

**ADMINISTRATIVE JUSTICE PROJECT  
ADVISORY COMMITTEE  
Minutes - August 21, 2001  
In Attendance:**

Gillian Wallace (Chair)  
Phillip Bryden  
Susan Christie (Secretary)  
Lisa Cowan  
Margaret Eckenfelder  
Diane Flood  
Fern Jeffries  
Wendi Mackay  
Janet McGregor

**1. INTRODUCTIONS**

**2. CORE SERVICES REVIEW**

The committee was provided with an overview of Government's Core Services Review. The review is proceeding in three related streams: Crown Agencies Secretariat (CAS) is taking the lead on review of most Crown Corporations; individual ministries are responsible for the review of all their ministry programs as well as any associated agencies, boards and commissions not included in the Administrative Justice Project; and, the AJP is taking the lead on the core review of the approximately sixty adjudicative bodies listed in the Appendix to the project's terms of reference. Guidelines for all three streams have been provided to those responsible for the review to ensure the production of comparable information across government. The first phase described in the AJP guidelines (distributed at meeting) parallels those used by the CAS as well as those provided to all ministers by the Premier's Office. Responses are due by the end of November. Phase 2 of the AJP Core Services Review should be completed by the end of February 2001, and will involve a more detailed examination of program effectiveness and accountability.

The AJP guidelines request information both from agencies and from host ministries. AJP will provide the results of its analysis regarding the included agencies to the relevant host ministry. Results will be presented to the Core Services Review and Deregulation Task Force. Presentation approaches will vary and Deputy Ministers and Agency Chairs will need to agree on how best to present material to the Task Force.

All involved are committed to regular communication to ensure that the related processes are coordinated and meet the government's objectives as specified by the Premier.

**3. AJP TERMS OF REFERENCE AND TIMEFRAMES**

The committee had a brief discussion of the Terms of Reference for the project (dated July 27 and posted on website). It was acknowledged that the tight timeframes will require focussed efforts from all involved and, whenever possible, building on work already done.

**4. ADVISORY COMMITTEE TERMS OF REFERENCE**

The committee reviewed and approved the proposed Terms of Reference for the AJP Advisory Committee. The following additional clarifications were made during the discussion:

- Workplans for specific AJP projects will be ready for discussion at the next meeting of the committee.
- Given tight timeframes for the production of background papers, it may not be possible for the committee to provide detailed comments on drafts.
- Committee members were asked to participate on the Advisory Committee on the basis of personal knowledge and expertise. The views expressed, while informed as appropriate by discussion with colleagues, do not represent the official position of their ministry or organization.

**5. AJP PROJECT MEMBERS AND PARTICIPANTS**

**Action:** It was agreed that the AJP will develop short bio's for all project staff and post them on the website.

**6. MOU PROJECT**

The committee heard a short history of the Model Memorandum of Understanding (MOU) Project jointly sponsored by the Circle of Chairs and the government.

**Decision :** It was decided that the Pilot Phase of the MOU project will be delayed until an appropriate time in light of the Core Services Review and AJP.

Implementation of the draft Model MOU will be addressed by the AJP and will be re-considered by this committee following the completion of Phase 1 of the Reviews (December).

#### **7. COMMUNICATIONS**

**Decision:** The committee agreed that the Ministry of Attorney General Communications Contact (Curtis Albertson) will serve as media spokesperson for the AJP. Curtis can be reached at 250 356 -1196.

On occasion, members may be asked to keep draft documents confidential until their public release. Status of documents will be clearly identified at each meeting.

#### **8. CONSULTATION IN PHASES 1 AND 2**

The Terms of Reference clearly identify a consultation phase. The Project Director is committed to widespread consultation and involvement from

those with relevant expertise and experience. The detailed workplan for each component will reflect when and how consultation will take place.

#### **9. OTHER ISSUES**

#### **10. NEXT MEETINGS**

**September** - detailed workplans to be reviewed

**November** - background papers available

Drafts to be circulated to members as they become available.

#### **Documents Distributed at the Meeting:**

- I) Administrative Justice Project Personnel
- II) Advisory Committee - Proposed Terms of Reference
- III) Core Services Review - Guidelines for Administrative Agencies
- IV) Public Agencies - Appointment Policy
- V) Public Agencies - Profile and Declaration
- VI) Public Agencies - Sample Timelines