

Appendix “C”

Victoria Family Court and Youth Justice Committee

Correspondence from Committee re: adopted motions

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1	2	January 10, 2022	Letter from C. Day enclosing November 17 adopted motions from Policy and Procedures working group

January 10, 2022

Via Email: scarey@crd.bc.ca ; 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, Chair, Councillor (Metchosin)
Marnie Essery, Secretary VFCYJ committee
Esther Paterson, Councillor (Oak Bay)
Marcie McLean, Councillor (Highlands)
Adam Flint, Citizen representative (View Royal)

Subject: Victoria Family Court & Youth Justice Committee (VFCYJ) Working Group review of procedures, policies and Community Charter relating to formalising 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 26th 2021, this review addresses specific issues defined as:

- Meetings to comply with the Community Charter including provisions made for Open and Closed meetings,
- Objective 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
- VFCYJ 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 Work 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 Work Groups. The Work 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 policies (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
- b) Open Meetings and Provisions to allow meetings to be closed.
Meetings to be open to the public. Meeting and any sessions where decisions are made must be done in the open. This does not apply to work by volunteers and sub-committees provided they are not making final decisions for the committee.

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' name.
- 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

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 a dedicated time in the meeting before the business of the meeting
- iv) Meetings will have set times (2 hours) and a resolution to extend beyond 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

- 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 Work 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.
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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.

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2	9	January 19, 2021	Committee-adopted resolution from Finance working group

8. Finances THAT the finances of the Victoria Family Court and Youth Justice Committee 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 January 19, 2022 Financial Controls Report for the Victoria Family Court and Youth Justice Committee.