

OFFICIAL INQUIRY - METHODOLOGY

The proposed methodology for the Official Inquiry is as follows:

1. Identification and retention of Investigator by Miller Thomson LLP
 - a. Consideration of potential investigators
 - b. Create list of qualified investigators
 - c. Review and consider investigators' relevant experience
 - d. Final selection of Investigator
2. Confirmation of terms of engagement of Investigator including scope of Investigation
 - a. Review scope of inquiry, including expected outcome/deliverables and negotiate Terms of Engagement
 - b. Preparation and execution of Confidentiality Agreement
 - c. Finalize methodology for Investigation
3. Investigation
 - a. Review of 2014 Investigation
 - (i) Familiarization with organization of MED and relevant Civic administration
 - (ii) Review complaint
 - (iii) Perform interviews as required
 - (iv) Perform further investigation/follow up as required
 - (v) Prepare report regarding the 2014 Investigation, including identification of any issues respecting the investigation procedure, communication of results of the investigation to civic administration/City council, or the implementation of procedures as a result of the 2014 investigation
 - b. Investigation of allegations of further misconduct in MED in 2014
 - (i) Review content of allegations of misconduct, including misuse of security cameras
 - (ii) Interview current and former employees of MED with information from relevant time period
 - (iii) Examine information relevant to investigation
 - (iv) Re-interviews as considered necessary
 - (v) Further investigation as required
 - (vi) Prepare report regarding the investigation into allegations of further misconduct in MED in 2014, including summary of the methodology, the information obtained by the Investigator, witness interviews, and the findings of the investigation.
4. Review of Investigation Report(s), including any necessary follow up discussion with Investigator, and review of relevant City policies/practices by Miller Thomson LLP
5. Preparation of final report by Miller Thomson LLP regarding the findings of the Investigator, issues identified respecting the content of and application of City policies and procedures dealing with workplace misconduct, including bullying and harassment, and potential enhancements to the identified workplace policies and practices.