



Resident Guide

Understanding the Town of Halton Hills' Enforcement Services

Updated 2023

Town of Halton Hills Resident Guide

A guide to the most asked about Town of Halton Hills by-laws

A by-law is a municipal law passed under the authority of a Provincial Act. By-laws govern towns, cities and villages. Town of Halton Hills by-laws are enacted by Town Council to help keep our community safe, ensure compatible property uses, and keep Halton Hills as a community of choice. This Residents Guide was created to provide residents with information about some of our most commonly asked about by-laws and provides a plain language summary of the most common topics and questions that relate to property use and maintenance.

Everyone can contribute to our Town’s wellbeing by doing their part and by knowing your responsibilities as a resident, property owner or tenant and following Town by-laws. Big or small, every action counts! Whether it be keeping your lawn cut, licensing your dog or obtaining a permit before you build – it all contributes to higher standards within the community.

Although this guide does not capture all the details of the specific by-laws, a complete list of [by-laws outlined in this Resident Guide](#) can be found on the Town of Halton Hills’ website.

We hope this guide can help our community with a better understanding of what our responsibilities are and with this information, your efforts support being a good neighbour.

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HOME

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USE OF PROPERTIES IN HALTON HILLS

There are two main documents that govern the way neighbourhoods are organized in Halton Hills – the Official Plan and the zoning by-law.

The Official Plan outlines how the Town makes decisions on land use, setting a strategy to manage future growth in a responsible manner while protecting the cultural heritage and natural environment of Halton Hills.

Zoning By-law 2010-0050 supports the development of harmonious neighbourhoods in Halton Hills. This is done by ensuring that incompatible uses are not allowed on adjacent properties (e.g. industrial manufacturing right beside residential houses) and by setting regulations related to lot size, building types, distances between structures and property lines, and so on. More specific information is provided in other sections of this guide.

All properties in Halton Hills are zoned for a specific type of use:

- Residential (areas where people live);
- Commercial (retail or service businesses);
- Industrial (manufacturing businesses);
- Institutional (hospitals, schools, places of worship);
- Agricultural (farms).

A property cannot be used for a different purpose than the one for which it is zoned. For example, most types of commercial businesses (e.g. auto repair garage) cannot be operated from a property that is zoned residential. The exception to this is when the use is allowed as a home occupation permitted under the zoning by-law.



Illegal truck terminal operating from an agricultural-zoned property

For more information about permitted use, requirements, and restrictions of the zoning by-law contact Zoning Services at 905-873-2600, ext. 2320.

Applying for a variance

There may be a circumstance where a property owner wants to ask for a variance to a regulation in the zoning by-law. To do so, an application for a minor variance must be submitted to the Committee of Adjustment.

The committee deals with requests for minor changes to the zoning by-law (e.g. structure setbacks, height, and size),

permissions to extend, enlarge, or alter a legal non-conforming use (legal non-complying structure), as well as the creation of new lots, lot line adjustments, easements, leases over 21 years, etc. The committee is comprised of members of the community appointed by Council, with assigned authority to deal with various applications. The hearings are held monthly, and are open to the public.

A legal non-conforming Use is the right to continue a particular land use that is no longer permitted under the current zoning regulations.

For more information or to get an application form, contact Planning & Development Services at 905-873-2600, ext. 2292 or visit the [Committee of Adjustment webpage](#).

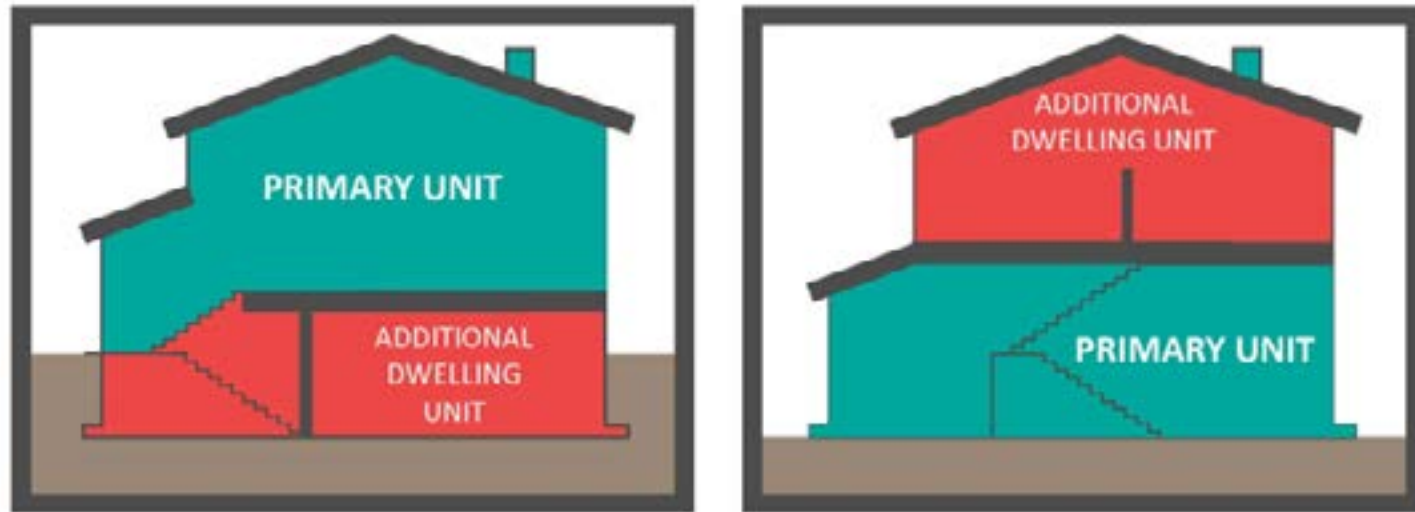
All complaints regarding zoning and the use of a property are investigated by Enforcement Services. To make a complaint, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

ACCESSORY DWELLING UNITS

Accessory dwelling units, often referred to as in-law suites or basement apartments, are dwelling units created in addition to a principal residence. Creating a second dwelling unit in your home helps provide housing options for people of all ages and incomes. It's also an opportunity to create a rental space in your home for added income.

A two-unit house (a house with a second dwelling unit) can be:

- A house containing two residential units.
- A residential unit consists of a self-contained set of rooms that:
 - Are located in a building or structure
 - Are used, or can be used, as a separate unit, and
 - Has a means of exit from the building (which may be shared with another residential unit).



Are two-unit houses legal in Halton Hills?

Provincial legislation, the Municipal Act, 2001, as amended, gives municipalities the authority to pass and enforce by-laws. In order to regulate the registration of two-unit houses the Town of Halton Hills passed By-law 2023-0060. The registration of a two-unit house legalizes its existence and ensures that a two-unit building complies with all applicable codes and standards.

The Building Services Division of the Transportation and Public Works Department is responsible for the registration process.

The registration process is designed to protect the owner as well as the inhabitants of the accessory unit from unnecessary hazards. Requirements for accessory dwelling units in a dwelling in non-urban zones include:

- A limit of one (1) accessory unit in a house
- At least one (1) additional parking space must be provided on the property for the accessory unit in addition to the parking or the main unit;
- The size of an accessory unit is limited to 40% of the dwelling or 110 square metres of floor area, whichever is lesser; OR the floor area of a basement.
- The entrance to the accessory unit can be located in the side yard or rear yard, as long as there is a 1.2 metre (4 foot) clear path of travel to the entrance from the front of the house;
- Septic assessment may be required; and
- Compliance with all applicable codes and standards.

Requirements for accessory dwelling units on residential properties in the Settlement Areas that are fully serviced by municipal water and sewage include;

- Maximum two (2) additional units
- At least one (1) additional parking space must be provided on the property for each accessory dwelling unit.
- The size of an accessory unit is limited to 40% of the dwelling or 110 square metres of floor area, whichever is lesser; OR the floor area of a basement.
- The entrance to the accessory unit can be located in the side yard or rear yard, as long as there is a 1.2 metre (4 foot) clear path of travel to the entrance from the front of the house; and
- Compliance with all applicable codes and standards.

Accessory dwelling units that do not comply with either the zoning by-law or other applicable codes and standards will not be permitted to register as a two-unit dwelling. A [list of all legal two-unit dwellings in Halton Hills](#) is available on our municipal website.

If you cannot find the property listed on the Two-Unit Houses Public Registry and suspect an illegal accessory unit, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

When raising a concern about a potentially illegal accessory unit, please have answers to the following questions:

- Have you ever been in the house or accessory unit?
- Has there been any new construction at the house?
- Did you observe a second kitchen in the house or 3-piece bathroom in the accessory unit?
- Was the accessory unit separated from the main house by a wall or locked door?

For more information visit the [permits and applications section of our Building Services webpage](#).

BUILDING AND PROPERTY MAINTENANCE

The Property Standards By-law 2008-0137 outlines the minimum standards for living in and taking care of all properties within Halton Hills. These standards are enforced to ensure the safety and desirability of the community.

Items covered under the Property Standards By-law include, but are not limited to:

- Vacant, unoccupied and damaged buildings and accessory buildings;
- Roofs, eaves troughs, downpipes, soffits and fascias;
- Occupancy standards for buildings and dwelling units;
- Maintenance of yard areas;
- Interior and exterior doors and windows, walls and ceilings;
- Structural soundness, foundation walls and basement, cellar or crawl space;
- Snow removal for multi-residential, industrial, institutional and commercial properties;
- Dead, decayed or damaged trees, branches or other natural growth;
- Fences, retaining walls, sound barrier walls and other barriers;
- Garbage and debris storage and disposal;



Debris on a residential property

Hiring a contractor

If you hire a contractor or tradesperson to complete work on your property (e.g. renovations, repairs, landscaping), the Town recommends you make sure the company or person has a licence to do the work. The Town's Business Licensing By-law requires businesses like contractors, fence installers and plumbers to have a licence to operate in Halton Hills. This helps protect consumers by ensuring that these businesses meet an established standard for safety and are properly insured.

Making a complaint

To make a complaint regarding the standards of a property, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

RENTAL ACCOMMODATIONS

Under the Town's Property Standards By-law, owners and landlords must ensure that residential buildings rented or leased meet the minimum standards for maintenance and occupancy of the property. Some of these minimum standards include:

The maintenance and/or repair of every exterior wall using the proper paint or treatment in order to prevent deterioration due to weather conditions, insects, or other damage;

- The maintenance and/or repair of every interior wall and ceiling as required to ensure there are no holes, cracks, or damaged and deteriorated surface material;
- An adequate supply of drinkable running hot and cold water from a source approved by the Medical Officer or Health or through a regional waterworks system;
- Adequate supply of hot water that is at least 450°C (1130°F) after running for 60 seconds;
- The maintenance of every heating and air conditioning system, unit, or part thereof so as to be in good repair, good working condition at all times, securely anchored, free from any defect that may cause unnecessary noise or vibration, and clean condition;
- Provision and maintenance of heat so that the room temperature in any area intended for normal use by tenants is at least 21°C (70°F);
- The connection to an approved electrical supply system in accordance with the Ontario Electrical Safety Code;
- The maintenance of every building so as to be kept free of mold; and
- The maintenance of every building or accessory building so as to be kept free of rodents, vermin, insects, and other pests at all times.

If a tenant has a concern about their living conditions as they apply to the Property Standards By-law contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca. Depending on the nature of the concern, you may be referred to the [Landlord and Tenant Board](#) website.

Confidentiality

Personal information collected by the Town is protected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Your name and identifying details will be kept confidential, however, they may be disclosed if the case goes to court. Anonymous complaints are not accepted.

DECKS, PORCHES, AND PATIOS

The Building Code Act requires that a building permit be obtained for the construction, demolition, or change of use of buildings. It is illegal to construct or demolish a building without first obtaining a permit. Building permits are issued to ensure that proposed work complies with the structural, fire, and health requirements of the [Ontario Building Code](#) and other applicable provincial and municipal regulations.

In addition, all decks, porches, or patios must be located and configured in compliance with the zoning by-law. Please contact the Zoning Officer at 905-873-2600, ext. 2320 to obtain the relevant requirements.

Can I begin my project without a building permit?

Failure to obtain a building permit prior to beginning your building project may result in:

- Costly repairs to gain compliance;
- Removal of work not completed in compliance;
- Increased building permit application fee; and/or
- Legal action initiated to gain compliance and fines may be imposed.

What do I need to apply for a building permit?

The following documentation is required for a building permit application for most small projects:

A completed standard permit application form;

- An Owner’s Authorization Form (only if the applicant is not the owner);
- Building permit fee (must be paid at the time when application is submitted);
- Two copies of applicable design documentation/drawings;
- Two sets of site/plot plan drawings showing the location of proposed and existing buildings on the property;
- Other fees (damage deposit and development charges, if applicable); and
- Other project specific documentation/information.

How long does it take to get a building permit issued?

After all required documentation is submitted, building permit fee paid and all applicable laws are met, the Ontario Building Code dictates that building permits be issued within a certain time frame, which varies between 10 and 30 business days depending on the type of permit.

Making a complaint

If you suspect that a building project has commenced without a building permit or have building safety concerns, contact Building Services at 905-873-2600, ext. 2300 or building@haltonhills.ca.

OPERATING A BUSINESS FROM HOME

The zoning by-law allows certain types of businesses to operate from home, but there are strict requirements under Part 4 of the Comprehensive Zoning By-law 2010-0050. These requirements specify permitted occupations may only occupy a certain percentage of the floor area of a house, the number of employees and signage are restricted, and all related parking must be accommodated on the driveway within the property lines. These home businesses are sometimes called home occupations.

Operating licence required

The Municipal Act allows municipalities to determine which businesses require an operating licence. The Town’s Business Licensing By-law regulates those licenses. The Clerks Office issues business licenses where applicable for certain types of home occupations (e.g. catering) if they meet the requirements of the zoning by-law.

Enforcement Services ensures that business owners continue to meet requirements under the Town’s Business Licensing By-law after licenses have been issued by conducting inspections. These inspections ensure that businesses meet established standards for consumer protection, health and safety, are located in areas permitted under the zoning by-law, and are properly insured.

Making a complaint

If you suspect that a business is operating illegally, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca. Please note that we require your assistance to effectively address your concern, which includes providing specific dates and times of business activity.

PETS AND ANIMALS

In Halton Hills, the Responsible Pet Owners By-law 1994-077 regulates the keeping of dogs and other animals within the Town. Licensing is an important part of being a responsible pet owner. Not only does it help connect an owner to a lost dog, but it helps keep all dogs and residents safe.

Dog licenses are the fastest way to reunite you with your lost dog. Each year, dogs are quickly reunited with their owners in Halton Hills because they were found wearing a town issued identification tag. Registration information is updated regularly, so that Canine Services can respond promptly.

As a dog owner, you are required to obtain a dog licence:

- Within seven (7) days from the date you become a dog owner; or
- Within seven (7) days from the date you move to Halton Hills if you already own a dog; or
- Within seven (7) days from the date your puppy is eligible to be vaccinated for rabies.

Please note that a maximum of three (3) dogs is permitted at one location, unless the location is licensed as a boarding and breeding establishment. The keeping of more than three (3) dogs is a violation of the Responsible Pet Owners By-law and may result in a fine up to \$5,000.



How do I purchase or renew a dog licence?

Purchasing and renewing dog licenses can be completed online. View our Canine Services webpage to find a link to our [dog license application and renewal form](#). The Halton Hills identification tag must be affixed at all times. Dog licensing fees are as follows:

Duration	Price
One year	\$34
Two year	\$55
Three year	\$81
Seeing/hearing assist dog	No fee
Therapy dog	No fee
Replacement tag (lost or stolen)	\$7

Dogs off-leash

All dogs within the Town of Halton Hills must be kept on a leash and under the control of their owner unless in a designated off-leash area. Dog owners share parks, trails and open spaces with many other residents, visitors and wildlife, and must abide by the regulations set out in the Responsible Pet Owners By-law to help protect all users and the natural environment. While many dogs are obedient, there is a possibility that they may forget some of their training in unfamiliar surroundings with enticing scents or wildlife. Owners and dog walkers are responsible for any injuries or damage caused by any dog in their care as a result of being off leash.

Letting your dog off leash in undesignated areas poses many risks, including becoming lost, having a dangerous encounter with another animal, exposure to an animal carrying diseases or poisonous plants, and/or becoming the victim of a road accident. Allowing your dog to run at large is a violation of the Responsible Pet Owners By-law and may result in a fine up to \$5,000.

The Town of Halton Hills offers three (3) designated leash free parks where dogs are permitted to be off leash:

1. Cedarvale Park located at 181 Main Street South, Georgetown;
2. Trafalgar Sports Park, 11494 Trafalgar Road, Georgetown; and
3. Prospect Park located at 30 Park Avenue, Acton.

Stoop and scoop

As a pet owner, the Responsible Pet Owners By-law requires that you remove and sanitarily dispose of any excrement left by your dog(s) forthwith from any public or private property, including your own yard. Failure to clean up after your dog(s) is a violation of the By-law and may result in a fine of up to \$5,000.

Dog boarding and breeding establishments

The Town does not permit the operation of a boarding and breeding establishment without a licence. A Pet Care and Breeding Service Establishment Licence is valid for a period of up to one (1) year and expires on February 28 each year in accordance with the date set for this class of business. All properties operating as a pet care and breeding service establishment must ensure the use is permitted under the Town's Zoning By-law 2010-0050.

The [Business Licence Application Form](#) is available online. For more information on business licensing, contact Business Licensing Services at 905-873-2600, ext. 2330 or businesslicensing@haltonhills.ca.

Making a complaint

Omega Canine Control is a 24-Hour Emergency Service that can be contacted at 905-877-6235. You may call Omega Canine Control Services where:

- You want to report a dog off-leash or running at large;
- You want to report excessive barking;
- You or your pet has been bitten by another animal;
- You suspect an animal has rabies; or
- You have found a stray dog.

Other animals

The Responsible Pet Owners By-law does not require owners to register or licence their cat. However, no more than three (3) cats can be kept at any one location in Halton Hills.

In addition, the by-law only permits (3) rabbits, ferrets, guinea pigs, non-venomous snakes or lizards, or other small animals to be kept at any one location in Halton Hills.



Urban Hens

In 2022, Town of Halton Hills Council passed an amendment to the Responsible Pet Owner's By-law allowing residents to keep up to four (4) urban hens in most urban areas where the approved regulations can be adhered to. Enforcement of the new provisions fall under the responsibility of the Town's Canine Control Contractor as enforcing the Responsible Pet Owner's By-law is the primary function of the service. Eligible residents are required to complete an application form and pay a licensing fee.

Applying to keep urban hens will result in your property being inspected by a municipal by-law enforcement officer to ensure compliance prior to a license being issued. Also, properties with licenses to keep urban hens are subject to inspection at any reasonable time by a municipal law enforcement officer for the purposes of investigating a complaint and/or to ensure compliance with the by-law.

For more information on the benefits of having urban hens or to view the regulations, visit our [Urban Hens webpage](#).



Pigeons

The Responsible Pet Owners By-law allows residents to keep a total of four (4) pigeons per single family dwelling. There are exceptions to this section of the by-law for owners of racing or snow pigeons. For more information related to these exceptions, contact Enforcement Services at 905-873-2600, ext. 2330 or view Schedule E of the by-law.

Prohibited animals

Residents are not permitted to keep any exotic animal, venomous reptile, venomous insect, or wild animal in Halton Hills. Non-venomous reptiles or insects that are permitted by the Responsible Pet Owners By-law must be kept in an escape-proof enclosure.

Unless the land is zoned and lawfully used for agricultural purposes, residents are not permitted to keep the following animals in Halton Hills: horse, donkey, pony, mule, cow or steer, goat, swine, sheep, duck or goose.

For more information on the Responsible Pet Owners By-law or to report a violation, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca

YARD

- FENCES
- SHEDS/ACCESSORY STRUCTURES
- IDLING A VEHICLE
- INOPERATIVE MOTOR VEHICLES
- OUTDOOR FIRES
- SITE ALTERATION
- POOLS, HOT TUBS & PONDS
- PROPERTY STANDARDS
- SIDEWALK SNOW & ICE REMOVAL
- COMMUNITY STANDARDS
- HALTON REGION CURBSIDE COLLECTION SERVICES
- WIDENING DRIVEWAYS



FENCES

The Town of Halton Hills Fence By-law 2002-0060 restricts the height of a fence to a maximum of 2.13 metres (7 feet) in a side or rear yard and a maximum of 0.9 metres (3 feet) in a front yard. However, the by-law permits open type construction fences in a sight triangle or front yard to be 1.71 metres (5 feet 6 inches) in height. A variance may be applied for in instances where compliance with the by-law provisions cannot be met. Variance applications are heard and decided on by Town Council. To apply for a variance, download the [Fence Variance Application](#). All completed applications must be emailed to enforcement@haltonhills.ca prior to the erection of the fence.

There are additional restrictions for fences on corner lots to make sure that both pedestrians and drivers have clear visibility. If you live on a corner lot or have any questions regarding fence variances, please contact Enforcement Services at 905-873-2600, ext. 2330 for more information.

Boundary Line Fences

A boundary line fence is one that runs along the property line between your property and your neighbour's property. The Town does not ordinarily require residents to get a permit for building a fence, every effort should be made to ensure you do not build your fence on a neighbour's property or Town property in error.

How do I determine where my lot boundaries are for installing a fence?

A lot survey map details the boundaries of your lot and is often included with your purchase and sale agreement. If you do not have a lot survey map, one may be available for property owners or for those who have obtained owner's authorization. For a copy of the documentation, email a completed [Request for Documentation Form](#) to Building Services.

If you cannot obtain owner's authorization, you may:

- Check with the Land Registry Office in Milton by contacting 905-864-3500;
- Check online for local surveyors or through the Association of Ontario Land Surveyors; or
- Check online for sites that sell surveys such as Land Survey Records.

What if my neighbour and I have a fencing dispute?

Boundary line disputes must be resolved by the property owners themselves. However, the Line Fences Act provides a dispute resolution procedure in two situations where:

1. No fence currently exists at the boundary between the two properties, and one owner wants a new fence to be constructed to mark the boundary;
2. A line fence already exists, and one owner believes that it needs to be reconstructed or repaired.

If you find yourself in a fencing dispute, for a fee, you may apply to the Town for "fence-viewers" to resolve the dispute and issue a decision, also known as an "award". After the viewing, the fence-viewers issue an award and allocate the costs of the proceeding between the two owners.

The arbitration procedure does not determine the location of the boundary line between your property and your neighbour's property. Municipalities and their fence-viewers have no jurisdiction to deal with boundary issues.

The arbitration procedure is not applicable if you, on your own initiative, construct a new line fence or reconstruct or repair an entire existing line fence, and then want to use the arbitration procedure to force your neighbour to pay part of the cost of the completed work.

For more information about the dispute resolution procedure, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

SHEDS AND ACCESSORY STRUCTURES

Accessory structures are defined as a detached building or structure located on the same property as the principal building or use, the use of which is incidental or secondary to that of the main building use.

Regulations on accessory structures are in place to protect the health, safety, and general welfare of residents, as well as to ensure harmonious neighbourhoods that are attractive and functional.

The rules may vary for corner lots and lots that back onto a ravine. Property owners may make an application to the Committee of Adjustment for an exception from the provisions of the Zoning By-law. For more information, contact Zoning Services at 905-873-2600, ext. 2320.

Do I need a building permit?

A building permit is only required for construction of accessory buildings (i.e. sheds) exceeding 15 square metres (161.4 sq. ft.). A permit is also required to demolish an existing accessory structure that is 15 square metres (161.4 ft. square) or more in area or one that contains plumbing regardless of the size of the structure.

For more information on the Zoning By-law as it relates to accessory structures contact Building Services at 905-873-2600, ext. 2320 or visit our [zoning webpage](#).

IDLING A VEHICLE

The Idling Control By-law 2005-0083 prohibits unnecessary idling of vehicles within the Town of Halton Hills. It was passed to support the Town's commitment to reducing greenhouse gas emissions as part of our commitment to Partners for Climate Protection.

The by-law states that vehicles are not permitted to idle for a period longer than three (3) minutes. The three-minute limit does not apply to the following situations:

- Fire, police, or emergency medical service vehicles while engaged in operational activities, including training and patient transfer activities;
- Vehicles participating in an emergency activity;
- Vehicles that remain motionless because of an emergency, traffic conditions (including congestion and signals), weather conditions, or mechanical difficulties over which the driver has no control;
- During weather conditions where outside temperatures are over 27°C or below 5°C where Idling may be necessary for the operation of air conditioning or heating equipment while the vehicle is occupied;
- Vehicles transporting a person where a medical doctor certifies in writing that for medical reasons, the person requires the temperature or humidity inside the vehicle be maintained within a certain range;
- Mobile work vehicles while they are in the course of being used for their basic function;
- Vehicles where Idling is required as part of the repair process or to prepare the vehicle for service;
- Transit vehicles while actually engaged in loading or unloading merchandise or passengers;
- Vehicles engaged in a parade or any other event authorized by the municipality.

For more information on the Idling Control By-law, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

INOPERATIVE MOTOR VEHICLES

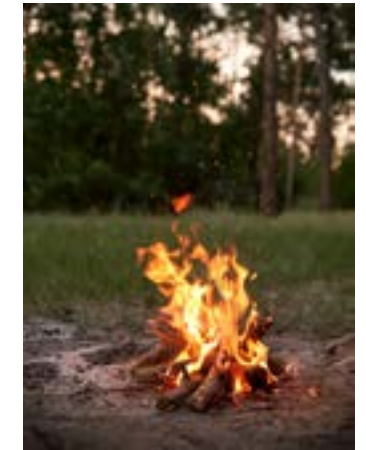
An inoperative motor vehicle is one that cannot be legally driven in its current state. Residents must store vehicles that are inoperative in a garage or other structure where they cannot be seen from the street. This restriction ensures that the environment of our neighbourhoods is protected, and appropriate community standards are preserved.

When an Enforcement Officer identifies an inoperative motor vehicle, the property owner may be issued an Order to Comply ordering that the vehicle be removed. If the vehicle is not removed by the deadline, the Town may remove it and charge the owner for the costs associated with removal. The Town may also charge property owners for failing to comply with the order, which could result in a fine.

To report improper storage of an inoperative motor vehicle, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

OUTDOOR FIRES

Many retailers sell various types of outdoor fireplaces, fire-pits and chimineas. The use of these appliances is considered as a form of open air burning and they are only permitted in the Town with the issuance of an Open-Air Burn Permit.



Open air burn permits are only available for consideration on single detached properties. Open air burning is not permitted in town homes or semi-detached properties. When a burn ban is in effect, all permits are suspended until the ban is lifted.

An expired permit older than 12 months from the current date is considered a new permit and not a renewal. When applying for a new burn permit, please include two pictures: one picture taken from the back fence facing the back of the home and one picture taken from the back of the home towards the fence. Both pictures must include what you are using for containment (i.e. chimenea, burn barrel, stone surrounding). The picture should also include your method of extinguishment (i.e. garden hose) and demonstrate that it will safely reach the burn area. When submitting your pictures, be mindful that adequate clearance from combustibles and structures must be clearly visible.

The [Open-Air Burn Permit Application](#) is available online. If you require additional information on the Open Air Burning or need assistance in obtaining a permit, contact the Fire Department at 905-877-1133.

Conducting open air burning without first obtaining a permit will result in any or all the following action(s) being taken:

- Extinguishment of the fire
- Revoking of the Open-Air Burn Permit;
- Refusal of future requests for an Open-Air Burn Permit;
- Assessment of service charges per the Town User Fee By-Law; and/or
- Laying of charge(s) under the authority of the Fire Protection and Prevention Act 1997.

Cost recovery

In the event the Halton Hills Fire Department responds to extinguish open air burning being conducted without a permit, or in violation of the conditions of the permit, the full costs of extinguishment, including labour costs and equipment costs, as determined by the Chief Fire Official may be charged to the property owner and/or permit holder.

SITE ALTERATION

The Town of Halton Hills Site Alteration By-law 2017-0040 was enacted to control site alteration activities within the Town, including:

- Placement or dumping of fill
- Removal of topsoil
- Alteration of the grade / slope of land
- Protection of the roads, ditches, culverts, boulevards and storm water drainage patterns from damage caused by fill being hauled within the Town boundary
- Control of the hours of operation, haul routes, and the volume of soils being imported into the Town



Illegal spread of field materials

Applications for a site alteration permit are reviewed to ensure that they:

- Comply with the requirement of the Site Alteration By-law
- Maintain appropriate drainage patterns
- Limit damage or interference with drainage or bodies of water
- Maintain water quality
- Protect natural heritage features such as wetlands or the escarpment
- Prevent erosion and sedimentation
- Prevent the use of hazardous or improper fill
- Take into consideration natural elements such as topography, soils, and vegetation

Site Alteration Committee

The Site Alteration Committee works closely with residents, homeowners, entrepreneurs and farmers of Halton Hills to assist them in understanding the ramification of altering their properties. We encourage you to reach out to development engineering staff at inf@haltonhills.ca before beginning a site alteration.

The Site Alteration Committee is a committee of Council that includes Council members from Ward 2 and resident volunteers from our community. This committee receives, considers, and votes for all site alteration applications that are not connected to a building permit and relate to:

- Properties located in the rural committees, as defined by the Town Official Plan
- All commercial or large fill proposals

If you require additional information on site alteration or need assistance in obtaining a permit, contact Transportation and Public Works at 905-873-2600, ext. 2300 or inf@haltonhills.ca

POOLS, HOT TUBS, AND PONDS

Make sure you plan accordingly before you start your pool, hot tub or pond project so that you can identify things that may impact your project during the planning stage, while your project is underway, and after completion.

Pool enclosure permit

Owners of privately-owned swimming pools are required to erect and maintain enclosures around their pools as per the Town of Halton Hills Pool Enclosure By-law 2009-0028. A pool enclosure permit must be obtained from the Building Services before a pool is installed.

All pool enclosure permit applications must include the following documentation:

- Completed Swimming Pool Enclosure Permit application;
- Owner's authorization form if the applicant is not the property owner;
- Two (2) copies of a plot or site plan (showing dimensioned location of pool and pool equipment);
- Details of any existing and/or proposed fence(s) and gate(s) that are to be part of the pool enclosure permit, including photographs; and
- Written approval of the developer or owner of the subdivision if the proposed pool is within an unassumed plan of subdivision.
- [Pool enclosure permit fee](#)
- [Refundable damage deposit](#)

Please note that a grading plan and/or site alteration permit may be required depending on the proposed scope of work. In addition, written approvals from the Directors of the Recreation and Parks Department as well as Transportation and Public Works Department may be required if the proposed pool requires construction access from a Town-owned property.

The completed application and required documentation along with the pool enclosure permit fee and refundable damage deposit are to be submitted to the Transportation and Public Works Department within the Building Services Division.

A pool enclosure inspection is required upon completion of the pool enclosure and before the pool is filled with water. Inspections can be scheduled through our [online inspection request form](#) or by contacting the Inspection Coordinator at 905-873-2600, ext. 2922.

Hot tubs

A hot tub is included in the definition of a pool within the Pool Enclosure By-law and therefore a pool enclosure permit must be obtained. An option available to hot tub owners is the use of a substantial cover that is capable of holding 90.72 kilograms (kg), or 200 pounds (lbs), which can be locked to prevent access when the hot tub is not in use and therefore the cover serves as a pool enclosure.

Pool safety

The Town recommends pool owners regularly undertaking the following safety procedures:

- Ensure that the pool enclosure is maintained in good repair, with the gap between the pool enclosure and the ground cover being a maximum of 50 millimetres, or two (2) inches;
- Ensure that all gates and other access points of the pool enclosure are locked at all times when the pool is unsupervised;
- Ensure that climbable objects, such as lawn furniture, which can be used by children to climb the pool enclosure, are more than 1.22 metres, or four (4) feet, from the pool enclosure;
- Ensure that the area around the edge of the pool is free and clear of any obstacles;
- Ensure that during the winter months snow is not piled or allowed to accumulate in such a way as to make the pool enclosure climbable or the gates inoperable.



The [application for a Swimming Pool Enclosure Permit](#) is available online. For additional information on pool enclosures such as damage deposits, application requirements and The Homeowner's Checklist, view the [Town's Pool Owner's Guide](#).

If you require additional information or need assistance in obtaining a permit, contact Building Services at 905-873-2600, ext. 2924 or building@haltonhills.ca

Hiring a contractor

If you hire a contractor or tradesperson to complete work on your property (e.g. renovations, repairs, landscaping), the Town recommends you make sure the person has a licence to do the work. The Town's Business Licensing By-law requires businesses like contractors, pool installers and plumbers to have a licence to operate in Halton Hills. This helps protect consumers by ensuring that these businesses meet an established standard for safety and are properly insured.

For more information on Business Licensing, contact Business Licensing Services at 905-873-2600, ext. 2330 or businesslicensing@haltonhills.ca.

PROPERTY STANDARDS

The Town has many by-laws that govern the use and maintenance of properties. These by-laws help ensure the environment is protected and to promote the health, safety and general welfare of our residents.

Municipal Law Enforcement Officers respond to complaints related to the use and maintenance of properties in Halton Hills. It is the goal of staff to educate the public with respect to the laws and to negotiate compliance. Legal action commences only when deficiencies are outstanding.

This section of the guide highlights some of these specific areas of property standards. For more information regarding these and other Town by-laws and related provincial statutes, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Trees

Residents must ensure that all hedges, shrubs, trees, or other plants are planted and maintained in a manner that does not:

- Obstruct the safe passage of vehicular traffic or pedestrians;
- Constitute an obstruction of view for vehicular traffic or pedestrian passage;
- Wholly or partially conceal or interfere with the use of any hydrant or water valve; or
- Overhang or encroach upon any public sidewalk or Town-owned walkway.

The Town does not regulate the trimming of trees on private property within Halton Hills. The act of trimming trees on neighbouring private property affects private property rights and is a civil matter between private property owners. Enforcement Services will only become involved where the tree in question is dead, diseased, decayed or damaged thereby giving rise to a safety concern and requiring its removal from the property.

It is important that property owners take care when dealing with tree branches that overhang private property lines. While property owners have a right to maintain their property in a safe condition, they must not damage trees on neighbouring private property. Any damage that is caused by the trimming of overhanging branches may result in liability with respect to property damage, in this case a tree. The Town recommends that you consult a lawyer to determine your legal rights.

If you have concern about a tree on public or private property, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Outdoor storage

The Property Standards By-law specifies that every yard must be kept clean and free of litter, salvage and from objects or conditions that might create a nuisance, or a health, fire, safety or accident hazard.

Those residents who wish to store firewood for domestic use must ensure that it is:

- Cut into pieces that would fit into a fireplace, wood stove, or other wood burning appliance on the property where the wood is being stored;
- Neatly piled not less than 1.50 metres, or five (5) feet, from a lot line;
- Stored at a height of not more than 1.50 metres, or five (5) feet, from a natural grade; and
- Only stored in the rear and/or side yard if the total area used for this storage is not more than 15% of the combined area of the rear and/or side yards.

Firewood for domestic use may also be stored in a front yard provided that:

- The property is located outside of Georgetown and Action urban boundaries as per the Zoning By-law;
- Firewood is stored no closer than 10 metres, or 32.8 feet, to the street line;
- The total area used to store the firewood in the front yard does not cover more than 5% of the front yard area; and
- The total area used to store the firewood does not cover more than 15% of the combined area of the front, side and/or rear yards.

Property owners must not use land, a building or an accessory building for the dumping or disposing of garbage or trade waste of any kind whatsoever, unless the land, building or accessory building is owned or operated by the Town or Halton Region as a sanitary landfill, disposal transfer site, or a recycling depot.

The parking, storage or placing of any vehicle, boat machinery, mechanical equipment, appliance, any part or parts thereof, or any similar item, which is in an inoperable, discarded or dismantled state or condition, a state of disrepair, or an apparently disused condition is prohibited.

All accumulations of material, wood, debris or other objects that create an unsafe or unsightly condition, or are out of place and not in harmony with the surrounding area, must be removed.

To make a complaint about the maintenance of a yard, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

SIDEWALK SNOW AND ICE REMOVAL

The Property Standards By-law specifies that every property owner of a commercial, industrial, institutional property or a property containing multiple dwellings, any part of which is accessible by the general public shall:

- a. Maintain all walkways and access routes to all Buildings so as to be kept free of ice and snow 24 hours after a snowfall;
- b. Maintain all ramps and access routes leading to garages so as to be kept free of snow and ice 24 hours after a snowfall;
- c. And maintain all exterior parking areas, including laneways, so as to be kept free of snow and ice 24 hours after a snowfall.

Roads

Public Works staff clear all roads after every winter weather event. When all streets need plowing, the aim is to complete snow and ice removal within 24 hours after the end of the storm. Heavy snowfalls or successive storms can sometimes extend this period beyond 24 hours.

Main roads, being those with the greatest volumes of traffic, are treated with salt and plowed to achieve bare pavement. Salt trucks are dispatched to main roads to apply material at the first sign of roads beginning cover with snow or ice. In very cold temperatures, the effectiveness of salt is reduced and sand may be used instead.



On occasion, a solution of salt brine will be applied to designated main roads in advance of snowfall. This helps to prevent snow and ice from bonding to the pavement, so that plows can more easily clear the snow away and reduce the need for salt.

Following the treatment of main roads, public works staff begins to clear collector roads, or secondary roads that lead to primary roads. These roads are salted or sanded and plowed to achieve bare pavement.

Lastly, residential and rural roads are cleared. These roads are not salted and periodic snowpack conditions can be expected. Instead, residential and rural roads are sanded as required to provide traction. Sand is usually applied on hills, curves, and intersections. Continuous sanding will only be carried out during freezing rain or ice packed conditions.

Sidewalks

During the winter months, the Town maintains only designated sidewalks which works out to be approximately 160 km of sidewalks and pathways, or just over half of all the sidewalks and walkways in the community. In order to preserve reasonable budgetary expense, the Sidewalk Snow Clearing By-law outlines the Council-approved criteria for the provision of snow and ice clearing services and provides a list of sidewalks receiving the service in Halton Hills. The criteria include:

- Public sidewalks constructed on highways that are classified as arterial or collector streets, with an annual average daily traffic (AADT) of over 1000 vehicles;
- Sidewalks on highways adjacent to schools; and
- Sidewalks in walkway blocks with connection to a sidewalk on a collector or arterial highway, with an annual average daily traffic (AADT) of over 1000 vehicles.

The Town will annually review sidewalk snow and ice clearing services and update the Sidewalk Snow Clearing By-law as soon as practical after becoming aware of sidewalks that have met the criteria set out above. Approval for new snow clearing services commences after Council has approved the schedule to the by-law.

Public works staff aim is to clear snow and ice on sidewalks within 24 - 48 hours after the end of the storm. This period may extend beyond 48 hours after heavy snowfall and/or successive storms.

Other than downtown areas, sidewalks are typically not salted and periodic snowpack conditions can be expected. Sand is usually applied to sidewalks when required and salt may be applied in ice conditions.

Snow Safety tips

The following tips will help to ensure the safety of residents during the winter months:

- Clear sidewalks adjacent to your property of snow and ice. Helping out neighbours who may not be able to clear their own sidewalks will keep sidewalks safe for everyone;
- Keep back a minimum of 15 metres from a snow plow that has stopped, so the operator can see your vehicle;
- Give snow plows plenty of room and do not pass;
- To reduce the windrow (pile of snow left on your driveway after a snow plow has passed), clear snow toward the right side of your driveway;
- Do not let children climb snowbanks as they could slip off into the path of oncoming traffic;
- Do not let children form tunnels into snowbanks as the snow may collapse or be pushed down by plow equipment during clearing operations;
- Check that catch basins, culverts and fire hydrants are not blocked to ensure proper drainage when snow melts, and provide fire fighters with a clear path to the hydrant in case of emergency;
- Do not place or push snow or ice onto roadways in accordance with the Town's Highway Encumbrance By-law.

For more information related to snow plowing, contact Public Works at 905-873-2600, ext. 2603. To report the pushing of snow from a driveway onto the roadway, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

COMMUNITY STANDARDS

The Community Standards By-law 2008-0138 was enacted to establish standards that property owners must meet respecting yards, refuse, environmental hazards, and nuisances in Halton Hills. These standards are in place to help prevent health and safety hazards to the public.

Long grass and weeds

From April 1 to November 1 of each year, the Town requires property owners to cut and maintain grass and all weeds to a height not exceeding 20 centimetres (cm), or eight (8) inches (in). The by-law also requires property owners to destroy and remove all nuisance weeds and weed seeds.

Where a property owner fails to comply with the requirements to cut and maintain grass and all weeds, the Town may enter onto the property to remedy the violation unless it is remedied within the time specified by the Community Standards Order. If the Town is required to remedy the violation, it may recover the costs of doing any work by adding the costs to the tax roll and collecting it in a like manner as property taxes.

To report long grass and weeds on a property, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Stagnant water

The Community Standards By-law also prohibits property owners from permitting the collection of stagnant water on any property. Where there is any collection of stagnant water or surface water or any depression, excavation, pool, pond, declivity, or object containing stagnant water, the property owner must drain it. Stagnant water can become a breeding ground for mosquitoes that may carry the West Nile Virus and it is the property owner's responsibility to remove this health and safety hazard.

For more information on West Nile Virus, contact Halton Region at 905-825-6000 or visit [Halton Region's West Nile virus webpage](#).



Stagnant water in an inground pool

Boulevard maintenance

The portion of your property nearest the street is municipal property and is known as a boulevard. It is the property owner's responsibility to maintain the municipal boulevard. This includes, but is not limited to:

- Cutting grass;
- Removing weeds; and
- Keeping clear of garbage, debris, animal waste and trip hazards.

Garbage and debris

Property owners must store garbage and refuse in receptacles and all garbage bags must be temporarily stored within an enclosed garage, accessory building, or in a covered garbage receptacle until collection. Garbage and refuse must be removed in accordance with Halton Region waste collection or by a private refuse collection service. For more information on Halton Region waste collection, contact 905-825-6000 or visit [Halton Region's recycling and waste webpage](#).

Where a property owner fails to comply with the requirement to keep their property clear of garbage and debris, the Town may enter onto the property to remedy the violation unless it is remedied within the time specified by the Property Standards Order. If the Town is required to remedy the violation, it may recover the costs of doing any work by adding the costs to the tax roll and collecting it in a like manner as property taxes.

HALTON REGION CURBSIDE COLLECTION SERVICES

Halton Region provides residents with a variety of curbside collection services. These services include blue box, green cart, garbage, bulk waste, and yard waste. Please bag and tie all garbage and organic material. Loose items will not be collected. Halton Region provides the following curbside collection tips for residents:

- Place waste at the curb by 7 a.m. on collection day and no sooner than 5 p.m. the evening before;
- Blue boxes and green carts are collected every week – please bag and tie all organic material, such as used tissues, in compostable bags;
- Garbage is collected once every other week – please bag and tie all garbage material, including masks, disposable gloves and personal hygiene products;
- Containers and bags should weigh no more than 23 kg (50 lbs);
- Please wrap all mattresses and box springs in plastic before placing at the curb for bulk waste collection;
- During winter, ensure material is free of snow and ice and is visible to the collection crew and do not place material on top of snowbanks;
- Household hazardous waste must be dropped off to the Household Hazardous Waste Depot, located at the Halton Waste Management Site, or brought to a special waste drop-off day;
- Do not put needles, syringes or lancets in your garbage, blue box or green cart. Contact your pharmacy or doctor's office for proper disposal advice;
- Wrap broken glass and sharp objects before putting them in the garbage;
- Rinse blue boxes and green carts regularly to avoid build-up of bacteria and odours;
- Only put waste to be collected at or near the curb to avoid items being mistakenly collected by the collection truck.

To confirm your next collection day or to learn how to properly dispose of your item(s), visit [Halton Region's curbside collection webpage](#).

WIDENING DRIVEWAYS

The Town's by-law respecting the widening or altering of driveways regulates the construction, installation, widening or altering of driveways and curb cuts located on Town-owned road allowances or other property under the jurisdiction of the Town. The Zoning By-law regulates the maximum width and the percentage of required soft landscaping within the front yard of a residential property. Residents must not widen any driveway or curb cut without an Entrance Permit.

An Entrance Permit is required for any entrance work done within a road. Some examples of the type of work that requires an Entrance Permit include:

- Expanding driveway widths (in road allowance);
- Expanding depressed curb widths; and
- Expanding culverts.

Residents who wish to widen their driveway must complete the [Construction/Excavation or Entrance on Public Highway Permit Application Form](#) and provide any supportive material that may be required. A non-refundable administration fee (i.e. permit cost) and a security deposit based on the scope of work is also required as part of the application. All works are at the owner's expense.

Upon completion of the work, residents must notify the Transportation and Public Works Department. In some cases zoning by-laws and engineering standards may restrict entrance locations. For more information, contact Engineering Services at 905-873-2600, ext. 2200.

Hiring a contractor

If you hire a contractor or tradesperson to complete work on your property (e.g. renovations, repairs, landscaping), the Town recommends you make sure the person has a licence to do the work. The Town's Business Licensing By-law requires businesses like contractors, pool installers and plumbers to have a licence to operate in Halton Hills. This helps protect consumers by ensuring that these businesses meet an established standard for safety and are properly insured.

For more information on Business Licensing, contact Business Licensing Services at 905-873-2600, ext. 2330 or businesslicensing@haltonhills.ca.

Confidentiality

Personal information collected by the Town is protected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Your name and identifying details will be kept confidential, however, they may be disclosed if the case goes to court. Anonymous complaints are not accepted.

STREET

- **PARKING ON RESIDENTIAL STREETS**
- **PARKING EXEMPTIONS**
- **PARKING PERMITS FOR MUNICIPAL LOTS**
- **ACCESSIBLE PARKING**
- **ADMINISTRATIVE MONETARY PENALTIES SYSTEM (AMPS)**
- **ONSTREET & OVERNIGHT PARKING**
- **BOULEVARD PARKING**
- **MOBILE BUSINESSES**
- **HIGHWAY ENCUMBRANCES**
- **ROAD OCCUPANCY PERMITS**
- **FIREWORKS**



PARKING ON RESIDENTIAL STREETS

Parking is regulated in the Town of Halton Hills for public safety, maintenance and accessibility of our residents. With this in mind, the Uniform Traffic Control By-law 2023-0094 restricts how and where vehicles may be parked. Unless otherwise posted, all on-street parking in Halton Hills has a maximum six-hour parking limit. Parking overnight is not permitted between 2 and 6 a.m. from November 15 to April 15 as per the by-law.

PARKING EXEMPTIONS

The Town of Halton Hills does not offer permit parking on Town streets. However, parking exemptions are granted to allow residents to park on the street for up to 24 days per calendar year, per vehicle license plate. A parking exemption allows vehicles to park:

- In excess of six (6) hours; and/or
- Between 2 and 6 a.m.

A parking exemption does not allow vehicles to be parked contrary to any other parking regulations. During the winter months, a parking exemption will not prevent you from getting a ticket for obstructing snow clearing or road maintenance operations. Your vehicle may still be tagged and/or towed even if you have obtained a parking exemption during winter weather events.

Parking exemptions will not be granted for:

- Commercial vehicles;
- Trailers; and/or
- Recreational vehicles.



Please note that there are two steps to obtain a valid parking exemption. To complete step one, submit the [Parking Exemption Request Form](#). Step two is completed once you receive the confirmation email advising that a parking exemption was granted.

For more information or assistance in obtaining a parking exemption, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

PARKING PERMITS FOR MUNICIPAL LOTS

The Town offers free parking at several municipal lots in Acton and Georgetown:

Acton	Georgetown
Main Street North Willow Street South Wallace Street	Back Street Draper Street Market Street Wesleyan Street Dominion Gardens Edith Street

However, overnight parking is prohibited in municipal parking lots between 2 and 6 a.m. without a municipal permit.

Limited overnight parking is available in municipal lots from 7 p.m. – 7 a.m. by way of a monthly municipal parking permit. Permits are available for purchase online or in person at Town Hall. For online permit purchases, you will be required to set up an account that will include the licence plate(s) associated with the specific overnight parking permit (maximum of three plates can be listed in association with one overnight parking permit).

To successfully set up your account, you will need the following:

- Provide proof of residency (i.e. driver's licence, utility bill)
- Copy of each vehicle ownership (if registering more than one vehicle)
- A personal email account
- A valid credit card for payment to the account.

Visit the Town's [Municipal Parking Permit Portal](#) to purchase Monthly Municipal Lot Parking Permits and apply for On Street Parking Exemptions. For more information or to inquire about the availability of municipal lot parking permits, contact Service Halton Hills at 905-873-2600.

ACCESSIBLE PARKING

Individuals who have been issued an accessible parking permit by the Province of Ontario will be exempt from on-street parking limits, except during the winter control ban effective November 15 to April 15 of each calendar year.

Without a valid accessible parking permit, residents must not park a vehicle in an accessible parking space. The accessible parking permit must be displayed in accordance with requirements of the Ontario's Highway Traffic Act. Failure to do so may result in the vehicle being ticketed.

Common parking offences

While the Uniform Traffic Control By-law outlines many parking offences, below is a list of the most common offences in Halton Hills. Each of these offences may result in the vehicle owner being issued a Parking Infraction Notice (aka parking ticket). The fine will vary depending on the offence.

Offence	Explanation
Park a Commercial Motor Vehicle on highway	Vehicle with a truck or delivery body permanently attached that is used for hauling purposes is parked on the street
Park facing wrong way on street	Vehicle is parked facing the opposite direction of the flow of traffic
Park in a designated fire route	Vehicle is parked in a designated fire route, which must be kept clear in case of emergency
Park longer than 6 hours	Vehicle is parked for six (6) hours or more without a valid parking exemption
Park longer than 12 hours	Vehicle is parked for twelve (12) hours or more without a valid parking exemption
Park - No Parking posted	Vehicle is parked contrary to "No Parking" signage
Park obstructing snow removal	Vehicle is blocking access for public works staff to provide snow and ice removal services, which delays the service provided to the public
Park obstructing traffic	Vehicle is parked in a driveway partially overhanging the curb and into the street
Park on private property without consent	Vehicle is parked on private property without a valid Parking Exemption
Park on sidewalk	Vehicle is parked in a driveway and covering a portion of the sidewalk
Park overnight	Vehicle is parked on the street between 2 and 6 a.m. without a Parking Exemption while the winter control ban is in effect (November 15 - April 15)
Park on boulevard	Vehicle is parked on the grass between the sidewalk and the street
Park within 3 metres of fire hydrant	Vehicle is parked within 3 metres (10 feet) of a fire hydrant

ADMINISTRATIVE MONETARY PENALTIES SYSTEM (AMPS)

AMPS is an alternative parking enforcement structure that includes an efficient dispute process and replaces the traditional POA system. Establishing an AMPS system for parking offences moves the dispute mechanism for violations of the Town's Parking By-laws from a court-based system to an administrative review model. AMPS provides an objective and efficient process where penalty notices are issued, managed and reviewed.

Under the structure of administrative penalties, when an enforcement officer issues a penalty notice, to a person or a vehicle in violation of the municipality's parking by-law, the penalty becomes a balance due to the municipality. Once issued, there are two options available to the defendant - the penalty notice can be paid or it can be contested through a screening review with a Screening Officer. If the defendant is unsuccessful in the screening review process, the defendant can appeal the decision of the Screening Officer to a Hearing Officer for an additional review. The decision of a Hearing Officer is considered final and binding. An AMP system provides control to the municipality with respect to the timelines associated to the life of a penalty notice as the process is no longer hindered by the backlogged Provincial Court system. Because administrative penalties are imposed without a court hearing, policies are put in place (e.g. conflict of interest, political interference) to ensure that the hearing process for imposing a penalty is fair and in accordance with the principals of natural justice. AMP systems have been upheld by the courts as appropriate for matters under provincial control. For more information on AMPS, contact 905-873-2600, ext. 3030 or visit the [Administrative Monetary Penalties System](#) webpage.

ON-STREET AND OVERNIGHT PARKING

Unless otherwise posted, all on-street parking in Halton Hills has a maximum six (6) hour parking limit. There are some residential areas throughout Halton Hills where parking is permitted for a maximum of twelve hours. However, in these areas, you will see signage in the immediate area identifying the extended parking permission. Please make sure you see the sign for extended parking before leaving your vehicle for longer than six hours. Each year, from November 15 to April 15 on-

street parking between 2 and 6 a.m. is not permitted. This restriction is in place to assist with snow clearing and other road maintenance operations during the winter months.

BOULEVARD PARKING

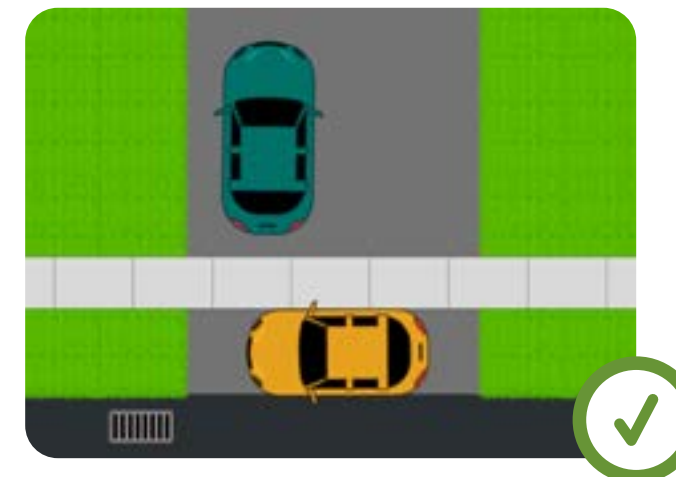
Vehicles are permitted to park on the paved boulevard section of a driveway, facing the direction of traffic. Please ensure that all four tires are on the hard surface of the boulevard section. Vehicles that are parked on the landscaped portion of the boulevard or hanging over the sidewalk, curb, or road edge, will receive a penalty notice.



Parking over the sidewalk and/or curb

There are several rules about how a vehicle can be parked in a driveway to ensure neighbourhood safety. The Uniform Traffic Control By-law states that vehicles are not permitted to park at any time on or overhanging a sidewalk. This restriction is in place to ensure that vehicles do not pose a danger to pedestrians by obstructing use of the sidewalk or forcing them onto the road. In addition, the Uniform Traffic Control By-law states that vehicles are not permitted to park overhanging the curb. All vehicles are required to be contained on the driveway to ensure that they are not obstructing traffic.

You may consider parking your vehicle parallel to the curb on the part of the driveway between the sidewalk and the road (i.e. the boulevard). Please note that your vehicle may still be ticketed if any part of the vehicle is on the grass, sidewalk, or roadway.



Front or exterior side yard parking

The Zoning By-law states that vehicles are only permitted to park on the driveway within the front or exterior side yard of a residential property. This means that you may not park your vehicle(s) on the front lawn, as doing so:

- Causes damage to the lawn and harms the property's landscape;
- Allows automotive fluids to soak into the soil and groundwater;
- Negatively impacts the streetscape as it is unsightly.

To report a vehicle that is parked within a front yard, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Parking large vehicles

The outdoor parking or storage of any commercial motor vehicle is not permitted on any lot that is zoned to permit residential uses. According to the Ministry of Transportation, a commercial motor vehicle includes the following:

- Trucks with a gross weight or registered gross weight over 4,500 kg;
- Buses with a seating capacity of 10 or more passengers; and
- Tow trucks – regardless of gross weight or registered gross weight.

Parking recreational trailer, vehicles, or boats

The outdoor parking or storage of any recreational trailer, vehicle or boat is permitted on any lot that is zoned to permit residential uses, but must comply with the following:

- The recreational trailer, vehicle, or boat must be parked or stored on a driveway that is a minimum of 3.0 metres from any lot line adjacent to a public street or a 0.3 metre reserve adjacent to a public street;
- The recreational trailer, vehicle, or boat, or combination thereof, having a height of 1.8 metres or more, is a minimum of 1.2 metres from any side or rear lot line; and
- The recreational trailer, vehicle, or boat is not parked or stored within the sight triangle formed by the outer edge of the street pavement or curb lines for a distance of 15.24 metres from their point of intersection.

MOBILE BUSINESSES

The Town's Business Licensing By-law 2005-0067 regulates and governs any business carried on within Halton Hills. Every business application and licence must be approved to the satisfaction of the Town and Regional Municipality of Halton before operation of the business commences.

Enforcement Services ensures that vehicles, owners and drivers meet the requirements under the Business Licensing By-law before a licence is issued or renewed. This includes, among other things, conducting health and safety inspections, verifying that applicants have undergone a criminal record check, and requesting proof of current Commercial General Liability insurance.



Mobile businesses that require a licence

The following mobile businesses currently require a licence in order to operate in Halton Hills:

- Driving schools;
- Limousines;
- Mobile food service vehicles (i.e. ice cream trucks);
- Taxicabs;
- Tow trucks;

Mobile businesses are licensed for consumer protection. If you suspect that one of the mobile businesses above is operating in Halton Hills without a licence, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

HIGHWAY ENCUMBRANCES

The Town's Highway Encumbrance By-law 2019-0008 regulates the obstruction, encumbering, injuring, or fouling of highways. The goal is to ensure safe passage of all vehicles on roads in Halton Hills, including personal vehicles, emergency vehicles, road maintenance vehicles, and waste collection vehicles.

Generally, the Highway Encumbrance By-law prohibits the following:

- The placing, depositing, planting, constructing, or maintaining of any material or structure on or under any highway;
- The excavating or damaging of any highway except in accordance with municipal by-law(s) and any other Town approval or permit process;
- The throwing, placing, pushing, depositing, or relocating of any material on a highway;
- The placing or depositing of sporting or recreational equipment on a highway, including but not limited to, basketball nets, hockey nets, soccer nets, skateboard ramps, and bicycle ramps;
- The placing or depositing of any kind of furniture or fencing on a highway;
- The planting, constructing, erecting, or maintaining of any material which may obstruct traffic control devices or may impair visibility of persons operating a motor vehicle;
- A public nuisance on a highway by any means whatsoever, including, but not limited to, fire, water, vapour, or noise;
- The constructing or maintaining of a gate or door which opens or swings open onto or over a highway;
- An activity which interferes with public travel or use of a highway; or
- The posting of a notice, handbill, sticker, placard, or advertisement on a highway or appurtenance within the highway.

In addition, the Highway Encumbrance By-law also prohibits residents from allowing any material to fall from vehicles on a highway. Any material that may fall from vehicles must be removed immediately from the highway or from any other public property. Please note that depositing snow and ice, leaves or yard waste onto the highway in front of your property is a form of highway encumbrance and strictly prohibited.

To report highway encumbrance or fouling, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

ROAD OCCUPANCY PERMITS

A Road Occupancy Permit (ROP) for disposal containers and construction supplies is required for all work areas/projects and/or bin placements within the Town of Halton Hills road allowance (boulevards, sidewalks, and roadways). The ROP ensures proper and safe placement of containers and construction supplies on the road allowance, under the condition that neither can be placed on a private driveway.

The ROP is required prior to the placement of any disposal containers or construction supplies within the road allowance with the following conditions:

- A minimum of 5 business days is required for permit processing
- Each location is evaluated on an individual basis
- Prior to the start of disposal container or construction supplies placement, the applicant agrees to comply with the requirements of the Ontario Traffic Manual (OTM) Book 7 (as amended), Temporary Conditions to the satisfaction of the Transportation and Public Works Department
- Refer to the [Road Occupancy Permit Application](#) Form for additional terms and conditions.



To request additional information on Road Occupancy Permits, contact transportation Services at 905-873-2600, ext. 2300 or inf@haltonhills.ca.

FIREWORKS

Many people enjoy fireworks displays whether they are the at-home, family-type or the large public display style. The Town of Halton Hills Fireworks By-law regulates the sale, storage, display and discharge of fireworks and pyrotechnic special effects for personal use in Halton Hills.

Display-type fireworks are high level devices that are discharged in cannon like tubes typically used at large public events such as the Acton Canada Day festivities. Only a federally approved fireworks technician can discharge these types of devices. These fireworks can only be purchased from a licensed vendor or manufacturer after the fireworks technician has received signed approval from Fire Department.

To receive the signed approval, property owners must submit a completed application along with payment, a copy of the technician's license and a map of the area where the fireworks will be discharged. Staff will review the documents and if necessary, conduct a site inspection prior to granting the permit. Pyrotechnic style fireworks typically used indoors in theatrical settings must also follow the instructions listed for display fireworks.

Family-type fireworks, sometimes referred to as consumer or low level fireworks, are typically available at local retail outlets and are designed to rise less than 50 metres. Examples include roman candles, pinwheels, sparklers and volcanoes. These styles of fireworks may be discharged only on Victoria Day and Canada Day and no permit is required. However, a permit is required from the Fire Department should a resident wish to discharge fireworks outside these days.

For family fireworks, the following by-law provisions apply:

- The discharge of fireworks is only permitted on Victoria Day, Canada Day, Diwali, New Years Eve and Lunar New Year;
- A fireworks permit is required for the discharge of family fireworks on any other day;
- No person under the age of 18 shall set off any fireworks, except under supervision and control of a person 18 years of age or older;
- Residents must not discharge fireworks on land except his own unless consent has been obtained;

- Residents must not discharge any fireworks in or on any highway, street lane, square or other public place (the discharge of fireworks on Town-owned property such as parks is not permitted without first obtaining written permission);
- Residents must not discharge fireworks in such a place or manner to create danger or nuisance to others;
- Residents must not discharge any fireworks into any building, doorway, structure, automobile or any other place where such setting off might create a danger or nuisance to any person or property;
- Firecrackers are not permitted.

Failure to follow these provisions constitutes an offence and, if convicted, a resident will be liable to a fine as provided in the Provincial Offences Act.

Retail Sale of Family Fireworks

The sale of fireworks requires a permit issued by the Fire Department. Upon completion of the [Sale of Fireworks Application](#), staff will inspect the retail establishment to ensure the premise is maintained to Ontario Fire Code requirements and that fireworks can be stored properly. Fireworks can only be sold seven (7) days prior to Victoria Day, Canada Day, Diwali, Lunar New Year and New Years Eve.

Safety Tips for Discharging Fireworks

The Town undertaking the following safety procedures when discharging fireworks:

- Carefully read and follow label directions;
- Do not allow children to discharge fireworks without adult supervision;
- Discharge fireworks only if wind and weather conditions do not create a safety hazard;
- Keep onlookers a safe distance away and upwind from the discharge area;
- Always keep a pail of water or water hose close by for extinguishment;
- Discharge fireworks well away from combustible materials, structures, trees and dry grass;
- Bury fireworks that do not have a base halfway in a container of sand or earth unless label states otherwise and angle them at a 10° angle, pointing away from people;
- Light only one firework at a time;
- Never light fireworks in your hand;
- Do not smoke near the fireworks;
- Stay away for at least 30 minutes before approaching a firework that did not go off;
- Keep sparklers away from children—they burn hot and can ignite clothing;
- If someone gets burned, run cool water over the wound for 3 to 5 minutes and seek medical attention if necessary; and
- Clean up the fireworks debris when finished and check for embers or smouldering materials.



For more information or to report the improper discharge of fireworks, contact the Fire Department at 905-877-1133.

Confidentiality

Personal information collected by the Town is protected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Your name and identifying details will be kept confidential, however, they may be disclosed if the case goes to court. Anonymous complaints are not accepted.

NEIGHBOURHOOD

- ACCESSIBLE PARKING
- DUMPING
- BUSINESS LICENSING
- NOISE COMPLAINTS
- SIGNS
- USE OF PARKS
- DOGS



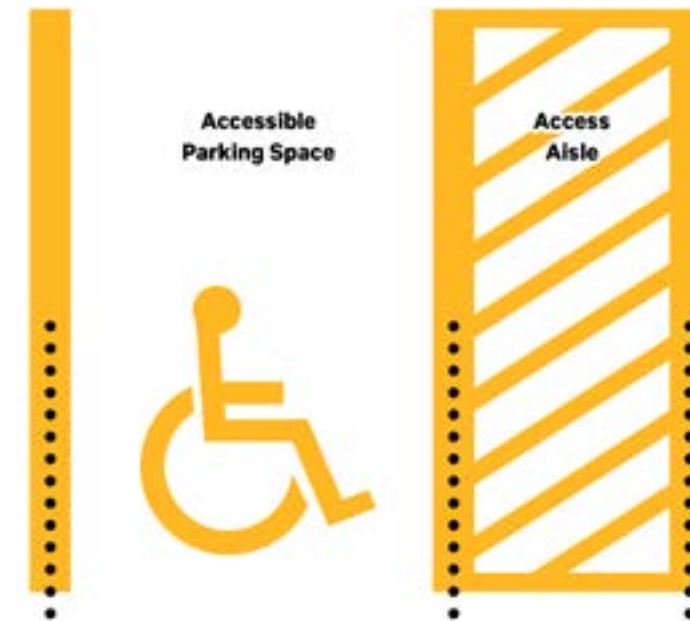
ACCESSIBLE PARKING

People with disabilities represent a major and growing part of our population. By 2026, it is estimated that 16% of people in Canada will have a disability. Disabilities can be physical, visual, auditory and non-visible and affect key areas of daily living.

The Town of Halton Hills is committed to improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equality of opportunity. In light of this commitment, the Town works to ensure that all public parking areas provide the required designated accessible parking spaces. Accessible parking spaces assist those with disabilities in gaining access to their destination and provide more space to maneuver in and out of their vehicles.

The Uniform Traffic Control By-law provides that no person shall park a vehicle at any time on any highway or parts thereof in a designated accessible parking space unless a currently valid permit has been issued to that person, organization or to a

passenger being picked up or transported in the vehicle, in accordance with the provisions of Ontario's Highway Traffic Act and the municipal by-law. Failure to comply with these regulations may result in a significant fine.



Note: Accessible parking permits are only to be used by the person(s) to whom they were issued. The registered permit holder must be present when the accessible parking permit is used.

Accessible Parking Space Access Aisles

Access aisles are located beside accessible parking spaces and are marked with hatching (i.e. diagonal yellow or white lines). All persons, including those who hold a valid accessible parking permit, may park in, on or in front of an access aisle. Parking in these areas without a valid permit may result in a significant fine.

DUMPING

With its vast rural area, including several isolated locations, Halton Hills has seen a rise in illegal dumping over the years. Enforcement Services has experienced a spike in illegal dumping investigations of items such as mattresses, bricks, water softeners, shingles, and paint cans.

The Town's Community Standards By-law prohibits individuals from using any land or property within Halton Hills as a dumping ground or for the disposal, storage or keeping of refuse of any kind. Both Enforcement Services and Halton Regional Police may charge individuals for illegally dumping on Town or private property.

Enforcement Services encourages rural residents to remain vigilant about what is happening in their neighbourhood and to report anything that seems out of place. To report an individual who is actively dumping waste illegally, contact Halton Regional Police. To report the location(s) of where items have been illegally dumped, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Note: The Town cannot enforce the by-law without a witness. Residents are encouraged to provide licence plate information and a description of the vehicle and the occupants, where possible, to commence an investigation.

BUSINESS LICENSING

The administration and enforcement of the Town's Business Licensing By-law 2005-0067 provides a layer of protection for consumers by regulating and monitoring business operators to ensure that they are meeting the standards of governing by-laws while operating in Halton Hills. Holding a valid business licence issued by the Town is imperative to ensure businesses comply with by-law regulations and limitations.

Enforcement Services ensures that business owners continue to meet requirements under the Town's Business Licensing By-law after licenses have been issued following any applicable inspections. These inspections ensure that businesses meet established standards for consumer protection, health and safety, are located in areas permitted under the Zoning By-law, and are properly insured.

Business operators are encouraged to review the [Business Licensing By-law](#) for further details regarding the applicable regulations. The [Business Licensing Application Form](#) can be submitted directly to businesslicensing@haltonhills.ca.

Making a complaint

If you suspect that a business is operating illegally, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca. Please note that we require your assistance to effectively address your concern, which includes providing specific dates and times of business activity.

NOISE COMPLAINTS

The Town's Noise By-law 2010-0030 regulates and prohibits noise within Halton Hills. Excessive sound and inadequately controlled noise may impair public health, safety and welfare, and become a nuisance.

Under the Noise By-law, residents are prohibited from emitting, causing or permitting the emission of sound contrary to the permissible time and place outlined in [Schedule A](#). Some of the types of sounds listed in the by-law include:

- Noise from any domestic pet or other animal;
- Operation, loading, or unloading of any Construction equipment;
- Operation or use of any tool or device for customary domestic purposes including the servicing, repair, or maintenance of the property (other than snow removal);
- Yelling, shouting, hooting, whistling or singing;
- Operation of a dirt bike, trail bike, moped, snowmobile,
- Miniature motorcycle, all terrain cycle, go-cart, dune buggy or any like motorized vehicle;
- Operation of any combustion engine and any associated devices without an effective exhaust or in-take muffling device.

To report noise from arguing, screaming, shouting, use of insulting or obscene language or other disorderly conduct, contact Halton Regional Police at 905-825-4777. This activity may constitute a criminal offence. Complaints related to excessive noise from parties should also be directed to Halton Regional Police.

The enforcement of noise complaints is challenging and the Town's enforcement officers need assistance from the public. Often, the person making the complaint is asked to record details about the noise for at least 14 days to assist enforcement officers with their investigation.



To report excessive and inadequately controlled noise, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Noise Exemptions

Council may, by resolution upon receipt of a written application, grant an exemption from the provisions of Part 2 (qualitative) or Part 3 (quantitative) of the Noise By-law in connection with an event or activity, to any person, with respect to any source of Sound for which a person might otherwise be prosecuted, for such period of time and subject to such terms and conditions as Council deems advisable. Council may refuse to grant any exemption or may grant an exemption of lesser effect than applied for and any exemption granted shall specify the time period during which it is effective.

SIGNS

The Town's Sign By-law 2003-0065 controls any sign located outside a building wall, whether on private property or Town road allowance. Portable sign permits are required for permanent and temporary signs. A list of signs that do not require a permit can be found in the [sign by-law](#).

Portable Sign Permit Application

Individuals, tenants, sign companies, or owners who wish to erect a sign in Halton Hills must submit the appropriate [Portable Sign Permit Application](#) based on the requested number of days for display of the portable sign. The Town offers 30-day, 60-day or 12-month durations. Applicants must also submit a [Certificate of Insurance](#) and [Property Owner's Consent to Display a Portable Sign on Private Property](#). Once all required documentation is received, staff will process and issue the Portable Sign Permit Application.

For further information regarding portable signs and sign variances, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

Permanent Signs

Individuals, tenants, sign companies, or owners who wish to erect a sign in Halton Hills must obtain a Building Permit for Permanent Signs. Where the proposed sign cannot be erected in compliance with the sign by-law, a [Sign Variance Application](#) may be submitted. Please note that this application process takes approximate three (3) months to complete.

For more information regarding the building permit application process for a permanent sign, contact Building Services at 905-873-2600, ext. 2216.

Note: The Town has no jurisdiction on regional roads or provincial highways. Permanent signs on private property adjacent to provincial highways require a permit from the Ministry of Transportation before a building permit can be issued by the Town.

To report a sign that does not comply with the requirements of the sign by-law, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

USE OF PARKS

Halton Hills is surrounded by the natural beauty of the escarpment and rural Ontario scenery. Discover nature within our community on over 30km of trails that intersect with many parks and places of interest. The Town has over 30 local parks that offer a variety of family-friendly activities, including playgrounds, sports fields, skate parks, splash pads, gardens, pavilions and much more. To search for a park in your area, visit the [parks and facilities webpage](#).

The Town's Parks By-law 2013-0062 sets out regulations for the use and protection of parks within the Halton Hills. Generally, the By-law prohibits any person from:

- Entering or remaining in a park between the hours of 11 p.m. and 6 a.m.;
- Entering a park contrary to signage that prohibits or restricts admission to the public;
- Dwell, camp or lodge in a park; and
- Utilizing a park for any community or special event without the necessary permit issued by the Town.

Please review the [Parks By-law](#) for a full list of prohibited conduct. These regulations are in place to ensure the lawful use, enjoyment, and operation of parks within Halton Hills.

To report unauthorized activities in a park, contact Enforcement Services at 905-873-2600, ext. 2330 or enforcement@haltonhills.ca.

DOGS

Designated leash-free areas

Leash-free parks promote better social, physical and mental health for dogs and owners alike. A leash-free exercise area is an integral part of community development. These parks allow dogs to run off leash under the supervision and control of their owners.

The Town offers three well lit, fenced areas to exercise and socialize your dog while enjoying a chat with other dog owners.

1. Cedarvale Park, 181 Main Street South, Georgetown;
2. Trafalgar Sports Park, 11494 Trafalgar Road, Georgetown; and
3. Prospect Park, 30 Park Avenue, Acton.



All of these sites are managed in cooperation with the [Leash Free Halton Hills](#) group and are available for public use between 6 a.m. and 11 p.m. daily. For more information regarding leash-free areas, contact Recreation and Parks at 905-873-2600, ext. 2274.

For a list of all Town of Halton Hills municipal by-laws, please visit our [enforcement services webpage](#).