GANANOQUE & DISTRICT HUMANE SOCIETY
BY-LAW NUMBER ONE

Last Update: 19 Jun 2025

BE IT ENACTED as a by-law of the Gananoque & District Humane Society, hereinafter known as the Society, as follows:

1. Objectives

- The Society supports animal welfare and promotes humane animal treatment through publicity, education and awareness
- The Society encourages and assists in the enforcement of all laws which are now, or may be, enacted for the protection of animals, and contributes by lawful means to the prosecution of all persons violating such laws
- The Society's primary objective is to take in abandoned or surrendered animals, provide medical assessment and treatment, including neutering and vaccinations, and find them permanent homes. The Society provides responsive, compassionate feline re-homing in Gananoque and Ward 1 of Leeds and the Thousand Islands

2. Definitions and Interpretation

In this by-law and all other by-laws of the Society, unless the context otherwise requires:

"Act" means the Canada Not-For-Profit Corporation act S.C. 2009, c. 23 including the regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time.

"articles" means the original or restated articles of the Society or the Letters Patent which constitute the charter of the corporation (Society).

"board" means the Board of Directors of the Society.

"by-law" means this by-law and any other by-law of the Society as amended and which are, from time to time, in force and effect.

"deputy" means a member of the Society who has been assigned a role from an officer or director of the Board to assist said officer/director in their role. A deputy reports to the officer/director and is not a member of the board.

"director" means a member of the Board of Directors that holds a position on the board that is not one of the declared officer positions.

"ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution.

"**officer"** means a member of the Board of Directors holding one of the following offices: President, Vice-President, Treasurer, Secretary and Past President (if not vacant). All officers are directors in terms of required qualifications. Not all directors are officers.

"proposal" means a proposal submitted by a member of the Society that meets the requirements of section 163 (Member Proposals) of the Act.

"regulations" means the regulations made under the Act, as amended, restated or in effect from time to time.

"special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

3. Powers and Exemptions

No person shall be assigned to act as an inspector or agent of the Society in the enforcement of any law which has been enacted for the protection of animals who has not qualified for appointment and been appointed an inspector or agent under the provisions of The Ontario Society for the Prevention of Cruelty to Animals Act, R.S.O., 1981, Chapter 256 or subsequent enabling legislation.

4. Membership

- Membership in the Society shall be available only to individuals interested in furthering the Society's purposes and who have applied for and been accepted into membership in the Society by the board or in a manner determined by the board
- Membership is not transferrable and there are no membership fees
- Members are persons who have reached the age of majority and who support the Society through significant, regular volunteer work in the management or operations of the Society
- Each member is entitled to receive notice of and attend all meetings of the members of the Society
- Each member is allowed to vote at all meetings of the members of the Society if their service is equal to or greater than 6 months of service
- Each member will receive all notices via electronic means, unless otherwise requested by an individual member directly to the President

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 197.

4.1. Termination of Membership

A membership in the Society is terminated when:

- The member dies or resigns

- The member is expelled, or their membership is otherwise terminated in accordance with the articles or by-laws
- The Society is liquidated and dissolved under the Act
- The member is inactive equal to or greater than 3 months without notice

Subject to the articles, upon any termination of membership, the rights of the member automatically cease to exist.

4.2 Termination of Membership for Cause

The board may pass a resolution authorizing the termination of membership for violating any provision of the articles, by-laws (including appendices) and policies of the Society.

The notice shall set out the reasons for the disciplinary action or termination of membership. The member receiving the notice shall be entitled to give the board a written submission opposing the termination within 14 days. The board shall consider the written submission of the member before making a final decision regarding disciplinary action or termination of membership.

4.3 Documentation

Members are entitled to receive a copy of these by-laws on request and free of charge. Any member may request a copy of the Society's financial statements.

5. Annual and Special General Meetings

The Annual General Meeting of the Society shall be held within six calendar months after each December 31st, the date and place being decided by the Board of Directors, or, upon its failing to act, by the President.

A special general meeting shall be held within forty days of any written request by 50% of members of the Board of Directors or by 50% of members.

5.1 Persons Entitled to be Present at Meeting of Members

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors of the Society and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Society to be present at the meeting.

Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

The Society's paid staff members are encouraged to attend as observers with no voting privileges.

5.2 Quorum

At the Annual General Meeting or any special meeting of the Society the quorum shall be 12 members acting in person or by proxy.

5.3 Location of Meetings

Meetings shall be held within the Society service area, at a location determined by the board.

5.4 Notice of a Meeting of Members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by email twenty (20) days in advance of the meeting date. Any member can request an alternate means of communication via the President or Secretary.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Society to change the manner of giving notice to members entitled to vote at a meeting of members.

5.5 Voting at Meeting of Members

Business arising at any members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the by-law provided that:

- each member shall be entitled to one vote at any meeting
- votes shall be taken by a show of hands among all members present
- the Society President shall not have a vote, unless a tiebreaker is required
- an abstention shall not be considered a vote cast
- before or after a show of hands has been taken on any question, the President of the meeting may require, or any member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the President of the meeting shall direct
- whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, the President will declare that a resolution has been carried out or lost
- an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion

5.6 Absentee Voting at Meeting of Members

Pursuant to Section 171(1) of the Act, a member entitled to vote at a meeting of members may vote by proxy by appointing in writing a proxyholder to act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:

- the member must ensure that the Secretary has been notified of the use of a proxy and name their proxy
- a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment
- a proxyholder has the same rights as the member by whom they were appointed, including the right to speak at a meeting of members in respect of any matter, to vote by way of ballot at the meeting, to demand a ballot at the meeting and, to vote at the meeting by way of a show of hands

5.7 Participation by Electronic Means at Meeting of Members

If the Society chooses to make available a virtual facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such virtual facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote by means of virtual facility that the Society has made available for that purpose.

6. Board of Directors

A Board of Directors shall be elected by ballot at each Annual General Meeting and shall consist of at least five (5) persons, of which a minimum of three (3) distinct individuals must fill the required officer positions. The maximum number of board directors, including officers, shall not exceed 12 people.

The remainder of those elected to the board will be directors with individual portfolios as needed by the Society. A director's proposed portfolio should be included in their nomination.

6.1 Officers of the Society

The officers of the Society shall be elected by the Board of Directors from amongst their own number at a meeting held immediately following, or at a time set aside during the Annual General Meeting.

The officers of the Society consist of:

- President (required office)
- Vice-President
- Treasurer (required office)
- Secretary (required office)
- Immediate Past President (if available and willing)

If the Immediate Past President is no longer a member of the Society the remaining members of the Board of Directors may appoint any qualified person to hold this office. If no such appointment is made, the office shall remain vacant and the minimum number of persons on the Board of Directors shall be reduced to four (4).

The duties and obligations of officers shall be those assigned to them by policy (see appendix 1 for officer responsibilities) and by the Board of Directors.

6.2 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Society may be signed by any two of its directors. In addition, the board may from time to time direct the manner in which, and the person by whom, a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any director may certify a copy of any instrument, resolution, by-law or other document of the Society to be a true copy thereof.

6.3 The Executive Committee

Shall consist of the officers of the Society and such additional members, as may be elected by the Board of Directors.

6.4 Other Committees

The Board of Directors may appoint other committees with such powers and duties as may be deemed necessary or desirable by the appointing body or the President of the Board of Directors, but no such committee shall incur expense without the previous approval of the Board of Directors.

7. Nomination of Directors

If the office of the Vice-President is filled, they will chair the nominating committee. If the Vice-President office is vacant, the Board of Directors, or Executive Committee, shall appoint a person to serve as Chairperson of the Nominating Committee.

The Chairperson of the Nominating Committee shall appoint a minimum of two (2) persons to serve on the committee. The current President and Treasurer of the Society are not allowed to serve on the nominating committee.

The Nominating Committee

- shall prepare a list of eligible members of the Society who can be nominated as directors
- will ensure the list will be completed not less than forty-five (45) days before the date of the Annual General Meeting
- shall make available to the members, the nomination process and required forms via email (or other form of communication if requested by the member directly to the chair of the nominating committee)
- will ensure the report of the Nominating Committee shall be circulated to all officers and directors of the Society at least thirty (30) days before the date of the Annual General Meeting

7.1 Qualifications for Director

Every director:

- shall be the age of majority
- shall be a member of the Society
- shall not have been found incapable by a court in Canada or another country
- shall not be an employee of the Society and
- shall not have been convicted of an offence pertaining to the welfare and treatment of animals

Any member may nominate any other eligible member to serve as a director providing the persons so nominated have indicated, in writing, their willingness.

The Chairperson of the Nominating Committee will report to the delegates and members attending the Annual General Meeting, prior to the commencement of business, any change(s) in the nominations.

7.2 Director Vacancies

A director shall hold office for one year (until the next Annual General Meeting), at which time a successor will be elected or the director will be re-elected.

The office of a director shall be vacated immediately

- if the director resigns
- if the director dies
- if the director is found to be incapable by a court or incapable of managing property under Ontario law

If the office of any director of the Society shall become vacant, the Board of Directors, by resolution, may appoint a person to fill the vacancy until the next Annual General Meeting.

The Board of Directors may remove, whether for cause or without cause, any director of the Society.

7.3 Term of Office

The directors shall be elected to hold office for a term expiring not later than the close of the next Annual General Meeting of members following the election (one year).

7.4 Remuneration

The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their position.

7.5 Chairing Meetings

Generally, the President will chair board and member meetings such as the Annual General Meeting. If the President is absent and the office is not vacant, the Vice-President will chair. If both officers are absent, the President will provide a delegate to be approved by the board.

7.6 Voting at Board of Directors' Meetings

Each director has one vote, except President. Questions arising at any board meeting shall be decided by a majority of votes. In case of an equality of votes, the President will cast a tie-breaker vote.

7.7 Quorum

A quorum of the board shall consist of 50% of the current board members plus one.

7.8 Regular Meetings of the Board of Directors

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice. The Board of Directors shall meet at least quarterly in every fiscal year. Meetings will be held within the service area of the Society.

7.9 Calling of Meetings of Board of Directors

Meetings of the board may be called by the President of the board, the Vice-President of the board or any two (2) directors at any time. Notice of the time and place for the holding of a meeting of the board shall be given to every director by email or telephone. Notice of a meeting shall not be necessary if all the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

7.10 Deputies of the Board of Directors

A board member may from time to time appoint a deputy as it deems necessary for such purposes and, subject to the Act, with such powers as the board shall see fit.

Deputies:

- Will be subject to such regulations or directions as the board may make
- Will have any rules of procedure developed for their task approved by their direct board member
- May be removed by resolution of the Board of Directors via a vote at a board meeting

7.11 Protection of Directors

Directors or committee members of the Society are:

- Not liable for the acts, neglects or defaults of any other director, committee member or employee of the Society
- Not liable for any loss, damage or expense to the Society through the insufficiency or deficiency of any property acquired by or on behalf of the Society
- Not liable for the insufficiency or deficiency of any security upon which the money belonging to the Society shall be placed out or invested
- Not liable for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person or firm with whom any moneys, securities or effects shall be lodged or deposited
- Not liable for any other loss, damage or misfortune which may happen in the execution of the duties of their respective office or trust

Provided that they have:

- complied with the *Act* and the Society's articles and by-laws; and
- exercised their powers and discharged their duties in accordance with the *Act*

8. By-law Amendments

Notice of intention to amend the by-laws of the Society shall be given in writing to each member and director of the Society at least thirty days before the Annual General Meeting or Special Meeting at which such amendments are to be considered.

9. Financial Matters

The fiscal year of the Society shall be the calendar year, January 1st to December 31st, inclusive.

9.1 Signing Authority

Signing authority shall rest with a minimum of two directors on the current board. These signatories must include the Treasurer.

No two signing authorities may reside within the same household.

9.2 Audit

If required, an independent auditor will be voted on at the Annual General Meeting.

9.3 Banking Arrangements

The banking business of the Society shall be transacted at a bank, trust company or other firm or corporation carrying on a banking business in Canada as the Board of Directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by a director or directors of the Society and/or other persons as the Board of Directors may by resolution from time to time designate, direct or authorize.

9.4 Borrowing Powers

If authorized by a resolution which is duly adopted by the Board of Directors and confirmed by ordinary resolution of the members, the Board of Directors may from time to time:

- borrow money on the credit of the Society
- issue, reissue, sell, pledge or hypothecate debt obligations of the Society
- mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Society, owned or subsequently acquired, to secure any debt obligation of the Society

9.5 Annual Financial Statements

The Society will make available an electronic copy of the annual financial statements on its website. Any member may, on request to the Treasurer, obtain a copy free of charge.

10. Mediation and Arbitration

Disputes or controversies among members, directors, committee members, or volunteers of the Society are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on conflict resolution policy in the appendix of these by-laws.

11. Conflict of Interest

No director shall benefit financially, either directly or indirectly, by virtue of holding office as a director of the Society.

A director who is a party to a material contract or transaction or proposed material contract or transaction with the Society and who has an interest in the other party to the transaction, shall declare a conflict of interest. Such director shall not attend any part of a meeting during which the contract or transaction is discussed nor will they vote on any resolution to approve any such contract or transaction.

No funds of the Society shall be allocated, granted, loaned or transferred to any other charitable organization, whether incorporated or not, or whether registered as a charity or not, without the specific approval of the Board of Directors. Any director who has any connections with such charity or other non-profit group shall declare that involvement and not participate in the discussion or voting that may follow.

12. Indemnification of the Directors

Every director of the Society or other person who has undertaken or is about to undertake any liability on behalf of the Society and their heirs, executors and administrators, and estate and effect, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Society, from and against:

- all costs, charges and expenses whatsoever which such director, or other person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office or in respect of any such liability; and
- all other costs, charges and expenses which they sustain or incur in or about or in relation to the affairs thereof except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

13. By-laws and Effective Date

Subject to the articles, the Board of Directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Society. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act because such by-law amendments or repeals are only effective when confirmed by members.

DATED this 20th day of March, 1992.
WITNESS the seal of the The Society.
signed: Carolyn Amo, President; Mary E. McKenzie, Secretary

Amended this 28th day of September, 2021.
Signed collectively by the 2020-2021 GDHS BOD Executives and Directors:
Brittany Smith-Ellerbeck
Kelly Croft
Heidi Mathers
Chun Wang
Michelle Graham
Marie-France Hetu
Dawn Robinson

Amended this 19th day of June, 2025
Signed collectively by the 2024-2025 GDHS Board of Directors:
Michele Serano, Kathleen Youman, Heidi Mathers, Melina Chestley, Denise Smith, Pat Hope

GANANOQUE & DISTRICT HUMANE SOCIETY
REPEALED BY-LAWS

BY-LAW NUMBER TWO
RESPECTING THE BORROWING OF MONEY BY THE SOCIETY
As of June 2025, by-law TWO has been replaced with by-law ONE **section 9.4**, therefore by-law TWO has been repealed.

BY-LAW NUMBER THREE
CONFLICT OF INTEREST
As of June 2025, by-law THREE has been replaced with by-law ONE **section 11**, therefore by-law THREE has been repealed.

BY-LAW NUMBER FOUR
INDEMNIFICATION OF THE DIRECTORS & OFFICERS
As of June 2025, by-law FOUR has been replaced with by-law ONE **section 12**, therefore by-law FOUR has been repealed.

GANANOQUE & DISTRICT HUMANE SOCIETY BY-LAWS
Appendix 1

Duties & Responsibilities of Society Officers – June 2025

Unless otherwise specified by the board (which may, subject to the Act modify, restrict or supplement such duties and powers), the officers of the Society, shall have the following duties and powers associated with their positions.

President

- Is a required position
- The President shall be the chief executive officer of the Society
- The President shall be responsible for implementing the strategic plans and policies of the Society
- Preside as Chair at meetings of the Board of Directors and of the members
- The President shall, subject to the authority of the board, have general supervision of the affairs of the Society and delegate chairmanship of other committees as may be established

Vice-President

- The Vice-President, if one is to be appointed, shall assist the President as required and assume the president duties if the President is no longer available or unable to fulfill their role
- If the President of the board is absent or is unable or refuses to act, the Vice-President, if any, shall, when present, preside at all meetings of the Board of Directors and of the members
- The Vice-President, if not vacant, will assume the role of Chairperson of the Nominating committee
- The Vice-President shall have such other duties and powers as the board may specify

Secretary

- Is a required position
- The Secretary shall attend and be the secretary of all meetings of the board, members and committees of the board
- The Secretary shall enter or cause to be entered in the Society's minute book, minutes of all proceedings at such meetings
- The Secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees
- The Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Society

Treasurer

- Is a required position
- The Treasurer shall have such powers and duties as the board may specify, including directing a financial review or audit
- The Treasurer shall manage the Society's finances, including budget planning, financial reporting, record-keeping, and overseeing cash flow
- The Treasurer shall ensure the Society's financial health by managing investments, complying with regulations, and advising on financial matters
- The Treasurer will ensure a financial review or audit (as required) is undertaken annually by an independent accounting firm

The duties and powers of all other directors of the Society are determined based on their mandate or the needs of the Board of Directors or the President. Subject to the Act, the Board of Directors may modify, increase, or limit the duties and powers of any director.

GANANOQUE & DISTRICT HUMANE SOCIETY BY-LAWS
Appendix 2

Conflict Resolution Policy - June 2025

Objective:

Develop a process that will be available to all members and staff of GDHS to follow in the event of a conflict or dispute with another member/staff.

Ensure that all members/staff are aware of the GDHS code of conduct/mission objectives so they can be followed.

GDHS believes that all people are deserving of respect regardless of age, ethnicity, gender identity or religious background. As such, the conflict resolution process is based on effective communication that includes active listening and collaborative decision-making.

What to do if you are having difficulties with a GDHS member or staff.

Step 1: If comfortable, try to work out the dispute with the other person first. Effective and respectful communication are strong tools for solving disputes.

Step 2: If that is not possible or it does not resolve the issue, then follow up with either

a) Volunteer Director (for conflict with a member)
b) Operations Director (for conflict with staff)

Step 3: If the dispute is with one of the above directors, then, if appropriate, follow up with the other director.

Step 4: If that is not possible, then follow-up with the board President.

Include in your statement the type of dispute occurring, facts of the situation (what happened, what was said, include dates), is this a new issue or recurring problem and was there an attempt to talk it out first. If so, what were the results of that discussion?

What to do if the above steps do not resolve the dispute?

In the event that a dispute or controversy among members, directors, officers, committee members, or volunteers of the Society arising out of or related to the articles, the by-laws, or out of any aspect of the operations of the Society is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, employees or volunteers of the Society as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Society) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator.
- The three mediators will then meet with the parties in question to mediate a resolution between the parties.
- The number of mediators may be reduced from three to one or two upon agreement of the parties.
- If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Society is situated or as otherwise agreed upon by the parties to the dispute.
- The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind.
- The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
- All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy.
- All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

Expectations from activating the conflict resolution process

1. Identify the type of dispute/conflict.
    a. Does it require law enforcement?
    b. Is there a violation of the code of conduct or GDHS mission statement?
    c. Is there a human rights violation?
    d. Is this an issue of personalities?

2. Determine the effect of the dispute on the individual.
    a. Determine the effect, if any, on the cats.
    b. Determine the effect, if any, on the organization.

3. Discuss the dispute with the other party.
    a. Identify if they were aware of the issue.
    b. Identify if this is repeat behaviour.

4. Mediate or develop a resolution to the dispute that is agreeable to all involved parties.
    a. A meeting date and time (in person or virtual) that is agreeable to all parties will be set.
    b. If one party misses two agreed upon dates for mediation without cause, then the process will be considered closed.

5. To ensure transparency and accountability that this process has been followed, the appropriate director will disclose (without details unless required) that this process was activated and is either
    a. Resolved
    b. Ongoing
    c. Involving outside parties to resolve

Note: This policy will be reviewed after each use for the first year after initial implementation to ensure that it is effective and meeting the needs of GDHS, it's staff and members, after which it will be reviewed and confirmed on an annual basis.

**********END OF DOCUMENT**********