



<b>Policy:</b>	7.5.1
<b>Approved By:</b>	Trust Council
<b>Approval Date:</b>	December 6, 2002
<b>Amendment Date(s):</b>	December 4, 2014
<b>Policy Holder:</b>	Director of Administrative Services

## TRUSTEE EQUIPMENT ALLOCATION

### Purpose

To establish the policy and guidelines for the allocation and use of equipment and other physical resources required by trustees, and for the retrieval of these items following the conclusion of the trustee's term of office. The rationale for this program is to support the work of trustees, including efficient electronic communication for trustees between staff, fellow trustees and their constituents. This will be accomplished through telephone, internet, e-mail, meeting management software and document sharing, which meet the business practices and overall objectives of the Islands Trust.

### Principles

1. Computers allocated by the Islands Trust are **public assets**, and as such they are subject to certain conditions of use to ensure their integrity including:
  - 1.1 Security systems (e.g. passwords), designed to safeguard confidential records belonging to the Islands Trust, must be maintained and used as indicated by the Director of Administrative Services or their designate;
  - 1.2 Virus protection software will be supplied and must be kept up to date;
  - 1.3 Additions of hardware components or software applications should be primarily related to Islands Trust business and receive prior approval;
  - 1.4 Use of equipment by trustees should be consistent with their responsibilities as an elected official of the Islands Trust including statutory standards of conduct (see Trust Council Policy 2.1.1 – Statutory Rules of Conduct, and Trust Council Policy 2.1.2 – Standards of Conduct).
2. The acquisition of equipment is undertaken on a cycle whereby all equipment is purchased, financed, allocated, and retired within the trustee term of office.

### A. Definitions

Equipment - Items purchased or owned by the Islands Trust including, but not limited to, computers, telecommunications equipment, office furniture and equipment.

### B. Policy

**1. Allocation of Equipment**

Trustee equipment will be allocated at the beginning of each term of office, subject to budget availability. All trustees provided with equipment will be required to sign an acknowledgement of receipt and acceptance of the conditions of use.

**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, Operating Costs, and Support**

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

The Islands Trust will provide computer hardware and software support for those trustees who have been provided with a computer.

The Islands Trust does not provide computer hardware and software support for computers that have not been supplied by the Islands Trust, or for work unrelated to Islands Trust business.

**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.

As soon as practicable after an occurrence, trustees must report any stolen, lost or damaged equipment to the Director of Administrative Services.

**5. Retrieval of Equipment**

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

At the sole discretion of the Director of Administrative Services, equipment may be purchased by an out-going trustee at fair market value, if it is surplus to the needs of the Islands Trust.

**6. Sign-Out Procedure**

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

**7. Charges for Non-Return**

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

**C. Legislated References**

n/a

**D. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures**

n/a