



INSURANCE CLAIMS

Date Issued: 24.May.77

Mandated by: Administration

Current Revision: 09.Jan.12

Cross-reference: SAF-005

Next Review Diarized: 01.Jan.15

Responsibility: Corporate Services
Administrative Assistant

POLICY

Damage claims under \$250 are settled by the City Manager with a waiver of liability from the claimant.

PROCEDURES

1. For claims under \$250:
 - a) the appropriate supervisor is advised, who then contacts the individual/parties concerned and prepares a written statement of the incident;
 - b) the statement and related data is submitted to the City Manager for final disposition;
 - c) if a settlement is agreed upon, a waiver of liability, signed by the claimant releasing the City from all future liability related to the incident, is required.
2. All claims over \$250 are referred to the City's insurers.
3. All City employees are bonded.

City Manager (Original Signed by CC – Interim)