Grievance Committee Procedure

Reference

This procedure supplements Article 1 of the OMHA Bylaws and the subsequent Membership Policy (2008).   Also see OMHA Policy and Procedure Manual, Section 3.1 for expanded membership guidelines and; Section 9, Positive Participation Policy (2006) - Appendix I for Discipline guidelines and; Section 9, Discipline Committee Hearing Procedure (2012).

Committee Composition

The Grievance Committee shall consist of all board members and shall be chaired for an annual term by the President or by another board member as designated by the board.

Upon receipt of a grievance, the committee chair will appoint a sub-committee consisting of 2 to 5 committee members. These sub-committee members should have the least conflict of interest or potential bias possible. Once a grievance has been assigned to a sub-committee, that sub-committee will follow the situation for the remainder of the season.

Reasons to Convene

The receipt of a bona fide grievance (however that may occur) will start this procedure. Member grievances are normally directed to the President; however, if a grievance is received via another avenue, it will be passed on to the committee chair.

Purpose of Sub-Committee

The first objective of a grievance sub-committee should be to implement an acceptable resolution to the grievance through direct discussions with the involved parties, possible mediated group discussions and member education of the OMHA Policies. This is considered the **Informal Resolution Process**. Confidentiality is paramount during this process.

A second objective is to accumulate and document detailed information about the situation so that, if a Disciplinary Hearing or other action is required, there is an objective body of information which the hearing can rely on to make its decisions. This information document will be called the Grievance Committee Action Log.

Remedies available to Sub-Committee

The grievance committee (and sub-committee) has no enforceable remedies directly available to it, however, in the event that a resolution to the grievance cannot be reached through the informal process, the committee will select one of the following **Formal Resolution Process**(es):

a) Refer the matter with or without recommendations to the board for a decision.

b) Refer the matter to the Discipline Committee for a hearing.

c) Request the President invoke the 14 day suspension clause of the OMHA Membership Policy (2008) which would also initiate a Discipline Committee hearing.

d) In the most serious cases of a potentially criminal nature, report the matter to the RCMP. If, upon initial review of a grievance, it is considered a potentially criminal matter, the involvement of the RCMP should occur sooner rather than later.

Sub Committee Procedures

Sub-Committee will review the initial grievance to determine the level of severity.

If the sub-committee determines to defer to any of the three formal processes above, the job of the sub-committee will then be to accumulate and document detailed information about the situation.

After its initial review, should the sub-committee determine to proceed with the informal resolution process, it will endeavour to collect more objective information about the situation and parties involved. At this point, the sub-committee members should be sensitive not to escalate the situation. Ensure confidentiality is observed. Grievances are frequently received about someone and they have no idea who submitted it. In many cases there will be no reason for them to know who submitted the grievance.

If the Grievance Committee is unsuccessful in resolving the situation then all submissions will be passed to the Discipline Committee Chair.

Grievance Committee Action Log and Record Keeping

All documentation will be stored in Google Drive\OMHA Board Files\COMMITTEE FOLDERS\Grievance\ in separate folder for each grievance sub-committee. At the end of the season folder will be moved to Google Drive\OMHA Executive Files\Discipline Grievance\ for permanent storage.