



**4<sup>rd</sup> MEETING OF 2012  
36<sup>th</sup> MEETING OF  
THE CONSTITUTIONAL COMMISSION  
22 JUNE, 2012  
COMMISSIONS SECRETARIAT**

**PRESENT:** Jude Scott Chairman  
Sara Collins Member  
Wil Pineau Member

**APOLOGIES:** N/A

**Secretariat members present:**

Michael Ebanks Analyst, Commissions Secretariat

**1. Call to order**

The meeting was called to order at 10:20am.

**2. Welcome**

The Chairman welcomed members to the first meeting under his chairmanship. The Chairman led a brief introductory of his reviews of the constitutional mandate of the Constitutional Commission. He then sought input from the other members of the Commission on their views of the overall role of the Commission. Members discussed issues such as resources, time constraints, and the necessity in remaining objective. All members agreed that while the role of Commission is identified in the Constitution, consensus must be reached in regards to the members' interpretation of its remit. Further discussions and the consideration of taking legal advice on the matter will take place as needed.

**3. New Business**

**a. Policies and Procedures Manual**

The Commission adopted the existing Policies and Procedures Manual, subject to minor changes. The revised document will be published following finalisation of those changes.

**b. Informational Flyer**

The new members were informed of the origin of the informational flyer and its use as a tool to promote awareness within the community. Minor changes to the flyer were agreed and will be updated for publication and distribution, including posting to the Commission's website.

**c. Protocols for Communication**

All members agreed that the Chairman is the spokesperson for the Commission for all communications on behalf of the Commission. However, incoming requests for

information from the Commission will be directed through the Manager of the Commissions Secretariat who will liaise with the Chairman. Members also discussed the use of media as a means in which to responsibly communicate to the general public.

**d. Proposed Actions for Outstanding Research Papers**

The Chairman reiterated the need for neutrality and objectivity in developing research papers and as such consideration was given to the most appropriate avenues for delivering these papers in an effort to encourage dialogue and use of valuable information. In this regard, the Commission is keen to set priorities concerning research subject areas and processes to document enquiries and matters of interest, while maintaining its current operation with respect to openness and accessibility to the public. The Commission is aware that it should only provide in-depth feedback to enquiries that are within its mandate and all enquiries should be directed to the most appropriate source of information.

**e. Arrangement of Meetings**

The Commission will meet once a month, on the 3<sup>rd</sup> Friday at the Commissions Secretariat, unless it becomes necessary to meet more frequently.

**4. Any other Business**

**Constitution Day 2012**

The Commission has requested the Secretariat to develop a public message for Constitution Day.

**5. Action List**

The Secretariat was tasked with the following -

- a. Make the necessary adjustments to the informational flyer;
- b. Prepare a grid detailing the purpose and status of current projects;
- c. Draft a Constitutional Day message;
- d. Draft a disclaimer to be added to information publications issued by the Commission.
- e. Extrapolate the main issues addressed by a paper on Crown Land to allow the new Commission to discuss the relevant processes and appropriate ownership of those processes; and
- f. Make the agreed changes to the Policies and Procedures Manual.

**6. Next Meeting**

The next meeting is scheduled for 20 July, 2012 in the Commissions Secretariat's conference room at 10:00am.

**7. Adjournment**

The meeting was adjourned at 12:10pm.

  
\_\_\_\_\_  
Jude Scott  
CHAIRMAN  
CONSTITUTIONAL COMMISSION