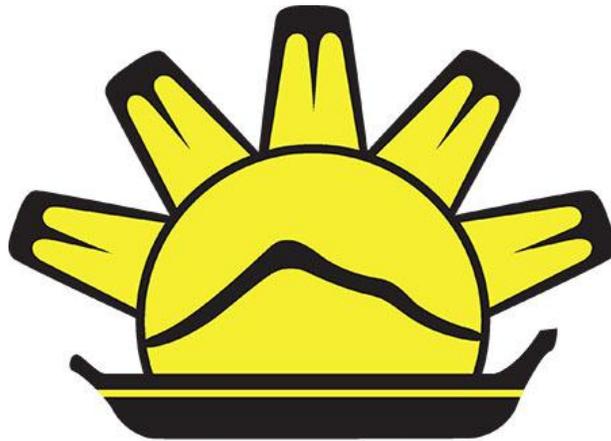


Statement of Policy and Procedure	
BCR #	2016/17-071
File Reference #	FAL-024
Issue/Effective Date	February 2, 2017

Malahat Nation

Insurance Policy

Approved by Council on Feb 02, 2017



Malahat

1. Policy

Malahat Nation will obtain sufficient insurance coverage for its operations, staff and Councillors as part of its overall risk management strategy.

2. Purpose

The purpose of this policy is to provide guidance on the establishment and maintenance of an insurance program to ensure material risks are addressed for Malahat Nation and its Councillors, officers, and staff.

3. Scope

This policy and procedure applies to Council, the Chief Executive Officer, the Director of Finance and all other employees involved in insurance matters at Malahat Nation.

4. Definitions

“**risk**” in insurance terms is the possibility of a loss or other adverse event that has the potential to interfere with an organization’s ability to fulfill its mandate, and for which an insurance claim may be submitted.

5. Responsibilities

(1) Council is responsible for:

- (a) Procuring and maintaining in force all insurance coverage that is appropriate and commensurate with the risks under the care or control of Malahat Nation based on the recommendation of the Chief Executive Officer;
- (b) If Council chooses, procuring and maintaining insurance for the benefit of a Councillor or a Malahat Nation officer or their personal representatives against any liability arising from that person being or having been a Councillor or an officer.

(2) The Director of Finance is responsible for:

- (a) Monitoring insurance coverage expiration and payment dates to ensure coverage does not lapse.

(3) The Chief Executive Officer is responsible for:

- (a) Leading and managing the risk identification and assessment process;
- (b) Evaluating options from insurance providers, as provided by the insurance broker, to address the risks that require insurance coverage;
- (c) Selecting an insurance broker;

- (d) Providing its insurance coverage recommendation to Council (The CEO may retain external expertise to assist in its deliberations given the technical nature of insurance decisions).
- (e) On an annual basis reviewing insurance coverage to ensure that it continues to meet the needs of Malahat Nation.

6. Procedures

Identify significant material risks

- (1) The Chief Executive Officer, with input from members of the management team, and Council, will develop a list of potential significant material risks to Malahat Nation's financial assets, tangible capital assets and the operations of Malahat Nation. This will include an examination of:
 - (a) Potential sources of liability of Malahat Nation arising from its operations;
 - (b) Values and use of Property and equipment;
 - (c) Values and use of Assets under control of Malahat Nation;
 - (d) Potential sources of Liability for individuals such as Councillors, officers and staff members of Malahat Nation; and
 - (e) Other risk areas that could result in a loss to Malahat Nation and could be insured.

Identify and procure insurance products

- (1) Based on the risk analysis performed, the Chief Executive Officer will identify the risks where insurance coverage is appropriate.

Approval for insurance coverage

- (1) Council will review the proposed option presented by the Chief Executive Office and document their approval.
- (2) Once approved by Council, procurement of the insurance coverage will follow Malahat Nation's Procurement and Expenditure Policies.

Maintenance of insurance coverage

- (1) The Director of Finance or delegate will maintain a schedule of insurance policy expiration dates and payment dates and monitor on a regular basis to ensure that coverage does not lapse.
- (2) The Chief Executive Officer or delegate will review insurance coverage on an annual basis to ensure that it continues to adequately address the risks and meet the needs of Malahat Nation.

7. References and Related Authorities

(1) FMB's Financial Management System Standards

(a) Standard 19.4 Insurance

(2) FMB's Financial Administration Law Standards

(a) Standard 17.5 Insurance

8. Attachments

None