

SMOKY LAKE COUNTY



Title: Risk Pro Management: Terms of Reference	Policy No.: 02-01
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Legislation Reference:	Municipal Government Act, Chapter M26.1 – Section 201.
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Purpose:	The essential elements of Risk Management require a Committee and Coordinator to successfully implement a “Risk Management Program” required to document and track, with clear goals and responsibilities.
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Policy Statement and Guidelines:
<p>1. RISK PRO MANAGEMENT: COMMITTEE</p> <p>The Risk Management Committee performs risk management functions according to the <u>Policy Statement 14-01: Risk Management</u>. The Committee is comprised of representatives from key departments that will help implement risk improvements within the community.</p> <p><u>Roles:</u></p> <ul style="list-style-type: none">■ Develop and recommend a policy-level statement of commitment to the Jubilee Risk Pro Training Program for adoption by Council.■ Review and assess the claims experience of Smoky Lake County and Peer Groups Program to help determine risk improvement priorities.■ Prepare technical recommendations to the senior management team and Council regarding risk improvement priorities.■ Review existing policies and procedures relating to key exposure areas for Smoky Lake County and, where necessary, make recommendations to Council for amendments.■ Collaborate with the Risk Management Coordinator in the implementation of risk improvements.■ Develop and implement a tracking and internal reporting process to ensure that Smoky Lake County is kept well-informed of incidents and claims with the municipality.■ Assess incidents and claims with the municipality to determine, where possible, causes and contributing factors.■ Develop and implement a practical document retention program related to the training objectives.

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Policy Statement and Guidelines:

2. RISK PRO MANAGEMENT: COORDINATOR

In-house champion to facilitate the successful implementation of training deliverables and will facilitate the County's progress through the **Jubilee Risk Pro Training Program** training process and the implementation of risk improvements.

Roles:

- Primary responsibility for completion of the pre-work for each training module.
- Participate in all Jubilee Risk Pro 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 Pro Management Committee and prepare Committee meeting agendas.
- Provide internal status and progress reporting to the management team and 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.

3. RISK PRO MANAGEMENT: COMMITTEE MEMBERS

The initial membership of the Risk Pro Management Committee consists of representatives from the following key targeted claims areas to utilize their expertise to suggest ways of improving risk control practices in our community.

- **Public Works Department:** Responsible for the design, construction, inspection and maintenance of the roadways and sidewalks.
- ↳ **Safety Department:** Inspection of Public facilities.

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Policy Statement and Guidelines:	
<ul style="list-style-type: none"> ■ Utilities Department: 	Responsible for the design, construction, inspection and maintenance of the municipal sewer and water and natural gas infrastructure.
<ul style="list-style-type: none"> ■ Agricultural Service Board: 	Responsible for the implementation, organization and monitoring of the roadside vegetation management, herbicides applications, water control and drainage.
<ul style="list-style-type: none"> ■ Administration: 	Responsible for the implementation, organization, monitoring and communicating: <ul style="list-style-type: none"> ↳ Municipal Added Named Insured ↳ Financial Management ↳ Planning and Development
<ul style="list-style-type: none"> ■ Emergency and Protective Services: 	Responsible for the implementation, organization and monitoring of Fire Services and Peace Officer Services.
<ul style="list-style-type: none"> ■ Recreation: 	Responsible for the implementation, organization and monitoring of trails, parks, lake facilities and playground spaces.

	Date	Resolution Number
Approved	November 9, 2007	# 55-07 - Page # 8531
Amended		
Amended		