

Private Property By-Law 01-220 & Parking Enforcement – General Information

In order for us to enforce private property, certain signage and paperwork needs to be in place.

Enforcement of Unauthorized Vehicles under the Private Property By-Law 01-220

Required Signs

Signs are required if the property is commercial or has more than 3 units for residential.

Authorized Parking Only

Ideally, we like to see “Authorized Parking Only” entrance signs with “By-Law 01-220” (see approved sign in ‘PP Package’).

These signs are 24 x 30 and found at every entrance to the property.

They are angled in such a way that traffic turning in from either direction can clearly see the signs. If the entrance is 6m or less in width, only one entrance sign is required. If the width is larger, an entrance sign is required on either side.

With these entrance APO signs at every entrance, the entire property is covered and unauthorized vehicles can be enforced.

Internal Signs

Internal signs are 12 x 18 and help to further organize/assign the parking.

*They also need to have “By-Law 01-220” to be enforceable.

(*unless you have APO entrance signs with By-Law 01-220 on them).

Approved signs should be black and white and cannot be faded in order for us to enforce.

The arrows on the signs also matter (please see “cut-off points” attachment).

If an internal sign does not have arrows, it means it is only for the specific spot it is placed in front of. Internal signs with arrows can cover up to 4 spaces if placed correctly (again, see “cut-off points” attachment).

Enforcement

We provide two types of enforcement: regular/complaint-based and blanket enforcement.

Regular/Complaint-Based Enforcement:

Please see ‘PP Package’ attached.

Only the property owner, property manager with a business card, or security personnel in uniform may enforce private property.

If the property owner would like to authorize individuals to act on their behalf, they would need to complete an authorization form (see PP Package).

The authorized agent needs to hold on to their copy of the letter, as they’ll need to present it to the enforcing officer.

Regular private property enforcement is on a complaint basis.

The property owner/manager or authorized agent would call our office (905-540-6000) to request enforcement.

They then need to be present at the time of enforcement to sign the officer's handheld device.

Blanket Enforcement:

***cannot be offered if there's a residential component to the property**

Please see 'Blanket Package' attached.

The property owner/manager may apply for blanket enforcement, if they wish.

This means the property will be enforced without a complaint/authorized agent's signature being necessary during the dates & times specified in the agreement.

In order for this to occur, either permits need to be provided to the authorized vehicles (and a copy sent to our office) or sign tablatore with restrictions need to be added (e.g. "No Parking 11pm-5am").

There needs to be some way for our officers to know which vehicles are authorized, and which vehicles they should enforce.

Fire Access Route By-Law 01-217

In order for fire access routes to be enforceable, the route needs to be approved from the Fire Prevention department.

Once approved, signs must be maintained in order for the route to remain enforceable.

To have a route approved, or to follow up regarding conflicting or missing fire access route signs, please contact 905-546-2424 x 1380.

Accessible Parking Spaces on Private Property

Please see 'HCP Package' attached.

Accessible parking spaces are only enforceable if marked by a sign.

Painting or other markings on the pavement are not enforceable as they can be covered by snow or debris and are not always clearly visible.

In the package you will find examples of approved signage and a list of potential sign vendors.

Accessible parking signs should be 12 x 18 in size and posted roughly 2m in height from the ground.

They must be clearly visible and not covered by any foliage etc.

If you would like these spaces to be enforced as an accessible parking violation (if the vehicle does not have a valid accessibility permit) without a complaint and/or authorized agent being present, please complete page 8 and submit the form to our office.