

AGENCY VOLUNTEER PARKING PROGRAM

Enclosed are the required documents and application forms that enable you to become a member of the Agency Volunteer Parking Program.

When **ALL** the forms are complete, please return as **ONE** package.
(PACKAGE MUST BE MAILED, **ONLY** ORIGINALS WILL BE ACCEPTED).

SITE QUESTIONNAIRE CAN BE SENT VIA EMAIL TO: erna.malcolm@edmonton.ca

When the completed application package is received, there are specific steps we must follow:

1. The property **will be** inspected to ensure that all signs are in compliance with the program requirements.

The Administrator will be contacted of any sign requirements.

In the event that any sign change requirements this office **must** receive confirmation of the completed changes within **30** days.

If confirmation has not been received within 30 days, the application will no longer be considered.

2. Upon receipt of sign change notification, our office will re-inspect property signage.

NO FORMS OR APPLICATIONS WILL BE PROCESSED UNTIL THE SIGN INSPECTION HAS BEEN FINALIZED AND APPROVED.

3. Following signage and application approval. Applicants will be required to attend one full day orientation-training course and complete an examination. *There is a minimum passing requirement of 80% on the examination)*

The Administrator will be contacted as to the date, time and location of the course.

A triplicate set of Agreements for each officer Application will be sent to the Administrator.

ALL THREE AGREEMENTS require the "Original Signature" of the Officer, applicant and someone with signing authority for the Agency. (**no photocopies will be accepted**)

All THREE of the signed 'Agreements' must be returned prior to the training date (NO EXCEPTIONS).

It is imperative that all Agencies participating in the program strictly adhere to procedures and policies at all times. Should any individual authorized by the City of Edmonton fail to comply, the authority to continue the program may be revoked without notice.

If you have any further questions please contact the Agency Officer at 780-496-5174 or email to erna.malcolm@edmonton.ca.

MAIL COMPLETED PACKAGE TO:

**City of Edmonton
Parking Enforcement Services
HSBC Bank Building
5th Floor, 10250 - 101 Street
Edmonton, AB T5J 3P4**

Attn: Agency Officer

[To find information on the internet, type into search bar:](#)

[City of Edmonton Parking Enforcement Agency Program](#) Click on [Private Agency Parking](#)

Thank you for your interest in the Agency Parking Program.

Erna Malcolm
Agency Officer
Parking Enforcement Services

Application Checklist

When applying to the Parking Enforcement Agency Program, it is important you submit all completed documents together as one package, outlined in the checklist below:

Agency Applicants	Enclosed	PE Use Only
<p>1. ONLY owners or the Agency Acting on behalf of the owner are eligible to participate in the Agency Program to enforce parking restrictions on their own property.</p> <p>Owners must provide proof of ownership as confirmed by Land Titles Certificate.</p> <p>IF you are not the owner of the land (as confirmed by a Land Titles certificate) please provide the following:</p> <p>A letter from the owner authorizing you to act as their Agent and;</p> <p>A copy of the Property Management Agreement</p> <p style="text-align: center;">OR</p> <p>Other documentation showing that you have permission from the owner to enforce parking restrictions on their behalf.</p> <p>NOTE: At anytime the City of Edmonton Parking Enforcement Services has the right to request additional proof of ownership/or documentation showing permission to enforce Parking Restriction on Private Property.</p>		
2. Agency Bylaw Enforcement Site Questionnaire fully completed (enclosed)		
3. Administrator Applicant Form (enclosed)		
<p>4. Bylaw Enforcement officer applicants must complete the Application for Appointment as Bylaw Enforcement Officer (enclosed).</p> <p>An individual with signing authority for the Agency is required to complete and sign the bottom portion of the document (enclosed).</p>		
<p>5. Additionally each Officer applicant must submit:</p> <p>A resume</p> <p>Three letters of reference</p> <p>A current (no more than 3 months) clear Security Clearance Detail completed by the Edmonton Police Service available from EPS or any RCMP Station</p>		

IMPORTANT NOTE: All officer applicants to the Parking Enforcement Program cannot have been found guilty (including any disposition by discharge) of an offence proceeding the date of application. **If a record exists, the applicant must obtain a pardon before the application will be considered.** The application will not be accepted if there is an outstanding criminal prosecution against the applicant.

Definitions

The “Agency” is the site of the location applying for admission into the program.

The “Administrator” is the designated representative from the Agency who will act as the liaison to the Senior Parking Enforcement Officer. This representative will coordinate and administer the program on behalf of the Agency.

The “Bylaw Enforcement Officer” is the individual acting on behalf of the Agency (herein known as the “Officer”) who is approved and authorized to issue traffic tags to vehicles parked in violation of the City Bylaw.



Agency Parking Enforcement

Site Questionnaire

1. What is the common name of your property site? (Note: We require the name of the site itself)

2. What is the address of the site? Please provide any site reference information (ie shopping malls, hospitals, fire halls, or other services that are in the area of the property that may present parking complications)

Address: _____

Site Reference: _____

3. **IS THIS PROPERTY DIFFICULT TO LOCATE?** If so, please provide directions to the property to ensure signage inspection. (i.e. Streets, Avenues, Road names close by, north or south of river, etc in order that the inspection can be completed at the proper location) **Please include a map of the property.**

4. What signs are in place on the property now?

5. Any specific area of concern? (Parking in reserved stalls, Emergency Access Routes, parking is exceeding time restrictions, etc)

**NO TRAINING OF THE PROGRAM WILL COMMENCE UNTIL
SIGNAGE HAS BEEN UPDATED AND APPROVED.**

Agency Parking Program

ADMINISTRATOR APPLICATION FORM

LAST NAME	FIRST NAME & INITIAL
MAILING ADDRESS	POSTAL CODE
BUSINESS PHONE #	HOME PHONE #
CELL PHONE #	FAX #
EMAIL ADDRESS	
OCCUPATION	

X _____
SIGNATURE OF ADMINISTRATOR APPLICANT

DATE

PLEASE NOTE: The Administrator does not issue tags, therefore no security clearance is required.

This personal information is being collected under the authority of Section 32(c) of the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility as an administrator of the Agency applying to be part of the Parking Enforcement Program. It is protected by the Privacy Provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Agency Officer located on the 5th Floor of HSBC BANK BUILDING, (780) 496-5174.

AGENCY PARKING ENFORCEMENT APPLICATION

APPLICATION FOR APPOINTMENT AS VOLUNTEER PARKING ENFORCEMENT OFFICER

NAME IN FULL _____

I AM LEGALLY PERMITTED TO WORK IN CANADA: Y/N

HAVE YOU PREVIOUSLY HELD THE APPOINTMENT OF BYLAW ENFORCEMENT OFFICER?
(Y) _____ (N) _____. IF "YES" PROVIDE LOCATION AND DATE: _____

SIGNATURE OF APPLICANT _____ DATE _____

BOTTOM PORTION MUST BE COMPLETELY FILLED OUT AND SIGNED BY ADMINISTRATOR

TO: AGENCY PARKING ENFORCEMENT OFFICER PROGRAM
COMMUNITY SERVICES DEPARTMENT

This is to certify that the above mentioned applicant is "contracted" (salaried, volunteer or an appointee of the board) by the under mentioned and it is hereby requested that the said applicant be appointed as a Bylaw Enforcement Officer in connection with his/her duties while so with the site.

Should this request receive favorable consideration, it is hereby understood and agreed that notice will be given in writing to the Parking Bylaw Enforcement Unit. **Within three (3) days of the termination of the above applicant.**

It is further understood and agreed that the appointment, if approved, will only be used within the business premises of (name of your agency) _____ within the limits of the City of Edmonton, only.

NAME OF CONTRACTOR _____
(Person with signing authority for this site)

ADDRESS _____

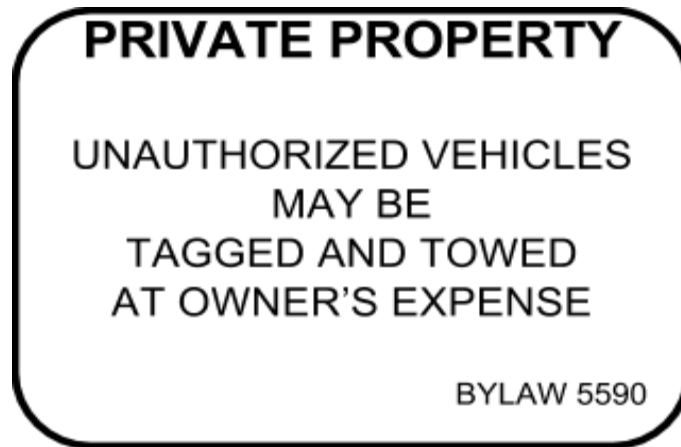
ADMINISTRATOR FOR AGENCY SIGNATURE _____

SIGNING AND ENFORCEMENT FOR PRIVATE PROPERTY

PART 1 – SIGNING

These guidelines are provided to assist in developing uniform and consistent Private Parking Lot Signage throughout the City of Edmonton.

Figure #1

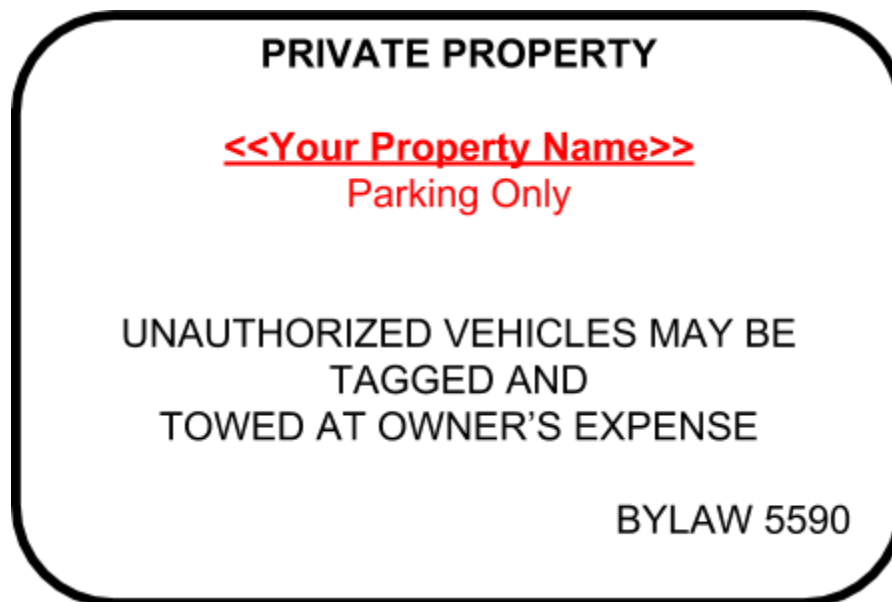


Sign Requirements

“Private Property” Signs:

- Must have proper wording (Figure 1)
 - “Private Property”
 - “Unauthorized Vehicles may be Tagged & Towed at Owner’s Expense”
 - “Bylaw 5590”
- May have additional wording (Figure 2)
 - The signs may include the name of the property but this is not mandatory. Examples: “ABC Condominium Parking Only” or “ABC Condominium Tenant Parking Only”

Figure #2



Sign Placement, Size & Colour:

1. At all entrances to the property, two “Private Property” signs (one on each side of each entrance) should be posted parallel to the roadway to ensure drivers of the vehicles entering the lot will see the signs clearly. Additional “Private Property” signs are not required within the parking lot. Other signs may be necessary (eg./Emergency Access Route) or of benefit if declaring specific parking restrictions within the property boundaries (eg./Loading Zones, No Parking Zones, etc.).
2. Signs should be approximately 60cm by 60cm (24 inches by 24 inches) and the lower edge of the sign should be 2.15m (6 feet 6 inches) above ground level. The size is related to adequate visibility and the height ensures safety.
3. The printing should be black on white reflective background. Other colour combinations may not be enforceable dependant upon visibility and clarity.

Note: Where a property has non-standard entrances a site inspection can be arranged or before purchasing signs with any variation you may contact Parking Enforcement Services at 496-5174 to ensure they can be enforced.

PART 2 - ENFORCEMENT

Please know that Parking Enforcement Services will NOT enforce signs that:

- Provide the name of a specific towing company
- List an outdated fine amount

NOTE: Currently the designated fine amount is \$50, however, it is recommended that you do not list any dollar amount as it is subject to change.

Parking Enforcement officers **will not** enforce or remove derelict, wrecked or dismantled vehicles. Vehicles that have windows smashed out or multiple flat tires are not considered “parked” or “abandoned”, these vehicles are considered a “nuisance condition” and removal of such vehicles is the responsibility of the property owner. Complaints of this nature should be referred to General Bylaw Enforcement area at 496-3100 for enforcement action against the property owner.

SIGN COMPANIES IN EDMONTON WHO MAKE PRIVATE PROPERTY SIGNS

Alberta Traffic Supply	780-440-4114
Fast Signs	780-429 -4055
Home Based Sign Shop	Karim 780-486-1960
Ninesign.ca	Dallas 780-707-8640
Sign-A-Rama	Barb 780-448-1944
Sherine Traffic Products	Rick or Steve 780-484-0646
Signs on Site	Bill 780-464-1772

Potential Issues That Relate to Visitor Parking:

"Visitor Parking" is not defined within the Traffic Bylaw #5590 so it is not easily enforceable when it comes to enforcement.

Whatever wording is placed on the "Visitor Parking" signs should reflect the condominium bylaw or the bylaw set out for the Private Property.

We have properties who have utilized time restricted parking either as a maximum limit (e.g. 2-hour parking) within zone where moving to a new stall does not legitimize continued parking or with set hours where no parking is permitted (e.g. No Parking between 2300-0600 hours). These things are quantifiable and can be proven.

Often Properties use a sign-in system where the visitors vehicle description and license plate information are required on the sign in sheet as verification. If you're on the list, you can park in "Visitor Parking".

Properties may also have time restrictions or "No tenant/resident Parking".

What it comes down to is ensuring all residents of the affected property have a **VERY** black & white definition of what **IS** considered a "**Visitor**" and what **IS NOT**. It is suggested that there needs to be written communication to all residents advising of what is allowed in the posted zones, and what is not. They will need to be given a clear definition of what is acceptable as a "Visitor" and what the possible repercussions will be (tagging & towing).

Visitor Parking Signs need to be posted every **4-5 stalls** with directional arrows.

See Examples Below



THESE SIGNS CAN STATE "NO TENANT/RESIDENT
PARKING" TIME LIMIT or SIGN IN
(what ever reflects the Condo Bylaw or the Bylaw set out for the
Private Property)