

Electronic Hearing Operations

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We will cover

Pre-hearing preparations

Providing access to the electronic hearing

Timing hearings and preventing interruptions

Closed Session

Displaying evidence

What-ifs

Pre-Hearing Preparations

- An electronic hearing participation guide has been prepared and will be provided to applicants prior to their hearings
- Property Standards Committee members will be provided an overview of the features of Webex required for an electronic hearing

Providing Access to the Electronic Hearing

- Parties will be provided with video conference connection details 5 business days prior to the hearing.
- Interested Parties will be provided with video conference connection details upon registration with the Committee Secretary
- Electronic hearings are open to the public and will be streamed live at <https://www.youtube.com/c/TorontoCityCouncilLive>

Timing of Hearings and Preventing Interruptions

- Each hearing will be assigned a specific start time, on the advice of City staff
- Parties may connect to the video conference 15 minutes before their hearing start time, to test video and audio
- Once the Chair, in consultation with the Committee Secretary, has confirmed that all Parties are present, the video conference room will be “locked” to prevent accidental interruptions

Hearings will follow the usual procedures

- Each hearing will begin with the Chair's review of the hearing procedure, modified to reflect the electronic operating guidelines adopted by the Committee.
- The Panel will begin by considering any preliminary motions.
- Members and Parties are able to control their own microphones in order to speak and ask questions, and may be prompted by the Chair to unmute and mute at the appropriate times.
- Members will vote by show of hands, if all Members are connected by video. In the event a Member's video is turned off, the Chair may ask the Committee Secretary to conduct a verbal recorded vote.

Closed Session

- If the Panel needs to meet in closed session during a hearing, all other meeting participants are moved to the “Lobby” and re-admitted once the hearing is back in public session.
- The Youtube livestream will be unavailable during closed session.
- The “Lobby” is a waiting room where participants remain connected to the video conference, but are unable to see or hear or interact with the meeting.

Displaying Evidence

- City Clerk's staff will act as "host" to the electronic hearing.
- Screen sharing is restricted during the Committee's electronic hearings.
- Parties are unable to display materials or share their screens.
- The Panel Chair may at any time request the Committee Secretary to display submissions from any Party.

What ifs?

What if a Member loses their connection to the hearing?

- The Chair may call a brief recess to re-establish the connection. If quorum is lost as a result of disconnections, the meeting will stand adjourned and all business will carry over to a future meeting.

What if a Party loses their video connection to the hearing?

- The Chair may call a brief recess to wait for connection to be re-established. Re-establishing the connection is the responsibility of the Party or witness. If the connection is not re-established, the Panel may consider adjourning the hearing to another date.

What if a hearing runs significantly over time?

- Parties to the next hearing may be waiting to join the video conference and will be encouraged to contact the Committee Secretary to advise that they are waiting.
- The Committee Secretary may advise the Chair to take a brief recess between hearings so that Parties can be granted entry to the video conference and check their audio.

Questions and Contact

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