

ATTACHMENT 2

Terms of Reference

Film, Television and Commercial Production Industry Committee (Toronto Film Board)

(A) Purpose:

The Toronto Film, Television and Commercial Production Industry Committee is an advisory body. It provides a mechanism for input and suggestions from the screen-based industry and industry stakeholders to the Economic Development Committee and Council on policy, strategy, and corporate practices to ensure the health, 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 Economic Development Committee and will report to City Council through the Economic Development Committee as needed.

Operationally, the Film and Media Board is aligned with the Economic Development and Culture Division and the City's Film Commissioner.

(C) Name:

The Film, Television and Commercial Production Industry Committee shall be known as the **Toronto Film Board**.

(D) 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, commercial production and digital media; for marketing and promotion to attract new and return film-related business to Toronto; 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 City and its agencies and corporations; and to maintain and enhance relationships with all industry stakeholders including unions, associations, guilds, suppliers and educational institutions;

- (3) ***Advocacy*** - to advise the Economic Development Committee and City Council on legislation, policies and regulations of other orders 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 Economic Development Committee and City Council, for change on existing or new policies and practices of Divisions and agencies and corporations which affect the film and television industry; to monitor developments in the industry and progress within City Divisions, agencies and corporations; and respond to issues of concern from Councillors and community members as well as identify those in need of immediate action.
- (E) Composition, Membership and Support:
- (1) the Board will be comprised of a total of 20 members comprised of:
 - (i) 14 citizens appointed by the Economic Development Committee, and drawn from a range of screen-based industry representatives, and
 - (ii) 6 members of Council, appointed by City Council on the recommendation of the Striking Committee, one of whom shall be a member of the Economic Development Committee and shall serve as a Co-Chair of the Film Board.
 - (2) Individuals appointed to the Board should collectively represent a range of knowledge and experience in the following areas:
 - (i) Production, Postproduction, Digital Media & Labour (e.g.: technical, creative, operational, copyright owners)
 - (ii) Support Services (e.g.: legal, financial, accounting, physical and technical infrastructure companies)
 - (iii) Partners (e.g.: education, training & development, local business, film festivals)
 - (iv) Content deliverers (broadcasters, cable and telecom companies);
 - (3) the Board will be co-chaired by a member of Council and an industry member selected by the committee;
 - (4) the Board may create an "executive" including a Councillor and three to four industry members to provide leadership and coordination between board meetings and to represent the views of the Board in time-sensitive matters;

- (5) the Board will designate three members to share the responsibility of attending and providing input on the Interdepartmental Working Group (IWG) meetings;
 - (6) support for the Board and its meetings will be provided by the Film, Television and Digital Media section of the Economic Development and Culture Division;
 - (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 Toronto Film Board is voluntary and a public service. Appointees will only be remunerated for reasonable and predicted expenses. No honoraria will be paid as a result of appointment.
- (F) Term of Office:
- (1) citizen members shall be appointed for the term of Council or until their successors are appointed;
 - (2) members of Council will sit for half a term of Council and can be reappointed;
 - (3) members who miss two consecutive meetings without notification of the Board will be deemed to have resigned;
 - (4) Members may be appointed to serve a maximum of two consecutive terms.
- (G) Procedures:
- (1) Film Board advice and recommendations which require action and/or implementation by staff, must be considered by the appropriate committee and approved by Council before implementation;
 - (2) meetings will be held on a quarterly basis, or more frequently as needed, or at the call of a Co-Chair
 - (3) all meetings of the Film Board and its committees are open to the public;
 - (4) decisions taken by the Film Board will be arrived at via consensus or by vote where a consensus cannot be derived;
 - (5) a member of the Interdepartmental Working Group will apprise the Board of developments and progress made by that group;
 - (6) minutes will be taken and circulated to board members, members of Council and relevant senior staff; and

- (7) the presence of a majority of the total membership including both Co-Chairs will constitute a quorum.