



REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Susie Spry, Acting Supervisor of Enforcement Services

DATE: May 15, 2019

REPORT NO.: ADMIN-2019-0022

RE: Appointment of Private Parking Enforcement Officers

RECOMMENDATION:

THAT Report ADMIN-2019-0022 dated May 15, 2019, regarding the appointment of non-employees of the Town as Private Parking Enforcement Officers, for the purpose of enforcing the off-street parking by-law on private property, be received;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute a by-law to authorize Andrew LEWIS, Carrie IBBOTSON, and Jim ROSE as Private Parking Enforcement Officers for the purpose of enforcing the Town of Halton Hills Off-street parking by-law.

BACKGROUND:

On December 13, 1993, Council received Report No. BLDG. 93-18 and directed that staff implement policies for receiving applications and reporting to Council recommendations for the appointment of non-employees of the Town as Municipal Law Enforcement Officers, hereinafter referred to as "Private Parking Enforcement Officers", for the sole purpose of enforcing off-street parking by-laws on private property.

It is common practice for condominium corporations and owners of private property that provide large parking facilities to employ private security firms to enforce the parking restrictions on their own properties. This eliminates the need for Town staff or police to attend in order to issue parking tickets. The property managers employing the private parking enforcement officer then have control over the level of service they wish to administer on their own property.

Staff has revised the original "Parking By-law Manual" with a current and up-to-date "Parking Enforcement Training Manual." Enforcement staff is now in receipt of all the necessary documentation to satisfy approval and recommend that the three officers from Mobile Support Services Security be appointed as "Private Parking Enforcement Officers."

COMMENTS:

The municipality has received a request from Mobile Support Services Security asking that officers of from their company be authorized to enforce the provisions of the Town of Halton Hills Off-Street Parking By-law within internal private roads and visitors parking at 10-44 Holmesway Place Acton, 17 Elizabeth Drive Acton, 46 Holmesway Place Acton, 11 Sargent Road Georgetown, 3 Hyde Park Drive Georgetown and 8 Durham Street Georgetown.

The former *Municipal Act* created the statutory liability that where a Municipal Council has appointed a person who is a non-employee of the municipality as a municipal law enforcement officer for enforcing off-street parking by-laws, that the Municipal Council was to ensure that the person be properly trained to perform the duties arising out of the appointment and be properly supervised by an employee of the municipality. The new *Municipal Act*, 2001 no longer provides this specific statutory requirement, however, maintaining our current process provides adequate liable safeguards.

As a result the following policies were adopted by Council resolution on December 13, 1993.

1. Submit a recent security clearance report issued by the Halton Regional Police Services and provide same on as per request basis;
2. Provide evidence of worker's compensation coverage from their employer;
3. Provide evidence of liability insurance coverage from their employer;
4. Review and sign off indicating that the Town of Halton Hills Training Manual has been read and understood;
5. Demonstrate knowledge of the *Ontario Health and Safety Act*;
6. Pay to the municipality the sum of \$100.00, per application, to recover the costs associated with the administration, printing of instructional manuals, and other expenses incurred by the municipality;
7. That all appointments shall be for the purpose of issuing parking infraction notices pursuant to Part II of the *Provincial Offences Act* and no authorities will be extended for the towing or seizure of vehicles from private property as provided in the Town of Halton Hills off-street by-laws.

Enforcement Services is now in receipt of all necessary documentation to satisfy approval and recommend that their appointment as "Private Parking Enforcement Officers" be approved.

RELATIONSHIP TO STRATEGIC PLAN:

This report is operational in nature and therefore is not directly related to the Strategic Plan

FINANCIAL IMPACT:

There is no additional financial impact to the Town respecting this appointment.

CONSULTATION:

Enforcement Coordinator – Lead Customer Service Specialist was consulted in the preparation of this report.

PUBLIC ENGAGEMENT:

There is no public engagement associated with this report

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

The three Private Parking Enforcement Officers will be advised of their official appointment once passed by Council.

CONCLUSION:

The purpose of this of this report is to inform Council of the certification process established since 1993 of all requests for appointment of Private Parking Enforcement Officers to enforce the Town's by-law on private properties such as properties owned by condominium corporations. The Municipality has a screening process to satisfy requirements for adequate safeguards and for staff to draw specific recommendations to Council for these appointments.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Suzanne Jones". The signature is fluid and cursive, with the first name "Suzanne" written in a larger, more prominent script than the last name "Jones".

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in black ink, appearing to read "Brent Marshall". The signature is bold and cursive, with the first name "Brent" written in a larger, more prominent script than the last name "Marshall".

Brent Marshall, Chief Administrative Officer