



# Deputization Program Application Form

The Private Property Owner, named below, requests permission be granted by the City of Ottawa for the appointment of individuals named (nominees) by the Private Property Owner to enforce certain provisions of By-law 2017-301 entitled "A By-law of the City of Ottawa regulating traffic and parking on highways", as amended, and By-law 2003-499 entitled "A By-law of the City of Ottawa respecting fire routes", as amended.

Private Property Owner:

Municipal Address of Private Property:

Mailing Address of Owner:

I,  (Applicant) have signing authority for  (Name of Private Property Owner)

state that I have been supplied with the City of Ottawa Deputization Program, Rules and Regulations for Private Property Owners and I agree to abide by these rules and regulations.

**If the property is not owned by the individual applicant, proof of signing authority must be provided (i.e., minutes of board of directors meeting, articles of incorporation, etc.)**

All future correspondence will be signed by myself, or by others to whom I grant signing authority via a written request to the City of Ottawa, By-law and Regulatory Services Branch.

\_\_\_\_\_  
(Signature)        
(Date DD/MM/YY)        
(Email)  
  
  
(Telephone Number)        
(Fax Number)

- Use **applicant** as a primary contact, or
- Use **other** as primary contact

(provide contact information)

## Undertaking Regarding the Appointment of Private Property Officers

I/we hereby undertake to indemnify and save harmless the City of Ottawa from any and all manner of claims, damages, loss, costs, charges or orders whatsoever occasioned to, or suffered by, or imposed upon the City of Ottawa, either or indirectly, in respect of any manner of thing in consequence of, or in connection with or arising out of the appointment of

(insert name(s) here or attach schedule of names hereto)

, an employee(s) of

(insert company name here)

as a Private Property Officer(s), or out of any operation connected therewith or in respect of any accident, damage, or injury to any person, animal or thing by, from or on account of the same notwithstanding the fact that the same may have been approved by the City of Ottawa, its servants or agents, it being fully understood that the intention of this paragraph to indemnify fully the City of Ottawa from all liability with respect to the appointment(s) of the aforementioned candidate(s) as Private Property Officers.

By giving the Undertaking and placing my/our signature(s) hereto, I/we understand and acknowledge that the appointments of Private Property Officers are strictly for the purpose of ticketing unauthorized vehicles only and the said appointments in no way permit, allow or authorize me/we or any of the persons appointed as Private Property Officers to tow unauthorized vehicles. I/we understand and agree that deletion from the list of Private Property Officers can occur for improper use of the City of Ottawa's Parking Infraction Notices, failure to appear in court when required, failure to adhere to the rules and regulations of the Private Property Parking Enforcement Program of the City, complaints as to improper conduct or where, in the opinion of the City, it is in the interest to make such deletions.

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Signature

Date (DD/MM/YY)

Name

Title

## [Deputization Program](#)

**Please return this application with the following documents:**

1. **Proof of Property Ownership** (if a management company is involved, documents describing relationship to property owner are required).
2. **Proof of Signing Authority** for applicant.
3. **Certificate of Insurance** or Insurance Policy (City of Ottawa By-law & Regulatory Services listed as 'Additional Insured').
4. **Written request** naming individuals to be deputized.
5. **[Level 1 Criminal Records Search](#)** (through Ottawa Police Services\* or your local police agency). \*This can be done in person at any Ottawa Police Service Branch.

For more information, please visit [Application Requirements for Property Owners](#).

**Note:** All documents must be forwarded in advance, in order to schedule training. These items may be sent to:

**Attention: Deputization Program**

City of Ottawa  
By-law & Regulatory Services  
735 Industrial Avenue, 2nd Floor  
Ottawa, ON K1G 5J1

Please direct any inquiries to: [ppea@ottawa.ca](mailto:ppea@ottawa.ca)

### **Notification of collection of personal information**

Personal information is collected under the authority of the City of Ottawa, Municipal By-laws 2017-301 entitled "A By-law of the City of Ottawa regulating traffic and parking on highways", as amended, and By-law 2003-499 entitled "A By-law of the city of Ottawa designating fire routes", as amended. Personal information will be used by the City for the purposes of administering the Deputization Program. Questions about this collection and use of your personal information may be directed to [ppea@ottawa.ca](mailto:ppea@ottawa.ca).