



OAKVILLE

Application for Private Property Parking Enforcement – Delegated Authority

A property owner may apply to Municipal Enforcement Services to have Mobile Compliance Officers enforce the following Town of Oakville by-laws on their private property:

- Parking on Private Property Without Consent By-law 1981-65; and
- EV Charging Station By-law 2020-084 (if applicable).

The property owner must identify and delegate authority to the person(s) who may contact Municipal Enforcement Services to request parking enforcement. The person who has been delegated this authority must:

- Meet the Mobile Compliance Officer at the location;
- Provide valid I.D. to the Officer;
- Identify the illegally parked vehicle(s); and
- Sign a completed Enforcement of Unauthorized Vehicle on Private Property Form for vehicles issued a penalty notice.

The property owner and the person with delegated authority to request parking enforcement will be required to attend a hearing or court and provide evidence if requested.

The property owner and their agent (if applicable) must complete and submit the Delegated Authority form to parking@oakville.ca. A separate form is required for each property.

NOTE:

- The boundaries of the property must be clearly defined if the property owner wishes to have unauthorized vehicles towed from the property; and
- Signage is required before parking may be enforced on private property. See the signage guidelines included with this authorization form.

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



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Applicant Information (Registered Property Owner or Agent)

I am the Registered Property Owner Agent

First Name: _____ Last Name: _____

Representative of: _____ Position: _____

Address: _____ Unit #: _____

City: _____ Province: _____ Postal Code: _____

Phone #: _____ Extension: _____ Email Address: _____

I hereby file my Delegated Authority form with the Town of Oakville Municipal Enforcement Services that permits a Mobile Compliance Officer to enter the property listed below when requested and enforce the Town of Oakville’s Parking on Private Property Without Consent By-law 1981-65 and EV Charging Station By-law 2020-084 (if applicable).

Private Property Information

Property Address: _____ Oakville, ON

Type of Property (residential, commercial, etc.): _____

Persons Delegated the Authority to Request Parking Enforcement (attach additional form if required)

The property owner hereby delegates authority to the following person(s) to request parking enforcement at the above-noted private property.

Name	Position	Phone Number	Email Address

Important Note Due to limited resources, the Town of Oakville Municipal Enforcement Services cannot ensure that a Mobile Compliance Officer will provide enforcement within a specified time period.



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Registered Property Owner Information

Same as applicant information

Registered Property Owner Name: _____
Address: _____ Unit #: _____
City: _____ Province: _____ Postal Code: _____
Name of Property Owner Representative: _____ Title: _____
Phone #: _____ Extension: _____ Email Address: _____

How is the Property Boundary Defined?

- Curbs along entirety of the property line
Grass, plantings
Fences
Other:

[Empty rectangular box for defining property boundary]

The property boundary is not defined

Declaration

By signing this application, I declare that:

- The information provided by me in this application is true and correct.
I have read and understood all parts of this application.
I understand that this delegated authority permits Mobile Compliance Officers to enforce parking on the above-noted property.
Signage approved by the Town of Oakville has been posted at the above-noted property.
I understand that the person with delegated authority to request parking enforcement will meet the Mobile Compliance Officer at the property.
I understand that I or the person with delegated authority to request parking enforcement will be required to attend a hearing or court and provide evidence if requested.

Signature of Agent (if applicable)

Date

and

Signature of Registered Property Owner

Date



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Private Property Parking Enforcement – Delegated Authority

FOR OFFICE USE ONLY

Approved by: _____	_____ _____
Supervisor of Enforcement Services or designate	Date

Personal information on this form is collected for the purpose of authorizing the enforcement of the Town of Oakville's Private Property Parking Offences By-law 1981-65 and EV Charging Station By-law 2020-084 on private property and under the authority of section 11(1) of the Municipal Act, 2001, SO 2001, C. 25, as amended. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone 905-845-6601.



DELEGATED AUTHORITY GUIDELINES

Authorized Parking Sign Format

- Signage wording – see sample below.
- Signs must be legible and professionally made.
- Lettering must be in a contrasting colour to the sign's background.
- Sign must be made of durable material and able to withstand wind gusts, sunlight and other weather conditions.
- Sign must be made of reflective material if the applicable parking rules apply at night.
- Recommended measurement for the sign: 18 inches wide x 24 inches high.

NOTE:

If towing will be used on the private property, signs must include:

1. an "authorized parking only" statement;
2. the "tow away" graphic;
3. a statement that unauthorized vehicles may be tagged and/or towed at the vehicle owner's expense;
4. the name and telephone number of the owner of the property or employee, agent or contractor of the owner of the property; and
5. the applicable Town by-law number and By-law 2024-187.

The sign may also contain a statement that parking is restricted to a specific time, time of day or specified days of the week.

Existing towing-related signage on private property is not required to comply with the five criteria listed above (the "Authorized Parking Only" statement, tow-away graphic, etc.) until December 31, 2027. However, signage must be placed at all public entrances and throughout the property to ensure adequate visibility.

Private properties without existing towing signage but where towing will be used, must install signage that complies with the By-law by February 28, 2025.

Private property owners should consult By-law 2024-187 to ensure they are familiar with signage requirements.

Location of Private Property Sign(s)

- Signs must be installed at a sufficient height from ground level so as to be easily viewed by motorists entering or parking on the property.
- Signs must be installed:
 - at all public entrances to the property, facing towards the street; and
 - within the interior of the property facing inward toward the property.
- Perimeter signs placed on the edges of the property must face inward toward the property.
- Signs must be angled to face the direction of traffic entering the property so that any driver using the premises is able to read the sign upon entering. Wall mounted signs do not have to be angled.
- Signs do not have to be installed at signed fire routes.



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Application Process

Document Procedure:

- Submit this form to parking@oakville.ca
- Post the necessary signage.
- Request an inspection of the property/signage by emailing parking@oakville.ca
- Enforcement staff will:
 - Inspect the property/signage. This delegated authority application will not be approved until the signage is deemed to be in compliance.
 - Contact you with the inspection results and advise if application is approved.
 - Advise the Mobile Compliance Officers when enforcement will proceed in accordance with the specific instructions.
 - General information contact number is 905-845-6601.
- Renewal Authorization Forms: this Delegated Authority is valid for 2 years.
- Property owners or their agent are responsible for ensuring their delegated authority remains current and valid. A new delegated authority form must be submitted for any new owners/management and/or new persons delegated authority to request parking enforcement.

Enforcement Procedure:

- Contact Service Oakville for enforcement (including towing) at 905-845-6601, and advise that you have delegated authority approval, at:
- Illegally parked vehicles – when the property owner or person with delegated authority requests enforcement, they shall:
 - Meet the Mobile Compliance Officer at the location;
 - Provide valid I.D. to the Officer;
 - Identify the illegally parked vehicle(s); and
 - Sign a completed Enforcement of Unauthorized Vehicle on Private Property Form
- Towing a vehicle – must be in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187. If a tow is required, the property owner or person with delegated authority must meet the Mobile Compliance Officer at the location to identify the vehicle requiring a tow.
- The registered owner of the private property or the person with delegated authority to request enforcement will be required to attend a hearing or court and provide evidence if requested.

Ending this Delegated Authority for Parking Enforcement on Private Property

If for any reason the registered owner of the property or their agent wishes to end this Delegated Authority, they can contact Town of Oakville Municipal Enforcement Services at parking@oakville.ca.

The Town of Oakville reserves the right to cancel private property parking enforcement at any time.



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Purchase Private Property Signs

Signs are available from various sign shops.

Sample Sign for Towing: {If towing will not be used on the property, contact parking@oakville.ca for alternate signage}

