

Procedure for handling declarations of breach of consent - Consent Committee

In what context does this concern you?

- a person who has experienced or witnessed a breach of consent to l'OsstidBurn
- a person who has behaved in a way that breaks the principles of consent to the l'OsstidBurn and who wishes to acknowledge their actions

The Consent Committee takes seriously any situation related to a breach of consent, whether you feel the need to be seen, to be heard, to access a safe, non-judgmental space for discussion, to seek mediation or to request an action.

For l'OsstidBurn, the Consent Committee is positioned within a restorative justice perspective. To the extent possible and if the parties involved wish to do so, we will attempt to support a caring, equitable and fair process in order to facilitate a positive transformation for the individuals and the community. In the context of this positioning, our role is to offer a caring and fair approach to all those involved, with a view to educating and preserving the community bond.

Preliminary remarks:

- Confidentiality is of paramount importance. All persons involved in the processing of cases are committed to keeping confidential all information reported to them.
- All statements will have to be recorded (emails, transcripts, audio) and will be kept in an archive with very limited access.
- Information regarding declarations will be kept in a file with limited access to the members of the complaints processing committee.
- Individuals involved in the decision process must be free of conflicts of interest. If a conflict of interest is unavoidable, the complaint will be anonymized and forwarded to an external working group, which will make recommendations as to the appropriate decision.
- Should criminal charges be laid in connection with events that are the subject of a breach of consent complaint, the Consent Committee will support the individuals involved in filing a complaint with the legal authorities.

Receiving and handling complaints:

- For l'OsstidBurn, declarations of breach of consent should be sent to consentement@losstidburn.org which is managed (in 2024) by Roxanne Hallal, Chandra Schecter and Victoire Pognon.
- These 3 members of the committee will be the first point of contact and will decide which trio will handle the declaration.
- If one of these people is implicated, or for any other reason you don't want them to see your declaration, please send an email to board@losstidburn.org. The following people receive these emails: Roxanne Hallal, Arno Robin, Guy Girard, Antonia Simpson, Meddy Brai, Camille Clin and Matthew Higginbotham.
- You can also write in the email subject line any pertinent information regarding access to your declaration (i.e *Only for "XYZ" please*).
- Upon reception of the declaration, the Consent Committee will discuss with the person in order to hear their needs and expectations regarding the situation and suggest an appropriate follow-up.
- The 2024 Consent Committee is made up of 6 members [Roxanne "Foxy" Hallal, Matthew "Tic Tac" Higginbotham, Antonia "Apple Pie" Simpson, Meddy "Congratulation" Brai, Chandra Schecter et Victoire Pognon.]. Only 2 or 3 members of the Committee will be selected to review and follow up on the case.

- It is important that the identity of the individuals involved and the details associated with the complaints remain confidential in order to maintain the integrity and safety of the individuals. Only members of the Consent Committee will have access to this information.
- In the event of a sanction, members of [l'OsstidBoard](#) / [l'Organisme de décompression des brûleurs de Montréal](#) may have access to some of this information.

Procedure:

- Upon reception of the declaration, the Consent Committee will contact the person who sent the email within two weeks to assess which of the following types of resolution is requested: active and empathetic listening, mediation and/or filing a complaint with a request for sanction.
- The case will be monitored by 2 or 3 members of the Consent Committee who will work together and hear from all parties involved in the situation. If these members do not reach a consensus, a 3rd person may be involved.
- In the event that a situation cannot be resolved through mediation or active and empathetic listening, a procedure will be put in place to evaluate the possibility of a sanction.

In the event of a potential sanction assessment, the Consent Committee will:

1. Receive a statement from the person(s) who filed the complaint/declaration (if necessary);
2. Receive a statement from the person(s) who are the subject of the complaint/declaration;
3. Receive statements from potential witnesses. Board members may also testify if they have relevant information.
4. Inform the parties and give them the opportunity to review their statements or positions in light of the other evidence filed. All parties must be clearly informed in writing of the facts gathered during the statements.
5. Collect statements from additional witnesses, if any.
6. Gather and write the statements in a single document (report) for evaluation of the case. The report is confidential and anonymized. The report is visible only to those making a decision.
7. Make a recommendation for a sanction that will be communicated to the other members of the Consent Committee and l'OsstidBoard.
8. In case of disagreement, a third member of the committee may add their point of view.
9. Communicate the decision to l'OsstidBoard and to the persons involved : the person(s) who made the declaration, the person(s) affected by the declaration, l'OsstidBoard and l'Organisme de décompression des brûleurs de Montréal (if applicable). In order to minimize the dissemination of information, l'Organisme de décompression des brûleurs de Montréal will only be involved in the case of sanctions involving other official Burners events.

Processing time

The Consent Committee is responsible for dealing with declarations received in a timely manner. The committee is dedicated to responding to all emails received within two weeks.