



TOWNSHIP OF WENTWORTH

Calendar of adoption procedures – Zoning By-Laws

The municipality may receive several requests for modifications to the zoning By-Law, either from associations or from a group of citizens. Since the process to make these changes can take several months, the municipal council accumulates requests to be revised normally in the fall to be included in the municipal budget of the following year. This way, when it comes time for public consultation, the schedule can be organized to include seasonal residents.

It is also possible for an individual citizen to request a modification of the regulations at a cost of \$1000.00.

Zoning By-Laws shape municipalities and living environments. This is why there are public consultations and participation procedures when a zoning change is proposed.

As an example, herewith is a procedure table:

Please note that all By-Law modification procedures come from the articles of two separate laws and the municipal code. When reading the table you will see the deadlines imposed by the various laws or codes. This does not constitute a legal document and should not be construed as such.

- CM : Municipal Code
 - <https://www.legisquebec.gouv.qc.ca/en/document/cs/c-27.1>
- LAU : Act respecting land use planning and development
 - <https://www.legisquebec.gouv.qc.ca/en/document/cs/A-19.1>
- LERM : Act respecting elections and referendums in municipalities
 - <https://www.legisquebec.gouv.qc.ca/en/document/cs/e-2.2>

Steps : <i>Please note that this is a summary document for informational purposes only. The days are in some cases the minimum number of days and in other cases for information only</i>	Zoning By-Law
1. Notice of Motion (Municipal Code) <i>Note : Motion given by a Councillor during a regular council meeting.</i>	Day 1
2. Deposit of (first) draft of the By-Law (Municipal Code) <i>Note : A copy of the first draft By-Law is tabled at the same council meeting.</i>	Day 1

<p>3. Adoption of the first draft By-Law (LAU)</p> <p><i>Note : The municipal council adopts the By-Law during a regular meeting.</i></p>	<p>Day 1</p>
<p>4. Transmission of a certified copy to the MRC of the first draft By-Law as soon as possible (LAU)</p> <p><i>Note : The draft By-Law is subsequently available on the municipality's website.</i></p>	<p>Day 5 + website</p>
<p>5. Public notice for the holding of a public consultation meeting, no later than the 7th day preceding (LAU)</p> <p><i>Note : The notice is published according to the law. In addition, the Wentworth council makes it available on the website, transmits it through the municipality's mailing list and a copy is installed on the 7 Municipality bulletin boards.</i></p>	<p>Day 11</p>
<p>6. Public consultation meeting (LAU)</p> <p><i>Note : The proposed changes are presented to the public. The municipal council takes into consideration comments and suggestions from citizens.</i></p>	<p>Between Day 18 and Day 29</p>
<p>7. Adoption of the second draft regulation, without change (LAU)</p> <p><i>Note : After consideration of the comments and suggestions of citizens during the public consultation, the council may choose to adopt the by-law without changes and/or partial modifications or adopt a separate by-law and start the procedure again for the changes.</i></p>	<p>Day 30</p>
<p>8. Transmission of a certified copy to the MRC of the second draft By-Law as soon as possible (LAU). If the second project is identical to the first project, the clerk may send to the MRC, instead of the copy, a notice to this effect (LAU).</p> <p><i>Note : The By-Law is available on the website.</i></p>	<p>Day 35</p>
<p>9. Publication of a notice to persons entitled to sign a request for submission of a provision for approval to persons qualified to vote (LAU).</p> <p>The notice must indicate where the request may come from depending on the modified object, either from the zone</p>	<p>Between Day 35 and Day 40</p>

<p>concerned and/or contiguous zones (map) or the entire territory (LAU).</p> <p>A person qualified to vote : LAU, art. 131 et LERM, art. 518</p> <p><i>Note : The notice is available on the website, sent by the municipality's mailing list and a copy is installed on the 7 Municipality bulletin boards.</i></p>	
<p>10. Reception of requests no later than the 8th day following the day on which the notice is published (LAU).</p> <p>A request that is signed by at least 12 people is valid if the area contains more than 21 interested people or, otherwise, the majority of them (LAU).</p> <p><i>Note : Normally a form that can be used is available on the website and must be submitted to the Municipality before the deadline.</i></p>	Day 48
<p>11. Adoption of By-Law no change (LAU)</p> <p><i>Note : The municipal council adopts the by-law during a regular meeting.</i></p> <p><i>If a valid request is received at step 10, a registry must be kept after step 12.</i></p>	Day 60
<p>12. Transmission of a certified copy to the MRC of the by-law and the resolution by which it is adopted, as soon as possible (LAU)</p> <p><i>Note : The By-Law is available on the website. If a valid request is received at step 10, the clerk-treasurer must, at the same time as transmitting it, notify the regional county municipality (RCM) of the fact that the by-law must be approved by the persons qualified to vote.</i></p>	Day 65
<p>13. Publication of a notice to qualified voters of the holding of a registration procedure, no later than the 5th day preceding the register day (LERM).</p> <p>The notice must in particular indicate where the request may come from depending on the modified object, either from the targeted zone and/or contiguous zones or the entire territory (LAU,). The number of signatures required is determined by LERM).</p> <p><i>Note : The notice is available on the website, sent by the municipality's mailing list and a copy is installed on the 7 Municipality bulletin boards.</i></p>	If step 10 is valid Day 65

<p>14. Keeping the register – registration procedure: the register (each day according to the calculation of LERM) must be kept within 45 days following the reference date, i.e. the adoption of the separate regulation (LERM). The register must be accessible from 9 a.m. to 7 p.m. (LERM).</p> <p><i>Note : The register is accessible at Town Hall, 175 chemin Louisa from 9 a.m. to 7 p.m.</i></p>	<p>Between Day 65 and Day 105</p>
<p>15. Deposit of the certificate establishing the results before the council at its next meeting (LERM)</p> <p><i>Note : The clerk-treasurer presents the certificate before the council at the regular meeting.</i></p>	<p>Day 90</p>
<p>16. If the number of signatures in the register is not reached, the by-law is deemed to have been approved by the qualified voters.</p> <p>If the number of signatures in the register has been reached, the next step would be the referendum vote (Referendum: Act respecting elections and referendums in municipalities (LERM))</p> <p><i>Note: If the number of signatures has been reached, the council may choose not to continue with the modification of the by-law and restart the procedures or announce that a referendum vote will take place.</i></p>	<p>Day 90</p>
<p>17. Resolution of the MRC council approving or disapproving the resolution, within 120 days following transmission (LAU).</p> <p><i>Note : The council of the regional county municipality (MRC) must approve the by-law, if it is consistent with the objectives of the plan and the provisions of the complementary document, or disapprove it otherwise.</i></p>	<p>Between Day 65 and Day 185</p>
<p>18. Issuance of the certificate of conformity by the secretary of the MRC, as soon as possible (LAU)</p> <p><i>Note : The issuance and transmission of the certificate of conformity is done as soon as possible after the regional county municipality (MRC) has received notice from the Municipality that the by-law is deemed to have been approved by the qualified voters.</i></p>	<p>Between Day 65 and Day 185</p>

<p>19. Publication of the entry into force of the regulation (corresponds to the date of issue of the certificate of conformity) (LAU).</p> <p><i>Note : The notice is published according to the law in addition the council wishes to make it available on the website, sent by the municipality's mailing list and a copy is placed in the 7 Municipality bulletin boards.</i></p>	<p>Between Day 65 and Day 185</p>
<p>20. Transmission of a certified copy of the By-law to the MRC and notice of the date of its entry into force, as soon as possible (LAU).</p>	<p>Between Day 65 and Day 185</p>