

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

Electronically signed by Mathew Gardiner

Chair

Electronically signed by Amy Leclerc

Secretary/Treasurer