

Information for Owner/Agent/Delegation to the Site Alteration Committee (SAC)

It is the intention of the Town of Halton Hills and the Site Alteration Committee (SAC) to work closely with the residents, homeowners, entrepreneurs and farmers of Halton Hills to assist them in fully understanding the ramification of altering their properties. Owners are encouraged to seek the Town of Halton Hills assistance and expertise before beginning a Site Alteration.

Council enacted Site Alteration By-law 2010-0119 on December 16, 2010, amended August 27, 2017 as Site Alteration By-law 2017-0040, to allow the Town of Halton Hills to protect the Town's right-of-ways and Town lands. There was a need to protect the roads, ditches, culverts, boulevards, and storm water drainage patterns from damages caused by fill being hauled into and out of the Town of Halton Hills boundaries and residential properties. The hours of operation, haul routes, and the volume and quality of soils being imported/exported into and out of the area were affecting the quality of life of the affected homeowners, as well as, being effective in lessening the financial load on the Town and, therefore, on its residents.

What is required prior to a Site Alteration Committee meeting?

A completed Site Alteration Permit Application is submitted to the Development Engineering section. The application requirements are outline in the by-law but generally require a completed application form, administration fees (per the Town's rates and fee by-law) and supporting drawings and documents.

How often is a Site Alteration Committee meeting scheduled?

SAC meetings are scheduled on a monthly basis at 3:00 p.m., unless otherwise advised. Please visit the SAC Calendar at the Town of Halton Hills website:
<https://www.haltonhills.ca/committees/siteAlteration.php>

What is the cut-off date, if I want to be a delegate at a Site Alteration Committee meeting?

Part VII, Section 11(3) of By-law 2017-0040

“(3) Upon receipt of a written request under Subsection (2), the Town Clerk shall:

- (a) schedule a review before the Committee; and
- (b) give the requesting Owner notice of the review date at least twenty (20) days prior to the hearing date.”

For clarity, the twenty (20) days' notice is only provided after Town staff confirm receipt of a complete application in accordance with the By-law.

Who should I contact, if I have questions or I want to be a delegate? Please contact the Development Engineering section at 905-873-2600 ext. 2200.

How do I know if I am confirmed to be at the Site Alteration Committee meeting I requested?

Part VII, Section 11(3) of By-law 2017-0040

“(3) Upon receipt of a written request under Subsection (2), the Town Clerk shall:

- (a) schedule a review before the Committee; and
- (b) give the requesting Owner notice of the review date at least twenty (20) days prior to the hearing date.”

What am I to do during a Site Alteration Committee meeting?

The applicant is required to provide a brief overview of the type of work, present any supporting documents, as well as, provide the information required (see page 3) by the SAC. The use of visual aids such as printed drawings and/or photos are encouraged and may be displayed on the Town projector. The applicant will need to answer any questions from the Committee members or staff and if not able to respond during the meeting will be required to follow-up in writing within 14 days. The Committee and/or staff may request the applicant to submit additional information to support the application before calling a vote to support or deny an application.

How will I know the comments/recommendation of my request?

The SAC members will discuss and make a decision to either: 1) defer making a decision until additional information is provided, or 2) approve, or 3) refuse the application.

Part VII, Section 11(9) of By-law 2017-0040

“(9) At the conclusion of its review, the Committee shall issue a decision summarizing the relevant facts and arguments presented by the parties in attendance, deciding for or against the exception requested, along with any appropriate conditions, and setting out its reasons for such decision.”

Am I allowed to commence the work prior to the Site Alteration Committee’s decision?

No work shall commence prior to issuance of the site alteration permit. Any works completed without the necessary permit is a contravention of the By-Law 2017-0040 and subject to fines if convicted in accordance with Part IX, Section 13.

Please visit our website for application forms: www.haltonhills.ca/forms/index.php

Checklist of information required for an application to appear before the SAC:

Application form: Complete and sign the [Site Alteration Permit application](#).

Fees: the application fees are in accordance with the rates and fees by-law. Please see page three (3) of the [Site Alteration Permit](#) application. The fees are also located on page six (6) of the Transportation & Public Works [User Fees](#).

Proposed works: Write a description of what will be done on the property and the reasoning for altering the site.

Quantity of Fill (m³/truckloads): Indicate how many cubic metres of fill will be required to be imported or exported and how many trucks will be required to transport the fill to complete the proposed works.

Fill Source/Receiving Site: Confirm the address and source of where the fill will be coming from if the proposed works require fill importation. Confirm the address and receiving site of where the fill will be going to if the proposed works require exportation of fill.

Truck Routes: Describe the route the trucks will follow to and from the property and the fill source/receiving site.

Start Date/Duration of Project: Indicate a start date and end date of the proposed works.

Soil Testing Results (MOE Table 1): The fill being imported to the property must be clean fill and tested to ensure it meets the Ministry of Environment's [Table 1 standards](#).

Conservation Authority Approval or Permit (if applicable): If the property and/or site falls under Credit Valley Conservation, Conservation Halton, Niagara Escarpment Commission, or Grand River Conservation Authority, the applicant must apply for the conservation authority's approval for the proposed works as part of the site alteration permit.

Owner's Authorization (if applicable): The Owner of the property can authorize an Agent to apply and act on their behalf by completing the [Owner's Authorization](#) form.

Drawings, Reports, and Photos: Provide drawings, such as a site plan illustrating grading of the existing land and the proposed works. Provide any supporting photos, reports or documentation to help illustrate the proposed works.

Please note that the Site Alteration Committee may go on-site for further evaluation.