

Managers' Reports

Request for Recommendation Priorities Committee



Type of Decision

Meeting Date	September 22, 2003				Report Date	September 19, 2003			
Recommendation	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

Minimum Insurance Requirements
for Third Parties

Policy Implications + Budget Impact

This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified

THAT this \$15,000 will be incorporated into the 2004 Budget

Background attached

Recommendation

THAT the report from the General Manager of Corporate Services dated September 19, 2003 be approved; and further

THAT otherwise uninsured community based volunteer groups be financially assisted by the City with the procurement of liability coverage in order for these groups to use City facilities for meetings as outlined in option #3, at an estimated annual cost of \$6,000; and

Recommendation attached

Recommended by the General Manager


D. Wilksinic
General Manager of Corporate Services

Recommended by the C.A.O.


M. Mieto
Chief Administrative Officer

Report Authored By



D. Canniff
Risk Management / Insurance Officer

Division Review



S. Jonasson
Director of Finance / City Treasurer

RECOMMENDATION CONTINUED

THAT the nine community events previously provided or assisted with insurance by former Councils, namely *Minnow Lake Days, Capreol Days, Valley East Days, Cavalcade of Colours (Onaping Falls), Rayside Balfour Jug Curling Competition, Walden Winter Carnival, Dowling Winter Carnival, Beaver Lake Winter Carnival and Rayside Balfour Family Hockey Tournament*, be financially assisted by the City with the procurement of liability insurance for the non-alcohol related portion of community events at an estimated annual cost of \$9,000; and

THAT the insurance requirements as outlined in this report dated September 19, 2003 be formally adopted by Council and incorporated into the budget and that this be effective January 1, 2004.

BACKGROUND

A report to Council was promised that would outline a means and method to assist with the continuance of community events yet minimize the City's exposure to risk. Everyone recognizes the importance of community events and the benefits they bring to each part of the City. Assistance with insurance provisions is a preferred way to help these community groups without directly intervening in their work. In such practice, the volunteers are ensured insurance protection and the City minimizes its own exposure to inadvertent risk.

The City's insurance coverage protects the City, it's officials, employees and volunteers. That includes bona fide Committees of Council. The City is liable for the negligence of actions under our control that cause bodily injury or property damage. Risks or activities under the control of others are the responsibility of others.

In the event of a claim, the City of Greater Sudbury's insurer will repair damages to property or defend the City against alleged negligence. As part of this arrangement, the insurer will pursue legal action against any other party that may be perceived to be negligent for such damages. That is to say if someone was to damage City premises or cause injury to another on City property, the insurer will subrogate or commence legal action to recover losses the City or others may have incurred.

As previously indicated, the City offers a tremendous number of services directly to its citizens. The City is directly responsible for the risks associated with the full complement of those services. However, there is also the exposure to risks associated with others. The City opens its premises and property for use by all citizens and groups - from groups of 1 to 10,000 or more people at a time, at any location. Contracts are entered into to allow others to conduct business on City property (Lessees and Licensees). There is also the requirement of work and services of others to be performed on the City's behalf (Contractors and Service Providers, both professional services and other). It is important to review the exposure the City has to risk - risk that is the City's and the risk of others. Risk that is not the City's should be transferred to the responsible party - user group, contractor, consultant, lessee or licensee. The measured ability to transfer risk directly impacts the City's insurance premiums.

The exposure of the City and the public to the risks of others varies by the activity taking place. The risks associated with a small cribbage tournament are much less than a softball tournament of 100 people. The risk of these tournaments is less than a capital building project worth \$10,000,000. Best practices would suggest we quantify or "band" types of risk. In that way, the City can fairly balance the degree of risk it assumes against the ability of others to assume their own risk. Risk can be categorized into low, medium and high risk types. In the accompanying tables, parameters or conditions have been set out which determine low, medium and high risk for all parties - User Groups, Consultants, Contractors, Permit Holders, Licensees and Lessees.

User Groups / Permit Holders

Who are User Groups?

User Groups are any individuals or groups who use Municipal premises or facilities for their own activities. These people can be an informal group or part of an organized association. Examples of User Group activities include public or private meetings, banquets, weddings, award dinners, reunions, concerts, trade shows, hockey leagues and tournaments, softball leagues and tournaments, swimming competitions, carnivals etc.

Who is a Permit Holder?

Use of premises or facilities is normally arranged by way of a Facility Use Agreement or Permit. The agreement outlines the terms and conditions for use of City facilities. A Permit Holder is any party who signs a Facility Use Agreement. An example of a Permit Holder would be the Sudbury Chamber of Commerce who recently booked a Provincial Candidates Meeting for the Valley East Centennial Arena Hall.

In all instances the City controls the facility as property owner and the User Group controls the activity as the organizer of the event. The City's concerns of liability are due to obligations of the Occupier's Liability Act. No matter the event or incident that may occur, the property owner cannot walk away from its responsibilities as Occupier.

Simply stated, the Occupier's Liability Act implies a duty of care. An Occupier of premises owes a duty to take such care as is reasonable, in all circumstances of the case, to see that persons entering a premises are reasonably safe while on the premises.

An Occupier is anyone who has control of the premises and the power to admit or exclude others. Such control extends to the conditions of the premises, the conduct of the entrants and the activities permitted on the premises. It is obvious that both the City, as property owner and the User Group, as event organizer are occupiers. It follows that in all instances both parties need some means of protection such as insurance to offset the financial burden of legal actions that may be taken or imposed against them.

That said, unless the City transfers the risk of others, such as User Groups, the far reaching impact of Joint and Several Liability will have the City liable for all or part of the activity of others on City property. It is important to remember that if the City does not effectively transfer the risk of others, the City's own ability to obtain insurance will be jeopardized. Municipal insurers build a factor into their premiums for the degree of due diligence taken to control risk and transfer risk.

It should be made clear the City is transferring only the risk for those events the City does not control - no other. The way the City can transfer the risk is by way of Hold Harmless provisions in the Permit. There is also the requirement of insurance from the User Group. As well, the City is added as Additional Insured on the User Group insurance policy.

Low Risk Users

Many User Groups and/or Permit Holders access City facilities for meetings. Their exposure is classed as low risk. In such instances property damage or bodily injury is unlikely.

Our current practice requires such groups provide proof of \$2,000,000 of liability insurance.

Many of the frequent User Groups have their own liability insurance. Examples would be the Chamber of Commerce, Boy Scouts, Minor Hockey Associations, Provincial and Federal Government Agencies, SPCA, New Leaf Literacy, Church Groups and United Way to name a few.

Others may not have liability insurance or do not have sufficient coverage. Examples would be the Scrabble Club and Bridge Club. In all circumstances, the City cannot waive the negligence nor the responsibility of the actions of any user.

Low Risk

Low risk activities or projects meet all or some of the following conditions:

- Service does not involve any modification or maintenance to be performed to City property
- No engineering or architectural services required
- No damage to, destruction or loss of property anticipated or likely
- No loss of income or additional expenses anticipated or likely
- No bodily injury to others anticipated or likely

One example of a low-risk activity is a meeting of a community association or group such as Alcoholics Anonymous in a City facility. In all instances a meeting requires a permit.

The minimum insurance requirement is outlined below:

Type of Insurance	Permit Holder
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence

With this in mind, there are three alternative means to handle the public's exposure to "low risk" Users' liability:

- 1) Have no provision for insurance in the facility use permit. If a claim arises due to the negligence of the user, the City's insurer will take action against them. If the facility users have their own insurance, there will be protection to defend themselves. If they do not have insurance they must find other financial means to protect themselves. The lack of insurance will not stop action being brought against them. The lack of insurance will also have the City's insurer bear greater costs and difficulties recovering proceeds from negligent parties. This will result in premium increases on the City's own liability insurance or perhaps even affect our ability to obtain insurance.

This alternative is not recommended.

- 2) Continue the present practice of having all parties using City facilities require insurance. Any party who may not have group insurance can purchase insurance on the City's package plan at reduced costs (see accompanying table). The insurer will still pursue subrogation, but there will not likely be insurance shortfalls or undue financial burden put upon any person or group. This practice is used by many municipalities and school boards across Canada. This practice also keeps the City's insurance premiums in check, but does not help or assist community groups.

This alternative is a viable option but not the preferred option.

- 3) Continue the practice of having all parties using City facilities require insurance. Any party who may not have group insurance can purchase their insurance on the City's package plan at reduced costs. However, in the case of meetings conducted by non-profit community minded groups who do not have insurance, the City can have their insurance coverage included in a prearranged insurance policy purchased by the City. This insurance coverage would protect them when they use facilities for meetings only. Citizen and Leisure Services is currently preparing a list of such community groups which is anticipated to total 100 - 150 groups. Typically such community based meetings do not charge admittance, do not offer / sell alcohol or food, do not undertake sporting activity, nor solicit or sell products or services for profit. Based on the number of users and frequency of use, it is estimated the cost to Citizen and Leisure Services will be \$6,000 for these groups to be insured while they are in City owned facilities.

It is our recommendation that option #3 be approved.

Medium Risk Users

Medium Risk Users encompass all other groups. The City has set conditions that help differentiate medium and high risk activities. Medium banded activities or events vary from family parties to alcohol related events such as weddings to moderate physical activity sports which may be related to community events. The minimum insurance requirements are outlined below.

Historically many community events were under the direction of former Councils by way of committees of Council (an example would be Capreol Days). These events are no longer designated as a Committee of Council. Therefore, these volunteer groups must now obtain their own insurance in order to stage these events. It should also be mentioned that other very similar community events were never included as a Committee of Council and always purchased their own insurance (an example would be Minnow Lake Days).

The City is exploring means to assist these groups purchase event insurance. The City anticipates pricing advantages to having all events covered for insurance by one insurance company. Based on the list of events provided by Citizen and Leisure Services, premium pricing for the group of events is being obtained. Not all events have a liquor component. If the intention is to financially assist with the insurance costs for these community events, a fair disbursement of funding may be to pay for the insurance of all activities other than alcohol related. Typically alcohol premium costs make up 30 - 35% of total community event insurance costs.

The events included in this undertaking include Minnow Lake Days, Capreol Days, Valley East Days, Cavalcade of Colours (Onaping Falls), Rayside Balfour Jug Curling Competition, Walden Winter Carnival, Dowling Winter Carnival, Beaver Lake Winter Carnival and Rayside Balfour Family Hockey Tournament.

Traditionally all medium risk user groups, except those that were specifically identified by former municipalities as either Council committees or events have been required to have their own insurance. **Therefore it is recommended that medium risk users be required to have insurance but that the nine community events previously provided or assisted with insurance by former Councils, namely *Minnow Lake Days, Capreol Days, Valley East Days, Cavalcade of Colours (Onaping Falls), Rayside Balfour Jug Curling Competition, Walden Winter Carnival, Dowling Winter Carnival, Beaver Lake Winter Carnival and Rayside Balfour Family Hockey Tournament*, be financially assisted by the City with the procurement of liability insurance for the non-alcohol related portion of community events at an estimated annual cost of \$9,000.**

Medium Risk

Medium risk activities (events) or projects meet all or some of the following conditions:

- Some potential risk of damage to, destruction or loss of property anticipated or likely
- Some potential loss of income or additional expenses anticipated or likely
- Some potential of bodily injury to others anticipated or likely
- Recreation program with moderate physical activity
- Recreation program involving vulnerable people (children, seniors, disabled)
- Activity taking place at locations belonging to others.

Type of Insurance	Permit/License/Lease/Program
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million
<i>Professional Liability</i>	None

High Risk User

All other people and groups who use City property or facilities for activities or events are considered High Risk Users. High Risk Users are principally large community events including promoter-sponsored shows or productions that attract a large number of people and are staged in our major facilities. Examples of such users would include trade shows, concerts and other event holders which attract very large audiences and provide venues for alcohol sales. Examples of this would be the Northern Lights Festival Boreal, the Grand Slam of Curling, and The Magic of the Dance show at the Sudbury Arena. These groups obtain their own insurance with minimum requirements as set out below.

High Risk

High Risk activities meet all or a majority of the following conditions:

- A large number of members of the public are present or will utilize the end product
- High risk of damage to, destruction or loss of property anticipated or likely
- High risk of loss of income or additional expenses anticipated or likely
- High risk of bodily injury to others anticipated or likely.

Type of Insurance	Permit / Event
<i>Commercial General Liability (CGL)</i>	\$3 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL to \$3M or auto liability to \$2M

It is recommended that high risk users continue to have the necessary insurance as described above.

The balance of this report refers to minimum insurance requirements for contractors, consultants, licensees and lessees.

Contractors

All work done by Contractors is by way of contracted services. In all City contracts and purchase orders, there are specific clauses that assign responsibility for work performed or services rendered to the contractor. The contractor must further indemnify, save the City harmless from their negligence and have the City added as Additional Insured. In this way, the contract of services has legally transferred the risk of the contractor's work to the contractor.

In such instances that the court finds the contractor's actions to be negligent, the courts will determine the contractor must make payment for such damages. Such payments are made against the assets of the accused defendant (contractor). It is important to note there are many contractor services that are registered as a numbered company. Others lease all their equipment and divest personal assets to other family members. However, the liability insurance policy is considered an asset. In some instances the insurance policy may be the only asset the plaintiff (the City) may have for restitution. That is why the City ensures all contractors have insurance and have sufficient limits of insurance for the exposure.

The City has banded the risk presented by Contractors by the activities they are undertaking. The schedule for Minimum Amounts of Insurance outline such activities. Consultation has been undertaken with various other municipalities across Canada to determine fair and equitable limits of liability insurance. The limit of \$3,000,000 for Medium Risk and \$5,000,000 for High Risk are the median of choices. They provide an equitable limit that adequately protects the City and public while keeping the Contractor's insurance costs reasonable. All liability insurance costs are the responsibility of the Contractor.

Type of Insurance	General or Trade Contractor (medium risk)	General or Trade Contractor (high risk)
<i>Commercial General Liability (CGL)</i>	\$3 million per occurrence	\$5 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL to \$3 million or auto liability to \$2 M	To bring CGL to \$5 million or auto liability to \$2 M
<i>Professional Liability</i>	None	None
<i>Builders Risk Property Insurance</i>	Full replacement value of project (General Contractor only)	Full replacement value of project (General Contractor only)
<i>Contractors' Equipment Insurance</i>	Full Replacement Cost of Contractor's Equipment	Full Replacement Cost of Contractor's Equipment
<i>Boiler & Machinery Insurance</i>	Full replacement value of project (General Contractor only)	Full replacement value of project (General Contractor only)

Consultants

Just as with Contractors, all work done by consultants is by way of contracted services or purchase orders. Therefore much of what has been said about contractors applies to consultants.

The risks of general negligence associated with a consultant is somewhat less than that of a contractor. However, above the liability concerns that have been described for the contractor, the consultant has additional risk concerns. A consultant is hired to provide professional services. That may include the provision of maps, plans, audits, procedure reports, studies, management services, health services etc. General liability does not protect against the negligence of professional services. Therefore professional liability insurance is also required.

There is no direct relationship between the cost of professional services and the potential amount of damages due to negligence. A \$25,000 professional fee for the design of a small building addition can still result in a million dollar claim if the roof collapses.

Similar to our review of contractors, the City has banded the medium and high risk consultant services and assigned minimum limits of liability for each in the accompanying table. All liability insurance costs are the responsibility of the Consultant.

Type of Insurance	Consultant (medium risk)	Consultant (high risk)
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence	\$2 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million	To bring CGL or auto liability to \$2 million
<i>Professional Liability</i>	\$1 million each claim	\$2 million each claim

Licensees and Lessees

Licensees and Lessees have contractual arrangements with the City that allow them to conduct business in or on City property or jurisdiction. Their business pursuits are independent of the City and include a wide and varied set of activities. An example of a Licensee /Lessee is Meals on Wheels who lease premises at Minnow Lake Place.

Due to their independent business activities, the risks of general negligence directly associated with the City is somewhat diminished. There should be some concern however, for the damage that may be incurred to City property and any associated bodily injury to City staff and the public.

The City has banded this risk exposure a medium weighting and assigned minimum limits of liability in the accompanying table. All liability insurance costs are the responsibility of the Licensee or Lessee.

Type of Insurance	Permit/License/ Lease/Program
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million
<i>Professional Liability</i>	None

Optional Insurance For Third Parties

In some instances optional types of insurance may be required of the contractor or consultant depending on the project undertaken. This additional insurance requirements can be included in the terms and conditions of the agreement. Examples are provided in the table. Since each instance may be unique, Risk Management will provide an explanation or detail as required.

Optional Insurance	Consultant	Independent Contractor	General Contractor
<i>Environmental Impairment (Pollution)</i>		X	X
<i>Crime Insurance</i>		X	
<i>Auto Garage Liability</i>		X	
<i>Professional Liability</i>			
<i>Advertising Liability</i>	X	X	
<i>Aircraft Liability</i>		X	X

Attachments

- Attachment A) ***Rating Schedule*** - provides a listing of the current insurance premiums the City can provide to User Groups who use City facilities.
- Attachment B) ***Confirmation of Coverage*** - this confirmation page is given to all Permit Holders using City facilities. It confirms the actual coverage they have purchased or confirms by signature that they have their own liability insurance as required by the Permit.
- Attachment C) ***Minimum Amounts of Insurance*** - 3 pages that outline the limits of liability insurance for Low, Medium and High Risk types.

RATING SCHEDULE (Version 12/09/03)

All rates include 8% Ontario Sales Tax

MEETINGS AND EVENTS

- Meetings - No admittance charge, No Food , No Alcohol, No sporting Activity, No Solicitation or Sale of Products
- Events - Anniversaries, Award Dinners, Banquets, Bar Mitzvah, Birthday Parties, Block Parties, Dances, Family Functions, High School Reunions, Recitals, Showers, Stags/Stag & Doe, Weddings - all events with or without alcohol

SPORTING EVENTS

- Minimal Risk - Badminton, Horseshoes, Bowling, Tennis, Curling, Swimming Pool Rental
- Moderate Risk - Baseball, Basketball, Soccer, Softball, Squash, Track & Field, Field Hockey, Handball, Racquetball, Broomball
- Extreme Risk - Boxing, Diving, Rugby, Canoeing, Football, Gymnastics, Martial Arts, Rowing, Sailing, Speed Skating, Swimming, Water Polo, Weightlifting, Wrestling

DEFINITIONS - PER DAY - REFERS TO ONE TIME CHARGE AND 24 HOURS MAXIMUM PERIOD

Meetings (Charge per Day)		Events (Charge per Day)			Sporting Events (Charge per Day)			
Attendees	No Alcohol	Attendees	No Alcohol	Alcohol	Participants	Min Risk	Mod Risk	Ext Risk
1 - 25	\$ 5	1 - 100	\$40	\$140	1 - 25	\$27	\$ 54	refer
26 - 50	\$15	101 - 500	\$60	\$200	26 - 100	\$54	\$108	refer
51 - 100	\$25	501 +	\$95	refer	101 - 250	\$81	\$270	refer
101 +	refer				250 +	refer	refer	refer

Adult Non-Contact Pick-Up Hockey	League Non-Contact Hockey	Weekend Hockey Tourn.	Single Ice Rental
Players (Adults Only) Max. \$1,000,000 Limit	(Adults Only)	(Adults Only)	(Adults Only)
30 Max. \$81 per team/per season	\$135 per team/per season	\$100	\$15 / Hour

Monthly Meetings (charge per year)		Bi-Weekly Meetings (charge per year)		Weekly Meetings (charge per year)	
Attendees	No Alcohol	Attendees	No Alcohol	Attendees	No Alcohol
1 - 25	\$27	1 - 25	\$54	1 - 25	\$108
26 - 50	\$54	26 - 50	\$108	26 - 50	\$216
51 - 100	\$81	51 - 100	\$162	51 - 100	\$324
101 +	refer	101 +	refer	101 +	refer

COMMUNITY FACILITY

Contact Name: _____ Activity Description: _____
 Address: _____ Activity Dates: _____
 Facility: _____
 Tel: _____ Fax: _____ Time of Coverage: _____

Signature of Applicant: _____

CONFIRMATION OF COVERAGE
USER GROUPS LIABILITY INSURANCE

NAME OF USER GROUP			
ADDRESS			
RENTAL LOCATION			
PURPOSE OF OCCUPANCY			
DATE OF EVENT		EXPECTED ATTENDANCE:	
WILL ALCOHOLIC BEVERAGES BE SERVED? YES NO			
IF YES, LIQUOR LICENSE BOARD PERMIT NUMBER NOT REQUIRED, BUT <u>MUST</u> BE ISSUED <u>AND</u> NUMBER OF PEOPLE ON LIQUOR PERMIT MUST MATCH NUMBER OF PEOPLE ON APPLICATION			
<i>RATES ARE SUBJECT TO CHANGE IF DATE OF EVENT IS 12 MONTHS OR MORE IN ADVANCE OF BOOKING</i>			

INSURANCE COVERAGE

The City is not an insurance broker, therefore the City does not suggest or advise what insurance coverage any group or person should carry. Coverage provided by this policy is the minimum requirement for City of Greater Sudbury rental purposes only.

Commercial General Liability	Including liquor extension and premises, Limit as noted above. Subject to \$500 deductible (Bodily Injury, Property Damage and Legal Expense)
Non-Owned Automobile Coverage	\$2,000,000
Incidental Malpractice	\$2,000,000
Tenant Legal Liability	\$250,000 (\$250 deductible)
Volunteers as Additional Insured	
Injury to Participants	\$1,000,000 Sub-Limit
Medical Payments - any one person	\$1,000

Signature of Applicant: _____

IT IS UNDERSTOOD AND AGREED THAT THE INSURANCE PROVIDED BY THIS POLICY SHALL NOT APPLY TO THE FOLLOWING ACTIVITIES:

- | | |
|---|-----------------------------------|
| * MINOR HOCKEY (SANCTIONED EXCLUDED) | * CONTACT HOCKEY |
| * ALPINE SKIING | * SNOWBOARDING |
| * BOXING (INCLUDING KICKBOXING) | * SKATEBOARDING |
| * TACKLE FOOTBALL | * RUGBY |
| * FIREWORKS (UNLESS UNDER THE DIRECTION OF LICENSED PYROTECHNICIAN) | * HORSE RELATED EVENTS/ACTIVITIES |

I, (WE), _____ DO NOT REQUIRE THE LIABILITY INSURANCE COVERAGE AFFORDED BY THE CITY OF GREATER SUDBURY.

A CERTIFICATE OF INSURANCE, PROVIDING A MINIMUM OF \$2,000,000. LIABILITY INSURANCE COVERAGE AND NAMING THE CITY OF GREATER SUDBURY AS AN ADDITIONAL INSURED, IS ATTACHED.

DATE

SIGNATURE OF APPLICANT

To Be Completed by EVENT COORDINATOR

SEND FORMS TO: RISK MANAGEMENT/INSURANCE OFFICER FAX: 671-9327

LIABILITY INSURANCE LIMIT: \$ _____ AMOUNT PAID \$ _____ RECEIPT # _____

FORM COMPLETED BY: _____ VERSION 29/11/02

Minimum Amounts of Insurance

The following tables provide guidelines for minimum acceptable limits of various types of insurance that may be required for an activity or exposure, depending on the level of risk. The actual types of insurance and coverages will be provided in the contract, permit or other City document.

Low Risk

Low risk activities or projects meet all or some of the following conditions:

- Service does not involve any modification or maintenance to be performed to City property
- No engineering or architectural services required
- No damage to, destruction or loss of property anticipated or likely
- No loss of income or additional expenses anticipated or likely
- No bodily injury to others anticipated or likely.

One example of a low-risk activity is a meeting of a community association or group such as Alcoholics Anonymous in a City facility. In all instances a meeting requires a permit.

Type of Insurance	Permit Holder
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence

Medium Risk

Medium risk activities (events) or projects meet all or some of the following conditions:

- Service involves some minor modification or maintenance to be performed to City property, including engineering and/or architectural services
- Some potential risk of damage to, destruction or loss of property anticipated or likely
- Some potential loss of income or additional expenses anticipated or likely
- Some potential of bodily injury to others anticipated or likely
- Recreation program with moderate physical activity
- Recreation program involving vulnerable people (children, seniors, disabled)
- Activity taking place at locations belonging to others.

Type of Insurance	Consultant	Independent or Trade Contractor	Permit/License/Lease/Program
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence	\$3 million per occurrence	\$2 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million	To bring CGL to \$3 million or auto liability to \$2 million	To bring CGL or auto liability to \$2 million
<i>Professional Liability</i>	\$1 million each claim	None	None

High Risk

High Risk activities meet all or a majority of the following conditions:

- A large number of members of the public are present or will utilize the end product
- New construction over \$3 million in project costs
- High risk of damage to, destruction or loss of property anticipated or likely
- High risk of loss of income or additional expenses anticipated or likely
- High risk of bodily injury to others anticipated or likely.

Type of Insurance	Consultant	Independent Contractor	General Contractor*	Permit / Event
<i>Commercial General Liability (CGL)</i>	\$2 million per occurrence	\$5 million per occurrence	\$5 million per occurrence	\$3 million per occurrence
<i>Automobile Liability</i>	\$2 million per occurrence	\$2 million per occurrence	\$2 million per occurrence	\$2 million per occurrence
<i>Umbrella or Excess Liability</i>	To bring CGL or auto liability to \$2 million	To bring CGL to \$5M or auto liability to \$2M	To bring CGL to \$5M or auto liability to \$2M	To bring CGL to \$3M or auto liability to \$2M
<i>Professional Liability</i>	\$2 million each claim	None	None	None
<i>Builders Risk Property Insurance</i>	None	None	Full replacement value of project	None
<i>Contractors' Equipment Insurance</i>	None	Full replacement value of contractor's equipment	Full replacement value of contractor's equipment	None
<i>Boiler & Machinery Insurance</i>	None	None	Full replacement value of project	None

- For construction valued at \$10M or more; use of compacting equipment, blasting or demolition; terms of reference for Provincial or Federal funding; minimum CGL \$10 million per occurrence may be required.

Request for Recommendation Priorities Committee



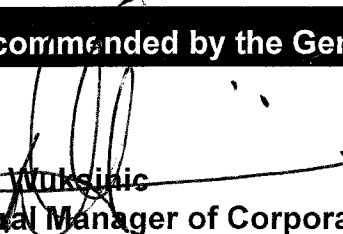
Type of Decision									
Meeting Date	Monday, September 22, 2003				Report Date	Friday, September 19, 2003			
Recommendation	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed

Report Title
Council and Citizen Appointments for 2003 - 2006 Council Term

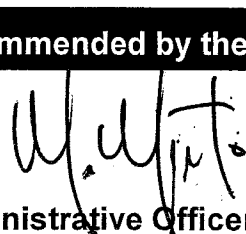
Policy Implications + Budget Impact	
<input type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
Policy Implications	
<p>Council's procedural by-law provides that Council appointments will be made at the December 11th, 2003 meeting of Council. Citizen Appointments will be dealt with by the Nomination Committee of Council which will meet in January and February, 2004.</p> <p>This report reviews the procedure for Citizen appointments and makes various recommendations regarding the make up of various Advisory Panels, Boards and Committees.</p>	
Financial Implications	
None.	
<input checked="" type="checkbox"/>	Background attached

Recommendation	
<p>This report deals mainly with recommendations concerning the make-up and appointment procedures of Citizens to:</p> <ul style="list-style-type: none"> ● Advisory Panels ● Boards ● Committees ● Round Tables. <p>Various Recommendations set out in Chart form are included.</p> <p>This report also sets the procedure by which Council will make both Citizen and Council appointments for the 2003-2006 term of Council.</p>	
<input checked="" type="checkbox"/>	Recommendation attached

Recommended by the General Manager


Doug Wuksinic
 General Manager of Corporate Services

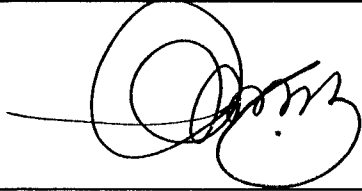
Recommended by the C.A.O.


Mark Mieto
 Chief Administrative Officer

Date: 2003-09-19

Report Authored By

Thom Mowry
City Clerk



Division Review

Ron Swiddle
Director of Legal Services and City Solicitor



RECOMMENDATIONS:

The recommendations regarding Citizen appointments to Advisory Panels, Boards, Committees and Roundtables are set out in Chart form at the end of this Report. For the convenience of the Committee a draft handbook listing all of the Boards, Committees, Advisory Panels, Roundtables and Associations of which Members of Council are Members has been provided under separate cover.

BACKGROUND:

General:

Beginning with each new term, Council is confronted with considering and making several hundred appointments. As experienced by the current Council, this process is a very time consuming and often confusing process. Council therefore directed Staff to review the various Boards, etc., with a view to streamlining their number and the appointment process. Council was also concerned with the aspect of Citizen privacy in submitting personal information on résumés and the public nature of the appointment process.

Council has now broken the appointment process down into two parts. The first part is the appointment of Members of Council which will be dealt with at the first regular meeting of Council on Thursday, December 11th, 2003. Citizen appointments will be made by the Nomination Committee of Council starting in January, 2004.

Council Appointments:

At its December 11th, 2003 meeting, Council will appoint three Deputy Mayors, one of which will be the Chair of Priorities Committee, a Chair of Finance, the Members of the Planning Committee, including the Chair of Planning, and also appoint Members of Council to various Citizen Advisory Panels, Committees of Council and municipal associations.

In order to streamline this process the Clerk's Office will provide a **Council Nomination Package** to each Member of Council. Councillors will use this Package firstly, to indicate which positions they wish to apply for, and secondly, to nominate other Members of Council.

Date: 2003-09-19

Council Appointments continued:

The completed Packages will be returned to the City Clerk's Office in advance of the December 11th meeting to compile the results.

If, for example, only one position is available and only 1 Member of Council is nominated, then a motion to appoint the Councillor would be presented and voted upon. If there are more nominations than positions available, then a vote of Council would be taken. It will be recommended at that time that Council vote by way of a paper ballot.

Council can decide if it wishes each vote to be read aloud or not. However, the results of the voting would be displayed on the screens in the Council Chamber.

A sample Council Nomination Package is appended to this Report for the convenience of the Committee.

Citizen Appointments

In accordance with Council's procedural rules, Citizen Appointments are to be made by the Nomination Committee of Council. The Nomination Committee of Council consists of all Members of Council chaired by a Deputy Mayor. The Nomination Committee would be scheduled to start in January 2004 and would continue until all appointments have been made and confirmed by Council.

The meetings of the Nomination Committee will be open to the public; they will not be televised.

Advertising for Citizen appointments would occur in November, 2003 with a mid-December deadline.

It is recommended that Citizen applicants apply for all positions by a simple Application; the submission of résumés would no longer be required. Instead, interested Citizens could pick up an information package at any Citizen Service Centre. The package would consist of an Application (8½ x 11) and an information sheet (11 x 17 folded). In accordance with City Policy all Applications and supporting material will be bilingual.

A draft sample of the information package for Appointment to a Citizen Advisory Panel is attached to this Report for the convenience of the Committee. It is stressed that the attached sample consists only of a first draft.

Prior to the meeting of the Nomination Committee Members of Council would receive both a photocopy of all Applications and a **Citizen Nomination Package**.

Date: 2003-09-19

Citizen Appointments continued:

Separate Packages would be provided for Advisory Panels, Citizen Committees and Boards.

Like the Council Nomination Packages, Members of Council would nominate Citizens to the various Panels, Committees, etc., returning the completed Packages to the City Clerk's Office to compile the results.

Again, if only the required number of Citizens are nominated, then a motion to appoint them would be presented and voted upon. If there are more nominations than positions available, then a vote of Council would be taken. It will be recommended that the Nomination Committee vote by way of a paper ballot.

Appointment Option:

There is one option the Committee may wish to consider. If in the event two Councillors or Citizens are nominated for one position but one individual is nominated by a majority of Councillors and would, if a vote had been held, received the required votes for appointment, then the Clerk may be directed to report this fact and prepare a motion confirming the appointment.

All of which is respectfully submitted for the Committee's consideration.

Attachments:

1. Draft Application for Appointment - Citizen Advisory Panel
2. Sample Nomination Package for Citizen Appointments
3. Sample Nomination Package for Councillor Appointments

Under Separate Cover:

1. Draft Handbook (Boards, Committees, Advisory Panels, Roundtables and Associations 2004

ADVISORY PANELS

No.	Recommendation	GM	Yes	No
1	<u>Civic Arts and Cultural Advisory Panel</u> (Subject to the review and adoption of a new cultural policy by Council.)	CLS		
3.	<u>Development Liaison Advisory Panel</u> Recommended that the current mandate and membership remain as-is.	EPD		
4.	<u>Taxi Advisory Panel</u> Under Taxi By-law 2003-3, these functions are now part of the mandate of the Planning Committee of Council. (Section 19).	CS EPD		
5.	<u>Greater Sudbury Lake Improvement Advisory Panel</u> Recommended that the current mandate and membership remain as-is.	ED		
6.	<u>Lake Ramsey Advisory Panel</u> To be combined with the <u>Bell Park Stewardship Advisory Panel</u> in accordance with Planning Committee Recommendation 2001-120. Membership: 2 Member of Council; 6 Citizens. Term of appointment to coincide with term of Council.	CLS EPD		
7.	<u>Air Services Advisory Panel</u> Recommended that the current membership of 1 Member of the Board of the Sudbury Airport CDC and 9 Citizens be continued unless the Board of the Sudbury Airport CDC is reconstituted to include Citizen appointments, at which time it would be appropriate to dissolve the Air Services Advisory Panel.	CLS		
8.	<u>Parking Advisory Panel</u> Recommended that the Panel be continued as-is.	CLS		

Date: 2003-09-19

ADVISORY PANELS continued

No.	Recommendation	GM	Yes	No
9	<p><u>Citizens' Advisory Panel on Volunteerism & Citizens' Advisory Panel on Civic Awards</u></p> <p>It is recommended that these two Panels be combined in to one Panel to be named: <u>Citizens' Advisory Panel on Volunteerism and Civic Awards.</u></p> <p>The <u>Citizens' Advisory Panel on Volunteerism</u> has accepted responsibility for both the Civic Awards for Volunteerism program and for providing advice and direction in support of volunteerism and community development in the City of Greater Sudbury.</p> <p>It is recommended that this Panel continue to review nominations for the Civic Awards.</p> <p>The current membership consists of 1 Member of Council and 6 Citizens. The term of office coincides with the term of Council.</p>	CLS		
10.	<p><u>Citizens' Advisory Panel on Agriculture & Topsoil Preservation Committee</u></p> <p>It is recommended that this Panel and Committee be combined into one Panel to be called: <u>Citizens' Advisory Panel on Agriculture.</u></p> <p>It is recommended that membership of this Panel be composed of 1 Member of Council and 6 Citizens.</p>	EDP		

Date: 2003-09-19

ADVISORY PANELS continued

No.	Recommendation	GM	Yes	No
11	<i>Cemetery Advisory Panel</i>	CLS		
	<p>It is recommended that this Panel be disbanded effective November 30, 2003.</p> <p>A Cemetery Steering Committee was created in 1985 by the Council of the City of Sudbury to oversee the development of a new municipal cemetery (Civic Memorial Cemetery). The report creating the Committee recommended that the Committee remain in place until the first phase of the cemetery was completed. Since amalgamation, the Cemetery Advisory Panel has been invaluable in assisting with the development of harmonized by-laws in the new City of Greater Sudbury. However, at this time, all necessary policies and by-laws for the management and operation of cemeteries in the new City of Greater Sudbury are in place and the first phase of the development of the Civic Memorial Cemetery, including the first phase of the Mausoleum are completed. Furthermore, there is sufficient cemetery capacity within our existing cemetery system to meet community needs for many years to come and we do not anticipate implementing any significant changes to cemetery operations within the next few years. Therefore it is recommended that the Cemetery Advisory Panel complete its mandate at the end of 2003.</p>			



CITIZEN COMMITTEES

No.	Recommendation	GM	Yes	No
1	<p><u>Earthcare Sudbury Steering Committee</u></p> <p>It is recommended that this Committee be continued as-is.</p> <p>Membership consists of 3 Members of Council and 11 representatives from various agencies. The term of office coincides with the term of Council.</p>	PW		
2	<p><u>Committee of Adjustment</u></p> <p>It is recommended that this Committee be continued as-is. The mandate of the Committee is governed by the <i>Planning Act</i> and Council's by-laws. Membership consists of 5 Citizens appointed for a three year term concurrent with the term of Council.</p>	EPD		
3	<p><u>Accessibility Advisory Committee</u></p> <p>This Committee is mandated by Provincial Legislation.</p> <p>It is recommended that this Committee be expanded from 6 to 7 "User" Members and 2 Members of Council. The term of appointment to coincide with the term of Council.</p>	CAO		
4	<p><u>Fire Advisory Committee</u></p> <p>The current Citizen and Union Representatives of this Committee will be re-appointed by the new Council in order to complete their mandate.</p> <p>It is anticipated that the <u>Fire Advisory Committee</u> will report to Council at its December 11, 2003 meeting.</p>	ES		
5	<p><u>Technical Steering Committee on Waste Optimization</u></p> <p>It is expected that this project will take approximately one year to complete. A final report will be made to Council in Spring 2004.</p> <p>Membership currently consists of 2 Members of Council and 4 citizens.</p> <p>It is recommended that the 4 Citizens be reappointed by Council.</p>	PW		

Date: 2003-09-19

CITIZEN COMMITTEES continued

No.	Recommendation	GM	Yes	No
6	<p><u>Charities Task Force</u></p> <p>It is recommended that this task force be continued until its mandate has been completed and those Citizens appointed by Council Resolution 2003-408 be reappointed by Council.</p>	CAO		



Date: 2003-09-19

BOARDS (Citizen Appointments)

No.	Recommendation	GM	Yes	No
1	<p><u>Greater Sudbury Police Services Board</u></p> <p>These appointments are governed by the <i>Police Board Services Act</i>.</p> <p>Membership consists of the Mayor (or his/her designated) 1 other Member of Council, 1 Citizen and 2 Citizens appointed by the Province.</p> <p>The term of office coincides with the term of Council.</p>	GSPS		
2	<p><u>Sudbury and District Health Unit</u></p> <p>Ontario Regulation 462/01 made under the <i>Municipal Act</i> provides that Council may appoint, as its representatives, a maximum of 7 members to the Sudbury and District Health Unit, at least one of the 7 must be a Member of Council.</p> <p>Currently Council's representatives consist of 6 Members of Council and 1 Citizen appointee.</p> <p>Unless Council directs otherwise the current composition will remain as-is.</p>	SDHU		
3	<p><u>Greater Sudbury Utilities Inc. (HoldCo)</u></p> <p>Council by Resolution 2003-313 (2003-06-26) changed the composition of the Board, effective with the new term of Council, as follows:</p> <p>Greater Sudbury Utilities Inc., Greater Sudbury Hydro Plus Inc., Greater Sudbury Telecommunications Inc. to be composed of 2 Councillors, 1 Mayor or designate; 6 Private Directors for a total of 9 Directors;</p> <p>Greater Sudbury Hydro Inc., to be composed of 3 Councillors and 6 Private Directors for a total of 9 Directors.</p> <p>The Affiliates Code requires that only the private directors may be cross-appointed.</p> <p>No changes are recommended.</p>			

**BOARDS continued
(Citizen Appointments)**

No.	Recommendation	GM	Yes	No
4	<p><u>Greater Sudbury Public Library Board & Greater Sudbury Heritage Museum Advisory Board</u></p> <p>At a joint Greater Sudbury Public Library Board and Greater Sudbury Museum Board meeting dated April 24, 2003, a report was tabled and discussed entitled "One Board - Greater Sudbury Library/Museum Board". As a result of those discussions, the following resolution was passed:</p> <p><i>Dupuis/Callaghan Resolution 2003-10:</i></p> <p><i>That it be recommended to Council that the Greater Sudbury Public Library Board in the next term of Council be an eight member Board composed of two Councillors and six citizens with an option for a ninth member to represent the City's museums; and</i></p> <p><i>Further that a report be written demonstrating that positive relations with school boards will be continued and enhanced.</i></p> <p>Existing legislation requires two separate boards. However, its is recommended that appointees be appointed to Boards and that the Boards would meet one following the other.</p> <p>That the Members of the Board be composed of 2 Members of Council; 4 Citizens appointed by Council; 1 Citizen appointed by each of the four District School Boards.</p>			
5	<p><u>Nickel District Conservation Authority</u></p> <p>Currently 4 Members of Council and 3 Citizens. No change is recommended.</p>			

**BOARDS continued
 (Citizen Appointments)**

No.	Recommendation	GM	Yes	No
6	<p><u>Greater Sudbury Community Development Corporation</u></p> <p>Membership currently consists of seventeen (17) members, including five (5) Members of Council and twelve (12) citizens. The Board of Directors is appointed for staggered terms of 1, 2 and 3 years to ensure Board continuity and strength.</p> <p>A Nomination Committee of the Board will recommend all Citizen appointments to Council for approval.</p>	EPD		
7	<p><u>Greater Sudbury Housing Corporation</u></p> <p>The <i>Social Housing Reform Act, 2000</i> transferred responsibility for social housing administration to municipal control effective January 1, 2001. Therefore, the Greater Sudbury Housing Corporation (GSHC) was established, and the Board of the GSHC reports to Council through the Committee of the Whole Planning.</p> <p>The Board will consist of 7 members: 4 Members of Council and 3 Citizen appointments. The term of office shall be 3 years.</p>	EPD		



MAYOR AND COUNCIL'S ROUNDTABLES

No.	Recommendation	GM	Yes	No
1.	<p><u>Generally:</u> That Council continue with the concept of <i>Roundtables</i>.</p>			
2	<p><u>Generally:</u> That Citizen appointments continue to be made through the Mayor's Office in consultation with Members of Council and the Public</p>			
3.	<p><u>Generally:</u> That <i>Roundtables</i> continue to report at least once a year to Council and the Public through the Priorities Committee of Council.</p>			
4.	<p><u>Generally:</u> That <i>Roundtables</i> continue to be funded through the appropriate City Departments.</p>			
5.	<p><i>Mayor and Council's "Children First" Roundtable</i> It is recommended that the Roundtable be continued for the 2004-2007 term of Council. That the current membership be maintained. Membership currently consists of fourteen (14). At least four (4) members shall be citizens with interests and experience related to children's issues and at least eight (8) members shall be invited community "experts" representing the following sectors: education, research and planning, labour, health, recreation, early child development, United Way, child welfare, media/marketing and business, plus others.</p>	HSS		

MAYOR AND COUNCIL'S ROUNDTABLES continued

No.	Recommendation	GM	Yes	No
6.	<p><u>Mayor and Council's Roundtable on Physician and Allied Health Care Recruitment and Retention</u></p> <p>It is recommended that the Roundtable be continued for the 2004-2007 term of Council and that the current membership be maintained.</p> <p>Membership currently consists of a broad cross-section of stakeholder groups from business, health, education and citizen groups in the Sudbury Community. Appointments are done by way of invitation from the Mayor.</p>	HSS		
7	<p><u>Mayor and Council's Roundtable on Seniors' Issues</u></p> <p>It is recommended that the Roundtable be continued for the 2004-2007 term of Council and that the current membership be maintained.</p> <p>Membership currently consists of twelve (12) seniors (persons aged 55 of age or over), two from each of the six wards, and the Mayor or his Designate, who will act as Chair.</p>	HSS		



Get involved



Become a member of a Citizen Advisory Panel

In keeping with its goal of increasing citizen participation in local government, your City Council invites you to get involved in any of the following Citizen Advisory Panels:

- **Air Services Advisory Panel**
- **Bell Park Stewardship Advisory Panel**
- **Cemetery Advisory Panel**
- **Citizens' Advisory Panel – Agriculture**
- **Citizens' Advisory Panel on Civic Awards**
- **Citizens' Advisory Panel on Volunteerism**
- **Civic Arts and Culture Advisory Panel**
- **Coat of Arms Advisory Panel**
- **Development Liaison Advisory Panel**
- **Greater Sudbury Lake Improvement Advisory Panel**
- **Parking Advisory Panel**
- **Taxi Advisory Panel**

For a summary of the roles and responsibilities of each advisory panel or to obtain an application form, please contact the City Clerk's Office, your nearest Citizen Service Centre or visit www.city.greatersudbury.on.ca

What is a Citizen Advisory Panel?

Advisory panels are established by resolution of Council for the purpose of providing advice, information and expertise to the municipality on specific municipal matters. They improve the lines of communication between the public and the Council, create greater opportunities for discussion of public issues, and more citizen involvement in City government.

How are Advisory Panels composed?

Unless otherwise stated, advisory panels consist of seven (7) members, one of whom may be a Member of Council. Membership will allow for Council and geographic representation across the six (6) Wards. Where appropriate, community agencies and groups will be invited as resource members.

What is the term of appointment?

Each member will be appointed for a three (3) year term that coincides with the term of Council.

What is the time commitment?

Generally, advisory panels meet quarterly. It is important to ensure that you have sufficient time to devote to an advisory panel and that you have your own vehicle or access to one.

Will I receive any compensation?

Members of advisory panels receive no compensation beyond the satisfaction of making an important contribution to their community.

Who is eligible?

Any resident of Greater Sudbury who is an owner or tenant of land in the City of Greater Sudbury, or the spouse or same-sex partner of someone who is a Canadian Citizen and at least 18 years old.

How are appointments made?

When the application deadline is reached, the City Clerk's Office will provide a copy of all the applications received to each Member of Council. Council will then vote on the appointments. A letter will be sent to all those who applied to inform them of Council's decision.

How can I apply?

Application forms are available at the City Clerk's Office, 2nd Floor, Tom Davies Square and all Citizen Service Centres. Forms are also available at www.city.greatersudbury.on.ca

Written applications and résumés may be addressed to: City Clerk's Office P. O. Box 5000, Station "A" Sudbury, ON P3A 5P3.

Applications can be delivered to: City Clerk's Office, 2nd Floor, Tom Davies Square, 200 Brady Street, Sudbury Monday to Friday from 8:30 a.m. to 4:30 p.m.

Facsimile applications may be faxed to 671- 8118.

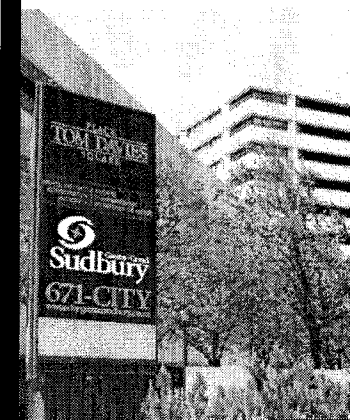
All applications should clearly indicate the name of the Advisory Panel on which you wish to serve and your reason(s) for doing so. Please ensure that you include your home address, postal code and phone number.

Deadlines

The deadline for all applications is December 1, 2004.

Questions?

Contact the City Clerk's Office at **671-CITY** (2489), extension **2471** or visit www.city.greatersudbury.on.ca

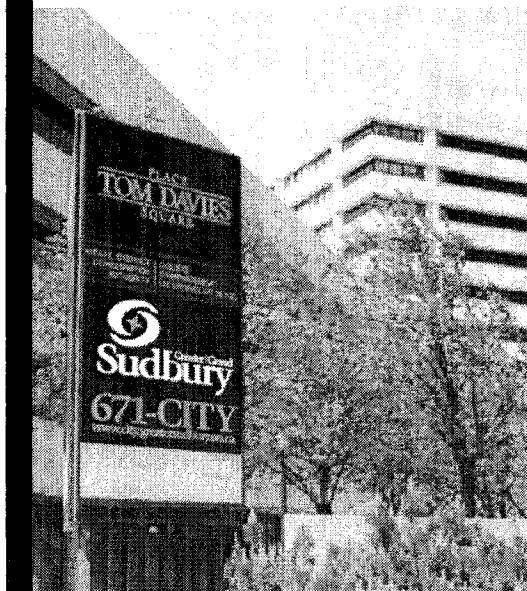




Application for Appointment

by City Council to
City of Greater Sudbury

Citizen Advisory Panel



Thank you for your interest in applying for a position on a City of Greater Sudbury Citizen Advisory Panel.

In keeping with City Council's goal of increasing citizen participation, Council has established the following series of Advisory Panels:

- Air Services Advisory Panel
- Bell Park Stewardship Advisory Panel
- Cemetery Advisory Panel
- Citizens' Advisory Panel – Agriculture
- Citizens' Advisory Panel on Civic Awards
- Citizens' Advisory Panel on Volunteerism
- Civic Arts and Culture Advisory Panel
- Coat of Arms Advisory Panel
- Development Liaison Advisory Panel
- Greater Sudbury Lake Improvement Advisory Panel
- Parking Advisory Panel
- Taxi Advisory Panel

What is a Citizen Advisory Panel?

Advisory Panels are established by resolution of Council for the purpose of providing advice, information and expertise to the municipality on specific municipal matters. They can enhance the quality of life in our community by gathering information, formulating new ideas and making recommendations on projects and policies to assist staff and Council in their decision making processes. They improve the lines of communication between the public and the Council, create greater opportunities for discussion of public issues, and more citizen involvement in City government. The Council may not always accept the recommendation of an advisory panel because of additional information available or a need to balance the recommendation with policy or community priorities.

How are Advisory Panels composed?

Unless otherwise stated, Advisory Panels consist of seven (7) members, one of whom may be a Member of Council. Citizen appointments to various panels, committees and boards are based on equal opportunity and reflective of the demographic and geographical make up of the City of Greater Sudbury. Membership will allow for Council and geographic representation across the 6 Wards. Where appropriate, community agencies and groups will be invited as resource members.

How do Advisory Panels report to Council?

Formal agendas and minutes are not required by Advisory Panels. The concerns and suggestions of Advisory Panels are conveyed to Council by the General Manager, whose reports reflect their recommendations. Also, many of the Advisory Panels may include, as part of their membership, a Member of Council who will also voice the concerns of the Advisory Panel when issues are discussed at Council.

What is the term of appointment?

Each member will be appointed for a three (3) year term that coincides with the term of Council.

What is the time commitment?

Generally, Advisory Panels meet quarterly. It is important to ensure that you have sufficient time to devote to an Advisory Panel and that you have your own vehicle or access to one.

Will I receive any compensation?

Members of Advisory Panels receive no compensation beyond the satisfaction of making an important contribution to their community.

Who is eligible?

Any resident of Greater Sudbury who is an owner or tenant of land in the City of Greater Sudbury, or the spouse or same-sex partner of someone who is a Canadian Citizen and at least 18 years old.

How are appointments made?

When the application deadline is reached, the City Clerk's Office will provide a copy of all the applications received to each Member of Council. Council will then vote on the appointments. A letter will be sent to all those who applied to inform them of Council's decision.

How can I apply?

Application forms are available at the City Clerk's Office, 2nd Floor, Tom Davies Square and all Citizen Service Centres.

Written applications and résumés may be addressed to:

City Clerk's Office
P. O. Box 5000, Station "A"
Sudbury, ON P3A 5P3.

Applications can be delivered to:

City Clerk's Office, 2nd Floor,
Tom Davies Square,
200 Brady Street, Sudbury
Monday to Friday from 8:30 a.m. to 4:30 p.m.

Facsimile applications may be faxed to 671- 8118.

All applications should clearly indicate the name of the Advisory Panel on which you wish to serve and your reason(s) for doing so. Please ensure that you include your home address, postal code and phone number.

Deadlines

The deadline for all applications is December 1, 2004.

Questions?

For more information, please call the City Clerk's Office at 671- CITY (2489), extension 2471.

www.city.greatersudbury.on.ca



Advisory Panel Application

Name _____

Residence Street Address _____

City _____

Postal Code _____

Home Phone _____

Work Phone _____

Extension _____

Email Address _____

Please indicate the Advisory Panel you are applying for:

(1) _____

(2) _____

Separate Application forms are required for each Advisory Panel.

EMPLOYMENT (Present or last employer [or school, if applicable])

EDUCATION

Briefly state your reason for volunteering for this Advisory Panel.

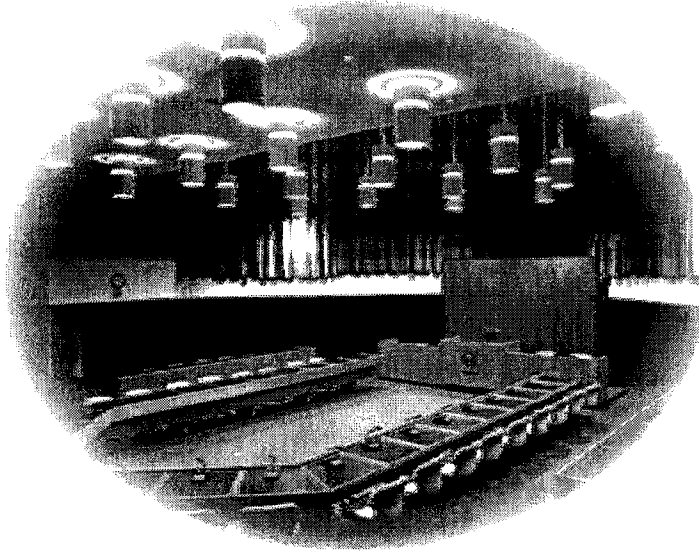
Briefly describe any relevant experience or skills that you have that would assist this Advisory Panel.

Briefly describe specific experiences with other Boards and Committees, etc. within the past five years.

How did you hear about this opportunity?

Newspaper Ad__ Web site__ Word of Mouth__ Other Please specify_____

In signing this application, you are advised that both the information you provide and any information placed into an employment record will be protected and used in compliance with the Municipal Freedom of Information and Protection of Privacy Act.



Committee & Boards Citizen Appointments

The purpose of this form is to allow you to:

NOMINATE citizens to
Committees & Boards
of City Council

These are the bodies to which citizens will be appointed:

Committee Appointments

- Cemetery Advisory
- Emergency Services Advisory Council
- Parking Advisory Committee
- Taxi Liaison Committee

Statutory Appointments

- Fence Viewers

Board Appointments

- Copper Cliff Museum Board
- Flour Mill Museum Board

Name

Note: Mayor is Ex-officio on ALL Committees of Council

Committee Appointments

Cemetery Advisory - 1 Citizen

Develop and maintain cemetery properties set rates

I wish to NOMINATE the following Citizens:

Name
Name
Name
Name

Emergency Services Advisory Council - 3 Citizens

Review governance issues and any transfers of powers of jurisdiction between City and Region

I wish to NOMINATE the following Citizens:

Emergency Services Advisory Council - Subcommittee of Governance Committee

Name
Name
Name
Name

Parking Advisory Committee - 2 Citizens

Develop parking policies for the downtown core

I wish to NOMINATE the following Citizens:

Name
Name
Name
Name

Taxi Liaison Committee - 1 Citizen

Determine taxi tariffs

I wish to NOMINATE the following Citizens:

Name
Name
Name
Name

Statutory Appointments

Fence Viewers - 3 Citizens

To establish awards under the
Line Fences Act

I wish to NOMINATE the following Citizens:

Name
Name
Name
Name

Board Appointments

Copper Cliff Museum Board - 5 Citizens

Manages & administers the
historic Copper Cliff museum

I wish to NOMINATE the following Citizens:

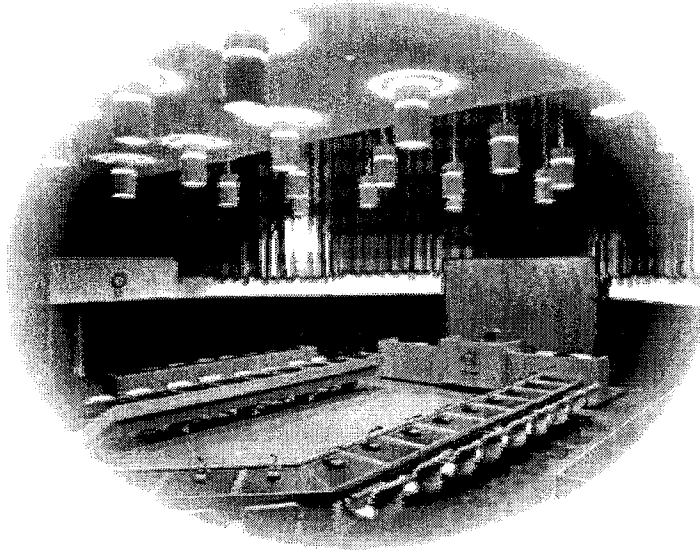
Name
Name
Name
Name
Name

Flour Mill Museum Board - 5 Citizens

Manages & administers the
historic flour mill museum

I wish to NOMINATE the following Citizens:

Name
Name
Name
Name
Name



Committee & Boards Councillor Appointments

The purpose of this form is to allow you to indicate:

1. On which committee(s) you wish to **SIT** and
2. To **NOMINATE** other Councillors to Committees of Council

Councillor

These are the bodies to which Members of Council will be appointed:

- Advisory Committee For Transportation Of Persons With Physical Disabilities
- Bicycle Advisory
- Cemetery Advisory
- Citizens' Award
- Community-wide Arts Foundation
- Copper Cliff Improvement Plan
- Copper Cliff Museum Board
- Cultural Grants
- Firefighter's Grievance
- Fire Services Review
- Flour Mill Museum Board
- Governance Committee
- Land Use
- 111 Senior Citizens Centre Inc.
- Parking Advisory Committee
- Purchase & Supply Of Goods & Services By-law
- Sudbury/Laurentian University Downtown Campus
- Sudbury Theatre Centre Board
- Taxi Liaison Committee
- Y.M.C.A. Project Coordinating Committee

Note: Mayor is Ex-officio on ALL Committees of Council

*Advisory Committee for Transportation
of Persons with Physical Disabilities - 1 Member of Council*

Transportation services provided
to the disabled and elderly

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Bicycle Advisory - 1 Member of Council

Design and implement
recreational trails to promote
alternate non-motorized
transportation

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Cemetery Advisory - 1 Member of Council

Develop and maintain cemetery
properties set rates

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Citizens' Award - 3 Members of Council

Establish procedures for
recognizing City of Sudbury
citizens of note

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Community-Wide Arts Foundation - 3 Members of Council

Develop alternative funding
investigate foundation of the arts

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Copper Cliff Improvement Plan - 3 Members of Council

Investigate and promote
improvements to community

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Copper Cliff Museum Board - 1 Member of Council

Manages & administers the
historic Copper Cliff museum

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Cultural Grants - 3 Members of Council

Disbursement of grant for
promotion of various ethnic
cultures through community
events

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Firefighter's Grievance - 3 Members of Council

Consideration and determination of firefighter's grievances

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Fire Services Review - 4 Members of Council

Discuss and review long range plans for fire services

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Flour Mill Museum Board - 1 Member of Council

Manages & administers the historic flour mill museum

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Governance Committee - 4 Members of Council

Review governance issues and any transfers of powers of jurisdiction between City and Region

Emergency Services Advisory Council - Subcommittee of Governance Committee

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Land Use - 3 Members of Council

Hearing body for council provide recommendations regarding City owned property

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

111 Senior Citizen Centre Inc. - 2 Members of Council

Member of the board of this older adult centre

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Parking Advisory Committee - 3 Members of Council

Develop parking policies for the downtown core

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Purchase & Supply of Goods & Services By-law - 3 Members of Council

Review, update and recommend changes to purchasing By-law 92-150

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Sudbury/Laurentian University Downtown Campus - 3 Members of Council

Develop proposal for downtown campus of university

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Sudbury Theatre Centre Board - 1 Member of Council

Member of the board of this professional theatre company

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Taxi Liaison Committee - 1 Member of Council

Determine taxi tariffs

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Y.M.C.A. Project Coordinating Committee - 4 Members of Council

Oversee the design & construction process of the YMCA wellness centre

I wish to SIT on this committee

I wish to NOMINATE the following Councillors:

Name
Name
Name
Name

Request for Recommendation Priorities Committee



Type of Decision

Meeting Date	September 22, 2003				Report Date	September 16, 2003			
Recommendation	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

Underserved Area Program-Physician relocation incentive grant

Policy Implications + Budget Impact

<input checked="" type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified
<input checked="" type="checkbox"/>	Background attached

Recommendation

Whereas the City of Greater Sudbury (CGS) has been designated underserved by the Ministry of Health and Long-Term Care (MOHLTC); and

Whereas the outlying areas in the CGS are seeing a reduction in the delivery of primary care; and


Whereas the CGS has over 30,000 citizens of this community without a family medicine practitioner; and

Whereas there is a decline in the enrollment into the family medicine program throughout the Province of Ontario and globally;

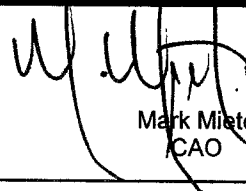
Therefore be it resolved that the CGS lobby

<input checked="" type="checkbox"/>	Recommendation attached
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Recommended by the General Manager



Catherine Sandblom
General Manager Health & Social Services

Recommended by the C.A.O.


Mark Misto
CAO

111

Date: September 16, 2003

Report Authored By
 Kim Rossi Coordinator of Health Initiatives

Division Review
Name and Title

the provincial government to review the current UAP incentive grants and that the CGS review its set up relocation incentive within the strategic plan currently being developed.

Background

The Underserved Area Program was initiated by the Province in Ontario in 1969 to enhance access to health care services in areas designated as rural and remote areas of the province which have a difficulty recruiting and retaining physicians in their communities. Financial incentives are provided to physicians who relocate to communities who have been designated by the UAP as underserved. In 2001 when the City of Greater Sudbury amalgamated, the MOHLTC requested a new application be submitted in order to assess whether or not the new city still qualified for the UAP designation.

After its review, the MOHLTC identified the CGS as requiring a complement of 115 General Practitioners/Family Practitioners. The concern at the time from the community was that many newly recruited physicians would find a move to the City core more attractive rather than relocating to the outlying areas and letters to support this were directed to the Ministry. A letter received by the MOHLTC regional director identified three suggestions to the distribution of physicians to the outlying/rural areas of the CGS. One of those suggestions stated that the CGS may restrict approval of applications for incentives to the areas of the City, which are most underserved.

UAP designation

Currently, there are 93 family medicine practitioners in the CGS leaving a total of 22 vacant positions to meet the complement of 115 identified by the MOHLTC. As the following chart demonstrates, the outlying areas of the CGS are those areas most affected by the lack of primary care services being provided to their communities.

Date: September 16, 2003

**Family Medicine Practitioners/ Numbers
September 2003**

Municipality	Population 2001	Present Number of Family Medicine Practitioners	Total Number of Family Medicine Practitioners Needed	Additional Number of Family Medicine Practitioners Needed
Valley East	22000	6	16.5	10.5
Rayside Balfour	16000	6	12	6
Capreol	3500	2	2.5	.5
Nickel Centre	12000	2	9	7
Walden	10000	4	7.5	3.5
Onaping Falls	4800	2	3.5	1.5
Sudbury - Old City	85000	71	64	(-7)
Hospitalists				
Total	153300	93	115	22

Census numbers have been rounded

September 2003

In May of 2002 members of the Mayor and Council's Roundtable on Recruitment and Retention of Physicians and Allied Health Care Professionals brought forward a presentation to the UAP Review Committee. The presentation recommended a number of changes to the current application and designation process. To date, there has been no changes to the UAP by the MOHLTC.

**Provincial overview of the UAP designation
General/Family Practitioners**

Northern Communities:

Number of communities designated as underserviced: 34
 Number of physicians required: 115

Southern Communities:

Number of communities designated as underserviced: 92
 Number of physicians required: 477

In comparing the statistics provided by the MOHLTC from January of 2001 to date, the number of

Date: September 16, 2003

designated underserviced communities in Northern Ontario has not changed, however southern Ontario has seen an increase in their communities by 17.

Current Recruitment & Retention Issues

Many physicians in the CGS are opting to practise in the city core. There are a number of reasons for this, one being the distance to and from the current three site hospital; second, many of the physicians live in the south end of the city; and third, lower rental costs. During this past year, the City has been successful in recruiting specialists to the City and has recruited three family medicine practitioners, two of whom have opened their own practice and a third is currently a hospitalist.

The City needs to address the concern of retaining physicians particularly in the outlying areas where many established physicians, who have dedicated a number of years to the outlying areas, are relocating to the city core. There are no programs directly under the UAP regarding retention initiatives but there are relevant initiatives which may be accessed. The Northern Physician Retention Initiative provides physicians who have accessed the UAP grant of \$40,000 and have provided the community with a return of service for four years and have hospital privileges, with a three year initiative of \$7,000 per year for up to three years. Physicians can also access \$2,500 per year which is used towards continued medical education.

Conclusion

Prior to preparing this report many physicians provided their feedback on the current distribution of the UAP incentive program. The physicians did not feel that seeking a review to the designation and restricting approval of applications to the city core was the answer. The physicians were clear in identifying that this is a problem not just in our city but province wide and changing the criteria may jeopardize future recruitment to the city as a whole.

In order to retain physicians to the outlying areas, the CGS will have to review its current budget commitments and look at ways of utilizing the current monies set aside for physician recruitment and retention and provide those physicians who are providing primary care to the outlying communities with incentives that will keep them established in these areas. Currently the CGS is partnering with the Regional Hospital and the Greater Sudbury Chamber of Commerce in providing new physicians relocating to the CGS with a set up incentive. It is recommended that the city use the funds currently applied toward physician recruitment and retention and consider providing an added incentive to those family medicine practitioners who would provide primary care to a community in one of the CGS's outlying areas, by providing the physician with a monetary contribution which could be used towards purchasing a computer, software and internet access to assist with the start up of their medical practice. In the strategic plan currently being prepared, stakeholders have identified a number of suggested retention issues such as the creation of a spousal network and recognition events. It is recommended that the strategic plan consider additional incentives funded by CGS toward the outlying areas and that consideration be given to retention.