

# City of Edmonton Private Agency Parking Program

## APPLICATION INSTRUCTIONS

### **Step One: Complete and Mail In the Application**

The Property Owner must **MAIL** a completed application, along with all required supporting documents, as **ONE** package to the following address. Note: **Only originals will be accepted.**

**Attention: Agency Officer**  
City of Edmonton, Parking Enforcement Services  
Versa Building  
201, 9304 - 41 Avenue NW T6E 5P5

### **Step Two : Pass City of Edmonton Private Property Sign Inspection**

The property will be inspected by the City of Edmonton to ensure that all signs are in compliance with the Private Agency Program requirements.

In the event that any sign changes are required, changes must be completed; and inspected by the City of Edmonton within **30 days** of the initial inspection.

### **Step Three: Execute Program Agreement**

Once both the application and the signs on the property have been approved, the City will enter into a formal Agreement with the Property Owner to take part in the Private Agency Parking Program. This Agreement must be signed by the Property Owner (or their agent) and be returned prior to Step Four.

### **Step Four: Attend Training and Pass Examination**

The following individuals will be required to attend one full day orientation-training course and pass an exam with a score of at least 80% to participate in the Private Agency Program:

- Property Owner, or their designated representative (known as the Administrator);  
AND
- Any individual(s) recommended by the Property Owner to be appointed as a private property parking enforcement officer under the Private Agency Parking Program.

**Questions?** Please contact the Agency Officer at 780-496-5174 or  
[erna.malcolm@edmonton.ca](mailto:erna.malcolm@edmonton.ca).



## C. Administrator

- **Delegation.** In some cases, the Property Owner(s) will appoint an Administrator who will handle the day-to-day matters of participating in the Program.
- **Role of Administrator.** The Administrator is *not* a private property enforcement officer. Rather, he/she serves as a contact person between the City of Edmonton and the enforcement officers who are appointed to patrol the Property Owner's site.
- **Authority of Administrator.** The Administrator carries out the Property Owner's duties under the Program Agreement.
- **Property Owner's Responsibility.** It is the responsibility of the Property Owner or their delegate (Administrator) to immediately inform the City of Edmonton's Parking Enforcement Services in the event that an individual is no longer acting for the Property Owner as an Administrator.

***Name of Administrator***

***Occupation/Position Title***

### ***Contact Information for Administrator***

Mailing Address:

Work Phone Number:

Cell Phone Number:

Fax Number:

Email Address:

### ***Proof of Authority***



Please provide proof that the Administrator has authority to act on behalf of the Property Owner(s). For example:

- A signed Letter of Authorization from the Property Owner(s) (see SAMPLE)
- Any other documentation that provides proof of authority

The City of Edmonton reserves the right to request additional proof of an Administrator's authority to act on behalf of a Property Owner.

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## D. Private Property Parking Enforcement Officers

- Officer Recommendation.** As part of the Private Agency Parking Program, Property Owner(s) recommend that certain individuals apply and be appointed by the City of Edmonton as a private property parking enforcement officer for the Property Owner(s)' site. These individuals may be employees or volunteers for the Property Owner(s). These officers are **NOT** City of Edmonton employees.
- Application for Officers.** Each of these individuals must fill out an Application for Appointment as a Private Agency Parking Enforcement Officer (see page 6), and submit the required documentation. If approved and appointed, these individuals will have limited authority to enforce the *Traffic Bylaw*, Bylaw 5590, at the Property Owner(s)' specific site(s) only.
- Property Owner's Responsibility.** It is the responsibility of the Property Owner or delegate (Administrator) to *immediately* inform the City of Edmonton's Parking Enforcement Services **in writing** in the event that an individual is no longer acting on behalf of the Property Owner as a private property parking enforcement officer for the Property Owner(s)' site.

The Property Owner recommends the following individuals be appointed by the City of Edmonton as private property parking enforcement officers at the Property Owner's property:

|          |              |  |
|----------|--------------|--|
| <b>1</b> | <b>Name:</b> |  |
| <b>2</b> | <b>Name:</b> |  |
| <b>3</b> | <b>Name:</b> |  |
| <b>4</b> | <b>Name:</b> |  |
| <b>5</b> | <b>Name:</b> |  |
| <b>6</b> | <b>Name:</b> |  |
| <b>7</b> | <b>Name:</b> |  |

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Please attach a separate page with names if more individuals are being recommended.

### E. Applicant Declaration

I have read, understood and agreed to the terms and conditions of participating in the Private Agency Parking Program.

I certify that all of the information in this application is true and I understand that the City of Edmonton may refuse this application in the event that any of the information provided in this application is false or incorrect.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position Title/Company** (if applicable)

\_\_\_\_\_  
**Date**

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# Application for Appointment as a Private Property Parking Enforcement Officer

## A. Applicant Information

|  |
|--|
| <b><i>Full Legal Name of Applicant</i></b> |
|--|

|   |
|---|
| <b><i>Contact Information for Applicant</i></b> |
|---|

|          |  |
|----------|--|
| Address: |  |
|----------|--|

|               |  |
|---------------|--|
| Phone Number: |  |
|---------------|--|

|                |  |
|----------------|--|
| Email Address: |  |
|----------------|--|

1. I am legally permitted to work in Canada:

Yes       No

2. I have previously held the appointment of an enforcement officer:

Yes       No

If you checked "YES," provide the location and date(s) of your previous appointment(s)

| LOCATION(S) | DATE(S) |
|-------------|---------|
|             |         |

### ***Additional Documentation Required***

- An up-to-date resumé
- THREE** letters of reference
- A clear police record check (within 90 days upon City review). **This clearance will be required every 3 years.**

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**B. Applicant Declaration**

1. I am applying to be appointed as a private property parking enforcement officer.
2. I understand and agree that, if I am appointed as a private property parking enforcement officer, I will not be acting as an employee, contractor, or agent of the City of Edmonton in that role and I will not hold myself out to the public as such.
3. I understand and agree that, if I am appointed as a private property parking enforcement officer, I will be limited to only enforcing sections 33, 34 and 40(1) of the *Traffic Bylaw*, Bylaw 5590 at the following location(s):

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4. I promise that all of the information in my application is true. I understand that the City of Edmonton may refuse this application in the event that any of the information provided is false or incorrect.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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| <b>Private Agency Parking Program<br/>Application Documents Checklist</b>   | <b>Enclosed</b> | <b>PES Use</b> |
|---|-----------------|----------------|
| <p><b>1. Proof of Property Ownership</b></p> <ul style="list-style-type: none"> <li>● Land Titles Certificate</li> </ul> <p><b>2. Proof of Delegated Authority</b></p> <ul style="list-style-type: none"> <li>● Please provide proof that the Administrator has authority to act on behalf of the Property Owner(s). For example: <ul style="list-style-type: none"> <li>○ A signed Letter of Authorization from the Property Owner(s) (see SAMPLE included); or</li> <li>○ Any other documentation that provides proof of authority</li> </ul> </li> </ul> <p>At anytime the City of Edmonton Parking Enforcement Services reserves the right to request additional proof of ownership/or documentation showing permission to enforce Parking Restriction on Private Property.</p> |                 |                |
| <p><b>3. Private Agency Parking Program Application</b></p>   |                 |                |
| <p><b>4. Application for Appointment as a Private Property Parking Enforcement Officer</b></p> <p>Each individual applying to be appointed as a private property parking enforcement officer must complete this a copy of this application and submit the required documents under (5).</p>   |                 |                |
| <p><b>5. Each Private Property Parking Enforcement Officer applicant must submit:</b></p> <ul style="list-style-type: none"> <li>● An up-to-date resumé</li> <li>● <b>THREE</b> letters of reference</li> <li>● A clear police record check (within the last 90 days upon City review) - <b>A new clearance will need to be provided every three (3) Years.</b></li> </ul>  |                 |                |

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## SAMPLE LETTER OF AUTHORIZATION

January 1, 2017

Dear Agency Officer:

**RE:           Private Agency Parking Program Letter of Authorization**

I/We am/are the legal property owner(s) of:

**Name of Site:**           123 Condos

**Address:**                123 Candy Cane Lane, Edmonton, Alberta

I/We hereby designate the following person(s) to act on my/our behalf.

**Person who will be acting as my/our Administrator for the Private Agency Program:  
This person named below will have signing authority on our behalf.**

Name / Position Title (if applicable) / Corporation (if applicable)

Jane Smith, Administrative Assistant  
ABC Property Management Company

Yours truly,

John Doe, President  
Board of Directors,  
123 Condo Corporation Ltd.

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