

Emergency Care Establishment Application



Applicable Fee: \$150.00

Municipal Law Enforcement & Licensing Services

The Corporation of The Town of Cobourg

55 King Street West, Cobourg ON K9A 2M2

Phone: 905-372-8380

Email: licensing@cobourg.ca

Initial Application

Renewal

This application should be used by facility operators who provide a means of immediate, temporary accommodation and assistance for a short term period, generally less than one week for the majority of the residents.

ECE Property Information

Name of ECE:

Municipal Address:

Property Owner **OR** **Tenant** (Check which status is applicable)

Supporting Documentation

Required for new applications

Not required for renewal applications unless original submitted documents have been revised

- **Interior Floor Plan** – detailing all exits; windows; rooms used for sleeping quarters; all spaces and common areas
- **Exterior Site Plan** – detailing all smoking areas; accessory buildings; fencing; garbage and waste storage areas; parking spaces; enclosures
- **Insurance**, minimum \$2 million liability; certificate with Town listed as additional insured
- **Occupancy Report** – detailing the current number of occupants and remaining available spaces/beds.
- If Tenant, **Permission Letter from Landlord** to operate ECE on property
- **If the Owner is a Corporation/Partnership**, provide a current corporate profile report listing all Officers, Directors, Shareholders & Partners.
- **Signed Declaration (Attestation)**

Personal information contained on this form is collected under the authority of Section 11 of the Municipal Act, 2001 will be used for administering the Municipal Law Enforcement and Licensing process. Questions concerning collection of personal information should be directed to the Municipal Clerk, 55 King Street West, Cobourg ON K9A 2M2. Phone: 905-372-4301

Emergency Care Establishment Application continued

Plans/Policies Required

Required for new applications

Not required for renewal applications unless original submitted documents have been revised

- **Operational Policies, Procedures, and Strategies** – to facilitate how the shelter engages, communicates and works with the surrounding community to foster a positive relationship and mitigate impacts to, and maintain the safety of, neighboring residents including noise and nuisance mitigation.
- **Crime Prevention Through Environmental Design Assessment** – detailing elements such as lighting, security, video surveillance, and landscaping features
- **Parking Plan** – detailing # and location of Resident/Staff/Visitor parking
- **Lot Maintenance Plan** – identifying locations of waste receptacles, garbage facilities and the frequency or maintenance schedule to address litter, waste accumulation and debris arising from the activity of the E.C.E. or its shelter occupants on the property and in the surrounding 500 meter radius
- **Security Plan** – detailing both on-site and mobile security 24 hours/7 days per week to manage issues involving shelter occupants on the property and such circumstances involving shelter occupants in the surrounding 500 meter radius.
- **Site Plan of Designated Outdoor Smoking Area** – located and designed in accordance with all applicable law including the Town’s Smoking By-law and the Smoke-Free Ontario Act
- **Code of Conduct** – in alignment with a good neighbour policy and in accordance with the Town’s Nuisance By-law

Single Owner Information

First and Last Name:

Email Address

Permanent Address:

Primary Phone Number:

Secondary Phone Number:

Emergency Care Establishment Application continued

Corporation/Partnership Owner Information

If the Owner is a Corporation/Partnership, a current corporate profile report must be provided along with a list of contact information for all Officers, Directors, Shareholders & Partners. Use additional pages if necessary. First Owner listed will be contacted if no Agent is provided.

Agent

First and Last Name:

Email Address

Permanent Address:

Primary Phone Number:

Secondary Phone Number:

Local Contact

Must be available 24/7 to attend to the ECE within a period of no greater than one (1) hour from the time of contact by telephone or email.

First and Last Name:

Email Address

Permanent Address:

Primary Phone Number:

Secondary Phone Number:

FOR MUNICIPALITY USE ONLY

Application fee \$150

Licence fee \$150

New

Date paid:

Renewal

Received by:

Payment method:

Receipt issued:

Department Approvals (attach comments)

Department	Date Reviewed	Date Approved	Comments
MLEO			
Building			
Planning			
Heritage			
Public Works			
Fire			

Emergency Care Establishment Application continued

Declaration (Attestation)

I (we) declare that:

1. I have obtained independent legal advice or, alternatively, have determined not to seek independent legal advice despite having had a reasonable opportunity to do so, with respect to the nature and effect of executing this Agreement. I understand that my operation of an ECE requires compliance with various legislation, including, but not limited to:

The Corporation of the Town of Cobourg Bylaws such as:

- Zoning By-law
- Property standards By-law
- Lot Maintenance By-law
- Waste Collection By-law
- Snow and Ice Removal By-law
- Noise By-law
- Nuisance By-law
- Parking By-law

Provincial Acts and Regulations such as:

- Fire Protection and Prevention Act or any regulations made under it
- Fire Code
- Building Code Act or any Regulations made under it
- Health Protection and Promotion Act

All as may from time to time be amended (collectively, "Applicable Law")

2. The ECE complies in all respects with all Applicable Law. Without limitation:

- a) The ECE has and will at all times have working smoke alarms on each level of the ECE and carbon monoxide detectors on all levels where sleeping occurs.

3. I confirm that all property owners are aware of, consent to, and authorize the ECE use.

4. I will include my ECE Operator Licence Number in all correspondence.

5. I will ensure all residents are provided with a copy of the Code of Conduct as approved by the Town of Cobourg, and the Operator will keep a record of their receipts and acknowledgement, and request all visitors abide by the Code of Conduct as approved by the Town of Cobourg.

6. I will post a copy of my floor plan and Town approved Instructions for Residents of what to do in the event of an emergency.

7. I will ensure my Local Contact is available to attend to the ECE within one hour from the time of being contacted at all times.

8. I understand that inspections of the ECE or audits of records may be required.

9. I do not have any outstanding/unpaid Administrative Monetary Penalties or Fines owing to the Town of Cobourg.

10. I am aware that I am required to notify the Municipal Law Enforcement & Licensing Services Department in writing, licensing@cobourg.ca, no fewer than fifteen (15) days of any intended cancellation of insurance.

Emergency Care Establishment Application continued

11. I acknowledge that each failure to comply with Applicable Law can result in legal sanctions including, without limitation, the suspension or revocation of a licence respecting the ECE, the imposition of Administrative Penalties, prosecution proceedings under Part III of the Provincial Offences Act or applications for injunctive and other relief in the Superior Court of Justice.

12. The Operator shall at all times defend, indemnify, and save harmless the Town from and against any and all actions, charges, claims, costs, damages, demands, liabilities, losses, suits, proceedings and expenses including legal fees, which may be brought against or made upon or incurred by or suffered by or imposed on the Town due to the Applicant's operation of an ECE.

13. If the Applicant is a corporation or a partnership, I have the authority to bind the corporation or the partnership as the case may be.

I declare that the information in this declaration is accurate, true, and complete.

Use additional pages if necessary.

Single Owner Attestation Signature

Name:

Signature

Date

Corporation/Partnership Owner Attestation Signature

Name:

Signature

Date

Corporation/Partnership Owner Attestation Signature

Name:

Signature

Date

Corporation/Partnership Owner Attestation Signature

Name:

Signature

Date
