



**2021  
ANNUAL  
REPORT**

Presented January 19, 2022



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Appendix 1: CRD Review correspondence/working group reports

## Supporting Documents

An archive of Annual Reports from the Victoria Family Court and Youth Justice Committee and a regularly updated wealth of supporting documents, resources and links to relevant organizations in the Greater Victoria region can be found at the VFCYJC website. [victoriafamilycourt.ca](http://victoriafamilycourt.ca)

## Territorial Acknowledgement

The Victoria Family Court and Youth Justice Committee meets on the unceded Coast Salish Territory of the Lekwungen-speaking and WSÁNEĆ nations. We acknowledge and thank the Lekwungen-speaking peoples, also known as the Songhees, Esquimalt and Beecher Bay First Nations communities for allowing us to live on their lands.

The VFCYJC further acknowledges that the capital region spans the Traditional Territories of Coast and Straits Salish and Nuu-chah-nulth peoples and that, by virtue of being represented by all 13 municipalities, our committee is responsible to help build respectful and enduring relationships with our First Nations neighbours.

# CODE OF CONDUCT

1. Members shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the committee and guests are to be treated fairly with dignity, courtesy, and empathy.
2. Members understand that the meetings often discuss issues where confidential personal identifying information is included. Any such confidential information shall be treated as confidential and not discussed outside of the committee.
3. Members shall act in a manner that fulfills the mandate and the mission of the Victoria Family Court & Youth Justice (VFCYJ) committee;
4. Members shall respect the due process and the authority of the Chair, Vice-Chair or the Presiding Officer;
5. Members shall give fair consideration to diverse opinions and viewpoints;
6. Members shall demonstrate professionalism, transparency, timeliness, accountability in completing tasks undertaken by the committee;
7. Members shall strive to attend all meetings, sending apologies to the Chair for necessary absences.
8. Members will prepare for the meeting by reading the agenda, papers and any emails before the meeting.
9. Members if they need to clarify anything about the agenda, process or mandate contact the Chair.
10. Members agree to arrive on time for the meeting and strive to stay to the end.
11. Members are encouraged to fully participate in the meeting.
  - a. Listen to what others have to say and keep an open mind.
  - b. Contribute positively to the discussions.
  - c. Be concise
  - d. Be respectful of others opinions and time
  - e. Minimize the side conversations
12. Members shall have the best interests of the VFCYJ committee in mind at all times.
13. Members shall draw attention to any potential conflicts of interest that may arise in the meeting.
14. Members shall fulfil any responsibilities assigned to them at the meeting and be prepared to report back on your progress at the next meeting.
15. Each member of the committee will receive a copy of this Code of Conduct.



## 2021 LOCAL GOVERNMENT REPRESENTATIVES

Cynthia Day, Councillor (Colwood), VFCYJC Chair  
Marie--T r se Little, Councillor (Metchosin), VFCYJC Vice-Chair, and Chair Court Watch Subcommittee  
Bill McElroy, Treasurer, Chair CRAT/SEY  
Adam Flint, Citizen Representative (View Royal), Chair, Communications Sub-Committee  
Marilynn Holman Citizen Representative (Saanich), Co-Chair Youth & Family Matters Sub-Committee  
Marcie McLean, Councillor (Highlands), Chair, Priorities Sub-Committee  
Sandra Sarsfield, CRD, Co-Chair, Youth & Family Matters Sub-Committee  
Leslie Anderson, Councillor (Alternate-Highlands)  
Jeff Bateman, Councillor (Sooke)  
Nathalie Chambers, Councillor (Saanich)  
Barbara Fallot, Councillor (Sidney)  
Heather Gartshore, Councillor (North Saanich)  
Lynda Hundleby, Councillor (Esquimalt)  
Ron Mattson, Councillor (View Royal)  
Terri O'Keefe, Councillor (Alternate-Sidney)  
Stewart Parkinson, Councillor (Alternate-Colwood)  
Patricia Pearson, Council (Alternate-North Saanich)  
Esther Paterson, Councillor (Oak Bay)  
Sarah Potts, Councillor (Victoria)  
Matt Sahlstrom, Councillor (Langford)  
Kari Sloan, Citizen Representative (Victoria)  
Daleen Thomas, Citizen Representative (Central Saanich)

## 2021 SCHOOL DISTRICT REPRESENTATIVES

Angie Hentze, Trustee, Victoria SD 61  
Alicia Holman, Trustee, Saanich SD 63  
Margot Swinburnson, Trustee, Sooke SD 62  
Diana Seaton, Trustee, Sooke SD 62 (alternate)

## 2021 RESOURCE AGENCIES

Ranj Atwal, MCFD, Director of Operations, South Vancouver Island  
Suzanne Beavan, Youth Justice Team Leader Member, Youth Probation Officer, Saanich Police  
Cate Bennett, MCFD - Youth Justice  
Pat Bryant, Mobile Youth Services Team  
Alesha Doran, Executive Director, Indigenous Perspectives Society  
Mia Golden, Crime Reduction & Exploitation Diversion Program and Mobile Youth Services Team  
Sue Hendricks, Aboriginal Programs & Relationships  
Melissa Hyland, Director, Resiliency Rising Society  
Gord Irving, Executive Director, Victoria Boys & Girls Club  
Gillian Lindquist, Executive Director, Restorative Justice Victoria

Darin Reimer, Executive Director, Youth Sanctuary  
Colin Tessier, Executive Director, Threshold Youth Housing  
Vanessa White, School District 62  
Central Saanich Police  
John Howard Society of Victoria  
Pacific Centre Family Services Association  
Public Safety and Solicitor General  
Saanich Police  
Sidney RCMP  
Single Parent Resource Centre  
Sooke RCMP  
Victoria Court Registry  
Victoria Police  
West Shore RCMP

# THREE-YEAR STRATEGIC PLAN

## 2018-2021

The VFCYJC will be developing its next three-year strategic plan in 2022.

### **Mission:**

To facilitate connections between municipal and First Nations governments, school districts, service providers, and the broader community in order to educate and advocate on the challenges and shortfalls facing youth and families who may come into contact with the justice system.

### **Vision:**

Families and youth have access to timely and appropriate supports within their communities so that they may achieve their full potential.

### **Goals:**

1. Increase awareness of the issues facing families and youth involved with the justice system, and raise the profile of the Victoria Family Court and Youth Justice Committee.
  - a. Identify gaps in services.
  - b. Support youth initiatives.
2. Pursue and promote meaningful reconciliation with the Indigenous community.
  - a. Committee members participate in Cultural Competency Training
  - b. Acknowledge and reduce the over-representation of Indigenous people in the justice system.
3. Advocate for policies and initiatives that improve outcomes for families and youth who may come in contact with the justice system.
  - a. Give a platform to youth/ amplify youth voices.
4. Support equity of access to resources across the region.
  - a. Help other organizations leverage their resources in support of families and youth.
5. Facilitate collaboration between community service providers and governance bodies in the interest of better supporting youth and families.



# CHAIR'S REPORT



Family Court Committees and Youth Justice Committees in Canada complement the judicial system with input from the community on the judicial services provided. In Greater Victoria we have both of these mandates under a single committee where services

for youth and families in the region can be investigated, reported on, and advocated for.

This has been the first year with a National Reconciliation Day and a sad year as we all felt the impact of the discovery of children's graves at residential school sites in BC and across Canada. Advocacy for the recommendations of The Truth and Reconciliation Commission has materialized into our strong support for Indigenous Reconciliation training among our members.

2021 has been a year of review and the committee has worked hard to envision the most effective ways to organize a committee representing a diverse region and embodying best practices. The roles and responsibilities of our committee are outlined in both the Provincial Court Act (specifically, section 5, Family Court Committee) and the Youth Criminal Justice Act (specifically, section 18, Youth Justice Committees) and were last reviewed in 2010.

Our extensive review process has included the formation of working groups to look at specific aspects raised as staff at the CRD assisted in identifying how to both work in compliance with

our legislated purpose and in conformity with other CRD committees and commissions. The working groups have provided written reports and recommendations that have been presented for consideration at regular VFCYJC meetings. The motions are presented at the Annual General Meeting with notice to all members for approval.

Notable improvements include putting community resource representatives at the top of our agendas, thus allowing them to inform us quickly of developments, challenges, and successes without needing to sit through the administrative aspects of our meetings. Support from the CRD to assist with meeting the requirements of the Freedom of Information and Protection of Privacy Act, finances, and in-camera and code-of-conduct has been helpful to the committee. The new direction of the VFCYJC will allow for greater workload sharing among the members, and I hope, more longevity for this committee as we are now structured to support greater transfer of knowledge.

COVID-19 continues to impact our ability to have less formal discussions among members, the few minutes at the beginning or end of a meeting. I trust that we have put forward a structure that can support the community as our Indigenous partners have taught us: 'In a Good Way.'

Respectfully,

Cynthia Day

Chair, Victoria Family Court and Youth Justice Committee

## VICE CHAIR'S REPORT



Due to the COVID-related provincial restrictions regarding in-person meetings, members of the VFCYJ committee and sub-committees have not had the opportunity to meet in person. All meetings in 2021 were completed on the Zoom virtual platform.

I continue to be dedicated to this committee because I believe that this committee provides value in the education of elected municipal representatives and advocacy for children and families who encounter the provincial courts.

The main focus for the committee in 2021 has been to address the CRD review of the VFCYJ committee. My main focus has been to provide a framework to establish and support the Working Groups to discuss the CRD's recommendations. I would like to express my gratitude to the Chair of this committee and to all those committee members that contributed to providing a thorough review of the recommendations and its implications. This review has caused a great deal of work for the sub-committee members. However, I believe that the VFCYJ committee will be more grounded and better equipped and supported to work towards our stated mission to facilitate connections between municipal and First Nation governments, school districts, service providers, and the broader community to educate and advocate on the challenges and shortfalls facing youth and families who may come into contact with the justice system.

In 2022, I look forward to working with other committee members on the 2022-2025 Strategic Plan which will afford us the opportunity to review our mission, vision, and goals. More than anything else, I welcome the opportunity to resume in-person meetings with my social justice colleagues and establishing a new normal when it is safe to do so.

Marie--Térèse Little,

Vice-Chair, Victoria Family Court and Youth Justice Committee







**Annual Financial Statements 2020-2021**  
(for the period December 1, 2020 to November 30, 2021)

**Opening Balance December 1, 2019:** **\$ 21,021.45**

**Expenses:**

Secretarial	\$ 3,800.00
Office Supplies: see Note 2	\$ 260.75

Total Expenses: \$ 4,060.75

**Revenue: nil**

**Closing Balance November 30, 2021:** **\$ 16,960.70**

Note 1: Accounts kept on a cash basis.

Note 2: Zoom subscription reimbursement \$224, Domain name renewal \$36.75

Note 3: Shares in Vancity Credit Union \$ 7.28

Note 4: VFCYJC Audit Committee met electronically January 5, 2022. The Treasurer presented the Financial Statements,

Motion: Esther Paterson      Second: Jeff Bateman

"The Annual Financial Statements for the period December 1, 2020 to November 30, 2021 be approved, and

That the Annual Financial Statements for the period December 1, 2020 to November 30, 2021 be presented at the 2022 Annual General Meeting for The Victoria Family Court and Youth Justice Committee, for approval."

Motion Approved

  
W.J. McElroy, Treasurer  
January 5, 2022

# 2021 BUDGET

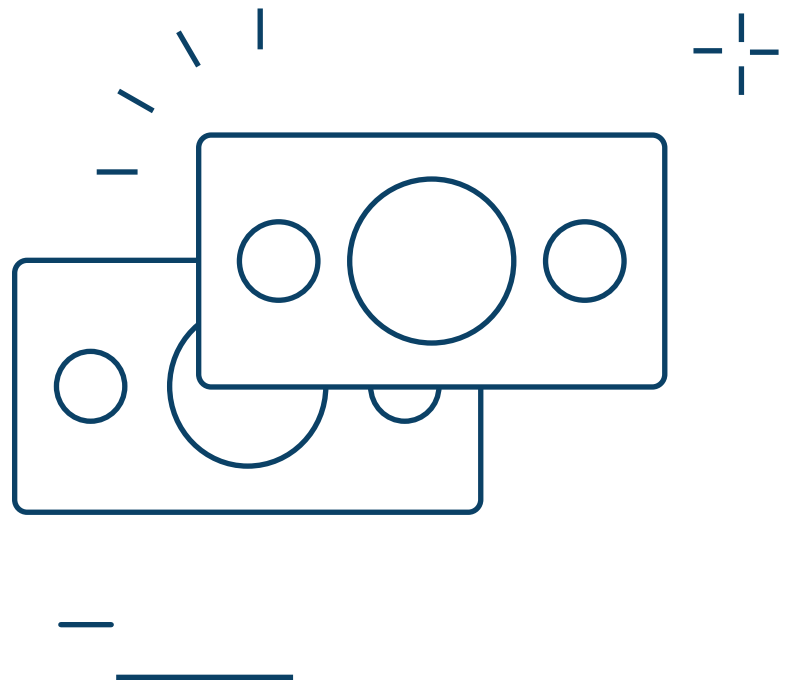
## Revenue

	Totals	
CRD Grant	\$15,000.00	\$15,000.00

## Expenses

Secretarial	\$4,800.00	
Office	\$1,200.00	
Lunches	\$4,000.00	
Special Events (Co-sponsoring, such as tco2, Restorative Justice, youth criminal justice workshops, registration fees, etc)	\$2,000.00	
Equipment (Computer, peripherals)	\$1,000.00	
Professional development (Conferences, displays)	\$1,000.00	
Website maintenance	\$1,000.00	
<b>Total</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>

The 2021 budget as approved early in the year. Due to the pandemic, and as indicated on the 2021 financial statement, the only expenses incurred last year were related to the VFCYJC secretary contract, the Zoom account and some minor office expenses.



# SUB-COMMITTEES

The COVID pandemic again affected all aspects of society in 2021, including the work of our sub-committees. Due to provincial restrictions regarding in-person meetings, members of the Court Watch sub-committee did not have the opportunity to view any Family or Youth Court hearings. The Capital Region Action Team (CRAT) met via Google Teams. The Priorities Sub-committee focused on the CRD review. The Communications Sub-committee continued to regularly maintain and update the website and social media channels.

VFCYJC members dedicated extensive hours to working groups formed as part of our organizational review under the Capital Regional District. Groups met virtually in 2021 to discuss the following areas: i) Succession Planning; ii) Policies and Community Charter; iii) Priorities/ Grants Working Group, and iv) CRAT. Recommendations were forwarded in turn to the main committee.

Our established sub-committee protocols remain intact: We ask that members join one of the Sub-Committees to assist in developing materials to bring forward to the main committee. Meetings may be held via email, at any appropriate venue, and chairs may incur expenses up to \$200 to facilitate meetings without advance approval. Chairs are encouraged to present a motion to the main committee for extraordinary expenses. Our goal is to make it easier for volunteers to meet while still maintaining fiscal accountability. The practice has been to try to reserve funding for work that supports youth and families

**Communications** supports outgoing communications, website design, Facebook and Twitter accounts.

**Priorities** The Priorities Sub-committee reviews completed applications in conjunction with existing VFC&YJC policies and makes a recommendation in the form of a proposed motion together with their rationale to the main committee for their consideration at a regular meeting.

**Court Watch** coordinates Native and regular Court House visits to observe and report on the circumstances for youth and families.

**Youth & Family Matters** brings information to the main committee on Family Matters, Youth Matters and monitors the circumstances that youth and families encounter during separation, divorce, and custody arrangements as well as documenting hot button issues for youth and encourages youth involvement.

**CRAT** stands for Capital Region Action Team for Sexually Exploited Youth, advocates with expertise meet to address sexual exploitation, grooming, pimping, coercion, youth sex work and pornography.

**Youth Mental Health** has been a VFCYJC focus because of the strong correlation between mental health, young offenders and recidivism. Resolutions put forward with VFCYJC input to the Union of British Columbia Municipalities (UBCM) have resulted in more youth service centres (FOUNDRY as well as school-based health clinics) and a BC-wide coalition to help coordinate needs and resources, including liaison with provincial ministries.

**The BC School Centred Mental Health Coalition** coordinates agencies, ministries, unions, parent associations, and school boards to meet regularly to increase supports for mental health and ensure healthy environments for students and instructors. VFCYJC members can sign up to attend via its portal:

# PRIORITIES SUB-COMMITTEE REPORT

Up until the last 3 years the Priorities sub-committee has historically received, reviewed and considered applications for small grant funding on behalf of VFCYJC and made their recommendations with their rationale in the form of a proposed motion to the main Committee's agenda of VFCYJC for their consideration at a regular scheduled meeting.

Those applications must have demonstrated how the applicant's project, program or event would dovetail with the mandate/mission of the VFCYJC, and how it would serve the greater Victoria area in advocating or educating the public around issues that may impact youth & families that may come into contact with the justice system or may reduce contact with the legal system including aspects of Restorative Justice.

Once again for 2021 the VFCYJC chose not to consider any applications for potential granting due to the time being committed towards the Capital Regional District (CRD) Review of the Committee.

Instead, as part of the VFCYJC contribution and response to the CRD Staff Recommendations contained in their letter dated Feb. 26, 2021 and a continuation of their recommendations in a letter dated Aug. 23, 2021; a Priorities/Grants Working Group via resolution endorsed by VFCYJC, conducted a review of the above noted letters from CRD Staff; and in addition reviewed the VFCYJC's existing Priorities Application Form and policies with the intention of making improvements and presenting those recommendations and potential improvements from the Working Group to CRD Staff, and the CRD Board as per VFCYJC endorsed resolution.

The Priorities sub-committee and Working Group understands that if VFCYJC proceeds to become a CRD Commission with Delegated authority to consider granting in the future that the CRD will have a approved Grant application form which any approved applicant will be required to enter into an contractual agreement with the CRD.

The Priorities/Grants Working Group intended for the application process to be more informative and accountable by requesting additional information from potential future applicants.

The Priorities sub-committee anticipates working more closely with CRD Staff in the future on this potential granting process as matters unfold if the Committee endorses moving forward as a CRD Delegated Commission. Much work has been put into this CRD Review by both VFCYJC members and CRD Staff, all efforts are most appreciated as we continue to work through the complexities, legalities and in the best interests of the VFCYJC and their advocacy and educational work to increase awareness of the challenges and gaps in reducing potential contact for youth and families that may experience the court system and to build relationships with external resources agencies, school districts in the greater Victoria area and Indigenous neighbours and colleagues.

Respectfully submitted,

Marcie McLean, Chair, Priorities sub-committee  
Councillor Highlands



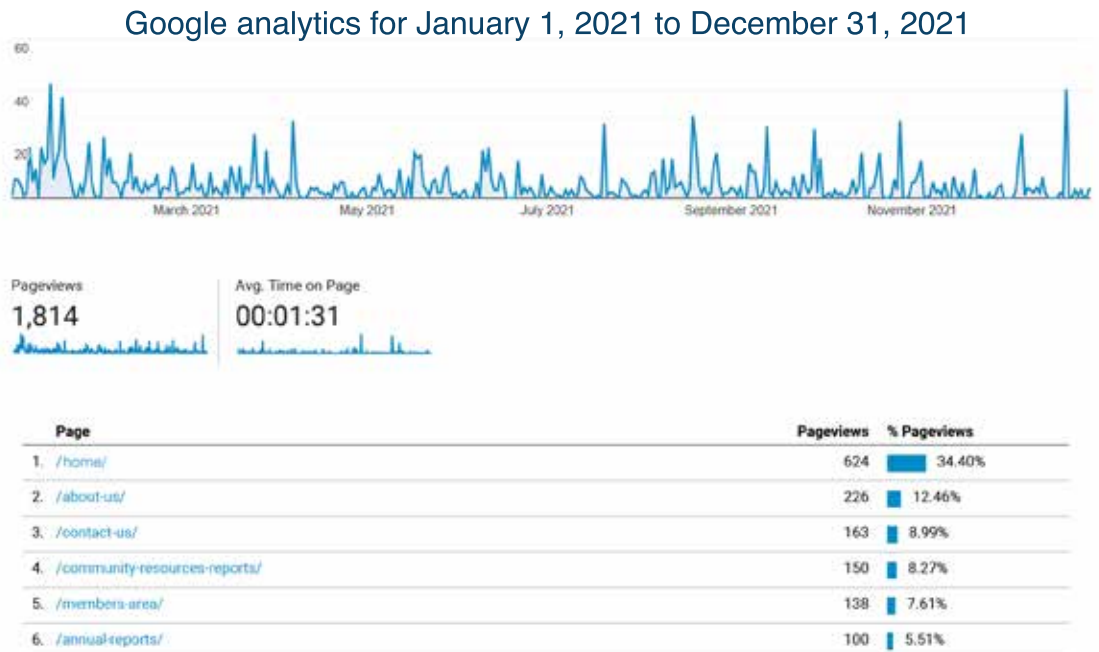
# COMMUNICATIONS SUB-COMMITTEE REPORT

www.victoriafamilycourt.ca | www.facebook.com/vfamcourt | www.twitter.com/vfamcourt

2021 saw the new-in-2020 website expanded and well-used. We still appear to be the first BC Family Court and Youth Justice Committee to have our own website.

Having a strong, regularly updated on-line presence will help to elevate our profile, better serve our members and provide valuable and timely information to the public. It anchors the Committee's outreach and reporting functions alongside our AGM reports (which we ask our members to share with their respective organizations) boards and councils, and Chair Cynthia Day's yearly presentations to the CRD.

The members-only section was created as an area to share information securely with VFCYJC members. It is password protected and the password was made available to members of the committee in October 2020. This section includes steering committee and all member meeting agendas, minutes, confidential correspondence, presentations and reading materials. This will eliminate the volume of email that is currently sent to committee members.



An additional feature of the new website's home page is its integration with our social media accounts. This allows website users to quickly navigate to their chosen network to find additional content and to share it with others. Our Twitter feed (@vfamcourt) has been busy since 2014, and our Facebook page (/vfamcourt) is now into its second year of regularly updated content.

## ***Members are encouraged to interact on social media – bring the community in!***

If you have any general or specifically related content you'd like us to share -- articles, events, training opportunities, reports, news, etc. -- please email the links to Marnie Essery at vfamcourt@gmail.com and she'll forward them to the committee for posting. Visiting, liking and sharing our Twitter and Facebook posts is much appreciated.

Many thanks to my fellow members of the Communications Sub-Committee, Cynthia Day, Jeff Bateman and Marilyn Holman, and to our Secretary, Marnie Essery, for their help and support.

Respectfully,  
Adam Flint  
Chair, Communications sub-committee

# CRD REVIEW OF VFCYJC

The VFCYJC history dates to the 1960's. It is guided by both provincial and federal legislation through the BC Provincial Court Act, Family Court Committee Section 5, and the Federal Youth Criminal Justice Act, Youth Justice Committees Section 18 (1). Part of the Committee's mandate comes from those statutes. The VFCYJC was formally declared a Youth Justice Committee (added to its Family Court mandate) by the Honourable Brian Smith, QC.

In October 2019, the CRD Board directed staff to “work with the Victoria Family Court and Youth Justice Committee to review the committee's mandate, governance, finances and communications, and prepare a report with recommendations.”

The CRD staff report went to the CRD Governance & Finance Committee meeting of Oct. 7, 2020. Its recommendation to the Board was “that staff be directed to report back on the process to restructure the committee in accordance with the recommendations set out in Appendix H”; and “that the report be referred out to all member municipalities.” At the CRD Board meeting of Nov. 18, 2020, that motion was endorsed.

The VFCYJC formed working groups in early 2021 to undertake a review with support and guidance from the CRD's Corporate Officer Kristen Morley and Manager, Legal Services, Steven Carey.

This Annual Report includes the following documents as appendices:

- i. Priorities-Grants Working Group Minutes and report (Aug. 27, 2021; including Feb. 26, 2021 letter to VFCYJC from Steven Carey)
- ii. Succession Planning Meetings Work Group report (Aug. 16, 2021)
- iii. Procedures, Policies and Community Charter Working Group report (Oct. 28, 2021)
- iv. October, 2021 letter from Paul Craven, Assistant Deputy Minister, Justice Services Branch, BC Government
- v. Letter from Committee Chair Cynthia Day to the CRD Board dated Oct. 20, 2021
- vi. Letter from Committee Chair Cynthia Day to the CRD Board dated Jan. 10, 2022.



The following motions will be presented to the VFCYJC for consideration at the Jan. 19, 2022 Annual General Meeting:

Committee approved motions from the working groups:

- a. Succession Planning: THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Succession Planning/Meetings Work Group as outlined in the Work Group's August 16, 2021 Report to the VFC&YJ Committee, specific to: 1. Term Limits; 2. Committee member numbers and committee appointments (members & volunteers); and 3. Meetings.
- b. Priorities/Grants: THAT the Priorities-Grants Working Group's recommendations within their report/minutes of August 27, 2021, be supported.
- c. Policies/Procedures: THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Procedures, Policies, and Community Charter Working Group as outlined in the Working Group's October 28, 2021 Report to the VFC&YJ Committee, specific to:
  - I. Formalizing Meetings: Complying with Community Charter, holding meetings that are open to the public and provisions for closed meetings, Steering committee purpose and function, adoption of CRD's procedure bylaw (with reasonable variations) including guidelines pertaining to minutes, agendas, and meeting and speaking times.
  - II. Follow existing CRD policies. Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020 and CRD Bylaw 3828, CRD Procedures Bylaw (with reasonable variations) to ensure compliance with privacy, safety, information management, and expenses. Importantly, the VFCYJ committee will comply with all laws regarding the Freedom of Information and Protection of Privacy Act, the corporate policy and procedure regarding a respectful workplace, debate and conduct.

# CORRESPONDENCE



October 14, 2021

Honourable David Eby  
Attorney General  
PO Box 9044 Stn Prov Govt  
Victoria, BC V8W 9E2

**RE: Roads to Revival: An External Review of Legal Aid Service Delivery in British Columbia**

Dear Honourable Minister Eby,

The Victoria Family Court and Youth Justice Committee was honoured to have **Jamie Maclaren, QC**, as its keynote speaker at our Annual General Meeting in January 2021. He focused on the *Roads to Revival* review he delivered to your office in early 2019, highlighting the achievements to date along with recommendations he hopes will be addressed by the Province in the future.

In preparing the report, Mr. Maclaren received submissions from 130 individuals and 12 organizations, and heard from 240 people across 37 municipalities representing a wide range of stakeholders -- Legal Services Society staff, judges, lawyers, legal advocates, articulated students, law students, legal-aid plan administrators, non-profit service providers and the public included.

At the close of our AGM, committee members (comprised of elected representatives from CRD municipalities, trustees from Greater Victoria school boards, citizen appointees and frontline service providers) moved that the VFCYJC formally write you in support of Mr. Maclaren's report and urge your renewed attention to this critical document.

We send our sincere thanks to you and Ministry staff for addressing a number of the report's 25 "highest" recommendations. In particular, those related to Indigenous aid were emphasized in your Nov., 2020 mandate letter from the Premier: *"Work with the Minister of Public Safety and Solicitor General, Indigenous communities, and the BC First Nations Justice Council to advance the First Nations Justice Strategy and to improve access to culturally appropriate justice, including continuing to establish Indigenous Justice Centres across the province."*

We thank you in particular for the following:

\* The development of **Indigenous Justice Centres** in association with the BC First Nations Justice Council as culturally safe sites for holistic aid: Three IJCs (Merritt, Prince George, Prince Rupert) are now operating, and we understand as many as 15 more are planned across BC in future.

\* **Creation of a child-protection clinic** to help children in contested protection matters: IJCs offer this service, and we understand a dedicated clinic is planned.



\* Funding and support for an integrated network of **independent legal aid clinics with teams of lawyers and advocates providing law services**: Five such clinics are operating (Kamloops, Kelowna, Prince George, Surrey, Victoria) and more are planned.

\* Development of a strategic network of **specialty legal aid clinics: Disability, immigration/refuge and housing clinics** are operating in Vancouver.

This said, there are a number of other priorities -- rated as "high" and "higher" -- in the *Roads to Renewal* report that require renewed consideration and potential funding. These include:

\* Creation of an **experimental Criminal Law Office** in Metro Vancouver with a team of criminal staff lawyers, paralegals, administrators and support workers.

\* Development of a **Major Case Team of Legal Services Society staff lawyers and paralegals** for long and complex criminal case work.

\* Creation of a **Criminal Resource Centre providing free co-working space**, training and shared resources to tariff lawyers, pro bono lawyers and other legal aid service providers.

Sincere thanks for your ongoing attention to improved legal service delivery in BC. The *Roads to Revival* report is rooted in the principles of user-centered design, evidence-based analysis, collaboration and experimentation.

As Mr. Maclaren notes:

*"It is time to move beyond speculation and anecdotal information in redesigning legal aid services. System reform should not be a linear process led by experts, but rather an **iterative process involving continuous learning and adaptation that leads to improvement from the perspective of users**. I have adopted this approach throughout my report, along with Access to Justice BC's Triple Aim Framework, with its three core pursuits of **better user outcomes, better user experiences and lower system costs**."*

Sincerely,

Cynthia Day,  
Chair, Victoria Family Court and Youth Justice Committee  
Councillor, City of Colwood

cc The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General  
cc Premier John Horgan

# 2021 YEAR IN REVIEW

## VFCYJC Facebook and Twitter Highlights

BC's Representative for Children and Youth Jennifer Charlesworth's report on [Injuries to Indigenous Children in Care](#) includes data that "shows that the highest number of injuries were reported for First Nations children in permanent care under a continuing custody order, and that Indigenous children and youth suffered more than two times the number of injuries of the non-Indigenous in permanent care."

Our guest speaker at the virtual VFCYJC Annual General Meeting is Jamie Maclaren, QC, the founding Executive Director of Access Pro Bono BC. APB operates a free lawyer referral service and several pro bono programs serving the critical legal needs of people and non-profit organizations across BC. He's the author of [Roads to Revival: An External Review of Legal Aid Service Delivery in British Columbia](#), prepared in 2019 for Attorney General David Eby.

After a COVID delay, [amendments to the federal Divorce Act](#) come into effect in March 2021. "Custody and access cases are guided by provincial and territorial family laws, as well as the federal Divorce Act. Each level has a 'best interests of the child' test: According to the federal test, courts are told to consider such factors as the views and preferences of the children; parents' willingness to support contact between the children and the other parent; and each parent's stability, past parenting and plans for parenting in the future."

Pause for Appreciation: [Victim Services - Greater Victoria](#). "Our Service Delivery Model is based on empowerment through information, options and alternatives, so individuals can make well-informed choices to assist them in their personal paths to recovery."

Remembering [Constance Dora Isherwood](#). "Connie, who practised real estate, family and civil law, became the first woman to receive The Law Society of BC's highest honour, for lifetime achievement ... In an interview on her 100th birthday, Connie said her philosophy was to keep going and be with people. 'Be approachable. Let them come to you and you help them. That's a good recipe. And I will close by saying 'Think.' That always sees you through.'"

The path to reconciliation: Great news in February as the Capital Regional District Board approves bylaw changes that will allow the [inclusion of First Nations elected representatives on CRD standing committees](#). This means First Nations representatives can formally participate and vote on items of interest at those committee meetings.



"With the support from the [TELUS Friendly Future Foundation](#), we were able to launch the [Victoria Native Friendship Centre \(VNFC\) Youth Council](#) ... (In 2020/21), remote meetings have served as critical touch points for youth experiencing an increase in feelings of anxiety, depression and isolation due to lack of social interaction. As a result, VNFC is

continuing to keep at-risk youth engaged and connected, ultimately improving educational outcomes while supporting the next generation of Indigenous leaders.” ~ VNFC Executive Director Don Rice

Pause for Appreciation: [Foundry](#) “is forging a new, province-wide culture of care through the development of a network of centres and e-health services — co-created with our health and social service partners, young people and families in communities across British Columbia. Powered by the BC Children’s Hospital Foundation.”

[The Law Society of BC](#) invites submissions to its “[innovation sandbox](#),” a testing ground for proposals from individuals, businesses and organizations with an interest in providing legal services that assist those with unmet legal needs. “According to a 2020 Ipsos-Reid survey, 85% of British Columbians who experience a serious, difficult legal problem either get no legal help or get legal assistance from someone other than a lawyer. In order to expand the ability of these citizens to obtain legal advice and assistance, the Law Society has created an innovation sandbox.”

A COVID-era lifeline: The Canadian Mental Health Association’s 70th annual Mental Health Week begins on May 3. #GetReal about how you feel with the [CMHA’s 2021 Toolkit](#).

Pause for appreciation: [CRAT - Capital Region Action Team](#) and its Chair Bill McElroy. “CRAT has now been in operation for almost 20 years. Among the concrete changes we have seen in that time: Establishment of a full-time Youth Outreach Team; creation of a network

of six “safe homes” where young people who are ready to break away from a life of sexual exploitation can live safely; cooperation and collaboration between the five municipal, two RCMP and military police forces in the Capital Region; and the issue of youth sexual exploitation has become one that is openly discussed in many situations within the Capital Region.”

[Getting Out: A National Framework for Escaping Human Trafficking for Sexual Exploitation in Canada](#)  
(Covenant House, Feb. 2021)



Good news from the BC budget: “British Columbia’s Mental Health and Addictions Minister Sheila Malcolmson says 60 new full-time family support workers will be added over the next three years to help deliver services for children with emotional, behavioural and developmental challenges ... Five integrated child and youth teams currently exist, but the province is aiming to add more teams to another 15 communities by 2024, based on where need is greatest.”

The full list of 230+ recipients in the province’s [2020-21 Civil Forfeiture Crime Prevention and Remediation Grant](#) program was announced in May. Result: \$8.6 million in essential funding for BC organizations working in the fields of child and youth advocacy, crime prevention,

domestic violence prevention/intervention, gender-based violence and sexual assault, human trafficking/sexual exploitation, Indigenous healing and restorative justice.

Pause for appreciation: The [Victoria Sexual Assault Centre](#) “is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all Trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.”

Link to the archive of [Healthy, Safe and Caring Schools “Snapshot Newsletters”](#) published by the Greater Victoria School District (thanks for the share to our SD #61 trustee representative Angie Hentze)

Recommended read: Safer Schools Together’s 2020 [Gangs and Guns report](#) for educators.



Download BC Ombudsperson Jay Chalke’s report [Alone: The Prolonged and Repeated Isolation of Youth In Custody](#). As BC Minister of Children and Family Development Mitzi Dean states: “I want to thank the Ombudsperson for this thorough report and the work that went into it. We are committed to the same goals: ensuring that youth in our care receive the best possible services to help them stay safe, be healthy and fulfil their potential. We accept the spirit and intent of the recommendations in the report and will incorporate them into the development of our youth justice framework.”

“We need to talk about the society we want ~ an inclusive society that does not tolerate hate speech. And that involves all of us.” ~ Premier John Horgan. “The [Resilience BC Anti-Racism Network](#) is funded by the Province of BC and supported by the Victoria Immigrant-Refugee Centre Society. This province-wide network promotes safe, inclusive communities through education, outreach tools and the distribution of a community incident response protocol. Contact: [resiliencebc@vircs.bc.ca](mailto:resiliencebc@vircs.bc.ca)”

BC Law Institute’s report [Modernizing the Child, Family and Community Service Act](#). “Keywords: child protection, child welfare, abuse & family violence, family law, Child, Family and Community Service Act, youth aging into the community”

“A new mental health response team will be coming to Victoria as part of a pilot project that will serve as an alternative to police response. Funding received by the City of Victoria will be used to create the [‘Peer Assisted Crisis Team’](#). The team will be the first to show up mental health crises, where normally the police are first.”

[Child and Youth Mental Health \(CYMH\) Case Data and Trends](#) via the Ministry of Children and Family Development

Newly launched (Sept. 2021): A [one-stop website from the BC Ministry of Mental Health & Addictions dedicated to wellness and wellbeing](#) -- substance abuse, anxiety, stress, addictions, depression + paths to wellness through harm reduction, healthy living and emotional and social resilience.

Pause for appreciation: [Children of the Street](#) takes a collaborative and comprehensive approach to preventing the sexual exploitation of children and

youth. “Our primary prevention tool is education and awareness workshops – we facilitate over 500 workshops, in approximately 30 B.C. communities, with more than 25,000 participants annually!”

Latest regional snapshot data for these challenging times in the Victoria Foundation’s [2021 Vital Signs report](#).

[A Pathway of Hope year-two update](#) from Minister Sheila Malcolmson and the BC Ministry of Mental Health and Addictions. “This roadmap lays out government’s 10-year vision for mental health and addictions care that gets people the services they need to address problems early on and support well-being. At the heart of A Pathway to Hope is a three-year plan to begin transforming mental health and substance use care for children, youth, young adults, adults, families and Indigenous populations to reach them where they are – in their homes, communities and schools.”

[West Shore RCMP update](#): “In the first half of 2021, there were seven restorative justice referral cases involving 16 offenders, multiple victims and community representatives, according to the West Shore RCMP’s biannual report.”

Pause for Appreciation: [Adoptive Families Association of BC](#). “Each year, hundreds of children and youth join British Columbia families through adoption or another form of permanency. But around 300 children and youth in British Columbia are still waiting to find permanency. Every child needs a support system that makes them feel secure and loved.”



# RESTORATIVE JUSTICE VICTORIA

While [Restorative Justice Victoria](#) is not a VFCYJC Sub-Committee, most restorative justice organizations in BC began with involvement of a Youth Justice Committee and we are particularly proud to support the one operating in the Greater Victoria region.

Each organization is unique in response to the needs identified in our communities. The VFCYJC was a contributor to RJV's evolution in Victoria – funding the production of video presentations, supporting youth-led initiatives, and facilitating volunteer education through the provision of resource materials.

Restorative Justice Victoria has come a long way as demonstrated again in its [2020 Annual Report](#). It is very much a success story, overcoming the differences in the provision of police services to become an organization of accomplished, skilled volunteers who can be relied on to support better outcomes for all participants who access this 'accountable option' after a crime.

RJV's volunteers are asked to provide these better outcomes for increasingly complex cases throughout the CRD even while RJV funding remains critically insecure. No less than 15 resolutions about restorative justice were sent to the Union of British Columbia Municipalities between 1999 and 2018 calling on the provincial government to support restorative justice. While 11 of these resolutions were carried by the UBCM membership, substantial action is still required.

Restorative Justice Victoria's 2021 Annual General Meeting can be [viewed online here](#). Regular VFCYJC attendee Gillian Lindquist, RJV Executive Director, delivers an overview of 2020 case reports (starting at 14:15 on the AGM video). Gillian points to the continuing rise in violent crimes (assault, partner violence) as a percentage of the cases they facilitate.

RJV received 75 referrals for crimes and harms within the Victoria region in 2021. It currently operates on an annual operating budget of approx. \$250,000 with six staff members -- Lindquist, Acting Program & Volunteer Manager Rachael Seeley, caseworkers Lane Foster, Carol Larsen and Jessica Rourke, and school project lead Julie Cormier.

Learn about RJV's referral process at [rjvictoria.com/referring-agencies](http://rjvictoria.com/referring-agencies)

Skilled [volunteers are welcome](#). As a small non-profit organization, RJV is only able to accomplish all that we do with the help of our volunteers. Whether you volunteer on cases, in the office, or at a fundraiser, you are part of a compassionate and dedicated group that is supporting justice in our community.»

Keep track of RJV activities in its monthly email newsletter, [available by request](#).



# BC RESOURCES DIRECTORY

## Anxiety BC

[www.anxietybc.com](http://www.anxietybc.com)

## BC Mental Health & Substance Use Services

[www.bcmhsus.ca](http://www.bcmhsus.ca)

## Canadian ADHD Resource Alliance

[www.caddra.ca](http://www.caddra.ca)

## Chatterblock (Parenting Resources)

[www.chatterblock.com](http://www.chatterblock.com)

## Dr. Ross Greene, Collaborative Communication

[www.drrossgreene.com](http://www.drrossgreene.com)

## Families for Addiction Recovery

[www.farcana.org](http://www.farcana.org)

## Foundry (Health & Wellness Resources for Youth)

[www.foundrybc.ca](http://www.foundrybc.ca)

## Kelty Mental Health Resource Centre

[www.keltymentalhealth.ca](http://www.keltymentalhealth.ca)

## Kids Help Phone

[www.kidshelpphone.ca](http://www.kidshelpphone.ca)

## Need2

Suicide Prevention Information and Support

[www.need2.ca](http://www.need2.ca)

## Trans Lifeline

1-877-330-6366

## Two-Spirit, Trans, Queer & Allied Youth

Drop-in and Family Support

250-475-7624

## Vancouver Island Crisis Line

[www.vicrisis.ca](http://www.vicrisis.ca)

## Youth in BC

Crisis Intervention Services

[www.youthinbc.com](http://www.youthinbc.com)

## Youthspace

Online chat for youth/young adults to age 30

6 – 11 p.m. daily

Texting support 778-783-8565

## Island Sexual Health

Text line for youth with sexual health questions and concerns.

250-812-9374

## First Call BC Child and Youth Advocacy Coalition

[www.firstcallbc.org](http://www.firstcallbc.org)

Advance the interests of children and youth through public education, community mobilization and public policy advocacy.

## BC School Centred Mental Health Coalition

[www.bcscmhcoalition.ca](http://www.bcscmhcoalition.ca)

## Office Representative for Children and Youth

[www.rcybc.ca](http://www.rcybc.ca)

Serves children, youth and families who need help dealing with the child-serving system.

## Disability Resource Centre

[www.drcvictoria.com](http://www.drcvictoria.com)

## Indigenous Perspectives Society

[www.ipsociety.ca](http://www.ipsociety.ca)

Offerings include Cultural Perspectives Training and Gladue Report Writing.

## Indigenous Corporate Training Inc.

[www.ictinc.ca](http://www.ictinc.ca)

## Crisis and Trauma Resources Institute – Canada

[ca.ctrinstitute.com](http://ca.ctrinstitute.com)

Training and resources for mental health, counselling skills and violence prevention.

## Ku'uus Aboriginal Crisis Services

1-800-588-8717

## Capital Region Action Team

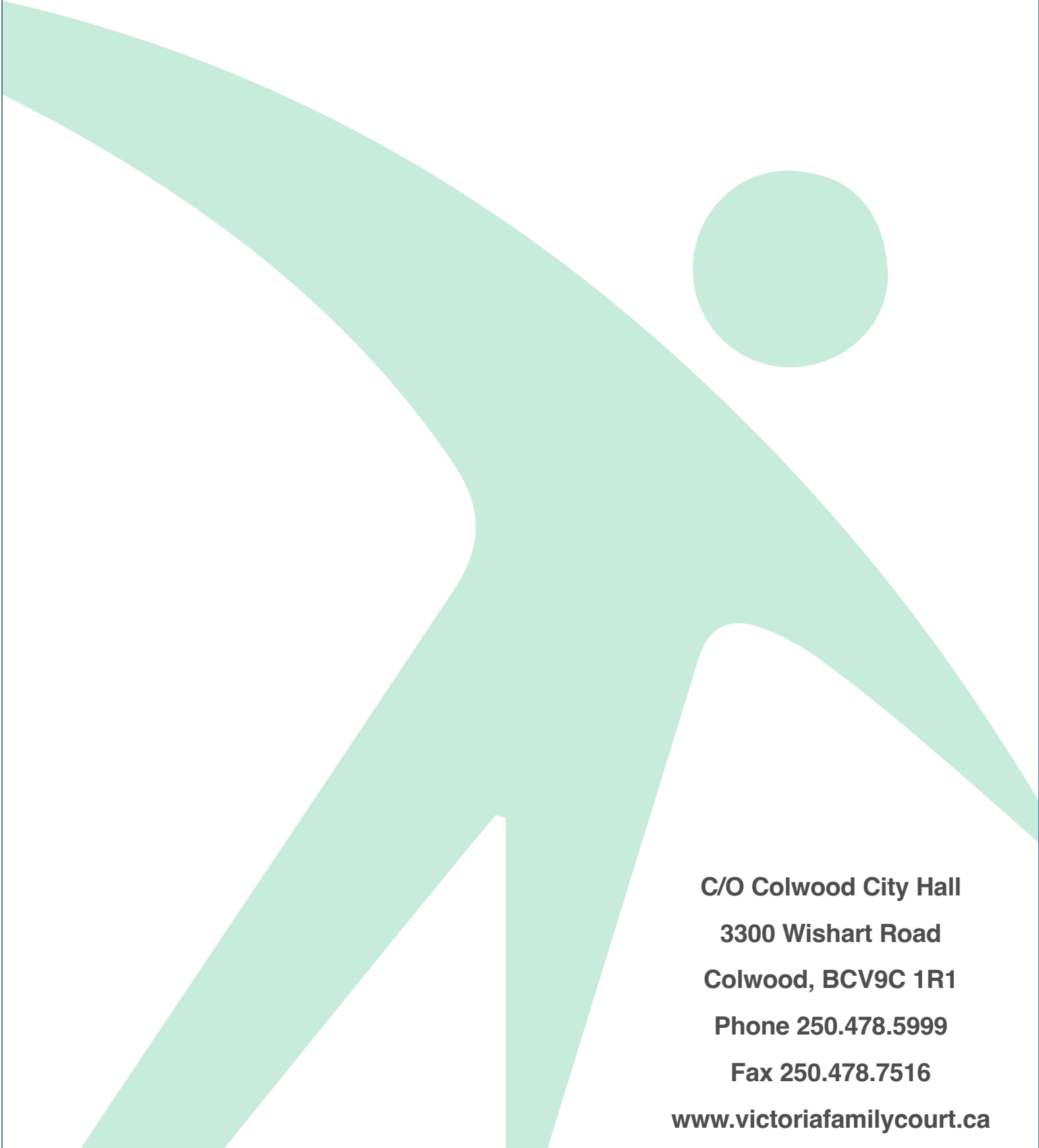
[www.crat.ca](http://www.crat.ca)

## Mobile Youth Services Team (M.Y.S.T.)

[www.pacificcentrefamilyservices.org/crime-reduction-exploitation-diversion](http://www.pacificcentrefamilyservices.org/crime-reduction-exploitation-diversion)

## Restorative Justice Victoria

[www.rjvictoria.com](http://www.rjvictoria.com)



**C/O Colwood City Hall**

**3300 Wishart Road**

**Colwood, BCV9C 1R1**

**Phone 250.478.5999**

**Fax 250.478.7516**

**[www.victoriafamilycourt.ca](http://www.victoriafamilycourt.ca)**



## **APPENDIX 1**

**CRD Review correspondence/working group reports**

PRIORITIES-GRANTS WORK GROUP

MINUTES OF MEETING

Friday, August 27, 2021

**Work Group Members:**

Marcie McLean, Chair, Councillor (Highlands)  
Adam Flint, Citizen Representative (View Royal)  
Marie-Térèse Little, Councillor (Metchosin)  
Esther Paterson, Councillor (Oak Bay)

1. First Nations territorial acknowledgement by Chair
2. Meeting was called to order at 10:05 a.m.
3. Chair provided introduction of materials previously circulated for discussion.
4. Work Group members approved framework of discussion points as circulated.

**Topics for discussion:**

1. **CRD February 26, 2021 Correspondence** (Carey/VFC&YJ Committee) (attachment 1)
  - 1.1. Grant-intakes per year and reserve and threshold amounts
  - 1.2. Grants criteria
  - 1.3. Grant-agreement to be executed prior to funding (simple, mandatory)
2. **CRD recommendations Appendix H** (attachment 2) for transparent grants procedure with defined intake periods and criteria, and restrictions/conditions
3. **Marcie McLean:**
  - 3.1. **VFC&YJ Priorities-Grants Application Form** existing document (attachment 3)
  - 3.2. **Discussion Paper for Priorities-Grants Work Group** (attachment 4)

#### **4. Priorities (Grants) Application Form - Title**

- 4.1. Work Group agreed that a separate document should be created for “Extraordinary Committee Member Expenses” and to be used to reimburse Committee Members for registration and attendance at conferences, or events and training as VFC&YJ Committee representative. Process will be the same as for Grants; recommendation by the Priorities/Grants subcommittee, and approval by VFC&YJ Committee in advance of event.
- 4.2. Based on suggestion from Bill McElroy, Work Group considered whether to change the name of the application form from *Grant Submissions* to *Sponsorship Submissions*, as a less formal approach to the process. Marcie will contact Steve Carey (CRD) for guidance on legal or other issues related to terminology.

#### **5. Priorities (Grants) Application Form – Content**

- 5.1. The Work Group agreed to develop a checklist for applicants, to outline the process and ensure submissions are complete. Adam Flint, Chair Communications Subcommittee, is willing to draft a checklist for future consideration.
- 5.2. The Work Group agreed grants applications should also be in web based format.

The Work Group agreed Grants Application information requirements should include:

##### **5.3. Required Information**

- 5.3.1. Name of organization
  - 5.3.2. Address of organization
  - 5.3.3. Purpose of the organization
  - 5.3.4. Name of person applying
  - 5.3.5. Contact person’s name, email address, and phone number
  - 5.3.6. Alternate contact person’s information same as above
  - 5.3.7. Listing of Board of Directors names and positions
  - 5.3.8. Is your organization a registered society in BC?
  - 5.3.9. If yes, what is the name of your society and your number under the BC Society Act?
  - 5.3.10. Does your organization have charitable status registered with Canada Revenue Agency (CRA) under their Charitable Directorate?
  - 5.3.11. Is your organization a business?
- 5.4. Project name, location, start date, and completion date.
  - 5.5. Experience and/or qualifications of staff who will be responsible for the Project; history of similar or related projects. Include information on volunteers who will participate in the project.
  - 5.6. Financial Statement for the organization for previous year and budget for the current year

- 5.7. Total amount of grant being requested, and proposed use of grant funds. Include information on funding requests made to other commissions, societies, governments, agencies, or other groups for this project.
  - 5.8. Indicate if the grant request is for one-time or recurring project.
  - 5.9. List previous grant requests made to VFC&YJC, and indicate if approved.
  - 5.10. Declaration that funds not used will be returned to Victoria Family Court and Youth Justice Committee via cheque, within sixty days of conclusion of the project.
6. Criteria for qualifying expenses excludes salaries, capital items, not businesses other than not-for-profits but will include project website development, guest speaker(s), advertising, venue rentals, etc.

## **7. Objectives**

- 7.1. The statement of intended outcomes submitted with the application will be used to assess success of the project to accomplish goals.
- 7.2. Applicant statement must demonstrate in some detail the service(s) that your proposal would provide for youth and families of the CRD that ties in with the mandate for VFC&YJC.
- 7.3. Applicant statement must indicate how your proposal will help educate and bring awareness to youth and families living within the CRD about reducing risks and reducing potential involvement with the judicial court systems.

## **8. Reporting to Victoria Family Court & Youth Justice Committee at conclusion of project**

- 8.1. The applicant must agree to provide a brief summary report on the outcomes of the project. The report will be submitted in written format, and, if warranted, there may be an expectation or request to present the summary report in-person at a meeting of the Victoria Family Court and Youth Justice Committee.

## **9. Other:**

- 9.1. Applicant acknowledges it has reviewed Victoria Family Court & Youth Justice Committee mandate which will be attached to the grant application.
- 9.2. Victoria Family Court & Youth Justice Committee title, name or logo will not be used without prior written consent of the Committee.
- 9.3. Grants may not be used for the purpose of producing revenue for the applicant, or for purposes that are outside of the scope of the project.

## 10. Uptake Dates for submissions

- 10.1. Completed applications must be submitted to the VFC&YJC Grants subcommittee Chair and the secretary and be received in the months of March or December in each calendar year.
- 10.2. Applications process is approximately 60-90 days.

## 11. Business that requires clarification/follow-up by Marcie:

- 11.1. Consult with Steven Carey re the language “sponsorship or grants”

*Note: Received from Steven Carey (per Marcie): Not really. They're kind of interchangeable. Sponsorship references are usually to when we're asked to support local events (concerts, etc.) and we're not involved any more than that. We have grant projects that have direct funding for operations, sponsorship for events, and the like. We also have grant projects that fund specific deliverables, like reports. Perhaps call it grants and include sponsorship as something that you can do as part of it?*

- 11.2. The Chair of the Grants subcommittee will consult with CRD re process for issuing/distributing cheques to applicants following VFC&YJ Committee decision.
- 11.3. Work Group deferred discussion on threshold amounts of grants (not presently used).
- 11.4. Chair of Victoria Family Court and Youth Justice Committee will notify the applicant in writing of the Committee's decision.
- 11.5. Process for distributing cheques will be coordinated with CRD.
- 11.6. The Work Group goal is that the future VFC&YJC grant application will be revised and improved, and the CRD will prepare a draft grant application for Priorities Sub-committee for review and input.

## 12. No future meeting date was set. The Work Group agreed that Meeting Minutes and Report could be completed via email exchange of documents.

13. Meeting adjourned at 12:00 pm.



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February 26, 2021

**VIA E-MAIL**

Victoria Youth and Family Court Committee

Attn: Members of the Committee

Dear Sirs/Mesdames:

**Re: CRD Review of Youth and Family Court Committee Service:  
Recommendations as a result of consultation**

Further to our consultation at Victoria Youth and Family Court Committee (the "Committee") meetings January 27, 2021 and February 3, 2021, we write to request the Committee's membership, by resolution passed in open meeting properly assembled, confirm it is interested in continuing with the process as outlined in this letter.

On January 27, 2021, we canvassed the Committee's history, problems faced by it and other family court committees, how grants can be made, and options for resolving structure and governance issues. On February 3, 2021, we went through each recommendation in the CRD report. Discussion occurred on public meeting and record keeping requirements, the role of the Provincial Ombudsperson, and on delegated versus advisory commissions. At this meeting, CRD was prepared to present a delegated commission model, but was informed January 26, 2021 by the Committee's Chair that it was not ready for further consultation and would not be ready until after an orientation session in February had been held for new members.

### **Suggested Motion Language**

We ask that you consider a motion, in open meeting assembled, showing a group intention to continue with this process. We suggest the following:

*That the Victoria Youth and Family Court Committee recommend to the Capital Regional District Board:*

- 1. Consider creation of a delegated commission, rather than an advisory committee or commission, to continue the work of the Victoria Youth and Family Court Committee;*
- 2. Direct staff to continue to engage with the Committee to work to implement certain mandate, governance, and structure changes in accordance with the recommendations set out in the CRD's letter of February 26, 2021.*

### **Recommended Structure – Delegated Commission**

A delegated commission will provide independence over administration and operation of the service, similar to how the Committee currently operates, but with a delegation of grant-making authority and a clear mandate set out in a bylaw. Similar commissions exist already at CRD: no

new model would need to be created. This has the least burden in time, monetary cost, and personal financial risk to appointees. A draft commission bylaw has been prepared to implement certain recommendations set out in this letter. Please note that though it would be a delegated commission, the Committee name would not change: “commission” is a legal status.

An advisory commission is not recommended. It would cause unnecessary delays relating to grant-making, would require additional Board referrals, and increase use of Board and staff time. Committee issues are specialized, funding applications are received throughout the year (particularly from youth) and the Committee is ideally staffed with persons able to advise on community need, something it has done in the capital region since the 1960s.

A society is not recommended. The administrative burden and need for additional insurance and other materials (risk, privacy, work safety, human rights policies) would quickly deplete resources. Volunteers who provide assistance to the Committee and certain local government appointments undertaking Committee work between meetings are likely be ineligible for the *Local Government Act* indemnity and would not be covered by CRD’s insurance.

**Recommendations**

Recommendations are organized into “must” or “may” categories and additional considerations contained in the below table.

***Mandatory Recommendations - Structure***

The following are recommendations based on legislative requirements and best practices.

Recommendation	Must / May	Reasoning
Set out mandate and delegation in a bylaw	Must	<p>A commission bylaw sets out delegation for grant-making and a clear mandate to guide the Committee in its business.</p> <p>A proposed mandate, compared to prior mandates and legislation is Schedule “A”. The Committee should examine its mandate to ensure it is accurately reflecting both its historical purpose per the <i>PCA</i> and the broader work it does.</p> <p>Quorum is currently set to seven members, the same number as CRD appointments. This is appropriate based on attendance and is approximately 30% of membership.</p>
Comply with <i>Community Charter (Formalize meetings)</i>	Must	<p>As a body of a local government, meetings and any sessions where decisions are made must be in open.</p> <p>Does not apply to work by volunteers or sub-committees, provided they are not making final decisions for the Committee.</p>
Public minutes and agendas unless in closed <i>(Formalize meetings)</i>	Must	<p><i>Community Charter</i> requires these to be published within a certain time, and to be publicly available or inspected on request. Publication could be met by online publication through CRD; prior minutes could be made available by CRD to meet requirements for public inspection. <i>YCJA</i> provides confidentiality provisions, if ever requested as a conference by the Court.</p>



Maintain records consistent with the obligations of a public authority	Must	<p>Required by <i>Community Charter</i> and <i>FIPPA</i>. Covered by CRD records and privacy policies, use of Corporate Officer and FOI Manager for FOI requests.</p> <p>Records should be stored at CRD. A CRD e-mail address should be provided. Meeting minutes should be publicly accessible and available.</p>
Procedures bylaw compliance ( <i>Formalize meetings</i> )	Must	<p>To resolve the existing complaints faced by the Committee, it should ensure:</p> <ul style="list-style-type: none"> <li>• Agenda items can be raised with Chair in advance of meeting, or at a meeting itself by Notice of Motion;</li> <li>• Meetings have set times, with resolution required to continue them;</li> <li>• Speakers and delegations have set times, with resolution to extend;</li> <li>• Alternating speakers' lists are used to keep matters on topic, ensure small voices can be heard – members should not have wide-ranging discussions on topics outside the floor;</li> <li>• Compliance with Robert's Rules.</li> </ul> <p>While a Priorities sub-committee can assist in preparing an agenda, it should not bump items from prior meetings or items raised by Notice of Motion. It should not be deciding agenda items without the full committee.</p> <p>Decisions should be made in an open, properly constituted meeting.</p>
Institute term limits	Must	<p>Representatives should exit after a certain time to ensure fulsome representation by other members and others sought to fill their roles as part of a transition plan.</p> <p>Two year terms are proposed, with a maximum of three consecutive terms. After one year, a Committee member is eligible for re-appointment. Staggered terms are also recommended for community appointments (e.g. CRD appointments).</p> <p>For transition, existing committee members who are beyond their term limits should receive the balance of their term plus the option for one additional two years term. A further term of two years can be provided at appointing organization's option with consent of Committee.</p> <p>Past long-time volunteers can be non-voting resource members or participate as volunteers, a practice formerly used by the Committee.</p>
Consolidate finances in CRD	Must	<p>There is no need to have separate bank account. Approved grants, honoraria, and reimbursements of expenses can be issued directly from CRD. Can be included in CRD financial checks and audit.</p>



Follow existing policies rather than create its own	Must	As a body of the CRD, the Committee should follow CRD policies, such as those relating to expenses; records management; standards of conduct; respectful workplace; and the like. If necessary, specific policies or exceptions can be developed in accordance with CRD's Policy Framework.
Re-arrange agenda items	Must	Agenda items should be re-arranged such that resource members speak at a dedicated time in the meeting (done).

### ***Non-Mandatory Recommendations – Governance***

The following are non-mandatory governance recommendations. Implementing a few would likely resolve many of the conflicts and issues faced by the Committee relating to its work.

Reduce or restructure meetings	May	<p>Consider (non-exhaustively, and based on needs):</p> <ul style="list-style-type: none"> <li>- Setting a topic-based schedule for potential meetings, set in the January or February meeting of each year in advance</li> <li>- Aiming for the required four meetings per year to focus on family and youth resources in the region, with specific mandates for each meeting</li> <li>- Two grant intake and review meetings per year</li> <li>- Two resource member coordination meetings per year (Fall and Spring, for example), which may result in a greater focus on these organizations and greater attendance</li> </ul> <p>Reducing the number of meetings annually may improve attendance and free-up member time to work on specific projects or volunteer tasks.</p>
Set specific mandates for sub-committees with dates for deliverables (reduce or restructure meetings)	May	<p>Sub-committee creation and appointments should be at the call of the Board, not at the call of the Chair, to ensure consistent direction.</p> <p>Consider reducing the number of sub-committees, depending on the projects and workloads is advisable.</p> <p>When creating such groups, set a mandate, time limit, and staff with volunteers (who do not need to be Committee members) – did this historically. Using time or mandate-limited sub-committees, will allow work to get done to be reported up to the Committee as a whole example:</p> <ul style="list-style-type: none"> <li>e.g. Court Watch 2021, goal to attend court a certain number of times, visit a certain number or type of proceedings, report on a set future date.</li> <li>e.g. Working groups specific to certain issues, such as youth services on the West Shore, family services on the peninsula, with a set mandate and a time for reporting</li> </ul>
Look at membership composition (reduce numbers and appoint family-and-	May	<p>The Committee may wish to consider:</p> <ul style="list-style-type: none"> <li>• requesting CRD not utilize all seven of its community appointments, to reduce the numbers of voting members unless quorum or workload becomes an issue;</li> </ul>

youth-involved individuals)		<ul style="list-style-type: none"> <li>• requesting each municipal member appoint an elected official and a community member, such that they can act in each other's absence and collaborate on the municipalities needs;</li> <li>• methods and recruitment to ensure a majority of members must have experience in "education, health, probation, and welfare";</li> <li>• look to actively recruit successors for long-time members, as well as new resource members; and</li> <li>• establishing a qualifications matrix, to determine what skill sets are missing on the Committee.</li> </ul> <p>CRD can also assist in coordinating appointments with service participants, such as developing standards advertisement language, setting reminders for intake periods, and the like.</p>
Grant intake procedure and grant agreement form	May	<p>May set grant-intakes per year and reserve some amount for applications that come up between meetings. May wish to establish non-exhaustive criteria for grants.</p> <p>Can still review grants through sub-committee, with recommendations and summary to Committee for approval. Have a conflicts recusal procedure to avoid allegations of bias or impropriety (as with other CRD granting bodies).</p> <p>Before any funding is provided, a grant-agreement must be entered into to protect funds (simple, mandatory).</p>
Maintain a volunteer registry	May	<p>This is strongly recommended if the Committee intends to continue to perform work outside properly constituted meetings, such as Court Watch, facility visits, or assistance to individual youth and families.</p> <p>The <i>Local Government Act</i> indemnity only applies to elected officials when working within their role, not when doing hands-on volunteer work (say court watching) not typically the duty of a local government official; for individual appointments and volunteers, it only applies when under the local government's direction: the Committee would need to specifically mandate tasks to its volunteers and sub-committees (if any) by resolution to ensure works are being properly supervised. It can do this by specific, mandated resolutions or by utilizing a volunteer coordinator, similar to how other delegated commissions operate.</p> <p>To qualify for insurance for their own injuries, volunteers must also register with CRD's Risk and Insurance Department. Individuals working with vulnerable youth should have a recent valid criminal record check on file with CRD. This will satisfy an insurer should a claim arise relating to misconduct involving youth.</p>

### ***Additional Recommendations Arising***

From the questions asked by members and others since the July CRD report, the following items are recommendations arising.

Annual work plan	May	The Committee may wish to consider setting an annual work plan, similar to the City of Vancouver's committee. While the Committee does do forward planning, planning of the year may help it remain focused.
Continued online meetings	May	Local Government bodies, even post-COVID health orders, can host electronic meetings. CRD has facilities to do so via WebEX and Microsoft Teams; some use Zoom depending on the circumstances. This will facilitate attendance and engagement.
Maintain a region-wide focus	Must	<p>On January 27, it was brought to the attention of the writer that the Committee had previously engaged in suicide watch of a vulnerable young person. This is outside the mandate of the committee and the insurance and indemnity of the individual members. Specific policies are available for this work but only where doing so when properly trained, registered, and with appropriate supports in place, none of which the Committee has.</p> <p>Committee members also attended a First Nations Court sentencing hearing in Duncan and participated in sentencing. As it is work outside the regional district, this may be outside the mandate of the committee. Any court appearances on behalf of the Committee should first be instigated by a direct request from the Court or a specific individual seeking assistance.</p>

### **Conclusion**

This review was conducted on the basis of the documents available and interviews with Committee members. Despite requests, the writer remains without access to past minutes and agendas. The Committee's 2021 annual report has not been finalized or distributed. If available, these documents may affect our opinion relating to certain governance recommendations.

Should you have questions, please contact the writer by e-mail, [scarey@crd.bc.ca](mailto:scarey@crd.bc.ca), or at the direct line, 250-360-3128.

Best regards,

  
 Steven N. Carey, B.Sc, J.D.  
 Manager, Legal Services  
 Lawyer and Trademark Agent

cc. Cynthia Day, Chair, Victoria Youth and Family Court Committee; Robert Lapham, Chief Administrative Officer;  
 Kristen Morley, General Manager, Corporate Services  
 Encl. Schedule "A" – Mandate Samples



**Schedule "A"**  
**Mandate and Objectives Summaries**

**Objectives**

Suggested by CRD	Existing Committee Objective/Mandate
<p>The Committee has the following objectives:</p> <ul style="list-style-type: none"> <li>(a) to identify, inform, assess, educate, and report on regional resources for youth justice and family court issues and related needs;</li> <li>(b) to act as a resource for the public and youth and family organizations; and</li> <li>(c) to encourage collaboration between and visibility of community services.</li> </ul>	<p>N/A</p> <p>The current Committee Constitution and Terms of Reference make no mention of mandate or purposes, though there are references to the <i>PCA</i> and <i>YCJA</i>.</p>

**Comments:** The Committee should clearly identify objectives to guide it in its core work.

**Additional Activities of the Committee**

Suggested by CRD	Existing Committee Objective/Mandate
<p>The Committee may, within its mandate:</p> <ul style="list-style-type: none"> <li>(a) take positions on policy initiatives, legislation, and services affecting families and youth justice in the region, in the name of the "Victoria Family Court and Youth Justice Committee"; and</li> <li>(b) undertake other activities consistent with the activities of a family court and youth justice committee, as permitted by law.</li> </ul> <p>Subject to bylaws, policies, and procedures, the Committee may:</p> <ul style="list-style-type: none"> <li>(a) establish advisory groups to examine specific issues, who will report on their work;</li> <li>(b) contract for support services, volunteer coordination, communications, feasibility studies, and other services and goods related to its mandate;</li> <li>(c) undertake necessary, incidental, or ancillary administrative tasks in order to effect its work.</li> </ul>	<p>The Family Court Committee can:</p> <ul style="list-style-type: none"> <li>a) Be a force in educating the public on issues related to Family Court;</li> <li>b) Sit in on court hearings to monitor the actions of all officials concerned with the welfare of youth and to assist judges upon request;</li> <li>c) Inform the Intermunicipal and the Capital Regional Electoral District Committees of the problems which are of concern to the community;</li> <li>d) Enter and monitor both open and closed custody facilities as concerned members of the public;</li> <li>e) Comment upon legislation concerning families and youth;</li> <li>f) Make recommendations to appropriate legislative bodies concerning any matters deemed to be covered by our several mandates;</li> <li>g) Be visible within the community and recognized as the appropriate body to whom complaints can be made, and to whom recommendations can be proposed for improvement.</li> </ul> <p style="text-align: right;"><i>[1985 Constitution Summary]</i></p>

**Comments:** Concerns were raised by the Committee's Chair about losing the ability to perform certain work as a body of CRD. The suggested mandate is broad enough to encompass historical tasks and undertake future obligations consistent with its objectives.

**PCA Language Summary**

<b>Suggested</b>	<b>Provincial Court Act</b>
<p>The Committee is hereby tasked with the following duties:</p> <p>(a) to meet at least four times per year to:</p> <ul style="list-style-type: none"> <li>i. consider and examine community resources for family and children's matters;</li> <li>ii. make recommendations to the court, the Attorney General, or others;</li> <li>iii. solicit and consider applications for receipt of grant-funding;* and</li> <li>iv. connect family-and-justice-involved individuals, service providers, and government in a way that encourages collaboration and identifies service gaps;</li> </ul> <p>(b) if requested by the court, to act a resource or assist as directed; and</p> <p>(c) report annually to its member local governments and the Attorney General on activities and recommendations.</p>	<p>(6) The family court committee must do the following:</p> <ul style="list-style-type: none"> <li>(a) meet at least 4 times a year to consider and examine the resources of the community for family and children's matters, to assist the court when requested and generally, and to make the recommendations to the court, the Attorney General or others it considers advisable;</li> <li>(b) assist the officers and judges of the court, if requested, to provide a community resource or assistance in individual cases referred to the committee;</li> <li>(c) report annually to the municipalities involved and to the Attorney General respecting their activities during the past year.</li> </ul>

**Comments:** A plain-language *PCA* reproduction, with grant-making and collaboration added.

**YCJA Language Summary**

<b>Suggested by CRD</b>	<b>Youth Criminal Justice Act</b>
<p>Not considered necessary to reproduce due to length.</p> <p>Encompassed in the “act as a resource or as directed”, “undertake other activities”, and mandate.</p>	<p>(a) in the case of a young person alleged to have committed an offence,</p> <ul style="list-style-type: none"> <li>(i) giving advice on the appropriate extrajudicial measure to be used in respect of the young person,</li> <li>(ii) supporting any victim of the alleged offence by soliciting his or her concerns and facilitating the reconciliation of the victim and the young person,</li> <li>(iii) ensuring that community support is available to the young person by arranging for the use of services from within the community, and enlisting members of the community to provide short-term mentoring and supervision, and</li> <li>(iv) when the young person is also being dealt with by a child protection agency or a community group, helping to coordinate the interaction of the agency or group with the youth criminal justice system;</li> </ul> <p>(b) advising the federal and provincial governments on whether the provisions of this Act that grant rights to young persons, or provide for the protection of young persons, are being complied with;</p>

	<p>(c) advising the federal and provincial governments on policies and procedures related to the youth criminal justice system;</p> <p>(d) providing information to the public in respect of this Act and the youth criminal justice system;</p> <p>(e) acting as a conference; and</p> <p>(f) any other functions assigned by the person who establishes the committee.</p>
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### Other Mandate Language

#### Richmond

- Mandate copies the *PCA*;
- RFCC functions as a link between the Court and City Council whereby:
  - Court personnel and clients may draw on the concern and support of the community;
  - Family and youth resources may be monitored; and
  - Community may become educated about the justice system and its effects on children, youth and families;

#### Vancouver

- Provides input to City Council and staff about issues of concern;
- Considers any matters which may referred to the Committee by Council or staff and take under consideration matters proposed by the Vancouver Board of Education;
- Reviews and advises Council and staff on the development, implementation and assessment of City policies and services related to children, youth and families;
- Advocates for the best interests of children, youth and families;
- Identifies opportunities and empowers children and youth to have a voice in civic decision making;
- Provides recommendations to staff and Council on issues affecting children, youth and families;
- May take positions on policy initiatives from other levels of government within the mandate of the Committee; and
- Acts as a family court committee under the *BC Provincial Court Act ...* or a youth justice committee under the *Youth Criminal Justice Act*.
- Works co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects;
- Acts as a resource for staff doing public involvement processes and civic events;
- Exchanges information with constituent communities and the general public about relevant programs and areas of interest; and
- Engages in outreach to disseminate information and encourage participation from constituent communities.

## APPENDIX H

### RECOMMENDATIONS FOR COMMITTEE REORGANIZATION

- **Clearly define a mandate in a bylaw.**
  - State the purpose and function of the committee.
  - Clarify its delegation to make grants or, alternatively, advise on grants with CRD's Board making the final determination.
- **Institute term limits.**
  - Term limits should be to a maximum of six years, absent exceptional circumstances.
  - After a reasonable absence, a member can again become eligible for appointment for another six years in total.
- **Re-arrange agenda items.**
  - Resource member items should occur at a set time in the meeting, rather than occurring at the end after other agenda items. This will free-up the resource members to leave meetings while the work of the Committee is conducted that is not related to them. The Committee has already instituted this change on its own.
- **Reduce numbers and appoint family-and-youth involved individuals.**
  - The Committee is not required to include elected officials from each participant.
  - It is required to have individuals "with experience in education, health, probation or welfare".
  - It may be better served by a smaller group of elected officials and a larger portion of justice-involved individuals who may perform the work of the Committee.
- **Formalize meetings.**
  - Meetings must comply with the *Community Charter*.
  - Provisions exist allowing meetings to be closed and should be utilized appropriately.
  - Meetings should follow the CRD's Procedures Bylaw. They should be time limited.
- **Restrict speaking times.**
  - Speakers should be restricted to five minutes on an issue absent a vote. Time limits and alternating speaker's lists should be enforced.
  - Members should not have wide-ranging discussions outside the topic on the floor.
- **Set a grant-application intake procedure.**
  - Setting and following a transparent grants procedure with defined intake periods and criteria will allow more organizations to be aware of funding and bring a greater range of applications. It will also avoid any potential for allegations – which the writer considers without merit – of bias, overreaching authority, or any other potential impropriety that could be raised under the current model.
  - Grant restrictions and conditions are already used by the Committee.
- **Follow existing policies rather than create its own.**
  - Adopting existing CRD policies, with reasonable variations approved by the Board, will ensure compliance with privacy, safety, information management, and expenses.
- **Reduce meetings.**
  - Four to six meetings per year of two to three hours in duration would be ideal, if the purpose is to connect service providers and educate elected officials on justice issues. This will ensure more fulsome attendance.
- **Maintain a volunteer registry.**
  - If the Committee is to continue work, such as specific research projects, it should utilize volunteers where appropriate.
  - CRD is equipped to insure volunteers and to provide a corporate umbrella for recruiting volunteers.

- **Maintain records consistent with the obligations of a public authority.**
  - Records should be stored at CRD. This would avoid lengthy annual reports and a potential loss of critical historical documents and information.
  - Meeting meetings should be publicly available and accessible.
- **Consolidate finances in the CRD.**
  - CRD regularly operates funds for committee and commission use and provides limited float chequing accounts for small expenses. There is no need for the Committee or CRAT to have a separate bank account.
  - Approved grants can be issued directly from CRD, as can honorariums and reimbursement of Committee expenses.





**Priorities Sub-Committee**  
**Form for Good and Services Submissions**  
(Grant and Extraordinary Committee Expenses)

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Please send your submission to [marciemclean@shaw.ca](mailto:marciemclean@shaw.ca) and [vfamcourt@gmail.com](mailto:vfamcourt@gmail.com) for distribution.

In the event that the project is not able to proceed, or is substantially changed, the committee expects that the monies provided for the project would be returned to the Victoria Family Court and Youth Justice Committee c/o City of Colwood, 3300 Wishart Road, V9C 1R1. A new application is required where the project is substantially changed.

<b>Name of Organization:</b>			
<b>Contact Person:</b>		<b>Date of Application:</b>	
<b>Email:</b>		<b>Phone Number:</b>	

**Background of organization/person(s) or applicable history of related projects**

**Clear goals and objectives of the project with clear indications of relevance to the Family Court and Youth Justice Committee Mission. The VFCYJC Mission is:** *To facilitate connections between municipal and First Nations governments, school districts, service providers, and the broader community in order to educate and advocate on the challenges and shortfalls facing youth and families who may come into contact with the justice system.* **Please explain how this initiative will further our Mission.**

**Features of the project pertinent to this application**

**Budget (include clear accounting with potential line items and accompanying narrative)**

	Item	Detail	Cost	Total Funder
Revenue				
Expenses				
TOTAL				

**Other funding avenues/partners being explored:**

**Catchment area served – target population**

**Needs/problems to be addresses through project work:**

**Deliverables (goods and services to be provided)**

**Timeframes (e.g. intended start date of project, length of time from start of project to deliverables, one time project or on-going)**

**Evaluation framework** - We expect applicants to spell out exactly how they will evaluate the success of their initiative in advance, and that the applicant will share the results in a written report, and in person via a presentation to the committee.

**Date applicant anticipates the Evaluation will be complete.** \_\_\_\_\_

NOTE: If the applicant does not provide their evaluation within the timeframe indicated, they may expect the committee will follow up with them.

August 20, 2021

From: Marcie McLean, chair VFC&YJC Priorities sub-committee

To: **Priorities (grants) Working Group**, then Recommendations & associated Report to main VFC&YJC on an agenda (Sept 22) to vote on and, then forward both Recommendations & Report to CRD Staff and CRD Board.

**Re: Priorities Application Form** (Form) updating for consideration prior to CRD Review discussion and possible inclusion of the notion of “sponsorships of resource agencies”. (A suggestion from Bill)

This update opportunity is offered for consideration of the Working Group and then, Recommendations for main Committee to review, discuss and offer input into the Priorities application Form and the process of uptake timing in order to have a potential consolidated voice to go forward to the CRD in a timely manner.

A current uncompleted Priorities application Form is provided for your reference. (separately)

In preparation for these meetings I offer the following for your consideration. These proposed changes are intended to provide better clarity and accountability from applicants. However, they are only suggestions up for discussion at this time.

In respect to the title of the application Form at this time, I would suggest we have a **separate application form for Extraordinary Committee Member Expenses**.

1 (a) Do we want to **change the title** of the application form (Form)? If yes, any suggestions?

**From the application form (Form):**

**1. Name of organization / person(s) applying:** (I suggest we seek more detail here by adding in specific areas to be completed) such as:

Name of organization:

Address of organization:

Purpose of the organization:

Name of person applying:

Contact person's name, email address, and phone number:

Alternate contact person's information same as above:

Listing of Board of Directors names and positions:

Is your organization a registered society in BC?

If yes, what is the name of your society and your number under the BC Society Act?

Does your organization have charitable status registered with Canada Revenue Agency (CRA) under their Charitable Directorate?

Is your organization a business?

**2. Project name:** (Note: I include this as it does not appear consistently on our applications).

**3. Background of organization/person(s) or applicable history of related projects:** (Note: I include this as it does not appear consistently on some of our applications for some odd reason). Question: Do we need this information?

**4. Evaluation framework:**

I suggest that more details need to be added here in order for the applicant to know what type of information we are seeking and the expectation. Perhaps a different header might be appropriate, but certainly some additional information.

If this is an expectation for us then I think the process needs to be explained a bit and how the evaluation would occur.

For example: as a requirement, then, will the applicant provide their evaluation of their project to us and within a specific time period of the end date or the completion date? And, what do we need to know?

In addition, I think we would like to know if the project was successful and how the applicant made that determination.

5. Some additional items for your consideration are:

Should we add into the application a requirement for their previous year's audited **financial statements**? Or, just previous year's financial statements?

6. In respect to the Form (previous number 5), should we include the VFC&YJC **Mandate** with the application? The Form currently states: Clear goals and objectives of the project-clear indications of relevance to the Family Court & Youth Justice Committee mandate: (I sense improved wording would be helpful for all)

7. Should we have annual application uptake with a date deadline? Or,

Should we have 1 or 2 specific opportunities in our fiscal year to receive applications with a deadline as well? (Might need to work around the CRD's fiscal year as well which is Jan. 01-Dec. 31)

If yes, then **may we suggest** the months of Feb with a January 31 deadline to apply and, April with March 31 deadline to make application(s)? Or? (To not impact when we don't meet and do not work.)

8. Should we be indicating what types of projects, proposals or expenses are **not** eligible? Possibly on the Form or, a possible policy with the CRD?

9. Should we have a criteria listing? If yes, then what might we consider putting on that list?

10. Any additional information required that we might need to evaluate the proposal?

11. Consideration of use of best methods to evaluate applicant's proposals/projects? Ideas?

12. Despite the present accumulation of VFC&YJC funds due to the CRD Review and Covid 19; should we consider requesting potential additional annual funding from the CRD for future grants (or sponsorships) as the current funding is formally designated for VFC&YJC "**operational purposes**" by CRD Bylaw.

13. Other suggestions for the Form for improved information to/from the applicant such as: (but not limited to)

**13.1 Incomplete applications will not be considered.**

13.2 Any/all approved funds are intended for the purposes specified in the application only.

13.3 Any unused funds **must be returned** in the form of a cheque to VFC&YJC within 30 or 60? days of the completion date of the **project/event**.

13.4 If an application is approved do we expect anything from the applicant in return? Such as an acknowledgement of VFC&YJC or ?? Ideas?

13.5 For approved applications applicants may expect follow up from the chair of the sub-committee if we do not receive written follow up or a presentation from the applicant on their event/project within 30 days of its completion.

**14 Other suggestions?**

Draft prepared by:

Marcie McLean

Councillor Highlands

250-474-4725





**SUCCESSION PLANNING-MEETINGS WORK GROUP**  
**REPORT TO VICTORIA FAMILY COURT & YOUTH JUSTICE COMMITTEE**  
**AUGUST 16, 2021**

**WORK GROUP MEMBERS:**

**Esther Paterson, Chair, Councillor (Oak Bay)**  
**Sandra Sarsfield, Co-Chair (CRD)**  
**Marie-Térèse Little, Councillor (Metchosin)**  
**Marcie McLean, Councillor (Highlands)**  
**Jeff Bateman, Councillor (Sooke)**  
**Angie Hentze, Trustee SD 61**

**SUBJECT: Victoria Family Court and Youth Justice Work Group (VFC&YJC) review of policies and procedures relating to Member Term Limits, Succession Planning and Meetings**

With respect to Schedule H of the CRD Staff Report dated October 7, 2020, and the CRD Staff letter to VFC&YJ Committee dated February 26<sup>th</sup>, 2021 this review addresses specific issues defined as:

- Institute VFC&YJ Committee member term limits and eligibility for re-appointment
- Reduce numbers and appoint family-and-youth involved individuals with experience in education, health, probation or welfare
- Reduce Meetings

**BACKGROUND:**

At the October 7, 2020 CRD Governance and Finance Committee meeting, the Committee adopted a recommendation requesting that CRD Staff report back on the process to restructure the VFC&YJ Committee in accordance with the recommendations set out in Appendix H of the October 7, 2020 CRD staff report. That CRD Committee recommendation was received and adopted by the CRD Board on November 18, 2020.

A motion was approved at the May 19, 2021 VFC&YJ Committee meeting to appoint Work Groups to review the recommendations set out in CRD Schedule H and CRD letter dated February 26, 2021 (Attachments 1 and 3). Everyone was welcome to contribute to the Work Groups. The Work Groups were asked to bring forward reports and recommendations to VFC&YJ Committee for consideration at the September 2021 meeting. Recommendations of the VFC&YJC Succession Planning/Meeting Work Group are as follows:

## **Matters and Recommendations:**

### **1. Institute Term Limits**

- 1.1. Committee members will serve three terms of two years, for a total of six years. Following the expiry of a member's term, the Committee could request with a two-thirds majority and the appointing voting agency's approval to extend the term for a further two years to ensure continuity of the Committee's work.
- 1.2. Following a one year absence, a Committee member will be eligible for reappointment for a further term of up to six years.
- 1.3. Members will attend Committee Meetings, and will participate in the Steering Committee or a subcommittee.
- 1.4. Officers will be elected at the VFC&YJC AGM, for the positions of Chair, Vice-Chair, Treasurer, and add a new position of Past Chair.
- 1.5. Consider requirement for the Chair to serve a four year term.
- 1.6. The Past Chair will serve for a one year term; the role of the Past Chair will be to provide assistance with orientation training and with potential recruitment process.
- 1.7. Past long-time members may continue to participate as non-voting resource members and/or volunteers on sub-committees.
- 1.8. Member terms will be staggered to ensure continuity of knowledge and experience.
- 1.9. Terms will commence effective with VFC&YJ Committee/CRD adopted agreement for VFC&YJC to become a CRD Delegated Authority Committee.

### **2. Reduce numbers and appoint family and youth involved individuals**

- 2.1. Voting membership will be minimum of 19 members and maximum 23 members; quorum will be 7 voting members.
- 2.2. Participating municipalities will appoint a principal member and alternate member to attend in absence of principal member. Municipalities have the discretion to appoint an elected official or representative as the principal and alternate member.
- 2.3. School Districts will appoint a principal member and an alternate member. School Districts have the discretion to appoint a School Trustee or a representative having expertise in education programs or who work directly with youth.
- 2.4. CRD may appoint a maximum of 4 members.

- 2.5. Institute a qualifications matrix to identify knowledge/expertise of existing Committee members, and to aid recruitment to fill gaps where expertise is required (education, health, welfare and probation). Non-voting resource members may include representatives of the Ministries of the Attorney General, Education, Children and Family Development, Public Safety and Solicitor General, Restorative Justice Health, Housing and Social Development, Police Forces and First Nations.
- 2.6. Institute a program of succession planning and recruitment; consider best methods and practices for communication.
- 2.7. Institute an orientation program for new members and new volunteers.

### **3. Meetings**

- 3.1. Minimum six meetings per year of two to three hours in duration. No meetings will be held in March, July, August and December.
- 3.2. Consider a combination of in-person and on-line meetings.
- 3.3. Meetings will not be scheduled for Mondays or Wednesdays to avoid conflict with CRD and municipal Council meetings.
- 3.4. In each calendar year, a VFC&YJC meeting agenda will include the following: Annual General Meeting, Budget, and Work Plan.

### **4. CONCLUSION**

The VFC&YJC Succession-Meetings Work Group acknowledges that some of the recommendations outlined in this Report will necessitate further work to develop specific criteria prior to implementation. Further, in establishing criteria for expertise, VFC&YJC interpret references to education, health, welfare and probation to have a broad scope of meaning that includes mental health, addictions, indigenous and restorative justice, family law and other issues that affect youth in our communities.

#### **WORK GROUP RECOMMENDATION:**

THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Succession Planning/Meetings Work Group as outlined in the Work Group's August 16, 2021 Report to the VFC&YJ Committee, specific to:

1. Term Limits
2. Committee member numbers and committee appointments (members & volunteers)
3. Meetings

AND THAT, the Chair of the VFC&YJ Committee send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated August 16, 2021.

Should the Committee be supportive of the above recommendation, the following resolution would be in order:

**THAT the recommendations of the Succession Planning/Meetings Work Group specific to:**

- **Term Limits**
- **Committee member numbers and committee appointments (members & volunteers), and**
- **Meetings**

**be adopted as outlined in the Work Group's August 16, 2021 Report to the VFC&YJ Committee;**

**AND THAT, the VFC&YJC Chair send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated August 16, 2021.**

**Procedures, Policies, and Community Charter Working Group**

**Report to Victoria Family Court & Youth Justice Committee  
October 28, 2021**

**Working Group Participants:**

Marie-Térèse Little, Co Chair of Working Group, Councillor (Metchosin), Vice Chair of VFCYJC

Marnie Essery, Secretary VFCYJC

Esther Paterson, Co Chair of Working Group, Councillor (Oak Bay)

Marcie McLean, Councillor (Highlands) and Chair of Priorities Subcommittee

Adam Flint, View Royal Citizen Representative and Communications Subcommittee Chair

**Subject:** Victoria Family Court & Youth Justice Committee (VFCYJ) Working Group review of procedures, policies and Community Charter relating to formalizing meetings and following existing CRD policies.

With respect to Schedule H of the CRD Staff Report dated October 7, 2020, and the CRD Staff letter to VFC&YJ Committee dated February 26<sup>th</sup> 2021, this review addresses specific issues defined as:

- Meetings to comply with the Community Charter including provisions made for Open and Closed meetings,
- Objectives and guidelines for the Steering Committee of the VFCYJ committee,
- Meeting to follow CRD procedure bylaw (specifically guidelines for minutes, agendas, motions, meeting times, and speakers' times),
- Meetings to be conducted according to Roberts Rules of Order, and
- VFCYJC to follow existing CRD policies.

**Background:**

At the October 7, 2020 CRD Governance and Finance Committee meeting, the Committee adopted a recommendation requesting that CRD Staff report back on the process to restructure the VFCYJ Committee in accordance with the recommendations set out in Appendix H of the October 7, 2020 CRD staff report. That CRD Committee recommendation was received and adopted by the CRD Board on November 18, 2020.

A motion was approved at the May 19, 2021 VFCYJ Committee meeting to appoint Working Groups to review the recommendations set out in CRD Schedule H and CRD letter dated February 26, 2021 (Attachments 1 and 3). All members of the VFCYJ committee were encouraged and welcome to contribute to the Working Groups. The Working Groups were asked to bring forward reports and recommendations to VFCYJ Committee for consideration at the September to November 2021 meetings.

Regarding procedures, policies, and community charter, two specific areas of concern were identified by the CRD: formalize meetings (including restricting speaking times) and follow existing polices (of the Community Charter and CRD).

Recommendations of the VFCYJ Procedures, Policies, and Community Charter Working Group including links to relevant documents are as follows:

## 1. Formalize Meetings

- a) Meetings will comply with the Community Charter.  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00)
- b) Open Meetings and Provisions to allow meetings to be closed.

All decisions are voted on by VFCYJC Members at a monthly meeting which is open to the public or at the Annual General Meeting which is also open to the public. This does not apply to work by volunteers and sub-committees.

Provisions exist and will be applied to allow meetings to be closed and will be utilized appropriately.

Meetings may be closed if:

- i) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the committee or another position appointed by the committee;
- ii) labour relations or other employee relations;
- iii) litigation or potential litigation affecting the committee
- iv) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- v) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

Before holding a meeting or part of a meeting that is to be closed to the public, the committee must state, by resolution passed in a public meeting,

- i) the fact that the meeting or part is to be closed, and
- ii) the basis on which the meeting or part is to be closed.

- c) Steering committee meetings – no decisions, just recommendations to the main Committee- open to all committee members to attend. The purpose of the steering committee is to make recommendations for the agenda and propose guest speakers' names.
- d) Meeting should follow CRD's Procedure Bylaw with reasonable variations as agreed upon by the Committee.

[https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/procedureandfoi/3828--capital-regional-district-board-procedures-bylaw-2012b.pdf?sfvrsn=76c387c3\\_25](https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/procedureandfoi/3828--capital-regional-district-board-procedures-bylaw-2012b.pdf?sfvrsn=76c387c3_25)

Specifically, the following guidelines must be followed:

- i) Minutes and agendas: Community charter requires that agendas and minutes be published within a certain time and to be publicly available or inspected on request. Publications could be met by online publication through the CRD, including agendas, minutes, and annual reports. A link to the VFCYJ committee website will also be included on the proposed CRD site. Prior minutes could be made available by the CRD to meet requirements for public inspection. Minutes and agendas will be posted within 7 days of the meeting and within 7 days of adoption.

Minutes of a meeting that record the decisions made are required for each duly constituted meeting. Minutes will follow the approved CRD guidelines for minutes. Minutes are intended to be a record of decisions made by the commission and not a verbatim record of what was said at the meeting. Including some summary of discussion for context is good practice. (Appendix 12: Guidelines for the Preparation of Minutes of CRD Board, Committee and Commission Meetings; Appendix 12a: Sample Minutes)

Motions signify the intent for action by the commission and are recorded in the minutes. The minutes need to identify the name of the member that proposed the motion, the name of the member that seconded the motion, identification if the motion carried or was defeated. The minutes must also record the names of members voting against the motion. For example: 1) MOVED by Commissioner Smith, SECONDED by Commissioner Gordon, That the minutes of August 2, 2018 be adopted. CARRIED Opposed: Commissioner Wayne.

- ii) Agenda items can be raised with the Chair in advance of the meeting or at the meeting itself by a Notice of Motion.
- iii) Agenda items will be re-arranged so that resource members may speak at the beginning of the meeting before the business of the meeting
- iv) Meetings will have set times (2 hours) and a resolution to extend beyond 2

hours will be required to continue the meeting.

v) Guest Speakers will have a set time (30 minutes, 20 minutes for presentation and 10 minutes for questions). Time for guest speakers may be determined by the Chair to a maximum of one hour. A list of members wishing to speak to a motion will be kept. Members speaking to a motion on the floor will have a limit of 4 minutes to add their viewpoints to the discussion of an issue. A member is allowed to speak again only after all other members are given the opportunity to speak. Petitions and delegations will be given 5 minutes and a request can be made for an additional 4 minutes. It is the Chair's responsibility to maintain speaking list, order, and time limits.

vi) Meeting will be conducted according to the most current edition of Roberts Rules of Order.

vii) The Chair will keep meeting moving and encourage members to focus on the topics discussed to avoid wide-ranging and side conversations.

## **2. Follow existing CRD policies.**

a) Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020.

[https://www.crd.bc.ca/docs/default-source/legislative-pdf/2020commission-orientation-handbook.pdf?sfvrsn=2b428bca\\_2](https://www.crd.bc.ca/docs/default-source/legislative-pdf/2020commission-orientation-handbook.pdf?sfvrsn=2b428bca_2)

b) This document provides information for Committee members about their roles and responsibilities, describes requirements and processes, and offers information to assist members in fulfilling their obligations to both the Committee, Regional District and to their local community as effectively and efficiently as possible.

c) The CRD policies will be followed with reasonable variations approved by the Committee and will ensure compliance with privacy, safety, information management, and expenses.

d) The VFCYJ will comply with all laws regarding the Freedom of Information and Protection of Privacy Act.

## **3. Conclusions.**

The VFCYJ Procedures, Policies and Community Charter Working Group acknowledges that the recommendations to follow existing CRD policies and procedures and to abide by the Commission orientation handbook include the caveat that these policies and procedures will be adopted with reasonable variations as agreed upon by the Committee (for example, some of the information contained in these



documents is specific to the CRD, and its location, times and structure and do not necessarily apply to the VFCYJ committee).

#### **4. Working Group Recommendations:**

THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Procedures, Policies, and Community Charter Working Group as outlined in the Working Group's October 28, 2021 Report to the VFC&YJ Committee, specific to:

- 1 Formalizing Meetings: Complying with Community Charter, holding meetings that are open to the public and provisions for closed meetings, Steering committee purpose and function, adoption of CRD's procedure bylaw (with reasonable variations) including guidelines pertaining to minutes, agendas, and meeting and speaking times.

Follow existing CRD policies. Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020 and CRD Bylaw 3828, CRD Procedures Bylaw (with reasonable variations) to ensure compliance with privacy, safety, information management, and expenses. Importantly, the VFCYJ committee will comply with all laws regarding the Freedom of Information and Protection of Privacy Act, the corporate policy and procedure regarding a respectful workplace, debate and conduct.

AND THAT, the Chair of the VFCYJ Committee send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated October 28, 2021.

Cynthia Day  
Email: [cday@colwood.ca](mailto:cday@colwood.ca)

Dear Cynthia Day:

I have been asked to respond to your email of June 24, 2021, addressed to the Honourable David Eby, Attorney General and Minister responsible for Housing regarding the Victoria Family Court and Youth Justice Committee.

I understand that staff from our branch have been in contact with you and, since we received your email in June, your committee decided to become a delegated commission under the Capital Regional District (CRD). I've been advised that a by-law formalizing this arrangement will be considered by the CRD in the coming months. As the roles and responsibilities of your committee are outlined in both the *Provincial Court Act* (specifically, section 5, Family court committee) and the *Youth Criminal Justice Act* (specifically, section 18, Youth Justice Committees), any by-laws, changes to your committee's constitution, and/or mandate will need to be in keeping with these statutory provisions.

While I appreciate the Committee's efforts to consult with the Ministry of Attorney General on any changes it may make to its governance documents or structure, the role of the Attorney General does not extend to providing legal advice to members of the public. One potential resource for the committee as it transitions to a delegated commission of the CRD may be found on the Ministry of Municipal Affairs website. Specifically, the information on Committees and Commissions can be found at this website:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/powers-services/regional-district-powers-services/committees-commissions>

Additionally, information outlining the processes by which a Regional District delegates its authority can be found within the associated Guide to Regional District Board Delegation to Committees and Commissions, and is available at this website:

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/guide\\_regional\\_district\\_delegation\\_to\\_committees.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/guide_regional_district_delegation_to_committees.pdf)

In closing, I would like to commend the work of this committee in assisting youth and families in the CRD. Thank you for taking the time to reach out to the ministry regarding this matter.

Sincerely,



Paul Craven  
A/Assistant Deputy Minister

Justice Services Branch

pc: The Honourable Mitzi Dean, MLA

CLIFF number: 618717



October 20, 2021

VIA EMAIL: [scarey@crd.bc.ca](mailto:scarey@crd.bc.ca)

CRD Board and Staff  
625 Fisgard Street  
Victoria, BC V8W 1R7

Dear Members of the Board and Staff,

Re: Victoria Family Court and Youth Justice Review

The Victoria Family Court and Youth Justice Committee met on September 22, 2021. The agenda included reports from two working groups struck to review a) Succession Planning and b) Priorities Grants. The reports from these two working groups are attached for information. The following excerpt is from the September 22 Minutes of the Victoria Family Court and Youth Justice Committee:

**Excerpt from the September 22, 2021 Minutes on the CRD Review:**

**a. Succession Working Group** – Report attached

**Recommendation:** That the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Succession Planning/Meetings Work Group as outlined in the Work Group's August 16, 2021 Report to the VFC&YJ Committee, specific to:

1. Term Limits
2. Committee member numbers and committee appointments (members & volunteers); and
3. Meetings

and that the Chair of the VFC&YJ Committee send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated August 16, 2021.

**To move the Recommendation**  
**MOTION: J. Bateman/ M.T. Little**  
**CARRIED**

**b. Priorities Working Group** – Report Attached

**Recommendation:**

That the minutes with recommendations of August 27, 2021, from the Priorities-Grants Working Group be placed on the September 22, 2021 agenda for consideration of the main committee, and  
That the Priorities-Grants Working Group's Recommendations within their report/minutes of August 27, 2021 be supported by the main Committee, and  
That the Priorities-Grants Working Group minutes, recommendations and applicable attachments be forwarded to both the CRD Board and CRD Staff in respect of the CRD Review by way of a formal letter from the chair together with any carried motions from the September 22, 2021 meeting.

**To move the Recommendation**  
**MOTION: E. Paterson/ M. T. Little**  
**CARRIED**

**C. CRD Bylaw** – Correspondence was attached with the meeting mail out.

**Recommendation:** That the Draft CRD Delegated Commission Bylaw be forwarded to the working groups for review, and that the working groups provide comment to the next regular meeting.

**To move the Recommendation**  
**MOTION: M. McLean/ A. Flint**  
**D. Thomas abstained**  
**CARRIED**

The Executive anticipate that changes to our structure/operation will be operationalized through motions at our Annual General Meeting in January, consistent with those changes made in 2010 when the last review was completed. This is to ensure that all members have the necessary resources and notice to participate and to facilitate the ongoing operation of the committee without undue interruption. (We anticipate moving our date of meeting from Wednesday to Thursday, which may or may not fit with existing members availability and this will be communicated out to our appointing agencies for new appointments.)

We also have communication from the Ministry of the Attorney General that confirms that we must continue to meet the requirements of the enabling Legislation, specifically the Family Court Act (and the Youth Criminal Justice Act), and that becoming a delegated commission of the CRD does not specifically interfere with that duty.

The committee has expressed, and I pass onto you, our sincere appreciation for CRD staff's expertise and support in pursuit of advocating appropriately for youth and families who may come be impacted by the Justice System.

Working groups continue to meet for a) Mandate, Procedures, b) Policies and Community Charter, and c) Finances/CRATsey. Working Group meetings in the next month will also review the draft Delegated Commission Bylaw. Our goal is to have carefully examined all aspects to bring forward motions to be endorsed at the Annual General Meeting in January.

Sincerely,

Cynthia Day  
Chair, Victoria Family Court and Youth Justice Committee

#### Attachments

from Succession Planning:

Attch 1 vfc&yjc Succession-Meetings Report August 16, 2021

Attch 2 vfc&yjc Succession-Meetings Report August 16, 2021

Attch 3 vfc&yjc Succession-Meetings Report August 16, 2021

from Priorities/Granting :

Priorities Motions for Restructure and Review

Priorities-Grants Work Group Minutes 2021-08-27 w-4 attach[51648] – Copy



January 10, 2022

Via Email: [scarey@crd.bc.ca](mailto:scarey@crd.bc.ca) ; [kmorley@crd.bc.ca](mailto:kmorley@crd.bc.ca)

To CRD Board, Governance Committee & Staff,

At the November 17, 2021 Victoria Family Court and Youth Justice Committee meeting the agenda included the attached Procedures, Policies, and Community Charter Working Group Report which was endorsed by motion at that meeting:

**THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Procedures, Policies, and Community Charter Working Group as outlined in the Working Group's October 28, 2021 Report to the VFC&YJ Committee, specific to:**

- 1 Formalizing Meetings: Complying with Community Charter, holding meetings that are open to the public and provisions for closed meetings, Steering committee purpose and function, adoption of CRD's procedure bylaw (with reasonable variations) including guidelines pertaining to minutes, agendas, and meeting and speaking times.**
  
- 2 Follow existing CRD policies. Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020 and CRD Bylaw 3828, CRD Procedures Bylaw (with reasonable variations) to ensure compliance with privacy, safety, information management, and expenses. Importantly, the VFCYJ committee will comply with all laws regarding the Freedom of Information and Protection of Privacy Act, the corporate policy and procedure regarding a respectful workplace, debate and conduct.**

**AND THAT, the Chair of the VFCYJ Committee send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated October 28, 2021.**

The Reports (3) from the Working Groups and the Letter from the Acting Deputy Minister, Paul Craven have been shared with our appointing agencies to ensure that all organizations have the information that they require for the AGM. I anticipate that the AGM Agenda and Annual Report will be shared later this week.

The committee is grateful for the inclusive process of this review and the support of the CRD in ensuring that the circumstances for youth and families who may come into contact with the justice system is systemically included in our regional governance.

Sincerely,

Cynthia Day  
Chair, Victoria Family Court and Youth Justice Committee



## **Procedures, Policies, and Community Charter Working Group**

### **Report to Victoria Family Court & Youth Justice Committee October 28, 2021**

#### **Working Group Participants:**

Marie-Térèse Little, Co Chair of Working Group, Councillor (Metchosin), Vice Chair of VFCYJC

Marnie Essery, Secretary VFCYJC

Esther Paterson, Co Chair of Working Group, Councillor (Oak Bay)

Marcie McLean, Councillor (Highlands) and Chair of Priorities Subcommittee

Adam Flint, View Royal Citizen Representative and Communications Subcommittee Chair

**Subject:** Victoria Family Court & Youth Justice Committee (VFCYJ) Working Group review of procedures, policies and Community Charter relating to formalizing meetings and following existing CRD policies.

With respect to Schedule H of the CRD Staff Report dated October 7, 2020, and the CRD Staff letter to VFC&YJ Committee dated February 26<sup>th</sup> 2021, this review addresses specific issues defined as:

- Meetings to comply with the Community Charter including provisions made for Open and Closed meetings,
- Objectives and guidelines for the Steering Committee of the VFCYJ committee,
- Meeting to follow CRD procedure bylaw (specifically guidelines for minutes, agendas, motions, meeting times, and speakers' times),
- Meetings to be conducted according to Roberts Rules of Order, and
- VFCYJC to follow existing CRD policies.

#### **Background:**

At the October 7, 2020 CRD Governance and Finance Committee meeting, the Committee adopted a recommendation requesting that CRD Staff report back on the process to restructure the VFCYJ Committee in accordance with the recommendations set out in Appendix H of the October 7, 2020 CRD staff report. That CRD Committee recommendation was received and adopted by the CRD Board on November 18, 2020.

A motion was approved at the May 19, 2021 VFCYJ Committee meeting to appoint Working Groups to review the recommendations set out in CRD Schedule H and CRD letter dated February 26, 2021 (Attachments 1 and 3). All members of the VFCYJ committee were encouraged and welcome to contribute to the Working Groups. The Working Groups were asked to bring forward reports and recommendations to VFCYJ Committee for consideration at the September to November 2021 meetings.

Regarding procedures, policies, and community charter, two specific areas of concern were identified by the CRD: formalize meetings (including restricting speaking times) and follow existing polices (of the Community Charter and CRD).

Recommendations of the VFCYJ Procedures, Policies, and Community Charter Working Group including links to relevant documents are as follows:

## **1. Formalize Meetings**

- a) Meetings will comply with the Community Charter.  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00)
- b) Open Meetings and Provisions to allow meetings to be closed.

All decisions are voted on by VFCYJC Members at a monthly meeting which is open to the public or at the Annual General Meeting which is also open to the public. This does not apply to work by volunteers and sub-committees.

Provisions exist and will be applied to allow meetings to be closed and will be utilized appropriately.

Meetings may be closed if:

- i) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the committee or another position appointed by the committee;
- ii) labour relations or other employee relations;
- iii) litigation or potential litigation affecting the committee
- iv) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,
- v) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

Before holding a meeting or part of a meeting that is to be closed to the public, the committee must state, by resolution passed in a public meeting,

- i) the fact that the meeting or part is to be closed, and
- ii) the basis on which the meeting or part is to be closed.



- c) Steering committee meetings – no decisions, just recommendations to the main Committee- open to all committee members to attend. The purpose of the steering committee is to make recommendations for the agenda and propose guest speakers' names.
- d) Meeting should follow CRD's Procedure Bylaw with reasonable variations as agreed upon by the Committee.

[https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/procedureandfoi/3828---capital-regional-district-board-procedures-bylaw-2012b.pdf?sfvrsn=76c387c3\\_25](https://www.crd.bc.ca/docs/default-source/crd-document-library/bylaws/procedureandfoi/3828---capital-regional-district-board-procedures-bylaw-2012b.pdf?sfvrsn=76c387c3_25)

Specifically, the following guidelines must be followed:

- i) Minutes and agendas: Community charter requires that agendas and minutes be published within a certain time and to be publicly available or inspected on request. Publications could be met by online publication through the CRD, including agendas, minutes, and annual reports. A link to the VFCYJ committee website will also be included on the proposed CRD site. Prior minutes could be made available by the CRD to meet requirements for public inspection. Minutes and agendas will be posted within 7 days of the meeting and within 7 days of adoption.

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vi) Meeting will be conducted according to the most current edition of Roberts Rules of Order.

vii) The Chair will keep meeting moving and encourage members to focus on the topics discussed to avoid wide-ranging and side conversations.

## **2. Follow existing CRD policies.**

a) Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020.

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b) This document provides information for Committee members about their roles and responsibilities, describes requirements and processes, and offers information to assist members in fulfilling their obligations to both the Committee, Regional District and to their local community as effectively and efficiently as possible.

c) The CRD policies will be followed with reasonable variations approved by the Committee and will ensure compliance with privacy, safety, information management, and expenses.

d) The VFCYJ will comply with all laws regarding the Freedom of Information and Protection of Privacy Act.

## **3. Conclusions.**

The VFCYJ Procedures, Policies and Community Charter Working Group acknowledges that the recommendations to follow existing CRD policies and procedures and to abide by the Commission orientation handbook include the caveat that these policies and procedures will be adopted with reasonable variations as agreed upon by the Committee (for example, some of the information contained in these documents is specific to the CRD, and its location, times and structure and do not necessarily apply to the VFCYJ committee).

#### **4. Working Group Recommendations:**

THAT the Victoria Family Court and Youth Justice Committee adopt the recommendations of the Procedures, Policies, and Community Charter Working Group as outlined in the Working Group's October 28, 2021 Report to the VFC&YJ Committee, specific to:

- 1 Formalizing Meetings: Complying with Community Charter, holding meetings that are open to the public and provisions for closed meetings, Steering committee purpose and function, adoption of CRD's procedure bylaw (with reasonable variations) including guidelines pertaining to minutes, agendas, and meeting and speaking times.

Follow existing CRD policies. Members of the VFCYJ committee will follow the Capital Regional District Commission Handbook 2020 and CRD Bylaw 3828, CRD Procedures Bylaw (with reasonable variations) to ensure compliance with privacy, safety, information management, and expenses. Importantly, the VFCYJ committee will comply with all laws regarding the Freedom of Information and Protection of Privacy Act, the corporate policy and procedure regarding a respectful workplace, debate and conduct.

AND THAT, the Chair of the VFCYJ Committee send a letter to the CRD Board and Staff providing the wording of the Committee's resolution and including a copy of the Work Group's Report, dated October 28, 2021.