

	<b>Asset Protection</b>	
	<b>Policy Type:</b>	Executive Limitation
	<b>Number:</b>	EL-F-2.0
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	April 26, 2021
	<b>Motion Number:</b>	21.C.167
	<b>Revised Date(s):</b>	

**Policy Statement:**

This policy identifies what types of decisions and actions the Chief Administrative Officer (CAO), and or designates **may not do** in order to achieve Council's Ends.

These limitations set boundaries regarding the protection of the Town assets as to what means to achieve the Ends **would be unacceptable** even if the means worked.

The CAO will not cause or allow unprotected, inadequately maintained, or unnecessarily risked corporate assets including, but not restricted to, tangible capital assets.

Further, without limiting the scope of the above statements by the following, the CAO shall not:

1. Allow assets to be without proper physical protection from damage and misappropriation;
2. Allow budget recommendations to Council that inadequately funds infrastructure maintenance, including property, plant or equipment;
3. Sell tangible capital assets to fund ongoing operating expenses without proper authorization;
4. Permit the organization to be without adequate safeguards to protect intellectual property, information, and files from loss or significant damage;
5. Unnecessarily expose the organization, Council, or staff to claims of liability.