



## THE CORPORATION OF THE TOWN OF FORT ERIE

### SCHEDULE "9" - By-law No. 217-05

### RESIDENTIAL EMERGENCY HOSTEL

---

#### 1. DEFINITIONS

In this Part:

- (a) "Exit" includes an exterior passageway, an exterior ramp, an enclosed interior stairway and an exterior stairway.
- (b) "Hostel" means "Residential Emergency Hostel" sponsored or supervised by a public authority or non-profit agency for the purpose of providing temporary accommodation for persons requiring immediate shelter and assistance for a short period of time not to exceed one hundred twenty (120) days.
- (c) "Inspector" means:
  - (i) a Building Inspector of the Town;
  - (ii) the Fire Inspector of the Town;
  - (i) an Inspector of the Health Services Department of the Regional Municipality of Niagara;
  - (ii) an authorized representative of Canadian Niagara Power Company.
- (d) "Medical Officer of Health" means the Medical Officer of Health of the Regional Municipality of Niagara.
- (e) "Resident" means a person, other than an operator or employee, who resides in the Hostel and to whom, for a fee, the operator offers residential accommodation.

#### 2. LICENCES

- 2.1 No licence shall be issued until the Applicant has obtained the following notices of compliance and they have been filed with the prescribed application form and delivered to the Coordinator, Community Liaison and Business Licencing:

**SCHEDULE "9" - RESIDENTIAL EMERGENCY HOSTEL**

---

- (i) Property Standards By-law
- (ii) Zoning By-law
- (iii) The Ontario Electrical Safety Code – shall be conducted every three (3) years
- (iv) Ontario Fire Code
- (v) Building Code
- (vi) Plumbing Code
- (vii) Health Protection & Promotion Act
- (viii) Fire Protection and Prevention Act
- (ix) Extraneous Flow by-law
- (x) Smoke-Free Ontario Act

2.2 The operator shall post (and keep posted) in a conspicuous place in the main hall of the Hostel:

- (a) the Licence, and
- (b) a notice giving the operator's name, address and telephone number, and the name, address and telephone number of the employee who is in charge of the Hostel if that person is other than the operator.

**3. LICENCE FEE**

The annual licencing fee shall be as established in **Schedule "LLS-A"** of By-law No. 40-09, as amended or superseded from time to time.

**4. FIRE REGULATIONS**

4.1 In addition to the requirements contained in Section 2.2, the operator of a Hostel shall ensure that:

- (a) all fire hazards are eliminated;
- (b) fire extinguisher, hose and standpipe equipment are inspected at least once a month;
- (c) the heating equipment and chimneys are inspected at least once every 12 months between June and September to ensure that they are safe and in good repair;
- (d) a written record is kept of inspections and tests of the fire equipment, the fire alarm system, the heating and chimneys;
- (a) the staff and so far as possible, the residents, know the method of sounding the fire alarm;
- (b) the staff is trained in the proper use of the fire extinguishing equipment;
- (c) a procedure is established to be followed when a fire alarm is given, including the duties of the staff and residents;

**SCHEDULE "9" - RESIDENTIAL EMERGENCY HOSTEL**

---

- (d) the staff and residents are instructed in the procedure established under clause (g) and that the procedure is posted in conspicuous places in the house;
- (e) all halls, stairways and means of entrance or egress are kept free from obstruction at all times, and;
- (f) all flammable materials and supplies are properly stored.

**5. COMPLIANCE WITH BY-LAW**

5.1 The licence issued under the authority of this by-law is conditional upon the compliance and continued operation of the Hostel in accordance with all the provisions of this by-law and may be revoked at any time for failure to comply herewith.

**6. KITCHENS**

6.1 The kitchen shall comply with *O.Reg. 562/90 Food and Premises Regulations under The Health Protection and Promotion Act* as amended, regardless of the number of residents.

6.2 All plans of construction, alterations and/or additions to the kitchen and food storage areas must be approved first by the Medical Officer of Health.

**7. WASHROOMS**

7.1 No toilet room or bathroom shall be within or open directly into any dining room, kitchen, pantry, food preparation room or storage room.

7.2 No toilet shall be located within a bedroom.

7.3 Toilet facilities shall be provided in accordance with the requirements of the Medical Officer of Health.

7.4 Bathrooms, toilets and shower rooms shall be provided with doors and shall not have locks unless they are of a type that can be readily released from the outside in an emergency.

7.5 One bathroom, toilet and shower room shall be of a type that is suitable for use by persons confined to wheelchairs, where such persons are a resident.

7.6 Wherever possible, persons confined to a wheelchair shall be accommodated in ground level facilities with suitable ingress and egress from the building.

7.7 A small stepping stool shall be available for use with each toilet and bathtub.

**SCHEDULE "9" - RESIDENTIAL EMERGENCY HOSTEL**

---

- 7.8 The bottom of each bathtub shall be furnished with non-skid material.
- 7.9 All toilet rooms or bathrooms shall be equipped with mechanical ventilation to the outside.
- 7.10 All water fixtures in all bathtubs and showers shall be equipped with hot water temperature regulators.

**8. BEDROOMS**

- 8.1 All bedrooms shall be:
  - (a) furnished and decorated for the provision of residential services;
  - (b) in a room which is ventilated and lighted by natural light.All floors containing bedrooms shall have two (2) separate means of egress to the outside.

**9. OTHER**

- 9.1 From September 15 until May 31 in each year and at all other times when heating may be reasonably necessary for the preservation of health, the temperature of all rooms and halls shall be maintained at not less than 20° centigrade (70° Fahrenheit).
- 9.2 The Hostel shall be free from hazards to the safety of residents, staff or visitors.
- 9.3 The following shall be provided:
  - (a) handrails of a type that will ensure the safety of residents installed on each side of every stairway that is wider than 111.76 cm (44") on at least one side of each stairway that is 111.76 cm (44") or less, in width and on the open side of stairway or landing with the top of each handrail not less than 76.2 cm (30") nor more than 106.68 cm (42") above the finished floor or stair level;
  - (b) for each bathtub and each toilet, at least one grab bar or similar device of a type that will ensure the safety of residents;
  - (b) non-skid finishes and coverings on floors and stairways, and;
  - (d) balustrades on the open sides of every stairway, landing, balcony, raised porch or roof to which the residents have access; no openings in any such balustrade shall be more than 10.16 cm (4") wide.

**SCHEDULE "9" - RESIDENTIAL EMERGENCY HOSTEL**

---

**10. QUALIFIED OPERATOR**

10.1 A person shall not be licenced to operate a Hostel unless he/she is eighteen (18) years of age or over.

**11. EMPLOYEES**

11.1 A person shall not be employed in a Hostel unless:

- (a) he/she is eighteen (18) years of age or over;
- (b) a person who is a carrier of or has a communicable disease shall not continue to work or be employed in a Hostel until he or she has received permission to do so by the Medical Officer of Health.

**12. RECORDS AND REPORTS**

The operator shall be responsible for ensuring that:

12.1 An up-to-date alphabetical list of residents shall be maintained showing for each resident his name and date of admission.

12.2 A report in Form 1 shall be made of every fire and shall be sent or delivered forthwith to the Fire Inspector and a copy shall be kept on file in the Hostel.

**13. INSPECTION**

13.1 The Medical Officer of Health, the Chief Building Official, the Fire Chief, the Chief of Police and the Coordinator, Community Liaison and Business Licencing (and competent subordinates of any of them), may at all reasonable times, inspect any Hostel, its requisite records as provided for in this by-law).

**14. DUTIES OF OFFICERS**

14.1 It is the duty of:

- (i) the Medical Officer of Health;
- (ii) the Chief Building Official;
- (iii) the Fire Chief;
- (iv) the Chief of Police;
- (v) the Coordinator, Community Liaison and Business Licencing, and;
- (vi) any other relevant official,

to enforce the provisions of this by-law which are within their respective jurisdiction and each of them is hereby authorized to serve such notices and make and serve such orders as may be necessary.