

**Public Inquiry into the Safety
and Security of Residents in the
Long-Term Care Homes System**

The Honourable Eileen E. Gillese
Commissioner



**Commission d'enquête publique
sur la sécurité des résidents des
foyers de soins de longue durée**

L'honorable Eileen E. Gillese
Commissaire

Protocol for Closing Submissions for Part 1

The protocol for closing submissions for Part 1 of the Inquiry process is as follows:

1. The Participants' written closing submissions shall be served on the Commission electronically, in both Word and .pdf formats, by 4:00 p.m. on Thursday, September 20, 2018. The Participants shall also serve copies on the Counsel and Contact Persons, electronically.
2. No particular form is required for the written closing submissions. However, we encourage the use of a format similar to that of a factum. Reference to the evidence should be by document number as well as by exhibit number. There is no need to attach transcripts or exhibits to your submissions.
3. Written closing submissions shall be a maximum length of 40 pages, double-spaced, including suggestions referred to in para. 5 below.
4. Written closing submissions will be posted on the Inquiry website by 4 p.m. on Friday, September 21, 2018.
5. As rule 65 of the Rules of Procedure provides, Participants are invited to include, as part of their written closing submissions, suggestions on how similar offences might be avoided in the future. Please include your suggestions in a separate section of your written closing submissions.

6. Those Participants who provide the Commission with written closing submissions will be given the opportunity to make time-limited oral submissions, highlighting key points in their written submissions, in the week of September 24, 2018, at the Elgin County Courthouse in St. Thomas, Ontario, in accordance with the Time Allocations for Submissions given by Co-Lead Commission Counsel.
7. There will be no filing of “reply” or responding written submissions. Oral submissions are not intended to be an opportunity to raise new matters. Their primary function is to give the Participant the opportunity to highlight the key points made in the Participant’s written closing submissions. However, the Participant may comment on the written closing submissions of other Participants in oral closing submissions.