

City Hall
100 Queen Street West
East Tower, 4th floor
Toronto, Ontario M5H 2N2

Tel: 416-392-3551
Paul.R.Johnson@toronto.ca
www.toronto.ca

June 24, 2024

Mr. John Elvidge, City Clerk
City Clerk's Office
100 Queen Street West
12th Floor, West Tower
Toronto, ON M5H 2N2

Dear Mr. Elvidge,

**Re: Administrative Inquiry Regarding Missing Video Archive of the February 22, 2024
TTC Board Meeting**

Councillor Moise submitted an Administrative Inquiry to seek information on the missing video archive of the February 22, 2024 Toronto Transit Commission Board meeting. This letter provides a response to this request. It has been developed in collaboration with Technology Services Division, City Clerk's Office, and Legal Services.

Response

Please find below responses to each of the questions submitted.

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?

The City of Toronto's Broadcast Team is responsible for managing the City's committee room and Council Chamber audio and video equipment (including microphones, camera, projectors, and screens). When a meeting of a local board – such as the TTC Board – is held in these rooms and is livestreamed, the Broadcast Team is responsible for ensuring their equipment correctly transmits the broadcast to the local board's YouTube channel.

For TTC Board meetings, the Broadcast Team transmits the broadcast to the TTC's livestream (<https://www.youtube.com/officialttcchannel>) via a unique key provided by the TTC. The City's Broadcast Team does not create or retain permanent recordings of the proceedings of local board meetings. Their role is to ensure the equipment correctly transmits the broadcast to YouTube.

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?

The City's Broadcast Team does not create video records of TTC Board meetings.

3. What steps, if any, were taken to recover the recording?

On February 23, 2024, TTC staff notified the City's Broadcast Team that YouTube did not create an archive recording of the broadcast livestream of the February 22, 2024, TTC Board meeting, due to TTC staff leaving the stream running beyond the maximum supported duration time.

The Broadcast Team checked their equipment to determine if any cached video files of the proceedings were still present from when the broadcast was connected to the livestream, but there were no cached files remaining.

This incident is described in the TTC staff response to an Administrative Inquiry received at its Board meeting of April 18, 2024 https://cdn.ttc.ca/-/media/Project/TTC/DevProto/Documents/Home/Public-Meetings/Board/2024/April-11/1_Response_to_Administrative_Inquiry_Missing_Video_Archive_of_the_Feb_22_TTC_Meeting.pdf?rev=a035c959c3eb46efb60c92770e96a305&hash=E53BB4E4718AE902F27EE7FFAC127ECB

4. What steps are being taken to prevent a future recurrence of this issue?

The TTC staff response to the Administrative Inquiry noted above indicates that redundancies have been built into their procedures going forward that includes recording meeting proceedings through their video conferencing technology (Webex).

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

The City of Toronto Act does not require a local board of the City to create or retain a video recording of meeting proceedings.

However, when a video record is created, it must be managed in accordance with the records retention schedule set out in Municipal Code Chapter 219, Records, Corporate (Local Board).

As described above, the video record that the TTC typically creates on YouTube was not created, due to human error.

Sincerely,



Paul Johnson
City Manager

cc:

David Jollimore, Deputy City Manager, Corporate Services
Sonia Brar, Chief Technology Officer
Wendy Walberg, City Solicitor
Jennifer Forkes, Acting Deputy City Clerk, Secretariat