

# Corporation of the Town of Moosonee

BY-LAW No. 21-2025

## Being a By-law to Establish the Requirements to Record and Post Municipal Meetings to Enhance Transparency

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**WHEREAS** Section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipal councils, local boards, and their committees to hold meetings that are open to the public except in specific circumstances;

**AND WHEREAS** the Council of the Town of Moosonee is committed to fostering accountability, transparency, and public engagement in its decision-making processes;

**AND WHEREAS** the recording and posting of meetings online promotes accessibility and allows residents to remain informed about municipal activities;

**NOW THEREFORE**, the Council of the Corporation of the Town of Moosonee enacts as follows:

### 1. Definitions

1.1 **"Meeting"** refers to any regular, special, or committee meeting of Council or local boards governed by the *Municipal Act, 2001*.

1.2 **"Record"** means to capture audio and/or video of a meeting using electronic devices.

1.3 **"YouTube Channel"** refers to the official online video streaming platform managed by the Corporation of the Town of Moosonee.

1.4 **"Municipal Website"** refers to the official Town of Moosonee website that is managed by the Corporation of the Town of Moosonee.

1.5 **"Clerk"** means the **Clerk** of the municipality or their designate.

### 2. Application

2.1 This by-law applies to all meetings of Council and its committees, excluding:

- a) Closed sessions held in accordance with Section 239(2) of the *Municipal Act, 2001*;
- b) Meetings exempted by Council resolution due to technical or security issues.

### 3. Posting of Agendas and Packages

3.1 Agendas and meeting packages will be made available on Municipal Website the Friday afternoon immediately prior to the Public meeting held on Tuesday.

3.2 This would only apply to regularly scheduled meetings.

3.3 The Clerk shall ensure the agendas and packages are posted in a PDF format to ensure public accessibility.

### 4. Recording of Meetings

4.1 All open meetings of Council and its committees shall be recorded in audio and/or video format by the **Clerk** or a designate.

4.2 Recordings shall begin at the land acknowledgement and end upon adjournment.

## **5. Posting of Recordings**

5.1 Recordings shall be posted on the YouTube Channel within five (5) business days following the meeting.

5.2 Posted recordings shall remain accessible to the public for a minimum of one (1) year from the date of the meeting.

5.3 The **Clerk** shall ensure recordings are posted in a format compatible with common media players to ensure public accessibility.

## **6. Notice and Public Awareness**

6.1 A notice shall be prominently displayed on the Municipal Website and meeting agendas to inform participants that meetings are being recorded.

6.2 Members of the public attending meetings in person shall be advised that their presence may be captured in the recording.

## **7. Technical Failures**

7.1 In the event of a technical failure preventing recording or posting, the **Clerk** shall document the issue and notify Council.

7.2 Minutes of the affected meeting shall provide detailed documentation of proceedings to ensure transparency.

## **8. Privacy and Security**

8.1 Recordings shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

8.2 The **Clerk** shall redact or exclude any portions of recordings containing confidential or personal information protected under law.

## **9. Enforcement**

9.1 The Clerk and/or the Chief Administrative Officer or designate shall be responsible for implementing and enforcing this by-law.

9.2 Council may review non-compliance issues and direct remedial action as necessary.

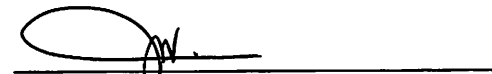
## **10. Effective Date**

10.1 This by-law shall come into force and take effect on the 1st of October 2025.

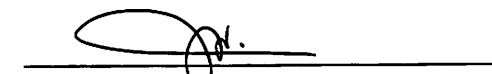
## **11. Short Title**

11.1 This by-law may be cited as the "Transparency By-Law."

**READ a first and second time**  
**This 9<sup>th</sup> day of September**

  
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Mayor – Wayne Taipale  
\_\_\_\_\_  
Clerk – Bobbyln Jardino

**READ a third time and finally passed**  
**this 9<sup>th</sup> day of September**

  
\_\_\_\_\_  
Mayor – Wayne Taipale  
\_\_\_\_\_  
Clerk – Bobbyln Jardino