

1.0 POLICY

Grant MacEwan University has a responsibility to manage the negative effects of any unanticipated events that impinge on its ability or that of its officers to conduct normal operations. MacEwan will use insurance, as necessary, to transfer the assessed risk of the financial consequences of unanticipated events. In this way, normal operations, following an event, can be restored as soon as possible and with minimum financial consequences.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose

The purpose of this policy is to provide guidance in the use of insurance as a means of managing and transferring risk.

2.2 Rationale and Guiding Principles

2.2.1 Loss of any aspect of its operations, whether buildings, materiel or human resources, may diminish MacEwan's ability to fulfill its obligations to its students, employees and mandate as a post secondary learning institution.

2.2.2 Assessing the risk of loss is a prudent course of action for determining the likelihood of maintaining normal operations.

2.2.3 Risk of loss is assessed in terms of magnitude and probability of occurrence.

2.2.4 Risk is modified by the selection and implementation of measures intended to offset the negative consequences of the potential risk. Risk may be avoided, optimized, mitigated, transferred and/or accepted.

2.2.5 Insurance is the primary vehicle for risk transference.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

3.1.1 This policy applies to those responsible for assessing and addressing institutional and operational risks.

3.1.2 This policy applies where risk transference to a third party through insurance is the selected measure for treatment of potential losses.

3.2 Definitions

3.2.1 **Executive officer** means the president, vice presidents and equivalent positions.

3.2.2 An **insurable item** is any piece of resource whose impairment will negatively impact the operations of Grant MacEwan University.

- 3.2.3 **Materiel** means the equipment, apparatus and supplies used by the University.
- 3.2.4 **Officer** means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.
- 3.2.5 **Risk response** is the application of measures intended to offset the negative outcomes of unanticipated events. Risk response follows risk identification and evaluation.
- 3.2.6 **Risk transfer/transference** is a risk response technique that seeks to reduce the impact of a risk to within an acceptable threshold.
- 3.2.7 **Pre-renewal data questionnaire** is the process whereby departments, faculties and schools declare current information that identifies and provides values of all insurable items for insurance coverages on the upcoming policy term.
- 3.2.8 An **unanticipated event** is the sudden occurrence of a situation, the financial consequences of which may disrupt normal operations.

4.0 REGULATIONS

- 4.1 Items subject to risk shall be identified, evaluated and, when deemed necessary, covered by insurance.
- 4.2 At a minimum, and in consultation with the insurance provider, insurance shall be carried for the following areas of risk under the standard insurance categories:
 - 4.2.1 Property, boiler and machinery
 - 4.2.2 Liability
 - 4.2.2.1 Commercial general liability
 - 4.2.2.2 Errors and omissions
 - 4.2.2.3 Umbrella liability
 - 4.2.2.4 Excess liability
 - 4.2.2.5 Foreign liability
 - 4.2.2.6 Garage liability
 - 4.2.2.7 Media liability
 - 4.2.3 Automobile
 - 4.2.4 Crime
 - 4.2.5 Owner controlled construction insurances
 - 4.2.6 Accident for travel
 - 4.2.7 Accident for sports

Insurance and Risk Transfer

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- 4.3 Officers across MacEwan are responsible, from a risk management perspective, for the identification, analysis and “control of loss” for any items under their purview.
 - 4.3.1 Insurance coverages shall be determined by the appropriate officer in consultation with the officer responsible for facilities as a result of a risk management assessment using pre-renewal data questionnaires.
- 4.4 The executive officer responsible for University Services has executive oversight of matters related to insurance and risk transfer.
- 4.5 The officer responsible for University facilities is responsible for implementation of this policy and for developing and implementing procedures and programs to support the transference of risk through insurance.
- 4.6 MacEwan maintains membership in the Association of Colleges and Technical Institutes’ Insurance Consortium for the purpose of procuring and administering insurance coverage.
- 4.7 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct – Employees for additional guidance.).

FACT SHEET

Relevant Dates

Approved:	2010.02.18
Effective:	2010.02.18
Next Review:	2013.02

Source

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2010.02.18	This is a new, operational policy approved by Board Motion 01-02-18-2009/10.
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Authorization

Office of Accountability:	Vice President, University Services
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Office of Administrative Responsibility:	Director, Facilities
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Approved By:	Board of Governors
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Contact Area:	Director Facilities
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Authority:

Related and Associated Matters

Associated Policies & Procedures: D7000 Risk Management; D4000 Procurement

Associated Guidelines/Manuals, Forms: Pre-renewal data questionnaire

Related Policies: D7030 Emergency Preparedness; D5000 Facilities – Whole Life Cycle Sustainability