

IPPERWASH INQUIRY
TERMS OF REFERENCE
RESEARCH ADVISORY COMMITTEE

April 29, 2004

1. Introduction

The Order in Council establishing the Ipperwash Inquiry states that:

2. The Commission shall:
- a) inquire into and report on events surrounding the death of Dudley George; and,
 - b) make recommendations directed to the avoidance of violence in similar circumstances.

Part One of the Inquiry addresses the first part of the Commission's mandate; Part Two addresses the second. Part One and Part Two of the Inquiry will run concurrently.

The purpose of the Part Two strategy and process is to assist the Commissioner, in combination with the findings in Part One of the Inquiry, to make "recommendations directed to the avoidance of violence in similar circumstances."

The Inquiry will utilize a range of public policy tools in Part Two, including:

- a) Commissioning research and policy papers from experts on relevant topics. The structure and format of the research and policy papers will vary but will generally include a description of current practices, historical developments, an analysis of relevant issues, and potential options (if applicable) and a bibliography.
- b) Inviting written and/or oral submissions from parties with standing and the public about issues relevant to Part Two.
- c) Convening meetings or symposia (the format of which may vary) to discuss issues raised by Part Two. Parties with Part Two standing and the members of the public will be invited to participate.
- d) Holding evidentiary hearings on relevant public policy topics.

The Inquiry will use the Internet extensively to distribute Part Two research and policy papers, public submissions, summaries of public meetings and symposia, and other materials and to seek comments from parties with Part Two standing and the public.

2. Research Advisory Committee

The Inquiry has the authority under *Public Inquiries Act* to carry out and commission research related to its mandate.

The Research Advisory Committee will consist of leading academics and practitioners in fields related to the issues being studied by the Inquiry. The Research Advisory Committee will be used for several tasks, including identifying research topics/methodology and providing ongoing advice and support to the Inquiry in areas of expertise.

The Research Advisory Committee's role will be to advise and assist the Inquiry. It does not have independent powers to fund parties, commission research, or determine the Inquiry's recommendations or process. The Commissioner will make these decisions in consultation with commission staff.

3. Objectives and Responsibilities

The Research Advisory Committee has two key objectives:

- To assist the Inquiry develop and manage a research/policy agenda.
- To provide expert, ongoing advice to the Commissioner and Commission staff in areas of individual expertise and as a group.

The Research Advisory Committee will be responsible for:

- a. Advising on the subject and methodology of research in Part Two;
- b. Advising on who should conduct the research;
- c. Assisting the Inquiry monitor commissioned papers and other research;
- d. Reviewing commissioned papers and other research;
- e. Attending meetings on behalf of the Inquiry to act as subject-matter experts or as may otherwise be appropriate;
- f. Providing expert, ongoing advice to the to the Commissioner and Commission staff in areas of individual expertise and as a group.

4. Appointments

The Commissioner will appoint members of the Research Advisory Committee. All members will enter into a contract with the Commission. The contract will provide for appointments to continue through the term of the Commission.

5. Chair

The Inquiry's Director of Policy and Research will chair the committee. The role of the Chair is to call and chair panel meetings, prepare agendas, approve summaries of panel meeting notes prepared by Commission staff in addition to any other duties as may be added from time to time. The Chair will communicate the recommendations and decisions of the panel to the Commissioner and Commission Counsel.

6. Composition

The panel will have up to ten members, including the Chair. The members will be selected with a view to providing expertise in the principal areas of research that the Inquiry will undertake. In selecting members, the Commission will attempt to ensure that they represent a diversity of expertise and perspective to help the Commission in fulfilling its mandate.

7. Compensation and Expenses

The Chair and members will be engaged on a per diem fee-for-service basis. They may claim travel expenses for travel outside his or her home base in accordance with Management Board of Cabinet Directives and Guidelines.

8. Panel Process

Proceedings of the panel will be collegial and consensual. Committee members are expected to keep Committee proceedings confidential.

The Commissioner expects to meet with the panel regularly.

Commission staff will provide support to the panel, including distributing materials, drafting meeting notes, organizing meetings and acting as a resource during panel meetings. Commission Counsel will brief the panel from time to time on progress of Part One of the Inquiry.

The panel will meet as often as the Chair thinks necessary but likely at intervals of one to three months while studies are being commissioned and carried out. It is expected that the committee will meet more often at the start and the conclusion of the Inquiry. Committee members may be consulted individually from time-to-time depending on their subject-matter expertise.

Arrangements will be made by email and members are encouraged to communicate with each other and with the Chair.

9. Effective Date

These terms will come into effect on the day they are approved by the Commissioner.