



POLICY FOR INSURANCE CLAIMS

This policy has been created to ensure non-profit/community organizations have a protocol to follow should they have to make an insurance claim to our Municipal Insurance Provider.

1. Notify the Administration office in writing that an event/issue has occurred in which they must apply to the Insurance Company. The notification shall include what has occurred and their preferred course of action; for structural claims; and
2. Administration will immediately advise the Insurance company and provide a contact name from the organization as well as the Building Inspectors information. The insurance representatives will work directly with the Building Inspector to ensure all works are efficiently carried out and that they comply with both the Manitoba Building Code and our Development Plan.

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