



**Annual General Meeting Minutes
Victoria Family Court & Youth Justice Committee
Via Zoom
Wednesday, January 19, 2022
Starting at 11:30 am with monthly meeting to follow**

In Attendance

Municipal Members:

Cynthia Day, (Colwood); Marie-Terese Little, (Metchosin); Adam Flint, (View Royal); Matt Sahlstrom, (Langford); Marcie McLean, (Highlands); Barbara Fallot, (Sidney); Heather Gartshore, (North Saanich); Jeff Bateman, (Sooke); Lynda Hundleby, (Esquimalt); Esther Paterson, (Oak Bay); Daleen Thomas, (Central Saanich); Marnie Essery (Recording Secretary).

CRD Members:

Bill McElroy, (C.R.A.T.)

School Districts:

Resource Persons:

Guests: Steve Carey, (Legal Services CRD)

Regrets:

1) Call to Order-11:33 a.m.

2) Welcome to the Traditional Territories of the Coast Salish Peoples whose unceded land we are so fortunate to live.

3) Chair's Address

It has been a lot of work over the last 2 years to get to where we are today!

We hope we are setting up for success for the committee's future.

The Chair has been in touch with appointed Saanich Councillor N. Chambers who has a conflict with the day and time of our meetings but once the meeting dates and times are rescheduled plans to be more involved in our committee.

4) To change the numbering on the AGM Agenda

Under 7d Motions from Working Group

To add Finances to 8 as they were not discussed at a prior meeting.

Elections will become 9 on AGM Agenda

To Approve Amended January 19 AGM Agenda

M. Sahlstrom/ L. Hundleby

CARRIED

5) To adopt January 20, 2021 AGM Minutes

M. T. Little/ E. Paterson

CARRIED

6) Budget –

Potential Motion: 2021-2022 Budget be approved (In the Draft 2021 Annual Report) and the budget was also circulated to VFCYJC Members.

J. Bateman will ensure that the correct budget is included in the 2021 Annual Report.

To approve the 2021-2022 VFCYJC Budget

B. McElroy/ M.T. Little

CARRIED

7) Committee Approved Motions from the Working groups:

These are the following motions:

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.

A member stated that there was a lengthier report on this but it does not change the intent of this. A member's recommendation is that this previous report be included and forwarded to the CRD.

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: 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.

That the committee approved motions from the working groups be incorporated into our Terms of Reference, Policies and Procedures.

**MOTION: M. McLean/ J. Bateman
CARRIED**

CRD Bylaw

That the committee endorse the draft CRD Delegated Commission Bylaw from the November 10, 2021 working group to be incorporated into our Terms of Reference, Policies and Procedures.

**MOTION: M. McLean/ E. Paterson
CARRIED**

7d) That the report and recommendations from the joint working group of November 10, 2021 be provided to CRD Staff and CRD Board for their consideration and information.

**MOTION: M. McLean/ M.T. Little
CARRIED**

8) Finances: THAT the finances of the VFCYJC be consolidated under the CRD as a delegated Commission, once a bylaw has been enacted, in a separate ledger account AND any required changes to our Terms of Reference, Policies and procedures be instituted.

Discussion on the Motion:

This information was distributed to VFCYJC Members.

3rd paragraph should read that Steve Carey and Mike Medlen will be our contacts.

This would take effect once VFCYJC becomes a delegated authority.

Member appreciated B. McElroy's efforts but would have appreciated more information from CRD Staff in the future. They do not feel that this matter is urgent.

Another member stated that If VFCYJC does not do this at this AGM now because it is a major change to the way we do finances, we will have to wait until the next Annual General Meeting.

VFCYJC would be working as a partner with CRD.

This provides accountability and this provides that and ensures a significant measure of security.

Request by a member to amend to include people by their titles and not just their names.

Mike Medlen, Senior Financial Advisor, Financial Services,

Steve Carey, Senior Manager, Legal and Risk, Legal Services, CRD

A member stated that the people that VFYJC would forward the invoices to each year might change.

MOTION: B. McElroy/ H. Gartshore

CARRIED

To amend the wording of the motion to now read

Finances: THAT the finances of the VFCYJC be consolidated under the CRD as a delegated Commission, once a bylaw has been enacted, in a separate ledger account AND any required changes to our Terms of Reference, Policies and procedures be instituted AS per the financial controls report of Jan 19, 2022 financial controls report for the VFCYJC.

MOTION: B. McElroy/ H. Gartshore

CARRIED

9) Election of Executive

C. Day will not be running for Chair and will Chair the elections.

Election of Executive – The Chair opened the floor for nominations for Executive Positions.

a. **Chair – one nomination (B. McElroy/ L. Hundleby) received for M.T. Little, ACCLAIMED**

b. **Vice Chair –one nomination (J. Bateman/ E. Paterson) received for A. Flint, ACCLAIMED**

c. **Treasurer – one nomination (L. Hundleby/E. Paterson) received for B. McElroy, ACCLAIMED**

B. McElroy was thanked for being a stalwart of this committee.

Members thanked Cday was thanked for all that she has done for the vfcyjc. She said she felt blessed to work with all these people.

To Request the CRD appoint as VFCYJC Executive for the 2022 year and Approve the Election of Executive

MOTION: L. Hundleby/ M. Sahlstrom

CARRIED

10) Presentation of the 2021 Annual Report

The Chair thanked A. Flint for his yeoman's work on the Annual Report.

Another superstar, J. Bateman, was also thanked for all his help with the Annual Report and what he has done to maintain the VFCYJC Social Media presence in the community.

E. Paterson and M. McLean were thanked for all their help with the working groups.

All VFCYJC Members who helped with the working groups during the summer were also thanked for their time and input.

VFCYJC Members would like the following added to the 2021 VCYJC Annual Report:

- November Joint Working Group Report
- Priorities Report
- C.R.A.T. Report

That the VFCYJC endorse the VFCYJC's 2021 Annual Report as presented with additions and amendments noted.

MOTION: E. Paterson/ B. McElroy

CARRIED

Amy Day, who is a paralegal, has joined our meeting to administer the oath of confidentiality. All VFCYJC Members except H. Gartshore recited the oath. C. Day will print these up for everyone who participated today. Amy Day was thanked for his help with this. For others not able to attend today, VFCYJC will ask for them to complete their oaths as well.

11) CRD Appointments- Under our Constitution and Terms of Reference, Up to Seven Voting Members may be appointed by the CRD.

- a. Recommendation:** That the CRD be asked to reappoint Bill McElroy to represent them on this committee, along with any other appropriate volunteers as per the Enabling Legislations.

MOTION: M.T. Little/ E. Paterson

CARRIED

12) Audit Committee – if required.

With changes, VFCYJC will likely not need to have an audit committee.

Just in case, we will ask for 2 volunteers for the audit committee and if required VFCYJC will contact you. *We require two volunteers who are **not part of the executive** to meet, review and confirm bank statements and financial reports match to ensure that there are no fraudulent activities.* They meet in December for approximately 30 minutes.

L. Hundleby and E. Paterson volunteered to be on the audit committee.

**MOTION: C. Day/ M.T. Little
CARRIED**

13) To Adjourn at 12:36 p.m.

**MOTION: E. Paterson/ C. Day
CARRIED**