

RISK CONTROL POLICY

Subject: Risk Control

Ref: Administration

Code: 12

Date Approved: Sept, 23, 2014 Motion No: 427/23/09/14 Replaces: 281/08/05/07

The County of Northern Lights is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. The County of Northern Lights proposes to do this by participating in the Jubilee RiskPro Training Program to help us achieve the following goals:

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

Signed: *P. Anderson*
Chief Elected Official

Signed: *Wan Oort*
Chief Administrative Officer

Procedure

To help ensure a mutual benefit for the County of Northern Lights 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:

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

Risk Control Policy/Terms of Reference Checklist

The Risk Control Policy and Terms of Reference should encompass the following:

Identify the basic goals and objectives of Risk Control Program

- To control the frequency and cost of Property, Liability and Automobile claims incurred by the organization;
- To help control and reduce the long-term insurance costs for the organization;
- To protect ratepayers from the interruption of important municipal operations and services;
- To help protect the public interest and ensure a safe and well-managed community;

Appoint/designate the Risk Control Coordinator (as primary facilitator) and the initial membership of the Risk Control Committee, with representatives from the key targeted claim areas

- Department(s) responsible for the operation, inspection and maintenance of public facilities;
- Department(s) responsible for the design, construction, inspection and maintenance of roadways and sidewalks;
- Department(s) responsible for the design, construction, inspection and maintenance of the municipal sewer and water infrastructure.

Identify the specific roles of the Risk Control Coordinator and Risk Control Committee, as per the relevant checklist. (see Terms of Reference)

Identify the nature and frequency of reporting (incidents, claims, risk improvement initiatives, and status reports) that will be provided to the Senior Management Team and Council.

TERMS OF REFERENCE

Risk Control Coordinator

- In-house champion needed to facilitate the successful implementation of training “deliverables”;
- Primary responsibility 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;
- Primary responsibility 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.