



Town of Rimbey Policy Manual

Title: Risk Control Policy Statement

Policy No:1601

Date Approved: February 13, 2017

Resolution 049/17

Date Effective: February 13, 2017

Purpose:

To create a Risk Control Program that will minimize the impact of accidental losses to our community.

The Town of Rimbey 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:

- Active control and reduction of our insurance and other risk-related costs by minimizing the frequency and cost of claims incurred by the organization;
- Protection of the interests of the stakeholders in our community and to ensure a safe and well-managed community;
- Prevention of losses arising from damage to community assets and liability claims;
- 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 Town of Rimbey and other municipalities in the Province of Alberta, we also support the exchange of knowledge and information with other municipalities 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 and a Risk Control Committee.

1.0 Policy Statement Review

1.1 The Risk Control Policy Statement will be reviewed by the Risk Control Committee once per calendar year and updated if necessary.

2.0 Risk Control Coordinator

2.1 The Risk Control Coordinator is to facilitate the Town of Rimbey's progress through the Jubilee RiskPro Training Program training process and the implementation of risk improvements.

2.2 Terms of Reference

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

3.0 Risk Control Committee

3.1 The Risk Control Committee is comprised of representatives from key departments. It consists of:

- Risk Control Coordinator
- Director of Finance
- Director of Public Works
- Director of Community Services

3.2 The Risk Control Committee will help implement risk improvements within the community.

3.3 The Risk Control Committee will meet at least once each quarter.

3.4 Terms of Reference:

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

3.5 The Risk Control Committee will complete facility inspections as per Schedule A.

4.0 Reporting

4.1 Incident Reporting:

- a) Employees shall notify their Director of any incident immediately.
- b) Employees filling out Incident Reports are to forward the document to the Director of their Department within 48 hours of the incident.
- c) Directors are to review and sign the Incident Report. They are to forward the document to the Chief Administration Officer as soon as possible.
- d) The Chief Administration Officer is to review and sign the Incident Report. The original is to be forwarded to the Risk Control Coordinator. The Chief Administration Officer is to decide if the Incident Report is to be presented to Council at the next Council meeting.

4.2 Claims Reporting:

- a) Directors are to notify the Director of Finance when an insurance claim is required.
- b) The Director of Finance is to notify the Chief Administration Officer of the insurance claim before commencing the claim with the insurance provider.
- c) The Chief Administration Officer is to present a briefing on the insurance claim to Council at the next Council meeting.

4.3 Risk Improvement Initiative Reporting:

- a) The Risk Control Coordinator will brief the Chief Administration Officer of all Risk Improvement Initiatives after each Risk Control Committee meeting.
- b) The Chief Administration Officer will decide if the Risk Improvement Initiative is to be presented to Council at the next Council meeting.

4.4 Risk Control Committee Status Reports:

- a) All Risk Control Committee tasks will be listed on a Risk Control Committee Status Report.
- b) The Risk Control Coordinator will maintain the Status Report.
- c) The Status Report will be reviewed at each quarterly Risk Control Committee meeting.
- d) Following each Risk Control Committee meeting, the Risk Control Coordinator will update the Status Report. This updated Status Report will be given to the Chief Administration Officer for review.
- e) The Status Report will be forwarded to Council at the next Council meeting.

SCHEDULE A

This schedule outlines the frequency for facility inspections:

Facility	Address	Frequency/Year	Comments
Community Centre	5109 – 54 Street	Four	Including Curling Rink and Arena
Town Office/Library	4938 – 50 Avenue	Twice	
Scout Hall	4902 – 51 Avenue	Once	
Public Works Shop	4705 – 46 Street	Once	
South Lagoon Building	0-0-3755 HW	Once	
Well 10 Building	4325 – 54 Avenue	Once	
Well 12 Building	SE27-42-2-W5	Once	
Well 13 Building	SE28-42-2-W5	Once	
Airport Terminal	SW 9-32-2-W5	Once	Seasonal – inspect in spring
RV Park	SE 20-42-2-W5	Once	Seasonal – inspect in spring
Swimming Pool	5120 - 53 Avenue	Once	Seasonal – inspect in spring
Pas-Ka-Poo Pavilion	5620 – 51 Street	Once	Seasonal – inspect in spring
RCMP Building	5117 – 50 Street	N/A	Will not be inspected (security issues)

Initial Policy Date:	October 10, 2000	Resolution No:	448/00
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Revision Date:	January 13, 2009	Resolution No.	20/09
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Revision Date:	February 27, 2017	Resolution No.	049/17
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