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Toronto Film, Television & Digital Media Advisory Board

Committee Mandate, Meeting Processes
and Procedures



What is a Council Advisory Body?

- City Council may establish Council Advisory Bodies (CABs) at any time during the Council term to provide advice and assist its decision-making.
- Through CABs, City Council receives advice from the public, various sectors and industries, and stakeholders on key policy matters.
- CABs do not deliver services, direct City staff or make binding decisions on behalf of the City of Toronto.
- CAB composition includes Members of Council and at least 50% public members appointed by City Council. City staff are not members.

Current Council Advisory Bodies

- Aboriginal Affairs Advisory Committee
- **Film, Television and Digital Media Board**
- Toronto Accessibility Advisory Committee (*established under the Accessibility for Ontarians with Disabilities Act, 2005*)
- Toronto Francophone Affairs Advisory Committee
- Toronto Music Advisory Committee

Film Board Terms of Reference – Purpose

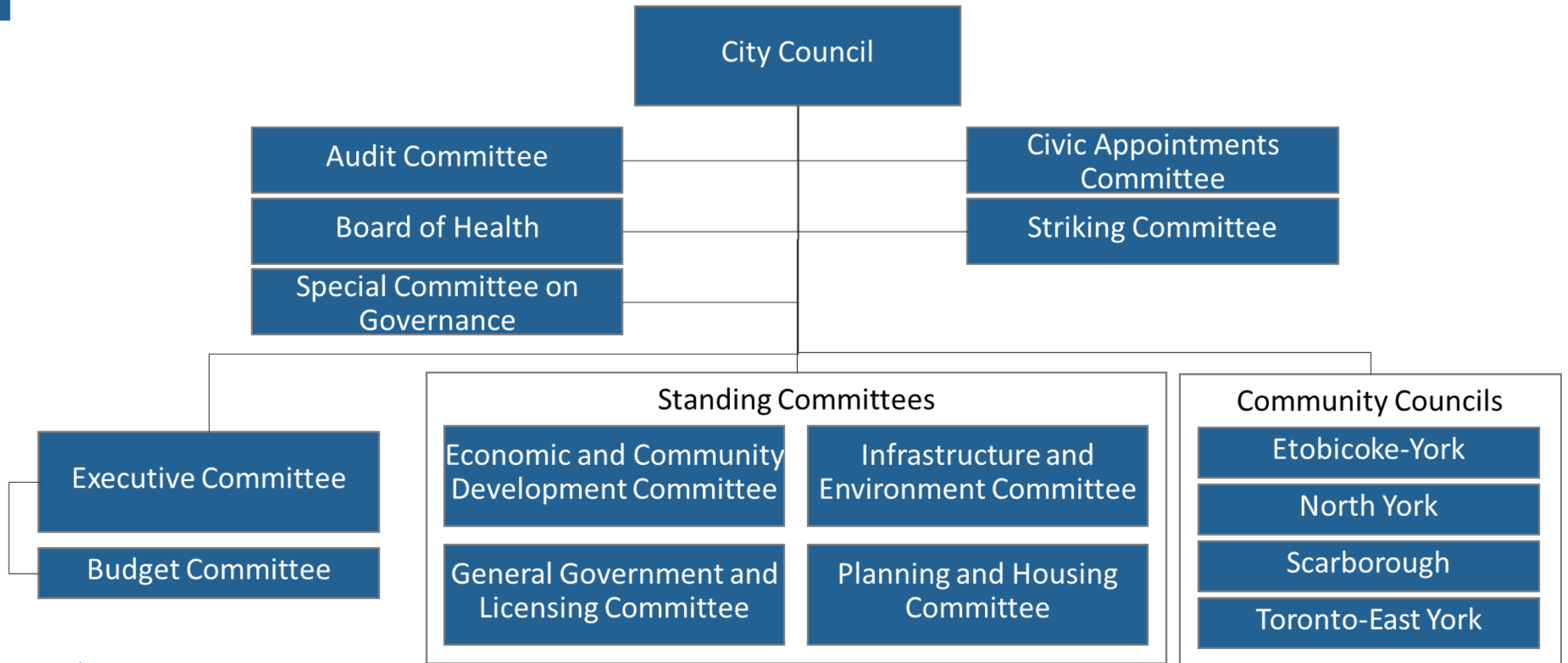
The mandate of the Film, Television and Digital Media Advisory Committee is to provide advice to City Council on:

- 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.

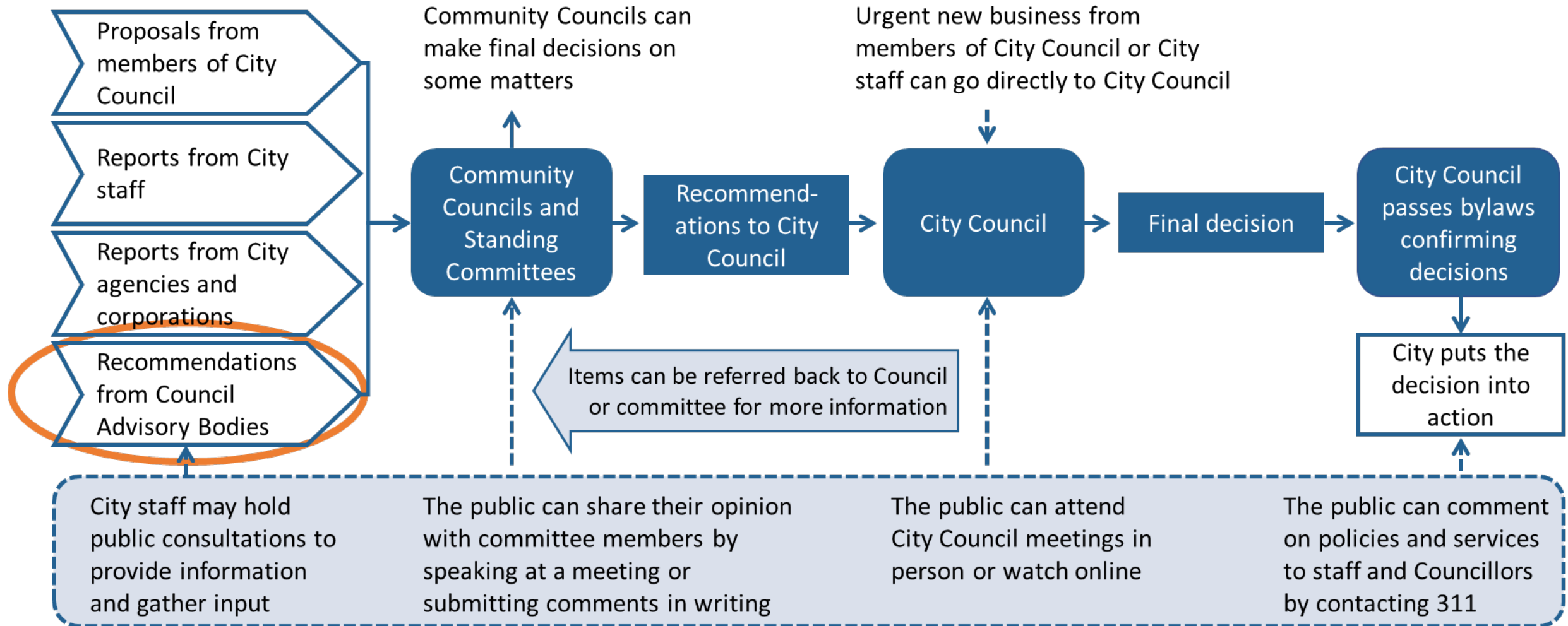
Film Board Terms of Reference – Governance

- Provides advice to City Council through the Executive Committee or other appropriate Council Committee
- Operates in accordance with Council's Simplified Procedures for Advisory Bodies
- All meetings will be open to the public and comply with the Open Meeting Requirements of the *City of Toronto Act*
- Will hold up to four meetings per year at the call of the Chair or Co-Chairs
- The Economic Development and Culture Division will provide policy-related support and strategic advice
- The City Clerk's Office will provide meeting management support

City Council Committee Structure



Overview of the City's decision-making process – Where does the Film Board fit in?



Simplified Rules of Procedure

- All advisory bodies are established under Chapter 27 - Council Procedures.
- However, the Council Procedures contain more rules and procedures than an Advisory Body needs to conduct a meeting.
- The Simplified Rules of Procedures maintain the principles of the Council Procedures but omit rules that apply only to City Council and its meetings, or to circumstances that an Advisory Body is unlikely to encounter.

Open Meetings

- All meetings are open to the public - notice must be given, all consideration and debate takes place at the meeting
- May close a meeting to the public if the subject of debate falls under one of several exceptions to the open meeting rules.
- Examples:
 - Acquisition or disposal of land
 - Labour relations or employee negotiations
 - Litigation or potential litigation that affects the Board
 - Receiving of advice that is subject to solicitor-client privilege

Role of the Chair (and Co-Chair)

- Presides at meetings
- Follows the agenda
- Maintains order and decorum in the meeting
- Makes procedural rulings
- Determines the order of questioning or speaking
- Rules on whether motions are in order
- Determines that all Members who wish to speak have spoken, that the Members are ready to vote, and ensures Members understand what they are voting on
- May request the Co-Chair to chair the meeting

Agenda and Items

Items must be within the advisory body's Terms of Reference, and submitted to the Secretary by the agenda closing deadline from any of the following:

- A member of the advisory body;
- City Council;
- a Council Committee;
- a local board of the City;
- a City Official.

The agenda is published online 5 business days in advance of a meeting. Agendas are only available electronically; subscribe to e-updates to receive your agenda.

How do Council Advisory Bodies give advice?

- Make recommendations to City Officials on matters within their jurisdiction for consideration.
- Make recommendations to a Council Committee for consideration.
- Make recommendations to City Council on a matter on the Council agenda.

Note: A 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.

How are Decisions Made

The Film, Television and Digital Media Advisory Board must make a decision on every agenda Item.

The Film Board may decide to:

- Receive the Item for information
- Defer the item to a future meeting
- Providing advice for consideration by City Officials
- Providing a recommendation a Council committee or City Council for consideration

Motions

- Decisions are made by voting on a proposal contained in a motion.
- City Clerk's staff will assist members to prepare their motions, as required.
- Motions are typed and displayed and should be read aloud so that all Members hear and understand the proposal.
- The Chair will rule motions which are not within mandate of the Committee out of order.

Order of Business at a Meeting

- The Chair calls the meeting to order once quorum is present
- Declarations of Interest under the Municipal Conflict of Interest Act
- Confirmation of Minutes
- Chair reviews all Items on the agenda – Items members wish to discuss or Items with presentations or public speakers are “held”
- The Committee considers each held Item on its own
- Once the agenda is complete, the Chair adjourns the meeting – no motion required

On Each Item

- Chair announces the Item
- Staff presentation (if there is one)
- Public Speakers – Members may ask public speakers questions
- Members ask questions of Staff
- Members make remarks and make motions
- Members votes on motions

Voting

- All Members present must vote (unless prevented by law)
- Majority vote is required to pass a motion
- Motion **fails** if the vote is tied
- Members may vote by a show of hands or may ask to have the vote recorded in the minutes

Other Meeting Matters

- Quorum
 - Quorum is a majority of the total membership (14 of 26)
 - Quorum must be present within 30 minutes of the scheduled start time of the meeting
 - If no quorum present, the meeting cannot take place
- When not able to attend a meeting, representatives of FilmOntario, Computer Animation Studios of Ontario, Motion Picture Association-Canada) may send a designate. No less than 5 business days prior, please inform the Board Co-Chairs and Clerk in writing of the name of the individual who will be the designate for the meeting.

Minutes & How to Follow Decisions

- Minutes are prepared without note and comment, they include motions, votes, decisions and attendance
- Minutes are provided to members by email and posted online
- Minutes and all meeting information is posted online
<http://www.toronto.ca/council>
- Subscribe to e-updates to receive notification about any Council, Committee or Board agendas and minutes
<https://www.toronto.ca/legdocs/e-updates/subscribe.htm>

Contact:

City Clerk's Office

Committee Secretary: Jennifer Pitt

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