



OAKVILLE

Application for Appointment – Municipal Law Enforcement Officer For Private Property Parking Enforcement

The following persons may apply to the Town of Oakville for an appointment as a Municipal Law Enforcement Officer for private property parking enforcement:

1. A person employed by a private property enforcement company;
2. A person employed by a property management company; or
3. A person designated by a commercial property owner or condominium board to enforce parking on their private property.

The application form:

- Applicants employed by a private property enforcement company must complete Section A, Section C, Section D, and sign Section E.
- Applicants employed by a property management company must complete Section A, Section B, Section D, and sign Section E.
- Applicants who are designated by a commercial property owner or condominium board to enforce parking on private property must complete Section A, Section D, and sign Section E.

All applicants must provide the following supporting documents:

- ❖ Digital Photograph: must be clear, sharp and in focus, show the applicant's full face and shoulders straight on and squared to the camera, and show how the applicant looks at the time of application.
- ❖ Criminal Record Check: provided by an accredited Canadian Police Service or by a third party approved by the Town of Oakville that is no more than 90 days old at the time of application. You are responsible for the cost of obtaining a criminal record check.

Multiple addresses may be included on the same application form as long as the properties have the same owner. If an applicant is applying for an appointment to enforce parking at properties owned by different owners, a separate application form must be submitted for each property.

Applicants must sign and date the application form and submit it and the supporting documents to parking@oakville.ca

A Private Property Authorization form must be submitted by the property owner prior to processing your application form. Processing your application will take approximately 14 days. Once your application has been received and reviewed, you must successfully complete a training program. You will be contacted by enforcement staff to schedule training.

If you have questions, please contact parking@oakville.ca



**Application for Appointment – Municipal Law Enforcement Officer
For Private Property Parking Enforcement**

OAKVILLE

A. Applicant Information

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone #: _____ Email Address: _____

B. Property Management Company Information

Company Name: _____

Business Address: _____ Unit #: _____

City: _____ Province: _____ Postal Code: _____

Name of Company Representative: _____

Business Phone #: _____ Extension: _____ Email Address: _____

Signature of Company Representative

Position of Company Representative

C. Private Parking Enforcement Company Information

Company Name: _____

Business Address: _____ Unit #: _____

City: _____ Province: _____ Postal Code: _____

Name of Company Representative: _____

Business Phone #: _____ Extension: _____ Email Address: _____

How long has the applicant been employed by this company? _____

Signature of Company Representative

Position of Company Representative



D. Municipal Address(es) for Which Parking Enforcement is to be Conducted (attach additional form if required)

Residential or Commercial	Property Name	Property Address

E. Indemnity Clause

“I hereby agree to indemnify and save harmless the Town of Oakville from any and all manner of claims, damages, loss, costs, charges or orders whatsoever, occasioned to, or suffered by, or imposed upon the Town, either directly or indirectly, in respect of any manner or thing in consequence of, or in connection with or arising out of the appointment as a Municipal Law Enforcement Officer or out of any operation connected therewith or in respect of any accident, damage or injury to any person (including myself), animal or thing by, from, or on account of the same notwithstanding the fact that the same may have been approved by the Town, its servants or agents, it being understood that the intention of this paragraph is to fully indemnify the Town from all liability with respect to this appointment.”

❖ The applicant and property management company/private parking enforcement company must sign the form respecting the indemnity.

Applicant’s Signature:

Name: _____

Signature: _____

Address: _____

Date: _____

Property Management Company Signature:

Name: _____

Signature: _____

Address: _____

Date: _____

Private Parking Enforcement Company Signature:

Name: _____

Signature: _____

Address: _____

Date: _____



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Supporting Documents

I have submitted the following documents in support of this application:

Photograph: must be clear, sharp and in focus, show the applicant's full face and shoulders straight on and squared to the camera, and show how the applicant looks at the time of application

Criminal Record Check: provided by an accredited Canadian Police Service or by a third party approved by the town of Oakville that is no more than 90 days old at the time of application

Declaration

By signing this application:

- I confirm that I am eighteen years of age or older.
- I acknowledge that the Town's decision to approve or refuse the appointment will be based in part on my criminal records check.
- I understand that I must successfully complete the Town's training program.
- I understand that the decision on whether or not to approve or refuse this application will be communicated to my employer.
- I understand that I will be required to attend and testify at a hearing or court if required.
- The information provided by me in this application is true and correct.
- I have read and understood all parts of this application.

Signature of Applicant:

Date:

Personal information on this form is collected under the authority of the Town of Oakville's By-law 2014-116 and will be used for the appointment of Municipal Law Enforcement Officers to enforce parking on private property. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone 905-845-6601.

FOR OFFICE USE ONLY

Property Owner Authorization for Private Property Parking Enforcement form received:

Yes

No