

Factsheet #5

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ACTRA
TORONTO

actratoronto.com

Standing Up For You: ACTRA Toronto Business Representatives

What does a Business Representative do?

Business Representatives are ACTRA Toronto's professional staff that ensure individual productions comply with ACTRA contracts.

Business Representatives prioritize situations involving **personal safety, unscripted nudity and/or sexually problematic scenes, or situations involving abuse of child performers** – these types of situations will be dealt with on a priority basis because of their serious nature. *(If you are calling about any of these situations, please insist on speaking with a Business Representative immediately.)*

Call ACTRA Toronto immediately at **416.928.2278** if you see a performer-related problem on set that involves:

- young performers working more than eight hours a day (under 12 years for the IPA; under 13 years and without permission for the NCA);
- unscheduled stunts or dangerous situations where stunt performers are not being used; and
- unscripted nudity or sexual situations not outlined in the contract.

Most problems on set can be resolved by talking with production personnel. In the event of a disagreement, please do NOT hold up production. Make your point and pass the problem along to your agent. If an ACTRA Toronto Business Representative or On-Set Liaison Officer (OSLO) is on set, let him/her know.

Be Clear About the Facts:

When speaking with or e-mailing an ACTRA Toronto Business Representative, relate all relevant information – including **your name, ACTRA number, agent name, production name and location, date and time of the call and nature of the problem**. The Business Representative will not reveal your name to the production as the source of the complaint. Keep a written record of the incident.

Upgrades, Cancellations, Postponements and Other Violations

Independent Production Agreement (IPA):

ACTRA Toronto has more than 15,000 members and is the largest organization within ACTRA (Alliance of Canadian Cinema, Television and Radio Artists). As an advocate for Canadian culture since 1943, ACTRA continues to secure the rights and respect for the work of professional performers.

Your agent should deal with upgrades, cancellations, postponements and other violations of the IPA. If your agent is unable to resolve the situation or requires assistance, they can contact the Business Representative in charge of the production. Please make production aware on set that you think your performance category should be upgraded.

National Commercial Agreement (NCA):

Contact an ACTRA Toronto Commercial Business Representative for situations involving cancellations, upgrades, interpretations or agreement violations. Upgrades are rare and depend on the final edit of the commercial.

You must notify ACTRA about a breach of the IPA or NCA within 30 days of the violation to pursue restitution.

Getting Paid

Under the IPA:

Your cheque is mailed to the address on your engager contract within 15 days from the day you work. If you do not receive your cheque and it has not been received by your agent, ask your agent to call the production accountant to find out if it has been

mailed. If your agent cannot resolve the problem, call the ACTRA Toronto IPA Business Representative responsible for your production right away. When you receive your cheque, make sure the payment is correct. If it is not, have your agent call the production accountant and notify the ACTRA Toronto IPA Business Representative as well.

Under the NCA:

Your cheque is mailed to ACTRA Toronto within 28 calendar days from the day you work, and then forwarded to you or your agent, as indicated in your membership record with ACTRA. If your cheque is late, or if the payment is not correct, contact ACTRA Toronto's Commercial Department.

Signing Out

Under the IPA:

Make sure all information on your voucher or work report is complete and correctly filled out, including the times you worked, meal breaks, etc. Mark your voucher or work report if you were granted an upgrade on set and get a contract for the upgrade. Make sure your GST number (if you have one) is correctly written on your contract.

If the work report is incorrect, do not initial it; for a voucher, check off "disagree". Notify your agent and the ACTRA Toronto Business Representative immediately. Keep a copy of your voucher. It is your recorded proof of work, and a good practice to keep a separate record of your time worked.

Under the NCA:

Make sure all information on your voucher or work report is complete and correctly filled out, including the times you worked, meal breaks, etc. If you had an upgrade on set, mark it on your contract. Make sure your GST number (if you have one) is correctly written on your contract.

If items are incorrect, check off "disagree", and notify a Commercial Business Representative. Mail ACTRA's copy of the contract and keep a copy for yourself. This is your record of work.