



**COMMITTEE OF ADJUSTMENT
AGENDA
TUESDAY SEPTEMBER 8, 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 September 1, 2026
 - 4.2 Resolution to Adopt Meeting Minutes as Presented
- 5. Public Meeting in Accordance with Planning Act**
 - 5.1 Minor Variance Application – File # A5-26 – 160 Eighth Street – D’Arcy Lamothe
 - 5.2 Reports from Departments on File # A5-26
 - (a) Community Services Report
 - (b) Building Department Report
 - 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 – File A5-26
- 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 September 1, 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:

Dexture Sarrazin, Director of Community Services
Amy Leclerc, Clerk / Secretary-Treasurer

Member of Public:

Neil Giroux, Suzie Gobeil, Marc Sarrazin, Brenda Murray

1. Meeting Called to Order

Chair Gardiner called meeting to order at 4:30.

2. Adoption of Agenda

2.1 Resolution to Adopt Agenda as Presented

Resolution Number 11-26-C

Moved by Councillor Spencer Bigelow
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the Committee of Adjustment meeting agenda of September 1, 2026 be adopted as circulated.

Carried

3. Disclosures of a Conflict of Interest

No disclosures

4. Adoption of Minutes

4.1 Minutes of June 2, 2026

4.2 Resolution to Adopt Meeting Minutes as Presented

Resolution Number 12-26-C

Moved by D'Arcy Lamothe
Seconded by Councillor Fern Levesque

BE IT RESOLVED THAT the minutes of the June 2, 2026 Committee of Adjustment meeting be adopted as circulated.

Carried

5. Public Meeting in Accordance with Planning Act

5.1 Minor Variance Application – File # A3-26 – 391 Eighth Street – Neil Giroux

5.2 Reports from Departments on File # A3-26

(a) Building Department Report

(b) Community Services Department Report

Dexture Sarrazin presented both reports to the committee and public in attendance.

5.3 Questions from Committee Members to Department Staff

Committee Member Levesque asked about the sightline of a new entrance off Rankin Street.

5.4 Opportunity for Applicant to Address the Committee

Applicant advised Committee he will work with neighbour on trees for sightline.

5.5 Questions from Committee Members to the Applicant

No questions to applicant.

5.6 Public Submissions Received by Clerk's Office

No submissions.

5.7 Opportunity for Members of the Public to Address the Committee

No members of public addressed committee.

5.8 Minor Variance Applications – File # A4-26 – 241 Seventh St – Marc Sarrazin

5.9 Reports from Departments on File # A4-26

a) Building Department Report

b) Community Services Report

5.10 Questions from Committee Members to Department Staff

Committee Member Levesque asked about the winter plowing in relation to front deck.

5.11 Opportunity for Applicant to Address the Committee

Applicant advised not building this year too late in year, will be in spring now.

5.12 Questions from Committee Members to the Applicant

Committee Member Gardiner requested clarification of drawing from house to property line.

5.13 Public Submissions Received by Clerk's Office

No submissions.

5.14 Opportunity for Members of the Public to Address the Committee

No members of public addressed committee.

5.15 Chair Declares Public Meeting Portion to be Closed

6 Business Arising from Public Meeting

6.1 Recommendation / Decision of the Committee – File A3-26

The Committee discussed the file A3-26 and approved the request.

Resolution Number 13-26-C

Moved by Councillor Fern Levesque

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the request on file A3-26 is hereby granted subject to the following conditions:

1. Taxes on property to be paid at time of approval.
2. All planning costs to be borne by the applicant.

Carried

Notice is hereby given that the last date of appealing this decision to the Ontario Municipal Board is September 21st, 2026.

6.2 Recommendation / Decision of the Committee – File A4-26

The Committee discussed the file A4-26 and approved the request.

Resolution Number 14-26-C

Moved by Councillor Fern Levesque

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT the request on file A4-26 is hereby granted subject to the following conditions:

1. All taxes on property are paid and current.
2. All planning costs are borne by the applicant.

Carried

Notice is hereby given that the last date of appealing this decision to the Ontario Municipal Board is September 21st, 2026.

5 In Camera (Closed) Session

6 Return to Regular Session

7 Matters Resulting from Closed Session

8 Adjournment

8.1 Resolution to Adjourn Meeting

Resolution Number 15-26-C

Moved by Councillor Fern Levesque

Seconded by Councillor Spencer Bigelow

BE IT RESOLVED THAT this Committee of Adjustment meeting adjourn at 4:55 pm.

Carried

Chair

Secretary/Treasurer



Corporation of the Town of Mattawa

Telephone: (705) 744-5611 ~ Fax: (705) 744-0104

160 Water Street, P. O. Box 390

Mattawa, ON P0H 1V0

www.mattawa.ca

COMMITTEE OF ADJUSTMENT 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, 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 the Application. If more space is required, please use additional sheets.

The completed application must be filed with the Secretary-Treasurer of the Committee of Adjustment with the applicable fees as set out in the Town of Mattawa Consolidated User Fees.

The Committee of Adjustment Application is broken down into the following sections:

- Section 1 – Applicant Information
- Section 2 – Nature of Application
- Section 3 – Lack of By-Law Compliance
- Section 4 – Location of Subject Land
- Section 5 – Description of Subject Land and Servicing Information
- Section 6 – Municipal Services Available
- Section 7 – Land Use
- Section 8 – History of the Subject Land
- Section 9 – Current Application
- Section 10 – Affidavit or Sworn Declaration
- Section 11 – Authorization
- Section 12 – Consent of the Owner
- Section 13 – Permission to Enter

All sections are mandatory to be completed with the exception of Section 11 if you are the owner and applicant.

Section 10 requires you to be completed and signed in front of the Commissioner for Taking Oaths.

Completed Checklist:

Completed Sections	☒
Site Plan (detailed sketch)	☒
User Fee	☒
Technical Study (if applicable)	☒

SECTION 1 – APPLICANT INFORMATION

1.1 Name of Owner(s):

An owner's authorization is required in Section 11 if the applicant is not the owner.

Name of Owner(s) D'ARCY LA MOTHE

Address: 160 EIGHT ST.

Telephone No: 705.498.8859 Email: AMTECHELECTRIC
@GMAIL.COM

1.2 Agent / Applicant: Name of person who is to be contacted, if different than the owner:

Name of Owner(s) SAME

Address: _____

Telephone No: _____ Email: _____

1.3 Communications to be between the Municipality and:

Owner ☒ Applicant/Agent ☐ All ☐

1.4 Names and addresses of any mortgages, holders of charges or other encumbrances:

CIBC CARTIER CENTRE NORTH BAY.

SECTION 2 – NATURE OF APPLICATION

2.1 Explain the nature and extent of the relief applied for:

OWNER IS PROPOSING TO BUILD

22 X 30' GARAGE ON PROPERTY

SECTION 3 – LACK OF BY-LAW COMPLIANCE

3.1 Why is it not possible to comply with the provisions of the By-law?

ADDITION SQFT REQUIRED TO
BUILD GARAGE EXCEEDS EXISTING
ALLOWANCES.

SECTION 4 – LOCATION OF SUBJECT LAND

4.1 Property Information

Municipal Address: 160 EIGHT ST. MATAWA

Concession Number(s): Lot Number(s): 309

Registered Plan No: Lot(s) / Block(s):

Reference Plan No: Part Number(s):

PIN / Parcel Number:

4.2 Are there any easements or restrictive covenants affecting the subject land?

No ☐ Yes ☒ If Yes, describe the easement or covenant and its effect:

BELL AS PER DRAWING ATTACHED.

SECTION 5 – DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

5.1 Description

Frontage (m) 65.86 Depth (m) 164.64 Area (ha) 0.249
FT ACRES

5.2 Use of Property

Existing use(s) of subject property: R1

Proposed use of subject property: R1

Length of time the existing use(s) of the subject property have continued: _____

Existing use(s) of abutting property: RI / R2

5.3 The date the subject land was acquired by the current owner:

JAN 09 2023

5.4 Particulars of all buildings and structures on or proposed for the subject land:

Existing: AS PER DRAWING

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
1,008 256	1,008 256	ONE ONE	36 16	28 16	8' 8'

Proposed:

Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
660	660	ONE	22	30	10'

5.5 Location of all buildings and structures on or proposed for the subject land:

Existing:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
6 4	87 8	52 142

Proposed:

Side Lot Lines Setback	Rear Lot Lines Setbacks	Front Lot Lines Setbacks
6	8	128

SECTION 6 – MUNICIPAL SERVICES AVAILABLE

6.1 Access

Water ☒ Connected ☒

Sanitary Sewers ☒ Connected ☒

Provincial Highway ☐

SECTION 7 – LAND USE

7.1 What is the existing Official Plan designation(s) of the subject land?

RESIDENTIAL.

7.2 What is the existing Zoning of the subject land?

R1

7.3 Has the subject property ever been used for commercial or industrial purposes?

No ☒ Yes ☐

If Yes, please advise if a **Record of Site Condition** has ever been completed in accordance with Ontario Regulation 153/04 and provide a copy as an attachment with this application.

SECTION 8 – HISTORY OF THE SUBJECT LAND

8.1 Historical Planning Act Applications:

Has the subject land ever been the subject of an application for approval of the plan of subdivision, consent or minor variance under the planning act?

No ☒ Yes ☐ Unknown ☐

If yes and if known, provide the application file number and the decision made on the application:

SECTION 9 – CURRENT APPLICATION

9.1 Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment?

No ☐ Yes ☒

If Yes, indicate the status of the application:

9.2 Is the subject land the subject of an application for zoning By-law amendment, minor variance, consent or approval of a plan of subdivision?

No ☒ Yes ☐

If Yes and if known specify the appropriate file number and status of the application:

SECTION 10 – AFFIDAVIT OR SWORN DECLARATION

I, DARCY LAMOTHE of the Town of Mattawa, in
the District of NIPPISSING 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 NIPPISSING

this 19 day of AUGUST 2026

Amy Leclerc
Commissioner of Oaths

Amy Leclerc
Clerk
Corporation of the Town of Mattawa

[Signature]
Applicant

SECTION 11 – 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 of my behalf.

Date

Signature of Owner

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 Agenda to Provide Personal Information

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

SECTION 12 – CONSENT OF THE OWNER

Consent of the owner to the use and disclosure of personal information

I, D'ARCY LAMOTHE, 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.

AUG. 19, 2026
Date

Signature of Owner

✓

SECTION 13 – PERMISSION TO ENTER

Date: AUG. 19TH 2026

Secretary-Treasurer
Committee of Adjustment
Town of Mattawa
160 Water Street
Mattawa ON P0H 1V0

Dear Secretary-Treasurer,

Re: Application to Committee of Adjustment

Location of Land: 160 EIGHT ST. MATTAWA.

I hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Mattawa to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Signature of Owner or Authorized Agent

Please print name

NOTE: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the municipal address clearly visible from the street. Failure to properly identify the subject may result in the deferral of the application.

Subject

COMMITTEE OF ADJUSTMENT
APPLICATION

LT 309 PL 2 MATTAWAN NB81313

Page

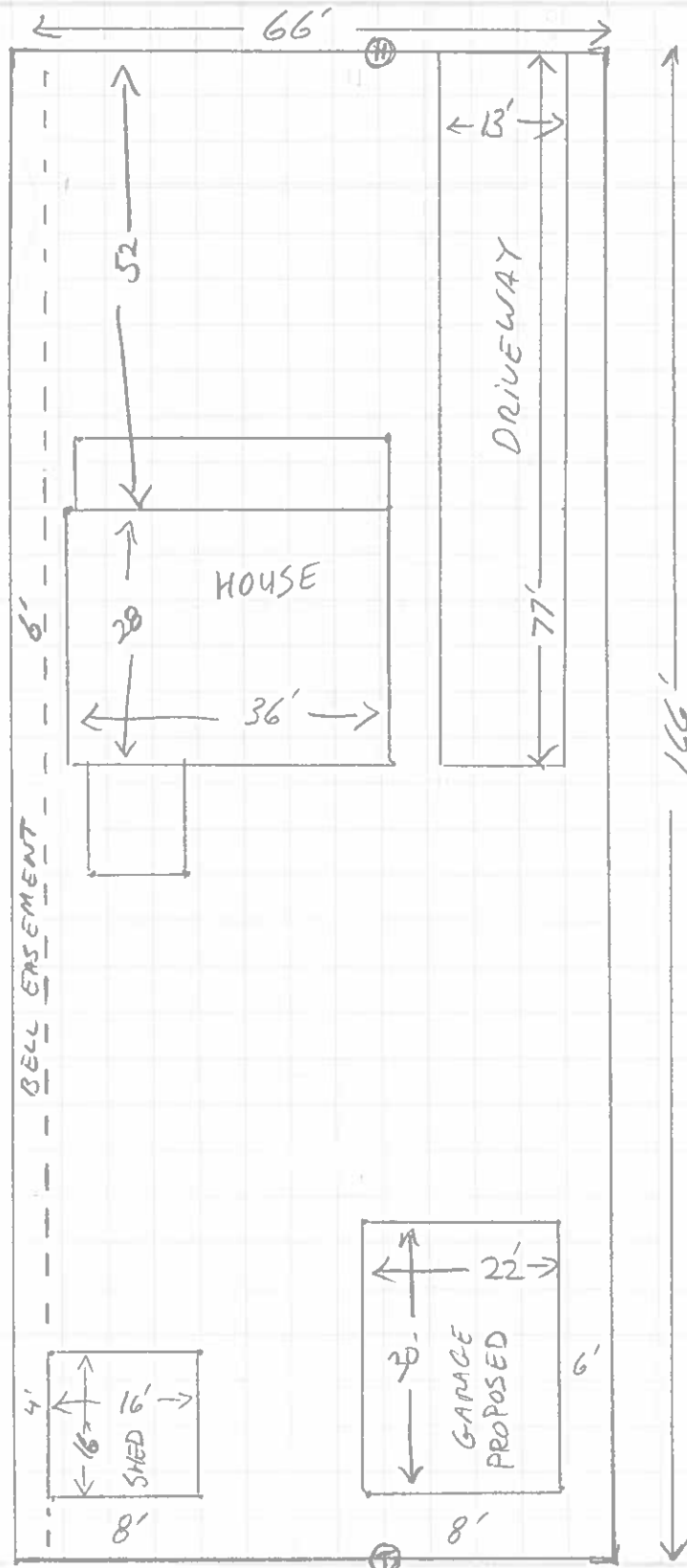
1 of 1

File no.

Date

160 EIGHTST
MATTAWA ON
POH 1VO

DISTRICT OF
NIPISSING



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

GENERAL RECEIPT

LAMOTHE, D'ARCY JOSEPH & LAMOTHE, GISE
160 EIGHTH ST
PO BOX 722
MATTAWA ON P0H 1V0

General Receipt #: 261107-002
Receipt Date: 19/08/2026
Receipt Amount: **700.00**
Seven Hundred Dollars and Zero Cents

MEL

General Receipt Items	Amount
Committee of Adjustment Application File A5-26	600.00
Deposit for Planning Committee of Adjustment File A5-26	100.00
TOTAL:	700.00

Paid By Debit/Interac 700.00

Melody Byers

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

GENERAL RECEIPT

LAMOTHE, D'ARCY JOSEPH & LAMOTHE, GISE
160 EIGHTH ST
PO BOX 722
MATTAWA ON P0H 1V0

General Receipt #: 261107-002
Receipt Date: 19/08/2026
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MEL

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Committee of Adjustment Application File A5-26	600.00
Deposit for Planning Committee of Adjustment File A5-26	100.00
TOTAL:	700.00

Paid By Debit/Interac 700.00

Melody Byers

Report

Committee of Adjustment - 160 Eighth 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 garage at 160 Eighth St.

Public Works Considerations

Here are some items to consider with this application:

Water & Wastewater

1. No concerns.

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. Ex. Eaves and downspouts directed on own property.
 - b.

Roadway & Winter Maintenance

3. No concerns. The culvert at the entrance is end-of-life.

Planning

4. No concerns.

Recreation Considerations

No recreation-related concerns identified.

Conclusion

We have no objection, provided the above conditions are met.



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

RE: Committee of Adjustment for 160 Eighth Street – File No. A5-26

I did review it and everything seems to be OK. Spoke with Wayne and he said he is OK with it .
Trusting this is acceptable.

Yours truly,

Andrew O’Rielly
Deputy Chief Building Official

for
Wayne Chaput
Chief Building Official