



SUMAssure Municipal Application

Information

Full name of municipality _____

Mailing address _____

City _____ Province _____ Postal code _____

Contact name _____ Contact number _____

Operations information

Current population – including seasonal (where applicable) _____

Annual operating budget \$ _____

Employee number Full-time _____ Part-time _____ Annual payroll \$ _____

Area (sq. km.) _____ Road mileage Paved _____ Unpaved _____

Number of trails: Bike, ATV, snowmobile, ski _____

Exhibitions or fairs. Please provide number per year _____

Please advise expiry date of your policy _____

Do you have a disaster recovery plan? Yes No

Have you implemented an emergency plan in accordance with provincial requirements? Yes No

Are all policy decisions made at the highest level? Yes No

Do you document policy decisions by keeping records? Yes No

Do you follow up to make sure that once a policy decision(s) are made that the municipality has the resources to implement the policy? Yes No

When operations are contracted out, please advise if the following procedures are followed:

Do you seek legal advice before signing contracts? Yes No

On contracts, do you review them to ensure the contractor will defend and indemnify the municipality in the event of a civil suit? Yes No

When dealing with an independent contractor, do you request certificates of insurance and review the certificate to determine if the limits of liability are adequate? Yes No

Do you ensure the municipality is added as an additional insured to the contractor's policy? Yes No

How many employees regularly handle money, securities or merchandise?

Do you own or operate any ATM machine? Yes No

Does the person who reconciles the bank accounts also sign cheques? Yes No

Does the person who reconciles the bank accounts also handle deposits? Yes No

Do you have a safe or vault?

Yes No

Is a countersignature required on all cheques?

Yes No

Does the person who reconciles the bank accounts also handle deposits?

Yes No

Services/facilities provided

	Municipality		Contractor	
Ambulance services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Police department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Senior homes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sewage treatment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recreation centre	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Museums	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Road maintenance/construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Community housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dams/reservoirs/bridges	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fumigation and extermination	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Garbage collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health services	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sidewalk maintenance/construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Snow removal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water distribution	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water main construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tree pruning and spraying	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle equipment/garages	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport operations (please indicate number)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Daycare operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marina docks for public use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Beaches for public use or swimming pools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ski operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency response dispatch operations for third parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mutual aid agreements	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Golf courses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Power distribution: Electric, solar, wind	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Zoo operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street cleaning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street maintenance/construction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Communication: Telephone, wi-fi including towers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Weed spraying	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Community events

List all community events held or sponsored by your municipality:

Employment information

What procedures do you follow to screen prospective employees?

Check institutional references Police check Other, please describe

Do you have a written abuse prevention policy in place for your municipality?

Yes No

- Do you have a written employment termination policy in place for your municipality? Yes No
- Do you have a written harassment policy in place for your municipality? Yes No

Part 1: Roads, sidewalks and maintenance

- Do your programs meet provincially-mandated standards? Yes No
- Do you have summer and winter road maintenance standards? Yes No
- Do you have summer and winter sidewalk maintenance standards? Yes No
- Do you have documentation procedures for all road and sidewalk operations? Yes No

If you answered “no” to any of these questions, please explain:

Bridges

- If you have any bridges under your control, are they inspected as is required by provincial mandate/legislation? Yes No
- Are these inspections done by independent contractors? Yes No
- If “Yes” please answer the following:
 - Do you have a written contract in place? Yes No
 - Do you receive proof of general and professional liability insurance? Yes No
 - Do you ensure that the municipality is added as an “additional insured” to the contractors’ general liability policy? Yes No
 - Do you request and review proof of the contractors’ professional liability policy regularly to ensure they met the municipal requirements? Yes No
- Do you have a multi-year bridge maintenance and rehabilitation plan? Yes No
- Do you have an annual bridge maintenance and rehabilitation construction program or budget? Yes No

Part 2: Parks and recreation

Number of:

Parks/playgrounds	_____	
Swimming pools	Indoor _____	Outdoor _____
Beaches	Supervised _____	Unsupervised _____
Skating rinks (indoor and outdoor)	Supervised _____	Unsupervised _____
Skateboard parks	Supervised _____	Unsupervised _____
Others:	Supervised _____	Unsupervised _____
BMX riding trails, rock climbing, water slides	Supervised _____	Unsupervised _____
Arenas	Supervised _____	Unsupervised _____
Golf courses	Supervised _____	Unsupervised _____

- Are certified playground inspectors utilized to do a regular inspection and maintenance of equipment? Yes No
- Are inspection records kept? Yes No
- Are facility use agreements in place for the following:
 - Community halls Yes No
 - Arenas Yes No
 - Sports fields Yes No
 - Do the facility agreements contain a user insurance requirement? Yes No

Do the facility agreements require the municipality be added as additional insured to the user's insurance policy? Yes No

Is there a system of inspection in place for the following:

Arenas Yes No

Sports fields Yes No

Are records of the inspections kept on file?

Yes No

Is there a policy in place for waivers and consent forms for sports programs? Yes No

Part 3: Errors and omissions

Please indicate which of the following operation are under the jurisdiction of the municipality:

Building inspection Yes No

Medical facilities including health care units, hospitals, nursing homes, medical clinics or other similar facilities Yes No

Planning Yes No

Plumbing inspection Yes No

Tax collection Yes No

Utilities, please specify which types: Yes No

What is the value of building permits issued in the past 12 months? _____

How many permits have been issued in the past 12 months? _____

Do you perform any professional services to third parties or other municipalities? Yes No

Please provide details

Part 4: Water

If not applicable, mark section as N/A

Dams/reservoirs

Does the municipality own or operate any dams? Yes No

If yes, please give locations and particulars:

Does the municipality own or operate any type of reservoirs open or closed? Yes No

If yes, what is the capacity?

Municipal waterworks operations

Identify by name the major open bodies of water or water courses in the municipality.

Does the municipality supply water? Yes No

If yes, for how many customers?

What water supply services does the municipality provide directly or through contractors?

Directly: _____ Contracted out: _____

What indemnities/certificates are provided by the contractors?

Are these regularly checked and held on file? Yes No

Water treatment

Are treatment facilities run by municipal staff or an outside company? Yes No

If operated by an outside company, what is the name of the company? _____

Is the municipality indemnified by their insurance? Yes No

If treatment facilities are staff-operated, are all staff licensed to operate them? Yes No

Is ongoing training required? Yes No

Water testing

How often is the water tested? _____

Who does the testing? _____

If testing is done by an outside contractor, is the municipality indemnified by their insurance? Yes No

Have there been any incidents with respect to water portability? Yes No

If yes, please provide details:

Wastewater

Does the municipality treat wastewater? Yes No

If yes, are you in compliance with statutory regulations? Yes No

If no, please explain.

If possible, please submit this information in an Excel spreadsheet format as an attachment to your application.

Privacy notice

The collection, use and disclosure of personal information through this site and Aon's services is governed by Aon's Privacy Policy <http://www.aon.com/canada/about-aon/privacy.jsp>.

Highlights

Aon collects, uses and discloses personal information:

- To determine eligibility and process applications for products and services and to provide information and services
- To understand and assess ongoing needs of clients and potential clients and offer products and services to meet those needs
- For communication, service, marketing, billing and administration
- For claims administration and data analysis
- For fraud detection and prevention
- For analytics purposes by aggregating or otherwise de-identifying personal information
- To develop proprietary tools and databases
- To provide consulting services to insurance companies
- To comply with legal, audit, security and regulatory requirements
- To obtain and update credit information with appropriate third parties, such as credit reporting agencies, where transactions are made on credit
- Other purposes disclosed in our Privacy Policy or our terms of business or disclosed to you at the time of collection, use or disclosure

Each Applicant authorizes Aon to collect and/or disclose the Applicant's personal information from/to third parties such as insurance companies, other brokers, adjusters, agencies, motor vehicle/driver licensing authorities and others as may be required for the above purposes. If the Applicant is providing any additional insured personal information, the Applicant providing this information warrants having obtained the prior written consent from each additional insured for the collection, use and disclosure of their personal information as set out herein.

Aon uses affiliates and/or third service providers. These affiliates and service providers may operate outside of Canada and, therefore, your personal information may be subject to the laws of other jurisdictions.

For further information, including how to contact Aon's Privacy Officer, please read Aon's Privacy Policy available at <http://www.aon.com/canada/about-aon/privacy.jsp>.

Signature of applicant _____ **Date** _____

Name of applicant _____

Title _____