

**ACTRA TORONTO  
COUNCIL MEETING – VIA ZOOM  
WEDNESDAY, October 4, 2023**

**PRESENT**

David Gale, President, in the Chair  
Theresa Tova, Past President  
Gugun Deep Singh, Treasurer  
Lisa Michelle Cornelius, Vice-President  
Joy Tanner, Vice-President  
Louisa Zhu, Vice-President  
Jocelyne Zucco, Vice-President  
Dalmar Abuzeid  
Fuad Ahmed (afternoon only)  
George Alevizos  
Heather Allin  
Thom Allison  
Sandra Beckles  
Martha Chaves  
Thalia Gonzalez Kane  
Tony Nappo  
Janet-Rose Nguyen  
Dina Pino, alternate for Anand Rajaram  
Tonjha Richardson, alternate for Nicola Correia-Damude  
Samora Smallwood (morning only)  
Alicia Turner

**REGRETS**

Wendy Crewson  
Linda Kash  
Deb McGrath

**COMMITTEE & MEMBER CAUCUS CHAIRS, OMBUDSPERSON**

Victoria Brooks, Chair, Apprentice Caucus  
John McGrath, Ombudsperson

**OBSERVER**

John Cleland  
Nicola Correia-Damude, Councillor  
Caitlin Driscoll  
Elana Dunkleman  
Jameson Kraemer  
Kara Wootten

**ALSO PRESENT**

Alistair Hepburn, Executive Director, ACTRA Toronto  
Judy Barefoot, Director, Commercial Production, ACTRA Toronto  
Gail Hauptert, Director, Film, Television and Digital Media, ACTRA Toronto  
Karl Pruner, Director, Communications, ACTRA Toronto  
Nicole Valentin, Director, Member Services, ACTRA Toronto  
Tina Wang, Director, Finance & Administration, ACTRA Toronto  
Luisa Alvarez Restrepo, Manager, Diversity, Equity, Inclusion and Belonging, ACTRA Toronto  
Cass Enright, Media Relations, ACTRA Toronto  
Jennifer McGibbon, Public Relations Officer, ACTRA Toronto  
Freda Merritt-Gambrill, Recording Secretary, ACTRA Toronto

The meeting was called to order at 10:03 a.m. with President, David Gale, in the Chair.

The reading of the Land Acknowledgement by Lisa Michelle Cornelius was followed by the reading of the Equality Statement by Dalmar Abuzeid, Thalia Gonzalez Kane, Sandra Beckles, Thom Allison, Theresa Tova, Tonjha Richardson and George Alevizos.

Mr. Gale welcomed and introduced the Councillors, alternates, observers and staff.

#### **APPROVAL OF THE AGENDA**

##### **MOTION #1**

**Moved by Joy Tanner, seconded by Gugun Deep Singh:**

**“That the Agenda for the ACTRA Toronto Council Meeting of October 4, 2023, be accepted.”**

**CARRIED            1 Abstention**

#### **APPROVAL OF MINUTES FROM SEPTEMBER 6, 2023**

The following are correction to the Minutes:

Page 4: Second last paragraph delete ~~“Victoria Brooks believes that AABP members also have that space”~~.  
Should read: **“Victoria Brooks hopes that the AABP Caucus can be reinstated in the future.”**

##### **MOTION #2**

**Moved by Heather Allin, seconded by Sandra Beckles:**

**“That the Minutes of the ACTRA Toronto Council Meeting September 6, 2023, as amended, be accepted.”**

**CARRIED            1 Abstention**

#### **TABLING OF OTHER BUSINESS TO BE INCLUDED PER #12**

- Accessing information on ACTRA/ACTRA Toronto website.

#### **MOTIONS TO BE VOTED ON**

a) LBG Stunt Coordinator

Alistair Hepburn said that this can be the first step and it can be revisited again later.

##### **MOTION #3**

**Moved by Alicia Turner, seconded by Theresa Tova:**

**“That ACTRA Toronto Council approve amendments to ACTRA Toronto’s Low Budget Guidelines to include Stunt Coordinator requirements as presented.”**

***Discussion***

It was recommended that Stunt Coordinators take the Health & Safety Awareness in 5 Steps course and an IPA and NCA refresher course.

Alistair Hepburn said the Guideline mirrors what the UBCP is doing.

There was discussion regarding 5 (c) and as to whether the “minimum of 6 ACTRA Productions” refers to six different productions or six episodes of the same production. This was reworded to read: *“Must have worked in a Stunt category on a minimum of 6 ACTRA Productions under a minimum of 3 different Stunt Coordinators.”*

The Mover and Seconder were in agreement with the above amendment.

**MOTION #3 - AMENDED**

**Moved by Alicia Turner, seconded by Theresa Tova:**

**“That ACTRA Toronto Council approve amendments to ACTRA Toronto’s Low Budget Guidelines to include Stunt Coordinator requirements as presented and amended.”**

**CARRIED            1 Abstention**

b) Waive Notice of Motion Council Handbook

**MOTION #4**

**Moved by Joy Tanner, seconded by Theresa Tova:**

**“That ACTRA Toronto Council waive Notice of Motion regarding the requirement for elected ACTRA Toronto Councillors (or their alternates) to have confirmed they have read and agree to be bound by all policies and procedures contained within the ACTRA Toronto Council Handbook prior to the first meeting of any Council.**

***Discussion***

Mr. Hepburn said that this would be in place before the first meeting of the new Council.

It was suggested that a bulletin point document be created for alternates as they might not have the time to read the handbook at short notice.

**CARRIED            1 Abstention**

c) Motion re: Council Handbook

**MOTION #5**

**Moved by Gugun Deep Singh, seconded by Tonjha Richardson:**

**“That ACTRA Toronto Council approve the requirement for elected ACTRA Toronto Councillors (or their alternates) to have confirmed they have read and agree to be bound by all policies and procedures contained within the ACTRA Toronto Handbook prior to the first meeting of any Council.**

**Whereas the ACTRA Toronto Council believes that Unity of Purpose is paramount to the success of a Council;**

**And whereas ACTRA Toronto believes it imperative that all elected Councillors and alternates have read the ACTRA Toronto Council Handbook;**

**And whereas the ACTRA Toronto Council confirms that the policies and procedures within the ACTRA Toronto Council Handbook are vital to the ongoing unity of a Council;**

**Therefore, we move to require all ACTRA Toronto Councillors or their alternates to have read and agree in writing to be bound by all policies and procedures contained within the ACTRA Toronto Council Handbook, prior to the first meeting of new Council.**

**Furthermore, we move that any Councillor or alternate that has not submitted the agreement to the President in advance of their first meeting of any Council shall not be permitted to attend the meeting.”**

#### ***Discussion***

Mr. Hepburn said that we will send out a document to be signed and returned once Councillors have read the Handbook. We want to make it easy, simple and meaningful and not onerous. The Handbook is an amalgamation of general rules of order, By-Laws, Constitution, etc. This is crafted by Council and staff, nothing contained in it deviates from what is in the By-Laws and Constitution. It is about how the meetings are run and how folks are expected to behave during the meetings.

A sitting Councillor pointed out that it is a living document and no one expects an Alternate coming in to sit up all night to read it. A copy of the handbook can be found at [www.actratoronto.com/council-handbook-2022/](http://www.actratoronto.com/council-handbook-2022/)

Council suggested the following changes to the Motion:

#### **MOTION #5 – AMENDED**

##### **MOTION #5**

**Moved by Gugun Deep Singh, seconded by Tonjha Richardson:**

**“That ACTRA Toronto Council approve the requirement for elected ACTRA Toronto Councillors (or their alternates, where possible) to have confirmed they have read and agree to be bound by all policies and procedures contained within the ACTRA Toronto Handbook prior to the first meeting of any Council.**

**Whereas the ACTRA Toronto Council believes that Unity of Purpose is paramount to the success of a Council;**

**And whereas ACTRA Toronto believes it imperative that all elected Councillors and alternates have read the ACTRA Toronto Council Handbook;**

**And whereas the ACTRA Toronto Council confirms that the policies and procedures within the ACTRA Toronto Council Handbook are vital to the ongoing unity of a Council;**

**Therefore, we move to require all ACTRA Toronto Councillors or their alternates (where possible) to have read and agree in writing to be bound by all policies and procedures contained within the ACTRA Toronto Council Handbook, prior to the first meeting of new Council.**

**Furthermore, we move that any Councillor or alternate that has not submitted the agreement to the President in advance of their first meeting of any Council shall not be permitted as a seated Councillor to attend the meeting.”**

**CARRIED            2 Abstentions**

d) Waive Notice of Motion Shine Network PACT course completion

**MOTION #6**

**Moved by Gugun Deep Singh, seconded by Joy Tanner:**

**“That ACTRA Toronto Council waive Notice of Motion regarding the requirement for elected ACTRA Toronto Councillors (or their alternates) to have completed the Shine Network Institute PACT course for the Screen Sector prior to the first meeting of any Council.”**

***Discussion***

Mr. Hepburn informed Council that Jennifer Podemski has launched the Shine Network Institute in partnership with the National Screen Institute. Information regarding this can be found at <http://www.shinenetwork.ca/pact/>. He said that it is a marvelous and engaging course. It meets the AODA requirements.

It was suggested that a time limit on when this should be completed.

Mr. Hepburn will send a link to Council to complete the course before October 23<sup>rd</sup>.

After a discussion, the Motion was tabled until the next Council meeting.

**MOTION TABLED**

**PRESIDENT’S REPORT**

David Gale reported.

- Attended xoTO and other TIFF (Toronto International Film Festival) events sponsored by the City of Toronto, ACTRA Toronto and other unions and guilds.
- Attended the CFC (Canadian Film Centre) event.
- Ad Hoc Assembly meeting was quite successful with people putting their heads together to work on the NCA.
- ACTRA National held a Town Hall. Marie Kelly, Mr. Hepburn and Eleanor Noble responded to some great questions from the membership. 700 members signed up and 412 attended. It was very positive.
- FIA meeting was held last week in Turkey. ACTRA was front and centre for putting together a declaration about commercial production which was supported by the international organization.

## **WORD FROM SET**

A Councillor said that they have had a few people approach them about making Accessibility Coordinators more visible on set. This will be included in best practices.

Question was raised about what steps ACTRA is taking to get out of this lockout. It was noted that Members are looking for concrete steps that are being taken and whether there is a possibility of an in-person Town Hall. Mr. Hepburn responded that work continues to bring an end to the lockout. We have a political arm at the Provincial and Federal level. We are working to bring the ICA back to the table.

Regarding COVID and mandates on set, Gail Hauptert informed Council that very few productions have masking mandates and there are no vaccine mandates yet. ACTRA Toronto will share this information on our website to keep members informed.

## **FALL CONFERENCE UPDATE**

- Things are moving along in anticipation of registration going out to the membership on October 6<sup>th</sup>.
- Five films confirmed are:
  - *Redlights*
  - *Plant Daddy*
  - *Express*
  - *Junior's Giant*
  - *5. Desi in Standard Time*

Sessions:

- Casting session with Stephanie Gorin and director Warren P. Sonoda. Mikaela Lili Davies will moderate the session.
- Producers session will be moderated by Lisa Michelle Cornelius. Representing "Junior's Giant" will be Paula Brancati. Representing "Redlights" will be Alan Bachus. Waiting for the confirmation of who other films will have represent.
- The Plenary special guest speaker: Equity UK General Secretary, Paul W. Fleming.
- Ian Chai will be moderating the AI session to wrap up the day.

The networking session is now confirmed. It will be held from 1pm-4pm on October 19<sup>th</sup> at AstroLab on Eastern Avenue. This will be a networking event as well as a "meet the candidates" event.

## **ELECTION LAUNCH**

Mr. Hepburn reported that the website goes live for the next Council Elections tomorrow, October 5<sup>th</sup>. Candidates and their Nominator and Secunder must be in good standing. The deadline for candidates to submit their nomination form, statement and headshot is October 18<sup>th</sup>. Online voting begins on November 1<sup>st</sup> and online voting ends on November 10<sup>th</sup>. Election results will be posted on our website on November 13<sup>th</sup>. On December 5<sup>th</sup>, the new Council will join the outgoing Council in a blended Council meeting.

ACTRA Toronto has engaged Simply Voting to conduct the online vote. Eligible voters must be in good standing on October 18<sup>th</sup> at the latest.

## **EXECUTIVE DIRECTOR'S UPDATE**

- a) Waive Notice of Motion Financial Statement (10a)

Gugun Deep Singh said that the double strike and the NCA lockout has had an impact on our numbers. The Financial Statements are late due to staffing issues at Grant Thornton and in the ACTRA Toronto Financial Department.

**MOTION #7**

**Moved by Heather Allin, seconded by Tonjha Richardson:**

**“That ACTRA Toronto Council moves to waive Notice of Motion regarding ACTRA Toronto’s audited financial statements for the fiscal year ending February 28, 2023.”**

**CARRIED            1 Abstention**

b) Motion re: Financial Statement

**MOTION #8**

**Moved by Gugun Deep Singh, seconded by Fuad Ahmed:**

**“That ACTRA Toronto approve the financial statements for the fiscal year ending February 28, 2023, as presented.”**

***Discussion***

Mr. Singh and Mr. Hepburn walked Council through the Financial Statements.

**CARRIED            1 Abstention**

***Notice of Motion for next meeting***

***“That ACTRA Toronto Council appoint Grant Thornton as the auditors for the next fiscal year.”***

Mr. Hepburn reported.

- ACTRA has heard that Danny Friedman, Compass Artist Management was charged and arrested on July 29, 2023. He has had his third adjournment. Next court date is November 7, 2023. He has a public defender through Legal Aid.

ACTRA Toronto has hired a Government Relations firm for the month of October to work with Ministry of Labour and the Ministry of Heritage, Sport, Tourism and Culture Industries. They will report back in November. Tova said that the EIC is looking forward to consulting with their members to see what is tenable and what they can do in the meantime, i.e. what performers can do to protect themselves until regulations are in place.

- Accident On Set – It was discovered that there was a gap in coverage especially when performers were not working “on set”. This has the potential to affect a small section of members. We are dealing with AFBS to deal with this issue to determine what we can do to close that gap. We are also working with AFBS to figure out how

voice performers who are working from home and not supervised are protected. WSIB is facing the same challenge with employees who are working from home.

- Perkopolis is offering ACTRA Toronto members deals and discounts. To register please go to <https://www.actratoronto.com/deals-discounts/>.
- 2023 Playback Film Summit (October 24,25) has also offered ACTRA Toronto members a discount code. This too can be found under Deals and Discounts.
- ACTRA Awards in Toronto 2024 submission deadline is on October 31, 2023.
- An email was sent to the membership seeking Diversity Co-Chairs.
- The new minimum wage in Ontario is going up to \$16.55 on October 1<sup>st</sup>. Background Performers on white vouchers should now be receiving this hourly wage.
- It was great to have someone to work the red carpet at TIFF.
- The OFL (Ontario Federation of Labour) Convention is on November 20, 2024. Members David Gale, Tavia Pereira, Gugun Deep Singh and Thalia Gonzalez Kane and staffer, Luca De Franco, will be representing ACTRA Toronto.

#### **Diversity, Equity & Inclusion & Belonging – Luisa Alvarez Restrepo, Manager, Diversity, Equity, Inclusion & Belonging**

- Attended NCA meetings.
- Met with several producers to talk about their productions and how ACTRA Toronto can support them in their casting needs regarding underrepresented communities.
- Attended ACTRA's day of Action at the Wendy's on Queen West
- Processed incoming PAF applications – so far 32 applications have been approved.
- Met with the Indigenous Screen Office to discuss the work that ACTRA Toronto does and opportunities for collaboration.
- Attended the Toronto International Film Festival. Here are some highlights:
  - Met with ED of the DSO to discuss collaboration including a Working with Disabled Performers document.
  - Met with the ED of Reel Abilities Toronto to discuss a partnership that would directly support disabled performers.
  - Met with the TIFF Partnerships team to discuss ways in which we could partner and support local performers.
  - Attended the "Empowering Rising Voices: Advocating for Diversity, Equity and Inclusion Through Film" session at the TIFF Industry Conference where Kadon Douglas called for unions and guilds to lower barriers for entry. She gave ACTRA a shoutout for our PAF initiative doing this.
    - Offered free tickets to TIFF films through the main and D&I IG pages.
- Connected with the Unify Deaf Film Festival. This is a brand-new festival and one of the organizers is an ACTRA Toronto member. We will be doing an info session about ACTRA Toronto.
- Supported the D&I Exec liaisons as they held a committee meeting to talk about the co-chair roles and share the application process with any interested members. Those interested in the role can fill out the [application here](#).
- Reelworld alumni have been making quite a few union productions. I connected with their team to ensure that casting calls will be shared with us and can be amplified through the D&I socials.
- We have partnered with Perkopolis to offer members exclusive discounts from many different retailers. For further info and to opt in to receive access, [go here](#).
- We have received an exclusive promo code for the [2023 Playback Film Summit](#). ACTRA Toronto members can register for a discounted rate of \$175 + HST (regular \$225 + HST). To access the promo code, fill out [this form](#).

#### **OMBUDSPERSON, EXECUTIVE & COMMITTEE REPORTS REPORT**

##### *Ombudsperson's Report*

John McGrath, the Ombudsperson, gave an in-camera report.



***Theresa Tova – Past President***

*AACE – Association of Acting Coaches and Educators*

They now have 99 full members with 50 plus in the application pipeline. The AACE conference in May had 82 coaches sign on. AACE is making a few Conference videos available online and they are all close captioned. They are also offering three popular courses from the conference online this fall. They held a member meeting on September 22<sup>nd</sup> with 27 coaches in attendance. Talks are starting with community partners, schools, and studios.

*Entertainment Industry Coalition*

The EIC board is meeting on October 3<sup>rd</sup> to catch up on all things agent related. This will be followed with a community meeting to look at the code of conduct and other process issues.

*National Children’s Advocate*

Tova met with UBCP staff, PRS staff and BC government officials to help introduce them to the PRS Minors Trust. We’re advocating for children’s earning, when working under an ACTRA contract in BC, to be better protected by using PRS. Right now, those \$\$ go to the BC Public Trust Guardian that takes over 12% in 4 different combined fees. PRS in comparison only charges a onetime 4.5% fee.

***Liaison: Treasurer, Gugun Deep Singh***

*Apprentice Caucus – Chair, Victoria Brooks Vice-Chair, Larry Robertson*

The Apprentice Caucus met on September 12<sup>th</sup> for 90 minutes at ACTRA Toronto offices.

Performers frustrated to still be out of commercial work.

- BG Performers had a ferry ride as part of their transportation, and were not told in advance, as they had motion sickness, and it impacted their health that day.
- Still confusion over performer’s obligations when it comes to “working as a local”. Shared that it is in fact against the IPA and can lead to disciplinary action.
- Work in general is slower in all areas.

The Apprentice Caucus will meet next on Tuesday, October 10<sup>th</sup> at 3:30 pm at the ACTRA offices, followed by a Happy Hour meet-up at The Bishop and Belcher - all are welcome!!

*Background Advocate*

Mr. Singh reported that we are looking to having this Caucus reconvened in the near future.

***Liaisons: Vice-Presidents, Jocelyne Zucco and Debra McGrath***

*Act Your Age (AYA) – Co-Chairs, Heather Dick and Anne Wootten*

The committee had nothing to report.

***Liaisons: Not assigned***

*Child Advocate – Angelica Alejandro*

Angelica Alejandro had nothing to report.

***Liaisons: Vice-Presidents, Deb McGrath, Louisa Zhu and Jocelyne Zucco***

*Conference Committee – Chair, Jocelyne Zucco Vice-Chairs, Pierre Simpson and Victoria Brooks*

This was reported on above under Fall Conference Update.

***Liaisons: Vice-President, Joy Tanner and Treasurer, Gugun Deep Singh***

*Editorial – Chair, Joy Tanner*

Stories continue to be released on a scheduled basis.

- Latest article is the third in a series called *Stunt Stars* featuring ACTRA Award Winner, Paul Routledge.
- Dayo Ade's article on the significance of Awards and the Canadian Star System will be up on site shortly.
- *Performers 101* will feature "Working Local."
- Data figures are up and continue to grow with membership engagement on the site!

***Liaison: Vice-President, Debra McGrath***

*outACTRAto – Co-Chairs, Thalia Gonzalez Kane and Matt Lemche*

- General
  - outACTRAto meeting held on September 18, 12:30-2pm
  - October meeting date TBD
- Co-Chair Elections
  - Thalia and Matt want to make room for other committee members to take their turn as co-chairs, they held an info session on September 13 for folks interested in taking on the role. Hoping to have an election early in the new year.
- Queer Your Stories
  - Preparations for QYS 5 are underway, subcommittee has been formed, had first meeting on September 29.
- Working the Scene in Rainbow
  - Planning on a hybrid Working the Scene in Rainbow
  - Discussions will begin in late October/Early November
- Social Media
  - No longer active on "X" (Formerly Twitter)
  - Instagram was very active during TIFF - shoutout to our stellar SM team! Continuing to highlight members projects, sharing info on NCA negotiations, etc.
- Other
  - Planning to create a resource sheet geared toward 2SLGBTQIA+ Creators that includes funding bodies, development resources, education, etc.

***Liaisons: Vice-Presidents, Louisa Zhu and Jocelyne Zucco***

*Voice Committee: Co-Chairs, Krystal Meadows and Scott Farley*

- Kwaku Adu-Poku was voted in as a 3<sup>rd</sup> Co-Chair for the Voice Committee at our last meeting, September 18<sup>th</sup>. (Wooo hooo!!)

**Post Town Hall**

- Some positive feedback from members who are grateful for all that ACTRA has done and continues to do with negotiations of the NCA.
- We have received feedback that a number of questions people asked in advance were not answered in the Town Hall or acknowledged and as a result there are some very unhappy members.

- Some frustration around the style/format of the town hall meeting. People were not able to see who was there and/or use the chat to ask questions. We are continually hearing members beg for more open transparency from the Union and this style of meeting feels very controlled, lacks dialogue and causes members to feel like ACTRA is hiding something. If we can please have more open dialogue in town halls going forward, we believe this will cause less fracturing in the membership and build more trust.
- Some members are expressing feelings that this has gone on much too long and that ACTRA's negotiation tactics are both outdated and ineffective.
- Overall, very scary times for many members and a lot of strong feelings and opinions.

**AI Subcommittee, AI is top of mind for many voice committee members, so we have included the below info from the AI Subcommittee:**

- We were expecting a rider from legal by Friday of the week of the last meeting (Aug 16, Wednesday) Alistair will likely share this. Hoping to expand this rider to on-camera.
- We submitted a mandate for the subcommittee for approval by ACTRA - have not heard.
- Considered fulsome information on the Voice committee page on ACTRA website, looking for people to assemble the text/content for this. Dina and Braden discussed taking on the text content for the IG takeover of the Voice Committee IG page - Alistair thought staff could help with graphics. No movement on this. Perhaps now is the time. Essential to get ACTRA communicating on the subject because there is SO much information out there, we don't want to appear asleep at the wheel which we are definitely NOT.
- Some talk about actors/ACTRA looking into what a contract would look like to "license your voice to AI for a period". It's happening, let's have rates considered.

***Liaisons: President, David Gale and Vice-President, Joy Tanner***

YEAA

*Chair, Tavia Pereira*

Submitted by Executive Liaison Joy Tanner

The YEAA Committee met on September 28. Discussions included:

- Social Media - looking to spread the word about the Committee on Tik Tok and IG for more traction.
- Social Subcommittee is in the early stages, there are concerns regarding budgets. David Gale, Nicole Valentin and Joy Tanner will be meeting on October 6th to discuss concerns and suggestions to work around constraints.
- Looking to reach out to Non-Union members to encourage the ACTRA Advantage.
- Looking to create a MoCap Initiative/Workshop.
- Winter Conference - Volunteers and their next steps.
- The next Newsletter is in the editing stage, has been approved by Nicole Valentin and Joy Tanner
- Next meeting is roughly scheduled for October 25<sup>th</sup>, in person.
- YEAA is a bustling and engaged Committee!

#### **OTHER BUSINESS**

- It was mentioned that members are finding it challenging when logging into different ACTRA portals. It was suggested that we put links on our website. Karl Pruner said that there are. <https://actraonline.ca> directs you to the microsites. Mr. Hepburn said that the new build will provide better front-end user access.

#### **ADJOURNMENT**

**Heather Allin moved to adjourn the meeting.**

**The meeting adjourned at 3:17pm.**