



RESPECT **at WORK**

ACTRA TORONTO OPERATING PLAN 2019-20



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There are many reasons why people join ACTRA but the number one reason is Respect. Respect for the quality of performance and investment performers make in developing their skills; respect for the safety, health and protection of performers from harassment and discrimination; respect for artists and investment in Canada – Canadian content stories that can be shared on all our screens and across our airwaves here and around the world.

As we prepared for the renegotiation of the Independent Production Agreement in 2018, we heard from members about conditions that undermine respect: harassment, lack of notice and late receipt of scripts for auditions or days on set, errors and delay in payment and poor working conditions. Existing provisions in our collective agreements and the gains we achieved deal directly with these issues. This year's Operating Plan addresses how we will increase member awareness of the rights performers have at work and how we can strengthen the enforcement of those rights.

RESPECT AT WORK: Preventing and Dealing with Harassment

Following the development of an action plan by the ACTRA Toronto Council in 2017 to prevent and deal with sexual harassment, ACTRA Toronto has played a lead role in helping to change the culture in the industry.

With the guidance and support of the ACTRA Toronto Ad hoc Committee on Preventing Sexual Harassment, ACTRA Toronto has rebranded and improved the sexual harassment reporting system; updated the Respect on Set course; provided training sessions on dealing with harassment and the Law on harassment and discrimination to staff, On-set Liaison Officers (OSLOs) and member instructors; and produced fact sheets and on-line resources for performers required to appear in scenes involving nudity, semi-nudity and intimacy. The Ad hoc Committee provided leadership in revising the Discipline Process set out in the National By-laws. There are now special provisions and a process for complaints of discrimination, harassment and sexual harassment. And, the Ad-hoc Committee provided guidance during the renegotiation of the Independent Production Agreement (IPA). Regular updates on ACTRA Toronto's initiatives are on the website and Special Advisor, Victoria Shen, provides a summary of complaints filed and activities *in camera* to the ACTRA Toronto Council.

ACTRA Toronto has also taken the lead in driving industry-wide initiatives. Some of the key achievements include:

- ✓ **Assisting in the drafting and negotiating of the *Canadian Creative Industries Code of Conduct to Prevent and Respond to Harassment, Discrimination, Bullying and Violence* which was released on International Women's Day, March 2018.**
- ✓ **Collaborating with other unions and guilds to share information, ideas and resources**
- ✓ **Developing a *Harassment Safety Guideline* for the industry's provincial health and safety committee**

In 2019, ACTRA Toronto will:

- Enhance and improve reporting mechanisms and supports
- Work with Producers, Agents and Casting Directors to review and improve protections for performers where performance requires nudity, semi-nudity, intimacy or violence
- Work with Agents and Casting Directors to ensure a respectful audition process including the provision of accessible change and washroom facilities
- Develop and update content on harassment prevention for workplace training sessions and courses
- Continue to collaborate with other unions and guilds to prevent and deal with harassment
- Work with Creative Industry partners to develop resources for Acting Programs, Schools and Training Studios, and tips for students on setting personal boundaries and what is and is not “part of the job.”
- Develop and distribute materials on consent-based interactions
- Continue the work toward gender equality and cultural diversity as essential in stopping harassment and discrimination:
 - Support the Nell Shipman and Sandi Ross Awards that celebrate industry leaders who reflect cultural and gender diversity in front of and behind the camera
 - Continue to support the work of Canadian Unions for Equality on Screen (CUES)

RESPECT AT WORK: Enforcement of ACTRA’s Collective Agreements

ACTRA has a long tradition of bargaining the best collective agreements for performers. Unfortunately, there are many Producers, Engagers and Performers who don’t take the time to know what is in the agreements or call the Union when they have questions. In the last year, ACTRA Toronto has enforced the requirement for new members to take the Apprentice Course which provides the basics on member rights and responsibilities under the collective agreements and the Union’s Constitution and By-laws. New on-line courses for existing members offer a “refresher” on provisions in the Independent Production Agreement (IPA) and the National Commercial Agreement (NCA). In addition, the publication Performers On-set has helped to highlight negotiated provisions and answer commonly asked questions. More On-set Liaison Officers (OSLOs) were trained and ACTRA Toronto increased its presence on sets.

The bargaining focus this past year was on the renegotiation of the Independent Production Agreement. Following focus groups, member surveys and meetings of the National Wages and Working Conditions Committee, ACTRA and the Producers met in November and reached a tentative settlement after 9 long and difficult days of bargaining. ACTRA proposed improvements in all areas. The Employers proposed concessions that would have, among others, dramatically impacted on Principal earnings from feature film work, expanded the “zone” and reduced the background count. The Union said “no” to these and other concessions.

Ratified in mid-December, new agreement highlights include 3% increases in each of the 3 years of the agreement (5% in the first year for Stunt Co-ordinators); self-tapes recognized as auditions or an audition recall; improvements to harassment prevention and equal opportunity provisions; health and safety improvements; increased use options for animation productions; and substantial improvements for performers who work in background. ACTRA Toronto is very grateful to members of the bargaining committee, staff and member resources and to those who participated in focus groups, through surveys and town hall meetings.

In 2019, ACTRA Toronto will:

- Hold workshops for Producers and Engagers on collective agreement basics
- Work with Agents – Principal and Background - on implementation and enforcement of collective agreement provisions
- Monitor and evaluate the NCA ACTRA On-line Opportunity Pilot Project
- Continue to develop digital tools to reduce paperwork and help performers track earnings
- Include and highlight issues of respect and rights at work in Performers On-set and in workplace bulletins
- Evaluate, monitor and mentor On-set Liaison Officers
- Increase presence on set by OSLOs, Advocates and Business Representatives
- Report regularly to Council on production statistics and grievances
- Work with ACTRA National in renegotiating agreements with CTV/Bell Media, CBC and Ubisoft

RESPECT AT WORK: Member Education

Knowledge is Power. In the last year, in addition to in-class education, ACTRA Toronto has launched on-line courses for Apprentice Members, ACTRA Additional Background Performers and refresher courses on the IPA and NCA. The Apprentice, Set Etiquette and Respect on Set courses are mandatory for new members and are open to all members.

In 2019, ACTRA Toronto will:

- Promote on-line courses:
 - Apprentice and AABP Orientation
 - Refresher courses on the IPA and NCA
 - Stunt Performer Orientation
 - AFBS: You and Your Benefits
 - Financial Literacy: Money Matters
- Continue to promote and provide in-class sessions:
 - Respect on set
 - Set etiquette
 - Financial literacy
- Hold workshops at Member Conferences in Toronto and in Northern Ontario
- Produce highlights of member rights and responsibilities under ACTRA's Constitution and By-laws
- Review guidelines and support member self-promotion and professional development productions
- Provide information and resources on mental health issues

RESPECT AT WORK: Promoting the ACTRA Advantage

In 2018, ACTRA celebrated its 75th Anniversary. From the ACTRA Toronto Awards to posts in social media, profiles in the magazine and website, leaflets, bookmarks and advertising, ACTRA Toronto promoted the benefits of engaging professional performers. Highlighting nominees and award-winning performers and productions, ACTRA Toronto's social media channels saw a record amount of traffic.

Outreach to Producers and Engagers in film, television, digital media, audiobooks, commercials and videogames, brought new work to ACTRA members. The ACTRA Toronto Council updated the Toronto Indie Production Guidelines (TiP). A record number of productions were completed this year using the TiP Guideline.

Working with industry partners through FilmOntario and the City of Toronto's Film, Television and Digital Media Office, ACTRA Toronto helped to promote Ontario as a key production centre, including hosting an event for Los Angeles based studio and production representatives in the diversity of performers in Toronto.

In 2019, ACTRA Toronto will:

- Celebrate Performers and Award-winning performances at the 17th Annual ACTRA Awards
- Promote the ACTRA Advantage and benefits of engaging professional performers through Social Media and Performers publications: On-line, On-set and in print
- Use Twitter Live, videographers and podcasts to communicate and engage with ACTRA members and the public
- Work with ACTRA Toronto Committees to reach out to members to upload and update their profiles to ACTRAonline and the micro-sites: diversity.ACTRAonline, voice.ACTRAonline, background.ACTRAonline and stunts.ACTRAonline.
- Expand and make accessible ACTRA Toronto Archives
- Through Industry Relations, reach out to Producers and Engagers who have not worked with ACTRA performers previously
- Continue to develop partnerships with community and cultural film festivals and programs through the work of the Diversity Advocates and Industry Relations staff, guided by the results of the Ontario ACTRA Census

RESPECT AT WORK: ACTRAvism

2018 was a year of elections and ACTRAvism. ACTRA Toronto members engaged in the Ontario provincial and municipal elections. Through e-blasts, social media and the website, ACTRA Toronto provided members with questions for candidates, background information on issues, window signs, and resources on voter eligibility and advance polls.

Lobbying all levels of government on issues important to artists continued to be a priority in 2018. ACTRA Toronto members met with City Councillors, MPPs and MPs and made submissions on the Pay Transparency Act. ACTRA Toronto leading performers also met to discuss the review of the Broadcasting and Telecommunications Acts, drafting a vision statement for the Expert Panel.

In 2019, ACTRA Toronto will:

- Work with FilmOntario to raise awareness with MPPs and Cabinet Ministers on the importance of long-term tax credit stability to industry investment and growth
- Municipally: encourage members to connect with City Councillors to talk about the role the industry plays in local job creation eg. Studios, Post-production facilities, equipment and food suppliers, educational and training programs, etc.
- Work with ACTRA National to develop a strategy for the federal election to promote issues important to ACTRA members including:
 - Income averaging
 - Incentives for feature film development
 - Improvements to the Copyright Act
 - Changes to the Broadcast and Telecommunications Acts to ensure long term funding and regulation of Canadian Content on screens and airwaves including a requirement for OTT companies to contribute to the system just like the traditional broadcasters
- Work with Labour partners to address economic and social inequality and the role Unions play in workplaces and in the community for progressive and positive change.

RESPECT AT WORK: ACTRA Council, Advocates, Committees and Caucuses

In the fall of 2019, ACTRA members will be electing a new Council and Stunt Committee. Elected for a two-year term, the Council is responsible for developing and guiding the implementation of the operating plan and budget. The Council, Committees and Advocates were very active in 2018 as ACTRA celebrated 75 years strong, implemented an action plan to prevent and deal with harassment, supported outreach, education and networking events, and renegotiated the Independent Production Agreement together with members across the country. See the attached report card for highlights of Council, Advocates', Caucuses and Committee achievements.

In 2019, ACTRA Toronto will:

- Highlight the work of ACTRA Council through the regular e-blasts
- Develop strategy to increase member engagement
- Establish an Election Committee to guide and oversee the Council and Stunt Committee Elections in the fall of 2019
- Continue work with the National Constitution Committee on the review of ACTRA's Constitution and By-laws
- Support the work of Advocates:
 - Ombudsperson: provide regular reports to Council
 - Agents Liaison: Promote the new Entertainment Industry Code of Ethics with Principal and Background Agents
 - Background: plan workshops for performers working in the background category; work with the Children's Advocate on a session for children working in background
 - Children: Hold workshops for parents and children on getting into the biz; and skill development sessions for young performers including working on productions that involve stunts
 - Diversity: work with Industry Relations to continue outreach with film festivals and community-based programs
- Support the work of the Standing Committees:
 - Awards: Start planning early for the 2020 Awards
 - Communications: Develop social media tips
 - Conference: Plan two member conferences offering range of professional development workshops and networking opportunities
 - Discipline: Monitor and provide feedback on the newly revised By-law process for complaints regarding harassment
 - Finance: Monitor income and expenses as well as participating in the review of the national finance model
 - Magazine Editorial Board: Promote Performers On-line as a frequently updated resource for ACTRA news
 - Legacy and Archives: Expand the library of archival content and explore ways to make the content accessible to members
- Support the work of the Caucuses:
 - Apprentice: Welcome and engage new members in Union's activities
 - ACTRA Additional Background Performers (AABP): educate members in newly negotiated IPA provisions and engage AABP in the Union's events

- Support the work of Stakeholder Committees:
 - Act Your Age: Continue to plan workshops and work with other committees on “mixers” and networking events
 - Diversity: Work with Diversity Advocates in review of mandate and planning of activities and events to engage culturally and physically diverse members
 - Full Member Background: Work with Background Advocate on educational activities for members who work in the background category
 - outACTRAto: Reach out and engage members who identify as LGBTQ+; promote participation in the Pride Parade; provide feedback and advice on language in casting breakdowns
 - Parades: Promote participation in Pride and Labour Day Parades
 - Stunt Committee: Develop on-line orientation course for stunt performers and in-class workshops
 - Stunt Women’s Committee: Provide skill development workshops; and meetings for stunt women to discuss current issues
 - Toronto ACTRA Women’s Committee (TAWC): Continue to provide leadership and skill development opportunities; develop cross-industry partnerships; and work with diversity and other committees to ensure an intersectional approach to issues and challenges facing performers
 - Voice: Continue to promote voice performers for the growing business of Audiobooks and Videogames; build the on-line database of ACTRA voice talent
 - Young Emerging Actors’ Assembly (YEAA): Continue outreach to young performers; provide networking opportunities with content creators; and develop partnerships with industry stakeholders to support the work of emerging filmmakers
- Support the work of Ad hoc Committees:
 - Preventing Sexual Harassment: Provide guidance and feedback on the continuing work to prevent and deal with harassment
 - Constitution and By-laws: Guide and advise National Councillors in the review of ACTRA’s Constitution and By-laws

RESPECT AT WORK: Managing ACTRA’s Resources

In the last couple of years, ACTRA Toronto has faced some budgeting challenges with the increase in production and the focus of resources on harassment prevention. A surplus accumulated in the previous couple of years has helped to offset the deficits experienced in the 2017-18 and 2018-19 fiscal years.

In 2019, ACTRA Toronto will:

- Work with Finance Committee to review ACTRA Toronto expenses and sources of revenue and investment strategy
- Together with the National Finance Committee, review ACTRA’s financial model
- Continue to provide ACTRA Toronto staff with education and support in meeting the needs of members, Producers and Engagers
- Look at options for possible relocation of ACTRA National and ACTRA Toronto as the current address is planned for redevelopment

STRONG AND PROUD	
ITEM	STATUS
Celebrate ACTRA's 75 th starting with the ACTRA Awards, the best party in the industry.	Over 1000 performers and industry partners attended the ACTRA Awards in February 2018, kicking off a year of celebrating ACTRA's 75 th Anniversary. On the recommendation of the ACTRA Toronto Voice Committee, the ACTRA Toronto Council approved an additional award for Voice Performance to be presented starting in 2019.
Profile ACTRA Toronto members, allies and staff who have helped to build a strong industry and a strong union by adding to and curating our archived interviews and making them accessible on-line - #myACTRA.	Video clips of testimonials have been posted throughout the year on social media channels.
Highlight historical achievements in "ACTRA moments" on social media, the website and through our publications.	Magazine and social media channels have highlighted past achievements.
Continue to celebrate, promote and "boost" ACTRA Toronto performers and productions in social media and through hosting of podcasts.	Social media strategy has been in place throughout the year to promote ACTRA professional performers. Podcast project has been postponed.
Participate in the review of the Broadcasting Act and the Telecommunications Act to ensure regulation and funding for quality Canadian Content and support of Canadian creators.	Hosted event to raise awareness and support for the objectives ACTRA Toronto has for the review of the Broadcasting and Telecommunications Acts.
Provide input and participate in the review of the Copyright Act to push for recognition and respect of audio-visual rights as are in place for audio rights.	Supported ACTRA National efforts to provide input in the review of the Copyright Act.
Work with the other unions and guilds in the lobby for effective Status of the Artist legislation including Income Averaging.	Priorities to be discussed for 2019 Federal Election strategy.
Continue to grow the ACTRAvist list and connections between members and local politicians.	Engaged in the Ontario Provincial and Municipal lobbying and election efforts: e-blasts, web pages with campaign information and background on issues; use of social media; worked with FilmOntario to plan and promote activities to engage performers in local election events.

Raise issues in the Ontario municipal and provincial elections that are important to performers and the industry: stability of tax credits, an increase in support for domestic filmmakers, support for infrastructure, and respect for artists and the arts.	Provided information on issues important to performers during the provincial and municipal elections; sample questions to ask candidates; and quick links to voter information. Worked with FilmOntario in lobbying. The fall economic statement and the Minister of Finance at the FilmOntario Annual General Meeting committed to stability of tax credits, recognizing the importance to industry growth and investment. An addition of over 1 million square feet in studio place was announced in 2018.
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STRONG IN THE FIGHT AGAINST SEXUAL HARASSMENT, DISCRIMINATION, BULLYING AND VIOLENCE

ITEM	STATUS
<p>Continue work with our industry partners to:</p> <ul style="list-style-type: none"> • Implement an industry-wide Code of Conduct • Establish a safe reporting mechanism and supports to protect people from reprisal • Enforce existing policies and procedures • Develop a protocol for dealing with intra-union complaints • Develop training and education materials for those working in the industry as well as for those who are teaching and coaching young students in performer and production programs • Identify what steps governments might take to support anti-harassment education and awareness campaigns for all workers in Ontario 	<p>Working with industry partners in the Canadian Creative Industries in finalizing and distributing the Code of Conduct; working on safe reporting mechanisms and training and education materials to be shared across the industry.</p> <p>Meeting with other Ontario unions and guilds on harassment prevention methods and training.</p> <p>Incorporating Code of Conduct and harassment prevention messages in school outreach sessions.</p>
Review ACTRA's Constitution and By-law language to ensure there are clear expectations of zero tolerance for harassment, discrimination, bullying and violence including looking at a revised and expedited discipline process for these behaviours.	ACTRA Toronto's ad hoc sexual harassment committee and a sub-committee set up to review the National Constitution and By-laws, participated in the redrafting of National By-law No. 7 on Member Discipline and a separate process for the investigation of harassment based complaints.
Update Respect on Set education materials and enforce the requirement for all members to have completed Respect on Set training.	Updated Respect on Set education materials and implemented tracking and reminder system for new members to ensure they have completed Respect on Set training.

Provide instructor training for Respect on Set workshop leaders.	Trained and coached additional Respect on Set workshop leaders.
Work with the Advocates and Committees to make sure that members know about the law, workplace and ACTRA policies, procedures and who to call if they hear, see or experience harassment.	Developed report and outline of the policy and procedures for Council members, Committee and Caucus Chairs.
Ensure members are aware of the Sexual Harassment and Emergency Afterhours Reporting number, how to submit a report of harassment through the ACTRA Toronto website, and how the process for the investigation of complaints.	Distributed wallet-size anti-harassment cards to sets and at ACTRA events. Created website pages to facilitate reporting and to raise awareness of the process for the filing and investigation of complaints.
Update and strengthen collective agreement language to prevent and deal with harassment, discrimination, bullying and violence in the workplace including audition and casting meetings, rehearsals, work-related events, and production facilities whether local or remote.	Included discussion about harassment prevention provisions and protections for performers in nude, semi-nude, scenes of intimacy and love scenes in focus groups regarding the IPA negotiations. Drafted proposals to address issues for review by the IPA negotiating committee.

STRONG AND INCLUSIVE

ITEM	STATUS
Support the work of the Diversity Advocate and Committees to be more involved in community outreach and cultural film festival panels and workshops.	Established partnerships with Reel Asian, Regent Park, imagineNATIVE, Toronto Black Film Festival, and Reel World Film Festivals. Included in these partnerships were script reading workshops, mentoring opportunities and social media support. Worked with community organizations in achieving changes to the Ontario Disability Support Program.
Continue to support the work of Committees and Advocates in outreach, professional development activities and mentoring programs.	Committees held professional development workshops at member conferences, at ACTRA's offices and together with community film festivals. Initiatives included: <ul style="list-style-type: none"> • TAWC's Toolkit and Short Film Lab sessions • YEAA Shorts at ReelWorld • Diversity Committee's Working the Scene in Colour • AYA workshops • Apprentice Caucus event on self-promotion

Recognize and celebrate those who are champions of equality and inclusivity through the Nell Shipman Award, the Share the Screen initiative and Sandi Ross Awards.	The Toronto ACTRA Women's Committee presented the Nell Shipman Award to Karen Walton. The Sandi Ross Award recipients were Shaftesbury Productions for Frankie Drake and Tonya Lee Williams.
Re-survey casting facilities to identify and address barriers, and to recognize those who have taken steps to make their facilities accessible.	Raised accessibility issues in IPA bargaining.
Complete the Ontario ACTRA Census.	The Ontario ACTRA Census analysis was completed and the results made public in January 2019.

STRONG IN BARGAINING

ITEM	STATUS
Engage members through an on-line survey, focus groups and committee meetings in setting objectives and goals for the work with ACTRA National in the renegotiation of the Independent Production Agreement.	In addition to an on-line survey, held focus groups with ACTRA Toronto Council, committees and caucuses as well as holding focus groups at the ACTRA Toronto members' conference.
Continue work with Agents and Casting Directors to address challenges raised by members and to identify issues for negotiation.	Held focus groups with Agents and Casting Directors to assist in the formation of proposals for IPA negotiations.
Work with the Agencies and Advertisers to monitor and evaluate the implementation of the ACTRAonline Opportunity Pilot Project (AOPP).	Over 75 digital commercials were produced under the AOPP in 2018.
Explore and test "all-in package" options for commercial engagers.	The Radio "all-in" option was developed and promoted with production studios. A digital contract is available on the website.
Update guidelines for emerging filmmakers and work with other unions and guilds on framework for micro-budget projects.	TIP Guidelines were revised and updated.
Review guidelines and student agreements to ensure steps are in place for compliance with the Industry Code of Conduct to prevent sexual harassment, discrimination, bullying and violence.	Student agreements and workshops for performance and production classes updated.

STRONG IN ORGANIZING	
ITEM	STATUS
Expand our use of social media to promote the ACTRA Advantage.	ACTRA's social media channels attracted a record number of views during film festivals and industry events.
Continue work with the emerging videogame producers to engage ACTRA performers.	Industry Relations staff met with videogame producers, holding meetings, attending industry events, and reaching out to schools and programs for developers.
Promote the ACTRAonline Opportunity Pilot Project to commercial engagers.	Produced promotional material on the AOPP and met with Agencies to promote use of the low budget on-line project for short, digital ads.
Market the all-in option for radio commercials.	Met with production studios and Engagers to promote the all-in option for radio commercials.
Profile and promote Audiobooks produced with ACTRA voice performers.	2018 was a banner year for Audiobooks. Over 60 Audiobooks were recorded using ACTRA performers in 2018. The Voice Committee worked with Audiobook Publishers to raise awareness of work opportunities and hosted learning opportunities on audiobook recording skills.
Work with the Voice Committee to connect with producers who are currently using non-union voice talent for their e-learning, narration and animation productions.	Industry Relations worked with the Voice Committee on regular outreach and partnerships with industry events.
Work with the Institute of Communication Agencies (ICA) to reach out to advertising and marketing programs in post-secondary schools to "show" and present the difference it makes to use professional performers in their work.	Entered into a partnership with ICA for the IDEAS Summit: Inclusivity, Diversity and Equality in Advertising. Conference speakers and presentations focused on the benefits of reflecting diversity in advertising. ACTRA Toronto promoted diversity. ACTRAonline and videos were screened produced by ACTRA's Women's and Diversity Committees.
Hold a workshop for member-creators, performers who are in the position to hire or coach other members in a studio, set or production facility, to identify possible issues, conflicts and opportunities.	Pending for 2019.

STRONG IN OUR “OWN HOUSE”	
ITEM	STATUS
<p>Review the ACTRA National Constitution and By-laws and the ACTRA Toronto By-laws including:</p> <ul style="list-style-type: none"> • Qualification for Membership and Categories of Membership • Definitions and consequences for harassment, discrimination, bullying and violence • Discussion of amendments to note consequences for violations of the Stunt Coordinator Code of Conduct • Adding references to existing and new policies regarding ethical behaviour and the use of communication and social media • Rules for Council elections 	<p>ACTRA Toronto’s Ad hoc Committees on Sexual Harassment and Constitution and By-laws provided input and guidance on revisions to the National By-laws. By-law No 7 was amended to provide for a new process for complaints of harassment; and reference to consequences for violations of the Stunt Co-ordinator Code of Conduct.</p> <p>Provided training to an expanded Discipline Committee on hearing complaints that involve harassment, discrimination, bullying and violence and the application of the new By-law.</p> <p>ACTRA Toronto adopted a Social Media Policy.</p> <p>ACTRA Toronto made a submission to the National Constitution and By-laws Committee regarding governance as well as a recommendation to look at membership criteria and categories.</p>
Work with the new Communication Committee to review the overall calendar of events, meetings, and key dates to coordinate the use of ACTRA Toronto’s social media tools and on-line resources.	The Communications Committee drafted a Social Media Policy which was adopted by the ACTRA Toronto Council in December 2018.
Launch Performers on-line: ACTRA Toronto’s digital magazine.	Performers on-line was designed and developed in 2018 with a soft launch in January of 2019.
Refresh the ACTRA Toronto website and ensure compliance with accessibility standards.	An assessment was completed as to changes necessary to meet accessibility standards.
Explore the development of on-line tools or an app for members to quickly access important information when on set.	Work with the Information, Technology and Digital Solutions Department continues.
Establish an Advocate position for performers who work in the Background Category.	Shereen Airth was appointed the ACTRA Toronto Background Advocate.

Raise awareness of the different issues faced by performers in different work categories in order to build solidarity across the membership.	The Equality Statement was revised to include reference to work category. Issues of discrimination were addressed in IPA negotiations. ACTRA Additional Background Performers are now recognized in the IPA.
Meet with members who identify as LGBTQ+ to discuss forming a committee.	outACTRAto, a sub-committee of the Diversity Committee, launched during Pride 2018 and was established as a separate Stakeholder Committee by the ACTRA Toronto Council in December 2018.
Increase the ACTRA Toronto presence in Northern Ontario.	A telephone town hall was held with Northern members in the summer of 2018. Workshops and a social event were held in North Bay in September. An On-set Liaison Officer (OSLO) is based in Northern Ontario.
Train and support more Onset Liaison Officers (OSLOs).	A training and mentoring program was held in 2018 to increase the number of OSLOs and upgrade the skills of the existing team.
Update materials and instructor notes for member courses: AABP, Apprentice and Stunt Performer Orientation, Full Member, Respect on Set and Set Etiquette. Enforce the requirement to complete member education courses as a condition of membership.	The AABP and Apprentice courses were updated and on-line courses created and launched. Enforcement of the requirement for new members to attend the courses, including Respect on Set and Set Etiquette, have resulted in full classrooms every month at ACTRA Toronto.
Launch on-line course modules on financial literacy.	The on-line course has been modified and after beta testing will be ready to launch in early spring 2019.
Work with CASCUE and the AFC to provide support for artists on managing the money and finances of the biz.	In-class and on-line Financial Literacy courses have been developed collaboratively with CASCUE and the AFC.
Work with the Child Advocate to develop a workshop and resources for parents and minors in their teenage years.	A workshop for teens was held at the fall conference in addition to other sessions held through the year for stage parents.
Identify leadership and other training and mentorship opportunities for Councillors, Committee Chairs and Advocates e.g. Attendance at Executive meetings and events.	Opportunities for attending events, conferences and festivals throughout the year have been available to Councillors, Committee Chairs and Advocates.