



Notice of Meeting and Meeting Agenda Governance and First Nations Relations Committee

Wednesday, April 1, 2026

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria BC V8W 1R7

M. Little (Chair), K. Williams (Vice Chair), M. Alto, P. Brent, C. Coleman, B. Desjardins,
K. Murdoch, D. Murdock, C. Plant, M. Tait, C. McNeil-Smith (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [26-0389](#) Minutes of the Governance and First Nations Relations Committee meeting of February 4, 2026

Recommendation: That the minutes of the Governance and First Nations Relations Committee meeting of February 4, 2026 be adopted as circulated.

Attachments: [Minutes - February 4, 2026](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

- 6.1. [26-0386](#) Freedom of Information and Protection of Privacy Act (FOIPPA) Overview 2025
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: FOIPPA Overview 2025](#)
[Appendix A: Overview of Proposed FOIPPA Amendments \(Bill 9-2026\)](#)
[Appendix B: 2025 Key Performance Metrics](#)
- 6.2. [26-0369](#) Regional District Service Reviews - Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Regional District Service Reviews - Update](#)
[Appendix A: Board-Approved Methodology for Annual Service Reviews](#)
- 6.3. [26-0385](#) Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy
- Recommendation:** The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the amended Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12), attached as Appendix A, be approved.
- Attachments:** [Staff Report: NDA/Confid. Agreement for CRD Cmte. and Comm. Policy](#)
[Appendix A: NDA/Confid. Agmt. for CRD Cmte. and Comm. Policy \(BRD12\)](#)
[Appendix B: NDA/Confid. Agmt. for CRD Cmte. and Comm. Policy - Redlined](#)
- 6.4. [26-0390](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only.
a) Victoria Family Court Youth Justice Committee - October 23, 2025
b) Victoria Family Court Youth Justice Committee - January 22, 2026
- Attachments:** [Minutes - VFCYJC October 23, 2025](#)
[Minutes - VFCYJC January 22, 2026](#)

7. Notice(s) of Motion

8. New Business

9. Motion to Close the Meeting

- 9.1. [26-0391](#) Motion to Close the Meeting
- Recommendation:** That the meeting be closed for Provincial Government negotiations in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]

10. Adjournment

The next meeting is June 3, 2026.

Meeting Minutes

Governance and First Nations Relations Committee

Wednesday, February 4, 2026

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria BC V8W 1R7

PRESENT

Directors: M. Little (Chair), K. Williams (Vice Chair), M. Alto, P. Brent, D. Cavens (B. Desjardins), C. Coleman, K. Murdoch, D. Murdock (EP), C. Plant (EP), M. Tait (EP)

Staff: K. Morley, General Manager, Corporate Services; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; K. Bittorf, Manager, Salt Spring Island Parks and Recreation; A. Prisniak, Manager, Strategic Initiatives, First Nations Relations; C. Vernon, Manager, First Nations Relations; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors B. Desjardins, C. McNeil-Smith (Board Chair, ex officio)

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Vice Chair Williams provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Coleman, **SECONDED** by Director Alto,
That the agenda for the Governance and First Nations Relations Committee meeting of February 4, 2026 be approved.
CARRIED

3. Adoption of Minutes

- 3.1. [26-0132](#) Minutes of the Governance and First Nations Relations Committee meeting of December 3, 2025

MOVED by Director Williams, **SECONDED** by Director Alto,
That the minutes of the Governance and First Nations Relations Committee meeting of December 3, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Little welcomed the committee and noted it was National Cancer Day.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

- 6.1. [26-0107](#) 2026 Governance and First Nations Relations Committee Terms of Reference
- K. Morley presented Item 6.1. for information
- Discussion ensued on the composition of the committee and the ability for First Nations members to abstain from voting.
- 6.2. [26-0061](#) 2026 Appointments Advisory Committee
- M. Lagoa spoke to Item 6.2.
- MOVED by Director Brent, SECONDED by Alternate Director Cavens,
The Governance and First Nations Relations Committee recommends to the
Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2026 include
Governance and First Nations Relations Committee Chair Little and the following
two committee members: Director Coleman, and Director Plant.
CARRIED**
- 6.3. [26-0014](#) Accessibility Reviews for three Salt Spring Island Recreation Facilities
- C. Neilson spoke to Item 6.3
- MOVED by Director Brent, SECONDED by Director Coleman,
The Accessibility Advisory Committee recommends the Governance and First
Nations Relations Committee recommends to the Capital Regional District Board:
That the Accessibility Advisory Committee Chair provide a letter of support for the
Sparc BC Local Community Accessibility Grant Program.
CARRIED**

6.4. [26-0082](#) CRD Reconciliation Action Plan

K. Morley and C. Vernon spoke to Item 6.4.

Discussion ensued on the following:

- initiative timelines and incorporating First Nations feedback
- strategic vision, service planning and resources
- collaboration among local governments and regional districts
- provincial guidance document and collaboration working groups
- Declaration on the Rights of Indigenous Peoples Act (DRIPPA)
- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)
- funding resources, feasibility and implementation of the plan

**MOVED by Director Plant, SECONDED by Director Alto,
The Governance and First Nations Relations Committee recommends to the
Capital Regional District Board:**

1. That the Board direct staff to share the draft Reconciliation Action Plan with First Nations for their review and input, and where possible, work with First Nations to incorporate their feedback; and
2. That staff report back to the Board with the revised Plan for final approval.

CARRIED

6.5. [26-0133](#) Previous Minutes of Other CRD Committees and Commissions for Information

There is no recommendation. The following minutes are for information only.

- a) Victoria Family Court Youth Justice Committee - January 23, 2025
- b) Victoria Family Court Youth Justice Committee - April 24, 2025
- c) Victoria Family Court Youth Justice Committee - June 26, 2025
- d) Accessibility Advisory Committee Meeting - November 18, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Murdoch, SECONDED by Director Alto,
That the Governance and First Nations Relations Committee meeting of February
4, 2026 be adjourned at 10:35 am.**

CARRIED

CHAIR

RECORDER



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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Freedom of Information and Protection of Privacy Act (FOIPPA)
Overview 2025**

ISSUE SUMMARY

This report provides an annual year end update on key metrics of Freedom of Information (FOI) requests received in 2025 and provides an overview of privacy protection-related activities lead by the Privacy and Information Services division in 2025.

BACKGROUND

Under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, the CRD has a responsibility to protect and uphold people's foundational rights to the protection of their privacy, and to access to information about CRD activities, including information about themselves in the CRD's custody or under its control. The Privacy and Information Services Division is accountable for administering the Act and supporting all CRD departments in meeting their obligations under the Act. This report provides a year-end update on the work of the Division in 2025. It also looks ahead to changes anticipated in 2026.

IMPLICATIONS

Over the last five years, the landscape for privacy and access in British Columbia has changed considerably. New legislative amendments have recently been proposed by the Province and if passed, the amending bill would introduce new requirements for local governments under FOIPPA, potentially adding to the complexity of Privacy and Access to Information work. This underscores the need for well-designed, consistent, and sustainable privacy and access practices. Appendix A outlines these proposed legislative changes and their impacts.

FOI Requests and Privacy Management Program

The CRD has been taking incremental steps since 2022 to strengthen its privacy governance and align with the evolving expectations set out in FOIPPA. The CRD has codified its commitment to maturing its Privacy Management Program in Goal 12a of the CRD Corporate Plan. In 2025, in furtherance of that goal, Privacy and Information Services successfully implemented a number of program enhancements that will benefit both the public and CRD employees, and will assist the CRD in becoming fully compliant with these expanded obligations. A summary of the operational work of the division includes:

- Conducting **97** privacy risk assessments and privacy advice on CRD projects and initiatives.
- Investigating and remediating **12** actual or suspected privacy breaches.
- Responding to **255** formal Freedom of Information Requests, involving the processing of over **22,000** pages of records.
- Assisting other CRD departments to respond to informal, routine or proactive disclosures.
- Facilitating the provision of evidence to police agencies.

- Leading mandatory training sessions for CRD employees.
- Consulting on requests from other public-sector entities where CRD information is being considered for disclosure.
- Responding to the Office of the Information and Privacy Commissioner in the context of investigations and audits.

Appendix B contains data tables and visualizations for the Division's key performance metrics.

Building Inspection Records Program

In March 2026, new building bylaw amendments came into effect that changed how several categories of building inspection-related records are accessed. Records that fall within the categories identified in the bylaw are no longer eligible to be requested under FOIPPA and will instead be available through a pay-for-service model.

In the 2025 fiscal year, building inspection records accounted for approximately 63% of all FOI requests received by the CRD. Over time, this change is expected to reduce the overall FOI processing workload for the Privacy and Information Services Division.

In the near term, however, the division's level of effort has increased as staff support Building Inspection in designing and implementing the new program. While the access pathway has changed, FOIPPA's disclosure and privacy protection requirements continue to apply. As a result, skilled professional judgment remains necessary to review records prior to release, ensuring lawful, consistent, and defensible disclosure decisions under the new model.

Alignment with Board & Corporate Priorities

The protection of privacy rights and the provision of access to information fall under the Community Need for Open Government. These activities also support legislative compliance, transparency and business systems and processes in the Corporate Plan and are important for good governance.

CONCLUSION

The CRD has identified enhanced privacy practices as a key strategic priority in its Corporate Plan. In 2025, the Privacy and Information Services Division successfully implemented a number of program enhancements in furtherance of this goal. This work will continue in 2026, with a sustained focus on improved user experience, greater consistency in decision-making, and stronger alignment with legislative requirements and emerging best practices. At the same time, the overall volume, complexity, and sensitivity of privacy and access work continues to increase, requiring ongoing attention to building capacity, expertise, and maturity across the CRD, in order to empower all CRD employees to contribute to effective privacy and access practices.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Melissa Sexsmith, Manager, FOI & Privacy
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Overview of Proposed FOIPPA Amendments (Bill 9-2026)

Appendix B: 2025 Key Performance Metrics

Appendix A: Overview of Proposed FOIPPA Amendments (Bill 9 - 2026)

Proposed Amendment	Impact to the CRD
Expanded grounds to disregard requests	The Bill adds and modifies the circumstances under which the Information and Privacy Commissioner may authorize a public body to disregard a request. While the threshold remains appropriately high to protect access rights and prevent arbitrary refusals, the proposed changes may provide the CRD with greater ability to address requests that are excessively broad, repetitive, abusive, or an abuse of process. This provision is retroactive and would apply to requests received before, on, or after coming into force.
FOIPPA disappplied to records subject to legal proceedings	Part 2 of FOIPPA would no longer apply to records that must be produced, listed, or identified as part of a court or legal proceeding. The FOI process may no longer be used as an alternative mechanism to obtain records that are properly subject to disclosure through litigation processes such as discovery. As a result, the CRD would no longer be required to process FOI requests for these records. This provision is retroactive.
Authority to determine request validity and sufficiency of detail	The Bill authorizes the Head of the Public Body to determine whether a request is valid, including whether it provides sufficient detail to allow records to be identified within a reasonable amount of time. Requests that are unclear or unreasonably scoped would be ineligible to be opened until clarified. This represents a significant procedural change and will require system and workflow reconfiguration.
Duty to respond without <i>unreasonable</i> delay	The Bill amends the duty to respond “without delay” to “without unreasonable delay.” While statutory timelines remain largely unchanged, this introduces a reasonableness analysis that may be considered by the OIPC in complaints or reviews, increasing scrutiny of delays even where formal extensions have not been taken.
Expanded consent-based timeline extensions	The Bill permits the head of a public body to extend the time for responding to a request by any period to which the applicant consents. This removes the current 30-day limitation on consent-based extensions and provides greater flexibility to manage complex requests, where applicant agreement is obtained.
Clarification of interaction between ss. 5 and 10 (request detail)	The Bill resolves an inconsistency between sections 5 and 10 by allowing the CRD to decline to open a request until sufficient detail is provided, rather than opening the request and placing it on hold. This change alters intake practices and will require technology and process updates to support an “unopened” request state.
Direct access to designated categories of personal records	The Bill enables the head of a public body to establish categories of records containing an individual’s personal information that may be made available directly to the individual without a formal access request. This presents a significant opportunity to enhance transparency, improve service delivery, and reduce FOI processing burden through proactive or self-service access models.

Appendix B: 2025 Key Performance Metrics

Privacy Impact Assessments

A Privacy Impact Assessment (PIA) evaluates how a current or proposed government initiative will affect personal privacy rights of any individual whose information is collected, used, or disclosed. A PIA identifies potential privacy risks and ensures that measures are in place to protect personal information.

In the 2025 fiscal year, the Privacy and Information Services Division collaborated with CRD colleagues on 97 PIAs, representing a 111% increase over the prior year (See Figure 1). The historical average is 47 PIAs per year. This is the highest volume of PIAs the CRD has processed in a single year.

The significant increase in the number of Privacy Impact Assessments conducted is likely correlated to two main causes: the implementation of process efficiencies that have led to the faster completion of assessments; and increased awareness across the organization of when a PIA is required, resulting in more initiatives being identified and brought forward for review.

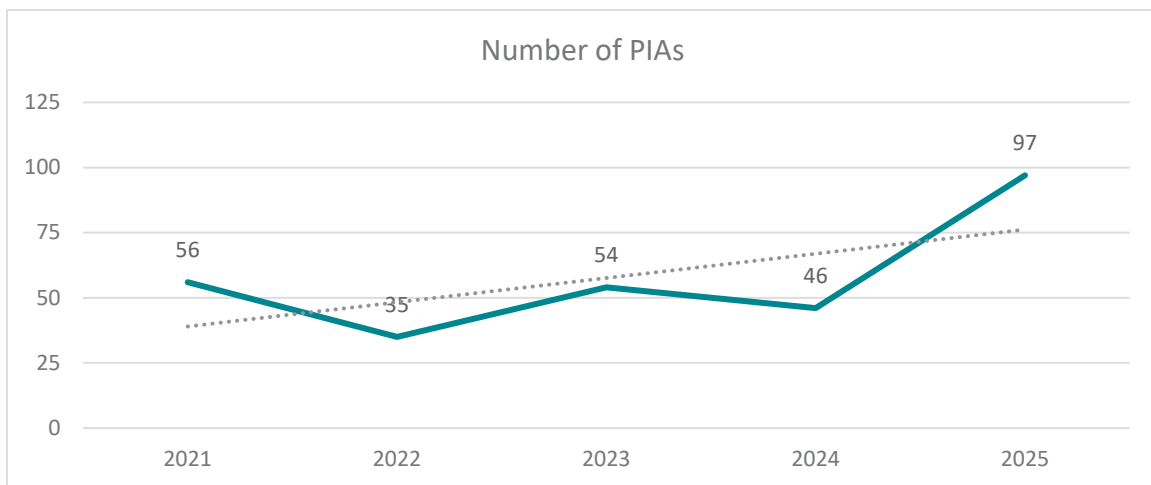


Figure 1

The largest share of the Privacy Impact Assessments conducted were related to surveys (26 PIAs), followed by data collection activities (13 PIAs) and systems (e.g., enterprise systems such as SAP), service delivery programs (e.g., the Climate Action Program), and applications and tools (e.g., the Shifts scheduling application) (12 PIAs each). Video surveillance PIAs (10) also represented a meaningful proportion of the workload (see Figure 2).

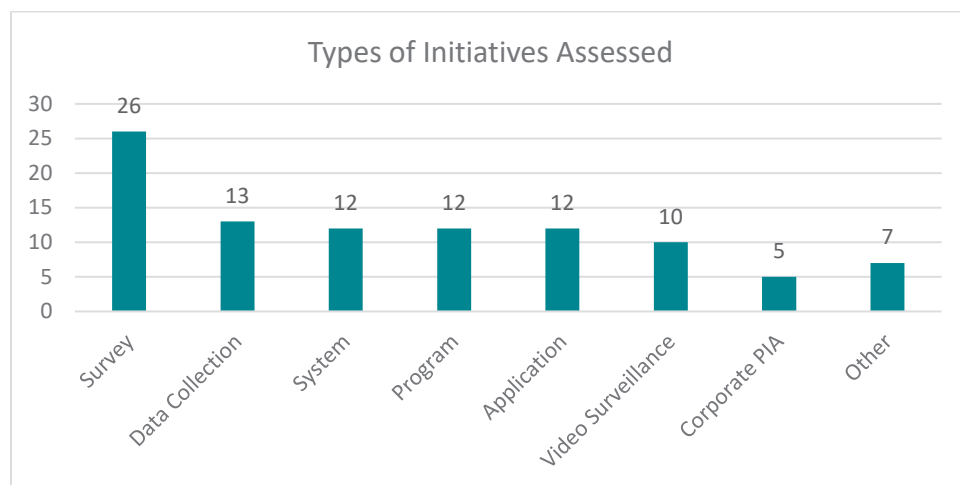


Figure 2

Freedom of Information Requests

FOIPPA promotes openness and transparency in government by giving anyone the right to request access to records held by public bodies, subject to certain exceptions. Public bodies must respond to an FOI request within 30 business days. FOIPPA provides for the ability to extend this time if certain conditions apply, or with the permission of the Information and Privacy Commissioner.

In the 2025 fiscal year, the Privacy and Information Services Division collaborated with CRD colleagues on 255 FOI requests. This is consistent with the historical average of 252 requests per year (see Figure 3). However, these 255 requests represent over 22,000 pages of records processed (see Figure 4). The average size of a request, when expressed in pages, is continuing to increase year-over-year; the 2025 figure is a dramatic increase compared to prior years.

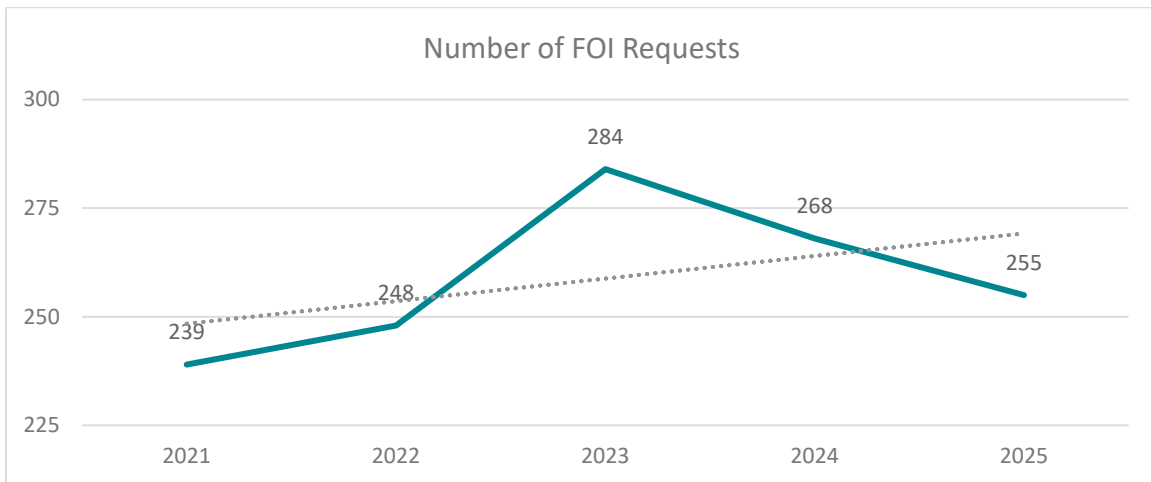


Figure 3

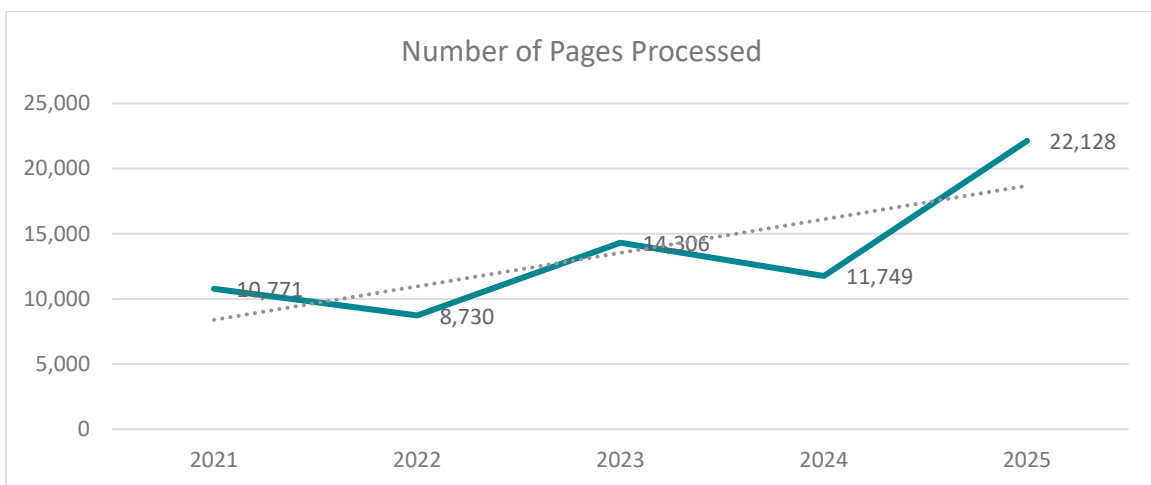


Figure 4

Most FOI Requests were related to more than one theme and required a response from two or more divisions within the CRD. In keeping with prior-year trends, the most commonly-requested records related to either Building Inspection (164 requests) or Bylaw matters (63 requests) (see Figure 5). A significant majority of requests (98%) were for CRD program information, while only 2% of requests were submitted by individuals seeking their own personal information (see figure 6).

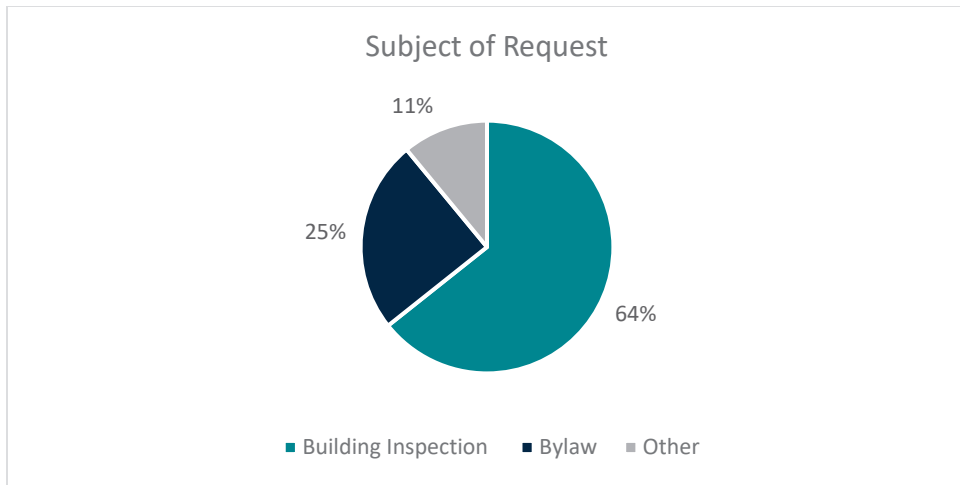


Figure 5

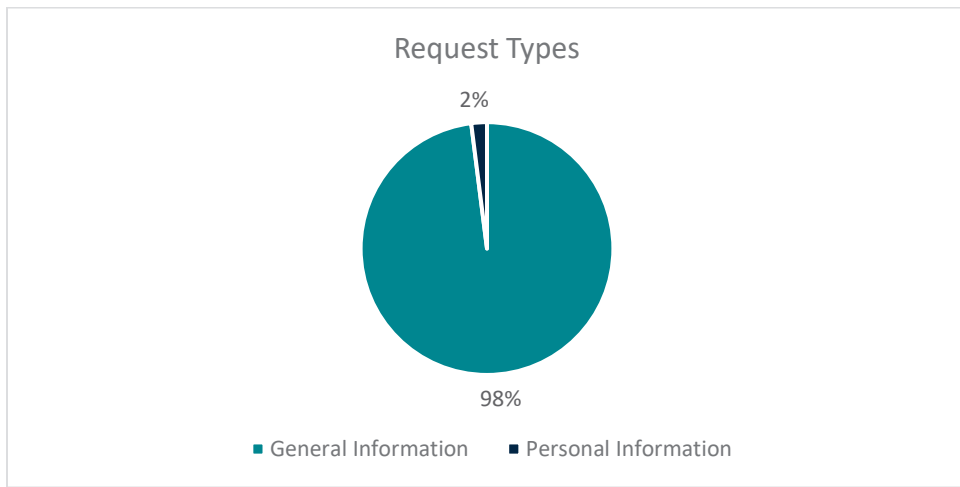


Figure 6

The majority of FOI Requests were submitted by individuals (63%). Realtors made 17% of requests, while businesses and interest groups made 9% and 4% of all requests, respectively (see Figure 7)

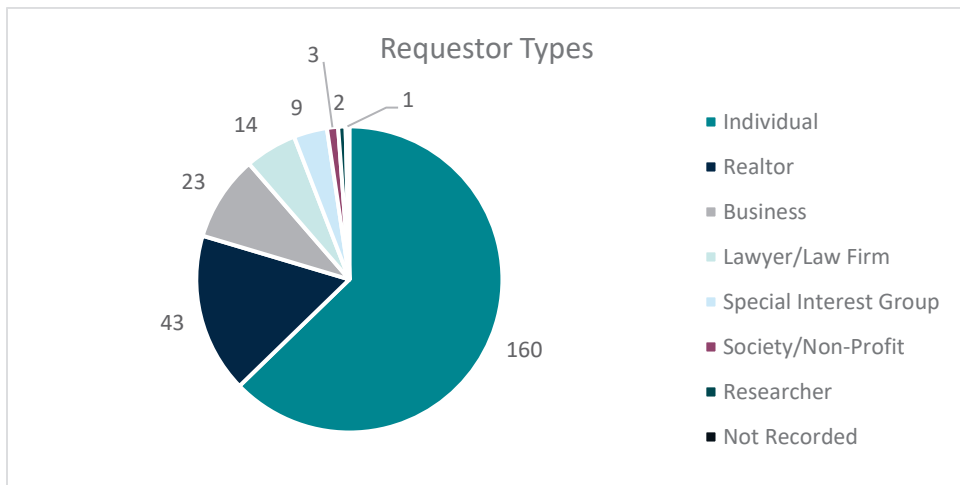


Figure 7



Making a difference...together

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT Regional District Service Reviews – Update

ISSUE SUMMARY

This report provides an update on the preparatory work to support conducting one to two service reviews per year, as directed by the Capital Regional District (CRD) Board (Board) in October 2025.

BACKGROUND

At the November 13, 2024, meeting, the Board directed staff to prepare a report outlining options and implications for conducting CRD service reviews by May 2025 or earlier. On April 9, 2025, the Chief Administrative Officer (CAO) provided the Board with a general overview of the options available in the context of regional districts, including those specific to the CRD. A strategic discussion was then held at the Committee of the Whole meeting on April 30, 2025. During this wide-ranging conversation, the Board explored additional ways to evaluate services, with a focus on the concerns it aimed to address and the outcomes it sought to achieve.

Staff returned to the Board on October 8, 2025, with recommended next steps across seven potential areas of action. The Board approved all recommendations, including proceeding with the necessary preparatory work to support conducting one to two service reviews annually.

The service review methodology approved by the CRD Board (Appendix A) identified two key areas of focus:

- Evaluating older, legacy services to ensure they remain fit-for-purpose, responsive to community needs, and consistent with industry and corporate best practices.
- Identifying opportunities to consolidate governance or oversight structures where this could improve consistency and efficiency.

In alignment with this approach, staff have completed a historical review of more than 200 CRD services and applied the approved intake criteria to identify legacy services that may be suitable candidates for review, defined as services that have been active for at least 20 years and are currently funded. This process produced an initial list of over 130 regional, sub-regional services and local services.

Given the volume of services identified, staff are now undertaking a qualitative assessment through interviews with operational staff. This work is intended to:

- Confirm whether services have previously undergone a service review or strategic planning process
- Identify potential sustainability, efficiency or governance considerations, and
- Prioritize services where a detailed review is most likely to provide meaningful value.

This assessment is expected to be completed before the summer, at which time staff will report back with findings.

IMPLICATIONS

Financial Implications

The analysis to date has been completed by staff and there are no incremental financial implications to report currently beyond resources previously approved by the Board and existing staff time. Any future resource requirements will be brought forward through the annual service planning process.

CONCLUSION

Following the Board’s consideration of the 2025 CRD provisional budget, staff were directed to bring forward options for undertaking CRD service reviews. On October 8, 2025, the Board approved recommendations to advance seven action areas, including preparatory work to support conducting one or two service reviews annually. Staff committed to reporting back by end of the first quarter of 2026, with a further update planned before the summer.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Fran Lopez, Manager, Strategic Planning
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board-Approved Methodology for Annual Service Reviews

Appendix A: Board-Approved Methodology for Annual Service Reviews

BACKGROUND

On April 30, 2025, the CRD Board (Board) directed staff to report back with specific recommendations on “[conducting] one to two service reviews on an annual basis”.

A service review is a structured assessment of an organization’s service(s), aimed at identifying opportunities to improve service delivery. What constitutes an improvement varies depending on the type of service, user expectations and costs. It may also differ between those responsible for overseeing the service and those receiving it. In some cases, improvements may involve increases in the quantity or quality of service delivered, changing the overall value proposition or streamlining business processes. In others, the focus may be on reducing the cost of delivery or, in rare instances, discontinuing a service altogether. Broadly, service reviews are one of many tools used to support efficiency and effectiveness, and long-term financial sustainability.

The province of British Columbia outlines three primary types of service review processes available to regional districts:

- Informal service reviews, initiated at the discretion of the Board.
- Bylaw-based service review, embedded in the service establishing bylaw.
- Statutory service review, formally initiated by a service participant by notification to the Board, other service participants, and the Minister responsible for local government.

The CRD currently delivers over 200 services which vary considerably in scope, scale, expenditure, source of mandate, governance, and, particularly for sub-regional and local services, the number of participants. Several services are governed by legislation and/or are overseen by commissions and committees with varying degrees of delegated authority from the Board. Over the last decade there has been a sustained volume of new services created each Board term and service bylaw amendments, which are subject to approval by the electors, as well as new initiatives and capital projects undertaken.

CRD services are routinely assessed for effectiveness and efficiency through a variety of established mechanisms. Some reviews occur annually, while others are conducted on a cyclical or ad hoc basis, depending on the nature and needs of the service.

1. CRD Planning Framework

The CRD’s Planning Framework is a multi-step, organization-wide coordinated process with several touchpoints involving the Board. The process takes place annually, and provides several levers to the Board to evaluate and manage service levels and growth on an annual basis, including:

- The Service & Financial Planning Guidelines, approved each May, set direction for the multi-year service plans and budget development.
- The Board Priorities Check-In, held in each April/May, confirm the strategic direction for the following year.
- The annual review and approval of the service plans (Community Need Summaries) and provisional and final budgets.
- The approval of financial management strategies, typically applied to all services.

In addition, the Board's work is supported by its standing committees and commissions, which provide recommendations to the Board throughout the year on new or amended policies, strategies, initiatives and projects.

2. Strategic and Operational Plans

Many CRD services are also guided by strategic plans or other guiding documents that shape the ongoing evolution of service delivery and identify specific areas of enhancements. When developing or updating these plans, staff regularly carry out public engagement, both virtually and in person, to gather feedback, understand community expectations, and collaborate with service users to identify opportunities for improvements. Examples of Board-approved plans include:

- 2017 Regional Water Supply Strategic Plan (currently under review)
- 2018 First Nations Relations Task Force Final Report
- 2021-2025 Climate Action Strategy (currently under review)
- 2021 Solid Waste Management Plan
- 2022 Regional Water Supply Master Plan
- 2022-2032 Regional Parks & Trails Strategic Plan and suite of operational management plan, including the Land Acquisition Strategy
- 2014 Core Area Liquid Waste Management Plan (Consolidated) and 2024 Long-Term Biosolids Management Strategy
- 2024-2027 CRD Arts Support Service Strategic Plan

3. Ad hoc targeted service reviews

In addition to the regular planning process and development of strategic plans, the Chief Administrative Officer, General Managers, the Board and the Commissions with delegated authority may occasionally initiate supplementary service evaluations. These targeted reviews are designed to provide deeper insights into specific services or to address a specific opportunity or challenge that has emerged. Past examples include:

- Environmental Services and Water Services Service Delivery Review (2008-2009)
- Parks and Community Services/Environmental Sustainability Departmental Integration (2013)
- Bylaw and Animal Care Service Delivery Review (2014-2015)
- Facility Management Review (2016)
- Board considered conducting a global service review process and directed CAO to enhance divisional service planning after evaluating several approaches (2016)
- Regional Parks Operational and Financial Review (2022)
- Information Technology and GIS Service Review (2022)
- Victoria Family Court and Youth Justice Service Review (2022)
- Organizational Structure Review – CRD Evolves 2024-2025 (2023-2025)
- Saanich Peninsula Water Commission Amalgamation Study (2024-2025)
- Procurement Review (2024-2025)

Since service participants already have the ability to initiate formal service reviews through the existing provincial mechanism, the CRD does not need to replicate that process. Instead, the focus should be on developing a supplementary, Board-led review process that complements existing tools. To ensure this process is effective and adds value, staff recommend that such reviews be carefully scoped to avoid duplication and be clearly justified.

PROPOSED NEXT STEPS

Staff have identified two potential gaps in the CRD's current planning framework that could be addressed through a supplementary, structured service review process.

- There is currently no prescribed approach for reviewing older, legacy services to ensure they remain fit-for-purpose, relevant to the communities they serve, and aligned with industry standards and corporate best practices. To date, reviews of legacy services have relied on staff proactively identifying and initiating them on a case-by-case basis. Staff recommend that the review process include a systematic method for identifying and evaluating such legacy services to ensure they continue to deliver value.
- There is no mechanism for reviewing and potentially consolidating the oversight structure for services that would benefit from consistent and unified management. While consistency is applied at the point of service creation, it often diverges over time. The CRD currently manages over 70 standing committees and commissions, an unusually high number compared to other local governments. These bodies operate under varied governance models, delegated authorities, and administrative support, which places significant demand on organizational capacity. Staff recommend that the review process include an evaluation of oversight structures to improve efficiency, reduce administrative burden, and improve service oversight.

Given the scale and complexity of the CRD's service portfolio, there would be merits in conducting a one-time review of services to address these historical gaps and regularise service oversight. To ensure the process delivers meaningful results, services should be selected based on clear goals and intake criteria, listed below. This targeted approach will help staff focus efforts on the services with the greatest potential for improvement and impact.

The pace of this review would be determined once a list of suitable services has been identified. However, it is important to note upfront that addressing these legacy and governance issues will likely take several years of considerable effort. Following this initial effort, staff would recommend establishing an ongoing process for future assessment in a more proactive and sustainable manner.

Goals and Service Selection Criteria

Staff recommend that the service review process be guided by two overarching goals:

1. Identify opportunities to **improve operational efficiency** by consolidating similar activities, reducing service delivery costs, and/or improving resource utilization.
2. Identify opportunities to **enhance service quality** by implementing new quality control measures, increasing service reliability, and/or discontinuing outdated service models.

To support these goals, staff propose to apply the following issues-based criteria to identify suitable candidate services for review:

1. *Legacy Services*: that have been in operation for 20 or more years and have no undergone a formal review. This is defined as:
 - a. No formal review of service levels, mandate, or strategic direction undertaken in the last 20 years, and/or
 - b. No public engagement or elector approval sought on service levels, mandate or strategic direction in the last 20 years, and/or

- c. The service is not included as an exempted service in the Regional District Service Withdrawal Regulation. Such services include regional parks, emergency telephone systems (e.g. 911) and solid waste management and recycling.
2. *Services Needing Strategic Realignment*: services that draw on unusually high levels of internal resources or have known issues related to the goals of operational efficiency or service quality¹, such as:
 - a. Misalignment between current service delivery and their original mandate or purpose.
 - b. Absence of appropriate quality control measures or mechanisms (e.g. service agreements).
 - c. Delivery models that are outdated or inconsistent with modern industry practices or corporate standards.
 - d. Services impacted by regulatory changes.
3. *Sustainability Concerns*: services facing environmental, social or financial sustainability issues that may impact their long-term viability.
4. *Opportunities for Consolidation*: services that could be consolidated to reduce service delivery costs and capacity demands, while improving consistency and oversight. This may include reviewing the scope and responsibilities of various committees and commissions.

Process

Staff will apply the intake criteria to identify candidate services for review. The Board's input will be sought, and existing governing bodies may also be canvassed to gather suggestions. Candidate services will then be prioritized to ensure that resources are focused on high-impact reviews. The list of candidates and proposed plan for next steps will be brought back to the Board for approval.

IMPLICATIONS

Service Delivery Implications

Service reviews require considerable time and organizational capacity. As noted by the Board, during the deliberation, with over 200 potential services in scope, treating each one equally could result in a lengthy and costly process. Many services are already subject to regular reviews through existing mechanisms. To ensure value and avoid duplication, staff recommend that any supplementary reviews be precisely scoped and clearly justified as outlined in the background.

It is also important to note that the objectives of the CRD Board for this review process may differ from those of the service participants or oversight bodies. These differences can create challenges in defining what constitutes effective and efficient service delivery. Engaging those responsible for operational decisions and oversight is important, as they have shaped the current form of the service and will be instrumental in implementing future changes. However, while consultation with service participants will help ensure informed and inclusive decision-making, it will add complexity and may extend timelines.

To support a successful implementation, the supplementary reviews will need to be planned and scheduled well in advance, allowing for appropriate work planning and allocation of staff time. Existing workplans may need to be re-phased to accommodate this additional work. The estimated timelines may vary depending on the scope. Based on lessons learned during the

¹ Note that some improvements on such issues were also implemented through CRD Evolves 2024-2025.

planning phase of CRD Evolves 2024-2025, it is estimated that a narrowly focused review could be completed within six months, while a more significant review may take 12 to 18 months.

Additionally, changes to the scope of services would likely require amendments to service establishing bylaws, which is time-consuming and resource intensive work, and may require engaging in an electoral approval process. A coordinated approach to address multiple changes simultaneously may help streamline the implementation process, depending again on the scale and nature of changes.

Financial Implications

To support the review process, external consultant support may be necessary, particularly for large or complex services. The estimated cost per review, excluding internal staffing costs, ranges between \$20,000 and \$100,000, depending on scope and intricacy. Staff will bring forward any resource requests for Board approval through the annual service planning and financial planning process.



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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy**

ISSUE SUMMARY

Updates have been made to the CRD *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12) to clarify management procedures, refine definitions, and include gender-inclusive language.

BACKGROUND

The *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* is due for review and update prior to the next general local election and appointment of new committee and commission members.

The policy applies to non-elected officials appointed to CRD committees and commissions, who may receive confidential information in the course of carrying out their duties. Appended to the policy is a form to be signed by committee and commission appointees that includes a commitment not to disclose closed meeting information while that information remains confidential.

This policy amendment aims to improve the Legislative Services Division's ability to administer non-disclosure/confidentiality agreements to CRD committee and commission appointees, enforce agreement requirements, and maintain agreement records. The proposed changes include a revised policy purpose statement, updates to defined terms, and more detailed procedures based on current practices. Finally, the revised policy integrates gender-inclusive language throughout the policy and agreement template.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the amended *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12), attached as Appendix A, be approved.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Confidentiality requirements for elected officials are outlined in Section 117 of the *Community Charter*. These requirements apply to regional districts via section 205 of the *Local Government Act*. The intent of the policy is to address the gap for non-elected officials who are not subject to the legislated requirements but may still need to receive confidential information. The policy and

Governance and First Nations Relations Committee – April 1, 2026
Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy 2

signed statement are designed to ensure the commitment of appointees to safeguard confidential information and provide some assurance to CRD that appointees have been made aware of the confidentiality requirements. Note that not all committees or commissions hold closed meetings, but for those that do, appointees will be required to have signed the agreement prior to receiving any confidential information.

In terms of enforcement, where an appointee is not willing to sign the Non-Disclosure/Confidentiality Agreement, the policy stipulates that they will not be permitted to receive any confidential information or participate in closed meetings. If participation in closed meetings is essential to the work of the committee or commission, the Board may choose to revoke the appointment of that appointee, however whether that is necessary for any particular appointee would need to be considered on a case-by-case basis.

Service Delivery Implications

The revised policy will enhance staff's ability to administer non-disclosure/confidentiality agreements to CRD Committee and Commission members, enforce agreement requirements, and maintain agreement records.

Equity, Diversity and Inclusion

This policy amendment focuses on including gender-inclusive language, per CRD's commitment to fostering and promoting an inclusive and equitable work environment. Priorities identified in the People, Safety & Culture (PS&C) Strategic Plan (2024-2027) include reviewing internal policies and practices with lens that prioritize Equity, Diversity, Inclusion, and Accessibility.

CONCLUSION

Updating the CRD's *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12) will strengthen current practices by improving the administration, enforcement, and record-keeping of CRD's confidential or sensitive information. The revised policy will establish clearer expectations, more consistent compliance, and a more robust framework for protecting sensitive information.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the amended *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12), attached as Appendix A, be approved.

Submitted by:	Marlene Lagoa, MPA, Senior Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12)
- Appendix B: Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12) – Redlined Version



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**CAPITAL REGIONAL DISTRICT
CORPORATE POLICY**

Policy Type	<i>Board</i>		
Section	<i>Corporate Services</i>		
Title	NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT FOR CRD COMMITTEES & COMMISSIONS		
Adopted Date	May 8, 2013	Policy Number	BRD12
Last Amended			
Policy Owner	Legislative Services		

1. POLICY:

All Appointees to a Capital Regional District (CRD) committee or commission are required to sign a non-disclosure confidentiality agreement.

2. PURPOSE:

To safeguard the confidentiality of CRD matters that are not subject to public disclosure, and to ensure consistent adherence to closed meeting confidentiality requirements for Appointees.

3. SCOPE:

This policy applies to all Appointees to a CRD committee or commission.

4. DEFINITIONS:

“Appointee”: means a person appointed to a CRD committee or commission, excluding CRD Board Directors, Local Community Commissioners, and municipal mayors and councillors.

“Closed Meeting” or **“in Camera Meeting”**: refers to meetings that may or must be closed to the public where the subject matter is of a sensitive or confidential nature, in accordance with Section 90 of the *Community Charter*.

“Committee”: means a standing, advisory, select, or other committee of the CRD Board, but does not include Committee of the Whole.

“Commission”: means a commission established under Section 263(1)(g) of the *Local Government Act* and includes local service committees established by the CRD Board.

“Corporate Officer”: means the officer of the CRD assigned the corporate administration responsibilities of Section 236 of the *Local Government Act*, and includes that officer’s designates.

5. PROCEDURE:

5.1 Confidentiality of Closed Meeting Matters

Confidential or sensitive information may be shared only with individuals authorized to receive it.

Pursuant to Section 117 of the *Community Charter*, elected officials are required to maintain the confidentiality of matters considered in a closed meeting. These statutory obligations do not extend to Appointees to a CRD committee or commission. Since committees and commissions may be delegated authority to conduct closed meeting deliberations, Appointees are required to sign a non-disclosure confidentiality agreement (Schedule A).

5.2 Agreement Management

The Legislative Services Division is responsible for administering, coordinating, and maintaining non-disclosure/confidentiality agreement records.

Non-disclosure/confidentiality agreements must be signed by committee and commission Appointees upon appointment and provided to Legislative Services staff for record keeping.

Appointees who have not signed a non-disclosure/confidentiality agreement will not be authorized to participate in closed meeting matters and will not receive any closed meeting materials.

6. SCHEDULES:

A. NON-DISLOSURE CONFIDENTIALITY AGREEMENT

7. AMENDMENTS:

Adoption Date	Description:
May 8, 2013	CRD Board.

8. REVIEWS:

Review Date	Description:
September, 2024	3-year review.
March, 2026	Election year review and update.

9. RELATED POLICY, PROCEDURE OR GUIDELINES:

- *Freedom of Information and Protection of Privacy Policy (ADM09)*

SCHEDULE A
NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:
CAPITAL REGIONAL DISTRICT
("CRD")

OF THE FIRST PART

AND: _____
("Appointee")

OF THE SECOND PART

WHEREAS the Appointee has been granted an appointment to the

(the "**Committee/Commission**");

NOW THEREFORE in consideration of the premises, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

1. For the purposes of this Agreement:
 - (a) "**confidential information**" includes:
 - (i) any information that has been received or considered by the Board of the CRD, the Commission or any other body established by the CRD at a meeting that has been lawfully closed to the public, except to the extent that disclosure of such information has been authorized by the Board of the CRD or the Commission;
 - (ii) any information that the CRD is bound to retain in confidence pursuant to an agreement, the disclosure of which has not been authorized by agreement of the parties;
 - (iii) any information the disclosure of which is prohibited under the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (iv) any information that is subject to solicitor-client privilege; and
 - (v) any other information held in confidence by the CRD except to the extent that the information is released to the public as lawfully authorized or required by an enactment.
 - (b) "**enactment**" has the same meaning as in the *Interpretation Act* (British Columbia).
2. The Appointee acknowledges that, as an Appointee of the Board of the CRD to the Committee/Commission, they are authorized to receive confidential information.

3. The Appointee acknowledges and agrees that they must:
 - (a) keep in confidence any confidential information, until the record containing the confidential information is released to the public as lawfully authorized by the Board of the CRD, the Committee/Commission, or as required under an enactment;
 - (b) keep in confidence information considered in any part of a meeting of the Board of the CRD, or the Committee/Commission, that was lawfully closed to the public, until the Board of the CRD or the Committee/Commission, as applicable, discusses the information at a meeting that is open to the public or releases the information to the public;
 - (c) ensure that any records or information containing personal information received by the Appointee during his or her term is stored in Canada in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (d) use confidential information solely in connection with the purposes of the Committee/Commission and the CRD and for no other purpose.
4. The Appointee will advise the Corporate Officer of the CRD immediately if they become aware of an unauthorized use or disclosure of confidential information contrary to this Agreement or the provisions of an enactment.
5. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
6. This Agreement may be executed in a counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

THE PARTIES HERETO have executed this Agreement as of the day, month, and year first above written, as undersigned.

CAPITAL REGIONAL DISTRICT

By its authorized signatories:

APPOINTEE

I understand that any disclosure of confidential information contrary to this agreement may result in sanctions including reduction in participatory rights, censure and revocation of any appointment:

Corporate Officer or Designate

Appointee



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**CAPITAL REGIONAL DISTRICT
CORPORATE POLICY**

Policy Type	<i>Board</i>		
Section	<i>Corporate Services</i>		
Title	NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT FOR CRD COMMITTEES & COMMISSIONS		
Adopted Date	<i>May 8, 2013</i>	Policy Number	BRD12
Last Amended			
Policy Owner	<i>Legislative Services</i>		

1. POLICY:

All **Appointees** to a Capital Regional District (**CRD**) **committee** or commission are required to sign a non-disclosure confidentiality agreement.

2. PURPOSE:

To safeguard the confidentiality of CRD matters that are not **subject to public disclosure**, and to ensure consistent adherence to closed **meeting** confidentiality requirements for **Appointees**.

3. SCOPE:

This policy applies to all **Appointees** to a CRD **committee** or commission.

4. DEFINITIONS:

“Appointee”: means a person appointed to a CRD committee or commission, excluding CRD Board Directors, Local Community Commissioners, and municipal mayors and councillors.

“Closed Meeting” or **“in Camera Meeting”**: refers to meetings that may or must be closed to the public where the subject matter is of a sensitive or confidential nature, in accordance with Section 90 of the *Community Charter*.

“Committee”: means a standing, advisory, select, or other committee of the CRD Board, but does not include Committee of the Whole.

“Commission”: means a commission established under Section 263(1)(g) of the *Local Government Act* and **includes** local service committees established by the **CRD** Board.

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5.1 Confidentiality of Closed Meeting Matters

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5.2 Agreement Management

The Legislative Services Division is responsible for administering, coordinating, and maintaining non-disclosure/confidentiality agreement records.

Non-disclosure/confidentiality agreements must be signed by committee and commission Appointees upon appointment and provided to Legislative Services staff for record keeping.

Appointees who have not signed a non-disclosure/confidentiality agreement will not be authorized to participate in closed meeting matters and will not receive any closed meeting materials.

6. SCHEDULES:

A. NON-DISLOSURE CONFIDENTIALITY AGREEMENT

7. AMENDMENTS:

Adoption Date	Description:
May 8, 2013	CRD Board.

8. REVIEWS:

Review Date	Description:
September, 2021	3-year review.
March, 2026	Election year review and update.

9. RELATED POLICY, PROCEDURE OR GUIDELINES:

- *Freedom of Information and Protection of Privacy Policy (ADM09)*

SCHEDULE A
NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:
CAPITAL REGIONAL DISTRICT
("CRD")

OF THE FIRST PART

AND: _____
("Appointee")

OF THE SECOND PART

WHEREAS the Appointee has ~~applied for and~~ been granted an appointment to the _____ (the "Committee/Commission");

NOW THEREFORE in consideration of the premises, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

1. For the purposes of this Agreement:
 - (a) "confidential information" includes:
 - (i) any information that has been received or considered by the Board of the CRD, the Commission or any other body established by the CRD at a meeting that has been lawfully closed to the public, except to the extent that disclosure of such information has been authorized by the Board of the CRD or the Commission;
 - (ii) any information that the CRD is bound to retain in confidence pursuant to an agreement, the disclosure of which has not been authorized by agreement of the parties;
 - (iii) any information the disclosure of which is prohibited under the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (iv) any information that is subject to solicitor-client privilege; and
 - (v) any other information held in confidence by the CRD except to the extent that the information is released to the public as lawfully authorized or required by an enactment.
 - (b) "enactment" has the same meaning as in the *Interpretation Act* (British Columbia).
2. The Appointee acknowledges that, as an Appointee of the Board of the CRD to the Committee/Commission, they are authorized to receive confidential information.

3. The **Appointee** acknowledges and agrees that **they** must:
 - (a) keep in confidence any confidential information, until the record containing the confidential information is released to the public as lawfully authorized by the Board of the CRD, the **Committee/Commission**, or as required under an enactment;
 - (b) keep in confidence information considered in any part of a meeting of the Board of the CRD, or the **Committee/Commission**, that was lawfully closed to the public, until the Board of the CRD or the **Committee/Commission**, as applicable, discusses the information at a meeting that is open to the public or releases the information to the public;
 - (c) ensure that any records or information containing personal information received by the **Appointee** during his or her term is stored in Canada in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);
 - (d) use confidential information solely in connection with the purposes of the **Committee/Commission** and the CRD and for no other purpose.
4. The **Appointee** will advise the Corporate Officer of the CRD immediately if **they** become aware of an unauthorized use or disclosure of confidential information contrary to this Agreement or the provisions of an enactment.
5. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
6. This Agreement may be executed in a counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

THE PARTIES HERETO have executed this Agreement as of the day, month, and year first above written, as undersigned.

CAPITAL REGIONAL DISTRICT

By its authorized signatories:

APPOINTEE

I understand that any disclosure of confidential information contrary to this agreement may result in sanctions including reduction in participatory rights, censure and revocation of any appointment:

Corporate Officer or Designate

Appointee



**Minutes of the Victoria Family Court and Youth Justice Committee meeting held
Thursday, October 23, 2025, CRD Boardroom, 6th floor, 625 Fisgard Street**

PRESENT

Committee Members: M. Little (Chair), K. Guiry (Vice Chair), J. Bateman, C. Day (EP), S. Kim, K. Marshall (EP), Bill McElroy, M. McLean, T. O'Keefe (EP), Misty Olsen (EP), E. Paterson, S. Riddell (EP), R. Stanton, T. Vanwell,

Staff: S. Carey, Senior Manager Legal and Risk; T. Pillipow, Senior Committee Clerk, Legislative Services; M. Essery, Recording Secretary, (EP)

Regrets: K. Armour, D. Brown, C. Chaytors, C. Lervold, A. Holeton, S. Rapoport, M. Westhaver

Guests: Integrated Mobile Crisis Response Team: Island Health's Lorraine Bates (Manager, Mental Health and Substance Use) and Debra Johnsen (Coordinator, Crisis Response & Outreach Services); Mobile Youth Services Team: Mia Golden and Shauna Bainbridge; Regional Domestic Violence Unit: Jon Cawsey, Detective Sergeant, Saanich Police Department; Saanich Police Deputy Chief Constable Paul Douglas, Joint Management Team representative for MYST and the RDVU; Central Saanich Chief Constable Ian Lawson; West Shore RCMP Interim Officer-In Charge Stephen Rose

EP - Electronic Participation

The meeting was called to order at 11:30 am

1. Territorial Acknowledgement

K. Guiry provided Territorial Acknowledgement.

2. Approval of the Agenda

**MOVED by M. McLean, SECONDED by S. Kim,
That the agenda for Victoria Family Court and Youth Justice Committee meeting of October 23,
2025 be amended to move Item 5.2. to immediately after approval of the agenda.
CARRIED**

**MOVED by S. Kim, SECONDED by T. Vanwell,
That the agenda for Victoria Family Court and Youth Justice Committee meeting of October 23,
2025 be approved as amended.
CARRIED**

3. Adoption of Minutes

- 3.1. Minutes of the Victoria Family Court and Youth Justice Committee Meeting of June 26, 2025

**MOVED by T. Vanwell, SECONDED by E. Paterson,
That the minutes of the Victoria Family Court and Youth Justice Committee meeting held June 26, 2025 be adopted as circulated.**

CARRIED

- 3.2. Notes of the Victoria Family Court and Youth Justice Committee Steering Committee meeting of October 9, 2025

**MOVED by B. McElroy, SECONDED by T. Vanwell,
That the Victoria Family Court and Youth Justice Steering Committee notes of October 9, 2025 be received for information.**

CARRIED

4. Chairperson's Remarks

Chair Little thanked S. Orr for her support and her work and congratulated her on her new position at the CRD.

5. Presentations/Delegations (10 minutes maximum per item)

5.1. Resource Agencies (if in attendance)

5.2. Panel Presentation

Following a welcome by Chair Little, J. Bateman facilitated this panel presentation. Our guests were thanked for sharing their time and perspective. J. Bateman will put together a report on this panel presentation and share in the future.

6. Committee Business

- 6.1. Term limits as per Capital Regional District Bylaw No. 4553

**MOVED by K. Guiry, SCONDED by J. Bateman,
The Victoria Family Court and Youth Justice Committee request that CRD staff review the bylaw and report back to Victoria Family Court and Youth Justice Committee at the January 2026 meeting.**

Discussion ensued regarding the need to ensure continuity of the committee.

The question was called on the main motion:

The Victoria Family Court and Youth Justice Committee request that CRD staff review the bylaw and report back to Victoria Family Court and Youth Justice Committee at the January 2026 meeting.

DEFEATED

Opposed: K. Marshall, M. McLean, T. O'Keefe, E Paterson, T. Vanwell

C. Day left the meeting.

6.2. Greater Victoria School District #61 Update

An update was presented for information.

7. Sub-Committee Business

7.1. Priorities and Grants (M. McLean)

7.1.1. Committee Report: Grant Application from Human Nature Counselling Society

Recommendation: "That the Human Nature Counselling Society's grant request for \$5,500.00 for their spring 2026 New Roots Youth Anxiety Program be approved by Victoria Family Court and Youth Justice Committee". Alternatively, to the above proposed motion the VFC&YJC may consider reducing the amount of the grant requested by HNCS or alternately deny the grant request from HNCS.

7.1.2. Grant Application: Human-Nature Counselling Society

MOVED by M. McLean, SECONDED by B. McElroy
That the Human Nature Counselling Society's grant request for \$5,500.00 for their spring 2026 New Roots Youth Anxiety Program be approved by Victoria Family Court and Youth Justice Committee.
CARRIED

7.2. Capital Region Action Team for Sexually Exploited Youth (B. McElroy)

MOVED by B. McElroy, SECONDED by E. Paterson,
That the report be received for information.
CARRIED

MOVED by E. Paterson, SECONDED by B. McElroy,
That the Victoria Family Court and Youth Justice Committee direct the Treasurer to consolidate funds, bring forward receipts.
CARRIED

7.2.1. Report on CRAT meeting of October 8, 2025

This report was received for information.

7.2.2. Future of CRAT given B. McElroy's Retirement

The Victoria Family Court and Youth Justice Committee acknowledged the long-time service of B. McElroy and his upcoming retirement after the A.G.M. on January 22, 2026. B. McElroy asked if anyone is interested in taking over C.R.A.T. please contact him.

7.3. Family and Youth Matters (R. Stanton)

R. Stanton provided details on the latest BC Coroners Service Report

<https://www2.gov.bc.ca/gov/content/life-events/death/coroners-service/statistical-reports>

7.4. Court Watch (M. Little)

This subcommittee is inactive. To be reconsidered in 2026 pending interest from members

7.5. Communications (J. Bateman)

7.5.1. Draft letter to AG Sharma re: Jamie Maclaren's Roads to Revival report recommendations as presented to the VFCYJC

The draft letter to Attorney General Sharma re: Jamie Maclaren's Roads to Revival report recommendations as presented to the VFCYJC was shared with committee members in the meeting mail out. Committee members were asked for their feedback, and the letter will be circulated in the near future.

7.5.2. Confirmed AGM speaker for Jan. 22, 2026 – British Columbia's Representative for Children and Youth Jennifer Charlesworth

7.5.3. Calls For Action for Children, Youth, Students and their Families

M. McLean provided an update on work to date.

7.5.4. Communications Sub-Committee Meeting Notes, July 8, 2025

Shared with the committee as information.

7.5.5. Annual Report 2025

The Communications Subcommittee will develop the Annual Report in December and early January with assistance of the CRD Communications Department.

8. Treasurer's Report

8.1. Draft statement of Finances as of September 30, 2025

**MOVED by E. Paterson, SECONDED by T. Vanwell,
That the 2026 Draft Budget be approved as presented.
CARRIED**

9. New Business

There was no new business.

10. Correspondence

There was no correspondence.

11. Notice(s) of Motion

11.1. Notice of Motion – Committee Meeting Schedule (B. McElroy)

**MOVED by J. Bateman, SECONDED by B. McElroy,
That same day consideration be applied to the Notice of Motion.
CARRIED**

MOVED by B. McElroy, SECONDED by M. McLean
That the number of meetings of the Victoria Family Court and Youth Justice Committee
be increased from four meetings to six meetings per year

MOVED by B. McElroy, SECONDED by M. McLean,
Recommended 2026 meeting dates: Thursdays, January 22, February 26, April 23,
May/June Open House, June 25, September 24 and November 26.
CARRIED

12. Adjournment

MOVED by K. Guiry, SECONDED by T. Vanwell,
That the Victoria Family Court & Youth Justice Committee meeting of October 23, 2025 be
adjourned at 1:51 p.m.
CARRIED

Chair

Committee Clerk



**Minutes of the Victoria Family Court and Youth Justice Committee meeting held Thursday
January 22, 2026, CRD Boardroom, 6th floor, 625 Fisgard Street**

PRESENT:

Committee Members: M. Little (Chair), K. Guiry (Vice Chair), J. Bateman, D. Brown (EP), J. Crawford, C. Day, B. Gash, S. Kim, C. Lervold (EP), B. McElroy, M. McLean, T. O'Keefe (EP), E. Paterson, S. Riddell, R. Stanton, T. Vanwell (EP)

STAFF: S. Carey, Senior Manager, Legal & Risk Management; J. Ives, Committee Clerk; T. Pillipow, Senior Committee Clerk, Legislative Services; M. Essery, Recording Secretary (EP)

EP - Electronic Participation

Guests/Resource Members: K. Petersen, Youth Empowerment Society

Regrets: M. Olsen, M. Westhaver

The meeting was called to order at 1:06 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

**MOVED by S. Kim, SECONDED by K. Guiry,
That the agenda for the Victoria Family Court and Youth Justice Committee meeting of January
22, 2026, meeting be approved.
CARRIED**

3. ADOPTION OF MINUTES

**3.1. Minutes of the Victoria Family Court and Youth Justice Committee Meeting of
October 23, 2025**

**MOVED by M. McLean, SECONDED by J. Bateman,
That the minutes of the Victoria Family Court and Youth Justice Committee meeting of
October 23, 2025, be adopted.
CARRIED**

3.2. Receipt of the Steering Committee meeting notes of January 8, 2026

**MOVED by S. Kim SECONDED by K. Guiry,
That the notes of the Victoria Family Court and Youth Justice Steering Committee meeting
of January 8, 2026, be received for information.
CARRIED**

4. CHAIRPERSONS REMARKS

The Chair had no remarks.

5. PRESENTATIONS/DELEGATIONS

5.1. Resource Agencies

K. Petersen shared an update on the Youth Empowerment Society.

6. COMMITTEE BUSINESS

6.1. Committee Orientation and Qualification Matrix Overview

Chair Little reviewed the Orientation PowerPoint for new and returning members.

Members are encouraged to complete the qualification matrix and email this information to vfamcourt@gmail.com.

7. SUB-COMMITTEE BUSINESS

7.1. Priorities and Grants (M. McLean)

There was no report.

7.2. Capital Region Action Team for Sexually Exploited Youth (CRAT) (B. McElroy)

After 19-plus years in the role, this will be B. McElroy's last VFCYJC meeting as CRAT Chair. R. Stanton has volunteered to assume Chair duties in his wake. A priority will be the completion and distribution of the now-completed graphic novel on sexual exploitation. B. McElroy will assist the new chair during the transition.

7.2.1. Crat Meeting Notes of January 13, 2026

MOVED by B. McElroy SECONDED by M. McLean,

That the notes of the Capital Region Action Team for Sexually Exploited Youth meeting of January 13, 2026, be received for information.

CARRIED

7.2.2. MYST Update

There was no report.

7.3. Family and Youth Matters (R. Stanton)

There was no report.

7.4. Court Watch (M. Little)

There was no report.

7.5. Communications (J. Bateman)

7.5.1. Future Meeting Speakers

Suggestions for future guest speakers are the Hon. Jodie Wickens, Minister of Children and Family Development; the Hon. Nikki Sharma, Attorney General and Deputy Premier; Minister of Attorney General; a representative from the province's Child & Youth Mental Health division; representatives from the Victoria Native Friendship Centre and Foundry BC; Patrick Jawes, Executive Director, The Rainbow Kitchen; and Colin Tessier, Executive Director, Threshold Housing Society.

M. Golden and Liz Nelson will be invited to provide a Mobile Youth Services Team update at the February 26, 2026, VFCYJC meeting.

8. TREASURER'S REPORT

There was no report. E. Paterson will help facilitate transition for J. Bateman, the new VFCYJC Treasurer, in collaboration with the CRD's M. Medland.

9. NEW BUSINESS

There was no new business.

10. CORRESPONDENCE

There was no correspondence.

11. NOTICE(S) OF MOTION

11.1. Notice of Motion: VFCYJC Advocacy Letter to Central Saanich Police Board Re: Mobile Youth Services Team (S. Kim)

S. Kim read the following notice of motion into the record for consideration at the next meeting of the Victoria Family Court & youth Justice Committee:

"That the Victoria Family Court & youth Justice Committee write a letter to the Central Saanich Police Board advocating for the Mobile Youth Services Team"

12. ROUNDTABLE

New Members B. Gash and J. Crawford introduced themselves.

13. ADJOURNMENT

MOVED by M. Mclean, **SECONDED** by S. Kim,

That the Victoria Family Court & Youth Justice Committee meeting of January 22, 2026 be adjourned at 1:48 p.m.

CARRIED

Chair

Committee Clerk