

## **Mayor's Directive**

**Issued under O. Reg. 530/22 (Strong Mayor Powers)**

**Directive # 5 – Livestreaming, Recording, and Records Retention**

**Date: September 30, 2025**

**To: Chief Administrative Officer (CAO)**

**Subject: Livestreaming, Recording, and Records Retention**

### **Authority**

This directive is issued pursuant to the following:

- *Municipal Act, 2001*, s.225 – Role of Head of Council
- *Municipal Act, 2001*, s.224(d.1) – Council's role to ensure accountability and transparency
- *Municipal Act, 2001*, s.238(2) – Meetings must be open to the public (livestreaming as an enhanced method)
- *Municipal Act, 2001*, s.239 – Closed meeting provisions
- *Municipal Act, 2001*, s.228(1) – Clerk to record proceedings (minutes remain official record)
- *Municipal Act, 2001*, s.254 – Obligation to retain and preserve municipal records
- O. Reg. 530/22, s.2(1)–(2) – Authority of the Mayor to issue directives to staff
- MFIPPA – Notice of collection obligations when recording identifiable individuals

### **Directive**

Effective immediately and continuing until amended or revoked under O. Reg. 530/22:

#### **1. Livestreaming of Open Meetings**

- All regular, special, and Committee-of-the-Whole meetings of Council shall be livestreamed in their entirety on the Township's official YouTube channel and linked on the Township website.

#### **2. Start/Stop Rules**

- The livestream shall begin at the official start of each meeting and continue until adjournment.
- The livestream shall be suspended immediately when Council resolves to enter closed session under s.239 and shall resume when Council reconvenes in open session.

#### **3. Recording of Closed Meetings (In Camera)**

- All closed meetings of Council held under s.239 shall be audio recorded in full.
- The Clerk shall be responsible for making and securely storing the recording as part of the Township's confidential records.
- Access to closed-meeting recordings is strictly limited to the Clerk, the Head of Council, and Council as a body, and may only be released in accordance with law (e.g., Ontario Ombudsman, closed-meeting investigator, Integrity Commissioner, or court order).
- Video recording of closed meetings is not permitted.
- Minutes prepared by the Clerk remain the official record; recordings are a confidential safeguard and do not replace minutes.

#### **4. Preservation of Recordings**

- Livestream recordings and in-camera audio recordings shall be preserved by the Clerk as part of the Township's official records, in compliance with the *Municipal Act, 2001* s.254.
- They shall be retained until such time as Council adopts a formal retention schedule.

#### **5. Records Retention By-law**

- If the Township does not currently have a Records Retention By-law enacted under s.254 of the *Municipal Act*, the CAO/Clerk shall prepare a draft Records Retention By-law for Council's consideration.
- The draft shall include recommended retention periods for livestream recordings, audio recordings of closed meetings, minutes, correspondence, financial records, HR records, and other standard classes of municipal records.
- The draft shall be brought forward to Council no later than [insert date, e.g., 90 days from issuance].



#### 6. Public Notice & Privacy

- Signage shall be posted in Council Chambers.
- A Notice of Collection shall be published on agendas and the website.
- Public comments/chat functions on the livestream shall be disabled.

#### 7. Technical Failure

- A livestream or recording failure does not invalidate an open or closed meeting.
- Staff shall attempt remediation and post a recording of open meetings as soon as feasible.

#### **Implementation by Staff**

The CAO/Clerk shall ensure all necessary technical and administrative arrangements are in place, including designating staff, finalizing workflow, publishing notices, and ensuring compliance with MFIPPA and procurement procedures.

#### **Clerk and Public Notice**

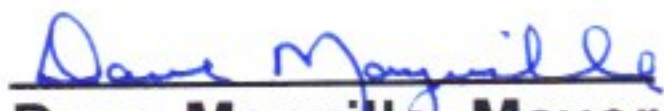
The CAO/Clerk shall circulate this directive to all Members of Council and senior staff without delay, and ensure it is posted on the Township website or other public notice platform at the earliest opportunity.

#### **Purpose**

The purpose of this directive is to strengthen transparency and accountability by:

- Ensuring that open meetings are accessible to the public in real time and through archived recordings;
- Providing a confidential audio record of closed meetings to support accountability, oversight, and integrity while safeguarding confidentiality under s.239; and
- Ensuring that the Township has a lawful and comprehensive records retention framework that complies with s.254 of the Municipal Act.

Effective Date: This directive takes effect immediately and remains in force until amended or revoked.



**Dave Mayville, Mayor**

**Township of Killaloe, Hagarty and Richards**