

**Insurance**

---

**Purpose** *ASC has a legal responsibility to clients, employees and volunteers. Contractual and business obligations, undertaken by ASC, have varying insurance requirements.*

**Policy Statement** *Wherever a legal obligation exists, ASC will carry adequate coverage to compensate for injury, loss or damage. There will be specific contingency for person, property and liability.*

*ASC Insurance coverage will include:*

- *General Liability Insurance of not less than \$2,000,000.00 per occurrence*
- *Directors and Officers*
- *Errors and Omissions Insurance of not less than \$1,000,000.00*
- *Business interruption*
- *Automobile liability insurance for a minimum of \$2,000,000.00 on all ASC owned, leased or licensed in ASC's name*
- *Current replacement value for all ASC owned properties, furniture and equipment*
- *WCB for Employees and Volunteers*
- *Special coverage as required for events, situations and contractual agreements*

*ASC requires any of its employees that use their personal vehicles for work purposes to carry a minimum of \$2,000,000.00 liability insurance.*

*ASC does not carry insurance for the personal belongings of clients. Individual Service Agreements will clearly indicate that personal property insurance is the responsibility of the client/guardian.*

*At a minimum, annually together with the ASC Insurance Broker, Management will review the insurance policies carried by ASC and when required, bring information regarding changes forward to the Board Finance for determination of handling.*

*Insurance documents will be filed in the operational file room.*

Binder(s):	Board					Page:	1 of 1
Section(s):	Finance	A	95-01-18	R/R	98-01-07	R/R	00-04-27
Program Area(s):		R	00-11-29	R	Mar 26/08	R/R	Aug 30/12
		R/R	Sept 27/18				

## Insurance

---

### Review, Monitoring and Storage of Insurance Policies

1. The Board of Directors will be made aware of their responsibilities throughout the initial orientation.
2. The Executive Director/designated personnel will review contractual obligations as they arise and insure that insurance requirements are brought forward for handling through the ASC Insurance Broker.
3. The Executive Director/designated personnel will keep the Insurance Broker advised of major changes to service delivery or endeavors of ASC.
4. The Executive Director/designated personnel will insure that minimally a review of insurance needs and renewal of insurance policies occurs annually with the ASC Insurance Broker.
5. The Board Finance Committee may be consulted for review and recommendations.
6. Substantial changes to Insurance will be taken to the Board of Directors.
7. A list summarizing the types and purposes of insurance will be compiled by the designated personnel and kept with the policies.
8. The policies will be filed and stored in the operations file room.

### ASC-Owned Vehicle Insurance

Designated personnel will ensure that:

1. The Insurance Broker is immediately advised of any purchase or sale of an ASC-owned vehicle, vehicle lease change or licensing changes in the name of ASC.
2. Insurance cards are current for all ASC-owned vehicles and copies are kept in the applicable vehicle, as well as in the file.
3. Requirements as per Insurers for drivers of ASC vehicles are known and adhered to, including notification of new drivers.
4. Reports are made as required in the event of a claim.

Binder(s):	Board						Page:	1 of 2
Section(s):	Finance	A	95-01-18	R/R	98-01-07	R	00-11-29	
Program Area(s):		R	Mar 26/08	R/R	Aug 30/12	R/R	Sept 27/18	

### **ASC-Owned Properties, Furniture and Equipment**

Designated personnel together with the ASC Insurance Broker will ensure that:

1. Valuations of properties, furniture and equipment are current and reflected in insurance policies.
2. Extensive damage to property, furniture or equipment is reported as necessary.

### **WCB Insurance**

1. ASC maintains WCB Insurance for Employees and Volunteers, and in some circumstances, Contractors.
2. In the event of an injury, ASC will comply with the reporting requirements of WCB.
3. Designated ASC personnel will assist with WCB claims management on behalf of ASC and will be knowledgeable in planning for return to work through modifications where required and as applicable.

### **Special Events and Circumstances**

Designated personnel will check with the Insurance Brokers regarding specific insurance requirements for events such as off-site activities (charity golf tournament, etc.)

### **Contractual Agreements**

1. Where ASC holds contractual agreements with its funders that require proof of insurance, designated personnel will request certificates of insurance and provide these to the applicable funder. Copies of the forwarded certificates will be kept with the contract file.
2. In the event that ASC contracts for services and a proof of insurance requirement exists, designated personnel will ensure a copy of the required proof of insurance is maintained on the file.
3. A list of the requirements for proof of insurance will be maintained and held with the list of ASC insurance policies that is filed with the insurance documents.

Binder(s):	Board						Page:	2 of 2
Section(s):	Finance	A	95-01-18	R/R	98-01-07	R	00-11-29	
Program Area(s):		R	Mar 26/08	R/R	Aug 30/12	R/R	Sept 27/18	