

Terms of Reference for the Cabinet Committee on Legislation of the Executive Council

Terms of Reference for a Committee of the Executive Council

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

Cabinet Committee on Legislation

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:
 - review draft legislation clause by clause for legal and policy issues and for plain language to ensure that it reflects Cabinet's direction before recommending to Cabinet that a regulation is ready to enact or a bill is ready for approval to table in the Yukon Legislative Assembly; and
 - set the legislative agenda.

Membership

2. The membership of this committee of the Executive Council is:
 - Chair: Minister of Justice
 - Vice-Chair: Minister of Justice's First Alternate
 - Members: All Ministers

General

3. **Open government**
 - 3.1. These Terms of Reference are published on the open access portal by the Minister of the Executive Council Office.

Procedural matters

4. **Quorum**
 - 4.1. Quorum consists of three members.
5. **Advisors**
 - 5.1. The advisors to the committee are:
 - Cabinet Secretary
 - Deputy Minister of Justice
 - Principal Secretary

Chief of Staff
Chief Legislative Counsel
Sponsoring Deputy Minister or designate

- 5.2. The Minister and officials of the sponsoring department attend and speak to draft legislation. Where the legislative changes are proposed by a select committee or are a result of its work, the select committee chair or designate may attend.

6. Secretariat

- 6.1. The Executive Council Office is responsible for supporting committee operations. This includes developing and managing the agenda; evaluating, coordinating and distributing all meeting materials and minutes; and providing support to the Chair and members as needed.
- 6.2. The Executive Council Office evaluates the readiness of proposals for committee consideration, and prepares a corporate analysis where appropriate, depending on the complexity and nature of the submission.

7. Mandate

- 7.1. The Cabinet Committee on Legislation is established by Order-in-Council 2026/86 under the *Government Organisation Act* to act on behalf of Cabinet.

8. Terms of Reference and procedures

- 8.1. Established by Cabinet and require Cabinet approval to be amended.

9. Confidentiality

- 9.1. The key principles of Cabinet confidentiality apply to all discussions and all materials. All committee materials are treated as confidential unless otherwise approved for distribution.

10. Agenda

- 10.1. The Secretariat prepares the agenda for approval by the Chair. Ministers bring forward items as formal submissions.

11. Meetings

- 11.1. Committee meetings are held every two weeks, or on an as-needed basis as determined by the Chair.

- 11.2. The committee generally meets every second Thursday, on opposite weeks from Cabinet and Management Board meetings. Meetings are typically held from 10 to 11 a.m.
- 11.3. Meeting packages are distributed electronically to members and advisors through secure transmittal processes, unless a hard copy is requested.

12. Minutes

- 12.1. The Secretariat prepares meeting minutes based on decisions or direction of the committee and distributes the minutes approved by the Chair to members and provides extracts to Deputy Ministers of affected departments.

13. Items for the committee

- 13.1. Line-by-line reviews of draft bills and regulations before the Cabinet Committee on Legislation recommends the draft bill or regulation is ready for Cabinet approval.
- 13.2. Approval of the legislative agenda.
- 13.3. Other related business as agreed to by the committee.

14. Regulations exempted from the Cabinet Committee on Legislation

- 14.1. The following exhaustive list of legislative items are exempted from Cabinet Committee on Legislation line-by-line review because they occur annually, do not present a new or changed policy decision, and are administrative or routine in nature.

Departments may present the Order-in-Council, regulation or order directly to Cabinet with a condensed Cabinet Submission explaining the regulation from the Minister responsible.

14.1.1. *Assessment and Taxation Act*

- Annual property tax rate Order-in-Council, where rates are unchanged
- Annual local improvement charges
- Annual property tax exemptions for non-profit societies

14.1.2. *Financial Administration Act*

- Remission orders

14.1.3. *Highways Act*

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- Annual or temporary road closures
- 14.1.4. *Education Act*
- School board and council election dates

15. Process for submissions

- 15.1. Submissions for decision items are provided to the Executive Council Office three weeks in advance of meetings.
- 15.2. Ministers are expected to sign documents prepared by their departments to indicate their support for the proposal. Signed documents are provided by the Minister's office to the Secretariat. The Secretariat will log and file documents and prepare the agenda.
- 15.3. Agenda and meeting packages are distributed by the Secretariat to members generally one week in advance of the meetings.

16. Format of submissions

- 16.1. Routing sheet
- 16.2. Condensed submission (using template)
- 16.3. Communications strategy
- 16.4. Annotated draft legislation
- 16.5. Bilingual Cabinet Committee on Legislation version of legislation
- 16.6. Reporting letter (for regulations)

Creation of this Committee of the Executive Council was approved by the Executive Council on August 5, 2026.

Signature of the Cabinet Secretary:



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Update or revision made: N/A