

Education and Training on Electronic Hearing Operations

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We will cover

Pre-hearing Preparations

Providing Access to the Electronic Hearing

Timing Hearings and preventing interruptions

The “Lobby”

New Hearing Provisions

Submission of materials to the Committee

What-ifs

Pre-Hearing Preparations

- Webex and electronic hearing participations guides have been prepared for Parties and will be provided to Applicants and Appellants by Toronto Building staff
- Sign Variance 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 Deputy Secretary, up until the Committee makes its final call for Interested Parties.
- City Clerk's staff will monitor the sbc@toronto.ca email account on meeting day to ensure all Interested Parties are provided with video conference details.

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 Committee has made its final call for Interested Parties, the video conference room will be “locked” to prevent accidental interruptions
- Persons wishing to view other hearings may do so online. All meetings are public and will be streamed live at <https://www.youtube.com/c/TorontoCityCouncilLive>

The “Lobby”

- The “Lobby” is a waiting room where participants are connected to the video conference, but unable to see or hear or interact with the meeting.
- Should a preceding hearing not be complete by the appointed start time of the next hearing, Parties will wait in the Lobby.
- The Webex host is notified if new meeting participants are waiting in the “Lobby”.
- Should the Committee need to meet in closed session, all other meeting participants are moved into the “Lobby” and then re-admitted once the hearing is back in public session.

Hearings will follow the usual procedures

Once the Committee is satisfied that all Parties and other meeting participants are present in the electronic hearing, the hearing will follow the usual procedures for first party and third party signs.

- A Member may indicate their wish to ask questions of Parties or witnesses by raising their hand.
- Members and Parties and witnesses 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 Deputy Secretary to conduct an oral recorded vote.

New Hearing Provisions

- Petition for In-Person Hearing
- Additional consideration for granting Adjournments of Hearings

Submission of materials to the Committee

- Visual materials often form an important part of each Parties' submissions.
- The Webex platform allows hearing participants to share their screens.
- Parties are requested to provide the Deputy Secretary with any written or visual materials they wish to submit to the Committee in advance of presenting the materials.
- To conserve bandwidth and ensure clear transmission, Parties are requested to only share static images or documents. All materials should be submitted to the Deputy Secretary in pdf format.

What ifs?

What if a Member loses their connections 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 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 Committee may consider adjourning the hearing to another date.

What if a hearing runs significantly over time?

- Parties to the next hearing may be waiting in the “lobby” to join the video conference. The Deputy Secretary may advise the Chair to take a brief recess so that waiting Parties can be granted entry to the video conference in order to be provided with additional information.

Questions and Contact

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