

Meeting Minutes

Victoria Family Court & Youth Justice Committee Via Zoom

Wednesday, April 28, 2022 starting at 11:30 p.m.

In Attendance

Municipal Members: Marie-Terese Little, (Metchosin); Adam Flint, (View Royal); Marcie McLean, (Highlands); Jeff Bateman, (Sooke); Lynda Hundleby, (Esquimalt); Esther Paterson, (Oak Bay); Marnie Essery (Recording Secretary).

CRD Appointments: Bill McElroy, (C.R.A.T.)

Resource Agencies: Sarah Radford, (Pacific Centre Family Services Association) and Mia Golden, (Mobile Youth Services Team and C.R.E.D.)

School Districts: Wendy Hobbs, (School District 62)

Guests: Sharon Orr, (Senior Committee Clerk, CRD,) Sarah Radford, (Program Manager, Pacific Centre Family Services Association)

Regrets: Barbara Fallot, (Sidney); Heather Gartshore, (North Saanich); Cynthia Day, (Colwood).

Call to Order-11:35 a.m.

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

2. Resource Agencies: Presentations/Delegations

S. Radford shared that Pacific Centre is becoming a Community Health Centre. The **Westshore Community Health Centre** (WSCHC) is a new multidisciplinary primary care centre operated by Pacific Centre Family Services Association (PCFSA) which is designed to bring low-barrier, trauma-informed coordinated care to the underserved populations of the Westshore, namely the communities of Metchosin, Colwood, Langford and the Highlands, and their families.

Community Health Centres (CHCs) are community governed, not-for-profit organizations which bring an equity lens to providing team-based primary health care. The focus of the WSCHC will be to attach clients, of all ages, and their families, who experience barriers to health and health care due to the impact of inequity and the

Social Determinants of Health, including income, employment and working conditions, education/literacy, childhood experiences, lack of social supports, gender/race/class-based discrimination and the intersection of all these aspects.

Pacific Centre Family Services Association

Reception 250.478.8357 | Toll Free 1.866.478.8357

Intake & Referrals: 250.940.4373

Fax: 250.478.3699

Email: pacificcentre@pcfsa.org

Committee members supported Pacific Centre's good work. Due to extreme needs and long wait lists, unfortunately, counsellors are only dealing with crisis intervention.

A committee member said it is important to help kids at the elementary level. If there is early intervention and support when they are younger, it will decrease the chances of addiction issues and other issues later.

2.1 Presentation from Mobile Youth Service Team

Mia Golden, BJus, DipCYC

Crime Reduction & Exploitation Diversion (CRED) and

Mobile Youth Service Team M.Y.S.T.

Child, Youth and Family Counsellor

250-208-2660 (cell)

Unfortunately, G. McGee is unable to be here today.

What is the Mobile Youth Service Team?

The Mobile Youth Service Team (MYST) was created 14 years ago to address the issue of Sexually Exploited Youth in the CRD. The MYST officer is a member of a local police detachment. The CRED coordinator and MYST officer spend one day a week together reaching out to youth who are at risk of gang involvement and sexual exploitation.

Currently, Gord McGee is the M.Y.ST. officer. Gord McGee is amazing. He is appointed for a 3 year position and then this is reevaluated.

M Golden shared a Power Point Presentation with the committee.

She also shared 2 links. One is 2 mins long and the other is 40 seconds. They are clips from the 5th Estate episode that aired a couple of months ago where they followed M. Golden and G. McGee for a couple of days and discovered what is taking place in our city.

<https://vimeo.com/703028501>

<https://vimeo.com/703028849>

More information about C.R.E.D. can be found at the link below.

Crime Reduction + Exploitation Diversion | Pacific Centre Family Services Association

The link below was also shared.

Safer Schools Together

Threat Assessment Training - Safer Schools Together

The following was discussed with the committee:

- We cannot keep up. Our team is struggling as there is only 2 of us.
- Young people are being exposed to things that they shouldn't be. Kids are dying and experiencing horrible things. We are starting to see younger and younger kids.
- Seeing high numbers of youth getting involved in the gang culture in all areas of Victoria. People do not understand what is happening in our communities.
- The only way we are going to get ahead is if we can do prevention. We need to support parents too.

What is being done:

- Prevention work in School Districts
- Presentations to schools about exploitation
- Documentary that will be presented to schools
- Need to spread the message to educate kids when they are young
- Presentation Parenting in the Digital Age
- Creating a video about consent

The VFCYJC Chair said that the work that you do is so important and thank you. Chair emphasized that our members role is to take this information back to your Councils and School Districts and give an overview of this program.

VFCYJC will be writing an advocacy letter about M.Y.S.T. and sending it to the Integrated Police Units - Regional Governance Council and will cc all Councils, Minister Farnsworth and the Attorney General's Office.

J. Bateman volunteered to draft a letter for review by M. Golden and to be shared at our May 26th VFCYJC meeting.

The funding is going to run out for M. Golden's program and she does not have the capacity to do it all. She would like to ensure long term stable funding for this program.

3. To Approve the April 28 Agenda

B. McElroy/ L. Hundleby

CARRIED

4.1 To table the adoption of the February 24, 2022 meeting minutes until the May 26, 2022 meeting

MOTION: J. Bateman/ L. Hundleby

CARRIED

4.2 To receive the April 14, 2022 VFCYJC steering committee notes

MOTION: E. Paterson/ J. Bateman

CARRIED

5. Chair's Update

Chair M.T. Little and Vice Chair A. Flint met with S. Carey for a 1-hour productive meeting.

The VFCYJC needs to show progress by the end of the year and possibly pick 3 or 4 things to focus on such as updating the website with resources, 1 intake of grants and reviewing our strategic plan.

The Chair thanked steering members for all their help.

VFCYC will redistribute the final 2021 Annual Report to all municipalities and the VFCYJC Chair and Vice Chair will be presenting to all Councils.

6. Committee Business

6.1 Treasurers Report

As of March 30, 2022 there was 14,336.70 in our account.

There have only been 3 expenses:

On February 4, cheque 343 was written for 224.00 for a 1 year zoom reimbursement to Chair M.T. Little.

On February 8, cheque 342 was written to our Secretary for 400.00

On March 30, cheque 344 was written to our Secretary for 800.00

To Accept Treasurers Report as Presented

MOTION: B. McElroy/ L. Hundleby

Opposed M. McLean

To Amend motion to table acceptance of Treasurers Report until the next VFCYJC Meeting on May 26.

MOTION: B. McElroy/ L. Hundleby

Opposed E Paterson

Motion rescinded, back to original motion

To Accept Treasurers Report as Presented

MOTION: B. McElroy/ L. Hundleby

Opposed M. McLean

CARRIED

"That the Victoria Family Court and Youth Justice Committee bank account with VanCity be closed, and the remaining funds of \$14,336.70 and the remaining shares of \$7.64 be sent to the Capital Regional District."

MOTION: B. McElroy/ L. Hundleby

M. McLean opposed

CARRIED

6.2 Priorities Committee written update

The Priorities Committee is working towards a grant intake process.

If you have any feedback please email M. McLean and E. Paterson and they will bring a final draft back for the May 26th VFCYJC meeting.

The Chair thanked VFCYJC Priorities Chair M. McLean for all her hard work on this.

VFCYJC Members shared that the need during the pandemic is so great on outreach agencies. VFCYJC is hoping that the grant application form could be published in June and expedite the process. It would be great to have the form posted on the website.

Resource services desperately need this. E. Paterson volunteered to help as well.

Re: Priorities Grants write-up for Victoria Family Court & Youth Justice Committee (VFC&YJC) for future inclusion in the Committee's Orientation Manual, and, its Terms of Reference and/or, its Constitution.

This former draft was prepared by Marcie McLean current Chair of the VFC&YJC Priorities Sub-committee with assistance from Esther Paterson, and falls from existing procedures and the adopted recommendations from the Priorities Working Group which met in August 2021 to review the correspondence received from CRD Staff Steve Carey dated Feb. 26, 2021 in particular Appendix H to that letter and, also Steve Carey's letter of Aug. 23, 2021, both of these past letters were in regards to the Capital Regional District (CRD) Review of the VFC&YJC which included: mandate, finances, governance and communications. As mentioned above this paper speaks to the matter of granting for VFC&YJC and the Priorities Application form, Process and Policies.

It is intended that a draft of this write-up will go forward to the main VFC&YJC for their consideration in the near future and then, incorporated into the above noted VFC&YJC documents and the VFC&YJC website.

Priorities Applications: Process, Policies and Procedures

COMPOSITION of the PRIORITIES SUB-COMMITTEE (sub-committee):

The sub-committee will consist of up to 5 voting members of VFC&YJC, and shall include the duly appointed Chair, Treasurer, and the sub-committee Chair.

CONSIDERATIONS of PRIORITIES APPLICATION(S) for a GRANT: (Process, Procedure and Policies)

Grant application package information and the process, will be available in web-based format, and will include a detailed check list of the required information, deadlines and who to submit their applications to.

The Grant application must be submitted by the posted deadlines in duplicate to the attention of VFC&YJC, Chair of Priorities sub-committee and VFC&YJC Secretary. Applicants should allow 30-90 days for processing the application and will receive a letter from the Chair of VFC&YJC advising them of the Committee's decision.

There may be up to (2) two uptakes for grant applications in one calendar year and must be received by the end of March or December. The Application must be fully completed providing all of the requested information including the organization's financial statements for the previous year.

All fully completed Applications will be reviewed by the Priorities sub-committee. The sub-committee Chair will be responsible for inquiries and clarifications, and will circulate relevant information to sub-committee members electronically. Through their considerations the sub-committee will provide their recommendation for each application as well as, their rationale for each qualifying application in the form of a resolution to the main VFC&YJC for their considerations and their vote.

Please note: Approved grant applications might not receive the full amount of their requested grant amount.

Information requirements of applicants for potential grants:

Grant Application information requirements must include the following:

1.1. Required Information

- 1.1.1. Name of organization
- 1.1.2. Address of organization
- 1.1.3. Purpose of the organization
- 1.1.4. Name of person applying
- 1.1.5. Contact person's name, email address, and phone number
- 1.1.6. Alternate contact person's information same as above
- 1.1.7. Listing of Board of Directors names and positions
- 1.1.8. Is your organization a registered society in BC?
- 1.1.9. If yes, what is the name of your society and your number under the BC Society Act?
- 1.1.10. Does your organization have charitable status registered with Canada Revenue Agency (CRA) under their Charitable Directorate?
- 1.1.11. Is your organization a business?

1.2. Project name, location, start date, and completion date.

1.3. 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.

1.4. Financial Statement of the organization's previous year and their budget for the current year

1.5. 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.

1.6. Indicate if the grant request is for one-time or recurring project.

1.7. Provide any previous grant requests and amount made to VFC&YJC with their dates, and indicate if approved or not.

1.8. Declaration that funds not used for the approved project will be returned to Victoria Family Court and Youth Justice Committee via cheque, within sixty days of conclusion of the project.

2. Criteria for qualifying expenses

Excludes salaries, capital items, not businesses other than not-for-profits but may include project website development, guest speaker(s), advertising, venue rentals, etc.

3. Objectives

3.1. The statement of intended outcomes within the application will be used to assess success of the project to accomplish goals.

3.2. Applicant's 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.

3.3. Applicant's 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.

4. Reporting to Victoria Family Court & Youth Justice Committee at conclusion of project

4.1. 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.

5. Other:

5.1. Applicant acknowledges it has reviewed Victoria Family Court & Youth Justice Committee mandate which will be attached to all grant applications.

5.2. Victoria Family Court & Youth Justice Committee title, name or logo will not be used without prior written consent of the Committee.

5.3. 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.

6. Uptake Dates for submissions

6.1. 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.

6.2. Application process is approximately 60-90 days.

6.3. The Chair of the Grants subcommittee will consult with CRD staff in regards to the process for issuing/distributing cheques to applicants following VFC&YJ Committee decision.

6.4. NOTE: The Priorities Working Group deferred discussion on threshold amounts of grants (not presently used).

6.5. Chair of Victoria Family Court and Youth Justice Committee will notify the applicant in writing of the Committee's decision. A template letter will be created for this purpose.

6.6. Process for distributing cheques will be coordinated with CRD.

6.7. NOTE: The Working Group's 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.

Please note: that it is understood by VFC&YJC that all approved Priorities Applications will be required to enter into an agreement with the Capital Regional District (CRD); therefore, time should be allotted by the applicant for that additional process.

Please further note that: This document was endorsed by the Victoria Family Court and Youth Justice Committee at their regular meeting of April 28, 2022.

6.2.1 Grant intake for 2022

VFCYJC hopes to have the grant application ready to be shared by June so applications can be submitted during the summer and then reviewed in September.

6.3 Discussion: matrix of qualifications for new VFCYJC Members

To table until next meeting on May 26

MOTION: B. McElroy/ L. Hundleby

Opposed E Paterson and M. McLean

CARRIED

6.4 VFCYJC Strategic Plan

Committee members commented that the strategic plan is excellent but suggested that we dedicate at least 20 minutes at our next meeting to this. Members are asked to review this thoroughly before our next meeting.

To table to the next VFCYJC meeting on May 26

MOTION: B. McElroy/ L. Hundleby

CARRIED

6.5 There was discussion of steering committee meeting times and dates going forward.

That the steering committee meetings will take place from 9-9:50 a.m. the first Thursday of the month.

MOTION: J. Bateman

Motion not carried and there was further discussion on the motion.

That Chair Little circulate a doodle poll for time and date best for steering meetings.

MOTION: J. Bateman/ M. McLean

CARRIED

7. Correspondence

7.1 Mr. S. Carey (CRD) has received a letter from Central Saanich about a request to withdraw from participating in the Victoria Family Court and Youth Justice Committee.

The VFCYJC assumes that this will be put on the CRD Governance Meeting Agenda on June 1, 2022 which starts at 9: 30 a.m.

Committee members suggested that a delegation of our committee attend this meeting.

8. New Business

9. To adjourn at 1:26 p.m.

MOTION: M. McLean/ L. Hundleby

CARRIED