

**7.4.iv Guidelines****ON-ISLAND TRUSTEE OFFICES**

Trust Council: December 5, 2003

**PURPOSE:**

To provide guidelines that enable Local Trust Committee's to access appropriate office space, as required, within budgetary considerations.

**DETAILS:**

1. Request and Approval Process
  - a) Requests to rent on-island offices are to be made through the annual budget process preferably by November 30, to permit adequate review and processing, but in any event no later than the date of the March Trust Council meeting; and
  - b) Requests will be considered along with other program budget items, subject to final approval by Trust Council.
2. Office specifications
  - a) The offices should be of an appropriate size to accommodate two work stations and a small meeting area for 6-8 people;
  - b) The offices will be equipped with 2 desks/chairs, small meeting table/chairs, locking file cabinet, and telephone service with one handset;
  - c) Fax and computer services will not be provided; and
  - d) Rental rates must not exceed market rates as determined by the local business/commercial rental market.
3. Office Use
  - a) These offices will be designated as a local trustee office and should not be referred to as a branch office for the purpose of conducting regular day to day business;
  - b) These offices can be made available to community groups at a nominal cost to help offset lease costs;
  - c) General uses include: workspace for trustees, public meeting space, local trust committee meetings (space permitting) and Advisory Planning Commission meetings; and
  - d) Staff will be provided with access to these offices, by arrangement with the local trustees, to conduct on-island business, review files, and to meet with the public.
4. Signage
  - a) Signs designating or advertising the location of an on-island office must consider the use of the Islands Trust's name and logo in accordance with existing policy in this regard;

- b) Signage design and wording must be pre-approved by Islands Trust Communications staff; and
- c) The cost of signage must be born out of the office lease budget, as approved, or from the Local Trust Committee expense account.

#### 5. Responsibilities

- a) The Treasurer is responsible for:
  - i) Receiving and processing office requests via the budget process;
  - ii) Determining market rental rates;
  - iii) Negotiating rental contracts; and
  - iv) Equipping offices as provided in this policy.
- b) The Financial Planning Committee is responsible for:
  - i) Recommending annual budget allocations for on-island offices.
- c) Trust Council is responsible for:
  - i) Considering office budget requests via the annual budget process, as required.
- d) Local Trustees are responsible for:
  - i) Security of office and safekeeping of keys and office contents.