vigueur :