

# SAMPLE

## CERTIFICATE OF INSURANCE

Addressed to:

City of Ottawa  
Emergency and Protective Services  
By-Law Services  
735 Industrial Avenue, 2 Floor  
Ottawa, On K1G 5J1

Attention: Deputization Program

This is to certify that policies of insurance, subject to their terms, conditions and exclusions, are at present in force for the insured named below with the insurer specified.

Name and address of Insured (Private Property Owner or Private Property Owner's Agent)


Type of Insurance: **Comprehensive General Liability**

Policy Number:

Limits: **Minimum \$2,000,000.00**

Insurer: Name of Company

Expiry Date:

Description of Operations: "Parking Control"

### **Certificates to be provided with Additional Insured:**

- a) a) either be in the name of the registered owner and shall name the City of Ottawa as an additional insured there under; **OR;**
- b) b) be in the name of the Private Property Owner's Agent and shall name the City of Ottawa and the registered owner as additional insured's there under;

Cancellation Clause:

The coverage provided by this policy will not be changed or amended in any way nor cancelled until after thirty (30) days written notice of such change or cancellation shall have been given to all named insured.

**\*\* CERTIFICATE OF INSURANCE MUST BE DATED AND SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY**

**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 \_\_\_\_\_ 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.

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(Please Print)

**TITLE:** \_\_\_\_\_  
(Please Print)

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