

VIRTUAL HEARINGS OF THE DISCIPLINE COMMITTEE

WARNINGS, INSTRUCTIONS AND UNDERTAKINGS

To the attention of the media and general public

Any proceedings before the Discipline Committee are public, save for a few exceptions. Therefore, the OACIQ undertakes to make the Discipline Committee's hearings accessible to observers, including members of the general public and the media, under normal circumstances.

For this purpose, and due to health restrictions related to the pandemic, some hearings will be conducted virtually via videoconferences. This document includes some warnings, instructions and undertakings for the media and the public regarding these hearings.

However, **the discipline committee may, on its own initiative or on request, order that a hearing be held in-camera or ban the disclosure, publication or release of any information or document it indicates, in the interest of public order, in particular to protect information obtained by a broker in the course of his or her activities, the professional secrecy of a member of a professional order, or an individual's privacy, reputation or safety** (section 39 of the Regulation respecting disciplinary proceedings of the Organisme d'autoréglementation du courtage immobilier du Québec).

Thus, the following conditions shall apply in a suppletive manner, unless the Committee decides otherwise.

Furthermore, the fact that a person joins the virtual or semi-virtual hearing room confirms that he or she is aware of these conditions and agrees to abide by them.

INSTRUCTIONS

Before the hearing:

- Each person wishing to attend the hearing virtually must make his or her own request and will receive a confirmation email with a ZOOM link to the hearing.
 - For media members: medias@oaciq.com
 - For the general public: greffes@oaciq.com
- On the hearing day, individuals must log in to the Zoom virtual waiting room no later than 15 minutes prior to the start of the hearing (<https://www.oaciq.com/en/disciplinary-hearings>).
- Individuals in the waiting room will then be admitted to the virtual or semi-virtual room before the hearing begins.
- Individuals remaining in the waiting room at the beginning of the hearing will have to wait for a break to access the virtual or semi-virtual hearing room.
- No one will be admitted during the hearing.

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During the hearing:

- Individuals must identify themselves by a Zoom display name in the following format:
 - For media members: FIRST NAME, LAST NAME, "JOURNALIST", MEDIA NAME
 - For members of the public: FIRST NAME, LAST NAME, "PUBLIC"
 - For those attending an in-camera hearing: FIRST NAME, LAST NAME, TITLE (person authorized by the committee, lawyer, articling student)
- Individuals in the virtual or semi-virtual hearing room must keep their cameras and microphones closed **at all times**.
- Individuals experiencing technical problems must:
 - Reboot the device (computer, tablet, phone) they are using to join the hearing
 - See Zoom Frequently Asked Questions
 - Contact their IT Support Department, if necessary

UNDERTAKINGS

The person who accesses a virtual hearing undertakes:

- Not to share the link received to participate or attend a virtual or semi-virtual hearing
- Not to allow other individuals to attend the virtual or semi-virtual hearing with him or her
- To adhere to the order of non-publication, disclosure, or distribution, as issued at the hearing
- Not to make any image capture or any video or audio recording of all or part of the virtual or semi-virtual room hearing, in any form whatsoever
- Not to reproduce or communicate by any means whatsoever all or part of the images or audio of the virtual or semi-virtual hearing
- Not to distribute such a prohibited capture or recording of the virtual or semi-virtual hearing.

This is to be done during the hearing and in the future.

A person who, by act or omission, infringes an in-camera, no-access, non-publication or non-release order made by the Discipline Committee is guilty of contempt of court. (S. 95 of the Real Estate Brokerage Act)

I understand the above rules and agree to abide by them.

FIRST NAME, LAST NAME: _____ DATE: _____

SIGNATURE: _____