

**TOWN OF RAINBOW LAKE**

**DATE: February 17, 2009**

**POLICY TITLE: Risk/Safety Control**

**AUTHORITY: Town Council**

**POLICY NUMBER: 01-2009**

**APPROVAL DATE: \_\_\_\_\_**

**EFFECTIVE DATE: \_\_\_\_\_**

**POLICY STATEMENT:**

The Town Council of Rainbow Lake along with its staff 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 goals set out below.

To help ensure a mutual benefit for The Town of Rainbow Lake 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.

**POLICY GOALS AND OBJECTIVES:**

1. The active control and reduction of our insurance and other risk-related costs;
2. The protection of the interests of the stakeholders in our community;
3. The prevention of losses arising from damage to community assets and liability claims;
4. The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders;
5. When losses cannot be prevented, to ensure that the impact of losses on the organization and our community stakeholders is as minimal as possible.

**DEFINITIONS:**

1. Mayor/Councillor – will mean a member of the Council of the Town of Rainbow Lake.
2. CAO – Chief Administrative Officer for the Town of Rainbow Lake or designate.
3. Coordinator – will mean the person designated by the CAO to oversee the implementation and continuity of the Risk Control/Safety Policy.
4. Inspection – will mean the inspection of Town owned property by the person (s) designated by the CAO to carry out property inspections on a scheduled basis.
5. Standard property inspection form – form specifically created for the Risk Control/Safety Policy based on the template provided by Jubilee Insurance.
5. Budget – will mean the amount of Council approved funds allocated annually for Risk Control/Safety Training for pertinent employees.

6. Risk Control/Safety Committee – will mean the committee delegated by the CAO as the committee to oversee all Risk Control/Safety issues on behalf of the Town of Rainbow Lake. The committee will consist of one (1) member from each department of the organization. The departments are: Council, Administration, Public Works, Enforcement, Community Services, Fire Department and CAO.
7. Meetings – to be held on a scheduled monthly basis.

**RESPONSIBILITIES:**

1. Council:
  - To delegate to the Chief Administrative Officer or designate the authority and responsibility to designate a Risk Control/Safety Coordinator;
  - To delegate to the Chief Administrative Officer or designate the authority to form a Risk Control/Safety Committee.
2. Chief Administrative Officer:
  - To appoint the Risk Control/Safety Coordinator;
  - To approve the members from each department to the Risk Control/Safety Committee;
  - To ensure there is an adequate annual Risk Control/Safety Training Budget;
  - To ensure that the Risk Control/Safety Committee is performing as required.
3. Risk Control/Safety Coordinator:
  - In house champion to implement and facilitate the Risk Control/Safety Committee;
  - 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 organizations that should attend specific training modules and encourage their participation;
  - To ensure that the scheduled monthly committee meetings are attended and report to Council/CAO;
  - To prepare an agenda and notify all committee members of the meeting at least 3 days in advance;
  - Provide internal status/progress reporting to senior management team and or Council;
  - Primary responsibility for compliance with the audit requirements;
  - To provide assistance with the property inspections;
  - To provide input on budget requirements for the annual budget;
  - Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.
4. Department Heads:
  - To advise CAO of the employee they see as the best person to sit on the Risk Control/Safety Committee;
  - To delegate a member of the department as the person responsible for Risk Control/Safety of that department;
  - To ensure that all members including the head adheres to the advice of the Risk Control/Safety Committee or representative (s);

- To ensure that the department representative or alternate is in attendance at all Risk Control/Safety Committee scheduled meetings.

6. Committee Representative:

- To attend all scheduled Risk Control/Safety Committee meetings;
- To enforce all Risk Control/Safety Committee standards;
- To assist with property inspections;
- Develop and recommend a policy-level statement of commitment to the Jubilee RiskPro Training Program for adoption by Council;

**PROCEDURES:**

- Risk Control/Safety Committee to develop a standard property inspection form;
- Delegated members of the Risk Control/Safety Committee to complete Town property inspections; and report to senior management.
- 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 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; and recommend possible remedies.
- 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.

Signed: \_\_\_\_\_  
Mayor Kelly Drover

Signed: \_\_\_\_\_  
Chief Administrative Officer