



Finance Committee Agenda Item

Meeting Date: August 27, 2024

Agenda Item: Incident Claim Submission & Payment Approval Policy

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BACKGROUND

(Enter the who, what when, where, why)

As we update our policies and procedures to align with current practices, we are also identifying areas where new policies would be beneficial. Currently, we do not have a written policy specifying which incident claims must be presented to the Finance Committee. To address this, I have drafted a general template that we can use as a basis to define the types of claims, financial thresholds, and circumstances under which the committee should review claims.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

It is recommended a policy be created to guide staff on what claims should be reviewed and approved by the committee.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Draft Policy Template