

WITHDRAWAL OF COMPLAINT

POLICY NUMBER: PC-005-1

DATE APPROVED: September 9, 2023

DATE TO BE REVIEWED: September 9, 2026

DISTRIBUTION: NSCMIRTP Board and Staff

COMMITTEE: Professional Conduct/Investigative Committee

DATE(S) REVIEWED (REVISED):

ISSUING AUTHORITY: NSCMIRTP Board

APPROVAL: 

POLICY

A complaint may be withdrawn by the complainant if the College and the complainant agree to the withdrawal and the withdrawal is consistent with the objects of the College.

PROCEDURE

1. Upon request by either the College or the complainant to withdraw the complaint, the person requesting the withdrawal shall review the request with the other party.
2. The College will review the matter to determine whether withdrawal of the complaint would be consistent with the College's obligation to act in the public interest.
3. In the event that the complaint is withdrawn, a letter confirming the reasons for the withdrawal will be forwarded to the complainant and respondent.
4. If the College determines that there are extenuating circumstances (e.g., serious health or safety concerns) which would be ameliorated by the withdrawal of the complainant from the professional conduct process, but the subject matter of the complaint raises a public protection issue, the existing complaint may be withdrawn and substituted with a Registrar's complaint.
5. In the event that the complaint is not withdrawn, the complaint will follow the established process for the processing of complaints set out in the legislation and these Policies.
6. Information regarding a complaint which is withdrawn will be recorded in the respondent's Professional Conduct History.