



**Ontario  
Professional  
Planners  
Institute**

## **OPPI DISCIPLINE PROCESS FAQ**

**Q What rules govern OPPI members, and what rules govern the discipline process for RPPs?**

A Members of OPPI (except Student Members, Pre-Candidate Members and Public Subscribers) are governed by the [\*Professional Code of Practice\*](#). The discipline process is outlined in the [\*OPPI by-laws\*](#) at section 6 and *Appendix II*. The [\*Discipline Committee\*](#) itself has issued *Rules of Practice and Procedure* to govern its administration; you can request a copy from [info@ontarioplanners.ca](mailto:info@ontarioplanners.ca)

**Q Are all professional planners governed by the *Professional Code of Practice*?**

A No, professional planners who do not belong to OPPI are not governed by the *Professional Code of Practice*, and OPPI has no jurisdiction over them.

**Q How do I file a complaint?**

A Request a complaint form from [info@ontarioplanners.ca](mailto:info@ontarioplanners.ca)

Please fill out the Complaint Form and Guide and send it to:

Ontario Professional Planners Institute  
234 Eglinton Avenue East  
Suite 201  
Toronto ON M4P 1K5  
Attention: Executive Director  
Confidential – Discipline Matter

Please note that the Complaint Forms requires the complainant's name, and stipulates that you cannot initiate a complaint on behalf of another individual or organization.

**Q Who is on the Discipline Committee?**

A The Discipline Committee is made up of 5 to 11 fellow RPPs, experienced practicing planners who volunteer their time. Plus there is one "lay member" on the Discipline Committee, a non-planner. (This is not an unusual composition for the Discipline Committee of a self-regulated profession.)

**Q Who investigates complaints?**

A One or two members of the Discipline Committee are assigned to make inquiries, to clarify claims and information and collect documents.

**Q If the Discipline Committee decides a formal hearing is warranted, what happens next?**

A There is a prehearing conference between the parties and a chair is appointed by the Discipline Committee. The prehearing conference is used to explore settlement possibilities, and (if a hearing is actually required) to order disclosure, narrow issues and schedule the hearing itself.

**Q Is negotiation or mediation an option?**

A The Discipline Committee rules do allow that, if the parties are agreeable and it seems potentially productive, the proceedings can be turned into a mediation process.

**Q Is the process confidential?**

A The process is confidential to the extent that OPPI does not disclose or publicize the name of the complainant or the member against whom a complaint has been made. However, in order to properly and fairly deal with a complaint, that member will receive a copy of the complaint and learn the name of the complainant, and the parties may receive other information about each other during the course of the investigation and hearing. OPPI can direct its members not to disclose such information publicly, but obviously OPPI cannot guarantee that no information will be disclosed by the other parties.

**Q What's a discipline hearing like?**

A It is a formal process, following quasi-judicial rules of procedure. Evidence is presented and may include witnesses testifying. The parties make legal arguments.

**Q Who is the “judge” at a discipline hearing?**

A The Discipline Committee will appoint a panel. However, that panel will not include the members who originally investigated the matter, or anyone else who has a real or perceived “conflict of interest” with either of the parties (e.g., they are their friends, relatives, co-workers, etc.).

**Q Will the decision of the Discipline Committee panel be published?**

A A summary of the decision may be published in the [Ontario Planning Journal](#), in OPPI's Annual Report, or on the OPPI website. If the member was found to have breached the *Professional Code of Practice*, that summary may also include the member's name and the penalty imposed.

If the member was found to have breached the *Professional Code of Practice* and his or her membership was suspended or revoked, then that information must be published in OPPI's Annual Report.

**Q Can a hearing get my money back, get a zoning decision reversed, etc.?**

A No. If a member is found to have breached the *OPPI Professional Code of Practice*, the member may be suspended, revoked, reprimanded, fined, or ordered to complete relevant education measures.

Note that the "fine" is not paid to the complainant but to the general account of the institute. Generally, in self-regulated professions, such fines are not payable to the complainant. Also note that even if the OPPI Discipline Committee determined that a member (for instance) was careless or incompetent in giving a planning opinion or testimony, it is highly unlikely that a Committee of Adjustment or the Ontario Municipal Board would re-consider a decision it had made based on that information.