

# Terms of Reference for the Private Members' Caucus of the Executive Council

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## Terms of Reference for a Committee of the Yukon Executive Council

*Government Organization Act R.S.Y. 2002 c. 105 section 5*

### Private Members' Caucus

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The Executive Council has determined that a Committee of the Executive Council is necessary to advise the Executive Council in respect of the matters addressed in these Terms of Reference.

#### **Purpose**

1. The Purpose of this Committee of the Executive Council is to:
  - 1.1. Provide a consultative mechanism for members of Executive Council to obtain the views of private members within the government caucus
  - 1.2. Review policy direction and questions on non-legislative items that require input from private members of the government caucus, where the subject is one where members are likely to have views and where the matters are not specific to a single member or electoral district

#### **Membership**

2. Membership of this Committee of the Executive Council consists of:
  - 2.1. All private members of the government caucus
3. For greater certainty, the Speaker of the Legislative Assembly and members of the Executive Council are not members of this Committee

#### **General**

4. **Timing**
  - 4.1. This Committee of the Executive Council was formed on February 19, 2026.
  - 4.2. This Committee of the Executive Council will not expire.
5. **Open Government**
  - 5.1. These Terms of Reference will be published on the open access portal by the Minister of the Executive Council Office.
6. **Procedural matters**
  - 6.1. The Co-Chairs of the Private Members' Caucus are Adam Gerle and Tyler Porter.
  - 6.2. Cabinet Office will serve as PMC Secretariat, with Director of Constituency Affairs assuming responsibility for secretarial duties.

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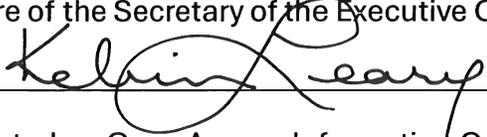
- 6.3. Meetings will be scheduled weekly following government caucus meetings in the Cabinet Boardroom, subject to requirements and member availability.
  - 6.3.1. Virtual attendance is permitted and encouraged.
- 6.4. Meeting agendas and documentation will be distributed in advance of each PMC meeting by the Director of Constituency Affairs.
  - 6.4.1. A Minister may request that an item be placed on the PMC agenda if that item is within their portfolio, is non-legislative in nature, and feedback from private members of the government caucus on that item is necessary or desirable.
  - 6.4.2. The Director of Constituency Affairs and Director of Policy will assist any Minister in determining whether an item should be placed on the agenda.
- 6.5. Meeting input documentation will include a PMC Submission based on the PMC Submission Template, to be completed and presented by the sponsoring Minister's office in conjunction with Cabinet Office Policy.
  - 6.5.1. The PMC Submission for each item shall not exceed two pages without the approval of the Chair.
- 6.6. Quorum consists of a Chair and one additional member.
  - 6.6.1. If both Chairs are absent and either Chair agrees that a PMC meeting should take place, either Chair may designate another member as Acting Chair for the duration of that meeting.
- 6.7. Meeting output documentation will consist of a PMC Consultation Summary ("PMC-CS") that summarizes member feedback and opinion for the sponsoring Minister.
  - 6.7.1. The PMC-CS will be prepared by the Director of Constituency Affairs or designate.
  - 6.7.2. The PMC-CS will be approved by the Committee Chair.
  - 6.7.3. The PMC-CS will be provided to ECO by the sponsoring Minister for inclusion in the Cabinet package if applicable and copied to the Principal Secretary.
  - 6.7.4. The Cabinet package including the PMC-CS will be provided to the sponsoring Minister.

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Creation of this Committee of the Executive Council was approved by the Executive Council on February 19, 2026.

Signature of the Secretary of the Executive Council:

  
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Date Posted on Open Access Information Government Portal: February 23, 2026

Update or Revision Made: N/A