

## Discipline Committee (DC) Terms of Reference

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### 1.0 Purpose

The Discipline Committee's (DC) mission is to safeguard the public interest by directing a hearing of a formal complaint referred to by the Professional Conduct Committee. The DC shall hear the formal complaint and determine if the member is guilty of professional misconduct or incompetence.

### 2.0 Mandate

The Discipline Committee has been developed for the purpose of:

- Serving the public interest by maintaining high quality and safe Opticianry services.
- Direct a hearing, as needed, for formal complaints to determine whether the facts presented by the representation of the complainant or the self-represented complainant and the prosecution, would support the fact that the member engaged in either professional incompetence, misconduct or unauthorized practices as defined in the Opticians Act and Regulatory Bylaws.
- Where the Discipline Committee finds a member guilty of professional misconduct or professional incompetence, it may make one or more orders regarding reprimanding the member as per the Opticians Act and Regulatory Bylaws.
- After the conclusion of the hearing, the DC has the responsibility of informing the member of its decision and order made against the member, as well as the complainant, Council and member's employer.

### 3.0 Structure and Composition

- Includes the Chair which will be appointed by the Council.
- The committee will consist of a minimum of three people appointed by the Council, the majority of whom shall be practicing members of the College and one public representative appointed by the Lieutenant Governor in Council.
- Members will self-identify interest or be invited to sit.
- No member will have an in-progress or outstanding disciplinary record.
- No member of the Professional Conduct Committee or elected member of the Council is eligible to sit on the Discipline Committee.
- Chairs and members will serve until resignation is provided.

**Chair**

- Shall ensure the establishment of a discipline committee panel to conduct the hearing.
- Shall ensure the panel distributes a copy of a disciplinary order to the member whose conduct is in question, the complainant, the Council and the Registrar.
- Shall serve as a liaison between the Committee and the SCO Council.
- The onus lies with the Chair to provide training for the Committee members.
- Manages time allotment for meetings to ensure efficient and responsible use of the College's resources.

**Members**

- Will be willing to participate in the discipline panel if called upon by the Chair.
- Attends all meetings of the Discipline Committee.
- Participate in any required training.
- Must be actively licensed by the SCO or a public representative of the SCO.

**4.0 Accountability and Authority**

- The committee aligns itself with the Opticians Act, SCO regulatory bylaws, standards of practice, and code of ethics.
- The committee is accountable to the Council for fulfilling any duties and responsibilities authorized by the Bylaws, by these Terms of Reference, and as otherwise assigned to it by the Council.
- Must immediately declare any Conflict of Interest upon notification of complaint, investigation or discipline hearing.
- The council-appointed Legal Counsel will be available to provide advice of a legal nature only to the DC.
- The appointed panel will run the discipline hearing as per the Opticians Act, Regulatory Bylaws and administrative policy No. 016.
- Understand that a decision of the panel has the same effect as a decision of the discipline committee.

**5.0 Financial**

The Committee members will be remunerated per SCO administrative policy no. 008. Members must maintain and report their time sheets and submit them in accompaniment with the SCO expense reports. The Chair must ensure members are responsible and efficiently managing their time in meetings.

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**Approved by the Council on October 06, 2024**