



LAC LA BICHE COUNTY POLICY

TITLE: JUBILEE RISK MANAGEMENT	POLICY NO: CS-10-005
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: OCTOBER 2010
SPECIAL NOTES/CROSS REFERENCE: CS-12-006	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County supports and will participate in the Jubilee RiskPro Training Program as a means of providing cost-effective services that best meet the needs of our taxpayers and community.

PROCEDURE:

1. The goals of the Program are as follows:
 - i. To actively control and reduce the County's insurance in the community;
 - ii. To protect the interests of the stakeholders in the community;
 - iii. To prevent losses arising from damage to community assets and liability claims;
 - iv. To provide reasonable assurance of uninterrupted municipal operations and deliver of services to community stakeholders;
 - v. That when losses cannot be prevented, to ensure that the impact of losses on the organization and the community stakeholders is as minimal as possible.

2. Lac La Biche County supports the exchange of knowledge and information with other MD's and Counties that are participating in the Jubilee RiskPro Training Program, to help ensure a mutual benefit for Lac La Biche County and other MD's and Counties in the Province of Alberta.

3. The Chief Administrative Officer, or his or her designated, shall appoint:
 - i. A Risk Control Coordinator, to facilitate Lac La Biche County's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements;
 - ii. A Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements within the community.

4. The terms of reference for the Risk Control Coordinator and Risk Control Committee will be in accordance with attached Schedule "A".

"Original Signed"
Chief Administrative Officer

January 22, 2010
Date

"Original Signed"
Mayor

January 22, 2010
Date

Schedule “A”

Proposed 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 Jubilee RiskPro training modules;
- Identify key individuals within the organization that should attend specific training modules, and encourage their participation;
- Provide internal status/ progress reporting.
- Primary responsibility for compliance with the RiskPro 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

- Review and assess the claims experience of the organization/ peer group/ Program to help determine risk improvement priorities;
- Prepare technical recommendations.
- Review existing policies and procedures relating to key exposure areas for the organization and, where necessary, make recommendations for amendments;
- 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.