

**Bylaw No. 2026-08
Amending Bylaw No. 2009-07 on Permits and Certificates**

At a regular meeting of the Ayer's Cliff municipal council, held at City Hall on October 6, 2026, at 7:00 p.m., at which a quorum was present.

WHEREAS the consolidated Bylaw 16-23 of the Memphrémagog RCM Land Use and Development Plan came into effect on April 11, 2024, and this bylaw must be brought into compliance with Bylaw 16-23 and its subsequent amendments within two years;

WHEREAS the content of the aforementioned document sets forth land-use and development guidelines as well as land-use standards for the territory of the Memphrémagog Regional County Municipality and, consequently, for the territory of the village of Ayer's Cliff;

WHEREAS notice of the motion was duly given on October 6, 2026;

**Accordingly,
It is moved by
Seconded by
And unanimously resolved**

That a bylaw of this council, numbered 2026-08, be and is hereby adopted, and that the following be enacted and decreed, namely:

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

Article 2: Article 18 of Bylaw 2009-07 of the Municipality of the Village of Ayer's Cliff, concerning specific definitions, is amended as follows:

- a) By adding the definition of the term "Forest Management Plan or Management Plan," which reads as follows:

"Forest Management Plan or Management Plan" means a document prepared and signed by a forest engineer that includes a description and characteristics of the forest stands on a property, along with, where applicable, the proposed development work for each stand.";

- b) By adding the definition of the term "Comprehensive Project," which reads as follows:

"Comprehensive Project": A group of at least two main buildings located on the same parcel of land.";

- c) By adding the definition of the term "forestry work," which reads as follows:

"Forestry work": All activities related to the maintenance, harvesting, and management of forests, including forest management, conservation, and improvement work. This includes various types of logging, silvicultural work, and forest road construction.";

Article 3: Table I of Article 18 of these regulations on permits and certificates, concerning the terms and conditions related to the various permits and authorization certificates, is amended as follows:

- a) By replacing, in the cell corresponding to the 1st column and the row concerning work on shorelines, lake shorelines, watercourses, and wetlands or in a floodplain, the words "and wetlands" with the words "as well as work within a protective strip or inside a wetland,";

- b) By replacing, in the box corresponding to the ^{first}column and the row concerning the felling of trees for commercial purposes, the words “Felling of trees for commercial purposes” with the words “Forestry work”;
- c) By replacing, in the corresponding box in the ^{first}column and on the line concerning the felling of trees for commercial purposes, the text in parentheses with the following text: “(see section 36 for work subject to the issuance of a certificate of authorization)”;
- d) By replacing, in the corresponding box in the ^{first}column and on the line concerning the felling of trees for other purposes, the text in parentheses with the following text: “(a purpose other than those listed in section 36)”;
- e) By adding a new row at the end of the table that reads as follows:

“

Requirement for a Permit or Authorization Certificate	Required Documents	Fees	Processing Time	Expiration	Completion Timeframe
INVASIVE ALIEN SPECIES CONTROL WORK On the banks of a lake or watercourse, or in a wetland and its buffer zone	Article 44	Free	30 days	6 months	6 months

”

Article 4: Article 20 of these regulations on permits and certificates, concerning signs not subject to the requirement to obtain a certificate of authorization, is amended as follows:

- a) By adding the words “not exceeding 0.5 m²” to paragraph 3^oof subparagraph 3^e;
- b) By adding the words “not exceeding 0.5 m²” to paragraph 4^oof subparagraph 3^e;
- c) By replacing paragraph 5^oof subparagraph 3^ewith the following paragraph:

“5^o Professional and business signs not exceeding 0.5 m² thatare unlit and mounted flat on a building, projecting no more than 10 cm”;
- d) By adding the words “not exceeding 0.5 m²” to paragraph 10^oof subparagraph 3^e;
- e) By inserting, in paragraph 12^oof subparagraph 3^e, after the words “Traffic signs,” the words “not exceeding 0.5 m²”;
- f) By replacing paragraph 14^oof subparagraph 3^ewith the following paragraph:

“14^o Bulletin boards not exceeding 0.5 m² ·limited to one bulletin board per establishment, placed on the interior side of openings (display windows, doors, windows)”;
- g) By adding a paragraph 17^oto subparagraph 3^e, which reads as follows:

“17^o Commercial banners with an area of 0.5 m²or less.”;

Article 5: Article 23 of these regulations governing permits and certificates—the supporting documents for a subdivision permit—is amended as follows:

- a) By adding to the^{first}paragraph subparagraphs 6^othrough 8^o,which read as follows:

“6^o An access permit issued by the Quebec Ministry of Transport and Sustainable Mobility (MTMD) pursuant to the Public Roads Act (R.S.Q., c. V- 9) or a written notice provided by a representative of the Quebec Ministry of Transport submitted by the applicant prior to the issuance of any subdivision permit involving land to

which access will be directly from the higher-level road network. This written notice pertains to the location and layout of intersections and access points with the higher-level road network;

7° An access authorization issued by the Quebec Ministry of Transport and Sustainable Mobility (MTMD) pursuant to the Public Roads Act (R.S.Q., c. V-9) or a written notice provided by a representative of the Quebec Ministry of Transport submitted by the applicant prior to any subdivision permit for a cadastral operation project comprising five (5) or more lots located within 250 m (820.2 ft) of the right-of-way of the higher-level road network. This written notice must pertain to the location and layout of intersections and access points with the higher-level road network;

8° For a comprehensive project, an environmental characterization of the site, prepared by a professional or a technologist authorized to do so, illustrating and identifying the physical and natural characteristics of the site in question and the protective measures required by applicable regulations.”;

Article 6: Article 24 of these regulations on permits and certificates, concerning the supporting documents for a building permit, is amended as follows:

a) By inserting in paragraph 10° of the^{first} paragraph, between the words “prepared by a planning professional (architect, engineer, urban planner, geographer, land-use planner, etc.)” and the words “showing the entire project,” the words “or a technologist authorized to do so”;

b) By replacing subparagraph (h) of paragraph 10° of the^{first} paragraph with the following subparagraph:

“h) An environmental characterization of the site, illustrating and identifying the physical and natural characteristics of the site in question and the protective measures required by applicable regulations;”;

c) By replacing paragraph 23° of the^{first} paragraph with the following:

“A wetland delineation report must be prepared in the field through a study conducted by a recognized professional within the meaning of the Environment Quality Act and in accordance with the most recent version of the MELCCFP’s guide, Identification and Delineation of Wetlands in Southern Quebec, in the following cases:”

d) By replacing, in subparagraph (a) of paragraph 23° of the^{first} paragraph, the words “identified on map RCI 18-24-1 of the Memphrémagog RCM” with the words “identified in Schedule IV of the zoning bylaw”;

e) By adding the following paragraph to the^{first} paragraph:

“24° An access permit issued by the Quebec Ministry of Transport and Sustainable Mobility (MTMD) pursuant to the Public Roads Act (R.S.Q., c. V-9) if the construction of the new main building involves the creation of direct access to a numbered public road. This access authorization may be accompanied by a written notice from the authorized representative of the Quebec Ministry of Transport regarding the location and layout of intersections and access points to a numbered public road on the property covered by a building permit.”;

Section 7: Section 33 of these regulations on permits and certificates, concerning the supporting documents for work carried out on the shores of lakes, wetlands, and watercourses, as well as in flood zones, is amended as follows:

a) By replacing the title of the section with the following:

“Work on the shores and shorelines of lakes and watercourses, as well as work within a protective strip or inside a wetland, or in a floodplain”;

b) By replacing paragraph 1 with the following:

“Any person wishing to apply for a certificate of authorization to carry out work on the shore or shoreline of lakes and watercourses, as well as within a wetland or its buffer zone, or in flood zones, that does not require a building permit, must submit the following information and documents:”

- c) By adding to the ^{first} paragraph a subsection 4° that reads as follows:

“4° For a wetland, the type of wetland (as categorized in section 92.1 and Schedule IV of the zoning bylaw), a map delineating the wetland and its buffer zone, where applicable, and a description of the proposed work and developments. The delineation of a wetland must be established on-site through a study conducted by a recognized professional within the meaning of the Environment Quality Act and in accordance with the most recent version of the MELCCFP’s guide Identification and Delineation of Wetlands in Southern Quebec.”;

Section 8: Section 36 of these regulations on permits and certificates, concerning the supporting documents required for the felling of trees for commercial purposes, is amended as follows:

- a) By replacing the title of the section with the following title: “Forestry Work”;
- b) By replacing the ^{first} paragraph with the following paragraphs and subparagraphs:

“Any person wishing to carry out forestry work must obtain a certificate of authorization for that purpose. The following forestry work is covered:

1° Any tree felling intended to remove, on a uniform basis, more than 10 percent of commercial-grade timber, including skid roads, per 10-year period;

2° Any tree felling on a cutting area exceeding 5,000 m² (0.5 ha);

3° Any deforestation for the purpose of clearing land for cultivation covering an area of more than 10,000 m² (1 ha);

4° Any tree felling for the purpose of constructing forest roads and drainage ditches.

The application for authorization must include the following information:”;

- c) By inserting in the ^{first} paragraph and in paragraph 2°, between the words “Location of the land” and the words “that is the subject of the application,” the words “(cadastral designation of the lots or, failing that, the most precise identification of the location)”;
- d) By replacing, in the ^{first} paragraph, subparagraphs 3° through 6° with the following subparagraphs:

“3° A map of the property subject to the work, showing the location of the area subject to forestry operations, watercourses or bodies of water, flood zones, wetlands, public roads, forest roads, steep slopes, or any other restrictions set forth in the zoning bylaw. The delineation of wetlands identified in Schedule IV of the zoning bylaw is presumed valid for the purposes of forestry operations. The property’s forest management plan or silvicultural prescription that includes this information may be acceptable;

4° Where required under the provisions of the zoning bylaw set forth in section 93, the confirmation or silvicultural prescription duly completed and signed by a forest engineer. The silvicultural prescription must not be more than two years old.”;

Article 9: Article 37 of these regulations on permits and certificates, concerning the documentation required for the felling of trees for other purposes, is amended as follows:

- a) By replacing, in the ^{first} paragraph, the words “commercial purposes outside agricultural zones” with the words “those listed in Article 36”;

Article 10: An Article 44 is inserted at the end of these permit and certificate regulations, which reads as follows:

“44 – Control of Invasive Alien Species

Any work to control invasive alien species, as authorized for the shoreline of a lake or watercourse under Article 86 of the Zoning Bylaw and for a wetland and its buffer zone under Article 92.1 of the Zoning Bylaw, is prohibited without obtaining a certificate of authorization.

Any person wishing to apply for authorization to conduct work to control invasive alien species must submit the following information and documents:

- 1° Identification of the applicant and operator: last name, first name, address, and phone number;
- 2° A description of the work to demonstrate compliance with the Memphrémagog RCM’s Invasive Alien Species Management Policy, the targeted area, and the method(s) to be used (manual and mechanical, physical, biological, ecological, or chemical);
- 3° The proposed revegetation in the control area;
- 4° Any other information necessary to verify compliance with applicable municipal standards and ministerial authorization under the Environment Quality Act or any other law, where applicable.”;

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

Mayor
Alec Van Zuiden

City Manager
Abelle L’Écuyer-Legault

Notice of Motion and Adoption of the Proposal: October 6, 2026
Public Notice of Consultation Meeting: October 7, 2026
Public hearing: October 28, 2026
Adoption of the final bylaw
MRC Certificate of Approval
Effective date: