



**POLICY: FINANCE – INSURANCE**

**POLICY #: B-FIN-10**

COMMITTEE: Finance & Audit  
TOPIC: Insurance

PASSED: 26 October 2017  
AMENDED: 28 September 2023  
REVIEW PERIOD: 5 years

**PURPOSE**

To detail and affirm the North Vancouver District Public Library (Library) use of District of North Vancouver (“District”) insurance policy coverage as a key component of Library and District risk management.

**POLICY**

Library insurance needs will be evaluated and provided by the District, which will maintain reasonable insurance coverage for the Library Board, Staff and Library assets.

**Background**

Section 54 of the Library Act protects Library Board members, staff and volunteers from lawsuits subject to certain limitations. Coverage is backed by the District’s comprehensive liability insurance policies subject to policy limitations. Limitations fall into general categories such as:

- Intentional acts including malicious and willful misconduct
- Claims brought by ‘employee(s) against employer’ (example of claims brought by ‘employee against employer’ would be: alleged discrimination based on physical disability, breach of employment contract/wrongful dismissal, sexual or workplace harassment, employment-related libel or slander)
- Breach of fiduciary duty of loyalty, obedience or care (there may be coverage in certain circumstances under a Liability Protection Agreement (LPA) but is determined when reviewing all the facts relevant to a particular case)

**RESPONSIBILITIES**

**Board Members**

- To be aware of statutory and policy coverage and related limitations
- Support this policy and procedures

**Chief Financial Officer (CFO) or designate**

- Supports this policy and procedures
- Orients the Board regarding insurance coverage to support Board awareness
- Ensures the Library has reasonable liability and property insurance coverage
- Reports to the insurance provider any insurable losses on buildings, furniture, equipment and Library materials
- Engages the municipal solicitor as needed on matters pertaining to insurance risk as they arise

**Director of Library Services**

- Supports this policy and procedures
- Advises the CFO or designate of any material changes to the buildings, furniture, equipment and Library materials
- Advises the CFO or designate in advance of any potential risk (real or perceived) to the Board members, employees and library users as applicable

## RELATED POLICIES

- B-GOV-07 RISK MANAGEMENT