

March 27, 2024

Chrisanne Finnerty
Director, Commission Services
1900 Yonge St
Toronto, ON M4S 1Z2

Dear Ms. Finnerty,

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

I am submitting this administrative inquiry under Section 40 of the By-law to Govern Board Proceedings for the April 11, 2024, meeting of the Toronto Commission Board (TTC) to seek clarification and information on the improper storage of the electronic record of the TTC Board Meeting held on February 22, 2024.

As a City of Toronto agency, the TTC Board has an obligation under Section 239 of the Ontario Municipal Act, 2001 and Chapter 219 of the Municipal Code to ensure that all steps are taken to retain and preserve the records of its board meetings.

The failure to archive a video record of the February 22, 2024, TTC Board Meeting was a first in the history of the TTC, and raises many questions for me, other Commissioners, and the public on the procedures that administer the recording of TTC board meetings. My office has received many inquiries from constituents, and the TTC's public advisory does not answer the many questions they have.

Therefore, I am requesting information on the following questions:

1. What are the current procedures regarding the storage of TTC Board Meeting recordings?
2. Why didn't TTC staff end the YouTube video stream after the meeting adjourned?
3. What is the role of the City of Toronto's Broadcast Team in board meetings and why weren't they able to provide a backup copy?
4. What did YouTube communicate when TTC staff requested a copy of the archived video?

5. What steps were or are being taken to recover the recording?
6. What steps are being taken to prevent a future recurrence of this issue?

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Chris Moise', with a long horizontal flourish extending to the right.

Chris Moise
TTC Commissioner
City Councillor
Ward 13 - Toronto Centre