



## STAFF REPORT ACTION REQUIRED

### Toronto Film Board - Terms of Reference

<b>Date:</b>	March 9, 2007
<b>To:</b>	Executive Committee
<b>From:</b>	Film Commissioner
<b>Wards:</b>	All
<b>Reference Number:</b>	

#### **SUMMARY**

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Council recently approved the re-establishment of the Film, Television and Commercial Production Industry Committee (Film Board) and requested staff to report back with any required changes to the Terms of Reference; this report responds to that request for the Toronto Film Board.

The first two years of operation of the Film Board provided an opportunity to refine and clarify both the roles and responsibilities and the composition requirements. In addition, changes in the City's governance structure have necessitated a change in reporting relationship from Policy and Finance Committee to Executive Committee. These modifications are reflected in the new Terms of Reference for the Film Board recommended in this report.

#### **RECOMMENDATIONS**

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**The Film Commissioner recommends that:**

1. Council approve the renaming of the Film, Television and Commercial Production Industry Committee (Film Board) to the Toronto Film Board.
2. Council approve the amended Terms of Reference for the Toronto Film Board as set out in Attachment 1.

3. Council request staff to take the necessary action to implement the Terms of Reference including the recruitment of industry members and scheduling of meetings.

## **Financial Impact**

There is no financial impact as a result of the recommendations in this report.

## **DECISION HISTORY**

At its meeting of March 5-8, 2007, Council approved Executive Committee Report 4.1 which re-established a number of bodies and working committees including the Film, Television and Commercial Production Industry Committee (Film Board). The report requested staff to report back with any required changes to the Terms of Reference.

## **ISSUE BACKGROUND**

The Film Board was established during the 2004 – 2006 term of Council as an advisory body to provide a mechanism for input and suggestions from the screen-based industry and its stakeholders to the Mayor and Council on policy, strategy, and corporate practices with a view to ensuring the health, competitiveness, and long-term viability of the sector.

The Film Board has been well-received within the industry and has succeeded in voicing the Toronto position on related provincial and national issues. It has been re-established by Council to continue this role during the 2007-2010 term of Council. Based on the experience gained during the first term of the Film Board and recent changes to the City's governance structure, some changes to the Terms of Reference are required.

## **COMMENTS**

The official name given to the Film Board upon its initial establishment was the Film, Television and Commercial Production Industry Committee (Film Board). Given the inconvenient length and complexity of this title, the advisory body has been commonly referred to as the Toronto Film Board. This report recommends that the name be officially changed to reflect this simpler and clearer description.

The Film Board is co-chaired by the Mayor (or his designate) and an industry representative and has a total membership of 18; made up of 5 members of Council and 13 industry representatives. The report recently approved by Council requested the Clerk to canvass members of Council for their interest in serving on the Film Board and to report back to the Striking Committee. The original terms of reference required that industry members be selected from a specific list of unions, associations, professions, and service providers. The intent of this list was to ensure a broad range of industry and stakeholder representation. However, the practical implication was that some groups were represented while others were not, and this generated some concern within the industry.

Recognizing that the objective is to ensure a broad range of relevant knowledge, experience and expertise in the input and advice provided by the board (rather than the positions of specific interest groups), the Terms of Reference have been revised to reflect that industry membership on the board be based on ensuring collective expertise in certain knowledge areas rather than by interest group. These areas are defined as: production and labour (technical, creative, operational and copyright owners); support services (legal, financial, physical and technical infrastructure); and partners (education, training and development, local business, festivals, broadcasters). In this manner, members will be asked to bring their individual expertise and experience to the table, rather than to act as representatives of their particular organization or company.

Additional changes have been made to the Terms of Reference to improve clarity and to ensure alignment with the City's new governance structure. These changes include realignment of the roles and responsibilities under four primary areas: strategic planning, industry voice, advocacy, and policy and community relations; a change of reporting relationship from Policy and Finance Committee to Executive Committee (as previously approved by Council); and minor procedural improvements.

None of the changes in the revised terms of reference have a substantive impact on the purpose or role of the Toronto Film Board.

## **CONTACT**

Karen Thorne-Stone  
Film Commissioner  
416-395-6152  
[kthorne@toronto.ca](mailto:kthorne@toronto.ca)

Michael Booth  
Special Projects, Mayor's Office  
416-338-7118  
[mbooth@toronto.ca](mailto:mbooth@toronto.ca)

## **SIGNATURE**

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Karen Thorne-Stone  
Film Commissioner

## **ATTACHMENTS**

Toronto Film Board – Terms of Reference, January 2007