

# Toronto Islands Residential Community Trust Corporation

## Governance Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Governance Committee</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• There should be at minimum three members, including (but not limited to) one from the Trust, one from TICA and one from the community.</li> <li>• The chair of the committee is nominated or elected.</li> <li>• The duration of the membership is for up to two years, with the possibility of renewal two times at the Trust's direction.</li> <li>• The committee may set up permanent or ad hoc subcommittees as needed.</li> </ul>
<b>Current Sub Committee</b>	<ul style="list-style-type: none"> <li>• Lease breach committee.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To provide advice and recommendations to the Board such that the Board can ensure the purpose and intent of the legislation, regulations and the bylaws are carried out by the Trust in the most efficient manner and within the framework of the Memorandum of Understanding with the Minister of Municipal Affairs and Housing.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Develop and propose to the Board for approval and/or direction advice on: <ul style="list-style-type: none"> <li>• New policies as needed.</li> <li>• Revised policies as required.</li> <li>• Recommendations for new bylaws and/or amendments to existing bylaws.</li> <li>• Recommendations on legal procedures.</li> </ul> </li> <li>• Identify lease breach issues and propose recommendations.</li> <li>• Conduct a periodic review of terms of reference of board committees.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings are held at least once every three months.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• No financial resources are available except a minimum reimbursement may be given for purchase of stationery supplies.</li> <li>• The Trust administrator will provide input and work on projects endorsed by the Board as required.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Article 6 of the Organizational By-law 1 gives the board authority to create committees.</li> <li>• Committee is governed by the legislation, regulation and the bylaws of the Trust.</li> <li>• Committee informs and consults with TICA on as needed basis and reports monthly to the Board.</li> <li>• Each committee member signs a confidentiality agreement to protect the interests of the Trust.</li> </ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li> </ul>

# Toronto Islands Residential Community Trust Corporation

## Properties Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Properties Committee</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• There should be at minimum three members, including (but not limited to) one from the Trust, one from TICA and one from the community.</li> <li>• The chair of the committee is nominated or elected.</li> <li>• The duration of the membership is for up to two years, with the possibility of renewal two times.</li> <li>• The committee may set up permanent or ad hoc subcommittees as needed.</li> </ul>
<b>Current Sub-Committee</b>	<ul style="list-style-type: none"> <li>• Appraisal committee</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To provide advice and recommendations to the Board such that the Trust is able to ensure appropriate arrangements are in place relating to the use, maintenance, safety, protection from infringement, and insurance of Trust land and buildings and leased by various groups.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Develop and propose to the Board for approval and/or direction advice on: <ul style="list-style-type: none"> <li><u>Physical Management</u> <ul style="list-style-type: none"> <li>• Repairs, maintenance and safe structure of the buildings.</li> <li>• Undertaking tree audit every second year.</li> </ul> </li> <li><u>Governance Management</u> <ul style="list-style-type: none"> <li>• Negotiation of all leases in a timely manner.</li> <li>• Working with leaseholders to ensure inspection and asset management plans are complete.</li> <li>• All third party insurance is adequate and current.</li> <li>• Proposed options for action on issues related to Trust lands and buildings.</li> <li>• Developing policies/by-laws as needed, e.g., Appraisal policy.</li> </ul> </li> </ul> </li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings are held at least once every three months.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• No financial resources are available except a minimum reimbursement may be given for purchase of stationery supplies.</li> <li>• The Trust administrator will provide input and work on projects endorsed by the Board as required.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Article 6 of the Organizational By-law 1 gives the board authority to create committees.</li> <li>• Committee is governed by the legislation, regulation and the by-laws of the Trust.</li> <li>• Committee informs and consults with TICA on as needed basis and reports monthly to the Board.</li> <li>• Each committee member signs a confidentiality agreement to protect the interests of the Trust.</li> </ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li> </ul>

# Toronto Islands Residential Community Trust Corporation

## Finance Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Finance Committee</b>
<b>Members</b>	<ul style="list-style-type: none"><li>• There should be at minimum three members, including (but not limited to) treasurer of the Trust Board, one from TICA and one from the community.</li><li>• The chair of the committee is the Treasurer of the Board.</li><li>• The duration of the membership is for up to two years, with the possibility of renewal two times.</li><li>• The committee may set up permanent or ad hoc subcommittees as needed.</li></ul>
<b>Goals</b>	<ul style="list-style-type: none"><li>• To provide advice and recommendations to the Board such that the Trust is able to ensure the financial activities of the Trust are carried out in the most efficient, economical manner and in accordance with acceptable accounting practices and applicable government legislation, regulations, directives, guidelines, and policies.</li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• Develop and propose to the Board for approval and/or direction advice on:<ul style="list-style-type: none"><li>• A draft budget and allocation of funds for the fiscal year with direct input from the administrator and bookkeeper.</li><li>• Recommendations on levy increases and collection policies.</li><li>• Investment strategies.</li><li>• The allocation of reserve funds and capital expenditures.</li></ul></li></ul>
<b>Meetings</b>	<ul style="list-style-type: none"><li>• Meetings are held at least once every three months.</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• No financial resources are available except a minimum reimbursement may be given for purchase of stationery supplies.</li><li>• The Trust administrator will provide input and work on projects endorsed by the Board as required.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Governed by Organizational By-law 1 Article 6 and Article 9.</li><li>• Committee is governed by the legislation, regulation and the by-laws of the Trust.</li><li>• Committee informs and consults with TICA on as needed basis and reports monthly to the Board.</li><li>• Each committee member signs a confidentiality agreement to protect the interests of the Trust.</li></ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"><li>• Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li></ul>

# Toronto Islands Residential Community Trust Corporation

## Voting Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Voting Committee</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>As per Article 5.1 of the Governance By-law 5, the board will appoint a voting committee made up of a minimum of three and a maximum of seven community members.</li> <li>The chair of the committee is nominated or elected.</li> <li>Committee members will serve until the board appoints people to replace them.</li> <li>The committee may set up permanent or ad hoc subcommittees as needed.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>To provide advice and recommendations to the Board such that the Trust is able to ensure there is a transparent voting process in place at official community meetings and that the Island Membership List and Registry of Leaseholders is maintained up to date.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Duties of the voting committee as per Article C5.2 of Governance by-law 5 are to: <ul style="list-style-type: none"> <li>Ensure community voting on fundamental issues.</li> <li>Ensure there are enough candidates for all positions.</li> <li>Hold elections.</li> <li>Conduct ballots at polling stations.</li> <li>Assist in voting process by secret ballot at official community meetings.</li> <li>Update the Membership List.</li> </ul> </li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Meetings are held at least once every six months and take place prior to the community meeting. A report is given to TICA and the Board after the committee meeting.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>No financial resources are available except a minimum reimbursement may be given for purchase of stationery supplies.</li> <li>The Trust administrator will provide input and work on projects endorsed by the Board as required.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Article 6 of the Organizational By-law 1 gives the board authority to create committees.</li> <li>Governance By-law 5 Articles 5.1 &amp; 5.2 gives the Board authority to create Voting Committee.</li> <li>Committee informs and consults with TICA on an as needed basis and reports to the Board semi-annually or more frequently as needed.</li> <li>Each committee member signs a confidentiality agreement to protect the interests of the Trust</li> </ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"> <li>Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li> </ul>

# Toronto Islands Residential Community Trust Corporation

## Management Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Management Committee</b>
<b>Members</b>	<ul style="list-style-type: none"><li>• There should be at minimum three members, including (but not limited to) chair of the Trust, chair and vice-chair of TICA.</li><li>• The chair of the committee is nominated or elected.</li><li>• The duration of the membership is for up to two years, with the possibility of renewal two times.</li><li>• The committee may set up permanent or ad hoc subcommittees as needed.</li></ul>
<b>Goals</b>	<ul style="list-style-type: none"><li>• To provide advice and recommendations to the Board such that the Board is able to ensure:<ul style="list-style-type: none"><li>• Best management practices of all Trust resources.</li><li>• Effective and efficient communication to and from the Trust.</li><li>• Assist the Board in managing priorities, agenda setting and tracking organizational commitments.</li></ul></li></ul>
<b>Deliverables</b>	<ul style="list-style-type: none"><li>• Develop and propose to the Board for approval and/or direction advice on :<ul style="list-style-type: none"><li>• Strategic and business plans, the annual report.</li><li>• Meeting plans and agendas including a future agenda listing.</li><li>• Staffing and human resources decisions.</li><li>• Office procedures, protocols.</li></ul></li></ul>
<b>Meetings</b>	<ul style="list-style-type: none"><li>• Meetings are held at least once every three months</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• No financial resources are available except a minimum reimbursement may be given for purchase of stationery supplies.</li><li>• The Trust administrator will provide input and work on projects endorsed by the Board as required.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Article 6 of the Organizational By-law 1 gives the board authority to create committees.</li><li>• Committee is governed by the legislation, regulation and the by-laws of the Trust.</li><li>• Committee informs and consults with TICA on an as needed basis and reports to the Board monthly.</li><li>• Each committee member signs a confidentiality agreement to protect the interests of the Trust.</li></ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"><li>• Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li></ul>

# Toronto Islands Residential Community Trust Corporation

## Communications Committee Terms of Reference

<b>Name</b>	<b>Toronto Islands Residential Community Trust Corporation Communications Committee</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• There should be at minimum three members, including (but not limited to) one from the Trust, one from TICA and one from the community.</li> <li>• The chair of the committee is nominated or elected.</li> <li>• The duration of the membership is for up to two years, with the possibility of renewal two times at the Trust's direction.</li> <li>• The committee may set up permanent or ad hoc subcommittees as needed.</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>• To provide advice and recommendations to the Board such that the Trust is able to engage effectively with all stakeholders including the Toronto Island community and the public at large.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Develop and propose to the Board for approval and/or direction advice on:             <ul style="list-style-type: none"> <li>• A communications strategy and communications plan</li> <li>• The development of communication tools that engage effectively with all stakeholders</li> <li>• Engaging and educating leaseholders on the business and benefits of the Trust</li> </ul> </li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings are held at least once every three months.</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Financial resources are available for publications and web development</li> <li>• The Trust administrator will provide input and work on projects endorsed by the Board as required.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Article 6 of the Organizational By-law 1 gives the board authority to create committees.</li> <li>• Committee is governed by the legislation, regulation and the by-laws of the Trust.</li> <li>• Committee informs and consults with TICA on as needed basis and reports monthly to the Board.</li> <li>• Communications must be shared with and or approved by the Board in advance of release.</li> <li>• Each committee member signs a confidentiality agreement to protect the interests of the Trust.</li> <li>• A board motion is required to:             <ul style="list-style-type: none"> <li>○ Spend any money</li> <li>○ Authorize any expense</li> <li>○ Enter into any contract, or</li> <li>○ Commit the Trust to any action</li> </ul> </li> </ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• Each committee member is required to abide by the conflict of interest policies and procedures as outlined in Article 7 of the Organizational By-law 1 of the Trust.</li> </ul>