



<i>Section</i>	<i>Policy No.</i>	<i>Page</i>
Financial	16-6	1 of 2
<i>Policy Title</i>	<i>Date:</i>	<i>Motion No.:</i>
Additional Named Insured Policy	[Keywords]	[Category]

Purpose:

At the discretion of the Kneehill County Council, community, not-for-profit organizations which 1) own and/or operate public facilities in Kneehill County, and or 2) provide services to Kneehill County residents, may be authorized to obtain insurance as an “Additional Named Insured” on Kneehill County’s policies.

Policy Guidelines:

Notwithstanding the above, community and not-for-profit organizations utilizing facilities owned by another municipality are required to first request insurance coverage from said municipality prior to submitting any request to Kneehill County.

Organizations wishing to obtain insurance coverage through Kneehill County must submit their request in writing and provide the following information:

- Formal name of the organization and facilities.
- Address of the organization.
- Name and phone number of a contact person.
- Society registration number.
- Description of the facility, service, operations and activities that are to be insured.
- Legal land description of the property on which the facility to be insured is located.
- Building and contents value of any facilities to be insured.
- Listing of any special events or activities that may be considered high risk (i.e.: rodeo, skiing).
- Requested insurance commencement date.
- Any other information required by the insurer.

In addition to the existing guidelines outlined in the policy for obtaining insurance coverage through Kneehill County, it is expected that all community and not-for-profit organizations, especially those providing food services or working with vulnerable populations, adhere to best practices to mitigate risks associated with such activities.

1. Food Services: Organizations providing food services are expected to follow best practices, which may include but are not limited to:
 - Certification by Alberta Health or relevant local health authorities.
 - Ensuring food handlers have appropriate training and certification.
 - Compliance with food safety regulations and standards.
 - Implementation of proper hygiene and sanitation practices.



<i>Section</i> Financial	<i>Policy No.</i> 16-6	<i>Page</i> 2 of 2
<i>Policy Title</i> Additional Named Insured Policy	<i>Date:</i> [Keywords]	<i>Motion No.:</i> [Category]

2. Volunteer Screening: Organizations working with vulnerable populations are required to conduct a thorough screening of volunteers, which may include:
 - Completion of security clearances for volunteers working with vulnerable populations.
 - Verification of volunteers' credentials and qualifications.
 - Obtaining drivers' abstracts for individuals driving others to appointments or events as volunteers.

These measures aim to minimize potential risks to the community, ensuring the safety and well-being of all individuals involved in activities and services provided by community organizations. Community Organizations approved to obtain insurance coverage through Kneehill County will be responsible for all premiums related to them being an "Additional Named Insured."

All requests for insurance coverage are subject to the approval of Kneehill County's insurance carrier.

Policy Procedure:

1. Interest must be initiated by the Community Group by contacting Kneehill County's Corporate Services Insurance Representative.
2. The Community Group must complete an application provided by the Corporate Services Insurance Representative to receive an insurance quote.
3. Upon receipt of a quote, the Community Group needs to approve the insurance quote by writing a letter to Kneehill County stating the Quote has been accepted.
4. The accepted quote and all required information must be supplied to Kneehill County.
5. The Corporate Services Insurance Representative will present a Request for Decision on the Community Group's behalf to Council; Council can approve or deny any Community Group's bid to be an Additional Named Insured.
6. If approved, the Corporate Services Insurance Representative will provide the insurance company with the approved Council minutes and an agreement for the Chief administrative officer to sign.
7. At this time a letter will be sent to the Community Group communicating the approval and attaching an agreement to be signed by the group's representative.

Kenneth King,
Reeve

Mike Haugen,
CAO

Approved: [Keywords] [Category]
Review Date: Date four years from last approval date

