



Special Events

Special Events in the Town of Halton Hills

The Town of Halton Hills welcomes Special Events within our community. To ensure your event runs smoothly, it is important to plan ahead and consider the unique requirements for each element of your event. Please carefully review the guidelines and requirements outlined in this document. Special Events taking place at our facilities must follow all Town by-laws, policies and procedures. Town staff will review and approve all Special Event elements to help make your event a resounding success.

Once you have reviewed our Event Planning Guidelines and have an event plan, please complete the [Special Event Application](#).

Town Staff are available to answer questions and assist in the application process. Please contact a member of our Community Development Team.

commdev@haltonhills.ca

905-873-2600 ext. 2269

Events Website: www.haltonhills.ca/en/residents/events

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Event Planning Guidelines

Accessibility and Inclusion

Special Event organizers must provide a barrier-free environment for visitors to the event. Information has been developed by the Province of Ontario, [Planning Accessible Events or Guide to Accessible Festivals & Outdoor Events](#), that will provide tips and suggestions for making an event more accessible.

Alcohol

When serving or selling alcohol in municipal parks and facilities, Event Organizers are required to follow the [Town of Halton Hills Municipal Alcohol Policy](#) & [Municipal Alcohol Procedures](#) along with provincial rules and regulations.

The following steps are required:

1. Review and comply with the Municipal Alcohol Procedures.
2. Obtain a Special Occasion Permit (SOP) from the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#). In order to obtain a SOP, Event Organizers may also be required to obtain Letter of Significance from the Town of Halton Hills [Clerks department](#).
3. Complete required documentation as outlined in the Town of Halton Hills Municipal Alcohol Procedures.
4. Ensure appropriate ratios of Smart-Serve certified servers are present at the event.
5. Obtain appropriate Insurance of a minimum of \$5,000,000 General Commercial Liability which includes confirmation of Host Liquor Liability. The Corporation of the Town of Halton Hills must be listed as an additional insured.
6. Plan for the area in which alcohol will be served. Alcohol in parks must be served in an area with fencing or a physical barrier so event organizers can monitor event attendees in the area.
7. Consult Halton Region Police Service to determine if Pay Duty Officers are required.

Amusement Rides

Event Organizers will work with reputable and experienced vendors who will provide copies of current Technical Standards and Safety Authority (TSSA) certification and inspection for each ride.

Vendors are also required to provide:

- Proof of the company's WSIB (Workplace Safety and Insurance Board) certification.
- Proof of Business License with the Town of Halton Hills obtained through [Town of Halton Hills Licensing and By-Law Services](#)

- Proof of Insurance including General Commercial Liability in the amount of \$5,000,000 naming the Town of Halton Hills (and if required the event organizer/organization) as an additional insured.

Animals

Event Organizers require [Halton Region Public Health](#) approval for the display and/or use of animals at their Special Event.

The maintenance and care of all animals must follow the regulations set out in the Town's current by-laws and will comply with the [Halton Region Guidelines for Operators of Petting Zoos, Animal Rides, Animal Exhibits and Open Farms](#).

Event Organizers may prohibit dog or pet owners from bringing animals into an event space. Signs prohibiting animals should be erected and placed at the event entrance(s). This prohibition excludes the use of service animals, which are always [permitted in Town facilities](#).

Application

Event Organizers that are planning a new Special Event in the Town of Halton Hills, are required to fill out a [Special Events Application Form](#). Events with anticipated attendance of over 1000 should apply at least one year in advance of their event.

Authority

The Town of Halton Hills has the right to cancel any scheduled or active Special Event where public safety is a primary concern or if event requirements have not been met.

Bleachers, Stages, and Platforms

Event Organizers will inform Town staff of all bleachers, stages and platforms that will be used for their Special Event. Notification will include diagrams, photos and/or measurements as required by the Town.

Stages or other similar temporary structures may be regulated by the Ontario Building Code Act. A building permit is required for the erection of performing/festival stages that are more than 10m² (108 sq. ft) in area and more than 600 mm (24 inches) above finished grade. For more information, please visit [Infrastructure Services - Building](#).

All bleachers, stages, and platforms over two feet (24 inches) in height must be equipped with appropriate railings/fall prevention bars as per the Town's building code. All bleachers, stages and platforms are required to follow the [Ontario Ministry of Labour's Temporary Performance/Event Structures Safety Guideline](#) for the Live Performance Industry in Ontario standards.

Cancellations

Event Organizers will notify Town staff in writing of Special Event and tournament cancellations, **30 business days** prior to the scheduled set-up start date. Notification of Special Event or tournament cancellations received less than 30 days prior to the set-up start date may require full permit payment. An administration fee will apply for all cancellations.

Damage and Security Deposits

Any damages which occur on Town property during a Special Event will be the responsibility of the Event Organizer. Repair costs will be communicated to the Event Organizer upon completion of the event, and once the site has been assessed.

Prior to the event start date and depending on the nature of the Special Event activities, the Town may require a security deposit. These details will be communicated to the Event Organizer in writing during planning meetings and discussions.

Town staff will assess the condition of the event facility before and after the event to determine if any damage has occurred.

Electrical Requirements

Event Organizers will confirm that adequate event electricity is available at the event site through site visits and consultation with Town staff. All equipment (including extension cords) must be CSA or Electrical Safety Authority (ESA) approved, and if connected without approval, may result in a fine.

It is the responsibility of the Event Organizer to contact ESA and [obtain all required permits](#) prior to the Special Event. This includes completing an application for installation inspection. ESA requires a minimum of 48 hours' notice to book an inspection.

The Ontario Electrical Safety Code (Rules 2-004 – Inspection & 44-100 – Travelling Shows) requires that a permit must be obtained before any electrical equipment is used for the initial performance of a travelling show. This ensures that a qualified person oversees the installation.

Permits and inspections are NOT REQUIRED in cases of:

- Simple plug and play
- A single generator of less than 12KW (120volt) is used to connect equipment using standard configuration cords and receptacles
- All equipment being used is connected to building power using standard configuration cords and receptacles
- The total voltage draw does not exceed 110 volts with a maximum of 15 amps per circuit

Permits and inspections are REQUIRED in cases of:

- Any usage or setup considered more than simple plug and play
- Generator greater than 12KW or 240V using approved extension cords
- Carnivals, trade shows, large events
- When deemed necessary by Town staff

Generators will be positioned so as not to create a hazard, disturb, or cause nuisance as a result of noise emissions and exhaust fumes. The use of generators at an event site is subject to the Town of Halton Hills and the ESA approval.

In foot passage areas, cords are to be covered with rubber mats, while in vehicle passage areas, cords are to be fed through approved temporary sleeves.

Emergency Plan

Event Organizers are responsible for ensuring that an emergency plan (including First Aid provisions) is in place. Emergency plans must be developed specific to the Special Event activities and should include written plans for communication responsibilities, coordination with authorities, weather, missing person, personal and property damage.

Fencing and Barricades

All Special Event fencing will be approved by Town staff prior to installation.

Upon fencing installation, access to private properties, driveways, parking lots, walkways, or thoroughfares will be maintained. Emergency access points and routes will be kept clear at all times.

Perimeter fencing is required for all areas licensed for alcohol consumption and must comply with AGCO guidelines.

Limited quantities of fencing may be available through the Loan of Town Equipment program.

Fire Safety

All stalls/booths/tents used as a place of assembly (e.g., beer or food tents) are to be equipped with multi-purpose portable fire extinguishers rated a minimum 2A10BC (10lb ABC).

Cooking, smoking and open flame devices are not permitted in a tent or air-supported structure occupied by the public, or where there is storage of combustibles, such as hay or straw.

Safe handling of propane is required, including site inspection by Technical Standards and Safety Authority (TSSA).

Fireworks

Family style, low hazard fireworks are prohibited in Halton Hills. The ban includes the use, sale, offer, display, purchase, distribution, possession and discharge of family style, low hazard fireworks. Display style fireworks are allowed in Halton Hills but only a federally approved fireworks technician can discharge these types of devices. This must be permitted and approved through the Halton Hills Fire Department. To receive the signed approval, event organizers must apply through the Town's permit process as per [By-Law 2025-0006](#).

For more information, please contact the [Halton Hills Fire Department](#).

First Aid

Event Organizers should have certified First Aid providers on site during operational hours of their Special Event. Providers should be clearly identified and easy to access.

Food - Selling

The Town of Halton Hills has a Food Event License requirement which applies to commercial food vendors. Non-profit food vendors or charitable organizations (where 100% of the proceeds go back to the organization) are exempt from the license fee. To obtain clarification or confirm if a food license is required, please visit [Town of Halton Hills Licensing and By-Law Services](#) online or by contacting licensing staff at 905-873-2600 ext. 2350.

Special Events serving food are required to obtain approval from Halton Region Public Health. Event Organizers can begin this process by completing the Halton Region [application form](#). The approval process should be initiated 8 weeks prior to the Special Event start date. For more information, Event Organizers can visit <http://www.halton.ca>

Food - Serving

Special Events serving food are required to obtain approval from Halton Region Public Health. Event Organizers can begin this process by completing the Halton Region [application form](#). The approval process should be initiated 8 weeks prior to the Special Event start date. For more information, Event Organizers can visit <http://www.halton.ca>

Fundraisers, Lotteries, and Games of Chance

Any Special Event wishing to feature a lottery, raffle, or games of chance will obtain a lottery license from the Town. To be considered for approval, all lotteries, raffles, or games of chance (including 50/50 draws, bingo games, and prize raffles) within the Town must comply with all Provincial, Regional and Municipal regulations. For more information on this process, please contact [Town of Halton Hills Licensing and By-Law Services](#) staff. Casinos and gambling are not permitted in the Town of Halton Hills.

Inflatables

Event Organizers will work with experienced and reputable inflatable providers and will agree to the [Inflatable Amusement Devices Terms and Conditions](#).

Inflatable vendors must provide:

- Detailed list of all inflatables on site including information/images or ride/inflatable, methods used to secure the structure(s), size, and weight of structure.
- Copies of current Technical Standards and Safety Authority (TSSA) certification and inspection for each inflatable.
- Proof of Insurance including General Commercial Liability in the amount of \$5,000,000 naming the Town of Halton Hills (and if required the Event Organizer/organization) as an additional insured.

Equipment being used outdoors should be rated for such use and all mechanical equipment must be TSSA and CSA approved.

Town staff will review and approve the location of inflatable devices prior to the event set-up.

Insurance

Insurance is required for all Special Events and protects Event Organizers and Volunteers from liability claims made by another person related to injury and/or damage sustained at a Special Event. Event Organizers are required to obtain and submit the appropriate proof of insurance which includes a minimum General Commercial Liability in the amount of \$5,000,000. Insurance documents must include the following:

- 'The Corporation of the Town of Halton Hills' listed as an additional insured
- Certificate holder information to match the contact information on the Town's facility rental permit
- Date range which includes Special Event date(s)
- Policy details

In some cases, insurance may be purchased through the Town of Halton Hills. Please [contact the Community Development Coordinator](#) for more information.

Lighting

In the interest of public safety, it is the responsibility of the Event Organizer to ensure adequate lighting is available at the event site. Should external lighting be used for an event, electrical access may require permits and approval. (See Electrical Requirements section above).

Ball diamond and/or sports field lighting may be available for an additional fee. Please contact the Community Development Coordinator for more information.

Loan of Town Equipment

Limited quantities of Town owned equipment is available for Special Event use. Equipment, including fencing, picnic tables, and waste bins are available on a first come, first served basis, and are delivered and picked up by Town staff subject to fees. For more information, please contact [Community Development staff](#).

Loan of Town Equipment fees can be found in the [Rates and Fees Report](#).

Noise

The use of amplified sound for Special Events is only allowed from 9:00 AM to 11:00 PM and must remain at an acceptable level as stated in the Town's noise by-law. Exemptions to the [Noise By-Law 2010-0030](#) may be granted and require approval by the Town Council. Noise exemption applications must be completed a minimum of 8 weeks prior to the event start date.

Parking

Event Organizers should consider parking options for event attendees and the potential parking impact on the greater community. A parking plan is required to address:

- The availability of surrounding streets and lots where parking is allowed.
- Suitable parking arrangements and provision of any overflow parking if needed.
- The provision of event volunteers on-site, in parking and non-parking areas, to provide participants with appropriate information or direction related to the event.
- Accessibility and parking arrangements for attendees who may have limited mobility.
- That event attendees must park in locations specifically designated for parking.

Volunteers should be in place to direct and monitor parking. Any damage resulting from vehicles parked in non-designated areas will be charged back to the Event Organizer. Repair costs will be communicated to the Event Organizer upon completion of the event, and once the site has been assessed.

Permits for Use of Town Facilities

In order to use Town facilities, parks, or roads for a Special Event, Event Organizers are required to obtain a facility permit. Event Organizers should fill out a [Special Event Application Form](#) a minimum of 4 months prior to their requested event date. Many factors, including facility availability and suitability, are considered when determining if a Special Event request can be accommodated in Halton Hills. Once a Special Event application is received, Town staff will contact Event Organizers to discuss next steps.

In order for a Special Event to be permitted, Event Organizers will agree to all timelines and Terms and Conditions by providing a signature on the completed permit. Permit signatures are

due to the Town upon receipt of the permit. Full payment for permits is required a minimum of 14 business days prior to the Special Event start date.

Rates and Fees

Rates and Fees related to Special Events can be found within the [Town of Halton Hills Rates and Fees Report](#).

Recycling and Waste

The Town is committed to sustainability, and encourages three-stream garbage, recycling and compost receptacles and services for Special Events. To minimize the impact on the environment, Event Organizers should ensure proper waste diversion at all Special Events. Event organizers are responsible for waste management during and after their event. Regular pickup/emptying of waste containers is expected to ensure a sanitary environment. [Halton Region Community Event Waste Diversion Service](#) is available for Special Events.

Limited numbers of garbage and recycling receptacles are available through the Town's Loan of Town Equipment program. Signature events will be required to organize the rental of appropriately sized bins (or other means) to collect and remove the garbage.

For more information on ways to divert and manage waste at your event, please review the Halton Region Waste Management Services [Waste Management Guidelines](#).

Any cost attributed to the clean-up of excessive waste after an event (to return the park/facility to its original pre-event condition), will be charged to the Event Organizer.

Regional Requirements

Halton Region Public Health sets out its own guidelines for Special Events within the Region. Special Event elements that involve regional regulations include animals, food safety/handling, sanitation/washroom facilities, and waste disposal.

For more information, please visit www.halton.ca.

Reporting

Town staff will follow up with Event Organizers to gather feedback and impressions from their Special Event, and to collect any data that might help for future events. We appreciate hearing Event Organizers' assessments and suggestions for their next event.

Special Events that have been awarded Community Grant Program Funding are required to provide a post-event report within 60 days of event completion.

Any incident reports completed by Event Organizers for bodily injury or property damage should be forwarded to the Town as soon as possible.

Respectful Conduct

Event Organizers and attendees, regardless of the capacity in which they are participating in an event, are expected to act in a lawful, mutually respectful manner. Event Organizers should endeavor to create a welcoming and inclusive environment.

Special Event approvals may be rescinded due to any inappropriate activity as determined in the sole opinion of Town staff.

Re:Sound and SOCAN

Special Events that play or use copyrighted music are required to obtain permission to play music at public events, through the purchase of a license.

SOCAN represents songwriters and music publishers, while Re:Sound represents performers and record companies. Both are Canadian not-for-profit organizations that issue licenses for the public playing and performance, communication, display and reproduction of music and visual art. The money collected from licenses is distributed as royalties to the rights holders who have earned them.

For more information about the process, please visit the [Entandem](#) website which issues licenses on behalf of Re:Sound and SOCAN.

Road & Sidewalk Use

A Road Occupancy Permit (ROP) is required for Special Events taking place on a road and/or sidewalk. Town staff will review the road closure/road use request with the Event Organizer. Event Organizers will provide a proposed route map and road closure schedule to the Town that is detailed and specific. All routes approved by Town Staff will also be reviewed by Halton Regional Police Services and Pay Duty Police Officers may be required to ensure the safety of all participants, volunteers and vehicles.

Any Special Event with a road closure must have one lane (minimum of six metres or 19 feet in width) free and clear of any temporary or permanent installments (i.e., tents, vendors, stage, rides, games, etc.) at all times during the event. This is to ensure that emergency vehicles can have clear access to the site. Any variance from this 6m minimum standard requires approval from the Halton Hills Fire department.

Special Events using (shared use) roadways will comply with existing traffic regulations. These include, but are not limited to, obeying traffic signals, speed limits, direction from law enforcement, and general rules of the road.

Special Event staff/volunteers must monitor all barricades along any road closure route during the duration of the event. These individuals are required to always wear a brightly coloured

safety vest while monitoring the barricades. Wayfinding and directional signs on Town roads must be [approved by Town staff](#).

Security

Event Organizers should have a security plan in place and Town staff may request third-party security services depending on event elements.

Special Events may be required to hire Halton Regional Police Services (HRPS) Pay Duty Officer(s). Town staff will meet with the Event Organizer to confirm these requirements. Payment for Pay Duty Officers is the responsibility of the Event Organizer. For more information (including fees) please visit the [Halton Regional Police Service \(HRPS\) website](#).

Signage in Parks

All signage used for Special Events (promotional, wayfinding or otherwise) and placed on Town property, is to be approved by Town staff prior to installation.

Signs cannot be attached to trees, splash pads or playgrounds, but may be attached to fences using zip ties.

As part of the approval process, Event Organizers must submit a map clearly illustrating where the event sign(s) will appear in the park along with a picture of the event signage.

For more information, please contact [Community Development staff](#).

Signage on Roads

Both promotional and directional signage used for a Special Event require approval by Town staff. All signage placed on Town property, is to be approved by Town staff prior to installation. Signage requests must include the exact locations of each sign and sign artwork.

The maximum number of Special Event signs allowed within the municipal boundary of the Town is thirty. Each sign should be less than 6 square feet (or 24" x 36"). Any event signs on Regional or Ministry of Transportation roads should be approved by the corresponding authorities.

The maximum duration that signs can be erected on Town road allowance is 3 weeks.

As part of the approval process, Event Organizers must submit a map clearly illustrating where the event sign(s) will appear on the road allowance along with a picture of the event sign.

Signs should:

- Be installed beyond 30 m of any intersection
- Not obstruct vehicle or pedestrian sight lines
- Not compete with existing traffic signs
- Not be placed on a median

- Be placed more than 2 m away from a sidewalk or curb.
- Be placed at least 100 m away from Town Digital Marquees

[Apply for permission to place Signage on Town Roads](#)

Site Map

Submission of a clear, precise, and detailed Special Event site map is required for all events. Site plans will be reviewed and approved by Town staff. Site plans should be legible, to-scale and include the following Special Event elements if applicable:

Access points, amusement Rides, animal exhibits, barricades, bleachers, designated alcohol area, fencing, fireworks/fire, First Aid area, generators, inflatables, parking, portable washrooms, signage, stages, tents, onsite vehicles (during the event), vendors, water stations and any other moveable or fixed elements.

High impact/sound elements such as stages and carnival rides should be located in such a way to minimize noise impacts to surrounding residents and businesses.

Site Visit

Event Organizers are required to meet with Town Staff on site and while event set-up is taking place. This on-site meeting takes place to ensure all requirements have been met and event elements are in their approved locations.

Smoke Free Ontario

The [Smoke-Free Ontario Act \(SFOA\), 2017](#), regulates the sale, supply, display and promotion of tobacco products, any type of vapour products, and the smoking of cannabis. The Act prohibits the promotion of tobacco products and vapor products on Town property.

[By-Law No. 40-20](#) and [By-Law No. 41-21](#) prohibit smoking and vaping in public places within the Regional Municipality of Halton. This includes all public parks & spaces, and within 20 m of any entrance or exit of municipally owned or leased buildings.

Event Organizers are required to post [no smoking signage](#) at their events. Town staff can assist with obtaining signs if required.

Sustainability

Event Organizers should consider ways to reduce the environmental impact of their events. Sustainable practices might include:

- Proper waste diversion
- Encouraging carpooling to the event

- Consider use of water bottle refill stations
- Provide bike racks for event attendees
- Compostable or reusable plates and cutlery
- Social media for promotions
- Electronic or paperless invitations
- Use local vendors and food providers

Event Organizers are encouraged to review the [Town's Green Meetings and Events Policy](#).

Tents and Temporary Structures

Tents, canopies or other similar temporary structures may be regulated by the Ontario Building Code Act.

All tents used for Special Events are required to be fire retardant and have a corresponding certificate which must be available should the Halton Hills Fire Department request it. Tents may also need to be inspected by the Halton Hills Fire Department.

Cooking, smoking and open flame devices are not permitted in a tent or air-supported structure occupied by the public, or where there is storage of combustibles, such as hay or straw.

A building permit is required for a tent or group of tents that meet any of the following conditions:

- More than 60m² (646 ft²) in aggregate ground area,
- Attached to a building, and
- Constructed less than 3m from other structures.

For more information, please visit [Infrastructure Services - Building](#).

Timelines

Town Staff will work with Event Organizers to determine appropriate timelines for required documentation. Certain event requirements have specific deadlines, and each department or agency will have a different timeframe for when the application or approval will be granted. Event permits may be cancelled if timelines are not met.

Special Events require significant time to plan and any event with an expected attendance of over 1000 people requires a minimum of one-year advanced notice and approval by the Special Event Advisory Team.

Utility Locates

If a Special Event requires the installation of any object that penetrates the ground, approval from the Town must be granted.

Utility locates (the marking of underground utilities) are required for any stakes going into the ground beyond 6 inches in depth. Costs associated with conducting utility locates will be the responsibility of the Event Organizer. Information on how to obtain a locate can be found by [contacting the appropriate service provider](#).

Vehicles in Parks

In order to protect members of the public as well as the park facility, vehicle access in parks must be approved by Town staff. The Event Organizer will ensure that vehicle access into the park is controlled and monitored throughout the duration of the event (including set up and teardown) at all access points. Only emergency vehicles should enter the park during event operating hours.

Use of designated service vehicles (such as golf carts) for transporting supplies, removing garbage, or first aid must be approved by Town staff.

Parking or driving on park tracks, turf, or specialty pavers is prohibited (unless approved by Town staff).

Parking or driving on playgrounds, under a pavilion, or on a splash pad is never permitted.

Vendors

Event Organizers are required to provide Town staff with a list of vendors that will be participating in or attending the event.

Food vendors participating in a Special Event are required to be approved by Halton Region Public Health and have a food vendor license issued by the Town of Halton Hills. For more information on this process, please contact [Town of Halton Hills Licensing and By-Law Services](#) staff.

Volunteers

Event Organizers should develop volunteer management practices specific to their Special Event. Consideration should be given to providing effective training, protection, tools, and equipment to volunteers. Volunteers should understand that they are performing a service at their own risk and are not eligible for compensation. Volunteers should not be left alone to supervise vulnerable populations.

Washrooms

Event Organizers are responsible for providing sufficient portable washrooms (including accessible portable washrooms) and hand washing stations, if the event venue does not have sufficient facilities to accommodate the anticipated number of visitors. For more information, please visit [Halton Region Public Health](#).

Certain Town facilities have limited access to indoor washrooms. Signature events must provide their own portable toilets and be approved by Town staff.

Weather

Event Organizers are responsible for tracking and communicating extreme weather conditions to Special Event participants and attendees before and during the event. Extreme temperatures, high winds, heavy rain, snow, and sleet can all pose safety risks for events. An inclement weather response procedure should be included in the Emergency Plan.

Contact Information

Alcohol and Gaming Commission of Ontario

90 Sheppard Avenue East
Suite 200-300 Toronto, Ontario M2N 0A4
416-326-8700

agco.ca

Halton Region Public Health

1151 Bronte Road
Oakville, Ontario L6M 3L1
311 or 905-825-6000

halton.ca

Halton Region Waste Management Services

1151 Bronte Road
Oakville, Ontario L6M 3L1
311 or 905-825-6000

halton.ca

Halton Region Police Service

2485 North Service Road West
Oakville, Ontario L6M 3H8
905-825-4777

haltonpolice.ca

Ontario One Call-Utility Locates

1-800-400-2255

ontarioonecall.ca

Town of Halton Hills

1 Halton Hills Drive
Halton Hills Ontario L7G 5G2
905-873-2600 ext. 2269

haltonhills.ca