

SMOKY LAKE COUNTY

Title: Risk Management	Policy No.: 01-02
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Legislation Reference:	Municipal Government Act, Chapter M26.1 – Section 201.
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Purpose:	<ol style="list-style-type: none">1. To help ensure a mutual benefit for Smoky Lake County and other MD's and Counties in the Province of Alberta, we also support the exchange of knowledge and information with other MD's and Counties that are participating in the Jubilee Riskpro Training Program.2. To provide a process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our Community.
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Policy Statement and Guidelines:	
1. DEFINITION:	
1.1	Risk Management: The process of analyzing the County's exposure to risk or loss (by fortuitous or accidental means) and taking steps to minimize those potential or real losses to levels acceptable to the municipality.
1.2	Risk Management – <u>Simplified Definition:</u> What can go wrong? What can we do to prevent it from going wrong? If it does go wrong, how do we pay for it?
2. RISK MANAGEMENT CLASSES:	
The Risk Management Classes will be comprised within four areas as follows:	
A:	Risk Administration: The implementation and monitoring of risk management policies and procedures.
B:	Risk Identification: The process of examining and determining the potential sources of losses faced by the municipality and the individuals.

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C: Risk Control: Any action taken to prevent or minimize, at the optimal cost, losses which strike the municipality.

D: Risk Financing: The acquisition of funds, at the optimal cost, to pay for the losses which strike the municipality.

3. PROCESS

The Risk Management Process will:

- 3.1 Identify and analyze loss exposures.
- 3.2 Examine alternatives.
- 3.3 Use the most promising risk management technique.
- 3.4 Implement the chosen technique(s).
- 3.5 Monitor / Improve the risk management program.

4. PROGRAM:

- 4.1 Smoky Lake County is committed to delivering cost-effective services that best meet the needs of our taxpayers and community.
- 4.2 The risk management process is vital to the health and safety of our employees, Council and Committee members and their employees as well additional insured parties and the public.
- 4.3 In financial terms, it is vital to our ability to pursue our goals, commence and operate programs, and to perform duties in a manner which will be recognized as professional by those we serve.
- 4.4 The Council of Smoky Lake County strongly endorses the goals of risk management, and direct the Chief Administrative Officer, employees, board and committee members and their employees and volunteers as well as our additional insured parties to assist in achieving these goals.

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Policy Statement and Guidelines:

5. GOALS:

- 5.1 To avoid exposure to accidental loss by not undertaking functions, contracts, programs, or activities which present a potential for accidental loss greater than the benefit to be derived from such programs or activities.
- 5.2 To prevent loss by identifying loss exposures, implementing techniques to reduce the chance of loss, monitoring the success of those techniques, and adopting them to changing conditions.
- 5.3 To control losses when they do occur by:
 - 5.3.1 assisting and supporting the injured party.
 - 5.3.2 rapid reporting to supervisors, managers and through them to the appropriate authority and/or agency.
 - 5.3.3 recording pertinent information surrounding the loss.
 - 5.3.4 maintaining confidentiality after the event and referring claims inquires to senior management.
- 5.4 The active control and reduction of our insurance and other risk-related costs.
- 5.5 The protection of the interests of the stakeholders in our community.
- 5.6 The prevention of losses arising from damage to community assets and liability claims.
- 5.7 The reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders.
- 5.8 When losses cannot be prevented, to ensure that the impact of losses on the organization and our community is as minimal as possible.
- 5.9 To raise the awareness to all members of staff volunteers and the public concerning risk control.

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5.10	To gain the assistance and co-operation of all employees, board and committee members and their employees and volunteers and our additional insured parties as well as the public to utilize their expertise to suggest ways of improving risk control practices in our community.
6. DESIGNATION	
Council hereby delegates the Chief Administrative Officer the authority and responsibility to designate:	
6.1	A Risk Control Coordinator, to facilitate the County's progress through the <u>Jubilee RiskPro Training Program</u> training process and the implementation of risk improvements.
6.2	A Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements within the community.

	Date	Resolution Number
Approved	November 30, 2000	# 92 - Page # 6981
Amended	May 10, 2007	# 348-07 - Page 8341
Amended		