



**SPEED
SKATING
CANADA**

BOARD RESOLUTION DISPUTE POLICY

Approved: April 2022



TABLE OF CONTENTS

1.	INTRODUCTION	3
2.	SCOPE.....	3
3.	OBLIGATIONS	3
4.	PROCEDURE.....	3
5.	MEDIATION	4
6.	ROLE AND RESPONSIBILITIES.....	4
7.	RELATED DOCUMENTS.....	5

1. Introduction

- 1.1. The board of Speed Skating Canada is committed to reaching a prompt and fair resolution of any disputes, conflicts or disagreements that may arise from time to time, and that may threaten the functioning of the board.
- 1.2. The board and its members will make all efforts to resolve disputes, conflicts, or disagreements by means of direct, open, and respectful discussion between and among themselves. The procedure outline in this policy applies only to those matters that cannot be addressed and resolved.

2. Scope

This policy refers to disputes:

- Between directors.
- By a director regarding a board policy, process, or procedure; and
- By a director regarding a resolution of the board.

3. Obligations

Speed Skating Canada's board encourages directors to resolve any issues or concerns that they may have at the earliest opportunity.

It is important that as issues do arise, they are dealt with in a fair and timely manner. While some conflicts will be resolved by an informal discussion between the parties, others will need a process for successful resolution.

Procedures for dealing with board disputes are set out in section 4 of this policy.

Dispute Resolution Principles – the board has endorsed the following principles for directors to follow:

- Commitment to SSC Values
- Respect for another's point of view
- Commitment to resolving the issue
- Willingness to compromise
- Confidentiality
- Impartiality
- Respect
- Prompt action; and
- Freedom from repercussions.

4. Procedure

- 4.1. The dispute must be set out in writing and sent to the President, should the complaint involve the President the matter is to be addressed to the next most senior officer of

the board. The recipient must acknowledge receipt of this document within two (2) days.

- 4.2. The President will use his or her discretion to bring the issue to the next board meeting or call an extraordinary meeting.
- 4.3. When raised at the board meeting all people involved in the dispute will be given the right to speak.
- 4.4. The matter should be discussed with all directors present, unless they have advised the President in writing, that they are aware there is a dispute resolution meeting being held and they are unable to attend.
- 4.5. The President will call for a motion from the board, e.g., to appoint an independent assessor, seek mediation, call a special general meeting, or to dismiss the complaint. All directors present at the meeting will vote on the motion.
- 4.6. A board decision may be reviewed in situations where:
 - new information has emerged that was not available when the original decision was made
 - the board has become aware of an error in previous information that was used to make the decision
 - a director did not feel able to present his or her case at the time the board made its decision


5. Mediation

- 5.1. Where mediation is sought, the mediator must be:
 - a person chosen by agreement between the parties or
 - in the absence of agreement, a person appointed by the board.
- 5.2. A member of the board can be a mediator but may not be a member who is a party to the dispute.
- 5.3. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 5.4. The mediator, in conducting the mediation, must:
 - give the parties to the mediation process every opportunity to be heard; and
 - allow due consideration by all parties of any written statement submitted by any party; and
 - ensure that natural justice accorded to the parties to the dispute throughout the mediation process.
- 5.5. The mediator must not determine the dispute.
- 5.6. The mediation must be confidential and without prejudice.
- 5.7. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise in the board or at law.

6. Role and Responsibilities

It is the responsibility of the President to ensure that:

- Board members are aware of this policy

- 
- Disputes are managed respectfully, confidentially, and in accordance with natural justice.

7. Related Documents

- Board Terms of Reference
- Code of Conduct
- Complaints, Investigation and Discipline Policy