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## 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](mailto: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](mailto: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 sq. ft.) 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](mailto:enforcement@haltonhills.ca).

### INOPERATIVE MOTOR VEHICLES

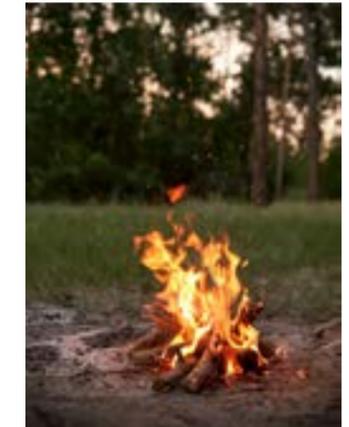
An inoperative motor vehicle is one that cannot be legally driven in its current state. Residents must store vehicles that are inoperative in a garage or other structure where they cannot be seen from the street. This restriction ensures that the environment of our neighbourhoods is protected, and appropriate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