

P O L I C Y



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Policy Title <b>INSURANCE – COMMUNITY ORGANIZATIONS</b>	Date <b>June 10, 2004</b>	Resolution No. <b>C/377/04</b>

**Policy Statement:**

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

Notwithstanding the above, community, not-for-profit organizations which provide similar services to and/or compete directly with privately owned facilities within Lacombe County are ineligible under this policy.

**Guidelines/Procedures:**

1. Organizations wishing to obtain insurance coverage through Lacombe 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, activities and vehicles that are to be insured
  - Legal land description of the property in which the facility to be insured is located
  - Description of building materials used in the frame, roof and floor of the facilities
  - Area (sq. ft.) of the facilities
  - 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
  
2. Community Organizations approved to obtain insurance coverage through Lacombe County will be responsible for all premiums related to them being an “Additional Named Insured”.
  
3. All requests for insurance coverage are subject to the approval of Lacombe County’s insurance carrier.

Approved: June 10, 2004  
Revised: