**REPORT TO VICTORIA FAMILY COURT AND YOUTH JUSTICE COMMITTEE
MEETING OF THURSDAY, SEPTEMBER 29, 2022**

SUBJECT **Future contracted services for youth and family information projects**

ISSUE SUMMARY

To consider a scope of services for a report on gaps and additional administrative support.

BACKGROUND

The Committee's role is to survey and report on gaps in the youth and family justice systems. The Committee may consider developing a written report on youth and family services available in the region and to review what those service providers view as gaps and needs. If a scope of services was developed and agreed-upon, a request for proposals conducted, and a contract awarded, work would be supervised by one or more Committee members designed by the Committee for that purpose (typically the Chair or Vice-Chair).

Further, the Committee does not have dedicated CRD staff resources. It may choose to dedicate a portion of its budget or revise its current secretarial contract to include additional services, and may wish to consider what services it requires at the sub-committee level.

IMPLICATIONS

Obtaining a report has financial implications. No funds would be expended without Committee approval. Members should consider what they see as valuable and task the development of a scope of services to an appropriate sub-committee for consideration.

The Committee's largest single expense is contracted secretarial support (at $400 per month, or $4,800 per year), and while it has access to CRD staff, it does not have dedicated resources and its access is balanced with other services. The Committee should consider its administrative needs and whether further support or a review of the scope of secretarial services is necessary.

CONCLUSION

The Committee should consider what its contracted needs are to fulfill its mandate.

RECOMMENDATION

1. That this report be received for information.

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ATTACHMENTS
N/A