

# Course Syllabus

## Course Identification

Municipality Claims Investigation  
Module 2: Casualty Claims

Alberta Accreditation Committee Course ID # 57553  
Continuing Education Credit Hours: 2 Hours  
Classes of Certificate: General Insurance, Insurance Adjuster

## Course Description

A liability claim for bodily injury or death against a municipality creates unique challenges in reporting, limitation periods, and proving negligence of a municipality and its employees.

Topics discussed support learners understanding of the fundamental principles and structure of the Municipal Government Act (Alberta) with respect to liability claims, claims reporting and settlement. Learners explore and discuss common types of liability claims that arise from municipal operations.

Learners identify and describe common categories of information required in a typical municipal notice of claim and discover helpful hints to share with clients in preparing to submit a liability claim.

Learning is applied through the completion of an exercise using a Claim Scenario.

## Course Schedule

Lesson 1	Municipal Bodily Injury Claims - Premises	45 minutes
Lesson 2	Municipal Bodily Injury Claims - Vehicles	45 minutes
Lesson 3	Client Claim Considerations	20 minutes
Learning Exercise: Municipality Claim Scenario		10 minutes

# Course Syllabus

## Course Outline

### **Lesson 1: Municipality Bodily Injury Claims – Premises**

#### *Learning Outcomes*

- 1) *Define and describe municipal premises.*
- 2) *Explain general categories of Alberta Statutes that affect findings of legal liability.*
- 3) *Identify and briefly describe common slip or trip and fall injuries.*
- 4) *Outline common elements of municipality claim adjustment.*

#### Topics Covered

1. Municipal Premises
2. Municipal Liability
3. Common Types of Injuries
4. Municipal Claims Adjustment

### **Lesson 2: Municipality Bodily Injury Claims – Vehicles**

#### *Learning Outcome*

- 1) *Explain general categories of Alberta Statute that affect findings of legal liability.*
- 2) *Discuss considerations that affect public transit claims.*

#### Topics Covered

1. Statute – *Traffic Safety Act* (Alberta)
2. Light Rail Transit (C-Train) Accidents

### **Lesson 3: Client Claim Considerations**

#### *Learning Outcomes*

- 1) *Outline preliminary action steps for a claimant.*
- 2) *Identify and describe the common categories of information required in the submission of a municipality bodily injury claim.*

#### Topics Covered

1. Claimant Preliminary Action Steps
2. Notice of Loss and/or Claim
3. Documentation and Proof

## Course Outline: Continued

## Course Syllabus

### **Learning Exercise: Municipality Claim Scenario**

#### *Learning Outcome*

- *Create a checklist to use as a resource for investigating a municipality bodily injury liability claim.*

#### *Instructions*

- 1) *Read the case study in the MS Teams Files Section.*
- 2) *Describe FIVE (5) steps you would take, and FIVE (5) resources you would consult, in investigating this claim.*
- 3) *Share results with your team members, then with the class in Chat.*