

Terms of Reference

Confidence and Supply Agreement Secretariat

These terms of reference were prepared as contemplated by the Acting Comptroller General's letter of July 18, 2017, which directed Government Communications and Public Engagement to work with the BC Public Service Agency to develop the Secretariat's written terms of reference, which will ensure consistency with the BC Public Service Standards of Conduct. The BC Public Service Agency has reviewed these terms of reference and concurs the duties described below are consistent with the BC Public Service Standards of Conduct.

Purpose of the Secretariat:

- Organize and facilitate government's consultations with the Green Party Caucus as contemplated by the Confidence and Supply Agreement between the New Democratic Party Caucus and BC Green Party Caucus (the "Consultations").

Duties:

Led by the Executive Director, Confidence and Supply Agreement Secretariat, the Secretariat will:

- Establish the methods through which government will conduct the Consultations with the BC Green Party Caucus, including but not limited to a Confidence and Supply Agreement Consultation Committee (the "Committee").
- Be responsible for the establishment, and possible future amendments, of the Terms of Reference and Procedures for the Committee.
- Provide secretariat support to the Committee, including preparing agendas, coordinating and facilitating meetings, and preparing minutes.
- Receive and process requests for consultation on specific policy issues or initiatives from the Green Party Caucus.
- Receive, process and coordinate requests for information related to policy issues or initiatives upon which the government has agreed to consult.
- Coordinate follow up from the consultation process.
- Develop and maintain a tracking system for policy issues and initiatives under consultation.
- Serve as the primary point of contact for government employees who have questions regarding the Consultations.
- Develop internal government protocols related to the Consultations.

- Ensure that individuals involved in consultation understand Government regulations, policies and protocols regarding Cabinet confidentiality, solicitor-client privilege, Freedom of Information and Protection of Privacy, budget consultation protocols and other regulations and policies that may apply.
 - Compile guidance, protocols, and confidentiality agreements as appropriate and provide to consultation participants;
 - Coordinate preparation, signing and filing of any required confidentiality agreements.
- Facilitate consultation between government and Green Party Caucus communications staff on external communication as recommended by the Committee.
- Ensure records management meets requirements of the *Freedom of Information and Protection of Privacy Act* and the *Information Management Act*.