

Attachment 2

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

Sign Variance Committee electronic hearings will be conducted 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 video, prior to the day of the hearing.

Notice of Meeting

The notice of meeting given by the Deputy Secretary will indicate 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.

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 "in the lobby" until the Webex video conference is unlocked for the next hearing.

Participation by Members of the Sign Variance Committee in an Electronic Hearing

Members of the Committee may participate by in an electronic hearing remotely, or in consultation with the City Clerk, and subject to public health guidelines and advice, may attend City Hall 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 audio during the hearing.

Members are requested to connect to 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 Deputy 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 Deputy Secretary can confirm that a quorum has been obtained. If a quorum cannot be obtained through application of reasonable efforts, the Deputy 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 Deputy Secretary to conduct recorded votes.

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

Appellants, Applicants, Interested Parties, witnesses and City Officials are required to participate in an electronic hearing by 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 Deputy 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.

Any Interested Party is required to contact the Deputy Secretary by email or telephone to indicate their intention to address the Committee, and are requested to register by 4:30 p.m. on the business day prior to the hearing.

Interested Parties are able to contact the Deputy Secretary and will be provided with the video conference connection details until such time as the Committee has made its final call for Interested Parties.

The Deputy Secretary will provide any Interested Party with the video conference connection details and the scheduled start time of the hearing.

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

The Chief Building Official or designate will prepare and provide Webex participation guides for Appellants and Applicants.

Written or Visual Hearing Submissions

Parties are requested to submit any written or visual materials in pdf format to the Deputy Secretary by email to sbc@toronto.ca, by 4:30 p.m. on the business day prior to the meeting, so that materials may be circulated to the Committee in advance of the meeting.

Screen sharing permission shall be assigned during the hearing to:

- a. Parties wishing to share visual materials during the electronic hearing who have advised the Deputy Secretary in advance of the hearing; and
- b. where the written and visual materials have been filed in pdf format with the Deputy Secretary by email to sbc@toronto.ca, prior to the granting of screen sharing permission.

Materials presented via screen-sharing by Parties during the hearing will be circulated to the Committee and filed as part of the record of the hearing.

Locking the video conference "room"

Once the Committee has confirmed the presence of Parties and Interested Parties 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 Deputy 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 City Officials and Parties not required in the closed session will be moved to the Webex "Lobby" until the closed session is over.