

Policies & Procedures

Risk Management Committee – Governing Policy

Objective

- Create a statement that defines the purpose of the committee. For example:

The Risk Management Committee's objective is to oversee the City's risk management policies and procedures to ensure the identification and management of risk complies with both internal guidelines and external requirements.

Membership

- How many members will the Committee have?
- Who will form the membership of the Committee (i.e. council, managers, supervisors, front line)?
- Quorum – how many members must be present?
- Who will Chair the Committee?
- How will the Chair be chosen?

The most successful risk management programs are those that are driven from the top down with input from the bottom up.

Meetings

- How often will meetings be held?
- Will the Chair have the authority to call additional meetings?
- Under what circumstances can additional meetings be called?

Responsibilities and Duties of the Risk Management Committee

- Define the matters that will be the responsibility of the committee. For example, any matters that involve the identification, assessment and mitigation of existing or emerging risks.
- Will incident report reviews and claims histories form part of the responsibilities of the Committee?

Reporting Structure

- Who will the Committee report to (i.e. council)?

Rules Governing Conduct

- Agenda – whose responsibility is this?
- Who will record the minutes?
- What is the Committee's power with respect to appointing members and filling vacancies?
- Will parties outside of the Committee members be allowed to attend meetings? (i.e. representatives of your insurer's claims department, independent legal counsel, municipal claims adjustors, insurance broker).
- Does the Committee have authority to view and request certain documents? (i.e. incident reports; municipal claims histories; statements of claim).
- Does the Committee have authority to implement policies and procedures?
- Does the Committee have veto power over any new proposed programs or events?

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