

Film, Television and Digital Media Board City Council-Approved Terms of Reference (March 27 and 28, 2019 – EX3.4)

A. Purpose

1. The film, television, commercial and digital media 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 Digital Media Board (hereafter, "the Board") is to provide advice to City Council on:
 - a) Promoting the health, attractiveness, competitiveness and viability of the Toronto screen sector;
 - b) Achieving long-term sustainable economic growth and job creation for the Toronto screen sector;
 - c) The issues and opportunities of the sector, as identified by the broader industry;
 - d) Enhancing local and global positioning and branding of the City and its screen industry sector;
 - e) Establishing Toronto as a respected global centre of excellence for screen industries; and
 - f) Identifying emerging issues and trends of significance at provincial, national and international levels.
3. The Film, Television and Digital Media Board is a Council Advisory Body. It may not direct City staff or make binding decisions on behalf of Toronto City Council or the City of Toronto. Any advisory body recommendation that requires action by City officials or City Council must first be considered by the appropriate Council Committee and, when necessary, approved by City Council.

B. Composition and Term

1. The Board will be composed of 25 members, including three Members of City Council, a representative of FilmOntario, a representative of the Computer Animation Studios of Ontario and 20 members of the public.

2. Members are appointed by City Council on recommendation of the Civic Appointments Committee for members of the public and Striking Committee for the members of City Council.
3. Public members appointed to the Board will be representative of the following industry sectors and stakeholders:
 - a) Production and post-production;
 - b) Studios;
 - c) Industry associations;
 - d) Unions and Guilds;
 - e) Marketing and promotion firms;
 - f) Communications, media and content deliverers (broadcasters, cable, telecom and internet companies);
 - g) Digital Media;
 - h) Educational and training institutions;
 - i) Suppliers;
 - j) Financiers and funders;
 - k) Copyright owners;
 - l) Creators;
 - m) Support services (e.g. legal, financial, accounting, physical and technical infrastructure companies); and
 - n) Partners (e.g. local business, film festivals).
4. The membership should reflect the wide-ranging nature of Toronto's screen industry in terms of local and international reach, multiplicity of skills and expertise of the sector. Consideration should be given to members with out-of-market (national and/or international) experience and connections, as well as to members representing independent entities. Enhancing reflection of industry representation among members, including gender parity and representation of the City's diverse communities should be prioritized.
5. 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 Board will elect a public member as Co-Chair.

6. Public 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 Board will meet until the completion of its mandate or the end of the current Council term whichever comes first.
7. When not able to attend a meeting, representatives of FilmOntario and the Computer Animation Studios of Ontario may send a designate. The Board members appointed by City Council must inform the Board Co-Chairs and Clerk in writing of the absence, and the individual who will be their organization's designate for the meeting no less than five business days prior to the date of the scheduled meeting. Once the Co-Chairs and Clerk has been informed in writing, the designate will be a Member of the Board and assume all of the responsibilities and privileges of a Member for that meeting.
8. The Economic Development and Culture Division will canvass and recruit members in accordance with the Public Appointments Policy.
9. 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, Television and Digital Media Board will provide its advice to City Council through the Economic and Community Development Committee or other appropriate Council Committee.
2. The Toronto Film, Television and Digital Media Board will operate in accordance with City Council's Simplified Procedures for Advisory Bodies.
3. All meetings of the Toronto Film, Television and Digital Media Board will be open to the public and comply with the Open Meeting Requirements of the City of Toronto Act, 2006.
4. The Board will hold up to four meetings per year at the call of the Chair or Co-Chairs.
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 Board.
6. The City Clerk's Office will provide meeting management support to the Board.