

## **TOWN OF SLAVE LAKE**

CATEGORY: Administration  
POLICY #: C.d.006  
OWNER DEPT: Finance  
DATE APPROVED BY COUNCIL:  
November 1987

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REVISED:

### **TITLE: Insurance Administration**

### **POLICY**

#### **POLICY STATEMENT:**

The Town of Slave Lake will expeditiously process all insurance claims and will, normally through review by the Town's insurer, take a position on the degree of Town responsibility in each claim and conclude the matter on the basis of that position.

#### **POLICY OBJECTIVES:**

1. To settle claims out of court whenever possible to do so.
2. To centralize the processing and follow-up on insurance claims through the Secretary-Treasurers office. (Note: All insurance claims are contingent liabilities.)

**SPECIAL NOTE:** All employees of the Town of Slave Lake are responsible to act in a safe, conscientious and responsive manner in the carrying out of their duties. While it is recognized that this should eliminate insurance claims, it is understood that claims (both substantiable and otherwise) will be received and need to be administered.

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## **TITLE: Insurance Administration**

### **POLICY**

#### **Responsibilities**

##### **Field Supervisors/Employees**

1. Act in a safe, conscientious, responsive manner at all times in order to prevent valid liability claims against the Town for negligence, etc.
2. To completely document, sign and date a statement for any incident that maybe or is the basis of an insurance claim and forward this information to the Department Head.

##### **Department Head**

1. Ensure complete documentation on each claim is developed and forwarded to the Secretary-Treasurer for processing.

##### **Secretary-Treasurer**

1. To act as the primary contact person with all insurance claimants and our insurer regarding claims
2. To follow-up to ensure prompt processing of claims by insurers.
3. Advise Town Council of major claims.
4. To maintain insurance coverage and keep up-to-date.

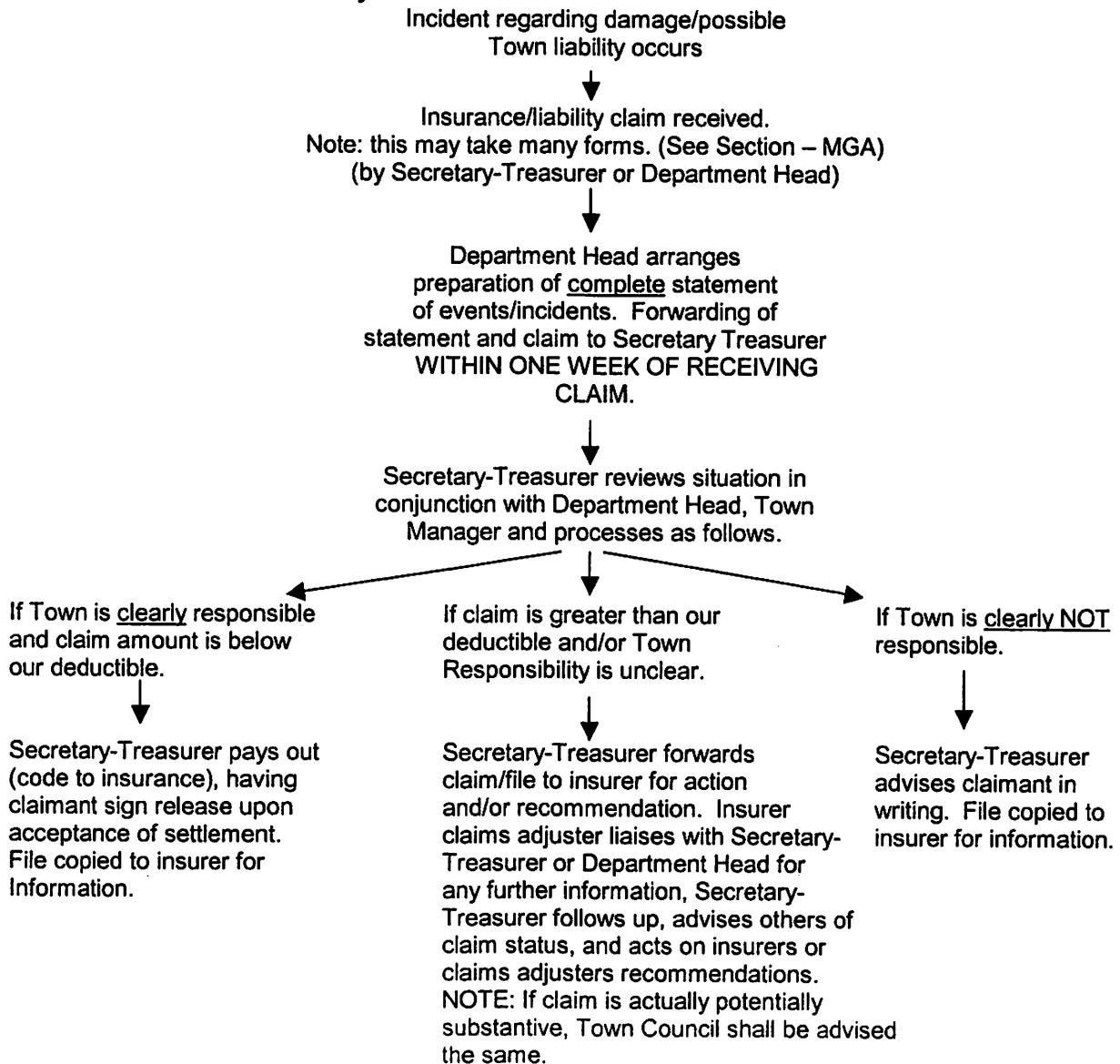
##### **Town Manager**

1. To decide on type of claim when requested by the Secretary-Treasurer. ie. claim responsibility with Town or claimant exists.

## **TITLE: Insurance Administration**

### **POLICY**

*Draft for Discussion Only*



**NOTE:** No Town employee is to admit Town liability or responsibility in any incident that may be subject of an insurance claim.