

*Judicial Compensation and
Benefits Commission*



*Commission d'examen de la
rémunération des juges*

NOTICE

April 30, 2021

Pursuant to the Commission's Notice, dated December 16, 2020, attached hereto as Annex A is the Protocol for the Judicial Compensation and Benefits Commission (QuadCom) Hearings by Videoconference, which includes directions for participating in and connecting to the hearings.

Chairperson
Martine Turcotte

Commissioners
Margaret Bloodworth
Peter Griffin

Executive Director
Louise Meagher



ANNEX A

**PROTOCOL FOR THE JUDICIAL COMPENSATION AND BENEFITS
COMMISSION (QUADCOM) HEARINGS BY VIDEOCONFERENCE**

General

1. The Zoom videoconference platform will be used to provide real-time video and audio streaming connection between all hearing participants. The Zoom platform will be hosted and facilitated by Neesons, A Veritext Company (the Facilitator). At all times, the Facilitator will follow this Protocol and any direction of the Commission regarding the administration of the Zoom platform.
2. Any person who wishes to appear virtually during the hearings, whether as an active participant or as an observer (Participants), must register by 5:00 p.m. on Thursday, May 6, 2021 for the first day of hearing scheduled for 9:30 a.m. Monday, May 10, 2021, by emailing The Facilitator (dani@neesonsreporting.com) and copying the Commission (info@quadcom.qc.ca and louise.meagher@quadcom.qc.ca). All Participants must provide contact information, including a name, an email address, phone number, connection method (as described in paragraphs 8 and 9) and language (English or French).
3. The Facilitator will distribute the Zoom link to participants. Participants are not permitted to forward or share the Zoom link.
4. Business attire is required for all participants appearing by video.
5. For access by the public, a YouTube link will be posted to the [QuadCom website](#) by Thursday, May 6, 2021. The YouTube link will allow the public to view a livestream of the hearing but not participate in the hearing.
6. For communication access purposes, both English and French CART streaming links will be posted to the [QuadCom website](#) by Thursday, May 6, 2021.
7. No recording (video or audio or image capture), of any part of the hearing may be made by participants or the public.

Zoom Technical Requirements and Connection Methods

8. Participants will require a computer (desktop or laptop), tablet, or smartphone with a working microphone, and camera. The device must be connected to an internet connection with adequate internet bandwidth to support the use of Zoom without interruption.
9. Alternatively, a telephone may be used to dial-in to the hearing for audio, or a H.323 or SIP room system may be used for audio and video.
10. Each Participant is responsible for ensuring that they are familiar with the connection method, features, and operation of Zoom. Testing can be scheduled in advance of the hearings with the Facilitator by email (dani@neesonsreporting.com).

Zoom Protocol

11. Participants should log on to the Zoom link approximately 30 minutes before the hearing is scheduled to begin so that the Facilitator can conduct an audio/visual/connection test.
12. Participants are responsible for keeping their microphones muted unless addressing the Commission. When Participants are not muted, they should avoid making extraneous noise (for example, typing and shuffling papers) as this may interfere with the hearing, the transcription and the interpretation.
13. Participants must refrain from speaking over other Participants.
14. Participants must ensure that they are easily visible. Participants must ensure that no filters that may distort or conceal their appearance are active. Participants who are observers only should turn off their cameras.
15. If an Essential Individual (as defined in paragraph 16) is disconnected from the hearing, the hearing shall be paused until the Essential Individual has regained connection and can once again meaningfully participate.
16. Essential Individuals are the following:
 - (a) The Commission
 - (b) The Court Reporters/CART Providers and Interpreters
 - (c) The Facilitator
 - (d) Active Participant Representatives of the Government of Canada
 - (e) Active Participant Representatives of the Judiciary
 - (f) Active Participant Representatives of the Prothonotaries
 - (g) Active Participant Representatives of the CBA
 - (h) Active Participant Representatives of the CMAACC

17. If Participants other than the Essential Individuals are not able to connect or their connection is interrupted, reasonable efforts will be made immediately to provide or restore their access.
18. During breaks, Participants shall mute their microphones and turn off their cameras for the duration of the break, rather than disconnecting from the Zoom platform entirely. At the Commission's direction, the Facilitator will place parties in separate breakout rooms so that they have the opportunity to speak privately. A few minutes prior to the scheduled return time, the Facilitator will send a 60 second warning that will flash on the screen before the breakout rooms are closed and everyone is returned to the main session. At the appointed time, Participants shall turn on their cameras to signal that they have returned from break and are ready to continue.
19. All mobile devices must be turned off or put on silent mode during the hearing.
20. In the event that the Commission is to hear any information of a confidential nature, the Commission will instruct the Facilitator to utilize the breakout room feature to appropriately exclude all Participants or members of the public who are not permitted to be present. Once the confidential portion is complete, the Commission will instruct the Facilitator to close the breakout rooms and rejoin the public.