
**GROWTH AND SUSTAINABILITY DEPARTMENT
BUILDING DEPARTMENT MEMO**

**TO: Growth and Sustainability Department (Committee of Adjustment)
Jeni Fisher - Secretary**

FROM: Lyle Killins, Septic Inspector

DATE: April 20, 2026

**RE: File B02/2026WL
Inge Schaub**

Dear Ms Fisher,

Please be advised the proposed application has been reviewed as it relates to the requirements of Part 8 (Septic Systems) of the Ontario Building Code.

Minimal information was provided by the applicant relating to type and size of a sewage system and whether it could be installed within Part 8 Ontario Building Code compliance.

Based upon information provided, this department would recommend, as a condition of approval indicating a sewage system could be installed to fulfill all Part 8 Building Code requirements to the satisfaction of the Township of West Lincoln Sewage System Manager or Building Department Chief Building Official.

We trust the preceding serves as required; however, should additional information and/or clarification be required, please contact myself at 905-957-3346.

Respectfully submitted,



Lyle Killins C.P.H.I.(c)
BCIN #11112

GROWTH & SUSTAINABILITY DEPARTMENT

Date: April 15, 2026
To: Jeni Fisher, Acting Secretary Treasurer to the Committee of Adjustment
From: Jennifer Bernard, Manager of Civil Land Development
SUBJECT: Committee of Adjustment Consent Application
File No. B02/2026WL – 1660 Caistor Centre Road

A review has been completed of this consent application to create one new lot (0.59 hectares) and one retained lot (19.9 hectares).

The application and survey identify the required road widening on Caistor Centre Road as requested at the pre-consultation meeting in March 2025, however, the road widening is to be provided along the full length of the property, which includes the lands south of the hydro corridor. The road widening is to be required as a condition of consent as per Township policy POL-PW-1-23.

The sketch provided with the application indicates an entrance for the residential parcel will be to Bismark Road. The proponent would require an entrance permit through Niagara Region for this new entrance.

Public Works: Infrastructure Planning and Development Division

1815 Sir Isaac Brock Way, Thorold, ON L2V 4T7

905-980-6000 Toll-free: 1-800-263-7215

Via Email Only

April 24, 2026

Region File: PLCS202600450

Jeni Fisher

Interim Secretary Treasurer of the Committee of Adjustment

Township of West Lincoln

318 Canborough Street

Smithville, ON L0R 2A0

Dear Ms. Fisher:

Re: Regional Comments**Application type: Consent****Township File: B02/2026WL****Applicant/Owner: Janet and Inge Schaub****Agent: Jeremy Brown, Niagara Planning Consultants****1660 Caistor Centre Road and Bismark Road (Regional Road 65)****Township of West Lincoln**

Regional Infrastructure Planning and Development staff have reviewed the consent application for lands municipally known as 1660 Caistor Centre Road (Regional Road 65) in the Township of West Lincoln. The purpose of this consent application is to create one new residential lot, and the retained lot will be used for agricultural purposes.

The following comments are provided from a Provincial and Regional perspective to assist the Committee with their consideration of the application.

Regional Comments

A pre-consultation meeting was held to discuss the proposal on March 20, 2025, with Township and Regional staff in attendance. Regional road comments are provided in accordance with the Memorandum of Understanding for engineering review between the Region and the Town and are Regional requirements that must be addressed.

Regional Road

The subject property has frontage along Regional Road 65 (Bismark Road). The following Regional property is required to be conveyed as a condition of approval:

- A daylighting triangle of 6 metres by 6 metres is required at the corner of Regional Road 65 (Bismark Road) and Caistor Centre Road to maintain sightlines.

The required property is to be conveyed free and clear of any mortgages, liens or other encumbrances, and is to be described by Reference Plan. The cost of providing this plan will be the full responsibility of the applicant. The applicant will arrange for a land surveyor to submit the preliminary undeposited survey plan along with all related documents to Niagara Region Surveys staff for review and approval. Surveys staff will advise the land surveyor of any required revisions to the plan. Once the plan is deposited and the transfer registered, the Region will clear the applicable condition.

Should the applicant have any questions, please direct them to contact the individuals listed below:

Jordan Hadler, Law Clerk

E-mail: Jordan.Hadler@niagararegion.ca

Phone: 905-980-6000 ext. 3271

(For inquiries specific to the transfer of property to the Region)

Cameron Brockwell, Geomatics Survey Specialist

E-mail: Cameron.Brockwell@niagararegion.ca

Phone: 905-980-6000 ext. 3304

(For inquiries specific to the reference plan)

ROAD USE PERMITS

The applicant is responsible for obtaining any applicable Regional road use permits:

- Construction encroachment permit – needed for any construction work to be completed on or below the Regional road allowance.
- Entrance permit – needed for any private road entranceway, driveway, gate or facility constructed as a means of access to a Regional road.
 - Regional staff request that the new lot entrance is located at the westerly limits of the new property and at minimum, outside of the daylighting triangle.
- Sign permit – needed for placing any sign, notice or advertisement within 20 metres of the centreline of a Regional road.
- Road occupancy permit – needed for any item that will be installed and remain on a Regional road allowance for a period of time.

Permit applications can be made through the following link:

<https://www.niagararegion.ca/living/roads/permits/>

Restorations within the regional right-of-way are to be to Niagara Region standards: <https://www.niagararegion.ca/living/roads/permits/construction-encroachment-specifications.aspx>

Conclusion

Regional Infrastructure Planning and Development staff have no objections to the proposed consent application, subject to the following condition of consent approval:

- That the Owner dedicate the required 6 metres by 6 metres daylight triangle at the corner of Regional Road 65 (Bismark Road) and Caistor Centre Road, to the satisfaction of the Surveys section of the Niagara Region Transportation Services Division. All costs for providing the necessary survey plan and all related documents are the responsibility of the applicant.

If you have any questions regarding the above comments, please contact the undersigned at Alexandra.Reddon@niagararegion.ca, or Pat Busnello, Manager of Development Planning at Pat.Busnello@niagararegion.ca.

Kind regards,



Allie Reddon
Development Planner

cc: Pat Busnello, MCIP, RPP, Manager of Development Planning, Niagara Region
Philippe Biba, Development Approvals Technician, Niagara Region