

**SPECIAL COMMITTEE ON
TRANSITION MATTERS**

TERMS OF REFERENCE

PURPOSE

The purpose of this Special Committee is for the Caucus of the 17th Legislative Assembly to identify and report on major current trends and issues for consideration by the Caucus of the 18th Legislative Assembly and to advise on the process for transition.

COMPOSITION

This committee is comprised of five Members of the Legislative Assembly, two selected from among Members of the Executive Council and three selected from among Regular Members.

The Caucus Chair, by virtue of office, is a Member of and shall chair the Committee.

All Members of this Committee are to be appointed by motion of the Legislative Assembly.

ACCOUNTABILITY

This Committee is accountable to the Legislative Assembly.

Updates on the progress of this Committee will be made to Caucus.

A final report from this Committee is expected to be tabled in the Legislative Assembly on behalf of Caucus, after being reviewed by Caucus.

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 deliberation and direction.

All Members of this Committee serve as equal members of Caucus 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 17th Legislative Assembly with advice for consideration by the Caucus of the 18th Legislative Assembly.
- 2) The report should be moderate in tone, factual in approach, and respectful of the authority of the 18th Assembly.
- 3) The report should identify, describe, and signify major current trends and issues, in the form of:
 - (a) major economic trends that may affect territorial public finances and the consideration of future priorities by the 18th Assembly;
 - (b) major changes in the policy making environment that may affect the consideration of future priorities by the 18th Assembly;
 - (c) and, major priorities, projects, or issues, that arose during the 17th Assembly, or earlier, that may carry-over for consideration by the 18th Assembly.
- 4) The report should present options and recommendations on the transition process from the 17th Assembly to the 18th Assembly, including the structure of orientation, leadership selection, and priority setting.
- 5) It is expected that this report will be tabled in the Legislative Assembly on behalf of Caucus.
- 6) This report will be available for consideration by Members of the 18th Legislative Assembly, but in no way will it fetter the right of the next Assembly to take decisions.
- 7) Any report or other document produced by this Committee is not intended to replace or take precedent over any other transition materials that may be produced by Cabinet, the House, or its Committees.

BUDGET

As a Committee of the House, the budget for this Committee will be drawn from the 2015-2016 operational funds of the Legislative Assembly.

QUORUM

Quorum for the Special Committee will be four Members including one Minister.

TIMING

The Committee will come into existence in accordance with a motion of the Legislative Assembly and will discontinue upon dissolution of the 17th Legislative Assembly.

The Committee's draft report will be reviewed during a meeting of Caucus in advance of the last sitting of the Legislative Assembly prior to dissolution in 2015.

The Committee's final report is to be tabled in the Legislative Assembly during the last sitting of the Legislative Assembly prior to dissolution in 2015.

OPERATIONS

The Committee:

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

OPERATIONAL SUPPORT

The Committee will be supported by a joint committee of officials or their respective designates that comprise the:

- Clerk of the Legislative Assembly
- Secretary to Cabinet
- Secretary to the Financial Management Board
- Special Assistant to the Secretary to Cabinet, Government Transition, who shall serve as Secretary to the Special Committee.

Supporting officials will assist the Committee by:

- (a) arranging for and organizing meetings of the Committee;
- (b) coordinating the preparation of information or material required by the Committee;
- (c) summarizing Committee decisions and direction; and
- (d) maintaining and retaining Committee records.