

## Film, Television and Commercial Production Industry Committee Terms of Reference

### A. Purpose

1. The film, television and commercial production industry is a significant component of City of Toronto's economic, social and cultural fabric. The City of Toronto recognizes the need to strengthen and grow the industry to ensure the competitiveness and the viability of the sector.
2. The mandate of the Toronto Film, Television and Commercial Production Industry Committee (hereafter the "Toronto Film Board") is to:
  - Provide recommendations and advice to enhance the attractiveness and competitiveness of Toronto for the film, television and commercial production industry;
  - Seek input from the broader industry to provide coherent advice to City Council on issues and opportunities for the sector; and
  - Monitor and track marketing strategies that could be used to attract new or return film, television, and commercial production business to Toronto.
3. The Film Board is a Council Advisory Body. It may not direct City staff or make binding decisions on the Toronto government. Any advice or recommendations that require formal action or implementation by City of Toronto staff must be considered and approved by City Council

### B. Membership and Term

1. The Toronto Film Board will be composed of eighteen (18) members of the public and three (3) members of City Council, one of whom shall be a member of the Economic Development Committee.
2. Members are appointed by City Council on recommendation of the Civic Appointments Committee for members of the public and Striking Committee for members of City Council.
3. Citizen members appointed to the Film Board sit as individuals and not as representatives of any organization and should have experience and knowledge in one or more of the following areas:
  - Production and postproduction;

- Studios;
  - Artist associations;
  - Unions and Guilds;
  - Marketing and promotion firms;
  - Communications, media and content deliverers (broadcasters, cable, telecom and internet companies);
  - Digital Media;
  - Educational and training institutions;
  - Suppliers;
  - Financiers and funders;
  - Copyright owners;
  - Support services (e.g. legal, financial, accounting, physical and technical infrastructure companies); and
  - Partners (e.g. local business, film festivals).
4. The Chair will be a Member of City Council, appointed by City Council and, at its first meeting or as soon as possible after, the Committee will elect a member of the public as Co-Chair.
  5. Citizen members are appointed for a four-year term, coinciding with the term of City Council and City Council Members are appointed for a two-year term. The Committee will meet until the completion of its mandate or the end of the current Council term whichever comes first.
  6. The Economic Development and Culture Division and the City's Film Commissioner and Director of Entertainment Industries will canvass and recruit Members through nomination by external interest group, invitation of individual experts, and election by membership-based organizations in accordance with the Public Appointments Policy.
  7. Membership is voluntary and a public service. Members will not be remunerated or receive an honoraria. Expenses may be reimbursed pursuant to the Toronto Remuneration Policy.

## **C. Governance**

1. The Toronto Film Board will provide its advice to City Council through the Economic Development Committee and annually report to the Economic Development Committee on its progress including key achievements, challenges and activities.
2. The Toronto Film Board will operate in accordance with Council's Simplified Procedures for Advisory Bodies.
3. All meetings of the Toronto Film Board will be open to the public and comply with

the Open Meeting Requirements of the *City of Toronto Act, 2006*.

4. At the call of the Chair, the Toronto Film Board will meet quarterly, or more frequently if required.
5. The Economic Development and Culture Division and the City's Film Commissioner and Director of Entertainment Industries will provide policy-related staff support to the Toronto Film Board.
6. The City Clerk's Office will provide meeting management support to the Committee.