

### 7.4.iii. Policy & Guidelines

## TRUSTEE EQUIPMENT ALLOCATION AND RETRIEVAL

Trust Council: September 8, 1993

### A: PURPOSE:

To establish the policy and guidelines for the appropriate allocation of equipment and other physical resources required by trustees, and for the retrieval of this equipment following the conclusion of the trustee's term of office.

### B: DEFINITIONS:

1. **Equipment** - Items purchased or owned by the Islands Trust including, but not limited to, fax machines, computers, office furniture and equipment, and reference and resource materials.

### C: POLICY:

1. Equipment will be allocated according to the following general guidelines:
  - 1.1. One fax machine allocated to each LTC to be shared by both trustees.
    - i. Where one trustee has a personal fax machine, the Trust machine will be allocated to the second trustee for that LTC.
    - ii. For LTCs where one trustee is also an Executive member, both trustees for that LTC shall be allocated fax machines. Where additional fax machines are made available by the Trust, they will be made available on an equitable basis with priority going next to chairpersons of council committees.
  - 1.2. Office equipment (e.g. filing cabinets, bookshelves), when purchased by the Trust, will be allocated equitably to all trustees but may also be purchased through LTC Local Expense budgets in which case it will be for the exclusive use by that LTC's trustees.
  - 1.3. Reference books and resource materials purchased by or for a trustee are for the use of the LTC.

**2. Asset Inventory Records**

All equipment purchased or acquired by the Islands Trust remains the property of the Islands Trust. Accordingly, all items purchased and paid from Trust funds will be entered into a physical asset inventory record. This inventory will indicate the specific equipment items held by each trustee.

**3. Delivery, connection and operating costs**

All costs related to the delivery, connection, servicing, supplies and ongoing operating costs for trustee equipment will be paid for by the Islands Trust either directly or by reimbursement to the trustee.

**4. Insurance**

Insurance coverage for all equipment allocated to trustees is covered under the Islands Trust general insurance policy (office contents). Supplementary insurance coverage by the trustee is not required.

**5. Retrieval of equipment**

Following the conclusion of a trustee term of office where that trustee is not entering into a subsequent term, all equipment owned by the Trust must be returned. The Trust staff will be responsible for the return to the Victoria office or for coordinating the transfer of the equipment from the outgoing trustee to the incoming trustee.

**6. Sign Out procedure**

All equipment will be signed out by the trustee, as received. Accordingly, the return of the equipment to the Victoria office will be signed off by the Manager of Administrative Services or designate.

**7. Charges for non-return**

Equipment not returned by a trustee in accordance with section 5. above, or otherwise arranged, will be charged to that trustee by way of an invoice, at replacement cost.