

County of Lethbridge Policy Handbook

EFFECTIVE: September 6, 2007 **SECTION:** 100 NO. 146 Page 1 of 3
APPROVED BY: County Council **SUBJECT:** Risk Control
Policy Statement
REVISED DATE:

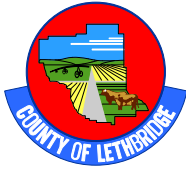
The County of Lethbridge is committed to delivering cost-effective services that best meet the needs of our taxpayers and community. We participate in the Jubilee RiskPro Training Program to help us achieve the following goals:

- ▶ 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.

The County Manager shall designate:

- ▶ A Risk Control Coordinator, to facilitate the County's 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 the following page.



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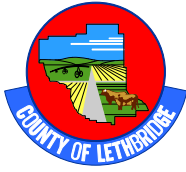
Terms of Reference

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;



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- ▶ 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.