



**COMMITTEE OF ADJUSTMENT
AGENDA
TUESDAY JUNE 2, 2026 AT 4:30 P.M.**

**DR. S. F. MONESTIME MUNICIPAL COUNCIL CHAMBERS
160 WATER STREET, MATTAWA ON**

- 1. Meeting Called to Order**
- 2. Adoption of Agenda**
 - 2.1 Resolution to Adopt Agenda as Presented
- 3. Disclosures of a Conflict of Interest**
- 4. Adoption of Minutes**
 - 4.1 Minutes of May 12, 2026
 - 4.2 Resolution to Adopt Meeting Minutes as Presented
- 5. Public Meeting in Accordance with Planning Act**
 - 5.1 Minor Variance Application – File # A2-26
 - 5.2 Reports from Departments on File # A2-26
 - (a) Building Department Report
 - (b) Community Services Department Report
 - (c) Enbridge Gas Response
 - 5.3 Questions from Committee Members to Department Staff
 - 5.4 Opportunity for Applicant to Address the Committee
 - 5.5 Questions from Committee Members to the Applicant
 - 5.6 Public Submissions Received by Clerk's Office
 - 5.7 Opportunity for Members of the Public to Address the Committee
 - 5.8 Chair Declares Public Meeting Portion to be Closed
- 6. Business Arising from Public Meeting**
 - 6.1 Recommendation / Decision of the Committee
- 7. In Camera (Closed) Session**
- 8. Return to Regular Session**
- 9. Matters Resulting from Closed Session**
- 10. Adjournment**
 - 10.1 Resolution to Adjourn Meeting

**CORPORATION OF THE TOWN OF MATTAWA
COMMITTEE OF ADJUSTMENT**

The minutes of the Committee of Adjustment held on Tuesday May 12, 2026 at 4:30 pm in the Dr. S. F. Monestime Council Chambers.

Committee Members Present:

Councillor Mathew Gardiner
Councillor Fern Levesque
Councillor Spencer Bigelow
Member-At-Large D'Arcy Lamothe

Staff Members Present:

Wayne Chaput, Chief Building Official
Dexture Sarrazin, Director of Community Services
Amy Leclerc, Clerk / Secretary-Treasurer

Member of Public:

Elizabeth Shields
Robert Einboden

1. Meeting Called to Order

Clerk called meeting to order at 4:30 pm and advised the committee that the first order of business is to appoint the Chair

2. Appointment of Committee Chair

2.1 Resolution to Appoint Committee Chair

Resolution Number 01-26-C

Moved by Councillor Fern Levesque
Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT Mathew Gardiner be appointed as Chairperson for the 2026 Committee of Adjustment meetings.

Carried

3. Appointment of Committee Secretary/Treasurer

3.1 Resolution to Appoint Committee Secretary/Treasurer

Resolution Number 02-26-C

Moved by Councillor Spencer Bigelow
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT Amy Leclerc be appointed as Secretary-Treasurer to the Committee of Adjustment for the 2026 year.

Carried

4. Adoption of Agenda

4.1 Resolution to Adopt Agenda as Presented

Resolution Number 03-26-C

Moved by D'Arcy Lamothe

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the Committee of Adjustment meeting agenda of May 12, 2026 be adopted as circulated.

Carried

5. Disclosures of a Conflict of Interest

No disclosures

6. Adoption of Minutes

6.1 Minutes of May 26, 2025

6.2 Resolution to Adopt Meeting Minutes as Presented

Resolution Number 04-26-C

Moved by D'Arcy Lamothe

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the minutes of the Monday May 26, 2025 Committee of Adjustment meeting be adopted as circulated.

Carried

7. Public Meeting in Accordance with Planning Act

7.1 Minor Variance Application – File # A1-26

7.2 Reports from Departments on File # A1-26

(a) Building Department Report

(b) Community Services Department Report

Wayne Chaput and Dexture Sarrazin provided their report to the committee and public in attendance.

7.3 Questions from Committee Members to Department Staff

Committee Member Levesque asked staff about site plan side yard reduction and if there was a water meter policy.

Committee Member Lamothe asked staff about the water meter line.

Committee Chair Gardiner asked staff if home was demolished was water/wastewater lines removed, who bares cost of water meter and if new home going to be built in same location.

7.4 Opportunity for Applicant to Address the Committee

Applicant advised committee water lines will be replaced, the home will be built where existing one was, drainage was addressed and no standing water on property.

7.5 Questions from Committee Members to the Applicant

No questions to applicant.

7.6 Public Submissions Received by Clerk's Office

No submissions.

7.7 Opportunity for Members of the Public to Address the Committee

No members of public addressed committee.

7.8 Chair Declares Public Meeting Portion to be Closed

8. Business Arising from Public Meeting

8.1 Recommendation / Decision of the Committee

The Committee discussed the file and approved the request. Since no policy on water meters there will be no decision on adding meter at this time.

Resolution Number 05-26-C

Moved by Councillor Fern Levesque

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the request is hereby granted subject to the following conditions:

1. All taxes are up to date and paid in full
2. All costs of planning are to be paid by the homeowner
3. A new water line (3/4") and sewer line are to be installed
4. Drainage planning provided and to be approved by staff

Carried

Notice is hereby given that the last date of appealing this decision to the Ontario Municipal Board is Monday June 1, 2026.

9. In Camera (Closed) Session

No session

10. Return to Regular Session

11. Matters Resulting from Closed Session

12. Adjournment

12.1 Resolution to Adjourn Meeting

Resolution Number 06-26-C

Moved by Councillor Spencer Bigelow

Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT this Committee of Adjustment meeting adjourn at 5:02 pm.

Carried

Chair

Clerk/Secretary-Treasurer



5.1

COMMITTEE OF ADJUSTMENT APPLICATION

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This application reflects the mandatory information this is prescribed in the schedules to Ontario Regulations 200/96 and 423/96 made under the Planning Act, R. S. O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, a site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal.

Failure to submit all of the required information may prevent or delay the consideration of this Application. If more space is required please use additional sheets. Two copies of the complete Application accompanied by a fee of \$500.00 must be filed with the Secretary-Treasurer of the Committee of Adjustment.

Please Print and Complete or (✓) Appropriate Box(es)

1. APPLICANT INFORMATION		
1.1	Name of Owner(s). An owner's authorization is required in Section 12, if the applicant is not the owner.	E-mail Address terrysauto@bellnet.ca
	Name of Owner(s) Terry Belanger	Home Telephone No. 705-477-8533 Business Telephone No.
	Address 241 Spring Street	Postal Code POH 1V0 Fax No.
1.2	Agent/Applicant: Name of the person who is to be contacted about the applicant, if different than owner. (This may be a person or firm acting on behalf of the owner.)	E-mail Address
	Name of Contact Person/Agent	Home Telephone No. Business Telephone No.
	Address	Postal Code Fax No.
1.3	Communications to be between the Municipality and owner <u>Terry Belanger</u> Applicant/Agent _____, all _____	
1.4	Names and addresses of any mortgages, holders of charges or other encumbrances:	
2. NATURE AND EXTENT OF RELIEF APPLIED FOR:		
	5.20.3 - Relief from the maximum allowable lot coverage of 780 ft ² to 1728 ft ² for an accessory building.	

3. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?						
	Section 5.20.3 of the Zoning By-law only permits 780 ft ² of lot coverage for all accessory buildings.					
	I want to build a 36' x 48' garage that is 1728 ft ² and that will exceed my maximum allowable lot coverage of 780 ft ² .					
4. LOCATION OF THE SUBJECT LAND						
4.1 Municipal Address	241 Spring Street					
Concession Number(s)	Lot Number(s) 124	Registered Plan No. 7	Lot(s)/Block(s)			
Reference Plan No.	Part Number(s)	Parcel Number 482102000613200				
4.2 Are there any easements of restrictive covenants affecting the subject land?	<input type="radio"/> No <input type="radio"/> Yes <i>If Yes, describe the easement or covenant and its effect.</i>					
5. DESCRIPTION OF SUBJECT LAND AND SERVING INFORMATION (Complete each subsection)						
5.1 Description:	Frontage (m.) 66					
	Depth (m.) 165					
	Area (ha.) 10890					
5.2 Use of Property:	(A) Existing use(s) of subject property Vacant Residential Land					
	(B) Proposed use of subject property Residential					
	(C) Length of time the existing use(s) of the subject property have continued Residential					
	(D) Existing use(s) of abutting property Vacant Residential Land					
5.3 The date the subject land was acquired by the current owner:	July 2006					
5.4 Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of stories, width, length, height, etc...)						
Existing:						
	Ground Floor Area	Gross Floor Area	# of Stories	Width	Length	Height
Proposed:						
	Ground Floor Area	Gross Floor Area	# of Stories	Width	Length	Height
	1728 sq ft	1728 sq ft	1	48	36	

5.5	LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND (specify distance from side, rear and front lot lines):						
Existing:							
	Side Lot Lines	Rear Lot Lines	Front Lot Lines				
Proposed:							
	Side Lot Lines	Rear Lot Lines	Front Lot Lines				
6.	MUNICIPAL SERVICES AVAILABLE (check appropriate space or spaces:)						
6.1	Water <input type="checkbox"/>	Connected <input type="checkbox"/>	Sanitary Sewers <input type="checkbox"/>	Connected <input type="checkbox"/>	Storm Sewers <input type="checkbox"/>		
7.	LAND USE						
7.1	Present Official Plan provisions applying to the land:						
	Residential						
7.2	Present Restricted Area By-law (Zoning By-law provisions applying to the Land):						
8.	HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>If the answer is yes, describe briefly</i>						
9.	IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 29 OF THE PLANNING ACT?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	THE APPLICATION SHALL BE ACCOMPANIED BY A SKETCH SHOWING THE FOLLOWING:						
i)	The boundaries and dimensions of the subject land;						
ii)	The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;						
iii)	All sketches must be dimensional and to scale in every respect;						
11.	CHECKLIST						
	<i>Have you remembered to attach:</i>					YES	
	2 copies of the completed application form					<input type="checkbox"/>	

	2 copies of the required sketch	<input type="checkbox"/>
	2 copies of any required technical or justification study	<input type="checkbox"/>
	The required fee of \$500.00 including HST	<input type="checkbox"/>

11.1

AFFIDAVIT OR SWORN DECLARATION

I, Terry Belanger, of the Town of Mattawa, in the District of Nipissing make oath and say (or solemnly declare) that the information contained in

this Application is true and that the information contained in the documents that accompany this application is true.

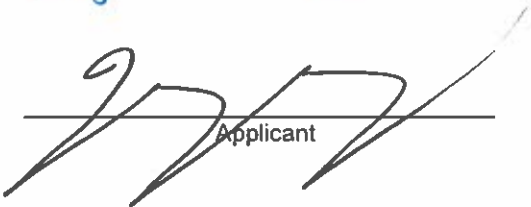
Sworn (or declared) before me

at the Town of Mattawa

in the District of Nipissing

this 12th day of May 2026


Commissioner of Oaths


Applicant

12.

AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is subject of this application and I authorize _____ to make this application on my behalf.

_____ Date

_____ Signature of Owner

12.1

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

_____ Date

_____ Signature of Owner

12.2

Consent of Owner

Complete the consent of the owner concerning personal information set out below

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, _____, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

_____ Date

_____ Signature of Owner

Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

GENERAL RECEIPT

BELANGER, TERRY
261 SPRING ST
PO BOX 385
MATTAWA ON P0H 1V0

General Receipt #: 260560-002
Receipt Date: 11/05/2026
Receipt Amount: **700.00**
Seven Hundred Dollars and Zero Cents

MEL

<u>General Receipt Items</u>	<u>Amount</u>
Committee of Adjustment Application File # A2-26 Terry Belanger	600.00
Planning Fee Deposit Committee of Adjustment File A2-26	100.00
TOTAL:	<u><u>700.00</u></u>

Melody Byers

Paid By Visa 700.00

Town of Mattawa
160 Water Street, PO Box 390
Mattawa ON. P0H 1V0

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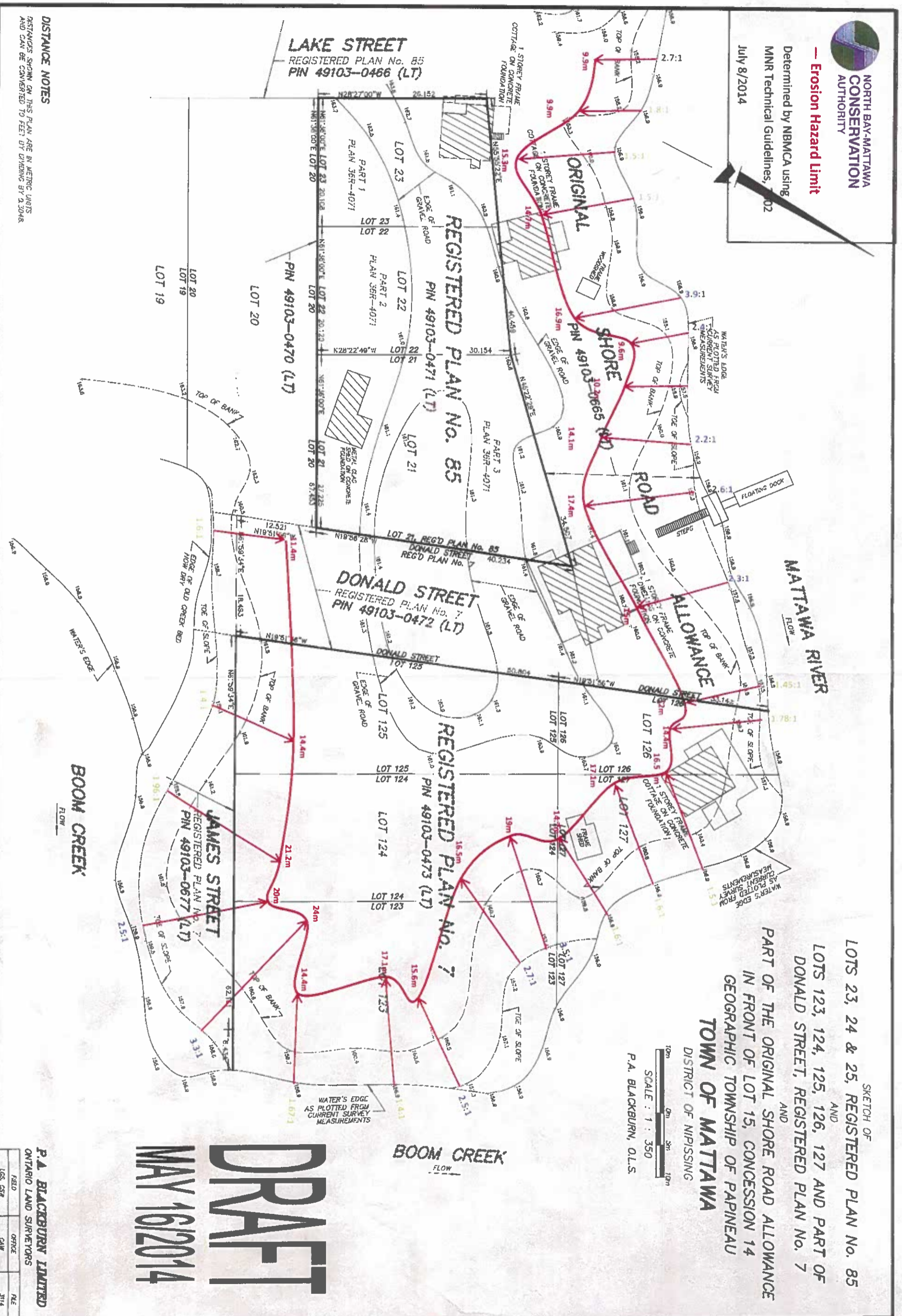
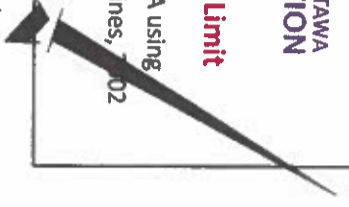


**NORTH BAY-MATTAWA
CONSERVATION
AUTHORITY**

— Erosion Hazard Limit

Determined by NBMCA using
MNR Technical Guidelines, 2002

July 8/2014



MATTAWA RIVER
FLOW

BOOM CREEK
FLOW

SKETCH OF
LOTS 23, 24 & 25, REGISTERED PLAN No. 85
AND
LOTS 123, 124, 125, 126, 127 AND PART OF
DONALD STREET, REGISTERED PLAN No. 7
AND
PART OF THE ORIGINAL SHORE ROAD ALLOWANCE
IN FRONT OF LOT 15, CONCESSION 14
GEOGRAPHIC TOWNSHIP OF PAPINEAU
TOWN OF MATTAWA
DISTRICT OF NIPISSING
P.A. BLACKBURN, O.L.S.

10m
5m
3m
10m
SCALE : 1 : 350
P.A. BLACKBURN, O.L.S.

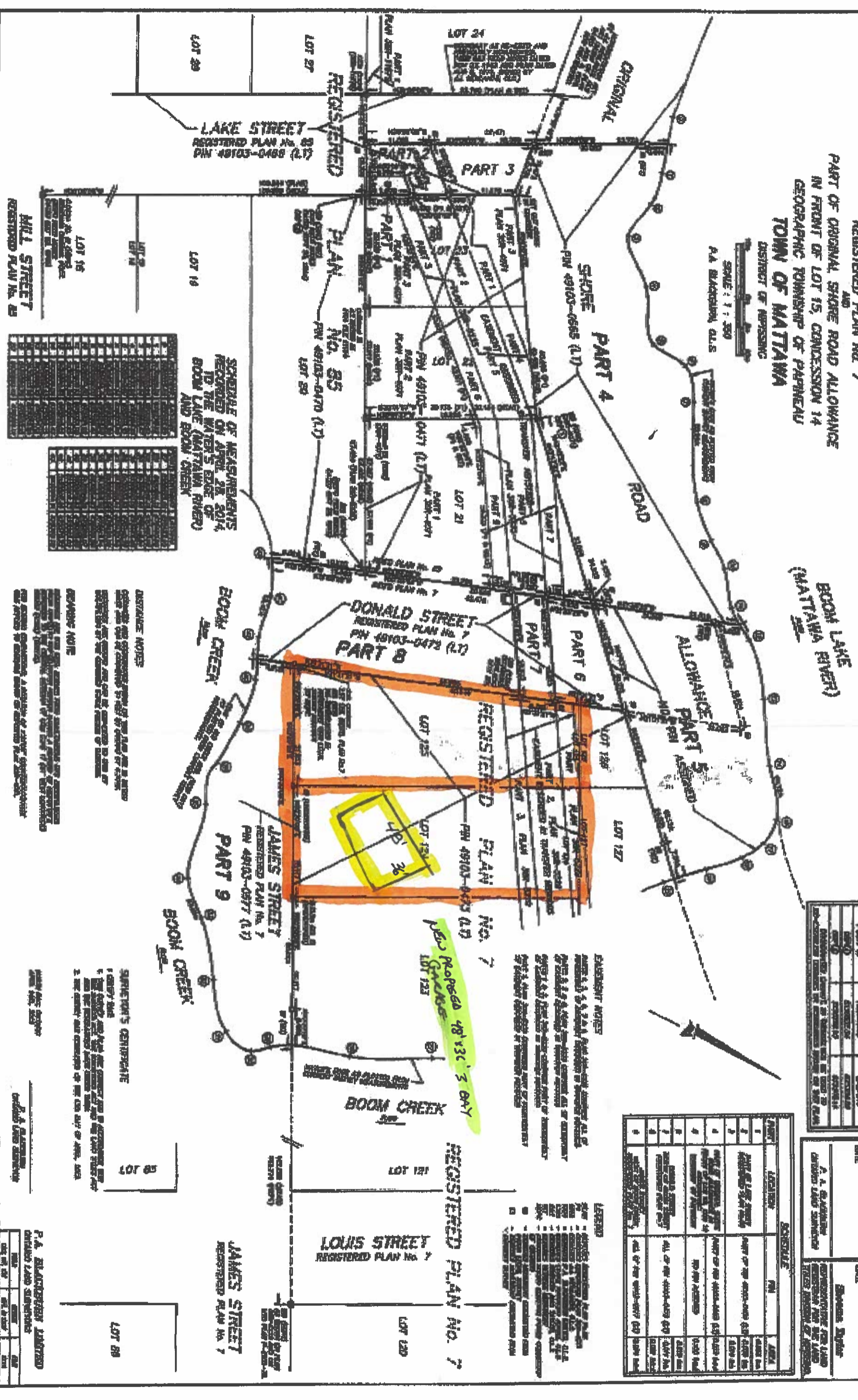
DISTANCE NOTES
DISTANCES SHOWN ON THIS PLAN ARE IN METRIC UNITS
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 2.54

DRAFT
MAY 16/2014

P.A. BLACKBURN LIMITED
ONTARIO LAND SURVEYORS
FIELD OFFICE
L.S. 53# CAW 314

**PLAN OF SURVEY OF
PART OF LAKE STREET, REGISTERED PLAN No. 85
AND
PART OF ORIGINAL SKARE ROAD ALLOWANCE
REGISTERED PLAN No. 7
AND
PART OF ORIGINAL SKARE ROAD ALLOWANCE
IN FRONT OF LOT 15, CONDESSON 14
GEOGRAPHIC TOWNSHIP OF PAPINEAU
TOWN OF MATTAWA**

SCALE: 1 : 300
P.A. BLANCHARD O.L.S.
DISTRICT OF APPRAISING



BOOM LAKE
(MATTAWA RIVER)

Part	Area	Remarks
1
2
3
4
5
6
7
8
9

1. RECORDS FOR PLAN TO BE EXTENDED MUST BE FILED WITH THIS PLAN.	PLAN 368-13777
APPROVAL DATE: 2015	APRIL 20 2015
DATE: ...	DATE: ...
SIGNATURE: ...	
P.A. BLANCHARD O.L.S.	

Part	Location	Area
1
2
3
4
5
6
7
8
9

LEGEND

- BOUNDARY OF REGISTERED PLAN
- BOUNDARY OF ORIGINAL SKARE ROAD ALLOWANCE
- BOUNDARY OF ORIGINAL CONDESSON 14
- BOUNDARY OF ORIGINAL MATTAWA RIVER
- BOUNDARY OF ORIGINAL BOOM LAKE
- BOUNDARY OF ORIGINAL BOOM CREEK
- BOUNDARY OF ORIGINAL LAKE STREET
- BOUNDARY OF ORIGINAL JAMES STREET
- BOUNDARY OF ORIGINAL DONALD STREET
- BOUNDARY OF ORIGINAL MILL STREET
- BOUNDARY OF ORIGINAL BOOM CREEK
- BOUNDARY OF ORIGINAL MATTAWA RIVER
- BOUNDARY OF ORIGINAL BOOM LAKE
- BOUNDARY OF ORIGINAL BOOM CREEK
- BOUNDARY OF ORIGINAL LAKE STREET
- BOUNDARY OF ORIGINAL JAMES STREET
- BOUNDARY OF ORIGINAL DONALD STREET
- BOUNDARY OF ORIGINAL MILL STREET

EXPLANATORY NOTES

1. THE PLAN AND THE ORIGINAL SKARE ROAD ALLOWANCE ARE SUBJECT TO THE PROVISIONS OF THE REGISTRY ACT AND THE REGISTRY REGULATIONS.
2. THE DISTRICT OF APPRAISING HAS CONDUCTED A VISUAL INSPECTION OF THE LAND AND HAS FOUND THAT THE INFORMATION PROVIDED IN THIS PLAN IS TRUE AND CORRECT.

DISTANCE NOTES

ALL DISTANCES ARE IN METERS UNLESS OTHERWISE SPECIFIED.

ALL ANGLES ARE IN DEGREES UNLESS OTHERWISE SPECIFIED.

ALL BEARINGS ARE TRUE BEARINGS UNLESS OTHERWISE SPECIFIED.

REMARKS

THIS PLAN WAS PREPARED BY P.A. BLANCHARD O.L.S. ON APRIL 20, 2015.



Corporation of the Town of Mattawa **5.2(a)**
Building Department

160 Water Street, Mattawa, On., P.O. Box 390, P0H 1V0
Telephone: (705) 744-5611 • Fax: (705) 744-0104

May 27, 2026

RE: Committee of Adjustment for Plan 7 Lot 124 Lake Street – File No. A2-26

This is to advise there are no concerns from the Building and the Planning Department concerning the proposed Committee of Adjustment application (File No. A2-26) for relief from Zoning By-law No. 85-23 to increase the allowable lot coverage for accessory buildings from 780 sq ft to 1728 sq ft to allow for a 3-bay garage.

Trusting this is acceptable.

Yours truly,

Wayne Chaput
Chief Building Official

Report
Committee of Adjustment - 241 Spring St
Dexture Sarrazin, Director of Community Services

Introduction

The purpose of this report is to ensure the Community Services Department of which includes Public Works and Recreation provides feedback to the proposed tiny home at 241 Spring St.

Public Works Considerations

Here are some items to consider with this application:

Water & Wastewater

1. Sewer and water connection to main to be considered if water and drains are used in construction.

Drainage

2. No concerns.

Roadway & Winter Maintenance

3. Considerations will need to be made regarding the impact of snow plowing and the location of the building.
4. Still considered an unpaved municipal road.

Planning

5. No concerns.

Recreation Considerations

No recreation-related concerns identified.

Conclusion

From a Community Services perspective, there are no major infrastructure concerns with the proposed development, subject to the conditions outlined above water/wastewater and roadway/winter maintenance. We have no objection, provided these conditions are met.



5.2(c)

Committee of Adjustment File No. A2-26

1 message

Barbara Baranow <Barbara.Baranow2@enbridge.com>
To: "clerk@mattawa.ca" <clerk@mattawa.ca>

Thu, May 21, 2026 at 10:26 AM

Please note the email address for Municipal notices for Mattawa is ONTLands@enbridge.com

Response:

Thank you for your email.

If your email is regarding the notifications listed below, please see our standard comments.

Zoning Notices

Enbridge Gas does not object to the proposed application(s), however, we reserve the right to amend or remove development conditions.

Please always call before you dig, see web link for additional details: <https://www.enbridgegas.com/safety/digging-safety-for-contractors>

Draft Plan of Condo or Subdivision

All Ontario except City of Hamilton:

Thank you for your correspondence with regards to draft plan of approval for the above noted project.

It is Enbridge Gas Inc.'s request that prior to registration of the plan, the Owner shall make satisfactory arrangements with Enbridge Gas Inc. (Enbridge Gas) to provide the necessary easements and/or agreements required by Enbridge Gas for the provision of local gas service for this project. Once registered, the owner shall provide these easements to Enbridge Gas at no cost, in a form agreeable and satisfactory to Enbridge Gas.

-

Site Plan

All Ontario except the City of Hamilton:

Thank you for your correspondence regarding the proposed Site Plan Application. Enbridge Gas Inc. (Enbridge Gas), does have service lines running within the area which may or may not be affected by the proposed Site Plan.

Should the proposed site plan impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any service relocation required would be at the cost of the property owner.

If there is any work (i.e. underground infrastructure rebuild or grading changes...) at our easement and on/near any of our existing facilities, please contact us as early as possible (minimum 1 month in advance) so we can exercise engineering assessment of your work to ensure the integrity of our main is maintained and protected.

Confirmation of our natural gas pipeline location should be made through Ontario One Call 1-800-400-2255 prior to any activity.

We trust the foregoing is satisfactory.

-

Severance Applications:

It is the responsibility of the applicant to verify the existing gas servicing does not encroach on more than one property when subdividing or severing an existing land parcel. Any service relocation required due to a severance would be at the cost of the property owner. For any encroachments, please contact ONTLands@enbridge.com.

Barbara M.J. Baranow

Land Services Support Specialist

QSP Geographics Inc. operating as an Enbridge authorized service provider

Barbara.Baranow2@enbridge.com

Enbridge.com

Integrity. Safety. Respect.



Town of Mttawa File No. A2-26.pdf
2187K