

Asset Protection – B-F-002

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) ensures that assets are reasonably protected, adequately maintained, and not placed at unnecessary risk. Accordingly, the Board of Health, through the Medical Officer of Health/Executive Officer, ensures that:

- a) Reasonable insurance against fire, theft, and casualty losses, with an appropriate deductible, is maintained;
- b) Reasonable insurance to an appropriate extent against liability losses to the Board of Health members, staff, and individuals while legally engaged in their activities on behalf of the Health Unit is maintained;
- c) Insurance to an appropriate extent against losses due to errors and omissions on the part of Board of Health members and staff is maintained;
- d) Board of Health members and staff are not unnecessarily exposed to claims of liability;
- e) Generally accepted accounting principles and internal control practices are in place for the receipt, processing, and disbursement of funds;
- f) Reasonable security is provided at Health Unit owned or leased facilities to protect persons and property; and
- g) A Risk Management process is in place that enables the Board of Health to understand and address its unmitigated risks.

2.0 Purpose

This policy provides for the protection of assets of the Health Unit.

3.0 Scope / Responsibility

- 3.1** This policy applies to all assets of the Health Unit and to the members of the Board of Health, the Medical Officer of Health/Executive Officer, and all staff.
- 3.2** The Board of Health is responsible to ensure that this policy is initiated and to review and approve the insurance program for the Health Unit annually, or as per the contract with the current insurer.
- 3.3** The Finance and Property Committee of the Board of Health is responsible to review the annual insurance claims and limits of coverage, and any recommendations of the insurance agent and recommend any appropriate insurance changes to the Board of Health.
- 3.4** The Medical Officer of Health/Executive Officer is responsible to ensure that generally accepted accounting principles and internal control practices are in place. The auditor reports annually to the Finance and Property Committee (acting as an audit committee) on the status of these practices.
- 3.5** The Finance and Property Committee reviews the auditor's findings and reports to the Board of Health including any recommendations that are to be implemented.

4.0 Procedure

- 4.1 The Health Unit insurance program is reviewed annually by the Finance and Property Committee to ensure that coverage, limits, and deductibles are appropriate. Insurance claims made are reported to the Board of Health to assist in assessing risk.
- 4.2 The Finance and Property Committee recommends the annual insurance policy renewal (or as per the approved contract) including any recommendations for changes.
- 4.3 The Finance and Property Committee reviews the auditor's report on generally accepted accounting principles and internal control practices annually and discusses with the auditor any changes needed to improve internal controls and reduce risk.
- 4.4 The Finance and Property Committee reports the auditor's findings and makes recommendations to the Board of Health.
- 4.5 The Finance and Property Committee reviews the Risk Management Report annually and reports any concerns to the Board of Health.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Risk Management - [B-G-023](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)

7.0 Summary of Revisions

2019-05-28 - Scheduled review with minor grammatical revisions and addition of reference to a risk management process in 1.0 with associated link to the Board policy in 6.0.

8.0 Board Policy Development Details

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