



## HEARING PROCEDURES FOR MEMBERS OF THE PUBLIC & MEDIA

The Discipline Committee is committed to ensuring that its proceedings are open and transparent, and welcomes members of the public including the media to attend Hearings and Motions as observers. When attending a discipline proceeding, we ask observers to remember that these are serious and formal matters, similar to court proceedings. Accordingly visitors are expected to follow these procedures:

### **Attending a Proceeding**

- Observers are asked to contact the Hearings Coordinator in advance of attending a proceeding so we can ensure that there is adequate space in the public gallery. The date and location of a proceeding is subject to change, so observers should also check the hearings schedule on the College's website prior to attending.
- Upon arrival at the College, observers are required to sign in at Reception and obtain a visitor badge to wear throughout the day. College staff will escort you to the hearing room. At the end of your visit, or if you leave and return during the proceeding, please return your badge to Reception and check out by signing the visitors log.
- If you arrive after a proceeding has started, College staff will escort you into the hearing room. We ask that under such circumstances, you enter quietly and take the nearest seat to the door so as to avoid disrupting the proceedings or causing the participants to lose focus. Similarly, we ask that you leave the hearing room during a break if possible.
- Please note that the College is a scent-free environment. Scented products such as hairsprays, perfume, and scented deodorants may trigger reactions such as respiratory distress and headaches. In consideration of others, when attending the College you are asked to limit or refrain from using scented products. Your co-operation is appreciated.

### **Hearing Area and Washrooms**

- During breaks in the proceedings, please remain on the second floor in either the public gallery of the hearing room, or the foyer outside the hearing room. Washrooms are available for your use. Please do not use the small rooms, or attempt to access other floors of the College.
- Beverages are available for observers during breaks in proceedings. Please note that lunch is not provided for visitors; however, there are a number of restaurants nearby.

### **Communication with Participants**

- Observers are not permitted to make submissions to the Panel during a proceeding without the Panel's permission.
- Under no circumstances should observers approach the Panel, or attempt to speak with a member of the Panel, before the proceeding, during a break or after the proceeding.
- It is at the Member's discretion whether he or she wishes to speak with an observer. If the Member is represented, any questions should be directed to the Member's lawyer during a break or after the proceeding. Similarly, questions for the College should be directed to the College's lawyer.
- Observers are asked not to disrupt the proceedings by speaking, gesturing, or doing other things that would draw attention away from the proceedings. Please use respectful language while attending discipline proceedings.

### **Use of Technology and Recording Devices**

- Cell phones should be placed on silent mode.
- Observers are not permitted to take photographs during discipline proceedings, including during breaks.
- Audio recording of proceedings by members of the media is permitted, *for note taking purposes only*, but the Hearings Coordinator must be advised before the recording is commenced. These audio recordings cannot be transmitted. In addition, it is the responsibility of the recorder to identify and comply with any publication bans, sealing orders, or other restrictions applicable to the recordings.

### **Obtaining Hearing Documents**

- If you wish to obtain a copy of documents entered as Exhibits during the proceeding, please consult the Discipline Committee Rules of Procedure posted on our website for directions regarding this process. The Panel's written decision and reasons will be available online on the legal database CanLII in due course following the proceeding.

### **Publication Bans**

- In some circumstances a publication and/or broadcasting ban is ordered to protect sensitive information. All observers are required to abide by any such Order.

The Discipline Committee is committed to ensuring that members of the public and media have access to its proceedings. However, in the unusual circumstance that an observer is unreasonably disruptive, or acts in a threatening manner, that individual will be asked to leave the building.

**If you have any questions regarding discipline proceedings, please contact the Hearings Coordinator at [hearingsoffice@ocpinfo.com](mailto:hearingsoffice@ocpinfo.com).**

Members of the media who wish to follow up with the College on any matter should contact the Communications department at [communications@ocpinfo.com](mailto:communications@ocpinfo.com). *The taking of photos or video*

*while on College property without the prior consent of the Communications department is not permitted.*

Thank you for your cooperation.