

Consent and Capacity Board

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Commission du consentement et de la capacité

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INFORMATION SHEET

VIDEOCONFERENCE HEARINGS

Effective December 7, 2020, the Consent and Capacity Board launched a Pilot Project to use videoconference through the Zoom platform, for some matters.

The following is provided to facilitate a fair and smooth hearing process.

VIDEO HEARINGS

Not every case is suitable for a video hearing. Select matters identified by the Board as complex and/or requiring accommodation (such as an ASL interpreter or someone who is prevented for some reason to meaningfully participate in a teleconference hearing), and where appropriate resources are available, may proceed by video platform. All CCB Policy Guidelines and the Consent and Capacity Board Rules of Practice apply in video hearings. Requests for videoconference will be considered during a case conference.

TECHNOLOGY

To participate in a Zoom hearing, you need a Zoom application, reliable high-speed internet, a device (computer, laptop, tablet, mobile phone) connected to high-speed internet, a built-in camera, speakers, and microphone (or add-ons) and sufficient bandwidth.

When the case is scheduled, prepare and test your equipment in advance of the hearing and ensure your environment is prepared, for example, proximity to a modem, choosing a professional environment and a quiet location with minimal distractions.

DOCUMENTATION

Documentation for the hearing will be provided in the usual course in accordance with CCB practice and CCB Policy Guideline 4. Every effort should be made to ensure the relevance of the documentation.

Screen sharing of documents will NOT be permitted.

BEFORE THE HEARING

Videoconference hearings are scheduled during the Board's ordinary sitting times. The estimated length of the hearing will be discussed at a case conference, if applicable.

In advance of the hearing, participants and panel members will be provided with a link to access the Zoom hearing, the meeting ID and password and telephone numbers for participants who will not be able to join by videoconference. Dress code should be professional for participants.

DURING THE HEARING

Participants will join the hearing by clicking on the link provided. Alternatively, the Zoom application can be opened, and the participant press the “join” or “join a meeting” button and enter the ID number and the password. Participants shall label themselves with their full name and role in the hearing.

The Zoom meeting will be open to participants a few minutes in advance of the hearing time. Participants will first be placed in to a “waiting room” and then admitted, when the hearing commences.

During the hearing only the parties and panel will appear on video, with exceptions, such as the use of an interpreter. Witnesses may appear during their testimony. All other observers should turn video function off.

Participants are asked to place themselves on mute, when not speaking, to reduce background noise.

Recording the hearing and taking screen shots and pictures of the hearing will NOT be permitted. Hearings on Zoom will be audio recorded by a court reporter as is currently the case.

If a participant leaves during the hearing, due to technical problems or otherwise, efforts will be made to resolve the matter. Exchanging phone numbers at the outset of the meeting may assist with this.

Break out rooms will be available for private discussions.

These guidelines are intended to run a smooth hearing, but panel members may choose to modify some of these guidelines to suit the specific matter they are addressing. The Board's videoconference hearings are intended to be consistent with the principles of natural justice and procedural fairness.