



TOWN OF HINTON
DELEGATION OF AUTHORITY
- INSURANCE -
Policy No. CORP. 010

Created By: Corporate Services
Approved By: Town Council
Revised By:

Approved On: June 20, 1995
Revised On:

POLICY STATEMENT

It is necessary for the Town to have insurance in place for its operations, and occasionally will also place insurance on behalf of some of the community groups. This is done to assure the Town that the community group has the proper insurance. In addition, the Town can usually place the required insurance at a cheaper rate than the community group could.

The insurance company requires the insurance coverage be approved formally by Council, or be formally delegated to administration.

1. **GOALS**
2. **DEFINITIONS**
3. **METHODS AND PROCEDURES**
4. **RESPONSIBILITIES**

It is determined that any one of the Town Manager, Treasurer, or Assistant Treasurer be delegated the authority to place insurance on behalf of the Town.

5. **GUIDING PRINCIPLES TO STAFF**