



Discipline Preparation Guideline for a Successful Hearing

What happens after I submit my complaint package? Your complaint will be reviewed by staff, the complaint hearing fee will be collected, and a notice of complaint will be generated and sent to the opposing party.

Why do I have to submit all of my evidence? CKC Discipline hearings are administrative tribunals and all evidence is intended to be presented before all parties to a complaint as per By-Law 15.1 (c).

How can I attend the hearing? Upon receipt of a Notice of Hearing, you must reply to the CKC with your intention to participate. A Zoom link will be provided to you along with information on translation services as required.

How long are Hearings? It is recommended that each hearing should be completed within 30 minutes.

What is the procedure in a hearing?: As outlined in CKC Policy and Procedures, Section 11; B. Discipline Committee (1) Discipline Committee Hearings [Board Motion #16-09-12) The complete procedure for the hearing of a complaint is outlined for your information and review.

In short, the Chair shall call the meeting to order, identify all participants present and the reasons for their presence, and then ask any witnesses to withdraw until called to give their evidence. The Chair shall advise the parties present and their representatives that the proceedings are being recorded. The Chair will identify the case and confirm that all parties have received copies of the file and all evidence. Should any party claim not to have received them, they are to be provided with copies and given an opportunity to read them. The Chair will remind the parties present that the hearing is not a trial de novo. The Defendant will then be invited to state his case. If leave has been granted to introduce witnesses, each witness will be called in turn to give their evidence individually, and may be questioned by the other parties or any Committee member. At the invitation of the Chair, the Defendant may then be questioned by each of the other parties and/or Committee members. The above procedure for the hearing will then be repeated for each of the other parties present. After all parties have been heard, each party in turn, concluding with the Defendant, is to be invited to sum up their case. The parties will then be advised that they will be notified by email / mail the decision of the Discipline Committee.

When will I know the decision of the Discipline Committee? The Discipline Committee will deliberate and generate a decision for each case generally within 5 business days of the hearing. Decisions are sent by email and Xpresspost.

What are my next steps? All parties to any decision made by the Discipline Committee have the right to appeal this decision, within 30 days of receiving the decision notice. An Appeal form must be filled out with the accompanying Appeal Hearing fee as per section 15.2 of the By-Laws.