

ISLANDS TRUST COUNCIL

BYLAW NO. 85

A Bylaw to Amend the "Islands Trust Council Trustee Expenses and Benefits Bylaw, 1995"

The Islands Trust Council, having jurisdiction in respect of the Trust Area in the Province of British Columbia pursuant to the *Islands Trust Act*, enacts as follows:

1. Islands Trust Council Bylaw No. 29, cited as "Islands Trust Council Trustee Expenses and Benefits Bylaw, 1995" is amended as follows:
 - a) by removing Schedule A in its entirety and substituting Schedule A as appended to this bylaw.
2. This Bylaw may be cited for all purposes as the "Islands Trust Council Trustee Expenses and Benefits Bylaw, 1995, Amendment Bylaw No. 1, 2001".

READ A FIRST TIME THIS	14 TH	DAY OF	SEPTEMBER	, 2001
READ A SECOND TIME THIS	14 TH	DAY OF	SEPTEMBER	, 2001
READ A THIRD TIME THIS	14 TH	DAY OF	SEPTEMBER	, 2001
ADOPTED THIS	20 TH	DAY OF	DECEMBER	, 2001

SECRETARY

CHAIRPERSON

**ISLANDS TRUST COUNCIL
BYLAW NO. 85**

SCHEDULE "A"

Islands Trust
Reimbursement of Trustee Expenses
(Effective April 1, 2001)

1. Accommodation
 - a) The Islands Trust will reimburse the lesser of the current published government rate or actual cost.
 - b) Exceptions will be considered and authorized by an Executive Committee member where the government rate cannot be obtained.
2. Private Accommodation
 - a) The Islands Trust will reimburse \$30 per night where accommodation is obtained privately.
3. Per Diem
 - a) The per diem is \$55 per day.
 - b) Deduct from the above amounts for meals if not on travel status or if meals provided: \$8 for Breakfast, \$10 for Lunch and \$15 for Dinner.
 - c) Residual amount of \$22 if no meals claimed is intended to cover incidental expenses such as phone calls, laundry and gratuities.
4. Vehicle Mileage
 - a) \$.43 per km for use of personal vehicle.
 - b) Appropriate vehicle insurance must be maintained (see 8.b).
5. Water Travel
 - a) \$1.50 per km for use of personal motor vessel.
 - b) Appropriate insurance must be maintained.
6. Travel Expenses
 - a) Actual cost for ferry, taxi, parking, tolls, etc.
7. Dependent Care
 - a) Up to \$50 per day when required to attend business/meeting with overnight stay.
 - b) Up to \$25 per day when required to attend local/on-island business/meeting.
 - c) Reimbursement will be made upon production of a receipt and shall include the applicable dates/time, hourly rate charged and shall identify the caregiver/agency.

8. Auto Insurance
- a) The Islands Trust shall reimburse the differential between 'Business Use' and 'To and From Work' or 'Pleasure Use'.
 - b) It is the individual's responsibility to maintain appropriate insurance coverage per Insurance Corporation of British Columbia regulations.
 - c) Reimbursement will be made upon production of evidence of the cost differential.
9. Business Expenses
- a) Actual costs of office supplies, faxing and photocopying services.
10. Business Phone Calls
- a) Actual costs for business related long distance toll charges including reimbursement of long distance discount plan fees.
11. Rental Vehicles
- a) Actual cost of rental with receipts.
 - b) The B.C. Government Standing Agreement rental rate should be requested when renting a vehicle.
 - c) The Collision Damage Waiver (CDW) option should not be purchased, as this coverage is provided under the Standing Agreement.
12. Private Vehicle Damage Reimbursement
- a) The Islands Trust will reimburse a maximum of \$500 per occurrence, in accordance with B.C. Government Financial Administration Procedures (S.4F1) for vandalism or damage as a result of an accident while on Islands Trust business.
 - b) Repairs must be completed prior to submitting a claim.
 - c) This section will not apply where a court holds that the driver of the vehicle is guilty of willful, wanton or gross negligence.
13. Air travel/Water Taxi
- a) Actual costs of travel with receipts.
 - b) Where these costs exceed \$150 and are to be billed directly to the Islands Trust, an authorized Purchase Order must be issued to the carrier.
14. Computer/Internet
- a) Costs for personal Internet service will be reimbursed at the rate of \$6 per month or \$72 per year.
 - b) Reimbursement will be made upon submission of a copy of an Internet Service Provider contract.