

Attachment 1 – Membership and Terms of Reference of the Night Economy Internal Working Group

Membership

Division	Section	Unit
Alcohol and Gaming Commission of Ontario	Licensing and Registration	
City Clerk's Office	Zoning and Committee of Adjustment	Zoning
City Planning	Secretariat	Registry Services
CreateTO	Client and Stakeholder Enablement	
Corporate Real Estate Management	Real Estate Services	Transaction Services
Economic Development and Culture	Film and Entertainment Industries	Music Office; Visitor Economy Office
Indigenous Affairs Office		
Municipal Licensing and Standards	Policy and Strategic Support	
Parks, Forestry and Recreation	Client and Business Services	Partnership and Business Services
Social Development, Finance and Administration	Community Safety and Wellbeing	
Solid Waste Management Services	Collections and Litter Operations	Night-time Collections; Street Litter Bin Collection
Toronto Building	Policy and Strategic Support; Customer Experience	
Toronto Fire Services	Community Risk Reduction	Special Events, Projects, and Planning
Toronto Paramedic Services	Commanders, Policy, Projects, and Process Improvement	
Toronto Police Services	52 Division, 14 Division	
Toronto Public Health	Strategy and Clinical Services	Strategic Initiatives
Transportation Services	Policy, Data and Strategic Initiatives	Strategic Policy and Initiatives
Toronto Transit Commission	Strategy and Customer Experience	Service Planning and Scheduling

**Terms of Reference (March 7, 2024)
Night Economy Internal Working Group**

Purpose

The Night Economy Internal Working Group is a cross-divisional collective created to work collaboratively to implement goals and recommendations in the 2019 Toronto Nightlife Action Plan and directives within the following staff reports adopted by City Council: Strengthening Toronto's Night Economy staff (July 2019), Supporting the Growth of the Night Economy (December 2023), Recommended Amendments to Chapter 545, Licensing for Bars, Restaurants, and Entertainment Venues as part of the Night Economy Review (December 2023), and Recommended Amendments to Zoning By-laws for Bars, Restaurants and Entertainment Venues as part of the Night Economy Review - Final Report (December 2023).

These goals include the following:

- Support the implementation of the amended Toronto Municipal Code Chapter 545, Licensing, and amended Zoning By-law 569-2013 (and all former General Zoning By-laws) relating to regulations for bars, restaurants, and other entertainment venues prior to coming into force and effect on January 1, 2025.
- Address Night Economy Review consultation findings related to best practices to enhance inclusive social culture across Toronto at night (with relevant divisions);
- Update list of spaces outside the downtown core for cultural clusters, pop-up events, and nightlife activities based on updated zoning regulations;
- Continue to investigate opportunities for alternative compliance to allow for use of dual-use and temporary-use venues;
- Explore the opportunities for additional transportation options specific to the Night Economy;
- Organize a free annual Toronto Nightlife Industry Town Hall with the private sector and community partners within a year, and annually thereafter, to help set priorities;
- As per [EC8.14](#) engage SafeTO and the Our Health, Our City strategy in the Night Economy, along with work done with Toronto Transit Commission to ensure public transit is considered throughout Night Economy initiatives;
- In future editions of the Good Neighbour Guide for Late-Night Businesses consider suggestions included in [PH8.2](#) and [EC8.13](#);
- CREM and other relevant divisions to compile a directory of City-owned spaces that could be used for cultural and community events. The directory will include City-owned spaces close to late-night transit options, zoned for the correct uses, and located outside of the downtown core;
- Member divisions will streamline communications by responding to industry and public inquiries submitted to the nighteconomy@toronto.ca email account.

Name

The Night Economy Internal Working Group is hereafter referred to as the *NE IWG*.

Governance

The formation of the NE IWG is a key initial recommendation found in the Night Economy Action Plan adopted by City Council in July 2019. This group is to be led by a Chair and Co-Chair. The role of Chair will be held by a member of Economic Development and Culture and another voluntary Co-Chair drawn from the group. A minute-taker will be required for each meeting to record the essence of discussions in order to document decisions/recommendations.

Frequency

Meetings of the full NE IWG are to take place quarterly and will be approximately 2 hours in length. Members may gather in subcommittees or ad hoc groups to advance specific initiatives, while reporting back to the Group as a whole at NE IWG meetings.

Location

Meeting location will vary between virtual (x2) and in-person/hybrid (x2). Best efforts will be made to align the location with specific agenda items and basis of conversation.

Meetings of the NE IWG will be led by the Chair and Co-Chair. All Group members are encouraged to participate actively in discussions and initiatives and may be requested by the Chair and/or Co-Chair to take on specific activities. NE IWG meetings are encouraged to be smart phone free.

Resources

The NE IWG has at its disposal a number of resources that participants should feel free to make use of, including:

- [Strengthening Toronto's Nighttime Economy](#)
- [Toronto Nightlife Action Plan](#)
- [DIY Events in Toronto: Understanding Challenges to Access and Space](#)
- [Toronto Sociable City at Night: Hospitality Zone Assessment](#)
- [City-owned Spaces for DIY \(Do-It-Yourself\) Music Organizations](#)
- [Emerging Entertainment Areas Outside of the Downtown Core](#)
- [Music Industry Strategy 2022-2026](#)
- [Supporting the Growth of the Night Economy](#)
- [Recommended Amendments to Chapter 545, Licensing for Bars, Restaurants, and Entertainment Venues as part of the Night Economy Review](#)
- [Recommended Amendments to Zoning By-laws for Bars, Restaurants and Entertainment Venues as part of the Night Economy Review - Final Report](#)
- [Toronto Night Economy Review Licensing and Zoning for Restaurants, Bars and Entertainment Venues Public Consultation Summary](#)

Membership and Delegation

A commitment is expected from all NE IWG members within the City to attend all Group meetings. If a member is absent (vacation or other), an 'Acting' designate is required to attend.

Evaluation

The work of the NE IWG will be evaluated by measuring progress – especially tangible accomplishments – against the goals and specific recommendations laid out in the Night Economy Action Plan and staff reports listed above. Also, the NE IWG members will be formally surveyed by the Chair at the conclusion of each year of activity. Any necessary adjustments will be made to ensure the NE IWG remains a proactive and productive group.

NTE Working Group Membership/Roles and Responsibilities

Chair/Co-Chair: The Chair is a member of Economic Development and Culture, and the Co-Chair is a member of the NE IWG that volunteers for the role. The role of Co-Chair will be rotated on an annual basis. The Chair and Co-Chair are responsible for the following:

- In consultation with NE IWG members, set meeting agendas, assign deliverables and follow up on action items to further Group objectives;
- Chair meetings in a manner that all members feel free to raise items of interest;
- Assume all responsibilities required of NE IWG members, below;
- Assign a minute-taker for each meeting.

Minute-Taker: The minute-taker will be an administrative staff assigned by the Chair and/or Co-Chair and is responsible for the following:

- Preparing meeting minutes and records of decisions;
- Tracking forward agenda and action items;
- Assuming all responsibilities required of NE IWG members, below.

NE Internal Working Group Members are responsible for the following:

- Attending NE IWG meetings and partaking in open, honest and constructive discussion;
- Completing deliverables for which they have been assigned and notifying the Group in the event that deadlines cannot be met;
- Proposing ideas and initiatives through the Group to ensure key cross divisional priorities of the Night Economy are met.