



SPECIAL COMMITTEE ON TRANSITION MATTERS

20th Legislative Assembly
DRAFT Terms of Reference

SPECIAL COMMITTEE ON TRANSITION MATTERS

TERMS OF REFERENCE

PURPOSE

The Legislative Assembly's Process Convention on Priority Setting and Reporting calls for the establishment of a 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 21st 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 appointed by Motion of the Legislative Assembly.

ACCOUNTABILITY

This Committee is accountable to the Legislative Assembly. The Chair shall provide regular updates to Caucus on its progress and draft recommendations.

A final report from this committee is to be tabled no later than the first day of the 2027 Spring sitting of the 20th Legislative Assembly.

DECISION MAKING

The Rules and Procedures of the Legislative Assembly shall be observed in Committees in so far as they are applicable. Committee discussions and decisions will be presented at Caucus for input from all Members before a final report is delivered to the House.

All members of this Committee serve as equals and are encouraged to participate in discussions free from their Executive Council or Regular Member roles.

SCOPE

- 1) This Committee will prepare a report on behalf of the Members of the 20th Legislative Assembly with advice for consideration by Members of the 21st Legislative Assembly.
- 2) The Committee's final report should be moderate in tone, factual in approach, and respectful of the authority of the 21st Assembly.

- 3) The Committee's final report should identify, describe, and make recommendations on the following matters:
 - (a) the Process Convention for Transition Stewardship during the transition from the 20th Legislative Assembly to the 21st Legislative Assembly;
 - (b) the timing, content, and format of the orientation of Members of the 21st Legislative Assembly;
 - (c) a process for setting the priorities of the 21th Legislative Assembly, including review of the Process Convention on Priority Setting and Reporting;
 - (d) the timing and approval process for the 21st Assembly's first and subsequent business plans and budget;
 - (e) the size, structure and selection process for the Executive Council and standing committees of the 21st Legislative Assembly, including a review of the Process Convention of the Territorial Leadership Committee;
 - (f) the legislative development and review process; and
 - (g) other matters the Committee agrees is relevant, and appropriate to make recommendations on.
- 4) The Committee's final report will be made available for consideration by Members of the 21st Legislative Assembly but does not limit the rights of Members of the 21st Assembly to make their own 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.

QUORUM

Quorum for the Committee will be three Members including one Member of the Executive Council.

TIMING

The Committee will come into existence upon adoption of a Motion of the Legislative Assembly and will discontinue upon dissolution of the 20th Legislative Assembly.

The Committee's draft report will be reviewed during a meeting of Caucus in advance of being read in the House during the 2027 Spring sitting of the 20th Legislative Assembly.

OPERATIONS

The Committee:

- (a) will meet 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 Caucus and the House.

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.