

PS2.1 - Attachment 2

Attachment 2

Property Standards Committee- Electronic Hearing Requirements and Operational Guidelines

Meetings are Open to the Public

All public sessions of an electronic hearing will be streamed live on the City Council Youtube channel at <https://www.youtube.com/c/TorontoCityCouncilLive>

Video Conference Technology

The Property Standards Committee will conduct electronic hearings using the City of Toronto's chosen video conferencing technology. At the time of adoption, the City of Toronto uses Webex, an online video and teleconference platform.

All meeting participants are encouraged to download the Webex application to a video camera enable device and to test their ability to connect both audio and simultaneous video, prior to the day of the hearing.

Notice of Meeting

The Committee Secretary will indicate in the notice of meeting whether a hearing will be held by electronic means or at a physical location in the City of Toronto.

Scheduling of Hearings

Each hearing held by electronic means will be scheduled for a specific start time. The start time for each hearing will be noted on the agenda, and published online at www.toronto.ca/council 5 business days in advance of the hearing.

Participation by Members of the Property Standards Committee in an Electronic Hearing

Members of the Committee may participate in an electronic hearing remotely, or in consultation with the City Clerk and subject to public health guidelines, may attend a city facility to participate in the electronic hearing.

Members are required to connect to the electronic hearing using a video enabled device such as a computer, laptop, or tablet, and are encouraged to use a headset or earbuds to ensure clear simultaneous audio during the hearing.

Members are requested to connect to the video conference 30 minutes prior to the start of the video conference in order to confirm audio and video connections.

If a Member's connection to the meeting becomes disconnected, the Committee Secretary may recommend to the Chair that a brief recess be taken to re-establish the connection.

If quorum is lost as a result of disconnections, the meeting will be in recess until the Committee Secretary can confirm that a quorum has been obtained. If a quorum cannot be obtained through the application of reasonable efforts, the Committee Secretary will advise Members of the time that the meeting was adjourned and any remaining business will be carried over to a future meeting.

The Chair will conduct voting by a show of hands, provided that all members present are visible. Alternatively, the Chair will ask the Committee Secretary to conduct a recorded vote.

Participation by Applicants, Interested Persons, and City Officials in an Electronic Hearing

Applicants, Interested Persons, witnesses and City Officials are required to participate in an electronic hearing by simultaneous audio and video, and are responsible for ensuring that they have access to a video enabled device such as a computer, laptop, or tablet, and are encouraged to use a headset or earbuds to ensure clear audio during the hearing.

The Committee Secretary will provide all Parties with the video conference connection details and the scheduled start time of the hearing by approximately 5 business days in advance of the meeting.

Parties are responsible for providing the video conference connection details and the scheduled start time to any witnesses they wish to call during the electronic hearing.

Parties to each hearing will be encouraged to connect to the hearing no more than 15 minutes prior to the start of the hearing.

Should the preceding hearing not be complete at the scheduled start time of the next hearing, Parties are requested to wait until the video conference room is unlocked before joining.

If any Party's connection to the meeting becomes disconnected, the Chair may call a recess for a specified amount of time in order to allow for the Party's connection to be

re-established. If the Party's connection is not re-established by the conclusion of the recess, the Committee may, on its own motion, adjourn the hearing to another date.

Locking the video conference "room"

Once the Panel has confirmed the presence of Parties and Interested Persons to a hearing, the video conference "room" will be locked until the hearing is complete. Parties may leave a locked room, but will not be able to re-enter.

If a Party has been locked out of a hearing, they may contact the Committee Secretary by email to request entry to the meeting.

Closed Session

If a closed session is required, the live stream will be suspended and any Interested Persons, City Officials and Parties not required in the closed session will be moved to the Webex "Lobby" until the closed session is over.