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Title: Risk Control

Policy No: 1016

Approval: County Council

Effective Date: January 16, 2008



Mountain View
COUNTY

Supersedes Policy No:

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Policy Statement: Mountain View County (the County) is committed to effective risk control which will result in the delivery of cost effective services that best meet the needs of taxpayers. The County will participate in the Jubilee RiskPro program.

Purpose:

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The purpose of the policy is to protect the interests of all County stakeholders by identifying and reducing potential risks, losses, and liability to the County and where losses cannot be prevented, to ensure the impact of losses to the County and our community stakeholders is as minimal as possible.

Principles:

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1. To control the frequency and cost of property, liability and automobile claims incurred by the County.
2. To help control and reduce the long-term insurance costs for the County.
3. To protect rate payers from the interruption of important municipal operations and services.
4. To help protect the public interest and ensure a safe and well-managed community.

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End of Policy

Approved: January 23, 2008

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Procedure Title: Risk Control Procedures

Procedure No: 1016-01

Approval: CAO

Effective Date: January 16, 2008

Supersedes Procedure No:

- 1) The CAO will appoint the Risk Control Coordinator to facilitate the County's progress through the Jubilee Insurance RiskPro Program training process and implementation of risk improvements. The Risk Control Coordinator will be responsible for:
 - a) the completion of the "pre-work" for each training module as applicable;
 - b) identifying key individuals within the organization that should attend specific training modules and encourage their participation;
 - c) initiating and organizing meetings of the Risk Control Committee and prepare Committee meeting agendas;
 - d) providing internal status/progress reports to the senior management team and Council;
 - e) ensuring the County complies with the audit requirements; and
 - f) collaborating with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.
- 2) The Risk Control Coordinator will be responsible to coordinate the management of risk control, as it relates to employees, with the Safety Committee.
- 3) The CAO will establish a Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements, related to areas not covered by the Safety Committee, within the County. The Risk Control Committee will be responsible:
 - a) to review and assess the claims experience of the County and its stakeholders to help determine risk improvement priorities;
 - b) to prepare technical recommendations to the senior management team regarding risk improvement priorities;
 - c) to review existing policies and procedures relating to key exposure areas for the organization and where necessary make recommendations to Council for amendments;
 - d) to collaborate with the Risk Control Coordinator in the implementation of risk improvements;
 - e) to 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;
 - f) to assess incidents and claims within the municipality to determine, where possible, causes and

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- contributing factors;
- g) to develop and implement a practical document retention program related to the training objectives; and
- h) to report periodically to Council on claims issues and risk improvement within the municipality.
- i) liaise with the Safety Committee on areas of common interest.

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End of Procedure

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Approved: January 23, 2008

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