



«Policy ID»	Consultation Policy
Operative Date	This policy becomes effective on approval by the Board of Directors.
Date of last review/approval	Approved by the Board of Directors Meeting on July 5, 2017
Next review/update date	June 2018
Purpose	This policy describes the CMF's industry consultation process.
Policy statement	<p>The CMF is required to responsibly provide funding to Canadian television and digital producers in a manner that will encourage the creation of the most innovative and creative content possible.</p> <p>As directed by the Government of Canada and through a Contribution Agreement with the Department of Canadian Heritage, and in order to ensure that valuable stakeholder opinion is considered by the CMF when making policy decisions, the CMF consults with the Canadian production industry in a meaningful, formal, ongoing and inclusive manner.</p>
Scope/application	This policy applies to all formal consultations conducted by the CMF.
Reporting Requirements	<p>At the intervals specified in the Contribution Agreement to the Department of Canadian Heritage</p> <p>Quarterly to the Board of Directors and the Funders of the CMF</p> <p>Annually to the television and digital media stakeholders and the public</p>
Definition	<p><u>Consultation Process:</u></p> <p>For the purposes of this policy, "Consultation Process" means the process by which the CMF: (i) solicits and receives the views and opinions of industry stakeholders and other experts on policy issues; (ii) considers those views and opinions; and (iii) makes policy decisions.</p>
Objectives of Consultation:	<p>The CMF conducts consultations with the industry as part of its policy development process in order to:</p> <ol style="list-style-type: none"> 1) Gain high-level stakeholder input into CMF planning and program development and design 2) Be informed of emerging stakeholder issues and priorities 3) Make fully informed policy decisions 4) Maintain two-way communication between the CMF and its stakeholders 5) Allow stakeholders to be part of, and understand, the CMF's policy making process

<p>Principles of Consultation:</p>	<ul style="list-style-type: none"> • Transparency • Co-operation • Communication • Balance • Results
<p>Consultation Process:</p>	<p>The Board will approve the Consultation Process on an annual basis, in accordance with the following key requirements of the Consultation Policy:</p> <p>Meaningful: A meaningful process means a process that provides value to both the CMF and its stakeholders. In order for the consultation to be meaningful, the industry must be consulted on matters that are significant and of importance to the policy decisions of the CMF. In addition, the CMF must consider the industry’s opinions and give adequate weight to the submissions received. The CMF must also provide sufficient information during the consultation to the industry to allow for a meaningful response.</p> <p>Formal: A formal process ensures certainty, transparency and consistency in the form of consultations conducted. In order for the consultation to be formal, there must be a set consultation schedule determined each year that is communicated to the public. The consultation schedule must be followed by the CMF. While ad hoc and informal inquiries will need to be conducted as questions and issues arise, such informal consultation should be in supplementation only to the set formal process.</p> <p>Ongoing: The industry consultation must take place every year and continue throughout the year, considering policy issues as they arise until they can be reflected in the Guidelines. Issues that are raised during the year by stakeholders should be addressed in that same year if time and resources permit, or be considered in the following year.</p> <p>Inclusive: All stakeholders must be included in the consultation process as well as any interested member of the general public. Each year, the consultation process must include a component which solicits the input of all stakeholders and permits their participation in a transparent and open manner.</p>

<p>Successful Consultation</p>	<p>Consultation will be considered successful if the following are achieved:</p> <ul style="list-style-type: none"> • There is growth in the CMF’s knowledge of industry concerns. • The CMF’s policies are responsive to issues or opinions brought forward by the industry, recognizing that it will not always be possible for CMF policies to address all issues and opinion raised by stakeholders. • Stakeholders understand the rationale for the CMF’s policy decisions. • There is increased industry awareness of the CMF’s policies, activities and how it operates. • There is a high level of engagement in the industry (based on number of submissions received; participation at focus group meetings, issues raised by industry for CMF consideration) <p>The Consultation Process will be evaluated by the CMF annually and a report will be provided to the Board. Formal feedback on the Consultation Process will be sought from the industry by CMF periodically to determine if adjustments could be made to improve the process.</p>
<p>Governing laws, bylaws or pronouncements</p>	<p>CMF By-Laws</p>