



Regular Meeting AGENDA

Wednesday May 19, 2021 11:30 – 1:30 pm Via Zoom

Welcome to the unceded traditional territories of the Coast Saalish Peoples, in whose traditional territories we are blessed to live, work and play.

- 1) Call to Order
- 2) Resource Members Updates (including School Districts)
- 3) Chair's Remarks – Membership List Role Call
- 4) Approval of the Agenda
- 5) Adoption of Minutes & Receipt of Steering Notes
 - a. April 21 Minutes
 - b. April 7 Steering Notes
 - c. May 5 Steering Notes
- 6) Treasurers Report-attached
- 7) CRAT Report-attached
- 8) Working Groups-attached
- 9) Good News
- 10) Adjournment



Treasurer's Report for May 19, 2021
(for the period April 1, 2020 to April 30, 2021)

Opening Balance April 1, 2021:			\$ 19,897.45
Expenses:			
Lunch	\$	0.00	
Secretarial	\$	600.00	
 Total Expenses:		 \$ 600.00	
Revenue:			
Interest:	\$	0.00	
Total Revenue:		\$ 0.00	
 Closing Balance April 30, 2021:			 \$ 19,297.45

Note 1: Accounts kept on a cash basis.

Note 2: No physical meetings since February 19, 2020

Submitted by Bill McElroy, Treasurer
May 19, 2021



Notes from CRAT Meeting, Tuesday, 11 May, 2021,
Noon, Via Google Meet

Present: Bill, Robin, Rachel, Gord. Regrets Marilyn.

1. Meeting Called to order at 12:05. Meeting held via Google Meet, due to Covid-19. Those present introduced themselves and their organizations.
2. Notes from the September 8, 2020 meeting were accepted.
3. Bill was acclaimed to stay on as Chair.
4. Bill reported on our Finances and thanked Oak Bay Municipality. They have kept our books since 1998. All donations, including our \$1500 from the CRD, are sent to Oak Bay, and all invoices for payment are sent to them. Oak Bay then pays the invoice. As of April 30, 2021 we have \$10,693 in our account. It is so high because we had a \$12,000 donation in 2019.
5. Bill reported that he has made a Certificate of Appreciation for Helen, but has still not been unable to deliver it. Bill will follow up.
6. General discussion about video/graphic novel. As many offices and creative people have closed down, nothing has been done about this project. We have hired a writer to prepare a script and paid him \$2700. Bill was asked to follow up with him.
7. MYST update: Gord MaGee is the new MYST officer and began in January this year. He reported that the new hangout place for youth has apparently moved from Centennial Square to the area between the Whale wall on Wharf to the Johnson Street Bridge. There is also a new youth shelter on Lower Yates for youth 16 to 25. After some discussion, it was felt this is too wide an age gap. Gord reported that the MYST Coordinator position works with 2 counsellors from Pacific Centre Family Services Association. The posting is normally 2 years, with the potential for a 3rd year. There is an overwhelming need to work with youth to keep them out of the sex trade.
8. The year end report sent to the Victoria Family Court was distributed and accepted.
9. Allayah Thomas death: Bill had distributed the news article about this tragedy. There was a lot of discussion, with a conclusion that this death could have been avoided. The group made a series of recommendations that Bill will follow up:
 - Lower the eligibility age for Detox to 12

- More coordination between agencies is needed
- Media reports did not include other kids or schools. There have apparently been several overdoses of kids in elementary schools
- Compulsory detention is not warranted, as it is the most expensive and least effective option, especially when there are not enough services available to those who want to access detox.
- There should be special services for young drug users, either in hospital pediatrics or private rooms that are staffed, as is apparently now done with difficult children, that cannot be placed in group homes or foster homes. The process for young children seeking detox should be the same. Perhaps in family homes with supervision or at the Queen Alexandra hospital.
- Children need to be supported after they leave detox.
- All agencies are overwhelmed, and mental health services are overbooked. The waiting lists are very long, in some cases 8 months or more.

10. The issue of discussing whether CRAT should become a Society was tabled to the next meeting.

11. Meeting adjourned at 12:54. Next meetings September 14 and November 9, 2021, 12 noon, at Victoria City Hall if it has re-opened. Otherwise, we will do it via Google Meet.



Proposed Discussion/Working Groups (5) for VFCYJ Committee
(points from CRD Appendix H and February 26, 2021 CRD letter)

To Committee May 19, 2021

Potential Discussion/Working Groups and potential Workshop Leaders to facilitate Committee direction to work with the CRD (open to all members)

Purpose: Identifying issues and potential solutions collaboratively to bring forward to the main committee for action/motions as we move forward through the process.

These working groups would be specific to the CRD Review, and they would end once the review and restructure was complete. Membership may include any current members of the committee. Liaison with Resource Agencies is welcome where it may support Resource agencies to identify barriers to participation.

Benefit: specific recommendations will streamline efforts while ensuring each point is adequately addressed supporting CRD liaison.

Potential Motion: That 5 Working groups be supported including Mandate, Sponsorship, Finance, Succession, and Procedure to bring forward reports and potential motions to the main committee.

1. **Mandate- (Lead: Cynthia Day)**

- Clearly define a mandate in a bylaw

- o 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.

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 PCA and the broader work it does.** 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.

A commission bylaw sets out delegation for grant-making and a **clear mandate to guide the Committee in its business.**

- Maintain records consistent with the obligations of a public authority.

- o Records should be stored at CRD. This would avoid lengthy annual reports and a potential loss of critical historical documents and information.

- o Meeting meetings should be publicly available and accessible. Required by Community Charter and FIPPA. Covered by CRD records and privacy policies, use of Corporate Officer and FOI Manager for FOI requests. Records should be stored at CRD. A CRD e-mail address should be provided. Meeting minutes should be publicly accessible and available.

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Set specific mandates for subcommittees with dates for deliverables (reduce or restructure meetings). Sub-committee creation and appointments should be at the call of the Board, not at the call of the Chair, to ensure consistent direction. Consider reducing the number of sub-committees, depending on the projects and workloads is advisable. 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: 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. 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** 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. **Native Court Participation was in response to Reconciliation and the over-representation of Indigenous People in the justice system. Participation at our nearest Indigenous Court was useful to the committee's ability to advocate for Indigenous Court Services in the CRD.*

2. Grants or Sponsorships (Lead: Marcie McLean)

A commission bylaw sets out delegation for grant-making and a clear mandate to guide the Committee in its business.

- Set a grant-application intake procedure.

- o 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.

- o Grant restrictions and conditions are already used by the Committee. 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. **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). Before any funding is provided, a grant-agreement must be entered into to protect funds (simple, mandatory).

3. Finances (Lead: Bill McElroy)

- Consolidate finances in the CRD.

- o 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.

- o Approved grants can be issued directly from CRD, as can honorariums and reimbursement of Committee expenses.

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.

- Maintain a volunteer registry.

- o If the Committee is to continue work, such as specific research projects, it should utilize volunteers where appropriate.

- o CRD is equipped to insure volunteers and to provide a corporate umbrella for recruiting volunteers.

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. The Local Government Act 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 subcommittees (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. 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.

4. Succession Planning (Lead: Sandra Sarsfield and Esther Patterson)

- Institute term limits.

- o Term limits should be to a maximum of six years, absent exceptional circumstances.

- o After a reasonable absence, a member can again become eligible for appointment for another six years in total.

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. Two year terms are proposed, with a maximum of three consecutive terms. After one year, a Committee member is eligible for reappointment. Staggered terms are also recommended for community appointments (e.g. CRD appointments).

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. Past long-time volunteers can be non-voting resource members or participate as volunteers, a practice formerly used by the Committee.

- Reduce numbers and appoint family-and-youth involved individuals.

- o The Committee is not required to include elected officials from each participant. o It is required to have individuals "with experience in education, health, probation or welfare".

- o 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.

The Committee may wish to consider:

- requesting CRD not utilize all seven of its community appointments, to reduce the numbers of voting members unless quorum or workload becomes an issue;
- 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;
- methods and recruitment to ensure a majority of members must have experience in "education, health, probation, and welfare";
- look to actively recruit successors for long-time members, as well as new resource members;
- establishing a qualifications matrix, to determine what skill sets are missing on the Committee.

CRD can also assist in coordinating appointments with service participants, such as developing standards advertisement language, setting reminders for intake periods, and the like.

- Reduce meetings. (now have 8/year)

- o 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.

Consider continuing meetings online post-covid, to encourage attendance and engagement. CRD has facilities via WEBEX, Microsoft teams, Zoom

Reduce or restructure meetings - Consider (non-exhaustively, and based on needs): - Setting a topic-based schedule for potential meetings, set in the January or February meeting of each year in advance - Aiming for the required four meetings per year to focus on family and youth resources in the region, with specific mandates for each meeting - Two grant intake and review meetings per year - 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 Reducing the number of meetings annually may improve attendance and free-up member time to work on specific projects or volunteer tasks.

5. Procedures, Policies and Community Charter (Lead: Marie-Terese Little)

• Formalize meetings.

o Meetings must comply with the Community Charter.

o Provisions exist allowing meetings to be closed and should be utilized appropriately.

o Meetings should follow the CRD's Procedures Bylaw. They should be time limited.

• Restrict speaking times.

o Speakers should be restricted to five minutes on an issue absent a vote. Time limits and alternating speaker's lists should be enforced.

o Members should not have wide-ranging discussions outside the topic on the floor.

• Follow existing policies rather than create its own.

o Adopting existing CRD policies, with reasonable variations approved by the Board, will ensure compliance with privacy, safety, information management, and expenses.

Procedures Bylaw

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.

As a body of a local government, meetings and any sessions where decisions are made must be in open. Does not apply to work by volunteers or sub-committees, provided they are not making final decisions for the Committee.

Public minutes and agendas unless in closed (Formalize meetings) Community Charter 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. YCJA provides confidentiality provisions, if ever requested as a conference by the Court.

Procedures bylaw compliance (Formalize meetings)

To resolve the existing complaints faced by the Committee, it should ensure:

- Agenda items can be raised with Chair in advance of meeting, or at a meeting itself by Notice of Motion;

Agenda items should be re-arranged such that resource members speak at a dedicated time in the meeting (done).

- Meetings have set times, with resolution required to continue them;

- Speakers and delegations have set times, with resolution to extend;

- 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;

- Compliance with Robert's Rules.

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. Decisions should be made in an open, properly constituted meeting. Committee may want to consider setting an annual work plan similar to the city of Vancouver's committee. Planning for the year may help the committee stay focused.