



CENTRAL COAST REGIONAL DISTRICT

DATE: May 01, 2014
TO: Darla Blake, CAO
FROM: Donna Mikkelson, CFO

SUBJECT: Risk Management Conference Attendance Report

The 3rd annual Risk Management Conference was held in Vancouver on April 24th and 25th, 2014 and hosted by the Municipal Insurance Association of BC (MIABC). I attended at the request of the CAO. This report is submitted pursuant to the internal communication protocols as outlined in the regional district's Communication and Engagement Plan.

"Risk management is an ART, not a SCIENCE."

About MIA

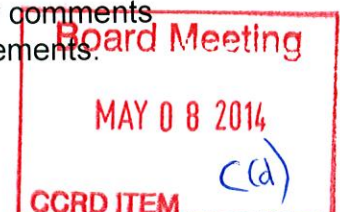
The Municipal Association of BC is a non-profit organization which is member owned (by BC's local governments) and operated. While participation is voluntary, 170 local governments (90%) have joined the association. MIA provides liability insurance. The insurance reciprocal means that local governments have access to \$35 million per occurrence.

Program Agenda

A copy of the conference program is attached. Essentially, the agenda covered general principles and the basics of risk management, and then moved into advanced topics such as data mapping and contractual risk transfer.

Key Highlights

1. Property insurance is coming soon!
2. The Casual Legal Services program has been enhanced. MIA now provides 30 minutes (up from 15).
3. MIA is expanding their services – look for recommended policy templates to be available on their website this summer. They will also be publishing checklists for member use.
4. Send contracts in the draft, pre-negotiation stage to MIA for their comments on indemnification, save harmless clauses and insurance requirements.



5. The Risk Management Grant Program is expanding. (This program is separate from the Scholarship Program, and also paid for my attendance at the conference.)
6. The MIA provides a Scholarship Program – they will pay course fees and books for the Canadian Risk Management Course which will provide a CRM designation!
7. MIA will review policies and provide feedback.
8. SCM Risk Management Services is revamping their inspections.
9. MIA will make presentations to the board at our request.
10. PowerPoint files will be available for all presentations.

Decision Points/Outcomes for CCRD Consideration

The CCRD should consider implementing a risk management strategy and developing policy. The policy will decide to provide a level of service based on financial, economic, social and/or political factors and constraints. It must be attainable.

The CCRD should familiarize personnel with documentation and record retention best practices as well as limitations associated with claims.

The CCRD should review the waiver provided to users of the parks/recreation facilities.

The CCRD should consider reviewing Bylaw 306, Director, Officer & Employee Indemnity since it was enacted in 1999. This bylaw should be modernized and should include former employees.

Bylaw 290, the Mutual Aid Agreement between valley fire departments should be reviewed for cross liability clauses.

Adequate limits of coverage for contracts is recommended to be \$5 million.

The CCRD should ensure all personnel have read the binder presented at the MIA conference and have a basic understanding and knowledge of the contents. Risk Management involves everyone. I would be happy to do a quick review at the next staff meeting at your request.

Conclusion

Well worth the time and trouble to attend! This will be an annual event and I would encourage our participation.

Respectfully Submitted,



Donna Mikkelson, CFO

