

February 17th, 2023

New This Week

Information for you from us at the GCWCC

Topics Registration Now Open Sport for Life Summit; GCWCC Office Closed Monday; Manitoba Moose Hockey Ticket Offer; Canada Post Community Foundation Grant link; Updated Insurance Requirements for Renovation Grant

Registration Now Open - Sport for Life Summit

When and Where: February 25th at Northwood Community Centre – 1415 Burrows Ave
8:30 to 3:00 PM

To register visit: https://whova.com/portal/registration/sport_202210/pnz0u7wa

Community Centres use **this CODE to receive 50%** off registration: **gcwcccommunity23**

GCWCC Office Closed Monday

In celebration of Family Day, our office will be closed Monday, February 20th, but re-open on Tuesday the 21st. Have a great long weekend!

Manitoba Moose Hockey Ticket Offer

Games:

Thursday, February 23rd at 7:00 PM – Manitoba Moose vs. Milwaukee Admirals

Friday, March 3rd at 7:00pm – Manitoba Moose vs. Chicago Wolves

Offer:

The Manitoba Moose are offering Winnipeg Community Centres **\$10** tickets to either or both games listed above! This price includes all fees and taxes and is extended to family as well as friends.

No minimum purchase required. Groups that book 25+ seats will all receive a Manitoba Moose toque free of additional charge.

To purchase please contact Kyle at kbutchart@tnse.com or by phone at (204) 926-5620.

Canada Post Community Foundation Grant - link

There are two levels of Project Grants available to Community Centres (as registered non-profit organizations with a valid B/N business registration number).

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Project Grant – maximum \$5,000 (Examples: Sporting Goods, After-School Programs, etc)

Project Grant - \$5,001 – maximum \$25,000 (Examples: Sporting Goods/Improvements to CC, etc.)

2023 Application intake period is until **March 9**, 2023 at 12:00 pm (noon).

Application Link: [CPCF Community Investment Application \(benevity.org\)](https://www.benevity.org)

Updated Insurance Requirements for Renovation Grant

There is a new requirement for contractors when preparing for projects or renovation work at a Winnipeg Community Centre.

Attached you will find a copy of the updated insurance requirement document. The changes are highlighted. This document has been in place since mid-December 2022 and applies to Project Sign Offs for Renovation Grants.

You are receiving this email because you are a member of GCWCC.

If you no longer wish to receive these emails, please email us at office@gcwcc.mb.ca and ask to unsubscribe.

Our mailing address is: GCWCC 2703A-83 Garry St. Winnipeg, MB R3C 4J9

GCWCC Team

General Council of Winnipeg Community Centres | 2703A – 83 Garry St, Winnipeg MB, R3C 4J9

Tel: 204-475-5008 | **Direct Line:** 431-478-0855 | Visit us at [gcwcc.mb.ca](https://www.gcwcc.mb.ca)

Celebrating the past serving the future.

Updated Insurance Requirements for Renovation Grant - January 2023

There is a new requirement for contractors when preparing for projects or renovation work at a Winnipeg Community Centre.

Attached you will find a copy of the updated insurance requirement document. The changes are highlighted. This document has been in place since mid-December 2022 and applies to Project Sign Offs for Renovation Grants.

This change in insurance requirements is intended to support and protect the Community Centres and potentially mitigate costs or confusion later.

The reasons the City of Winnipeg requires Community Centres be added to the Contractor's insurance policy are:

1. The Community Centres are separate legal entities and are not protected by City Charter
2. The City legal services cannot not provide legal advice to the Community Centers, so use of legal council will be with the individual community centres.
3. Adding them as an '**additional insured**' provides the Centres with coverage under the Contractor's liability insurance; thereby, reducing the possibility of the expense of hiring a lawyer.
4. The City insurers request that the City require contractors to add the City as an additional insured thereby reducing their exposure. Being that the City extends insurance to the Community Centers – this will also reduce the City's insurers exposure.

There is no additional cost for the Community Centres to be added to the Contractors insurance as an additional insured. The contractor will simply contact their insurance provider and add the Community Center (there should be no additional cost) and turnaround time is expected to be about a day.

What Is an Additional Insured?

An "Additional Insured" (the CC), when added to a Contractors' insurance policy, forces the contractor to provide evidence of General Liability insurance, by way of a certificate of insurance (COI). When a centre has been added as an Additional Insured to the contractors' policy, should the contractors work cause a loss to the centre (property damage or bodily injury), as an Additional Insured the centre will then be protected under the 'Named Insured's' (the contractors) policy and can file a claim in the event that a centre is sued.

This is a means for the City to limit claims against their own insurance policy and force contractors to pay for claims when they are responsible.

COMMERCIAL GENERAL LIABILITY (CGL) INSURANCE REQUIREMENTS

1. All organizations, consultants, and contractors are required to provide and maintain City of Winnipeg approved Commercial General Liability (CGL) Insurance coverage before they begin work on City of Winnipeg property. This insurance covers bodily injury and property damage. The organization's/consultant's/contractor's insurance agent shall forward a **Certificate of Insurance** as proof of the required coverage. **The Certificate of Insurance must be received and approved by The City of Winnipeg before work can begin on the City's property. All Community Centre buildings are assets of the City of Winnipeg. If work is being done at any of these sites the legal name of the Community Centre must also be shown as an additional insured on the Certificate of Insurance.**
2. The City has a Pre-Approved Liability Insurance List for contractors but this list is not applicable for work at/on Community Centres. For those sites the above must be met.
3. To determine if your organization, consultant or contractor has forwarded a current Certificate of Insurance and is pre-registered and listed on the City of Winnipeg's Pre-Approved Liability Insurance List, call or fax Samara Fields, Municipal Accommodations Division, Phone 986-7072 or Fax 986-7311.
4. To register and be listed on the City of Winnipeg's Pre-Approved Liability Insurance List, the construction organization's insurance agent shall forward a Certificate of Insurance as follows:
 - .1) As soon as the Certificate of Insurance is available, fax a copy to: Samara Fields at the City of Winnipeg, Municipal Accommodations Division, Project Services Branch, Fax 986-7311.

Note: Person requesting the contractor to forward the Certificate shall immediately advise Samara Fields in writing (fax 986-7311 or e-mail: sfields@winnipeg.ca) of the name of the contractor and name of the project and/or facility where the contractor will perform the work.

- .2) **Mail original or email Certificate of Insurance to:** The City of Winnipeg, Corporate Finance Department, Attn: Insurance Branch, 3rd Floor - 185 King Street, Winnipeg, MB, R3B 1J1 or insurance@winnipeg.ca
5. The Certificate of Insurance shall provide evidence of the contractor's Commercial General Liability Insurance coverage including:
 - .1) Name and address of the insurer
 - .2) Name and address of the insured
 - .3) Policy number
 - .4) Policy term (effective/expiry dates)
 - .5) Limit of not less than \$2,000,000.00 per occurrence
 - .6) **"The City of Winnipeg"** added as an additional insured
 - .7) Contractual Liability Clause
 - .8) Cross Liability Clause
 - .9) Non-Owned Automobile coverage
 - .10) Unlicensed motor vehicle liability, if to be used in the performance of the work
 - .11) Products and Completed Operations coverage
 - .12) Provision for fifteen days notice of cancellation, and
 - .13) The Certificate Holder shall be **"The City of Winnipeg"**, with the mailing address as: "The City of Winnipeg, Corporate Finance Department, Attn: Insurance Branch; 3rd Floor - 185 King Street, Winnipeg, MB, R3B 1J1, (Phone 986-5254).

For specialty or high-risk jobs such as mould or asbestos abatement, other insurance requirements shall be added to those above.

Insurance to remain in place at all times during the performance of the work and throughout the warranty period.

6. Automobile liability insurance for owned automobiles used for or in connection with the work in the amount of at least \$2,000,000.00 at all times during the performance of the work and until the date of Total Performance.
7. All insurance deductibles shall be borne by the contractor/consultant.
8. Contractor Organizations listed on the City's Pre-Approved Liability Insurance List may continue to be listed, provided they automatically forward a new Certificate of Insurance prior to the previously submitted Certificate of Insurance expiry date. The new Certificate shall be forwarded to: The City of Winnipeg, Corporate Finance Department., Attn: Insurance Branch; 3rd Floor - 185 King Street, Winnipeg, MB, R3B 1J1, or emailed to insurance@winnipeg.ca

Professional Liability Insurance Requirements – Certificate of Insurance

Consultants contracted to perform professional design services for City of Winnipeg facilities/property shall have Professional Liability Insurance coverage (to the liability level anticipated for the project) and shall submit a Certificate of Insurance confirming coverage prior to the start of work and/or annually upon renewal of their insurance policy term. Coverage is to remain in place at all times during the performance of the project and a minimum of one year after Total Performance of the work.

Certificate of Insurance shall include the following:

INSURANCE BROKER: Name and address of insurance broker which issued the certificate.
Signature of authorized representative.

DATE: Date the certificate was issued.

TO: The City of Winnipeg
Corporate Finance Department
Attention: Insurance Branch
3rd Floor - 185 King Street
Winnipeg, MB, R3B 1J1

INSURER(S): Name of insurer(s)

INSURED: Name and address of insured

POLICY NUMBER:

POLICY TERM:

COVERAGE: PROFESSIONAL LIABILITY INSURANCE

COVERAGE AMOUNTS: _____ Dollar amount per claim and policy aggregate. Minimum
_____ amounts to be \$250,000.00 with a policy aggregate of
_____ \$500,000.00

CANCELLATION NOTICE: _____ Statement indicating 15 days notice of cancellation by
_____ letter mailed to The City of Winnipeg at the address noted
_____ above.

NOTES:

1. Original certificate to be mailed or an electronic copy emailed to: The City of Winnipeg, Insurance Branch at the address noted above.
2. Fax 986-7311 or email (sfields@winnipeg.ca) a copy to Samara Fields, Project Contact Person, City of Winnipeg, Municipal Accommodations Division (Phone 986-7266). Provide site address and project name.
3. Coverage amounts to be increased as required to liability level anticipated for the project.