

IPPERWASH INQUIRY

PROTOCOL RE: Access to and Use of Hearing Video Footage

Recognizing:

- 1) the Commission's ownership of, and copyright to, the video footage being made of the Inquiry hearings; and,
- 2) that the footage is of evidence heard at the hearings and that prior to the conclusion of all testimony and the Commissioner's analysis thereof, the evidence cannot and has not been assigned weight or credibility by the Commissioner,

the following protocol for access to and use of hearing video footage has been developed.

PURPOSE:

To facilitate public/media access to Inquiry hearings video footage;
 To ensure appropriate controls on access to and use of video footage; and,
 To better define internal procedures in responding to requests for video footage.

PROCEDURE:

Taping the Hearings

Avolution Multimedia, of Sarina, Ontario, has been contracted by the Commission to videotape the Inquiry hearings for the duration of the Inquiry, taking place in Kimball Hall, Forest.

Peter Rehak, the Inquiry's Communications Co-ordinator and Media Relations Officer, is the primary technical "on-site" liaison between Avolution and the Commission.

Administrative issues, including contract approval, rests with Debbie Strauss, Manager of Operations and Executive Assistant to the Commissioner.

The Commission owns the videotape and the copyright to it.

Responding to Requests for Video Footage

Requests for a copy (ies) of video footage should be made in writing and directed to the Commissioner, Justice Sidney Linden. The request should indicate the footage required and its intended use and audience. The request should also indicate whether it is anticipated that the footage will be modified and, if so, in what way.

Upon agreement to the request, the requester will be asked to sign an agreement with the Commission, indicating its understanding of the terms and conditions attached to the granting of the request.

A copy of the signed Agreement will be forwarded to Avolution Multimedia by the Commission, to indicate approval to proceed. The requester will then contact Avolution Multimedia (contact Paul Cotton) to obtain the footage authorized.

Cost

The Commission will not charge the requester for the rights to use the footage. However, all costs incurred by Avolution Multimedia are the requester's responsibility. These arrangements are strictly between Avolution Multimedia and the requester; the requester will be invoiced directly by Avolution.

June, 2005
Ipperwash Inquiry

AGREEMENT
RE: ACCESS TO AND USE OF HEARING VIDEO FOOTAGE

_____ has been granted access to and use of footage from the Ipperwash Inquiry hearings, as outlined in the attached request.

It is understood that:

- 1) changes to the agreed to use of the footage, as outlined, must be brought to the Commissioner's attention, and agreed to in writing, prior to any change to the agreed to use of the footage being made;
- 2) the footage must be attributed to the Ipperwash Inquiry as testimony heard during the hearings but that neither weight nor credibility has been assigned to the testimony, by the Commissioner, at the time the footage was released by the Commission, to the requester;
- 3) any and all modification to the video footage must be acknowledged and attributed to the requester;
- 4) the footage provided by the Inquiry may be excerpted or edited but not in a manner that distorts the sense and meaning of the testimony;
- 5) a disclaimer must clearly state that the Commission is not responsible for the content or any accompanying commentary; and,
- 6) no profit may be made on the use and distribution of the footage.

_____, on behalf of _____,
 agrees to the terms set out above.

 Date

IPPERWASH INQUIRY PROTOCOL RE: EXHIBITS MANAGEMENT

PURPOSE:

To ensure appropriate controls on original exhibit management;
To facilitate public/media access to Inquiry exhibits;
To mitigate against ‘frivolous’ requests for duplication; and,
To better define internal procedures in responding to requests for copies of original exhibits.

PROCEDURE:

Numbering, Cataloguing and Filing Original Exhibits

Responsibility for numbering, cataloguing and filing original Inquiry exhibits rests with George Reeve, Registrar for the Commission. The Registrar performs his responsibilities under the direction of, and guidance from, Derry Millar, Lead Commission Counsel.

The Registrar is responsible for filing original exhibits in the Kimball Hall documents room, at end of each hearing day. These originals will constitute part of the Inquiry’s official record and will be transferred to the Archives of Ontario at the conclusion of the Inquiry.

Making Exhibits of Significant/Wide Public Interest Available

Where an exhibit is expected to be of significant/wide public interest, or where otherwise deemed by the Commissioner, Lead Commission Counsel or the Communications Co-ordinator/Media Relations Officer, copies of original exhibits may be made available by the Commission, for the media or otherwise, in hard copy or electronic copy, and/or for viewing on the Inquiry’s website, as arranged by Peter Rehak . *

* The hearing transcripts, posted on the website daily, are the official record of the Inquiry. As a matter of course, exhibits will not be posted on the website, primarily due to the volume anticipated. From time to time, the Commission may decide to post an exhibit, if deemed warranted or feasible.

Responding to Requests for Copies of Exhibits

Requests for numerous copies of a single exhibits, for a single copy of numerous exhibits and/or for audio-visual exhibits should be made in writing and directed to Debbie Strauss, Manager of Operations. Request should describe the original exhibit in as much detail as possible and specify the exhibit number.

The cost to duplicate exhibits will be borne by the requester, who will be advised of the cost and must agree to being invoiced directly by the service provider, before arrangements for a copy will be made. Arrangements for copying will most often be made in Toronto where duplicates of the original exhibits reside. Every effort will be made to use these duplicates rather than the originals which are stored for archival purposes.

The charge will be determined by the outside service provider, where used, or will consistent with Provincial Government per page tariff, where duplication is undertaken on site.

The Commission may chose to waive the tariff where single or few copies of exhibits in standard paper format are requested.

economical. No claims may be made for damage to rental or personal vehicles nor for traffic or parking violations while on Commission business.

Parking costs incurred when travelling out of town and at airport terminals are allowable. Charges for bridge, ferry and highway tolls are allowed.

3. Accommodation

The government of Ontario rate should be requested wherever possible. Costs such as movie rentals and mini-bar charges are not allowable expenses. An itemized hotel/motel invoice must accompany the claim for reimbursement.

Where accommodations arrangements have been made by the Commission, it will be invoiced directly for the basic room rate. All other expenses incurred must be paid by the claimant upon check-out, and reimbursement sought by way of an expense claim, according to the guidelines.

4. Meals

Claims may be made for the actual cost of the meal but may not exceed \$ 6.75 for breakfast, \$ 9.25 for lunch and \$18.00 for dinner. Please note that this is not a meal allowance. The province requires itemized receipts. Reimbursement may not be sought for alcohol consumed at a meal.

5. Administration

Claims, together with supporting receipts, should be submitted on the expense claim form referred to above. The claim should indicate the nature of Inquiry business for which each claim form relates.

For ease of processing, the claimant should include their SIN in the space marked Employee WIN Employee ID and should include a complete mailing address. Claims will take up to 30 days to process and a cheque will be mailed directly to the address noted on the form.

Claims should be submitted within 10 days of the period covered by the claim to:

Maureen Murphy
 Manager, Finance and Operations
 Ipperwash Inquiry
 250 Yonge Street, Suite 2910
 Toronto ON M5G 2N7
 Telephone: 416-325-3883

A rental or personal vehicle may be used, whichever is more practical and economical. No claims may be made for damage to rental or personal vehicles nor for traffic or parking violations while on Commission business.

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