



**COMMITTEE OF ADJUSTMENT  
AGENDA  
TUESDAY MAY 12, 2026 AT 4:30 P.M.**

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

- 1. Meeting Called to Order**
- 2. Appointment of Committee Chair**
  - 2.1 Resolution to Appoint Committee Chair
- 3. Appointment of Committee Secretary/Treasurer**
  - 3.1 Resolution to Appoint Committee Secretary/Treasurer
- 4. Adoption of Agenda**
  - 4.1 Resolution to Adopt Agenda as Presented
- 5. Disclosures of a Conflict of Interest**
- 6. Adoption of Minutes**
  - 6.1 Minutes of May 26, 2025
  - 6.2 Resolution to Adopt Meeting Minutes as Presented
- 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
  - 7.3 Questions from Committee Members to Department Staff
  - 7.4 Opportunity for Applicant to Address the Committee
  - 7.5 Questions from Committee Members to the Applicant
  - 7.6 Public Submissions Received by Clerk's Office
  - 7.7 Opportunity for Members of the Public to Address the Committee
  - 7.8 Chair Declares Public Meeting Portion to be Closed
- 8. Business Arising from Public Meeting**
  - 8.1 Recommendation / Decision of the Committee

- 9. In Camera (Closed) Session**
- 10. Return to Regular Session**
- 11. Matters Resulting from Closed Session**
- 12. Adjournment**
- 12.1 Resolution to Adjourn Meeting

## THE CORPORATION OF THE TOWN OF MATTAWA

The minutes of the Committee of Adjustment held Monday May 26, 2025, at 4:30 p.m. in the Dr. S.F. Monestime Council Chambers.

Members Present: Councillor Mathew Gardiner  
Councillor Fern Levesque  
D'Arcy Lamothe, Member at Large

Staff Present: Amy Leclerc, Secretary/Treasurer  
Wayne Chaput, Chief Building Official/By-Law Enforcement Officer  
Paul Laperriere, CAO/Treasurer  
Dexture Sarrazin, Director of Community Services  
Janine Cik, Junior Planner of Jp2g Consultants Inc

### 1. Meeting Called to Order

Meeting Called to Order by the Chair at 4:41 p.m. as no quorum until that time

### 2. Chair Welcome & Brief Explanation of Procedure

The Chair welcomed everyone to the meeting. Advised that everyone present would be given an opportunity to comment on the application being heard and that all questions are to be addressed through the Chair and not directly at staff. A notice of decision will be done at the meeting and sent to the applicant and any persons who files a written request. Advised that there is an appeal period in accordance with the Planning Act.

### 3. Pecuniary Interest/Conflict of Interest of Committee of Adjustment Members

None

### 4. Discussion and Decision on File No. A2-25

The application submitted by Clermont and Carson Duval was requesting permission to reduce the required square footage of the single family dwelling from the required 904 square feet and reduce the front yard and back yard setbacks to accommodate the dwelling.

Comments and questions were made by committee members, the Chief Building Official, Planning Consultant and members of the public.

#### **Resolution Number 06-25-C**

Moved by D'Arcy Lamothe  
Seconded by Councillor Fern Levesque

The request is hereby granted subject to the following conditions:

1. Planning and legal fees are borne by the applicant
2. All taxes are paid in full to date.

**CARRIED**

### 5. Adoption of Minutes of Previous Hearing

#### **Resolution Number 07-25-C**

Moved by Councillor Fern Levesque  
Seconded by D'Arcy Lamothe

**BE IT RESOLVED THAT** the minutes of the Monday March 3, 2025 Committee of Adjustment meeting be adopted as circulated.

**CARRIED**

**6. Adjournment**

**Resolution Number 08-25-C**

Moved by D'Arcy Lamothe

Seconded by Councillor Fern Levesque

**BE IT RESOLVED THAT** the Committee of Adjustment meeting of May 26, 2025 be adjourned at 4:54 p.m.

**CARRIED**

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Chair

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Secretary/Treasurer



## 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 \$600.00 must be filed with the Secretary-Treasurer of the Committee of Adjustment.

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

<b>1.</b>	<b>APPLICANT INFORMATION</b>		
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	
	Name of Owner(s) Mary Elizabeth Shields	Home Telephone No. 705-744-2696	Business Telephone No.
	Address 931 Lily 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>Mary Elizabeth Shields</u> Applicant/Agent _____, all _____		
1.4	Names and addresses of any mortgages, holders of charges or other encumbrances: Nil		
<b>2.</b>	<b>NATURE AND EXTENT OF RELIEF APPLIED FOR:</b>		
	Relief from the required minimum floor area of 904 ft <sup>2</sup> (84 m <sup>2</sup> ) for a single-family dwelling down to 616 ft <sup>2</sup> (57.3 m <sup>2</sup> ) in order to build a new single-family dwelling with a floor area of 617 ft <sup>2</sup> (57.3 m <sup>2</sup> ).		

<b>3. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?</b>						
I want to build a single-family dwelling with a floor area of 617 ft <sup>2</sup> (57.3 m <sup>2</sup> ). Schedule "C" of the Town of Mattawa Zoning By-law No. 85-23 says the minimum floor area for a single-family dwelling must be at least 904 ft <sup>2</sup> (84 m <sup>2</sup> ). I'm looking for relief to reduce my minimum floor area from the required 904 ft <sup>2</sup> (84 m <sup>2</sup> ) to 617 ft <sup>2</sup> (57.3 m <sup>2</sup> ).						
<b>4. LOCATION OF THE SUBJECT LAND</b>						
<b>4.1 Municipal Address</b> 1075 James Street						
<b>Concession Number(s)</b>		<b>Lot Number(s)</b> 88	<b>Registered Plan No.</b> 7		<b>Lot(s)/Block(s)</b>	
<b>Reference Plan No.</b>		<b>Part Number(s)</b>	<b>Parcel Number</b> 482102000609600			
<b>4.2 Are there any easements of restrictive covenants affecting the subject land?</b> oNo    oYes <i>If Yes, describe the easement or covenant and its effect.</i>						
<b>5. DESCRIPTION OF SUBJECT LAND AND SERVING INFORMATION (Complete each subsection)</b>						
<b>5.1 Description:</b>		<b>Frontage (m.)</b> 66 feet or 20 m				
		<b>Depth (m.)</b> 165 feet or 50 m				
		<b>Area (ha.)</b> 0.25 ac or 0.101 ha				
<b>5.2 Use of Property:</b>		<b>(A) Existing use(s) of subject property</b> Residential Type 1 Single-Family Dwelling				
		<b>(B) Proposed use of subject property</b> Residential Type 1 Single-Family Dwelling				
		<b>(C) Length of time the existing use(s) of the subject property have continued</b>				
		<b>(D) Existing use(s) of abutting property</b> Residential				
<b>5.3 The date the subject land was acquired by the current owner:</b> March 26, 2026						
<b>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...)</b>						
<b>Existing: Old house and shed to be demolished</b>						
	<b>Ground Floor Area</b>	<b>Gross Floor Area</b>	<b># of Stories</b>	<b>Width</b>	<b>Length</b>	<b>Height</b>
	Shed	120 ft <sup>2</sup>		10 feet	12 feet	
<b>Proposed: New House</b>						
	<b>Ground Floor Area</b>	<b>Gross Floor Area</b>	<b># of Stories</b>	<b>Width</b>	<b>Length</b>	<b>Height</b>
	616 ft <sup>2</sup>	617 ft <sup>2</sup>	1	25 feet	26 feet	
<b>5.5 LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND (specify distance from side, rear and front lot lines):</b>						

<b>Existing: House to be demolished</b>			
	<b>Side Lot Lines</b>	<b>Rear Lot Lines</b>	<b>Front Lot Lines</b>
<b>Proposed: New house</b>			
	<b>Side Lot Lines</b>	<b>Rear Lot Lines</b>	<b>Front Lot Lines</b>
<b>6.</b>	<b>MUNICIPAL SERVICES AVAILABLE (check appropriate space or spaces:)</b>		
<b>6.1</b>	Water <input checked="" type="checkbox"/> Connected <input checked="" type="checkbox"/>	Sanitary Sewers <input checked="" type="checkbox"/> Connected <input checked="" type="checkbox"/>	Storm Sewers <input type="checkbox"/>
<b>7.</b>	<b>LAND USE</b>		
<b>7.1</b>	<b>Present Official Plan provisions applying to the land:</b>		
	Residential Type 1 (R1)		
<b>7.2</b>	<b>Present Restricted Area By-law (Zoning By-law provisions applying to the Land):</b>		
<b>8.</b>	<b>HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<i>If the answer is yes, describe briefly</i>		
<b>9.</b>	<b>IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 29 OF THE PLANNING ACT?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>10.</b>	<b>THE APPLICATION SHALL BE ACCOMPANIED BY A SKETCH SHOWING THE FOLLOWING:</b>		
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;		
<b>11.</b>	<b>CHECKLIST</b>		
	<b>Have you remembered to attach:</b>	<b>YES</b>	
	<b>2 copies of the completed application form</b>	<input checked="" type="checkbox"/>	
	<b>2 copies of the required sketch</b>	<input checked="" type="checkbox"/>	

	2 copies of any required technical or justification study	<input type="checkbox"/>
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	The required fee of \$600.00 including HST	<input checked="" type="checkbox"/>
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11.1

**AFFIDAVIT OR SWORN DECLARATION**

I, Mary Elizabeth Shields, 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 30<sup>th</sup> day of March 2026.

  
 Commissioner of Oaths

  
 Applicant

**Amy Leclerc**  
 Clerk  
 Corporation of the Town of Mattawa

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



# SANDPIPER

17 sq. ft.

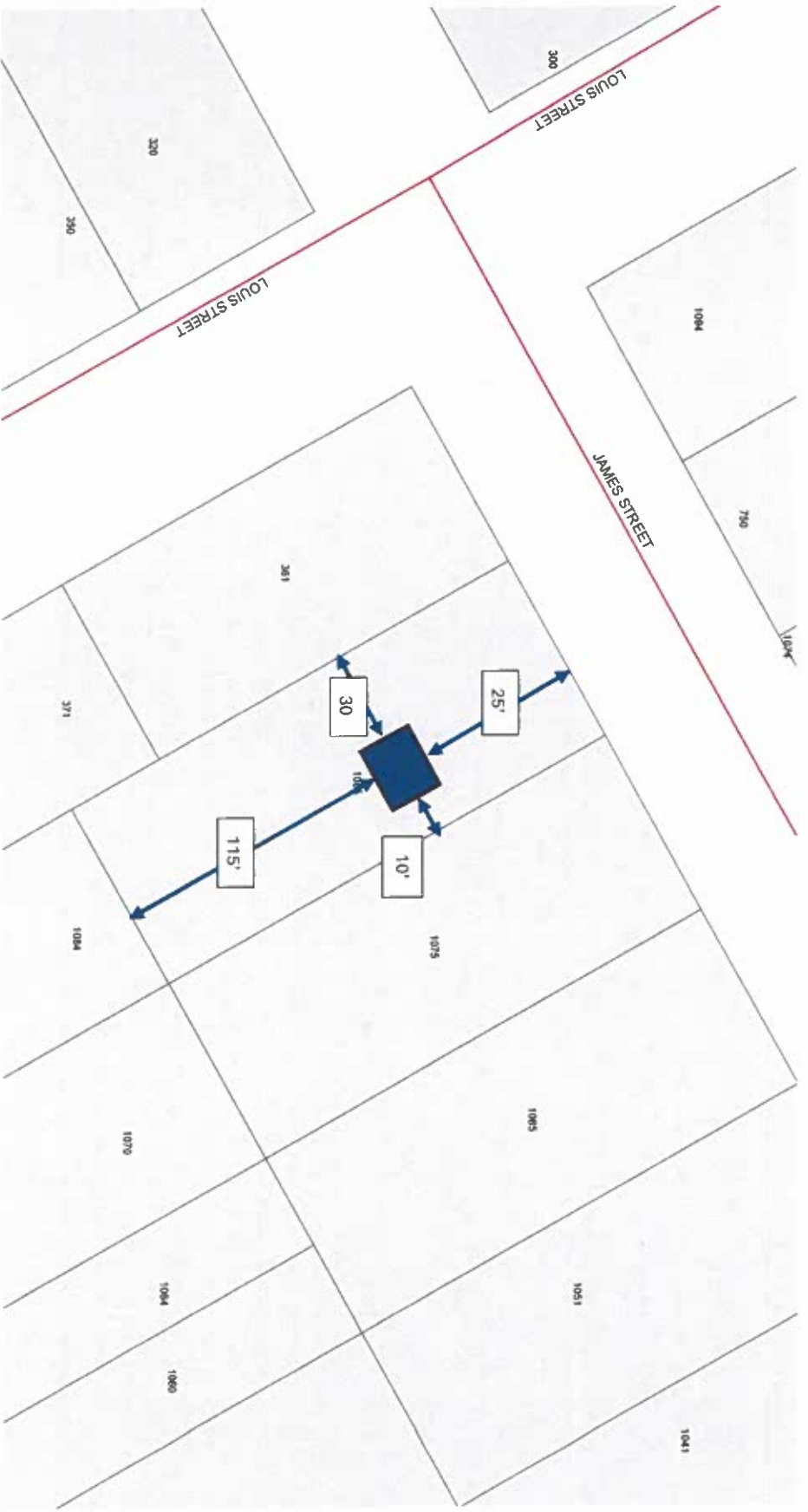
25'-0" w X 26'-0" d

bed - 1 bath





Proposed New 25' x 26' House and Setbacks for 1075 James Street. The lot is 66' Wide x 165' Deep.



SENT BY: NORTH BAY, ONTARIO

: 3-22-93 : 1:22PM :

WALLACE & CARR-

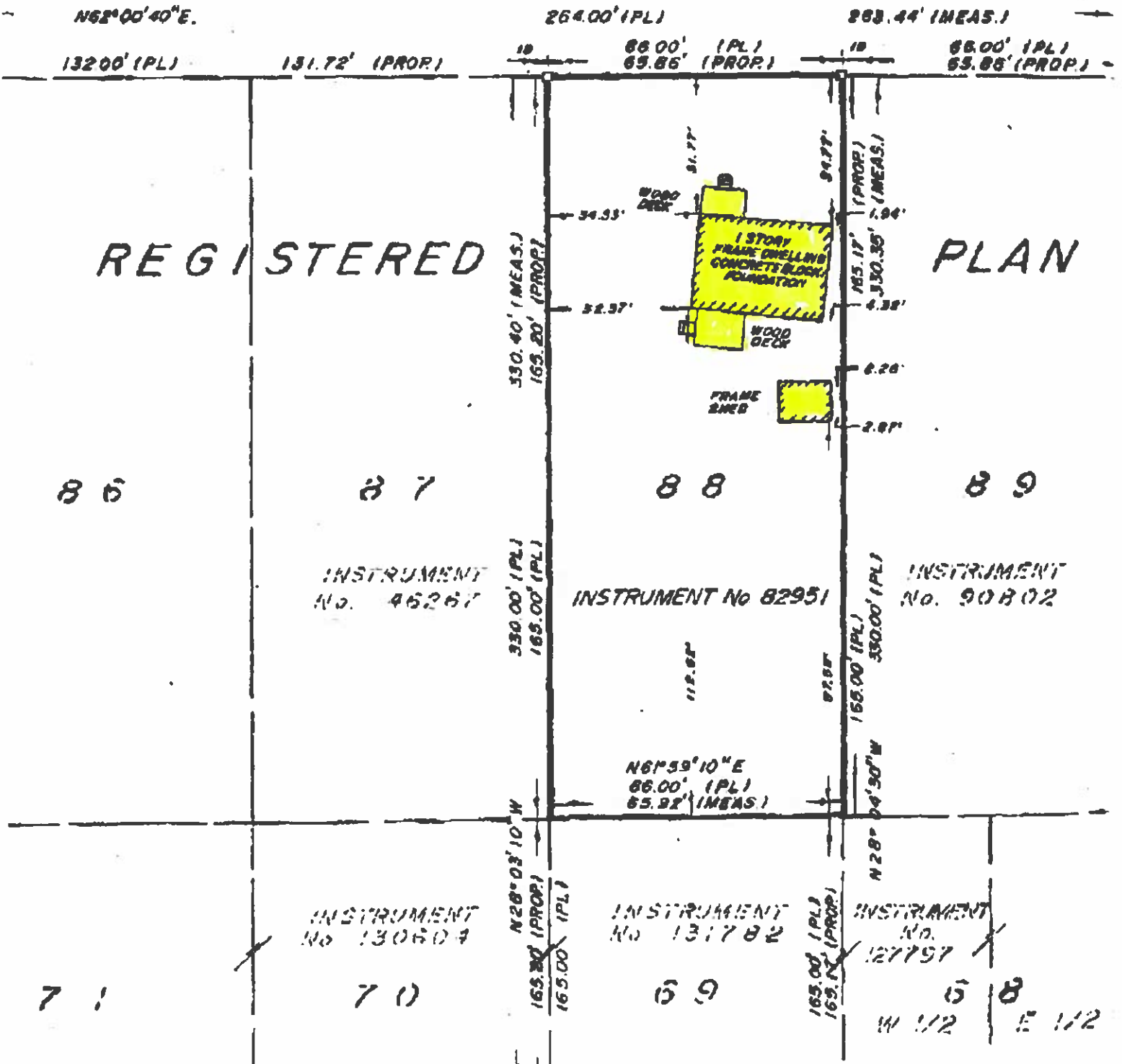
7057440104: 2 / 2  
P. 02

S18  
S67)

HOUSE & SHED  
TO BE DEMOLISHED - DP # 2026-01

THIS  
CONV  
DA

JAMES



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

**GENERAL RECEIPT**

**\*\* DUPLICATE RECEIPT \*\***

ELIZABETH SHIELDS

**General Receipt #: 260393-014**

MEL

**Receipt Date: 30/03/2026**

**Receipt Amount: \*\*700.00\*\***

Seven Hundred Dollars and Zero Cents

<u>General Receipt Items</u>	<u>Amount</u>
COA APPLICATION A1-26	600.00
PLANNING FEES	100.00
<b>TOTAL:</b>	<b>700.00</b>

Melody Byers

Paid By Debit/Interac 700.00

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

**GENERAL RECEIPT**

**\*\* DUPLICATE RECEIPT \*\***

ELIZABETH SHIELDS

**General Receipt #: 260393-014**

MEL

**Receipt Date: 30/03/2026**

**Receipt Amount: \*\*700.00\*\***

Seven Hundred Dollars and Zero Cents

<u>General Receipt Items</u>	<u>Amount</u>
COA APPLICATION A1-26	600.00
PLANNING FEES	100.00
<b>TOTAL:</b>	<b>700.00</b>

Melody Byers

Paid By Debit/Interac 700.00



7.2 (a)



Corporation of the Town of Mattawa  
**Building Department**

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

April 30, 2026

**RE: Committee of Adjustment for 1075 James Street – File No. A1-26**

This is to advise there are no concerns from the Building and the Planning Department concerning the proposed Committee of Adjustment application (File No. A1-26) for relief from Zoning By-law No. 85-23 to reduce the square footage for a dwelling on said property from the required 904 square feet to 617 square feet.

Trusting this is acceptable.

Yours truly,

A handwritten signature in black ink, appearing to read 'Wayne Chaput', written over a horizontal line.

Wayne Chaput  
Chief Building Official

**Report**  
**Committee of Adjustment - 1075 James 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 1075 James St.

### **Public Works Considerations**

Here are some items to consider with this application:

#### **Water & Wastewater**

1. Replace water and sewer connection to municipal services.
  - a. The age and condition of the sewer connection is unknown. Replacement recommended.
  - b. The water connection is 1/2" copper and should be improved to the standard 3/4".
  - c. A water meter shall be installed in accordance with municipal standards.

#### **Drainage**

2. Proximity to neighbouring property.
  - a. The applicant shall provide a grading plan demonstrating that drainage will be controlled on-site and not directed onto adjacent properties."
  - b. The home shall have appropriate drainage on property not directed to the neighbour or adjacent property.

#### **Roadway & Winter Maintenance**

3. No concerns with original driveway or access

#### **Planning**

4. There will be a 30% reduction in size in square footage.
  - a. Homes in the neighbourhood are generally smaller
  - b. Future risk of short term rental/seasonal usage which may have future servicing and community impact considerations.
  - c. Precedent setting and potential for future similar applications.

### **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 regarding servicing and drainage. We have no objection, provided these conditions are met.