

## INSURANCE MANAGEMENT

### Background

The Superintendent of Business shall ensure continuous property and liability insurance as required by The Education Act, 1995 is maintained.

### Procedures

#### 1. Responsibility

- 1.1 The Superintendent of Business, is responsible for insurance management functions of the Board and school division.

#### 2. Specifications

- 2.1 All specifications for the procurement of insurance are to be consistent with the Division's schedule of insurable values and guidelines for placing insurance:
  - 2.1.1 Appraisal of buildings and contents:
    - 2.1.1.1 To establish insurable values the services of a professional appraisal firm is to be retained.
    - 2.1.1.2 The appraisal is to be current and updated on an annual basis.

