Town of Morinville

Policy

TITLE:	ADOPTED BY:	NUMBER:
AMS Risk Control	Council	248 /2003
PREPARED BY: Colleen Nahernik Deputy Secretary Treasurer	**DATE:** September 23, 2003	**SUPERSEDES:**

PURPOSE OF THIS POLICY:

To establish a policy to insure proper care is taken to avoid insurance claims in the Town of Morinville

The Town of Morinville is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We support and participate in the AMS Risk Control 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 liability claims and damage to municipal assets;
- The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
- When losses cannot be prevented, to ensure that the effect of losses on the organization and our community stakeholders is as minimal as possible.

To help ensure a mutual benefit for The Town of Morinville and other Alberta municipalities, we also support the exchange of knowledge and information with other communities that are participating in the AMS Risk Control Program.

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

- A Risk Control Coordinator, to facilitate the municipality's progress through the AMS Risk Control Program training process and the implementation risk improvements;
- A Risk Control Committee, comprised of representatives from the key departments having greatest significance to the municipality.

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

TERMS OF REFERENCE FOR RISK CONTROL COORDINATOR

- To facilitate the successful implementation of training
- Responsibility to completion of the pre-work for each training module
- Participates in all AMS Risk Control 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 Council;
- Primary responsibility for compliance with the audit requirements
- Collaborate with the Risk Control Coordinators in other organizations to share successes and assist each other with effecting risk improvements.

TERMS OF REFERENCE FOR RISK CONTROL COMMITTEE

- Develop and recommend a policy-level statement of commitment to the AMS Risk Control 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 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 cost allocation system (premium and claims costs) to departmental operational areas;
- Develop and implement a practical document retention program related to the training objectives;
- Report periodically to Council on claims issues and risk improvement within the municipality.