



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Legal Matters	6
Sub-Section:	Claims	2300
Title:	CLAIMS REPORTING TO COUNCIL	1

POLICY

Council shall be kept advised by staff and the Chief Administrative Officer on:

- 1. New claims and status changes to existing claims values over \$25,000 by sending them to Council as soon as possible either by courier or packing slip (method to be at the discretion of the Chief Administrative Officer).**
- 2. New claims and status changes to existing claims values over \$10,000 through the monthly departmental status report.**
- 3. All status reports of claims shall be stamped and must be considered strictly confidential.**

REASON FOR POLICY

To ensure that Council is made aware of significant claims against the District in a timely manner.

AUTHORITY TO ACT

Delegated to Staff

PROCEDURE

1. The Clerk's Office must receive or be notified of all claims or actions on the same day notice is received and any changes in status to legislative claims.
2. Purchasing will maintain a status report for all insurance/liability claims and provide Council with a monthly report on the status of claims over \$10,000.
3. Corporate Services will maintain a status report of all non-insurance litigation and legal special matters and provide Council with a monthly report on status.
4. The Clerk's Office will maintain a status report of all legislative actions and provide Council with a monthly report on their status.
5. Departments receiving notice of a change in status of a claim which is either valued at over \$25,000 or of a sensitive nature, will notify the Chief Administrative Officer in writing on the same day. The Chief Administrative Officer will advise Council as soon as possible, either by courier or packing slip, as he deems appropriate.

DEFINITION:

For the purpose of this policy, "claim" means all civil litigation, liability claims and notices of failure to comply with appropriate regulations or legislation which may attract a penalty or fine.

Approval Date:	December 20, 1993	Approved by:	Regular Council
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2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	