

Statement on the Purpose, Founding and Organization of the Ottawa People's Commission on the Occupation 2022

The Purpose and Mandate of the Ottawa People's Commission

The Ottawa People's Commission is an independent and non-partisan community initiative intended to give voice to the community's experience, concerns and recommendations for action in the aftermath of the occupation of Ottawa in 2022.

The purpose of the Ottawa People's Commission is to rebuild and renew our community, inspire hope and healing, hear from affected community members, identify underlying issues and systemic solutions, press authorities, and promote lasting benefits.

The Start Up of the Ottawa People's Commission

The idea for a people's commission originated with community advocate and investigative researcher, Ken Rubin. Preliminary discussions were held with a range of groups and individuals, including with the President and CEO of the Ottawa Community Foundation.

The first organizing meeting took place March 30, 2022, with the organizing group meeting again on April 8, 21, May 6, and 16, 2022, all of which have approved minutes.

Much ground by way of deliberations and working discussion papers was covered in and between those meetings, including: what the Commission was and could accomplish; confirmation of an institutional partner and discussion of an initial funding plan; recruitment of prospective Commissioners; a preliminary communications and launch plan; preliminary work on outreach and staffing; a possible timetable for hearings and production of report(s); and other matters such as security and a respectful atmosphere at Commission events.

Transition to a Steering Committee, its Mandate and its Responsibilities

At its meeting of May 16, 2022, the organizing group agreed to transition to a Steering Committee. The mandate of the Steering Committee is to oversee the work of the Commission, confirming direction, strategy, objectives and timelines, and then assuring accountability to the community for successful implementation of that plan.

The Steering Committee will:

- Develop an action plan confirming goals and objectives, timelines and deliverables
- Develop and approve a detailed budget and funding plan
- Oversee fundraising and grant applications
- Confirm terms of reference for Commissioners and their appointment
- Participate in recruiting staff or consultants/independent contractors to be hired through the institutional partner (CCHC)
- Review financial statements and provide fiduciary oversight
- Approve communication strategy and materials
- Approve a plan for public hearings
- Support production of the Commission's report(s)

- Endorse reports released by the Commission
- Oversee performance of project staff in concert with CCHC Executive Director
- Assure positive collaboration with CCHC
- Create and assure positive collaboration with the Inner-City Stakeholders Group
- Report to the community on progress and results

Membership of the Steering Committee and Ex-Officio Members

The Steering Committee will have up to 15 members, not including *ex officio* members.

Representation on the Steering Committee will be drawn from individuals and community groups who live, work or have businesses in the areas directly impacted by the occupation, as well as members of the organizing group and key supporters.

Equity-deserving communities such as Indigenous, Black, People of Colour, 2SLGBTQI+, women and youth will be represented.

Ex officio members include: People’s Commission Project Coordinator (when selected); Executive Director of CCHC or their delegate (see below); a representative of the Inner-City Stakeholders Group (see below); and, if they wish, a representative of the Ottawa Community Foundation.

Decision-Making, Quorum and meetings

- The Steering Committee will operate on consensus.
 - Co-Chairs to be selected from among the membership.
- A quorum will consist of eight people.
- Meetings will be held every three weeks, or more frequently if required.
 - Members are expected to let the Co-Chairs know if they will not be present for a meeting.

Executive Committee of the Steering Committee, its Composition, Meetings, Quorum, Decision-Making

The Steering Committee will select and hold to account a **core executive group** of not more than five members who will perform executive functions, assuring timely follow up on urgent matters for the duration of the Commission. The Executive Committee will include the Co-Chairs, a Secretary, a Treasurer, and a Communications Strategist.

The Executive Group will meet at least once a week, with a quorum of three members required to make decisions. Decisions will be taken by consensus.

The Project Coordinator Responsibilities and Reporting

- The Project Coordinator is the main staff person responsible for coordinating day to day workings of the People's Commission and other staff and volunteers of the People's Commission
- The Project Coordinator will report to and be responsible to the Steering Committee, while working under the overall supervision of the Executive Director of CCHC or their delegate

Transparency of the Steering and Executive Committees To the Public

- Minutes of the meetings of the Steering Committee and Executive Committee will be publicly available upon request and placed on the Commission's website.
- The Commission's budget and balance sheet will be posted to its web site.

Security of the People's Commission hearings and activities

- . Special efforts will be made to assure a safe environment for Commissioner hearings and the commission activities

Ethical and Working Standards of the Steering and Executive Committees

- The Steering and Executive Committee will engage in best practices
- . Inappropriate actions by Steering or Executive Committee members are to be discussed by the committee, taking follow up actions as required.

The Selection and Roles of the Commissioners of the People's Commission

- . Three Representative commissioners are to be selected by the Steering Committee's
- . They are to operate independently, hold hearing on the Ottawa Occupation and Write their findings, interwoven with a story-telling narrative.

Timetable of the People's Commission

The formal public launch of the People's Commission will be by mid-summer, 2022.

The Commissioner hearings shall be in late summer into the fall of 2022, with the Commissioner report being written and released by February, 2023.

External Partners

The Creation of An Inner-City Stakeholders Group

To assist and advise the Steering Committee, an inner-city multi-stakeholder group will be convened, with representation from community associations, community health and resource centres, business improvement areas, faith communities, unions, school groups, community agencies, and organizations representing diverse communities, especially those confronting hate, discrimination and marginalization. This group will help bring the energy, ideas and goodwill of the community to inform and enhance the success of this initiative.

The Administrative and Fund Raising Support of the Centretown Community Health Centre (CCHC)

- . The People's Commission will enter into a memorandum of understanding with the Centretown Community Health Centre (CCHC), whose administrative help and fund raising abilities will be of immense help to the People's Commission.

Leadership by the Steering Committee

- . With the active support of its institutional partner, the Centretown Community Health Centre (CCHC), the Steering Committee will provide oversight, leadership and direction to the Commission.

