# Proposed Resolution: Discipline Resolution Process

## About This Form

This form must be completed by the RECE and the Prosecutor if the Discipline Committee will use the Discipline Resolution Process to make its decision in the case.

This form helps the Facilitator understand your agreement during the Case Conference to Plan for Finalization. The Facilitator then writes a report to give the Discipline Committee Panel the information it needs to make a final decision.

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| **Without prejudice:** This document is confidential **until** the RECE and the Prosecutor confirm that they will be using the Discipline Resolution Process to finalize the case.  If they do not use the Discipline Resolution Process to finalize the case, this document will remain confidential and can only be used during Case Management. If that happens, it cannot be used during a hearing or in any other way, except if the RECE and the Prosecutor agree that it can be used in another way. |

## When and How to Use This Form

The Prosecutor will deliver this document and the Consent to Participate in Discipline Resolution Process to the RECE and also file it with the Hearings Office at least 15 Business Days before the Case Conference for Finalization.

These requirements are described in Rule 3.09(4) and 3.09(5) in the [Rules of Procedure of the Discipline Committee and of the Fitness to Practise Committee](https://www.hearings-ece.ca/wp-content/uploads/resources/Rules.pdf).

The Discipline Committee and the Hearings Office use plain language in all of their processes. The RECE and the Prosecutor are expected to use plain language in their Proposed Resolution, too.

The Discipline Committee and the Hearings Office also maintain the confidentiality of all children involved in discipline cases. The RECE and the Prosecutor are expected to use language in the Proposed Resolution that protects the identities of all children.

Here are some strategies that help to protect children’s confidentiality:

* Avoid using names or initials to identify children
* Avoid identifying children’s genders or sexes whenever possible
* Avoid naming specific disabilities whenever possible
* If listing a child’s specific age would identify them, consider describing them by age grouping (e.g., infant, toddler, preschooler)
* Think about whether extra steps need to be taken to protect children’s confidentiality given the facts of the case (e.g., unique situation, very small community)

# Proposed Resolution: Discipline Resolution Process

## Background Information

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| RECE’s name: |
| RECE’s registration #: |
| RECE’s representative (if applicable): |
| Prosecutor’s name: |

## Accusations

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| Date of the Complaints Committee decision in this case: |

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| List the accusations of professional misconduct: |

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| List any accusations that the RECE and the Prosecutor agree that the Discipline Committee Panel should withdraw (if any), and explain why you believe these accusations should be withdrawn: |

## Facts (if any)

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| Please describe what the RECE and the Prosecutor agree are the facts in this case: |

## Findings of Guilt (if any)

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| Please list the accusations the RECE and the Prosecutor agree the Discipline Committee Panel should decide the RECE is guilty of (if any), and explain why you believe the RECE is guilty: |

## Appropriate Consequences for the Discipline Committee to Order (if any)

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| Please describe the consequences (if any) the RECE and the Prosecutor agree would be appropriate to protect children and the public, and explain why you believe these consequences would be appropriate: |

**I agree with everything written above:**

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| --- | --- |
| RECE’s name: | Date: |
| RECE’s signature: |
|  |  |
| College representative’s name: | Date: |
| College representative’s signature: |