

Policy Type: **Operational**

Policy Number: **O-8**

Policy Title: **Insurance and Risk Management
Policy**

Policy Approved: November 2024
Effective: January 2025 - December 2027

1. PURPOSE

1.1 The Windsor Public Library Insurance and Risk Management Policy is intended to provide a framework and guidelines for system wide insurance services and risk management.

2. SCOPE

2.1 The Windsor Public Library Board within the meaning of the *Public Libraries Act* as amended, provides governance and management of public library services in Windsor, and is supported by the Windsor Public Library / City of Windsor Service Agreement (2015), as amended March 21, 2017.

2.2 As per the Windsor Public Library/City Amending Agreement of March 21, 2017:10. Section 3(a)

“(iii) Provide upon request of the Board and subject to the concurrence of the City acting reasonably, at no cost to the Board, the following services:

8. Insurance and risk management services;

as the Board determines, in consultation with the City, to be necessary or appropriate to operate the Library.”

2.3 The Insurance and Risk Management Policy reflects the Windsor Public Library Mission, Vision, Values and Customer Service Pledge:

Windsor Public Library Values Statement - Integrity “We are committed to conducting business in an ethical and transparent manner”.

2.4 This policy applies to all employees, volunteers and agents.

3. POLICY

3.1 In fulfilling this responsibility the Windsor Public Library Board follows the City of Windsor *Enterprise Risk Management Policy* which is supported by City and Windsor Public Library employees.