



USER GROUP INSURANCE

What is Liability Insurance?

Liability insurance is a contract that requires an insurer to pay on behalf of the parties it insures for legal liability arising out of the activities of the insured parties.

Why is User Group Insurance important to Burnaby?

Burnaby provides services and facilities to residents and visitors including renting facilities to others to operate their own programs and activities. There is potential liability associated with programs and activities (i.e. sports, celebrations, gatherings) provided by others that use a City facility. The rental agreement requires the User to assume the liabilities arising from their use and to “indemnify” the City when losses occur.

The only way to reasonably ensure that a User has the financial means to meet this obligation is to require liability insurance.

What is a Certificate of Insurance?

It is a document that provides one party with evidence that another party has valid insurance. Certificates are used by property and project owners to confirm that those that use and occupy their lands or provide goods and service have valid insurance.

Key Elements of a Certificate

- i. Properly identifies the first “named” insured(s) and those “named” as additional insured - specifically the City of Burnaby and if applicable Burnaby SD#41, needs to be identified as an additional insured party.
- ii. These should match the allotment contract
- iii. Identifies the insurer (sometimes more than one)
- iv. Includes a policy number
- v. Sets out the coverage period (start and end date). Booking to fall within current coverage
- vi. Specifies the limits of coverage (i.e. \$5 Million per Occurrence, bodily injury/property damage etc.)
- vii. Describes the basic coverage and endorsements (i.e. includes **cross-liability**, these words must appear on face of Certificate)
- viii. Is executed by the insurer or someone authorized on their behalf (usually an agent or broker)
- ix. Includes a basic description of the **“activities” or “operations”** that are insured

SBC Insurance:

When a User group cannot provide evidence that they have liability insurance they may be able to purchase insurance from SBC Insurance through that organization’s municipal sport and recreation insurance program.

Disclaimer: The City maintains a current rate sheet and, by arrangement with SBC Insurance, can collect and remit the User’s premium directly to SBC Insurance. The City of Burnaby is not selling this insurance and cannot provide advice to consumers. The User is responsible to inform and satisfy themselves that this or any insurance product is suitable for their purposes.