

## **Discipline Committee**

### **Terms of Reference**

#### **Chair**

The Chair of the Discipline Committee is recommended to Council by the President, in consultation with the Governance Committee, to direct the activities of the Committee according to the protocol established by the committee pursuant to the Act and Bylaws.

#### **Duties**

- The Chair should be familiar with applicable Sections of The Act and the Bylaws and with the DC Protocols that are included in this manual.
- The Chair will calibrate committee members for their duties by reviewing this manual with them.
- The Chair will review the DC protocols frequently to identify enhancements.
- The Chair will engage a lawyer to act as advisor and Chair to the Hearing Panel pursuant to The Act s33(5)- ‘The discipline committee may employ, at the expense of the association, any legal or other assistance that it considers necessary’.
- The Chair, in consultation with the Chair of The Hearing Panel, will manage the cases referred to the Committee by the Professional Conduct Committee and subsequently report to council pursuant to The Act, the Bylaws and Committee protocols.
- The Chair, in consultation with the Chair of The Hearing Panel, will utilize a designated person at the College to assist in the administration and event arrangements of the Committee and the Hearing Panel.

#### **Time Commitment**

- Each case will vary depending on the choices made by the Counsel for the PCC and the counsel for the Respondent member.
- Initial discussions with both parties usually occurs within a conference call (the ‘First Return’) attended by the Hearing Panel Chair, the Counsel for the PCC and counsel for the Respondent. The proceedings are explained and the respondent(counsel) has an opportunity to plead guilty or not guilty.
- If a joint submission becomes a possibility, the panel may formally meet to hear such for approximately a half day, followed by another half day to consider the submission. If required, the panel may meet again for a half day to hear the submission on penalty.
- Where a joint submission does not occur, a full hearing may require a week to hear the case and additional time to consider the evidence. If required by the decision, further panel time (one day?) is scheduled for the penalty hearing.

#### **Remuneration**

- The Chair and panel members are remunerated pursuant to the College Per Diem Schedule on the Council website.