



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
COUNCIL

POLICY NUMBER: CO 17

POLICY TITLE: RISK CONTROL

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Date Adopted by Council / Motion Number:

11.10.555

PURPOSE:

To enact a policy that supports participation in risk management training and subsequent implementation of risk controls.

POLICY:

The Municipal District will ensure that Administration endeavors to keep updated and well informed in all aspects of risk management in order to reduce the frequency and costs of insurance claims.

The Chief Administrative Officer will ensure the responsibilities of the Risk Control Coordinator and Risk Control Committee are carried out within the guidelines of the "Risk Control Policy Statement" and "Terms of Reference" as attached hereto.

(Original signed copy on file)
REEVE

C.A.O.

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RISK CONTROL POLICY STATEMENT

The Municipal District of Greenview is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

- The active control and reduction of our insurance and other risk-related costs;
- The protection of the interests of the stakeholders in our community;
- The prevention of losses arising from damage to community assets and liability claims;
- The reasonable assurance of uninterrupted Municipal operations and delivery of services to our community stakeholders;
- When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

To help ensure a mutual benefit for the Municipal District of Greenview and other MD's and Counties in the Province of Alberta, we also support the exchange of knowledge and information with other MD's and Counties that are participating in the Jubilee Riskpro Training Program.

Council hereby delegates to the Chief Administrative Officer the authority and responsibility to designate:

- A Risk Control Coordinator to facilitate the Municipality's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements;
- A Risk Control Committee comprised of representatives from key departments that will help implement risk improvements within the community.

The terms of reference for the Risk Control Coordinator and Risk Control Committee are set out below:

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RISK CONTROL POLICY / TERMS OF REFERENCE

Risk Control Coordinator:

- In-house champion needed to facilitate the successful implementation of training “deliverables”;
- Primarily responsible for completion of the “pre-work” for each training module, as applicable;
- Participate in all Jubilee RiskPro training modules;
- Identify key individuals within the organization that should attend specific training modules, and encourage their participation.
- Initiate and organize meetings of the Risk Control Committee and prepare Committee meeting agendas;
- Provide internal status / progress reporting to the senior management team and/or Council;
- Primarily responsible for compliance with the audit requirements;
- Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

Risk Control Committee:

- Develop and recommend a policy-level statement of commitment to the Jubilee RiskPro Training Program for adoption by Council;
- Review and assess the claims experience of the organization / peer group / program to help determine risk improvement priorities.
- Prepare technical recommendations to the senior management team / Council regarding risk improvement priorities;
- Review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations to Council for amendments;
- Collaborate with the Risk Control Coordinator in the implementation of risk improvements.
- Develop and implement a tracking and internal reporting process to ensure that the organization is kept well-informed of incidents and claims within the municipality.
- Assess incidents and claims within the municipality to determine, where possible, causes and contributing factors;
- Develop and implement a practical document retention program related to the training objectives;
- Report periodically to Council on claims issues and risk improvements within the municipality.