



Clear Hills County

Effective Date: **May 27, 2008**

Policy Number: **1223**

Title: **RISK CONTROL POLICY**

1. Policy Statement

The Clear Hills County is committed to providing cost-effective services and raising awareness of the need for risk management in our 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 Clear Hills County and other MD's & Counties in the Province of Alberta, we also support the exchange of knowledge and information with other MD's & 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 counties 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 in "Schedule A"

2. End of Policy

ADOPTED

Resolution #C298(05/27/08)

Date: May 27, 2008

“SCHEDULE A”

RISK CONTROL POLICY/TERMS OF REFERENCE

Risk Control Coordinator:

- In-house support 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;
- 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 county;
- Assess incidents and claims within the county 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.