

TORONTO ISLANDS RESIDENTIAL COMMUNITY TRUST CORPORATION
VOLUNTEER POLICY
December 2013

The Toronto Islands Residential Community Trust Corporation (the Trust) is currently governed by a small volunteer board of six Ontario government-appointed directors and operates on a small budget. As an operational agency, the Trust has many responsibilities to carry out its mandate. The assistance and support of the Island community is necessary and valued by the Trust.

While some assistance and support is procured for a fee for service (bookkeeper, auditor and legal services), most comes from community volunteers. Volunteers have skills, are well versed on the history of the Island and have an interest in preserving the legacy of the Island community.

The purpose of this policy is to guide and clarify the selection, conduct and responsibilities of volunteers consistent with Organizational By-law 1.

Volunteers:

- Will be leaseholders and/or members of the Island community or members of the general public where appropriate
- Should discuss their interest in becoming volunteers with any member of the Trust board, Trust committees, the TICA executive or the Trust administrator
- Are approved by the Trust board in consultation with the TICA executive and/or the board chair and/or chairs of a Trust committees
- May require training as determined by the board

Responsibilities of Volunteers:

- May engage in several activities by
 - Participating on board committees and other ad hoc committees
 - Assisting the Trust and administrator
 - Supporting Trust activities such as coordinating community meetings, open houses, mailings, etc.
- Take their direction from the board and/or the chair of the Trust or the chair of the committees they serve on
- Work within the committee structure to make recommendations to the board to inform decision making as per the terms of reference of committees they serve on

Requirements of Volunteers:

- Sign a confidentiality agreement to protect the interests of the Trust (see *Organizational By Law 1 Schedule B - Trust Service Agreement attached*)
- Abide by the conflict of interest policies and procedures of the Trust (see *Organizational By-law 1, Article 8.2 attached*)

Recognition of Volunteers

- Their actions on behalf of the Trust are protected through the Trust liability insurance (see *Organizational By-law 1, Schedule C:Indemnity Agreement attached*)
- Are recognized at community meetings for their contributions
- Receive no remuneration for their support to the Trust

Appendix

Excerpts from the Toronto Islands Residential Community Trust Corporation Organizational By-law 1

8.2 Confidentiality of Board and Committee Business

- (a) Sometimes directors or committees discuss confidential matters. All directors and committee members must keep these matters secret, even after they are no longer directors, members of the committee or community members.

Confidential matters are:

- Personal and financial information about community members and other residents
 - Personal information about Trust employees, and
 - Information about Trust business which would interfere with contractual or other negotiations, litigation, or otherwise prejudice the Trust's business affairs.
- (b) Officers, employees or community members sometimes learn confidential information. They must keep that information secret and not pass it on to anyone else.
- (c) When the board discusses confidential matters, the minutes of these discussions must be kept in a separate section of the minute book. Only directors can see the confidential minutes.
- (d) Directors must decide which items are confidential. They should remember that community members have the right to be fully informed about the Trust's business. They must have a good reason for keeping something confidential.
- (e) Directors and committee members shall sign a confidentiality agreement. The Trust can use the sample agreement form that is attached to this By-law as Schedule B.

Schedule B: Trust Service Agreement

To: Toronto Islands Residential Community Trust Corporation

Cross out items that are not applicable and/or fill in blanks.

I agree to be a director of the Trust.

I agree to serve on the _____ committee of the Trust.

I agree to be employed or engaged by the Trust.

I agree _____.

I agree that any director or committee member can participate in a meeting of the board or a committee by telephone or other communication equipment as long as all persons in the meeting can communicate with each other.

Confidential information is

- Personal and financial information about community members
- Personal information about Trust employees, and
- Information about Trust business which should be kept secret to protect the Trust

I agree that I will keep secret any confidential information that I know through my position unless authorized by the Board of the Trust. This applies while I hold the position referred to above and after I cease to hold that position.

Name: _____

Signature: _____ Date: _____

Schedule C: Indemnity Agreement

Toronto Islands Residential Community Trust Corporation

To: _____

You have agreed to be a director, officer, committee member or employee of the Trust. The Trust agrees to indemnify you, your heirs and legal personal representatives for things done or permitted in performing your duties. This indemnity will not apply to the extent that a court finds you are in breach of any duty or responsibility. This includes paying for any judgment or costs against you less any costs that result from failing to comply with your duties to the Trust.

Toronto Islands Residential Community Trust Corporation

By: _____ Date: _____