

Role of the Registrar with Regards to Consultation and Interaction with the Complaints Resolution Committee (CRC) and the Standing Investigation Committee (SIC)

July 2009

Policy

Purpose

The purpose of this policy is to provide guidance to the registrar for consultations with the CRC and the SIC in the complaint resolution process and to clarify the roles of the CRC and the SIC.

Policy

a) For each complaint received by the ABCFP the registrar should:

1. Consult with the CRC prior to making any decisions regarding the disposition of a complaint.
2. Refer the complaint to the CRC for recommendations prior to determining that a complaint will not be accepted under subsection 22(6) of the *Foresters Act*.
3. Provide a written rationale to the CRC that describes why the registrar disagrees with the recommendations of the CRC when the registrar and the CRC disagree on whether a complaint should be accepted under subsection 22(6) of the *Foresters Act*.
4. Consult with the CRC prior to making a decision to refer any complaint to alternate complaint resolution under subsection 23(1) of the *Foresters Act*.
5. Where the registrar disagrees with the CRC on whether a complaint should be referred to alternate complaint resolution under subsection 23(1) of the *Foresters Act*, provide a written rationale to the CRC that describes why the registrar disagrees with the recommendations of the CRC.
6. Where the registrar disagrees with the CRC on how to proceed with a case under Bylaw 14.18, provide a written rationale to the CRC that describes why the registrar disagrees with the recommendations of the CRC.
7. Refer each and every investigation committee (IC) report to the CRC in order that the CRC can recommend to the registrar whether the matter should proceed to a hearing.
8. Where the registrar disagrees with the CRC on whether a case should proceed to a discipline hearing or not proceed to a discipline hearing under Bylaws 14.34 and 14.35, provide a written rationale to the CRC that describes why the registrar disagrees with the recommendations of the CRC.
9. Consult with the SIC for each case that requires an investigation.

10. Provide draft terms of reference for each IC and work in consultation with the IC to finalize these terms of reference.

11. Consider the findings of the reports of the SIC under bylaw 14.29 and refer the reports to the CRC for recommendations of the CRC prior to making a determination under subsection 24(4) of the *Foresters Act*.

b) The role of the CRC in the complaints resolution and/or discipline process is determined by:

1. The *Foresters Act* and Bylaws.
2. The terms of reference for the CRC.
3. This policy.

c) The role of the SIC in the complaints resolution and/or discipline process is determined by:

1. The *Foresters Act* and Bylaws.
2. The terms of reference for the SIC.
3. This policy.



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