

Monday, May 13, 2024

John Elvidge  
City Clerk  
Toronto City Hall, 100 Queen St. W.  
Toronto, ON M5H 2N2

Dear Mr. Elvidge,

**Re: Administrative Inquiry on the missing video archive of the February 22, 2024  
Toronto Transit Commission Board Meeting**

I am submitting this Administrative Inquiry under Municipal Code S27-7.11 for the June 26, 2024 meeting of City Council to seek information on the missing video archive of the Toronto Transit Commission Board Meeting held on Thursday, February 22, 2024.

As a Commissioner, I submitted an Administrative Inquiry to the Toronto Transit Commission Board and received a response at our meeting on April 11, 2024.

In the response from TTC Staff, they explained:

On the morning of Friday, February 23, TTC staff became aware that the archived video feed from the February 22, 2024, TTC Board meeting was unavailable on YouTube. Upon learning that the video was unavailable, our investigation determined that the video stream had not been stopped. Typically, staff ends the stream in the back end of YouTube when the meeting adjourns; in this situation, the feed continued running live for a total run time of 22:18:46 before ending.

TTC staff contacted YouTube and discovered that there appears to be no archived video.

Typically, the TTC can secure a backup copy of the video feed from the City's Broadcast Team; however, they are also unable to restore the video.

I also asked what the role of the City of Toronto's Broadcast Team in board meetings and why they weren't able to provide a backup copy. Their response was:

The City of Toronto's Broadcast Team provides the live webcast of TTC Board Meetings. This means that they are responsible for sending video from the meeting room to the TTC's YouTube channel. In addition, the Broadcast Team provides audio-visual support during the meeting through managing microphones and switching video feeds, for example.

The TTC has received video recordings from the Broadcast Team previously, however, our understanding is that they do not have a video record of the February 22 meeting. We are unclear of the reason why.

I am requesting answers to the following questions:

1. What are the City's Broadcast Team's current procedures regarding the recording and archiving of recordings for boards and committees which they provide live webcasting services for?
2. Why does the City's Broadcast Team not have a video record of the Toronto Transit Commission Board meeting that took place on February 22, 2024?
3. What steps, if any, were taken to recover the recording?
4. What steps are being taken to prevent a future recurrence of this issue?

Furthermore, the Ontario Municipal Act, 2001 states:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films;

Section 254 (1) states:

*A municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. 2001, c. 25, s. 254 (1).*

Municipal Code Chapter 219, Records, Corporate (Local Boards), Schedule D, Toronto Transit Commission, Records Retention Schedule states:

GV-005 - Council and Committee Proceedings

Records relating to the meetings, duties, and functions of the City Council, including its standing committee, subcommittees, and taskforces; community councils and their committees

Therefore I am also seeking clarity as to our legal obligations under the Act:

5. Does not having this video record contravene the Municipal Act, 2001 and/or Municipal Code Chapter 219?

Respectfully submitted,

Chris Moise  
City Councillor  
Ward 13 - Toronto Centre

CM/tj