



SPECIAL COMMITTEE ON TRANSITION MATTERS

19th Legislative Assembly
Terms of Reference

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TERMS OF REFERENCE

PURPOSE

The Legislative Assembly's Guiding Principles and Process Conventions calls for the establishment of a joint Special Committee on Transition Matters. The purpose of this Special Committee is to make recommendations to the next Legislative Assembly on the transition process and the political structure of the 20th Legislative Assembly.

COMPOSITION

The special committee is comprised of six Members of the Legislative Assembly, two selected from among Members of the Executive Council and four selected from among Regular Members. One of the four Regular Members shall be appointed chair of the committee. All Members of the special committee, including the chair, are to be appointed by Motion of the Legislative Assembly.

ACCOUNTABILITY

This Committee is accountable to the Legislative Assembly.

A final report from this committee is to be tabled no later than the first day of the final sitting of the 19th Legislative Assembly.

The Committee shall provide periodic updates to Caucus on its progress and draft recommendations.

DECISION MAKING

Decisions will be made by consensus.

If the Committee cannot reach a decision by consensus, the matter will be referred to Caucus for further deliberation and direction.

All members of this Committee serve as equals and are encouraged to participate in discussions free from Cabinet or Committee solidarity.

SCOPE

- 1) This Committee will prepare a report on behalf of the Caucus of the 19th Legislative Assembly with advice for consideration by the Caucus of the 20th Legislative Assembly.
- 2) The Committee's final report should be moderate in tone, factual in approach, and respectful of the authority of the 20th Assembly.
- 3) The Committee's final report should identify, describe, and make recommendations on the following matters:
 - (a) the timing, content, and format of the orientation of Members of the 20th Legislative Assembly;
 - (b) the timing and approval process for the 20th Assembly's first and subsequent business plans and budget;
 - (c) a process for setting the priorities of the 20th Legislative Assembly, including changes to the Guiding Principles and Process Conventions;
 - (d) the size, structure and selection process for the Executive Council and standing committees of the 20th Legislative Assembly; and
 - (e) whether, how and when to conduct mid-term reviews of the priorities of the 20th Legislative Assembly and the performance of cabinet and standing committees.
- 4) The Committee's final report will be made available for consideration by Members of the 20th Legislative Assembly, but in no way will it fetter the right of the next Assembly to make decisions.
- 5) Any report or other document produced by the Committee is not intended to replace or take precedent over any other transition materials that may be produced by Cabinet, the House, or Standing and Special Committees.

BUDGET

As a Committee of the House, the budget for the Committee will be drawn from the operational funds of the Legislative Assembly. The Committee will make every effort to conduct its meetings while members are in the capital for other Assembly business.

QUORUM

Quorum for the Committee will be three Members including one Minister.

TIMING

The Committee will come into existence upon adoption of a Motion of the Legislative Assembly and will discontinue upon dissolution of the 19th Legislative Assembly.

The Committee's draft report will be reviewed during a meeting of Caucus in advance of tabling during the last sitting of the Legislative Assembly prior to dissolution in 2023.

OPERATIONS

The Committee:

- (a) will meet monthly or as required at the call of the chair, in person or by phone or video conferencing;
- (b) will record decisions taken; and
- (c) will report, as necessary or as prescribed, to the House, through Caucus.

OPERATIONAL SUPPORT

The Committee will be supported by the Clerk of the Legislative Assembly and other officials as required.

Supporting officials will assist the Committee by:

- (a) arranging for and organizing meetings of the Committee;
- (b) coordinating the preparation of information, briefing material and advice required by the Committee to fulfill its terms of reference;
- (c) summarizing Committee decisions and direction;
- (d) maintaining and retaining Committee records; and
- (e) drafting a final report for the Committees consideration.