

# **Media Liaison Committee**

## **Terms of Reference**

### **Name**

Media Liaison Committee

### **Members**

Members are selected by the respective Chief Justices/Judges, in consultation with the Senior Advisor. Media and other representatives are selected by their respective organizations:

Senior Advisor: Judge, Court of Appeal  
Judge, Supreme Court – General Division  
Judge, Supreme Court – Family Division  
Judge, Provincial Court  
Judge, Family Court

Facilitator: Director of Communications – Executive Office of the Nova Scotia Judiciary

Director: Department of Justice (1) designated by the Department

Media (6 or alternates), selected by members of the media

Journalism Schools (2), selected by NSCC and the University of King's College School of Journalism

Media lawyer: Nancy Rubin, Q.C.

### **Goal**

To provide a forum in which the media and the judiciary can discuss issues of mutual concern and consider possible solutions.

### **Deliverables**

- Solutions to issues of mutual concern
- Policy recommendation and advice to the Council of Nova Scotia Chief Judges (and an information sharing role to the courts which its members represent)

### **Authority**

The Committee fulfills an advisory role to the Council of Nova Scotia Chief Judges.

### **Reporting Relationship**

The Committee serves at the pleasure of the Council of Nova Scotia Chief Judges, and shares consensus and dissenting perspectives when making recommendations or providing advice.

It is understood that when an alternate attends a meeting, that alternate will report back to the permanent member on the details of the meeting.

## **Resources and Budget**

The Committee is supported by the Director of Communications. The Committee does not have a budget.

## **Governance**

### Frequency

The Committee meets at least once per year, at the request of a committee member or as often as the Chair determines is necessary.

The Committee meets at the Law Courts.

### Senior Advisor

Senior Advisor shall be the judge, appointed by the Chief Justice of Nova Scotia in consultation with the Council of Nova Scotia Chief Judges who represents the Court of Appeal.

### Membership Term

The Chair and members of the committee shall serve two year terms, which may be renewed.

### Agenda

The Scribe, in consultation with the Facilitator, prepares the agenda in consultation with the Chair.

### Notice

Committee members receive notice of each meeting and related materials in sufficient time for the members to adequately prepare for the meeting. In an urgent situation, the Chair may call a meeting on short notice.

### Quorum

A majority of each of the media representatives and the judicial representatives present or participating by phone or videoconference constitutes a quorum.

### Decision Making

Decisions are made by consensus, as interpreted by the Chair. Where no consensus is reached, the Senior Advisor will determine the level of consensus. Consensus and dissenting perspectives will be shared when making recommendations or providing advice.

### Telephone meetings

Committee meetings may take place by telephone or other communications facilities that permit all participants in the meeting to hear each other. A member who participates in the meeting by such means is counted as present at the meeting.

## Executive Office

The Director of Communications of the Executive Office of the Nova Scotia Judiciary attends all meetings as a Facilitator and Advisor.

## Finalization of Meeting Notes

The Scribe shall prepare the meeting notes in consultation with the Senior Advisor and Facilitator, and will endeavor to distribute them within one week. The notes will include any accompanying written submissions to all Committee members.

Notes are finalized at the subsequent meeting of the Committee.

## **Advisors**

The Committee may engage any advisor that it considers necessary for it to carry out its duties, subject to available resources.

## **Biannual Review**

A review of the Committee will be carried out every two years to ensure the Committee is operating efficiently and effectively.

The Senior Advisor and a media representative will be responsible for undertaking the review with support provided by the Executive Office.

## **Confidential Information**

The Committee, its members, and staff of the Executive Office shall keep information provided and discussions held in confidence, subject to the requirement to communicate decisions. Discussions of and between members of the committee are held "off the record".

These obligations survive the conclusion of a member's tenure on the Committee and the tenure of staff with the Executive Office.