

Toronto Film Board
Terms of Reference
January 2007

(A) Purpose:

The Toronto Film Board is an advisory body. It provides a mechanism for input and suggestions from the screen-based industry and industry stakeholders to the Mayor and Council on policy, strategy, corporate practices to ensure the health and the competitiveness and viability of the sector. It will also work to voice the Toronto position on provincial and national issues.

(B) Governance and Organizational Alignment:

The Film Board will provide advice and recommendations to the Mayor and will report to City Council through the Executive Committee as needed.

Operationally, the Film Board is aligned with the City's Film Commissioner position.

(C) Roles and Responsibilities:

- (1) ***Strategic Planning*** - to provide advice and recommendations on strategies and long term plans to enhance the attractiveness and competitiveness of Toronto for film, television and commercial production; for marketing and promotion to attract new and return business to Toronto; and to ensure a positive atmosphere for location filming in the City of Toronto and assist in improving the image of Toronto's film and television industry locally and internationally;
- (2) ***Industry Voice*** - to canvass the industry widely for ideas, issues and concerns and act as a forum through which the industry can communicate with the Mayor, City Council and through them to senior management of the City and its ABCs; and to maintain and enhance relationships with all industry stakeholders including unions, associations, guilds, suppliers and educational institutions;
- (3) ***Advocacy*** - to advise the Mayor and City Council on legislation, policies and regulations of senior levels of government, government agencies and organizations which impact on Toronto's competitive position and be available to assist in advocating City positions.

- (4) ***Policy & Community Relations*** - to provide advice and recommendations to the Mayor and City Council, for change on existing or new policies and practices of Departments and ABCs which affect the film and television industry; and to monitor developments in the industry and progress within City departments, agencies, boards and commissions and respond to issues of concern from Councillors and community members as well as identify those in need of immediate action.

(D) Composition, Membership and Support:

- (1) the Board will be comprised of between 14 and 18 individual members, appointed by the Mayor, and drawn from a range of industry representatives, members of Council and interested parties with collective expertise in the following areas:
 - (i) Production & Labour (eg: technical, creative, operational, copyright owners)
 - (ii) Support Services (eg: legal, financial, physical and technical infrastructure)
 - (iii) Partners (eg: education, training & development, local business, festivals, broadcasters)
- (2) the Board will be chaired by the Mayor (or his designate) and an industry member selected by consensus as the co-chair;
- (3) the Board will have five members of Council appointed by City Council on the recommendation of the Striking Committee based on level of interest and geographic balance;
- (4) the Board shall create a small “executive committee” to provide leadership and coordination between board meetings;
- (5) the Board will designate four members to share the responsibility of attending and providing input on the Interdepartmental Working Group meetings;
- (6) meeting management support for Board meetings will be provided by the City Clerk’s Office;
- (7) the Film Commissioner and other appropriate City staff will attend meetings and will provide input and professional advice as required; and

- (8) membership on the Film Board is voluntary and a public service. Appointees will not be remunerated and no honoraria will be paid as a result of appointment.

(E) Term of Office:

- (1) citizen members shall be appointed for half a term of Council (two-years) and can be renewed;
- (2) members of Council will sit for half a term of Council and can be renewed;
- (3) members who miss two consecutive meetings without the leave of the Film Board will be deemed to have resigned and another member will be sought using the procedure outlined in section "D".

(F) Procedures:

- (1) the Film Board is an advisory body to the Mayor and City Council. Committee advice and recommendations, which require action and/or implementation by staff, must be considered by the appropriate committee and approved by Council;
 - (2) meetings will be held on a quarterly basis, or more frequently as needed, and at the call of the Chair and are open to the public;
 - (3) decisions taken by the Film Board will be arrived at via consensus or by vote where a consensus cannot be derived;
 - (4) a member of the Interdepartmental Working Group will apprise the Board of developments and progress at each meeting;
 - (5) minutes will be taken and circulated to board members, members of Council and relevant senior staff; and
 - (6) the presence of fifty percent of public members plus the Chair or Co-chair will constitute a quorum.
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