




Policy Title: ASSET PROTECTION		Policy Section: II Executive Limitations		Policy Number: II-15
Approved By: Board of Directors	Date Approved: Jan 23, 1996	Date Reviewed/ Revised:		Board Chair's Signature: 
		May 5, 2006 Sept 15, 2009 Nov 30, 2009 Nov 29, 2012 May 12, 2015	June 11, 2018 Sept 13, 2021 Sept 23, 2024 Sept 22, 2025	

BACKGROUND

Assets are understood as the physical, financial, intellectual, and reputational property of CMLTO to be duly protected.

POLICY PURPOSE

This policy establishes the values and risk tolerances (ethics, equity, and prudence boundaries) around the safeguarding of CMLTO assets, including physical, financial, intellectual, reputational, and conceptual/non-tangible assets.

POLICY

The Registrar & CEO shall not allow the CMLTO assets to be unprotected, to be inadequately maintained, inappropriately/unreasonably placed at risk or fail to be maximized.

Further, the Registrar & CEO will not:

Risk Management and Insurance

1. Operate without a comprehensive risk management approach to minimize risk exposure of the CMLTO and which mitigates CMLTO's risks, including:
 - a. Internal controls for the operations of the CMLTO that would be assessed as appropriate by the standards of the auditor appointed by the Board of Directors.
 - b. A capital inventory record system.
 - c. A comprehensive occurrence management system.
 - d. An insurance program that addresses all theft and casualty losses to at least 100% of the replacement value, including cyber liability.
 - e. Appropriate comprehensive liability insurance coverage for Board Members, staff, volunteers, and the CMLTO, consistent with the standards for comparable organizations.
2. Unnecessarily expose the CMLTO, its Board, Committees or staff to liability claims.



3. Place the CMLTO at risk of penalty or negative consequences by failing to make statutory remittances and government mandated reports on time.

Uninsured Unauthorized Access to Funds

4. Allow unauthorized personnel and uninsured individuals access to CMLTO funds.

Premises and Equipment

5. Place the CMLTO at risk of loss of premises and allow any rent, utilities, property or business taxes to fall into arrears.
6. Fail to safeguard premises and equipment from improper use or insufficient maintenance.
7. Operate without ensuring that the use of CMLTO physical facilities is maximized.

Purchases, Contracts and Agreements

8. Make any purchase or contract for goods and/or services:
 - a. Without prudent protection being given to conflict of interest.
 - b. Without a formal competitive bidding process (for price and quality) for amounts over \$55,000, where competitors are available (Refer to: Executive Limitations EL II-16 Vendor Relations Executive Policy).
 - c. Of capital expenditures without adhering to the approved capital budget or without a specific Board approval if the item is not in the capital section of the budget.

Note: Purchase or contracts for products or services cannot be split to avoid these criteria.

9. Operate without ensuring that contracts, agreements, or other binding instruments with potential significant legal, financial, or reputational implications are reviewed by legal counsel prior to execution, based on their level of risk to the CMLTO.

Information

10. Fail to protect intellectual property, information, and files from loss, damage, or theft (Please refer to Executive Limitations EL II-70 Intellectual Property Policy).

Handling of Funds

11. Receive, process and disburse funds in a manner which is insufficient to meet the Board-appointed auditor's standards and in accordance with Generally Accepted Accounting Principles.



Monitoring Independence

12. Compromise the independence of the Board's annual independent financial audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisors. (Refer to Executive Limitations EL II-12 Financial Audit and External Auditors Policy).

Public Image

13. Harm the CMLTO's public image or credibility, particularly in ways that would hinder its accomplishment of Ends (Critical Outcomes) Policies.
14. Allow the value of the registered name of the College to be diminished by failing to take reasonable actions to protect the name from unauthorized use.
15. Change or modify the CMLTO's name or substantially alter the essence of its corporate identity (Refer to Executive Limitations EL II-50 Corporate Identity/Communications and Public Image Policy).

Investment Risk

16. Invest or hold operating capital in insecure instruments and bonds of less than an A rating at any time or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions (Refer to Executive Limitations EL II-09 Investment Policy).
17. Make or implement any changes in the investment standard and criteria for investment practice prior to Board approval.

Real Property

18. Acquire, encumber, or dispose of real property.

Information Technology

19. Fail to plan and provide for necessary technology enhancements or acquisitions to support effective regulatory, administrative, and communications processes.
20. Secure the CMLTO's information technology (computers, laptops, and servers, etc.) by regularly evaluating cybersecurity and ensuring updated protection against Spyware, Trojan Programs, viruses and malware.

DEFINITIONS

Capital Asset – includes property, plant, software and equipment owned or leased by CMLTO which is over \$2,000 for each individual item.

Operating Asset – includes cash, investments, accounts receivable, inventory and CMLTO's public image and reputation.

REFERENCES:

- CMLTO By-Law
 - Article 3.3 Investment



- Article 3.6 Expenditures
- Article 3.10 Asset Protection
- EL II-09 Investment Policy
- EL II-12 Financial Audit and External Auditors Policy
- EL II-16 Vendor Relations Policy
- EL II-50 Corporate Identity/Communications and Public Image Policy
- EL-II-70 Intellectual Property Policy