



# THE CORPORATION OF THE CITY OF TIMMINS Committee of Adjustment Agenda

Monday, June 22, 2026 at 4:00 p.m.

Council Chambers

City Hall

220 Algonquin Blvd. East, Timmins, Ontario

**Committee Members:** George Hughes  
Gord Cowie  
Pierre Corbeil  
Randy Pickering  
Scott Bragagnolo  
Philippe H. Hamann  
Eileen Zajac  
Elijah Odigie

**Staff:** Kylie Krcel, Assistant Secretary-Treasurer  
Nicola Alexander, Intermediate Planner  
Dave St. Onge, Community Development Planner

Page

## 1. DECLARATION OF PECUNIARY INTEREST

## 2. ADOPTION OF MINUTES

3 - 17

### a) Resolution

THAT the following Minutes of the Timmins Committee of Adjustment be adopted as presented:

Minutes of the regular meeting held on May 25, 2026.

## 3. APPROVING THE ACTIONS OF THE SECRETARY TREASURER REGARDING NOTIFICATION OF THE APPLICANTS

### a) Resolution

THAT the Committee does hereby approve the actions of the Secretary-Treasurer with regard to notification respecting the following applications:

A-28-26 Pamela Pecjak-Eden & Lance Eden  
A-25-26 Mathieu Legault  
A-26-26 Was Real Properties - AGENT: Jeff Shippam

A-27-26 Shukrana SM Properties Inc.  
A-29-26 Ginette Clouthier - AGENT: Marc Leroux  
A-30-26 Kim & Sharon Lavergne - AGENT: Mario  
Vandal  
B-10-26 Kim & Sharon Lavergne - AGENT: Mario  
Vandal

**4. APPLICATIONS**

- 18 - 35 a) **Hearing of a Minor Variance Application Submitted by Pamela Pecjak-Eden & Lance Eden - A-28-26**
- 36 - 54 b) **Hearing of a Minor Variance Application Submitted by Mathieu Legault - A-25-26**
- 55 - 69 c) **Hearing of a Minor Variance Application Submitted by Was Real Properties - A-26-26 - AGENT: Jeff Shippam**
- 70 - 84 d) **Hearing of a Minor Variance Application Submitted by Shukrana SM Properties Inc. - A-27-26**
- 85 - 103 e) **Hearing of a Minor Variance Application Submitted by Ginette Clouthier - A-29-26 - AGENT: Marc Leroux**
- 104 - 119 f) **Hearing of a Consent Application Submitted by Kim & Sharon Lavergne - B-10-26 - AGENT: Mario Vandal**
- 120 - 134 g) **Hearing of a Minor Variance Application Submitted by Kim & Sharon Lavergne - A-30-26 - AGENT: Mario Vandal**

**5. OTHER MATTERS**

**6. ADJOURNMENT**

- a) **Meeting Adjournment**

BE IT RESOLVED THAT this meeting adjourn at  
p.m.



THE CORPORATION OF  
THE CITY OF TIMMINS  
**Committee of Adjustment Minutes**  
Monday, May 25, 2026 at 4:00 PM

*Council Chambers*  
*City Hall*  
220 Algonquin Blvd. East, Timmins, Ontario

**PRESENT:** Eileen Zajac  
George Hughes  
Gord Cowie  
Philippe H. Hamann  
Pierre Corbeil  
Randy Pickering  
Scott Bragagnolo

**ABSENT:** Elijah Odigie

**STAFF:** Kylie Krcel, Assistant Secretary- Treasurer  
Nicola Alexander, Intermediate Planner  
Cindy Welsh, Manager of Planning

The following is a summary of items discussed. Please advise the writer of any errors or omissions within 24 hours (1 business day)

1. **DECLARATION OF PECUNIARY INTEREST**  
There were no disclosure of pecuniary interest.

2. **ADOPTION OF MINUTES**

a) **Resolution**

**26-36**

**Moved by Pierre Corbeil**  
**Seconded by Scott Bragagnolo**

THAT the following Minutes of the Timmins Committee of Adjustment be adopted as presented:

Minutes of the regular meeting held on April 20, 2026.

**CARRIED**

**3. APPROVING THE ACTIONS OF THE SECRETARY TREASURER REGARDING NOTIFICATION OF THE APPLICANTS**

**a) Resolution**

**26-37**

**Moved by George Hughes**

**Seconded by Gord Cowie**

THAT the Committee does hereby approve the actions of the Secretary-Treasurer with regard to notification respecting the following applications:

- B-07-26 Timmins Golden Nuggets Conservation Club
- B-08-26 C. Villeneuve Construction Co. Ltd.
- B-09-26 C. Villeneuve Construction Co. Ltd.
- A-18-26 Dan & Line Perrier
- A-19-26 Dan & Line Perrier
- A-20-26 Daniel Paquin
- A-21-26 Carole Hart
- A-22-26 Jacob Cote & Ariel Barber
- A-23-26 Anne Lacroix
- A-24-26 Rene Rocheleau

**CARRIED**

**4. APPLICATIONS**

**a) Hearing of a Consent Application Submitted by Timmins Golden Nugget Conservation Club (Paul Pigeau) - B-07-26 - AGENT: Remi Mondor**

Philippe H. Hamann joined the meeting at 4:03 p.m.

Remi Mondor was in attendance to support the consent application. A representative from Notre Dame Trailer Park was in attendance to request clarification of the request. There was no one else present to speak for or against the application.

**26-38**

**Moved by Scott Bragagnolo**

**Seconded by Eileen Zajac**

THAT consent application no. B-07-62 received from Timmins Golden Nuggets Conservation Club respecting Ogden Township, PT Unsurveyed BG RP 6R6958 Part 1 PCL 24306 SEC (Roll #: 050-062-00100) known municipally as 31 Rabbit Road, Timmins requesting the following severance:

- An application for consent to grant a 12 metre (40 feet) wide easement on 31 Rabbit Road. The reason for the proposed easement is to provide vehicular access to 4365 Highway 101 West.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division has no objections subject to the following condition:

1. THAT the existing entrance must be reduced in width to at least 12 metres.

The City of Timmins Public Works and Environmental Services Department has no objections.

The City of Timmins Manager of Engineer of has no objections.

The Mattagami Regional Conservation Authority (M.R.C.A) has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and conditions.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments and conditions.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A comments and conditions.

**Conditions:**

1. THAT all taxes be paid in full on the subject property.
2. THAT the existing entrance must be reduced in width to at least 12 metres.
3. THAT a copy of a new survey that is geo-referenced for the property particular to this consent application be filed with the City.
4. THAT the applicant shall finalize this application, including final certification of the consent on the applicant's Land Transfer, within two years of the date the decision becomes final and binding or the consent approval shall lapse and THAT a copy of the final registered transfer be provided to the City.

**Notes:**

- After finalization of this consent application, a 12-metre-wide easement shall be registered on title in order to provide a deeded right-of-way on the subject land. The easement shall be registered on title for both the subject property (31 Rabbit Road) and the benefitting property (4365 Highway 101 West) with a copy of both title searches provided to the City of Timmins
- THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**b) Hearing of a Consent Application Submitted by  
C. Villeneuve Construction Co. Ltd. - B-08-26 - AGENT: Lake Shore Gold Corp.**

Marcel Cardinal was in attendance to support the consent application. There was no one else present to speak for or against the application.

**26-39**

**Moved by George Hughes**

**Seconded by Pierre Corbeil**

THAT consent application no. B-08-26 received from C. Villeneuve Construction Co. Ltd. respecting Murphy Township, Concession 1 South Part Lot 3 Parcel 3798 SEC(Roll #: 020-100-00500) known municipally as Vacant Land, requesting the following severance:

- An application for consent to grant a 32 metre (105 feet) wide easement for the purpose of a haul road. The haul road is legally described on reference plan 6R-9628.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division has no objections.

The City of Timmins Public Works and Environmental Services Department has no objections.

The City of Timmins Manager of Engineer of has no objections.

The Mattagami Regional Conservation Authority (M.R.C.A) has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and conditions.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments and conditions.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A comments and conditions.

**Conditions:**

1. THAT all taxes be paid in full on the subject property.
2. THAT a copy of a new survey that is geo-referenced for the property particular to this consent application be filed with the City.
3. THAT the applicant shall finalize this application, including final certification of the consent on the applicant's Land Transfer, within two years of the date the decision becomes final and binding or the consent approval shall lapse and THAT a copy of the final registered transfer be provided to the City.

**Notes:**

- After finalization of this consent application, a 32-metre-wide easement, as indicated on reference plan 6R-9628, be registered on title in order to provide a deeded right-of-way on the subject land. The easement shall be registered on title for both the subject properties and the benefitting properties with a copy of both title searches provided to the City of Timmins.
- THAT the City of Timmins Site Alteration By-law shall be complied with.

**CARRIED**

**c) Hearing of a Consent Application Submitted by  
C. Villeneuve Construction Co. Ltd. - B-09-26 - AGENT: Lake Shore Gold Corp.**

Marcel Cardinal was in attendance to support the consent application. There was no one else present to speak for or against the application.

**26-40**

**Moved by Gord Cowie  
Seconded by Philippe H. Hamann**

THAT consent application no. B-09-26 received from C. Villeneuve Construction Co. Ltd. respecting Murphy Township, Concession 1 North Part Lot 7, Part Lot 5 and 6, Part Lot 4 & Concession 1 Part Lot 5, 6, Parcels 11288 SEC, 23403 SEC, 1405 SND(Roll #: 020-100-02200) known municipally as 4040 Highway 655 and Vacant Land requesting the following severance:

- An application for consent to grant a 32 metre (105 feet) wide easement for the purpose of a haul road. The haul road is legally described on reference plan 6R-9628.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division has no objections.

The City of Timmins Public Works and Environmental Services Department has no objections.

The City of Timmins Manager of Engineer of has no objections.

The Mattagami Regional Conservation Authority (M.R.C.A) has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and conditions.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments and conditions.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A comments and conditions.

**Conditions:**

1. THAT all taxes be paid in full on the subject property.
2. THAT a copy of a new survey that is geo-referenced for the property particular to this consent application be filed with the City.
3. THAT the applicant shall finalize this application, including final certification of the consent on the applicant's Land Transfer, within two years of the date the decision becomes final and binding or the consent approval shall lapse and THAT a copy of the final registered transfer be provided to the City.

**Notes:**

- THAT An MTO Building/Land Use Permit is required for the placement of any new buildings/structures as well as any site grading/paving taking place on the subject property within 45 m of the Hwy 655 property line.
- THAT An MTO Entrance permit is required for highway access to Highway 655. A temporary MTO Entrance Permit (EN-2026-53C-00000008) has been issued and expires on April 29, 2027
- THAT MTO approval of a Traffic Impact Study for the permanent entrance to the property and subsequent issuance of a permanent MTO Commercial Entrance Permit is required prior to final approval of the access location.
- After finalization of this consent application, a 32-metre-wide easement, as indicated on reference plan 6R-9628, be registered on title in order to provide a deeded right-of-way on the subject land. The easement shall be registered on title for both the subject properties and the benefitting properties with a copy of both title searches provided to the City of Timmins.
- THAT the City of Timmins Site Alteration By-law shall be complied with.

**CARRIED**

**d) Hearing of a Minor Variance Application Submitted by Dan & Line Perrier - A-18-26**

Dan Perrier was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-41**

**Moved by Philippe H. Hamann  
Seconded by Scott Bragagnolo**

THAT minor variance application no. A-18-26 received from Dan & Line Perrier respecting M236C Lot 19 Parcel 18-1 (Roll #: 010-100-08300) known municipally as 2760 Dalton Road, Timmins requesting the following variance:

- An application has been made to increase the maximum permitted height from 4.45 metres (14.76 feet), which is the height of dwelling, to 6.1 metres (20.01 feet) to permit construction of a 9.144 metres x 12.19 metres (30 feet x 40 feet) pre-fabricated steel structure.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Conditions:**

1. THAT this application be finalized by obtaining a building permit within two years of the date the decision of the Committee of Adjustment becomes final and binding or the variance shall lapse.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**e) Hearing of a Minor Variance Application Submitted by Dan & Line Perrier - A-19-26**

Dan Perrier was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-42**

**Moved by Pierre Corbeil  
Seconded by Gord Cowie**

THAT minor variance application no. A-19-26 received from Dan & Line Perrier respecting M236C Lot 19 Parcel 18-1 (Roll #: 010-100-08300) known municipally as 2760

Dalton Road, Timmins requesting the following variance:

- An application has been made to increase the maximum permitted height from 4.45 metres (14.76 feet), which is the height of dwelling, to 6.1 metres (20.01 feet) to permit construction of a 9.144 metres x 12.19 metres (30 feet x 40 feet) pre-fabricated steel structure.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Conditions:**

1. THAT this application be finalized by obtaining a building permit within two years of the date the decision of the Committee of Adjustment becomes final and binding or the variance shall lapse.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**f) Hearing of a Minor Variance Application Submitted by Daniel Paquin - A-20-26**

Daniel Paquin was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-43**

**Moved by Philippe H. Hamann  
Seconded by Scott Bragagnolo**

THAT minor variance application no. A-20-26 received from Daniel Paquin respecting Mountjoy Township, Concession 4 South Part Lot 7 BG Reference Plan 6R7072 Part 2 Parcel 24344 SEC (Roll #: 010-092-17402) known municipally as 1110 Sandy Falls Road, Timmins requesting the following variance:

- An application has been made to increase the maximum permitted area from 1500 square feet to 2400 square feet, and to increase the maximum permitted height from 6 metres (19.6 feet) to 6.46 metres (21.2 feet) to construct a new 12.19 metres x 18.28 metres (40 feet x 60 feet) detached residential garage.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

Dan and Elise Roy of 1157 Sandy Falls Road provided a letter on May 18, 2026 expressing concerns regarding the proposed location of the residential garage, the size and intended use.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Conditions:**

1. THAT this application be finalized by obtaining a building permit within two years of the date the decision of the Committee of Adjustment becomes final and binding or the variance shall lapse.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**g) Hearing of a Minor Variance Application Submitted by  
Carole Hart - A-21-26**

Carole Hart was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-44**

**Moved by Philippe H. Hamann  
Seconded by Eileen Zajac**

THAT minor variance application no. A-21-26 received from Carole Hart respecting M357C Part Lot 101 Reference Plan 6R2773 Part 43 Parcel 101-2 (Roll #: 010-113-18600) known municipally as 225 Timcor Crescent, Timmins requesting the following variance:

- An application has been made to reduce the minimum parking depth from 6 metres (19.68 feet) to 5.18 metres (17 feet) to permit one (1) parking space in front of detached residential garage. The existing fence in front of garage will be removed to accommodate the proposed parking space.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**h) Hearing of a Minor Variance Application Submitted by  
Jacob Cote & Ariel Barber - A-22-26**

Jacob Cote was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-45**

**Moved by Eileen Zajac  
Seconded by Philippe H. Hamann**

THAT minor variance application no. A-22-26 received from Jacob Cote & Ariel Barber respecting Plan M30T Part Block B Reference Plan CR1585 Part 5 Parcel 1155 WT(Roll #: 050-030-03400) known municipally as 16 Dwyer Avenue, Timmins requesting the following variance:

- An application has been made to increase the maximum permitted height from 4.1 metres (13.42 feet) to 5.1 metres (16.75 feet) to permit the raising of the roof on the existing garage and carport. The carport, presently open on three sides, will be enclosed.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections but notes there is no evidence of a carport on this property from a review of the CGIS system and no records of a building permit for such carport.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Conditions:**

1. THAT this application be finalized by obtaining a building permit within two years of the date the decision of the Committee of Adjustment becomes final and binding or the variance shall lapse.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**i) Hearing of a Minor Variance Application Submitted by  
Anne Lacroix - A-23-26**

Anne Lacroix and Ron Mann were in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-46**

**Moved by Pierre Corbeil  
Seconded by George Hughes**

THAT minor variance application no. A-23-26 received from Anne Lacroix respecting Mountjoy Township, Concession 3 Part Lot 3 Reference Plan 6R4638 Part 1 Parcel 21101 SEC (Roll #: 010-115-27900) known municipally as 850 B Park Avenue, Timmins requesting the following variance:

- An application has been made to increase the maximum permitted width of entrance from 4.57 metres (15 feet) to 7.31 metres (24 feet) to permit existing parking and where the width of the existing entrance exceeds 50% of the residential front yard.

be approved, in accordance with the submitted sketch and subject to the following comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance does not meet the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department is not in support of this application.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment agrees with the Planning Division comments and is of the opinion that the minor variance does not meet the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**DEFEATED**

**j) Hearing of a Minor Variance Application Submitted by  
Rene Rocheleau - A-24-26 - AGENT: Maryann Rocheleau**

Maryann Rocheleau was in attendance to support the minor variance application. There was no one else present to speak for or against the application.

**26-47**

**Moved by Scott Bragagnolo  
Seconded by Philippe H. Hamann**

BE IT RESOLVED THAT the Committee of Adjustment does hereby amend the following resolution with regards to Minor Variance application A-24-26 submitted by Rene Rocheleau, to decrease the requested maximum permitted area from 272.7 square metres (3000 square feet) to 222.97 square metres (2400 square feet).

**CARRIED**

**26-48**

**Moved by Philippe H. Hamann  
Seconded by Pierre Corbeil**

THAT minor variance application no. A-24-26 received from Rene Rocheleau respecting Mountjoy Township, Concession 2 Part Lot 8 Reference Plan 6R3503 Part 2 Parcel 20560 SEC (Roll #: 010-092-21700) known municipally as 400 Jaguar Drive, Timmins requesting the following variance as amended:

- An application has been made to increase the maximum permitted area from 139 square metres (1500 square feet) to 222.97 square metres (2400 square feet) and to increase the maximum permitted height from 4.14 metres (13.58 feet), which is height of existing dwelling, to 6.4 metres (21 feet) to permit the construction of a detached residential garage.

be approved, in accordance with the submitted sketch and subject to the following

comments, reasons and conditions:

**Comments:**

The City of Timmins Planning Division is of the opinion that the minor variance does not meet the four prescribed test set out in Section 45 (1) of the Planning Act.

The Public Works and Environmental Services Department has no objections.

The Manager of Engineering has no objections.

The M.R.C.A. has no objections.

**Reasons:**

The Committee of Adjustment disagrees with the Planning Division comments and is of the opinion that the minor variance meets the four prescribed test set out in Section 45 (1) of the Planning Act.

The Committee of Adjustment agrees with the Public Works and Environmental Services Department comments.

The Committee of Adjustment agrees with the Manager of Engineering and M.R.C.A. comments.

**Conditions:**

1. THAT this application be finalized by obtaining a building permit within two years of the date the decision of the Committee of Adjustment becomes final and binding or the variance shall lapse.

**Notes:**

THAT the City of Timmins Site Alteration By-law must be complied with.

**CARRIED**

**5. OTHER MATTERS**

There were no other matters.

**6. ADJOURNMENT**

**a) Meeting Adjournment**

**26-49**

**Moved by Pierre Corbeil**

**Seconded by Eileen Zajac**

BE IT RESOLVED THAT this meeting adjourn at 5:05 p.m.

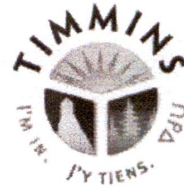
**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
ASSISTANT SECRETARY-TREASURER



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**  
(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received (Service Timmins)	Date Accepted (Clerks Department)	File Number
5/29/2026	06/05/2026	A-28-26

**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - o Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - o Indicate the boundaries and dimensions of the subject land.
  - o The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - o The location and name of any roads within or abutting the subject land
  - o The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - o Minor Variance
  - o Minor Variance (Construction started without building permit)

APPLICATION COMPLETE	
<b>Roll Number:</b>	5627 010 13006900.0000
<i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i>	
<b>Reviewed by Planning:</b>	
<b>Date:</b>	2026-06-03

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.

I agree

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

**THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

**PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

1. REGISTERED OWNER INFORMATION	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: <u>PAMELA PECJAK-EDEN &amp; LANCE EDEN</u>	Tel. No.: <u>705-266-8432</u>
Address: <u>268 TOLE STREET</u>	
Town: <u>TIMMINS, ON</u>	Postal Code: <u>P4N 6V1</u>
E-mail: <u>ppecjak@hotmail.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

2. AUTHORIZED AGENT INFORMATION	
Name: <u>OWNERS (SEE ABOVE)</u>	Tel. No.: _____
Address: _____	
Town: _____	Postal Code: _____
E-mail: _____	
Preferred method of communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner     Agent

3. NATURE AND EXTENT OF RELIEF APPLIED FOR
<p><i>To PERMIT RETENTION OF ACCESSORY STRUCTURES BY DEFERRING THE ISSUANCE OF A BUILDING PERMIT FOR A PROPOSED SINGLE DETACHED DWELLING TO JUNE 1, 2028.</i></p> <p><i>PLEASE REFER TO ATTACHED, SUPPLEMENTARY INFORMATION.</i></p>

4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW
<p><i>PLEASE REFER TO ATTACHED, SUPPORTING INFORMATION.</i></p>

5. Type of Proposal (please select one of the following):	
<input type="checkbox"/>	Existing
<input checked="" type="checkbox"/>	Proposed

6. LEGAL DESCRIPTION OF THE SUBJECT LAND	
Property Address	<i>KAMISKOTIA ROAD</i>
Township, Concession, Lot	<i>ROBB</i>
Plan (Plan/Lot or Plan, Part)	<i>MC P32550 PT MC P6811 PT SR LOC AL 837A AND</i>
Parcel	<i>RP 6R9097 PT PART 4 RP 6R9260 PART 1</i>

Revised September 2021

7. DIMENSIONS OF SUBJECT LAND	
Frontage (metres)	
Depth (metres)	IRREGULAR
Area (square metres)	+/- 53.29 ACRES

→ +/- 221.5 m (KAMISKOTIA RD.) / 30.62 m (WATER)  
 (30m)  
 (EVAL)

**8. DATE OF ACQUISITION OF SUBJECT LAND** 2019 - INITIAL PURCHASE  
 2021/2022 - PURCHASED ADD'L 7.862 ACRES FROM  
 CITY OF TIMMINS (CONSOLIDATED IN 2024)

**9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND**  
 u/k

**10. EXISTING USES OF THE SUBJECT LAND** STORAGE VACANT  
 (EVAL)

**11. PROPOSED USES OF THE SUBJECT LAND** SINGLE DETACHED DWELLING

**12. EXISTING USES OF ABUTTING LANDS** RESIDENTIAL

**13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED**  
 SINCE 2019 (CURRENT OWNERS) ; u/k PRIOR TO 2019

14. AVAILABLE SERVICES		
Water		Connected
Sanitary Sewer		Connected
Storm Sewer		
✓ Septic Tank		Connected
✓ Well		Connected

(SERVICES NEED TO BE INSTALLED)

**15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND**  
 RESOURCE DEVELOPMENT AREA

**16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND**  
 RD-WN - WATER FRONT NEIGHBOURHOOD AND RD-RU - RURAL

17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE <i>PLANNING ACT</i> FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?	
Yes (If yes, and if known, please provide the following):	
Application File No.:	Application Status:
<input checked="" type="checkbox"/> No	
<input type="checkbox"/> Unknown	
18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND	
<input checked="" type="checkbox"/> Yes	
<input type="checkbox"/> No	
If answer is yes, describe briefly:	
<u>A-12-23, APPROVED (DECISION #23-30)</u>	

19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE <i>PLANNING ACT</i> ?	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

**20. APPLICANT DECLARATION**

I, Pamela Pecjak-Eden of the City/Town of Timmins, ON  
 in the County/District/Regional Municipality of COCHRANE solemnly  
 declare that all the statements contained in this application are true and I make this solemn  
 declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
 as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins  
 in the District of Cochrane, this 29<sup>th</sup>  
 day of MAY 20 26

Vanessa Giulia Lauzon  
**Commissioner of Oath**

Pamela Pecjak-Eden  
**Owner/ Agent's Signature**

Vanessa Giulia Lauzon, a Commissioner, etc.,  
 Province of Ontario  
 for the Corporation of the City of Timmins  
 Expires August 3, 2026

**21. OWNER AUTHORIZATION**

I/We Pamela Pecjak-Eden & Lance Eden, the owners of the property subject of this  
 application, hereby authorize OURSELVES to make this  
 application on my/our behalf to the Corporation of the City of Timmins.

Vanessa Giulia Lauzon  
**Witness (other than applicant)**

Pamela Pecjak-Eden  
**Owner's Signature**

**22. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We Pamela Pecjak-Eden & Lance Eden hereby authorize the members of the  
 Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
 to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
 application over the time this application is under consideration by the City of Timmins.

May 29, 2026  
**Date**

Pamela Pecjak-Eden  
**Owner/ Agent's Signature**

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted to:**

Service Timmins  
City Hall, Main Floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

**Committee of Adjustment**

**Secretary-Treasurer**

Keshia Horbul, Secretary-treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

*Minor Variance applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?id=1627>

**SUPPORTING INFORMATION**

**SECTION 3. NATURE AND EXTENT OF RELIEF APPLIED FOR**

Re: Minor Variance Application #A-12-23, Approved (Decision #23-30)

Owners/applicants are requesting an amendment to Committee of Adjustment Decision #23-30 (March 27, 2023), specifically condition #2 which reads:

*"2. THAT the applicant shall obtain a building permit for a dwelling unit prior to June 1, 2026, or the accessory structures shall be removed from the subject lands and the subject lands shall be restored to their original condition."*

Instead, the owners/applicants are requesting to extend the deadline to obtain a building permit by 2 years (until June 1, 2028), in order to avoid demolition of the accessory structures.

Owners/applicants have completed all other conditions of decision #23-30 in a timely manner, including having finalized Consent Application B-13-23 (Decision #23-29) in April 2024 where all 7 conditions were met.

The accessory structures are valuable to the owners/applicants for secure storage of construction materials and personal belongings during both the construction of the dwelling and during the owner's move. Demolition of these structures would significantly affect the owner's ability to proceed with building.

**SECTION 4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW**

Until the owner's/applicant's current residence is sold, the owners/applicants are not able to commit to the significant expense of constructing a new dwelling, including the expense of a building permit. Unfortunately, the current residence is not yet sold.

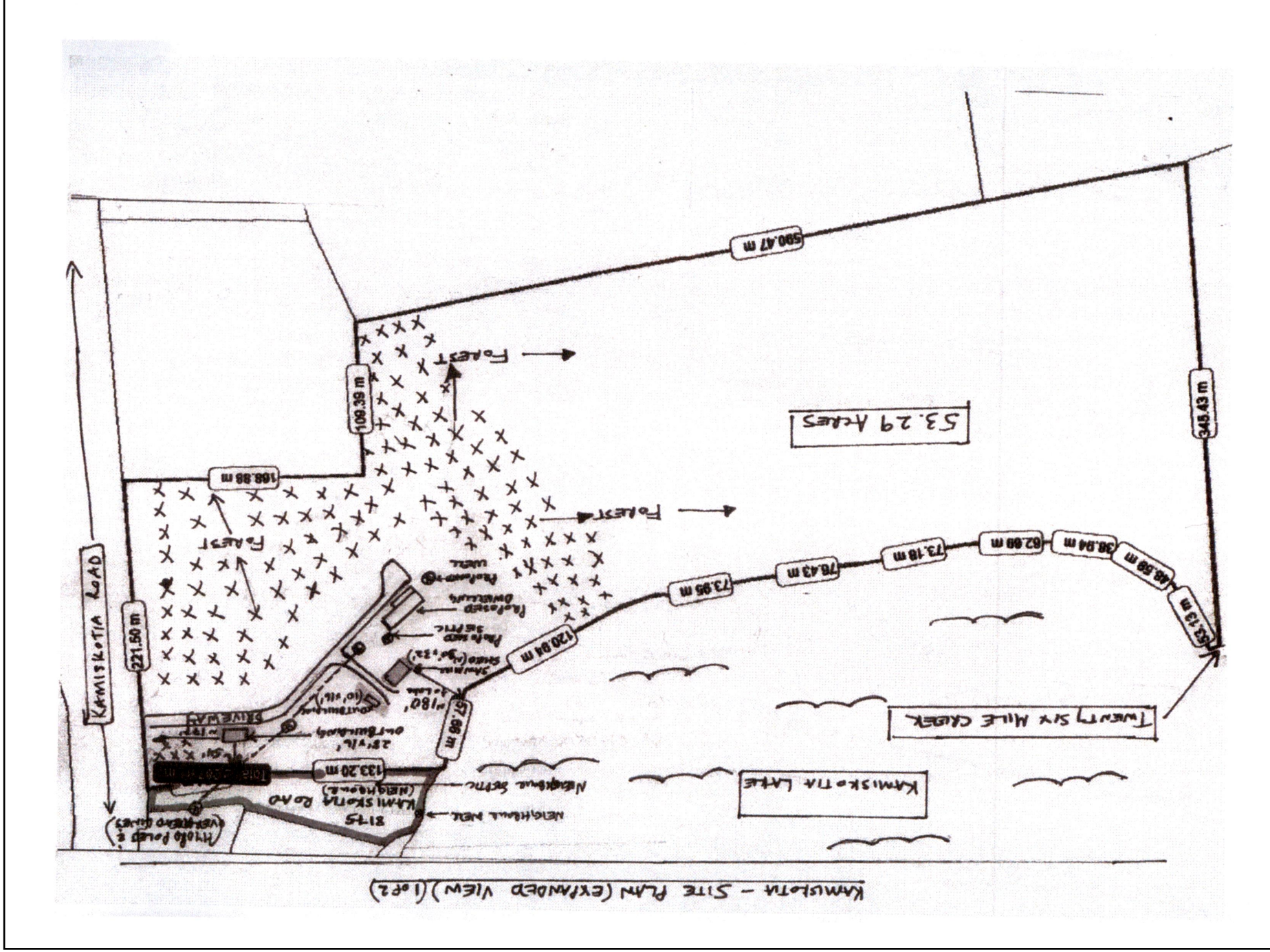
The new dwelling will be a homeowner build and the owners/applicants only have a narrow window of time available during summer and early fall to construct and finish the dwelling to a habitable level so the owners/applicants may move into the dwelling before winter. The timeframe needed to sell the current residence and still proceed with construction of the new dwelling this summer has narrowed to a point that it is uncertain whether the project can proceed this summer.

Considerable personal time (years) and personal expense have already been invested by the owners/applicants into preparing the lot and planning to construct. In order to demonstrate the sincere intent and commitment to comply with Decision #23-30 and the June 1, 2026 deadline to obtain a building permit and construct this summer (2026), the following are examples of undertakings by the owners/applicants to-date, including:

- 2019 - Purchased original lot
- 2021/2022 - Purchased additional acreage from the City of Timmins (consolidated with the original lot in 2024 to increase the road frontage off of Kamiskotia Road)

**SUPPORTING INFORMATION**

- 2023 - Initiated Minor Variance Application A-12-23 (Approved, Decision #23-30) & Consent Application B-13-23 (Approved, Decision #23-29); incurred expenses associated with meeting the various conditions
- 2023 - Entrance/Culvert Application - work completed with final inspection on July 31, 2023
- 2024 - Driveway - land cleared and driveway constructed
- 2024-2026 - Hydro One new connection contract undertaken/paid for to bring service to the lot
- 2024 - Finalized all conditions of Consent Application B-13-23 (Decision #23-29)
- 2024 - Electrical utility contractor completed the private pole and overhead line work in preparation for Hydro connection
- 2025 - Lot cleared, landscaped and prepared for construction
- 2025-2026 - Building plans were developed, completed and paid for regarding new dwelling
- 2025-2026 – Bank financing initiated for construction phase, including all construction cost estimates obtained
- 2025-2026 - Secured vendors, manufacturers & contractors to complete various parts of construction that will not be completed by owners/applicants, including:
  - Foundation contractor for ICF foundation
  - Roof trusses/floor joists manufacturer
  - Electrician
  - HVAC/Plumber
  - Septic installer
  - Drilled well contractor
  - Roofing contractor
- 2026 - Northeastern Public Health consulted regarding Sewage System Permit
- 2026 - MRCA consulted; no permitting required from MRCA for proposed septic system or dwelling
- 2026 - Current residence has been listed for sale with a local Realtor (on MLS)





**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-28-26  
**Applicant:** Pamela Pecjak-Eden & Lance Eden  
**Subject Lands:** Robb Township, MC P32550 Part MC P6811 Part SR LOC AL 837A and Reference Plan 6R9097 PT Part 4 Reference Plan 6R9260 Part 1  
**Zoning:** RD-WN/RD-RU  
**Roll #:** 5627-010-130-06900  
**Municipal Address:** Kamiskotia Road  
**TAKE NOTICE THAT** An application has been made to permit retention of accessory structures by deferring the issuance of a building permit for a proposed single detached dwelling to June 1, 2028.

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**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application, or approve the application with the following condition:
  - a. THAT the applicant shall obtain a building permit for the proposed single detached dwelling prior to June 1, 2028, or the accessory structures shall be removed from the subject lands and the subject lands shall be restored to their original condition.
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Resource Development Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned Rural (RD-RU) / RD-WN (Waterfront Neighbourhood).

Paragraph 4.26 of the City of Timmins Zoning By-Law 2011-7100 states that where a lot is divided into more than one zone under the provisions of this By-Law, the lots shall be used and developed in accordance with the most applicable zone requirements of this By-law. The proposed single detached dwelling is a permitted use in the Rural (RD-RU) zone.

The subject land is the retained parcel created through Consent B-13-23, approved on March 27, 2023 (Decision No. 23-29). As a result of this severance, the existing dwelling is located on the severed parcel and the accessory structures are located on the retained lands without a principal use. Concurrently, Minor Variance Application A-12-23 was approved on March 27, 2023 (Decision No. 23-30) to permit the temporary retention of the accessory structures and defer the requirement to obtain a building permit for a dwelling until June 1, 2026, subject to a condition that the applicant shall obtain a building permit for a dwelling unit prior to June 1, 2026, or the accessory structures shall be removed from the subject lands and the subject lands shall be restored to their original condition.

The accessory structures identified on the submitted site plan consist of an outbuilding (28 feet x 16 feet), a shed (10 feet. x 16 feet) and a sawmill shed (30 feet x 32 feet). The applicant has provided supporting information detailing the steps that have been taken to prepare the subject lands for development, and the rationale for retention of the accessory structures until construction of the proposed dwelling can proceed.

Planning staff are satisfied that the requested extension is appropriate. The applicant has demonstrated an ongoing intention to develop the property for residential purposes. The proposed variance would maintain the original intent of the approval while providing additional time for the applicant to obtain a building permit and construct a dwelling on the retained lands. No adverse impacts are anticipated as a result of the requested extension, and the accessory structures will remain accessory to the intended residential use of the property.

### **Planning Act Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

### **Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

The Chief Building Official notes any building code requirements for the proposed single detached dwelling shall be addressed during the building permit review.

**Prepared by:**



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**Nicola Alexander  
Intermediate Planner**

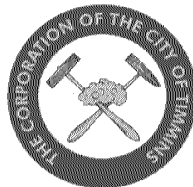
June 9, 2026

**Reviewed By:**



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**Cindy Welsh, RPP, MCIP  
Manager of Planning**



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No: A-28-26  
Applicant: Pamela Pecjak-Eden & Lance Eden  
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Zoning: RD-WN/RD-RU  
Roll #: 5627-010-130-06900  
Municipal Address: Kamiskotia Road  
Take notice that: An application has been made to permit retention of accessory structures by deferring the issuance of a building permit for a proposed single detached dwelling to June 1, 2028.

---

Comments provided by:

Cindy Welsh, Manager of Planning Services

David Vallier, General Manager-Mattagami Region Conservation Authority

Scott Collin, Manager of Engineering

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**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No objection

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-28-26  
**Applicant:** Pamela Pecjak-Eden & Lance Eden  
**Subject Lands:** Robb Township, MC P32550 Part MC P6811 Part SR LOC AL 837A and Reference Plan 6R9097 PT Part 4 Reference Plan 6R9260 Part 1  
**Zoning:** RD-WN/RD-RU  
**Roll #:** 5627-010-130-06900  
**Municipal Address:** Kamiskotia Road  
**TAKE NOTICE THAT** An application has been made to permit retention of accessory structures by deferring the issuance of a building permit for a proposed single detached dwelling to June 1, 2028.

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

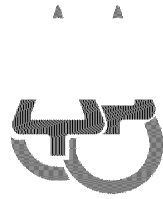
Comments

Conditions:

Notes: Public Works & Environmental Services has reviewed the above noted application and had no comments.



Ken Krcel



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

---

**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** A-28-26

**Applicant:** Pamela Pecjak-Eden & Lance Eden

**Property:** Robb Township, MC P32550 Part MC P6811 Part SR LOC AL 837A and Reference Plan 6R9097 PT Part 4 Reference Plan 6R9260 Part 1

**Zoning:** RD-WN/RD-RU

**Roll No.:** 5627-010-130-06900.0000

**Municipal Address:** Kamiskotia Road

**Requested Variance:** An application has been made to permit retention of accessory structures by deferring the issuance of a building permit for a proposed single detached dwelling to June 1, 2028.

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that a portion of the above-referenced property is regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 applies to a portion of the subject site. Based on the submitted site plan and discussions with the applicant, the proposed development is located outside the regulated area; therefore, a permit from the Mattagami Region Conservation Authority is not required.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-28-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,  
MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**  
(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received	Date Accepted	File Number
05/06/2026	05/07/2026	A-25-26

**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - Indicate the boundaries and dimensions of the subject land.
  - The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - The location and name of any roads within or abutting the subject land
  - The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - Minor Variance
  - Minor Variance (Construction started without building permit)

APPLICATION COMPLETE	
<b>Roll Number:</b>	562703010035900
<i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i>	
<b>Reviewed by Planning:</b>	
<b>Date:</b>	2026-05-07

Revised September 2021

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA.

I agree

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

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1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

1. REGISTERED OWNER INFORMATION	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: <u>Mathieu Legault</u>	Tel. No.: <u>705-288-2646</u>
Address: <u>1795 Hwy 655</u>	
Town: <u>Timmins</u>	Postal Code: <u>P4P1H9</u>
E-mail: <u>Matlegault99@hotmail.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

2. AUTHORIZED AGENT INFORMATION	
Name: _____	Tel. No.: _____
Address: _____	
Town: _____	Postal Code: _____
E-mail: _____	
Preferred method of communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner     Agent

3. NATURE AND EXTENT OF RELIEF APPLIED FOR
Increase the maximum permitted Height of detached residential garage from 17' "Height of existing house"
to 21' 7"

4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW
House is lower than the garage plan.

5. Type of Proposal (please select one of the following):	
<input type="checkbox"/>	Existing
<input checked="" type="checkbox"/>	Proposed

6. LEGAL DESCRIPTION OF THE SUBJECT LAND	
Property Address	1795 Hwy 655
Township, Concession, Lot	Hickale Con 5 pt lot 10
Plan (Plan/Lot or Plan, Part)	RP 62 9341 Pt 1 and 2
Parcel	

**7. DIMENSIONS OF SUBJECT LAND**

Frontage (metres)	150.96 m
Depth (metres)	irregular
Area (square metres)	<del>4.22 Hectar</del>

3.78 Hectar.

**8. DATE OF ACQUISITION OF SUBJECT LAND**

**9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND**

Approximately 2023, "SDD"

**10. EXISTING USES OF THE SUBJECT LAND**

Residential

**11. PROPOSED USES OF THE SUBJECT LAND**

No Change

**12. EXISTING USES OF ABUTTING LANDS**

Commercial

**13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED**

unknown "around 50 years"

**14. AVAILABLE SERVICES**

Water	Connected
Sanitary Sewer	Connected
Storm Sewer	
Septic Tank	Connected
Well	Connected

**15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND**

Resource development Area.

**16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND**

RD-Ru

<b>17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE PLANNING ACT FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?</b>	
Yes (If yes, and if known, please provide the following):	
Application File No.:	Application Status:
<input checked="" type="checkbox"/> No	
<input type="checkbox"/> Unknown	
<b>18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If answer is yes, describe briefly:	
_____	
_____	

<b>19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT?</b>	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

**20. APPLICANT DECLARATION**

I, Mathieu Legault of the City/Town of Timmins  
in the County/District/Regional Municipality of Cochrane solemnly  
declare that all the statements contained in this application are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins  
in the District of Cochrane, this 6

day of May 20 26

Vanessa Jungal  
Commissioner of Oath

Mal  
Owner/ Agent's Signature

**21. OWNER AUTHORIZATION**

I/We \_\_\_\_\_, the owners of the property subject of this  
application, hereby authorize \_\_\_\_\_ to make this  
application on my/our behalf to the Corporation of the City of Timmins.

\_\_\_\_\_  
Witness (other than applicant)

\_\_\_\_\_  
Owner's Signature

**22. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We Mathieu Legault hereby authorize the members of the  
Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
application over the time this application is under consideration by the City of Timmins.

August 15<sup>th</sup> 2025  
Date

Mal  
Owner/ Agent's Signature

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted to:**

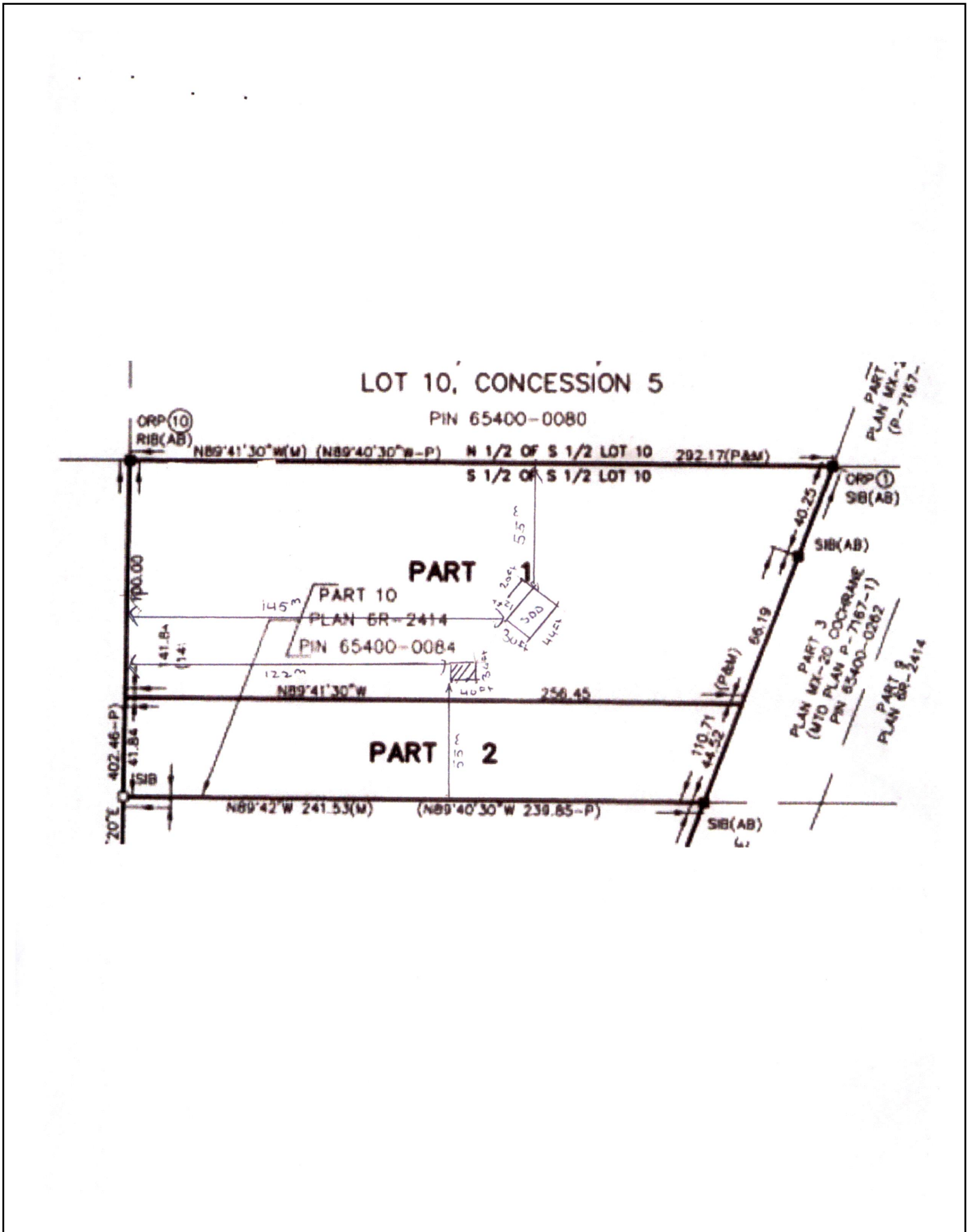
Service Timmins  
City Hall, Main Floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

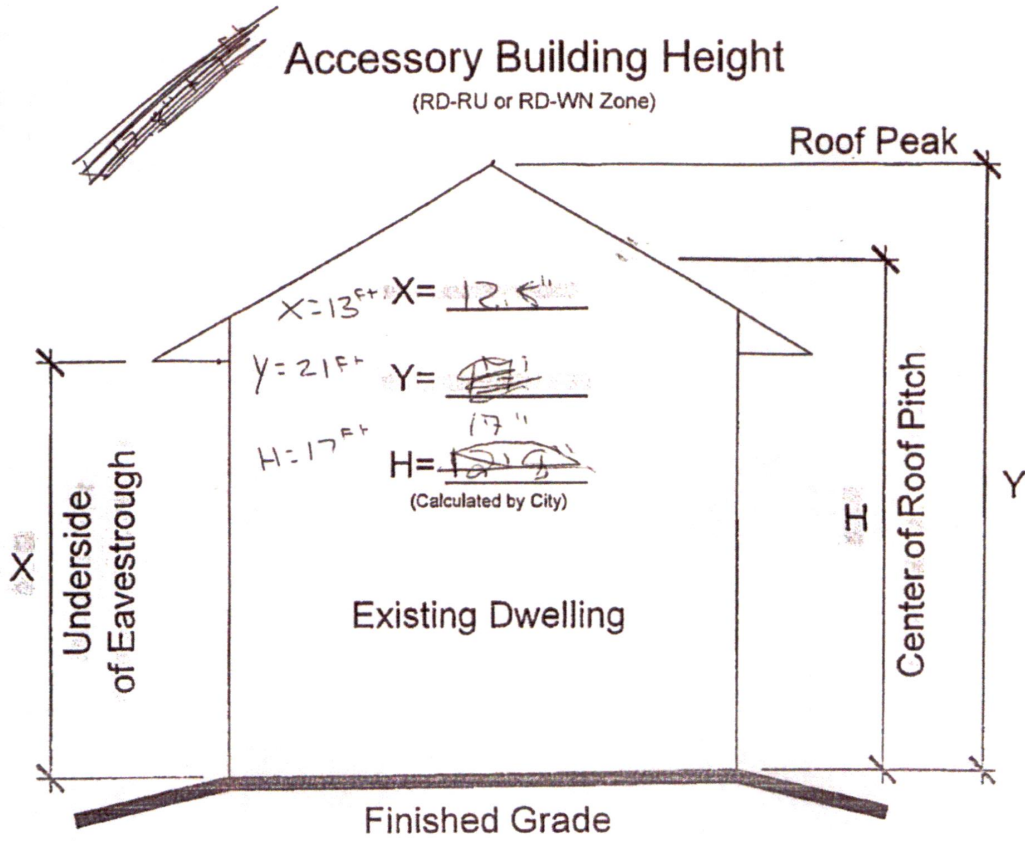
**Committee of Adjustment  
Secretary-Treasurer**

Keshia Horbul, Secretary-treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

*Minor Variance applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?id=1627>

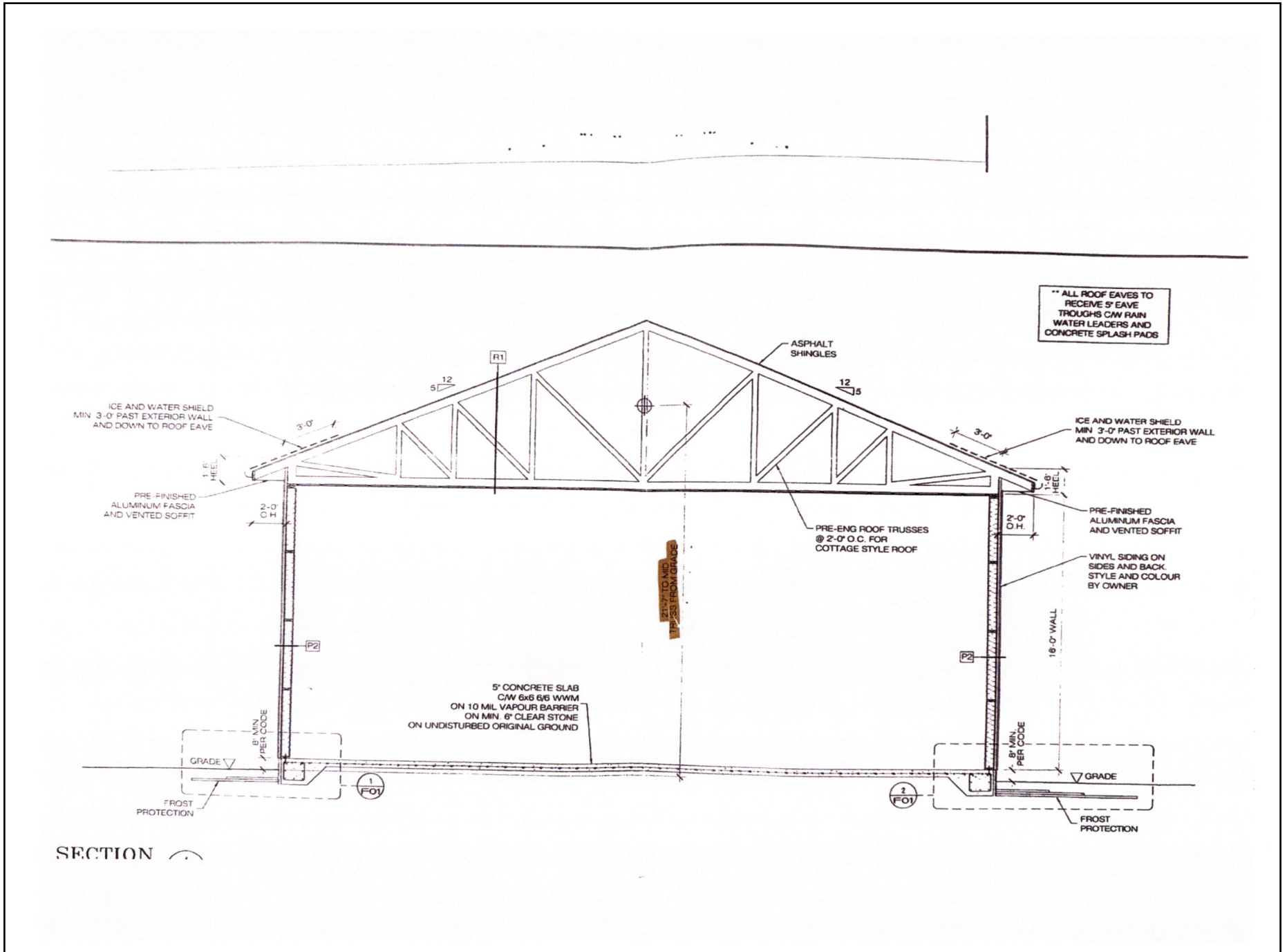




Maximum Accessory Building Height shall be Height of Dwelling or 6.0 metres (19'-8"), whichever is less:

- 6.0 metres (19'-8")
- Height of Dwelling

Maximum Accessory Building Height Permitted: 5.18m (17')





**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-25-26  
**Applicant:** Mathieu Legault  
**Subject Lands:** Tisdale Township, Concession 5 Part Lot 10 Reference Plan 6R9341 Part 1 and 2  
**Zoning:** RD-RU  
**Roll #:** 5627-030-100-35900  
**Municipal Address:** 1795 Highway 655  
**TAKE NOTICE THAT** An application has been made to increase the maximum permitted height of detached residential garage from 5.18 meters (17 feet) height of existing dwelling to 6.57 meters (21 feet 7 inches)

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**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application,
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Resource Development Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned Rural (RD-RU).

***Planning Act* Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

**Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

The subject lands front onto Provincial Highway 655. As such, the variance application was circulated to the Ministry of Transportation (MTO) for review. MTO provided comments on May 15, 2026, as follows:

The subject lands are located within the Ministry of Transportation's (MTO) Permit Control Area and are therefore subject to review under the Public Transportation and Highway Improvement Act (PTHIA).

- An MTO Building/Land Use Permit is required for the placement of any new buildings/structures as well as any site grading/paving taking place on the subject property within 45 m of the Hwy 655 property line. Please note that the submitted site plan does not show the proposed structure within the MTO Permit Control Area.

The Chief Building Official notes that if this minor variance is approved, a building permit will be required to construct the detached residential garage. Any building code requirements shall be addressed during the building permit review.

**Prepared by:**



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**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**



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**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 10, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-25-26  
**Applicant:** Mathieu Legault  
**Subject Lands:** Tisdale Township, Concession 5 Part Lot 10 Reference Plan 6R9341 Part 1 and 2  
**Zoning:** RD-RU  
**Roll #:** 5627-030-100-35900  
**Municipal Address:** 1795 Highway 655  
**TAKE NOTICE THAT** An application has been made to increase the maximum permitted height of detached residential garage from 5.18 meters (17 feet) height of existing dwelling to 6.57 meters (21 feet 7 inches).

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

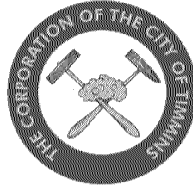
Comments

Conditions:

Notes: Public Works & Environmental Services have no comments in regards to the above noted application.



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No: A-25-26  
Applicant: Mathieu Legault  
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Zoning: RD-RU  
Roll #: 5627-030-100-35900  
Municipal Address: 1795 Highway 655  
Take notice that An application has been made to increase the maximum permitted height of detached residential garage from 5.18 meters (17 feet) height of existing dwelling to 6.57 meters (21 feet 7 inches)

---

Comments provided by:

- Cindy Welsh, Manager of Planning Services
- David Vallier, General Manager-Mattagami Region Conservation Authority
- Scott Collin, Manager of Engineering

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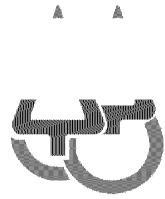
**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No Objection

A handwritten signature in black ink, appearing to read "Scott Collin".

D13



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

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**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** A-25-26

**Applicant:** Mathieu Legault

**Property:** Tisdale Township, Concession 5 Part Lot 10 Reference Plan 6R9341 Part 1 and 2

**Zoning:** RD-RU

**Roll No.:** 5627-030-100-35900.0000

**Municipal Address:** 1795 Highway 655

**Requested Variance:** An application has been made to increase the maximum permitted height of detached residential garage from 5.18 meters (17 feet) height of existing dwelling to 6.57 meters (21 feet 7 inches)

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that the above-referenced property is not regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 does not apply to the subject site; therefore, a permit from the Conservation Authority is not required prior to development proceeding.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-25-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,

MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner

**Kylie Krcel**

---

**From:** Debruyn, Rebecca (MTO) <Rebecca.Debruyn@ontario.ca>  
**Sent:** May 15, 2026 12:15 PM  
**To:** Nicola Alexander  
**Cc:** Kylie Krcel; Leonard, Sylvie (MTO); Muldoon, Laurel (She/Her) (MTO)  
**Subject:** RE: Minor Variance (Matheiu Legault)  
**Attachments:** Matheiu Legault-SIGNED.pdf

EXTERNAL E-MAIL WARNING - Avoid clicking links or opening attachments and content from external senders unless you are certain it is safe to do so. Exercise caution - If you are unsure, please contact ITD.

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Hi Nicola,

Thank you for contacting the Ministry of Transportation (MTO). The MTO has reviewed the attached Minor Variance application dated May 6, 2026, to permit a 9.14 metres x 12.19 metres (30 feet x 40 feet) detached residential garage located at 1795 Hwy 655. The subject lands are located within MTO's Permit Control Area and are therefore subject to review under the *Public Transportation and Highway Improvement Act* (PTHIA).

- An **MTO Building/Land Use Permit** is required for the placement of any new buildings/structures as well as any site grading/paving taking place on the subject property within 45 m of the Hwy 655 property line. **Please note that the submitted site plan does not show the proposed structure within the MTO Permit Control Area.**
- Please direct any permit inquiries to Sylvie Leonard, Corridor Management Officer, at [Sylvie.Leonard@ontario.ca](mailto:Sylvie.Leonard@ontario.ca)
- Permit applications can be made at [HCMS - Highway Corridor Management System](#).

Please contact me if you have any questions or concerns.

Thank you,

**Rebecca Debruyn**

Corridor Planner | North Region – Area East  
Ministry of Transportation | Ontario Public Service  
705-491-2658 | [rebecca.debruyn@ontario.ca](mailto:rebecca.debruyn@ontario.ca)  
2<sup>nd</sup> Floor, Corridor Management Office  
447 McKeown Ave.  
North Bay ON P1B 9S9



*Taking pride in strengthening Ontario, its places and its people*

**From:** Nicola Alexander <Nicola.Alexander@timmins.ca>  
**Sent:** May 7, 2026 9:26 AM  
**To:** Kylie Krcel <Kylie.Krcel@timmins.ca>

**Cc:** Debruyn, Rebecca (MTO) <Rebecca.Debruyn@ontario.ca>  
**Subject:** RE: Minor Variance (Matheiu Legault)

**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**  
Good morning,

The attached application has been reviewed and signed off by planning.

**Matheiu Legault**

To increase the maximum permitted height from 5.18 metres (17 feet), which is height of existing house, to 6.58 metres (21 feet and 7 inches) **to permit a 9.14 metres x 12.19 metres (30 feet x 40 feet) detached residential garage.**

**Notification:**

The property at 1795 Highway 655 is located in an MTO control area. Rebecca Debruyn, MTO, is copied for comment. Kylie, please forward copy of notice on circulation.

Nicola Alexander, B.Arch, M.Phil  
Policy Planner  
City of Timmins  
Tel: (705) 360-2600 Ext. 3335  
[www.timmins.ca](http://www.timmins.ca)



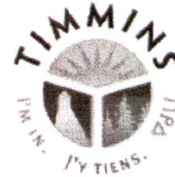
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Visit our website:  
<http://www.timmins.ca/>

DISCLAIMER: This message may contain information that is privileged or confidential and is intended to be for the use of the individual (s) or entity named above. This material may contain confidential or personal information which may be subject to the provisions of the Municipal Freedom of Information & Protection of Privacy Act. If you are not the intended recipient of this e-mail, any use, review, retransmission, distribution, dissemination, copying, printing, or other use of, or taking of any action in reliance upon this e-mail, is strictly prohibited. If you have received this e-mail in error, please contact the sender and delete the original and any copy of this e-mail, and any printout thereof, immediately. Your cooperation is appreciated.



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**  
(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received (Service Timmins)	Date Accepted (Clerks Department)	File Number
2026-05-19	2026-05-29	A-26-26

**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - o Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - o Indicate the boundaries and dimensions of the subject land.
  - o The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - o The location and name of any roads within or abutting the subject land
  - o The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - o Minor Variance
  - o Minor Variance (Construction started without building permit)

**APPLICATION COMPLETE**

**Roll Number:** 562705003201800, 562705003201700, 562705003201500,  
562705003205500, 562705003205400

*The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.*

**Reviewed by Planning:**

**Date:** 2026-05-29

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

**THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

**PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

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**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

**1. REGISTERED OWNER INFORMATION**

*If more than one person owns the subject lands, the authorization of all owners is required.*

Name: WAS REAL PROPERTIES Tel. No.: 705-360-0685

Address: 302 ALGONQUIN BLVD. W.

Town: TIMMINS Postal Code: \_\_\_\_\_

E-mail: speedylube2002@gmail.com

Preferred method of communication:  Mail  E-mail

**2. AUTHORIZED AGENT INFORMATION**

Name: JEFF SWIPRAM Tel. No.: 705-365-8411

Address: 142 NADINE AVE.

Town: SOUTH PORCUPINE Postal Code: P0N 1H0

E-mail: speedylube2002@gmail.com

Preferred method of communication:  Mail  E-mail

**All contact with the City of Timmins regarding this application will go through a single point person. If an agent has been authorized to represent the application, all correspondence will be sent to their attention.**

**3. NATURE AND EXTENT OF RELIEF APPLIED FOR**

To decrease the minimum setback requirement from 7.5 metres (24.6 feet) to 1.21 metres (4 feet), where a lot in the General Commercial zone abuts an interior or rear lot line of a residential zone, to permit construction of 8.53 metre x 9.9 metre (28 feet x 32.5 feet) 2-bay detailing garage addition. The existing dwelling will be converted to an office.

**4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW**

will not fit our proposed site plan

**5. Type of Proposal (please select one of the following):**

Existing	
Proposed	✓

**6. LEGAL DESCRIPTION OF THE SUBJECT LAND**

Property Address	302 Algonquin Blvd. WEST
Township, Concession, Lot	M-64-T LOTS 33, 34, 35, 36 M-67-T
Plan (Plan/Lot or Plan, Part)	LOTS #4, 45 M47T LOT 46
Parcel	15128SEC, 4388SEC, 5993SEC, 1994SEC 3508, 5373, 15460SEC

7. DIMENSIONS OF SUBJECT LAND	
Frontage (metres)	30.17 metres (99 feet)
Depth (metres)	IRREGULAR
Area (square metres)	2081.32 square metres

8. DATE OF ACQUISITION OF SUBJECT LAND *November 15, 2025.*

9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND  
*NOT SURE*

10. EXISTING USES OF THE SUBJECT LAND *USED CAR DEALERSHIP*

11. PROPOSED USES OF THE SUBJECT LAND *USED CAR DEALERSHIP*

12. EXISTING USES OF ABUTTING LANDS *RESIDENTIAL*

13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED  
*40+ YEARS*

14. AVAILABLE SERVICES	
Water	<input checked="" type="checkbox"/> Connected
Sanitary Sewer	<input checked="" type="checkbox"/> Connected
Storm Sewer	
Septic Tank	Connected
Well	Connected

15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND  
*EMPLOYMENT AREA*

16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND  
*EA-CG (GENERAL COMMERCIAL) / RD-HAZ (HAZARD LANDS)  
 NA-R3 (RESIDENTIAL THIRD DENSITY)*

17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE <i>PLANNING ACT</i> FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?	
Yes (If yes, and if known, please provide the following):	
Application File No.:	Application Status:
No	
Unknown	

18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No
If answer is yes, describe briefly:	
<hr/>	
<hr/>	

19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE <i>PLANNING ACT</i> ?	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

**20. APPLICANT DECLARATION**

I, Jeff Shippam of the City/Town of \_\_\_\_\_  
in the County/District/Regional Municipality of \_\_\_\_\_ solemnly  
declare that all the statements contained in this application are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins

in the District of Cochrane, this 19

day of May 2026.

Riley Anna Stewart  
Commissioner of Oath

Jeff Shippam  
Owner/ Agent's Signature

Riley Anna Stewart, a Commissioner, etc.,  
Province of Ontario  
for the Corporation of the City of Timmins  
Expires September 16, 2027

**21. OWNER AUTHORIZATION**

I/We \_\_\_\_\_, the owners of the property subject of this  
application, hereby authorize \_\_\_\_\_ to make this  
application on my/our behalf to the Corporation of the City of Timmins.

\_\_\_\_\_  
Witness (other than applicant)

\_\_\_\_\_  
Owner's Signature

**22. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We JEFF SHIPPAM hereby authorize the members of the  
Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
application over the time this application is under consideration by the City of Timmins.

MAY 19, 2026.  
Date

Jeff Shippam  
Owner/ Agent's Signature

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

**Applications Shall be Submitted To:**

Service Timmins  
City Hall, main floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

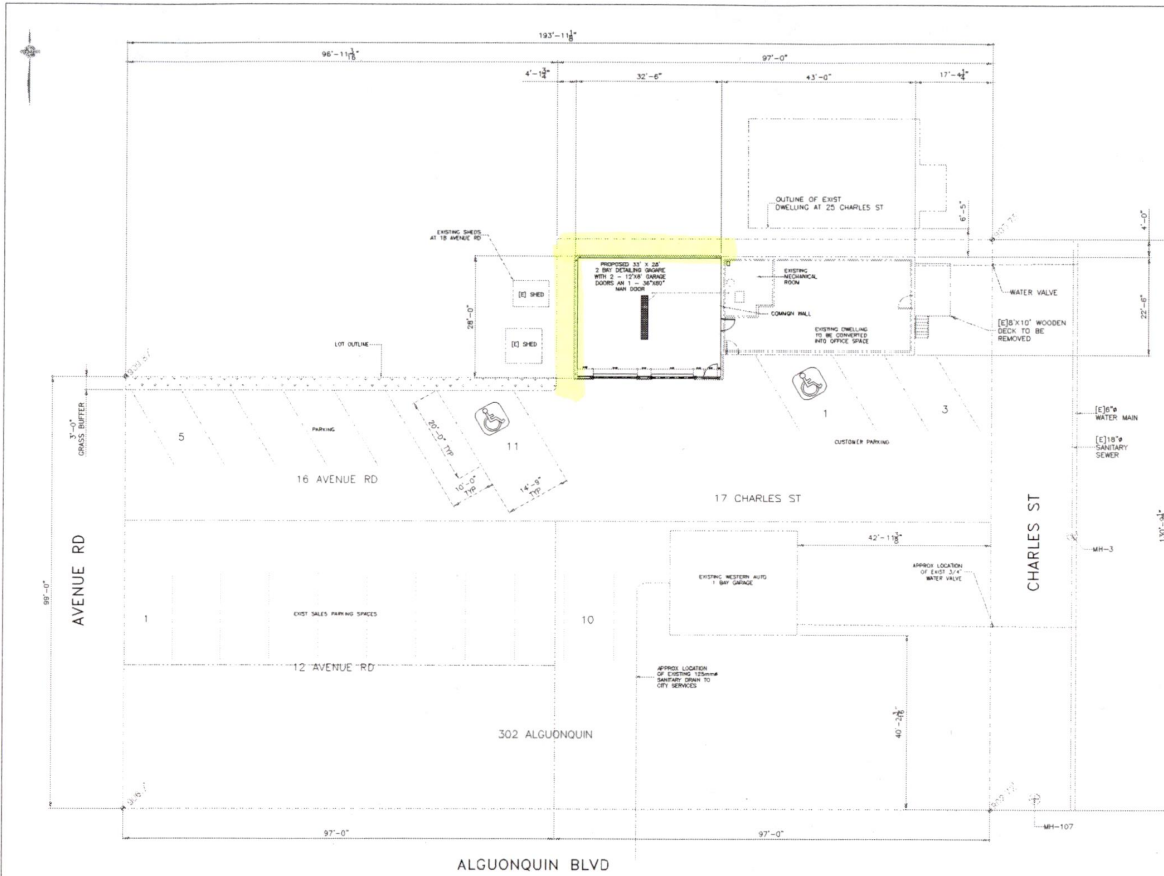
**Committee of Adjustment Clerks Department**

220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

*Minor Variance applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?Id=1627>

LOT 44, PLAN M-67 TIMISKAMING  
CITY OF TIMMINS  
DISTRICT OF COCHRANE



SITE PLAN

DRAWINGS PRODUCED BY:		WESTERN AUTO SALES	
Practical Technical Services INC, 109-1200 Commissioners Rd W, London, Ontario, N6K 0J7 TEL: 519-317-7386 E-MAIL: ptstinc@outlook.com		302 ALGONQUIN BLVD WEST SERVICE GARAGE ADDITION SITE PLAN	
DRAWN BY: Marc Laforest		26/05/13	
CHECKED BY: Marc Laforest		29/05/12	
SCALE: 1/8" = 1'-0" (ON 30"X42" & BEE PAPER)		REVISION	
DRAWING NUMBER: 2026-WAS-SP1		REVISION	



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-26-26

**Applicant:** Was Real Properties – AGENT: Jeff Shippam

**Subject Lands:** M-64-T Lots 33,34, 35, 36, M-670T Lots 44, 45, M-47-T Lot 46 Parcels 15128 SEC, 4388 SEC, 5893 SEC, 1994 SEC, 3508, 5373, 15460 SEC

**Zoning:** EA-CG/RD-HAZ/NA-R3

**Roll #:** 5627-050-032-01800, 5627-050-032-01700, 5627-050-032-01500,  
5627-050-032-05500, 5627-050-032-05400

**Municipal Address:** 302 Algonquin Boulevard West

**TAKE NOTICE THAT**

An application has been made to decrease the minimum setback requirement from 7.5 meters (24.6 feet) to 1.21 meters (4 feet), where a lot in the General Commercial zone abuts an interior or rear lot line of a residential zone, to permit construction of a 8.53 meters by 9.9 meters (28 feet by 32.5 feet) 2-bay detailing garage addition. The existing dwelling will be converted to an office.

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**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application,
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Employment Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned EA-CG (General Commercial), RD-HAZ (Hazard Lands) and NA-R3 (Residential Third Density).

The subject lands were previously comprised of separate lots within a registered plan of subdivision. Deeming By-Law No. 2026-9324 was approved on April 14, 2026. The deemed lands are identified as 302 Algonquin Boulevard West.

Minor variance A-61-96, approved on September 17, 1996, permits the reduction of the north side yard requirement from 3 metres to 1.2 metres to permit the relocation of a dwelling from the abutting lot. The applicant intends to convert the existing dwelling to an office and to demolish the accessory structure to the west of the dwelling, in order to construct a two-bay detailing garage addition.

Paragraph 4.26 of the City of Timmins Zoning By-Law 2011-7100 states that where a lot is divided into more than one zone under the provisions of this By-Law, the lots shall be used and developed in accordance with the most applicable zone requirements of this By-law. The General Commercial (EA-CG) zoning permits the commercial use and is the most applicable zone.

Where a lot in a General Commercial (EA-CG) Zone abuts an interior or rear lot line of a residential zone, the setback of the commercial building shall be 7.5 metres (24.6 feet). Approval of this variance is required to address the setback requirement along the interior property line.

Planning staff note that the proposed development is outside of the Hazard Lands (RD-HAZ) zone.

**Planning Act Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

**Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

The Chief Building Official notes that if this minor variance is approved, a building permit will be required to convert the dwelling to an office and to construct the two-bay detailing garage addition. Any building code requirements shall be addressed during the building permit review.

**Prepared by:**



**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**



**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 10, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-26-26  
**Applicant:** Was Real Properties – AGENT: Jeff Shippam  
**Subject Lands:** M-64-T Lots 33,34, 35, 36, M-670T Lots 44, 45, M-47-T Lot 46 Parcels 15128 SEC, 4388 SEC, 5893 SEC, 1994 SEC, 3508, 5373, 15460 SEC  
**Zoning:** EA-CG/RD-HAZ/NA-R3  
**Roll #:** 5627-050-032-01800, 5627-050-032-01700, 5627-050-032-01500, 5627-050-032-05500, 5627-050-032-05400

**Municipal Address:** 302 Algonquin Boulevard West  
**TAKE NOTICE THAT** An application has been made to decrease the minimum setback requirement from 7.5 meters (24.6 feet) to 1.21 meters (4 feet), where a lot in the General Commercial zone abuts an interior or rear lot line of a residential zone, to permit construction of a 8.53 meters by 9.9 meters (28 feet by 32.5 feet) 2-bay detailing garage addition. The existing dwelling will be converted to an office.

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

Comments

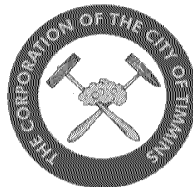
Conditions: Public Works & Environmental Services would not object to the above noted application as long as the following conditions were met.

1. The new garage will require the installation of an oil grit separator before the floor drains can be connected to the sanitary sewer
2. The water service servicing this property shall be equipped with a City of Timmins Water meter
3. A servicing plan for this new build be submitted to the city for review and approval

Notes:



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No: A-26-26  
Applicant: Was Real Properties – AGENT: Jeff Shippam  
Subject Lands: M-64-T Lots 33,34, 35, 36, M-670T Lots 44, 45, M-47-T Lot 46 Parcels 15128 SEC, 4388 SEC, 5893 SEC, 1994 SEC, 3508, 5373, 15460 SEC  
Zoning: EA-CG/RD-HAZ/NA-R3  
Roll #: 5627-050-032-01800, 5627-050-032-01700, 5627-050-032-01500, 5627-050-032-05500, 5627-050-032-05400  
Municipal Address: 302 Algonquin Boulevard West  
Take notice that An application has been made to decrease the minimum setback requirement from 7.5 meters (24.6 feet) to 1.21 meters (4 feet), where a lot in the General Commercial zone abuts an interior or rear lot line of a residential zone, to permit construction of a 8.53 meters by 9.9 meters (28 feet by 32.5 feet) 2-bay detailing garage addition. The existing dwelling will be converted to an office.

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Comments provided by:

Cindy Welsh, Manager of Planning Services

David Vallier, General Manager-Mattagami Region Conservation Authority

Scott Collin, Manager of Engineering

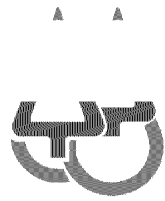
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**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No Objection

A handwritten signature in black ink, appearing to read "Scott Collin".



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

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**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** **A-26-26**

**Applicant:** Was Real Properties – AGENT: Jeff Shippam

**Property:** M-64-T Lots 33,34, 35, 36, M-670T Lots 44, 45, M-47-T Lot 46 Parcels 15128 SEC, 4388 SEC, 5893 SEC, 1994 SEC, 3508, 5373, 15460 SEC

**Zoning:** EA-CG/RD-HAZ/NA-R3

**Roll No.:** 5627-050-032-01800.0000, 5627-050-032-01700.0000, 5627-050-032-01500.0000, 5627-050-032-05500.0000, 5627-050-032-05400.0000

**Municipal Address:** 302 Algonquin Boulevard West

**Requested Variance:** An application has been made to decrease the minimum setback requirement from 7.5 meters (24.6 feet) to 1.21 meters (4 feet), where a lot in the General Commercial zone abuts an interior or rear lot line of a residential zone, to permit construction of a 8.53 meters by 9.9 meters (28 feet by 32.5 feet) 2-bay detailing garage addition. The existing dwelling will be converted to an office.

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that the above-referenced property is not regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on

December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 does not apply to the subject site; therefore, a permit from the Conservation Authority is not required prior to development proceeding.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-26-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

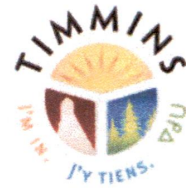
Yours truly,  
MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**  
(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)




This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received	Date Accepted	File Number
05/27/2026	05/29/2026	A-27-26

**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - o Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - o Indicate the boundaries and dimensions of the subject land.
  - o The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - o The location and name of any roads within or abutting the subject land
  - o The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - o Minor Variance
  - o Minor Variance (Construction started without building permit)

APPLICATION COMPLETE	
<b>Roll Number:</b>	5627-050-009-03200
<i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i>	
<b>Reviewed by Planning:</b>	
<b>Date:</b>	2026-05-29

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.

I agree

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

**THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

**PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

<b>1. REGISTERED OWNER INFORMATION</b>	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: <u>SHUKRANA SM PROPERTIES</u>	Tel. No.: <u>705 221.3071</u>
Address: <u>6 Borden Ave.</u>	
Town: <u>TIMMINS</u>	Postal Code: <u>R4N4E7</u>
E-mail: <u>SMRentalproperties13@gmail.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

<b>2. AUTHORIZED AGENT INFORMATION</b>	
Name: _____	Tel. No.: _____
Address: _____	
Town: _____	Postal Code: _____
E-mail: _____	
Preferred method of communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner     Agent

3. NATURE AND EXTENT OF RELIEF APPLIED FOR
To reduce the minimum parking requirement from two (2) to zero (0) to permit conversion of the basement to a second dwelling unit.

4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW
not enough parking space.

5. Type of Proposal (please select one of the following):	
Existing	
Proposed	✓

6. LEGAL DESCRIPTION OF THE SUBJECT LAND	
Property Address	164 BIRCH ST. NORTH TIMMINS. P4N6E3.
Township, Concession, Lot	
Plan (Plan/Lot or Plan, Part)	PLAN M30S LOT 315
Parcel	PCL 2342 WT

**7. DIMENSIONS OF SUBJECT LAND**

Frontage (metres)	9.14 metre (30ft)
Depth (metres)	36.57 metre (120ft)
Area (square metres)	334.45 Sq.m. (3600 Sq. Ft)

**8. DATE OF ACQUISITION OF SUBJECT LAND** Nov 17, 2025.

**9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND**

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**10. EXISTING USES OF THE SUBJECT LAND** RESIDENTIAL

**11. PROPOSED USES OF THE SUBJECT LAND** RESIDENTIAL

**12. EXISTING USES OF ABUTTING LANDS** RESIDENTIAL

**13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED**

**14. AVAILABLE SERVICES**

Water	Connected
Sanitary Sewer	Connected
Storm Sewer	
Septic Tank	Connected
Well	Connected

**15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND**  
Neighbourhood Area

**16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND**  
Residential Third Density (NA-R3)

17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE <i>PLANNING ACT</i> FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?	
Yes (If yes, and if known, please provide the following):	
Application File No.:	Application Status:
<input type="checkbox"/> No <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	
18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If answer is yes, describe briefly:	
<hr/> <hr/>	

19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE <i>PLANNING ACT</i> ?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

**20. APPLICANT DECLARATION**

I, Sukhdeep Singh Rai of the City/Town of Timmins  
in the County/District/Regional Municipality of Cochrane solemnly  
declare that all the statements contained in this application are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins

in the District of Cochrane, this 27

day of May 2026.

Riley Anna Stewart  
**Commissioner of Oath**

Sukhdeep Singh Rai  
**Owner/ Agent's Signature**

Riley Anna Stewart, a Commissioner, etc.,  
Province of Ontario  
for the Corporation of the City of Timmins  
Expires September 16, 2027

**21. OWNER AUTHORIZATION**

I/We \_\_\_\_\_, the owners of the property subject of this  
application, hereby authorize \_\_\_\_\_ to make this  
application on my/our behalf to the Corporation of the City of Timmins.

\_\_\_\_\_  
**Witness (other than applicant)**

\_\_\_\_\_  
**Owner's Signature**

**22. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We SUKHDEEP SINGH RAI / MALKIT SINGH hereby authorize the members of the  
Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
application over the time this application is under consideration by the City of Timmins.

27 May, 2026  
**Date**

Sukhdeep Singh Rai / Malkit Singh  
**Owner/ Agent's Signature**

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted to:**

Service Timmins  
City Hall, Main Floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

**Committee of Adjustment  
Secretary-Treasurer**

Keshia Horbul, Secretary-treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

*Minor Variance applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?id=1627>

**AGENDA ITEM #4.d)**





**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-27-26  
**Applicant:** Shukrana SM Properties  
**Subject Lands:** Plan M30S Lot 315 Parcel 2342 WT  
**Zoning:** NA-R3  
**Roll #:** 5627-050-009-03200  
**Municipal Address:** 164 Birch Street North  
**TAKE NOTICE THAT** An application has been made to reduce the minimum parking requirement from two (2) to zero (0) to permit conversion of the basement to a second dwelling unit.

---

**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application,
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Neighbourhood Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned Residential Third Density (NA-R3).

Recent amendments to the Planning Act permit up to three (3) residential units on a parcel of urban residential land as-of-right, subject to compliance with applicable municipal zoning regulations. The proposed conversion of the basement to a second dwelling unit is a permitted use.

Municipalities may regulate parking for additional residential units through zoning by-laws; however, such requirements are limited to a maximum of one (1) parking space per additional residential unit and may be reduced or waived in certain circumstances. The depth of the existing entrance, which is

legally non-complying, is insufficient to accommodate a parking space without encroaching into the municipal road allowance. As a result, the required parking spaces cannot reasonably be provided on the subject lot.

The subject property is located within walking distance of the Downtown BIA and is in proximity to a variety of commercial, institutional, and service uses. Given the urban context of the neighbourhood and access to nearby amenities, Planning staff are of the opinion that the requested reduction in parking is appropriate and is not anticipated to result in significant adverse impacts on adjacent properties or the surrounding area.

**Planning Act Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

**Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

The Chief Building Official notes that if this minor variance is approved, a building permit will be required to convert the basement into a second dwelling unit. Any building code requirements shall be addressed during the building permit review.

**Prepared by:**



**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**



**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 9, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-27-26  
**Applicant:** Shukrana SM Properties  
**Subject Lands:** Plan M30S Lot 315 Parcel 2342 WT  
**Zoning:** NA-R3  
**Roll #:** 5627-050-009-03200  
**Municipal Address:** 164 Birch Street North  
**TAKE NOTICE THAT** An application has been made to reduce the minimum parking requirement from two (2) to zero (0) to permit conversion of the basement to a second dwelling unit.

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

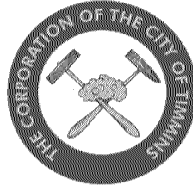
Comments

Conditions:

Notes: Public Works & Environmental Services has reviewed the above noted application and had no comments.



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No: A-27-26  
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Municipal Address: 164 Birch Street North  
Take Notice That: An application has been made to reduce the minimum parking requirement from two (2) to zero (0) to permit conversion of the basement to a second dwelling unit.

---

Comments provided by:

Cindy Welsh, Manager of Planning Services

David Vallier, General Manager-Mattagami Region Conservation Authority

Scott Collin, Manager of Engineering

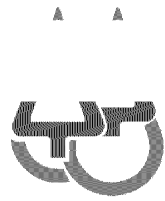
---

**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No objection

D13



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

---

**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** A-27-26

**Applicant:** Shukrana SM Properties

**Property:** Plan M30S Lot 315 Parcel 2342 WT

**Zoning:** NA-R3

**Roll No.:** 5627-050-009-03200.0000

**Municipal Address:** 164 Birch Street North

**Requested Variance:** An application has been made to reduce the minimum parking requirement from two (2) to zero (0) to permit conversion of the basement to a second dwelling unit.

---

The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that the above-referenced property is not regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 does not apply to the subject site; therefore, a permit from the Conservation Authority is not required prior to development proceeding.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-27-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,

MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**

(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received	Date Accepted	File Number
05/27/2026	06/05/2024	A-29-26

**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - o Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - o Indicate the boundaries and dimensions of the subject land.
  - o The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - o The location and name of any roads within or abutting the subject land
  - o The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - o Minor Variance
  - o Minor Variance (Construction started without building permit)

APPLICATION COMPLETE	
<b>Roll Number:</b>	562705003109901
<i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i>	
<b>Reviewed by Planning:</b>	
<b>Date:</b>	2026-06-05

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA.

I agree

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

**THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

**PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

1. REGISTERED OWNER INFORMATION	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: <u>GINETTE Clouthier</u>	Tel. No.: <u>705-266-5065</u>
Address: <u>232 Cameron ST N</u>	
Town: <u>Timmins</u>	Postal Code: <u>P4N-8L4</u>
E-mail: <u>ginette.clouthier@outlook.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

2. AUTHORIZED AGENT INFORMATION	
Name: <u>Marc Leroux</u>	Tel. No.: <u>705-465-3446</u>
Address: <u>232 Cameron N</u>	
Town: <u>Timmins</u>	Postal Code: <u>P4N-8L4</u>
E-mail: <u>Mleroux@hotmail.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner     Agent

**3. NATURE AND EXTENT OF RELIEF APPLIED FOR**

Minor Variance For Lot coverage  
 increase For the Purpose of Building  
 a deck that is Approx. ~~20 square feet~~  
**164.21 sqft**  
 increase max Lot coverage From 35%  
 to 45%

To increase the maximum permitted lot coverage from 35% to 45% to permit the proposed 6.36m (20'-10.5") x 2.47m (8'-1.5") deck that will be located in the front yard.

**4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW**

Lot coverage gt maximum currently

**5. Type of Proposal (please select one of the following):**

<input type="checkbox"/>	Existing
<input checked="" type="checkbox"/>	Proposed

**6. LEGAL DESCRIPTION OF THE SUBJECT LAND**

Property Address	232 CAMERON ST N
Township, Concession, Lot	MOUNTJOY
Plan (Plan/Lot or Plan, Part)	Plan M-7C LOT 13
Parcel	22180 SEC

7. DIMENSIONS OF SUBJECT LAND	
Frontage (metres)	13.54
Depth (metres)	30.4
Area (square metres)	408.7 411.84m <sup>2</sup>

8. DATE OF ACQUISITION OF SUBJECT LAND OCT 30, 2009

9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND

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10. EXISTING USES OF THE SUBJECT LAND Residential

11. PROPOSED USES OF THE SUBJECT LAND NO CHANGE

12. EXISTING USES OF ABUTTING LANDS Residential

13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED

Neighbourhood Area

14. AVAILABLE SERVICES	
Water	<input checked="" type="checkbox"/> Connected
Sanitary Sewer	<input checked="" type="checkbox"/> Connected
Storm Sewer	
Septic Tank	<input type="checkbox"/> Connected
Well	<input type="checkbox"/> Connected

15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND

NEIGHBORHOOD AREA

16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND

NA - R3

17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE <i>PLANNING ACT</i> FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?	
Yes (If yes, and if known, please provide the following):	
Application File No.:	Application Status:
<input checked="" type="checkbox"/> No	
<input type="checkbox"/> Unknown	
18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	
If answer is yes, describe briefly:	
<hr/>	
<hr/>	

19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE <i>PLANNING ACT</i> ?	
<input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> No	

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

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**20. APPLICANT DECLARATION**

I, Marc Leroux of the City/Town of Timmins  
in the County/District/Regional Municipality of Cochrane solemnly  
declare that all the statements contained in this application are true and I make this solemn  
declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins

in the District of Cochrane, this 27

day of May 20 20.

Riley  
Commissioner of Oath

Marc Leroux  
Owner/ Agent's Signature

Riley Anna Stewart, a Commissioner, etc.,  
Province of Ontario  
for the Corporation of the City of Timmins  
Expires September 16, 2027

**21. OWNER AUTHORIZATION**

I/We Ginette Clouthier, the owners of the property subject of this  
application, hereby authorize Marc Leroux to make this  
application on my/our behalf to the Corporation of the City of Timmins.

[Signature]  
Witness (other than applicant)

Ginette Clouthier  
Owner's Signature

**22. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We Ginette Clouthier hereby authorize the members of the  
Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
application over the time this application is under consideration by the City of Timmins.

May 25/26  
Date

Ginette Clouthier  
Owner/ Agent's Signature

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted to:**

Service Timmins  
City Hall, Main Floor  
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Timmins, ON, P4N 1B3  
Tel: 705-264-1331

**Committee of Adjustment**

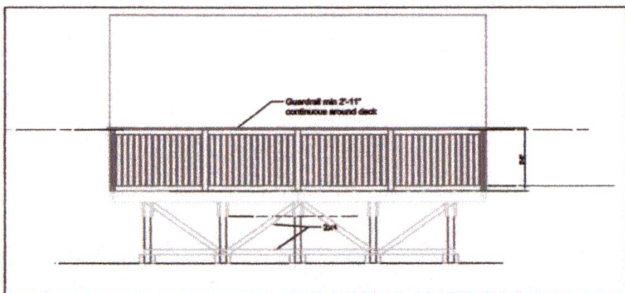
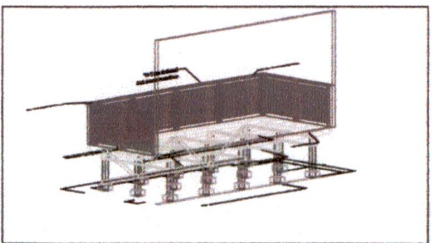
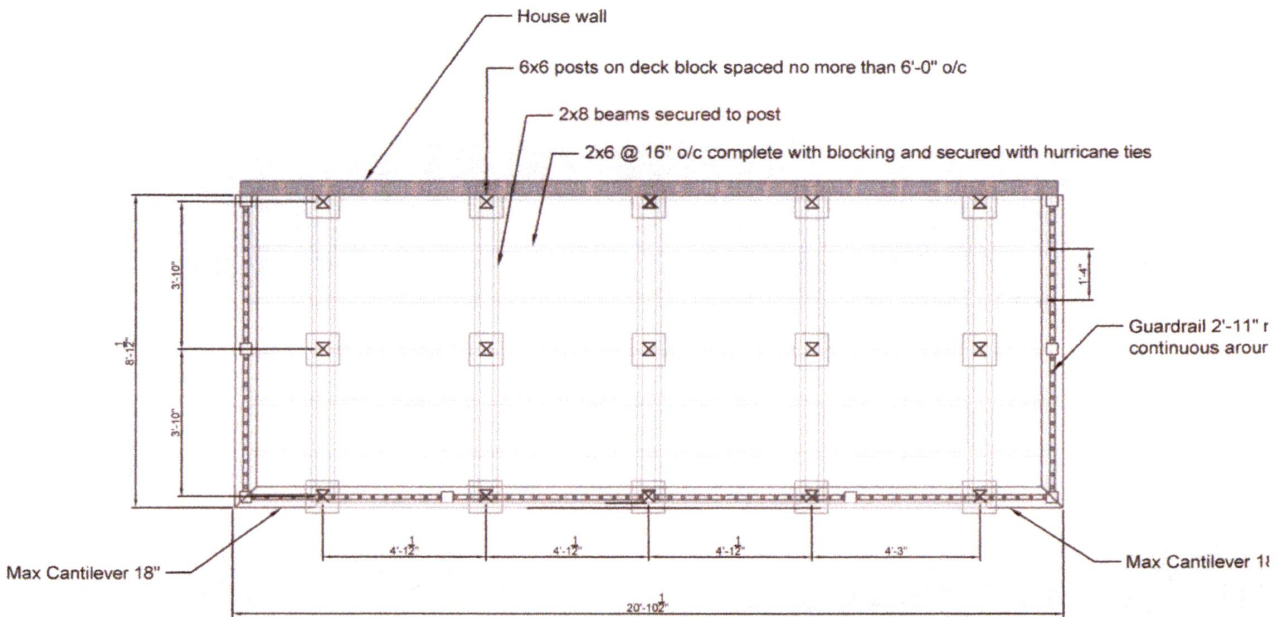
**Secretary-Treasurer**

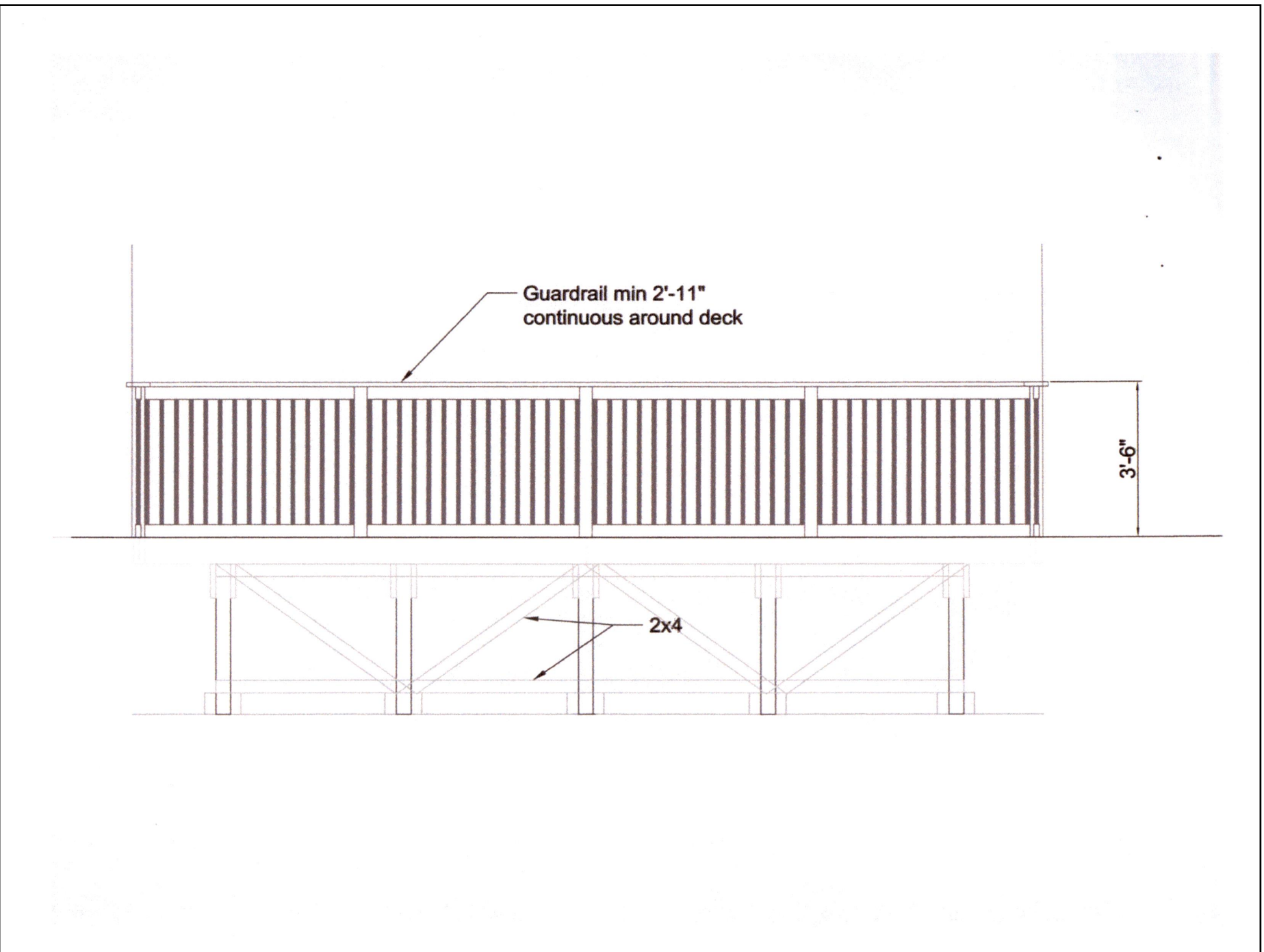
Keshia Horbul, Secretary-treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

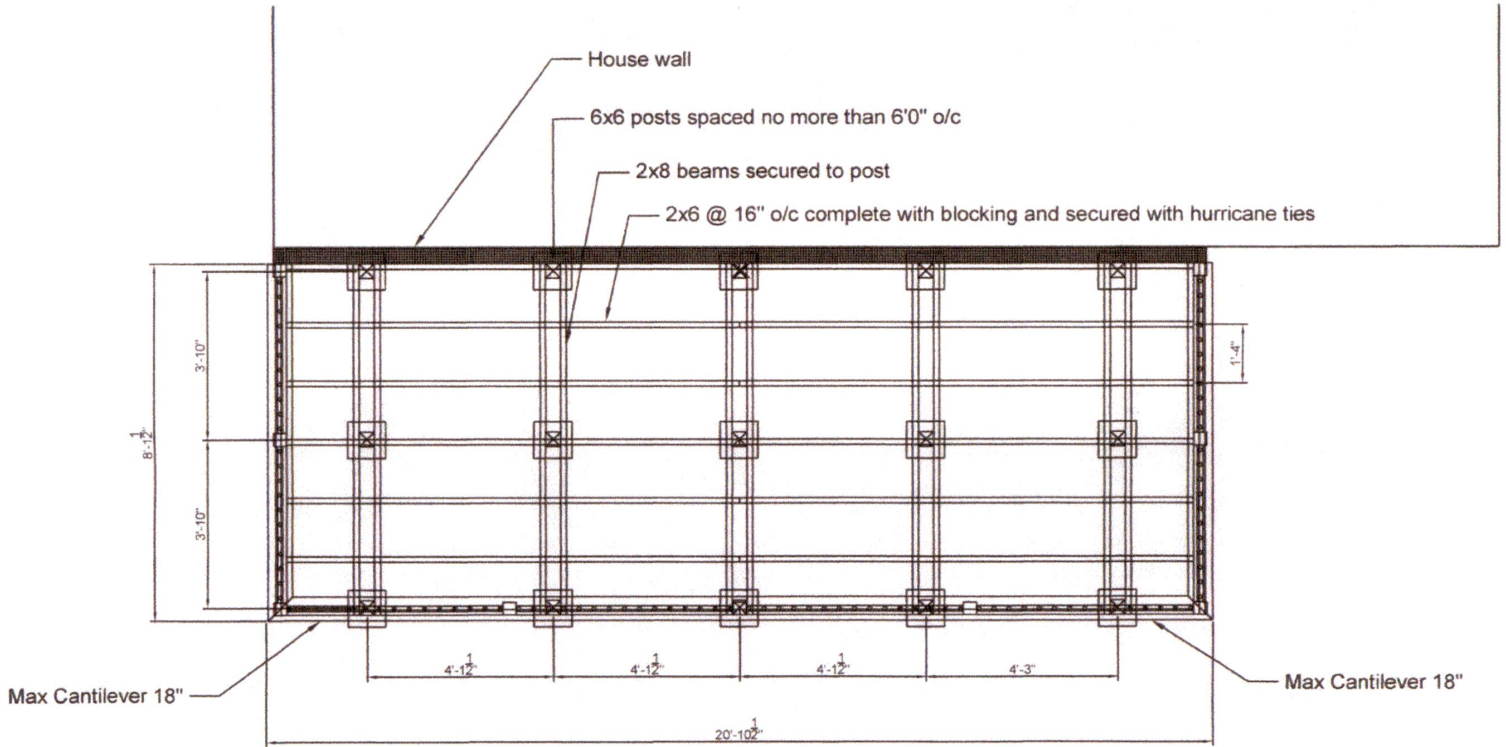
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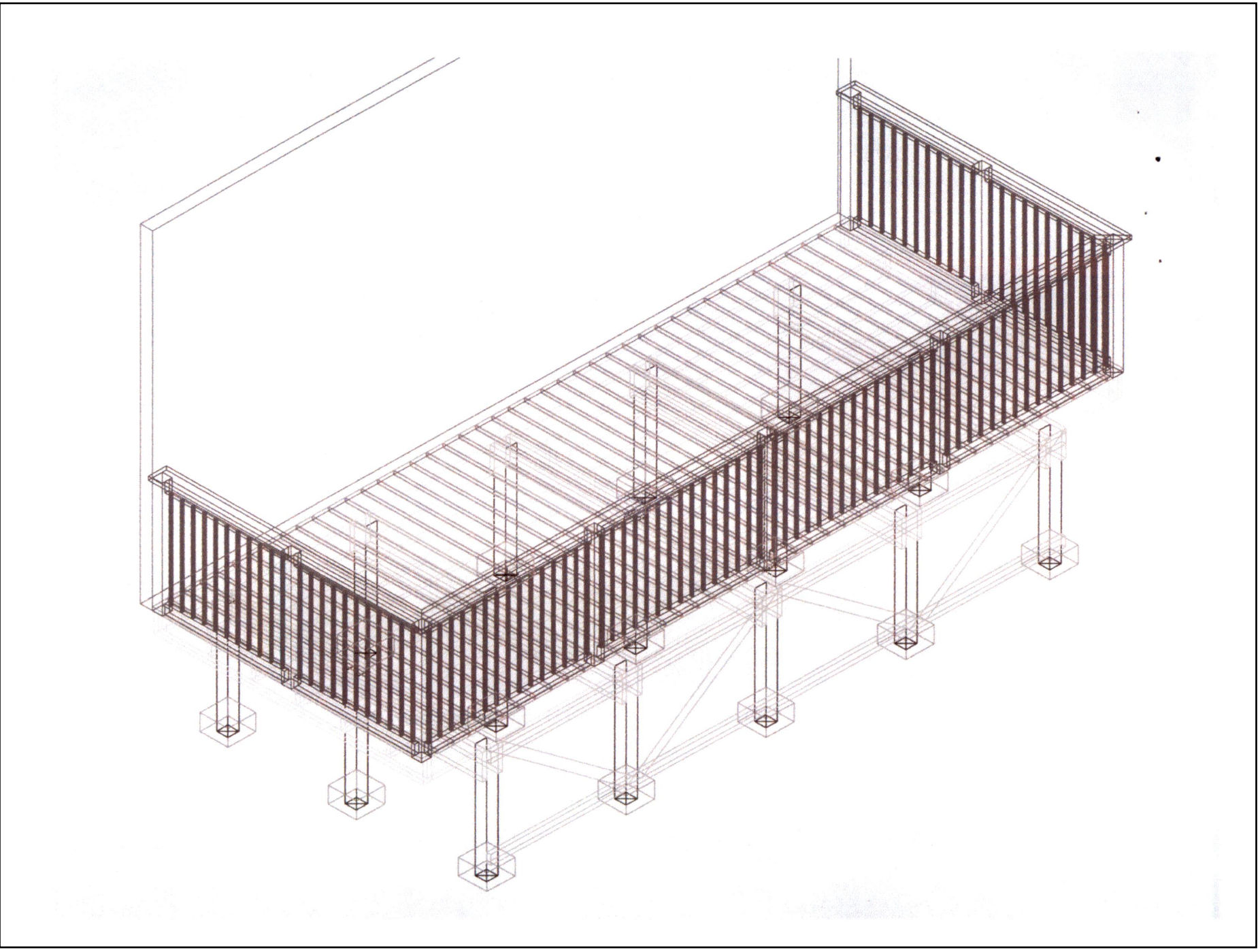
<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?id=1627>













**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-29-26  
**Applicant:** Ginette Cloutier – AGENT: Marc Leroux  
**Subject Lands:** Mountjoy Township, Plan M-7C Lot 13 Parcel 22180 SEC  
**Zoning:** NA-R3  
**Roll #:** 5627-050-031-09901  
**Municipal Address:** 232 Cameron Street North  
**TAKE NOTICE THAT** An application has been made to increase the maximum permitted lot coverage from 35% to 45% to permit the proposed 6.36 meters (20 feet 10.5 inches) by 2.47 meters (8 feet 1.5 inches) deck that will be located in the front yard.

---

**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application,
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Neighbourhood Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned Residential Third Density (NA-R3).

**Planning Act Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

**Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

The Chief Building Official notes that if this minor variance is approved, a building permit will be required to construct the deck. Any building code requirements shall be addressed during the building permit review.

**Prepared by:**



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**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**



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**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 9, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-29-26  
**Applicant:** Ginette Clouthier – AGENT: Marc Leroux  
**Subject Lands:** Mountjoy Township, Plan M-7C Lot 13 Parcel 22180 SEC  
**Zoning:** NA-R3  
**Roll #:** 5627-050-031-09901  
**Municipal Address:** 232 Cameron Street North  
**TAKE NOTICE THAT** An application has been made to increase the maximum permitted lot coverage from 35% to 45% to permit the proposed 6.36 meters (20 feet 10.5 inches) by 2.47 meters (8 feet 1.5 inches) deck that will be located in the front yard.

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

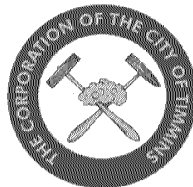
Comments

Conditions:

Notes: Public Works & Environmental Services has reviewed the above noted application and has no objections. However, the applicant should be aware that this property has its water and sewer serviced from Pearl Ave and the deck will be over top of the water service line, and sewer line.



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No: A-29-26  
Applicant: Ginette Clouthier – AGENT: Marc Leroux  
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Roll #: 5627-050-031-09901  
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Comments provided by:

Cindy Welsh, Manager of Planning Services

David Vallier, General Manager-Mattagami Region Conservation Authority

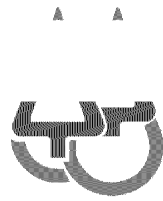
Scott Collin, Manager of Engineering

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**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No objection



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

---

**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** A-29-26

**Applicant:** Ginette Clouthier – AGENT: Marc Leroux

**Property:** Mountjoy Township, Plan M-7C Lot 13 Parcel 22180 SEC

**Zoning:** NA-R3

**Roll No.:** 5627-050-031-09901.0000

**Municipal Address:** 232 Cameron Street North

**Requested Variance:** An application has been made to increase the maximum permitted lot coverage from 35% to 45% to permit the proposed 6.36 meters (20 feet 10.5 inches) by 2.47 meters (8 feet 1.5 inches) deck that will be located in the front yard.

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that the above-referenced property is not regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 does not apply to the subject site; therefore, a permit from the Conservation Authority is not required prior to development proceeding.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-29-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,

MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner



**CITY OF TIMMINS  
CONSENT APPLICATION**  
(Pursuant to Section 53 of the *Planning Act*, R.S.O. 1990, c.P. 13, As Amended)



City Use Only		
Date Received (Service Timmins)	Date Accepted (Clerks Department)	File Number
05/29/2026	06/10/2026	B-10-26

**CHECKLIST (Service Timmins)**

- One original signed copy of the application
- One copy of the sketch. Following are the requirements:
  - Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no colour).
  - Indicate the boundaries and dimensions of the subject land including the part that is to be severed and the part that is to be retained.
  - Indicate the approximate location of all buildings and structures including decks, pools, wells and septic tanks, on the part that is to be severed and the part that is to be retained.
  - Indicate the approximate location of all natural and artificial features on the subject land and adjacent lands, that in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - Indicate the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
  - Indicate if access to the subject land is by water only, the location of the parking and boat docking facilities to be used, and the location and nature of any easement affecting the subject land.
  - For the site plan, a building location plan or reference plan by an Ontario Land Surveyor is an appropriate sketch for this application.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the City of Timmins User Fee By-law. Payment types accepted are cash, debit or cheque payable to the City of Timmins.

APPLICATION COMPLETE (Planning Department)			
<b>Address:</b>	SANDY FALLS ROAD	<b>Roll Number:</b>	562701009159800
<i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i>			
<b>Reviewed by Planning:</b>			
<b>Date:</b>	2026-06-03		

## MUNICIPAL FREEDOM OF INFORMATION

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

## PRE-CONSULTATION

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

## COMPLETENESS OF THE APPLICATION

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 53 of the Planning Act, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

## THE APPLICATION FORM

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

## PROCESS

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.
4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.

5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 14 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. The Provincial Government has amended the *Planning Act* and removed rights of third parties to appeal Committee of Adjustment decisions. As of November 28, 2022, only the applicant, the Minister of Municipal Affairs and Housing, specified persons and public bodies (as those terms are defined in the *Planning Act*), are permitted to appeal decisions of the Committee of Adjustment. A "specified person" does not include an individual or a community association. Appealing the decision or any condition imposed by the Committee of Adjustment can be done by filing with the Secretary-Treasurer the appeal form setting out the reasons of the appeal accompanied by the prescribed fee set by the OLT and made payable to the Minister of Finance. The appeal form can be found at <https://olt.gov.on.ca/appeals-process/forms/> or by contacting the Clerks Department for a printed copy. Should the application not be appealed, the decision shall become final and binding.

**1. REGISTERED OWNER INFORMATION**

*If more than one person owns the subject lands, the authorization of all owners is required.*

Name: Kim & Sharon Lavergne Tel. No.: 705-365-6426  
 Address: 449 Shirley St. N  
 Town: Timmins, Ontario Postal Code: P4R 1N8  
 E-mail: super\_b69@hotmail.com  
 Preferred method of communication:  Mail  E-mail

**2. AUTHORIZED AGENT INFORMATION**

Name: Mario Vandal Tel. No.: 705-363-6777  
 Address: 167 Timcor w.  
 Town: Timmins, Ontario Postal Code: P4R 1C6  
 E-mail: mario.vandal@timmins.ca  
 Preferred method of communication:  Mail  E-mail

<b>5. LAND DESCRIPTION</b>			
Description of <b>Severed</b> and <b>Retained</b> Lands and Servicing Information (Complete Each Subsection)			
		Severed	Retained
<b>Description</b>	Frontage (metre)	80.7m	254.6m
	Depth (metre)	IRREGULAR	IRREGULAR
	Area (hectare)	2 Ha	14 Ha
<b>Use of Property</b>	Existing Use(s)	Vacant	Vacant
	Proposed Use(s)	Residential	No change
<b>Buildings or Structures</b>	Existing (Date of Construction)		
	Proposed	SDD	No change
<b>Access</b> (Check appropriate space)	Provincial Highway		
	Municipal Road, maintained all year	✓	✓
	Municipal Road, seasonally maintained		
	Other Public Road		
	Right of Way		
	Water Access (if so, described below)		
<b>Water Supply</b> (Check appropriate space)	Publicly owned and operated piped water system		
	Privately owned and operated individual well		
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		
<b>Sewage Disposal</b>	Publicly owned and operated sanitary sewer system		
	Privately owned and operated individual septic tank *		
	Privately owned and operated communal septic system		
	Privy		
	Other Means		
	* The applicant is responsible for obtaining the approval of the Porcupine Health Unit regarding the suitability of the severed and retained land to support an individual septic system.		
<b>Other Services</b> (Check if the service is available)	Electricity		
	Telephone		

All contact with the City of Timmins regarding this application will go through a single point person. If an agent has been authorized to represent the application, all correspondence will be sent to their attention.

**3. PURPOSE OF APPLICATION (Please select one of the following):**

**Creation of new lot**  
 Name of Person, if known to whom land or interest in land is to be transferred, leased or mortgaged.  
mario vandal and Véronique Lemieux Vandal

**Addition to a lot (transfer)**  
 For a proposed lot addition, please identify the lands to which the parcel will be added.  
 Address: \_\_\_\_\_  
 Roll Number: \_\_\_\_\_

**Consent: Technical**

**Easement**  
 Width of easement: \_\_\_\_\_  
 Depth of easement: \_\_\_\_\_  
 Reason for easement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Charge/Mortgage or Lease**

**Correction or Validation of Title**

**Other:** \_\_\_\_\_

**4. LEGAL DESCRIPTION OF THE SUBJECT LAND**

Property Address	Sandy Falls Road (Vacant Land)
Township, Concession, Lot	mountjoy Con 3 N PT Lot 5
Plan (Plan/Lot or Plan, Part)	RP 6R4063 PT PART 1
Parcel	PCL 21385 Sec

6. Land Use		
Official Plan Designation	Employment AREA	
Zoning By-Law Designation	RD-RU (RURAL)	
Are any of the following uses or features on the subject land or within 500 metres (1,640 feet) of the subject land, unless otherwise specified indicate approximate distance. <b>Please check the appropriate spaces, if any apply.</b>		
Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
Agricultural operation, including livestock or stockyard		yes
Landfill		
Sewage treatment plant or waste stabilization plant		
Provincially significant wetland within 120 metres (400 feet) of the subject land		
Flood plain		
Existing quarry operation or known bedrock deposit with mineral aggregate potential or existing pit or known sand or clay deposit with mineral aggregate potential		
Active or rehabilitated mine site		
Non-operating mine site with 1 kilometer of the subject land		
Industrial or commercial use, and specify the use(s)		
Active railway line		
Municipal or federal airport		
Utility corridors		yes (Hydro)

7. HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION FOR CONSENT APPROVAL?		
<input checked="" type="checkbox"/> Yes (If yes, and if known, please provide the following):		
Application File No.:	B-08-97	Application Status: Finalized
No	B-09-97 B-35-11	Finalized Finalized
Unknown	B-07-13	Withdrawn

**8. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE PLANNING ACT FOR APPROVAL OF A PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT OR MINOR VARIANCE?**

<input type="checkbox"/>	Plan of Subdivision
<input type="checkbox"/>	Zoning By-Law Amendment
<input checked="" type="checkbox"/>	Minor Variance
<input type="checkbox"/>	Official Plan Amendment

If **yes** to any of the above, please provide the following:

Application File No.: pending      Application Status: pending

**9. APPLICANT DECLARATION**

I, Kim & Sharon Lavergne of the City/Town of TIMMINS in the County/District/Regional Municipality of TIMMINS, solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins in the District of Cochrane, this 29 day of May 2020

Vanessa Jaurell  
Commissioner of Oath

Mario Vandal  
Owner/ Agent's Signature

Vanessa Giulia Lauzon, a Commissioner, etc.,  
Province of Ontario  
for the Corporation of the City of Timmins  
Expires August 3, 2026

**10. OWNER AUTHORIZATION**

I/We Kim & Sharon Lavergne, the owners of the property subject of this application, hereby authorize Mario Vandal to make this application on my/our behalf to the Corporation of the City of Timmins.

Brenda Ramsey  
Witness (other than applicant)

Sharon Lavergne  
Owner's Signature

**11. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We Kim & Sharon Lavergne hereby authorize the members of the Committee of Adjustment, members of the staff of the City of Timmins and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the City of Timmins.

May 13/26  
Date

Sharon Lavergne  
Owner/ Agent's Signature

**12. MUNICIPAL FREEDOM OF INFORMATION**

I/We Kim & Sharon Lavergne understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA.

May 13/26  
Date

Sharon Lavergne  
Owner/ Agent's Signature

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted To:**

Service Timmins  
City Hall, main floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

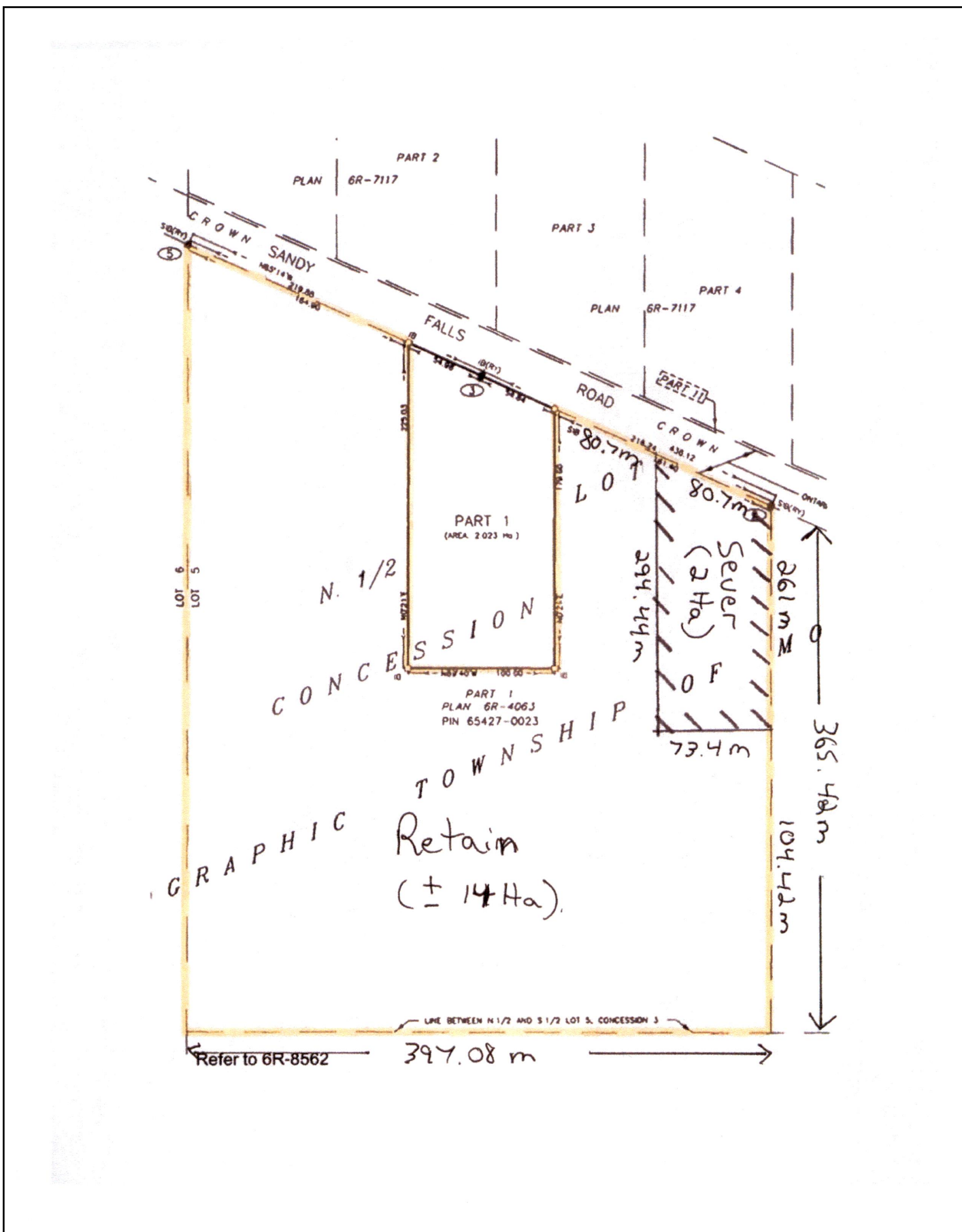
**Committee of Adjustment**

**Secretary-Treasurer**

Keshia Horbul, Secretary-Treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

*Consent applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?id=1627>





**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT APPLICATIONS**

In the matter of applications for Consent under Section 53 of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended.

**Application No:** B-10-26  
**Applicant:** Kim & Sharon Lavergne – AGENT: Mario Vandal  
**Subject Lands:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1 Parcel 21385 SEC  
**Zoning:** RD-RU  
**Roll #:** 5627-010-091-59800  
**Municipal Address:** Sandy Falls Road (Vacant Land)  
**TAKE NOTICE THAT** An application for consent to sever a part having area of 2 hectares (4.94 acres) and frontage of 80.7 meters (264.76 feet) and an irregular depth, and to retain a part having area of 14 hectares (34.60 acres) and frontage of 254.6 meters (835.30 feet) and an irregular depth to create a new lot.

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**Recommendation**

The City of Timmins Planning Division has no objection to the approval of this application, subject to the following conditions:

1. THAT Minor Variance A-30-26 to reduce the minimum permitted lot frontage from 100 meters (328 feet) to 80.7 meters (264.76 feet) for the proposed severed lot be approved.
2. THAT an Official Plan Amendment (OPA), to redesignate the proposed severed lot, from Employment Lands Area to Resource Development Area, be approved by City of Timmins Council prior to finalization of this consent.

**Provincial Planning Statement, 2024**

The proposed application is not consistent with the Provincial Planning Statement (PPS), 2024. It should be noted that if this application is approved, the proposed severed lot will require an Official Plan Amendment, to remove the lands from the settlement areas of the City, being Employment Area and place the lot into the rural area of the municipality (Resource Development Area).

As such, Subsection 2.8.2.5. of the Provincial Planning Statement, 2024 (see below), will need be addressed as part of an Official Plan Amendment.

5. Planning authorities may remove lands from employment areas only where it has been demonstrated that:
  - a) there is an identified need for the removal and the land is not required for employment area uses over the long term;
  - b) the proposed uses would not negatively impact the overall viability of the employment area by:

1. avoiding, or where avoidance is not possible, minimizing and mitigating potential impacts to existing or planned employment area uses in accordance with policy 3.5;
  2. maintaining access to major goods movement facilities and corridors;
- c) existing or planned infrastructure and public service facilities are available to accommodate the proposed uses; and
- d) the municipality has sufficient employment lands to accommodate projected employment growth to the horizon of the approved official plan.

### **Growth Plan for Northern Ontario 2011**

The proposed application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

### **City of Timmins Official Plan Designation**

City of Timmins Official Plan, Schedule A (Land Use Plan), indicates that the subject property is designated Employment Area. Should the application be approved, an Official Plan Amendment (OPA) will be required to redesignate the proposed severed parcel from Employment Area to Resource Development Area. This redesignation is necessary to permit the proposed residential use on the severed parcel.

The retained parcel will remain designated Employment Area. In addition, a portion of the retained lands is located within the floodplain. While this does not affect the current application, it should be recognized as a potential constraint to future development of the retained lands.

The subject lands are located within 500 metres of an agricultural operation that includes livestock and/or a stockyard. Based on the information submitted with the application, the proposed severed parcel complies with the Minimum Distance Separation (MDS I) formulae for setbacks between proposed new development and existing livestock facilities, manure storages, and/or anaerobic digesters, as set out in Section 2.9.1 (Agricultural Operations) of the City of Timmins Official Plan.

### **City of Timmins Zoning By-law No. 2011-7100**

Rural (RD-RU).

The proposed retained parcel meets the minimum lot area and frontage requirements. The proposed severed parcel meets the minimum lot area requirement but does not meet the minimum frontage requirement. A minor variance has been submitted to reduce the minimum frontage requirement from 100 metres to 80.7 metres for the proposed severed part.

City of Timmins Official Plan Schedule C (Natural and Human-Made Hazards) indicates regulatory flood lines throughout the City of Timmins. The City of Timmins utilizes flood plain mapping developed in conjunction with the Mattagami Region Conservation Authority (MRCA) to identify the flooding hazard in the Official Plan.

On November 28, 2019, the MRCA adopted updated flood plain mapping for the City of Timmins, through Resolution No. 2019-1401. The new flood plain mapping identifies a section of proposed retained portion as being located within the flood plain (Diagram 1). The updated flood plain mapping will be incorporated into the City's Official Plan through the review process.

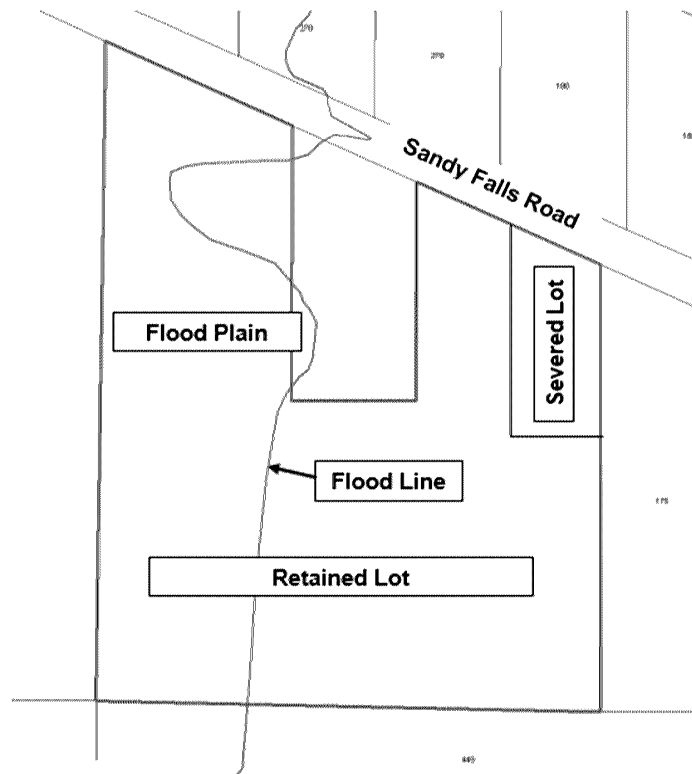


Diagram 1: Flood Plain Mapping

**Summary**

The proposed lot creation will not affect the character of the area.

The application not consistent with the Provincial Planning Statement, 2024 but is consistent with the Growth Plan for Northern Ontario 2011.

The proposed consent application generally conforms to the City of Timmins Official Plan. As Official Plan Amendment is required. The application can satisfactorily meet the provisions of the City of Timmins Zoning By-Law 2011-7100.

The City of Timmins Planning Division has no objection to the approval of this application subject to the above-noted conditions.

**Prepared by:**

**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**

**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 10, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT APPLICATIONS**

In the matter of applications for Consent under Section 53 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications have been made to the Timmins Committee of Adjustment:

**Application No:** B-10-26  
**Applicant:** Kim & Sharon Levergne – AGENT: Mario Vandal  
**Subject Lands:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1 Parcel 21385 SEC  
**Zoning:** RD-RU  
**Roll #:** 5627-010-091-59800  
**Municipal Address:** Sandy Falls Road (Vacant Land)  
**TAKE NOTICE THAT** An application for consent to sever a part having area of 2 hectares (5 acres) and frontage of 80.7 meters (264.76 feet) and an irregular depth, and to retain a part having area of 14 hectares (34.60 acres) and frontage of 254.6 meters (835.30 feet) and an irregular depth to create a new lot.

Ken Krcel, Director of Public Works & Environmental Services

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**To: Keshia Horbul**  
**cc: Steph Palmateer**

Date: June 9, 2026

Comments

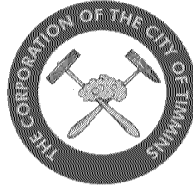
Conditions: Public Works & Environmental Services has reviewed the above noted application and have no objections assuming the following conditions are met:

- The new lot will require an entrance to be built by the applicant or new owner in order to obtain access to the new lot.
- Construction of the entrance shall meet City of Timmins Standards.
- An entrance permit and street occupancy permit will be required before a new entrance can be built.

Notes:



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT APPLICATIONS**

In the matter of applications for Consent under Section 53 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Application No.: B-10-26  
Applicant: Kim & Sharon Levergne – AGENT: Mario Vandal  
Property: Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1 Parcel 21385 SEC  
Zoning: RD-RU  
Roll #: 5627-010-091-59800  
Municipal Address: Sandy Falls Road (Vacant Land)  
Take Notice That: An application for consent to sever a part having area of 2 hectares (5 acres) and frontage of 80.7 meters (264.76 feet) and an irregular depth, and to retain a part having area of 14 hectares (34.60 acres) and frontage of 254.6 meters (835.30 feet) and an irregular depth to create a new lot.

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Comments provided by:

- Cindy Welsh, Manager of Planning Services
- David Vallier, General Manager-Mattagami Region Conservation Authority
- Scott Collin, Manager of Engineering

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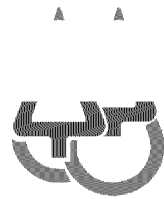
**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No objection

A handwritten signature in black ink, appearing to read "Steph Palmateer".

D10



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

---

**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** B-10-26

**Applicant:** Kim & Sharon Lavergne – AGENT: Mario Vandal

**Property:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1  
Parcel 21385 SEC

**Zoning:** RD-RU

**Roll No.:** 5627-010-091-59800.0000

**Municipal Address:** Sandy Falls Road (Vacant Land)

**TAKE NOTICE THAT:** An application for consent to sever a part having area of 2 hectares (5 acres) and frontage of 80.7 meters (264.76 feet) and an irregular depth, and to retain a part having area of 14 hectares (34.60 acres) and frontage of 254.6 meters (835.30 feet) and an irregular depth to create a new lot.

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for consent with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

Based on the information available, it has been determined that a portion of the subject property is regulated under *Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits*. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect sources of municipal drinking water from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

Mapping currently available at this office indicates that one of the subject properties contains a non-provincially significant wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 applies to a portion of the subject property. However, based on the submitted site plan, the proposed severed parcel is located outside the regulated area; therefore, a permit from the Mattagami Region Conservation Authority is not required.
- The subject property is not located within an area subject to the local Source Protection Plan.
- The subject property is located outside of the regulated allowance, adjacent to a wetland.
- If the work includes any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **B-10-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,

MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival

Drinking Water Source Protection Lead/Planner



**CITY OF TIMMINS  
MINOR VARIANCE OR CHANGE  
OF USE APPLICATION**  
(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,  
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term "subject land" means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received	Date Accepted	File Number
05/29/2026	06/05/2026	A-30-26


**CHECKLIST**

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
  - o Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
  - o Indicate the boundaries and dimensions of the subject land.
  - o The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
  - o The location and name of any roads within or abutting the subject land
  - o The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
  - o Minor Variance
  - o Minor Variance (Construction started without building permit)

**APPLICATION COMPLETE**

**Roll Number:** 562701009159800

*The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.*

**Reviewed by Planning:** 

**Date:** 2026-06-03

**MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act*, 2001, and in accordance with the provisions of MFIPPA.

I agree

**PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

**COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

**THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

**PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

**DECISION**

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

1. REGISTERED OWNER INFORMATION	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: <u>Kim &amp; Sharon Lavergne</u>	Tel. No.: <u>705-365-6426</u>
Address: <u>449 Shirley St. N</u>	
Town: <u>Timmins, Ontario</u>	Postal Code: <u>P4R N18</u>
E-mail: <u>super_669@hotmail.com</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

2. AUTHORIZED AGENT INFORMATION	
Name: <u>Mario Vandal</u>	Tel. No.: <u>705-363-6777</u>
Address: <u>167 Timcor Cr.</u>	
Town: <u>Timmins, Ont</u>	Postal Code: _____
E-mail: <u>mario.vandal@timmins.ca</u>	
Preferred method of communication: <input type="checkbox"/> Mail <input checked="" type="checkbox"/> E-mail	

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner     Agent

**3. NATURE AND EXTENT OF RELIEF APPLIED FOR**

To Reduce the minimum permitted lot frontage from 100 metres (328 feet) to 80.7 metres (264.76) for the proposed severed part that is subject to a current consent application.

**4. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW**

Insufficient frontage to meet the minimum requirement

**5. Type of Proposal (please select one of the following):**

<input type="checkbox"/>	Existing
<input checked="" type="checkbox"/>	Proposed

**6. LEGAL DESCRIPTION OF THE SUBJECT LAND**

Property Address	Sandy Falls (vacant land)
Township, Concession, Lot	mountjoy CON 3 N PT Lot 5
Plan (Plan/Lot or Plan, Part)	RP 6R4063 PT PART I
Parcel	PCL 21385SEC

The variance pertains to the proposed severed part, that is subject to a current consent application.

7. DIMENSIONS OF SUBJECT LAND	
Frontage (metres)	80.7 metres
Depth (metres)	IRREGULAR
Area (square metres)	2 Ha

8. DATE OF ACQUISITION OF SUBJECT LAND

9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND

10. EXISTING USES OF THE SUBJECT LAND *Vacant*

11. PROPOSED USES OF THE SUBJECT LAND *Residential*

12. EXISTING USES OF ABUTTING LANDS *Rural/Residential*

13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED

14. AVAILABLE SERVICES		
	Water	Connected
	Sanitary Sewer	Connected
	Storm Sewer	
<del>NO</del>	Septic Tank	Connected
YES	Well	Connected

15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND  
*Employment Area*

16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND  
*RD-RU (Rural)*

**17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE PLANNING ACT FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?**

Yes (If yes, and if known, please provide the following):

Application File No.:	<i>pending</i>	Application Status:	<i>pending</i>
<input type="checkbox"/> No			
<input type="checkbox"/> Unknown			

**18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND**

Yes

No

If answer is yes, describe briefly:

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**19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT?**

Yes

No

**Completeness of Application**

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

**20. APPLICANT DECLARATION**

I, \_\_\_\_\_ of the City/Town of \_\_\_\_\_  
 in the County/District/Regional Municipality of \_\_\_\_\_ solemnly  
 declare that all the statements contained in this application are true and I make this solemn  
 declaration conscientiously believing it to be true and knowing that it is of the same force and effect  
 as if made under oath and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins  
 in the District of Cochrane, this 24  
 day of May 2020

Vanessa Lauzon  
**Commissioner of Oath**

Sharon Lawrence Skye  
**Owner/ Agent's Signature**

Vanessa Giulia Lauzon, a Commissioner, etc.,  
 Province of Ontario  
 for the Corporation of the City of Timmins  
 Expires August 3, 2026

**21. OWNER AUTHORIZATION**

I/We \_\_\_\_\_, the owners of the property subject of this  
 application, hereby authorize \_\_\_\_\_ to make this  
 application on my/our behalf to the Corporation of the City of Timmins.

Linda Ramsay  
**Witness (other than applicant)**

Sharon Lawrence Skye  
**Owner's Signature**

**22. PERMISSION TO ENTER THE PROPERTY**

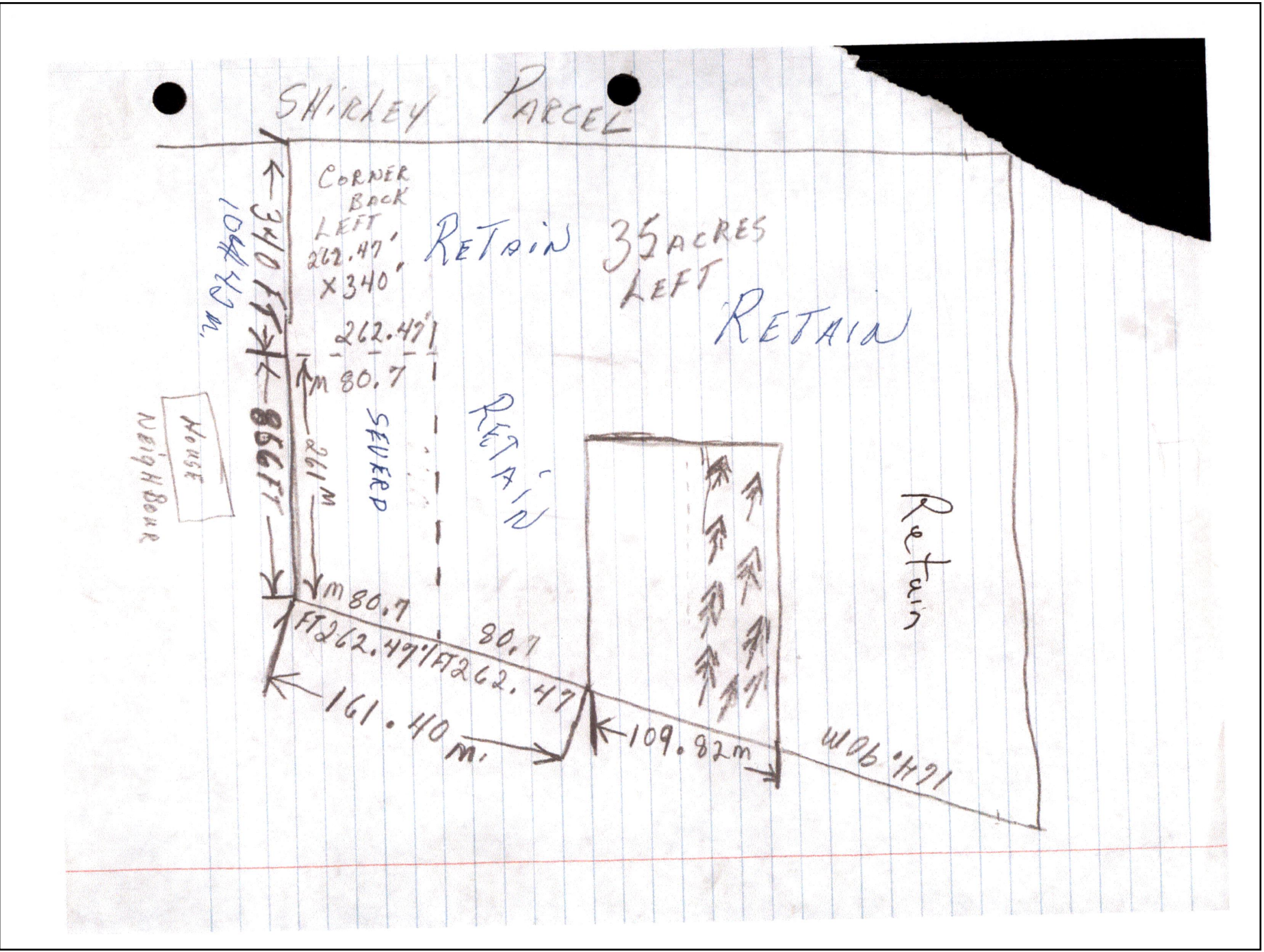
*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We Kim & Sharon Lavergne hereby authorize the members of the  
 Committee of Adjustment, members of the staff of the City of Timmins and designated consultants  
 to enter onto the above-noted property for the limited purposes of evaluating the merits of this  
 application over the time this application is under consideration by the City of Timmins.

May 13/20  
**Date**

Sharon Lawrence Skye  
**Owner/ Agent's Signature**







**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of the *Planning Act*, R.S.O. 1990, P.13, as amended.

**Application No:** A-30-26  
**Applicant:** Kim & Sharon Lavergne – AGENT: Mario Vandal  
**Subject Lands:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1 Parcel 21385 SEC  
**Zoning:** RD-RU  
**Roll #:** 5627-010-091-59800  
**Municipal Address:** Sandy Falls Road (Vacant Land)  
**TAKE NOTICE THAT** An application has been made to reduce the minimum permitted lot frontage from 100 meters (328 feet) to 80.7 meters (264.76 feet) for the proposed severed part that is subject to a current consent application.

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**Background:**

The subject property is the subject of Consent Application B-10-26 to create a new lot. This minor variance application (A-30-26) is for the proposed severed lot.

**Options:**

Based on the information provided, Committee may choose to:

- 1) Approve the application,
- 2) Deny the application,
- 3) Defer the application to allow the applicant to reconsider the proposed application or require more information from the applicant.

**Provincial Planning Statement, 2024**

The application would appear to be consistent with the Provincial Planning Statement (PPS), 2024.

**Growth Plan for Northern Ontario 2011**

The application would appear to be consistent with the policies of the Growth Plan for Northern Ontario 2011.

**City of Timmins Official Plan Designation**

The property is located within the Employment Area designation.

**City of Timmins Zoning By-law No. 2011-7100**

The property is zoned Rural (RD-RU).

***Planning Act* Section 45 (1)**

**1) Meets general intent and purpose of the Official Plan?**

Yes. The application would appear to meet the general intent and purpose of the Official Plan.

**2) Meets general intent and purpose of the Zoning By-law?**

Yes. The application would appear to meet the general intent and purpose of the Zoning By-law.

**3) Is appropriate and desirable?**

Yes. The proposed use is appropriate and desirable.

**4) Is minor in nature?**

Yes. The application would appear to be minor in nature.

**Summary and Comments**

Planning staff are of the opinion that the subject minor variance application meets the four prescribed tests set out in Section 45 (1) of the *Planning Act*.

**Prepared by:**



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**Nicola Alexander**  
Intermediate Planner

**Reviewed By:**



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**Cindy Welsh, RPP, MCIP**  
Manager of Planning

June 10, 2026

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 45 of The Planning Act, R.S.O. 1990, Chapter P.13, as amended.

Take notice that the following applications for Minor Variance/Permission, seeking relief from provisions of the Zoning By-law as specified, have been made and will be heard by the Timmins Committee of Adjustment in the order that they appear:

**Application No:** A-30-26

**Applicant:** Kim & Sharon Levergne – AGENT: Mario Vandal

**Subject Lands:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT  
Part 1 Parcel 21385 SEC

**Zoning:** RD-RU

**Roll #:** 5627-010-091-59800

**Municipal Address:** Sandy Falls Road (Vacant Land)

**TAKE NOTICE THAT** An application has been made to reduce the minimum permitted lot frontage from 100 meters (328 feet) to 80.7 meters (264.76 feet) for the proposed severed part that is subject to a current consent application.

Ken Krcel, Director of Public Works & Environmental Services

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**To:** Keshia Horbul  
**cc:** Steph Palmateer

Date: June 9, 2026

Comments

Conditions:

Notes: Public Works and Environmental Service have no objections to the above noted application.



Ken Krcel



**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF MINOR VARIANCE APPLICATIONS**

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Comments provided by:

Cindy Welsh, Manager of Planning Services

David Vallier, General Manager-Mattagami Region Conservation Authority

Scott Collin, Manager of Engineering

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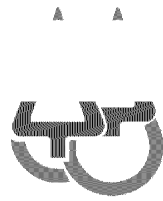
**To: Keshia Horbul**  
**Cc: Steph Palmateer**

Date: June 9, 2026

Comments: No objection

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D13



**Mattagami Region  
Conservation Authority**

**TIMMINS COMMITTEE OF ADJUSTMENT  
NOTICE OF CONSENT/MINOR VARIANCE APPLICATIONS**

In the matter of applications under Section 53 of The *Planning Act*, R.S.O. 1990, Chapter P. 13, as amended

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**Date:** June 9, 2026

**Attention:** Keshia Horbul, Secretary-Treasurer

**Application No:** A-30-26

**Applicant:** Kim & Sharon Lavergne – AGENT: Mario Vandal

**Property:** Mountjoy Township, Concession 3 North Part Lot 5, Reference Plan 6R4063 PT Part 1  
Parcel 21385 SEC

**Zoning:** RD-RU

**Roll No.:** 5627-010-091-59800.0000

**Municipal Address:** Sandy Falls Road (Vacant Land)

**Requested Variance:** An application has been made to reduce the minimum permitted lot frontage from 100 meters (328 feet) to 80.7 meters (264.76 feet) for the proposed severed part that is subject to a current consent application.

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The Mattagami Region Conservation Authority (MRCA) has reviewed the requested application for the minor variance with regard to the regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The following reflects our position as an agency delegated by the Province with responsibility for comments on Natural Hazard matters.

***Conservation Authorities Act:***

***Ontario Regulation 41/24 Prohibited Activities, Exemptions and Permits***

From the information available, it has been determined that a portion of the above-referenced property is regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions, and Permits. The policies of the Mattagami Region Conservation Authority regulate development, including construction, grading, or filling, or the alteration of any watercourses on lands located within the regulated area.

***Drinking Water Source Protection Program:***

The Conservation Authority has reviewed the application in terms of the Mattagami Region Source Protection Plan, prepared under the *Clean Water Act, 2006*. The updated Source Protection Plan came into effect on December 5, 2019, and contains policies to protect municipal drinking water sources from existing and future land use activities.

The subject property is not located within an area subject to the local Source Protection Plan, based on a mapping screening.

**Resource Interest Issues:**

The mapping currently available at this office indicates that the subject property is located outside of the regulated allowance, adjacent to a wetland.

**Site Alteration By-Law 2019-8343:**

Site Alteration By-Law 2019-8343 applies to the subject property. If work includes any alteration to the grade (topography) of land, the dumping or placement of fill, the removal of topsoil, soil, or fill, the interference with watercourses, drainage systems, and water supplies, and/or alterations to drainage, the MRCA should be contacted, as permission may be required.

**MRCA Comments:**

Given the above comments, it is the opinion of the Mattagami Region Conservation Authority that:

- Ontario Regulation 41/24 applies to a portion of the subject property. However, based on the submitted site plan, the proposed severed parcel is located outside the regulated area; therefore, a permit from the Mattagami Region Conservation Authority is not required.
- The subject property is not in an area affected by the local Source Protection Plan.
- The subject site is located outside of the regulated allowance to a wetland.
- If works include any site alteration as defined in By-Law No. 2019-8343, the MRCA should be contacted, as permission may be required.

The Mattagami Region Conservation Authority has no objections to the approval of application **A-30-26**.

Thank you for the opportunity to comment on this application. If you have any questions or require any additional information, please do not hesitate to contact me.

Yours truly,  
MATTAGAMI REGION CONSERVATION AUTHORITY



Crystal Percival  
DWSP Lead/Planner