



Centre Wellington

Application for Private Property Parking Enforcement – Delegated Authority

A property owner may apply to Municipal Enforcement Services to have Municipal Law Enforcement Officers enforce the following Township of Centre Wellington By-laws on their private property:

- Parking By-law 6000-23, as amended, s. 4.2 and s. 9.42 (if applicable)
- Parking on Township and Private Property By-law 2022-32

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 Municipal Law Enforcement Officer at the location;
- Provide valid I.D. to the Officer; and
- Identify the illegally parked vehicle(s)

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@centrewellington.ca. A separate form is required for each property.

NOTE:

- The boundaries of the property must be clearly defined; 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@centrewellington.ca.



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 Township of Centre Wellington Municipal Enforcement Services that permits a Municipal Law Enforcement Officer to enter the property listed below when requested and enforce the Township of Centre Wellington's Parking By-law 6000-23, as amended, s. 4.2 and s. 9.42 (if applicable) and Parking on Township and Private Property By-law 2022-32.

Private Property Information

Property Address: _____ Centre Wellington, 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 Township of Centre Wellington's Municipal Enforcement Services cannot ensure that a Municipal Law Enforcement 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:

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 Municipal Law Enforcement Officers to enforce parking on the above-noted property.
- Signage approved by the Township of Centre Wellington has been posted at the above-noted property.
- I understand that the person with delegated authority to request parking enforcement will meet the Municipal Law Enforcement 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



Centre Wellington

FOR OFFICE USE ONLY

Approved by:	
<hr/> Supervisor of By-law and Licensing or designate	<hr/> Date

Personal information on this form is collected for the purpose of authorizing the enforcement of the Township of Centre Wellington's Parking By-law 6000-23, as amended, s. 4.2 and s. 9.42 (if applicable) and Parking on Township and Private Property By-law 2022-32 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 the Deputy Municipal Clerk, 1 MacDonald Sq, Elora, ON, N0B 1S0, telephone 519-846-9691.



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

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 (posted so that the bottom of the sign is 2m high (6'6") from grade level)
- 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.



Application Process

Document Procedure:

- Submit this form to parking@centrewellington.ca.
- Post the necessary signage.
- Request an inspection of the property/signage by emailing parking@centrewellington.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 Municipal Law Enforcement Officers when enforcement will proceed in accordance with the specific instructions.
 - General information contact number is 519-846-9691.
- 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 the Township of Centre Wellington for enforcement at 519-846-9691 ext. 307, and advise that you have delegated authority approval, at: (property address)
- Illegally parked vehicles – when the property owner or person with delegated authority requests enforcement, they shall:
 - Meet the Municipal Law Enforcement Officer at the location;
 - Provide valid I.D. to the Officer; and
 - Identify the illegally parked vehicle(s); and
- 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 Township of Centre Wellington Municipal Enforcement Services at parking@centrewellington.ca.

The Township of Centre Wellington reserves the right to cancel private property parking enforcement at any time.



Centre Wellington

Purchase Private Property Signs

Signs are available from various sign shops.

Sample Signs



Example #1— General —Authorized Parking Only



Example #2— Parking Restricted to Certain Time