

Minutes of National Citizens' Inquiry Support Committee

August 11, 2022

1. **In attendance:** Andrej, David, [REDACTED], Shawn, Kari, Preston, Scarlett, Ted
Absent: [REDACTED]
2. **Review of July 26 Draft Terms of Reference for Citizens Inquiry:**
 - Agreement to shorten event title to "National Citizens' Inquiry"
 - Terms amended to state Inquiry shall investigate the amounts and distribution of government grants and expenditures made through governments' response to COVID-19.
 - Noted that Commissioners will likely wish to have input on Terms
 - Agreement that draft Terms be adopted as official Terms until such time as the Committee or Commissioners make further changes
3. **Review of Conflict of Interest Forms**
 - Committee reviewed two forms: long form prepared by Shawn and short form prepared by Ted.
 - Agreement that long form was appropriate for Commissioners and short form sufficient for Support Committee members
 - Agreed that Shawn and Andrej will develop a draft process for Commissioner intake, including the Conflict of Interest form
 - Agreed that the short form's questions 1 and 2 are captured by its question 3 so that only the single question is necessary. Secretary to amend the form as needed.
4. **Review of Support Committee's Terms of Reference**
 - Noted that Sections A – E were previously reviewed and approved. Committee proceeded to review Sections F – K.
 - With respect to Section F on Conflict of Interest this needs to be revised in the light of the previous discussion on conflict of interest to recognize the two different forms – one for Commissioners and one for Support Committee members – and to make clear that Committee members will have access to and opportunity to review the conflict of interest forms signed by Commissioners. Secretary to amend.
 - Section G - Dispute Resolution was added to address concerns raised by [edited out] and other members.
 - Chair stressed that, the Support Committee's role is to support and facilitate the work of the Inquiry Commissioners, not to direct the Inquiry or tell the Commissioners what to think or do.
 - A member suggested there may be a need for a "buffer person" between the Support Committee and Commissioners. Group recognized potential need and value and noted need to contemplate duties further.
 - Section J – Committee Role & Responsibilities amended to include establishing a not-for-profit entity to receive and manage funds.
 - Agreed for Committee to discuss delegation of roles & responsibilities at subsequent meeting.
5. **Discussion on Commissioner Selection Process**
 - Chair solicited potential suggestions for Commissioners
 - Members noted Commissioners should be recruited strictly on the basis of competence, ability, and credibility not on the grounds of political correctness, gender/racial quotas, etc.
 - Suggested Commissioners include: David Redman (former Emergency Measures head in Alberta); Jim McCrae (former Filmon government cabinet minister); Richard Schaas (former CMHO Ontario); Jody Wilsom Rayboldt (former federal cabinet minister).

- Noted that selection process would allow for personal applications and nominations. Initial submission procedure to be straightforward, followed by an application package upon receiving an expression of interest from a candidate/nominator.

6. Inquiry Budget

- Members briefly discussing funding matters.
- Suggested and agreed that a not-for-profit entity be established to receive and manage the inquiry's funds / create a bank account.
- David and Andrej to develop and propose to the Committee the necessary by-laws / corporate structure for said entity.
- Kari and David to develop and present to the Committee an outline of major expenditure categories budget will need to address.

7. Scheduling Next Meeting:

- Next meeting set for Wednesday, August 24, 5:30pm EST.