



ANNUAL Report 2024

Review of 2023



Agenda of the Annual General Meeting for 2023

March 7, 2024

5:30 PM

Held via Zoom or In-Person

Zoom:

<https://us02web.zoom.us/j/89465269302>

Meeting ID 894 6526 9302

In-person

Suite 3 926 Baker Street, Cranbrook, BC

If the door off Baker Street is locked, please phone 250-489-9622

1. Opening Procedures

2. Call to Order

3. Welcome to Attendees

4. Adoption of the Agenda

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Agenda** as circulated: Call for Consensus

5. Approval of the Minutes from the 2023 AGM (page 4-6)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Minutes from 2023** as circulated: Call for Consensus

6. Review and Discussion of the Video “What is Restorative Practice?” What are the implications of addressing “Restorative Practice”?

7. Reports by Department

6a. Report from the Board (page 7)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Report from the Board** as circulated and presented: Call for Consensus

6b. Program Coordinator’s Report (page 8-9)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Program Coordinator’s Report** as circulated and presented: Call for Consensus

6c. Humanity Network Report (page 10)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Report from the Humanity Network** as circulated and presented: Call for Consensus

6e. Membership List for 2023 (page 11)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Membership List for 2023** as presented. Call for Consensus



6f.1. Financial Report for 2023 (page 12)

Resolution: The Membership represented by those present at the AGM 2024 resolved to accept the Financial Report for the Fiscal Year ending in December 31, 2022 as prepared by Redding and Associates: Call for Consensus

6f.2. Budget for 2024 (page 15)

Resolution: The Membership represented by those present at the AGM 2024 resolved to **accept the Budget for 2023** as presented. Call for Consensus

6f.3. Appointment of Accountant

Resolution: The Membership represented by those present at the AGM 2024 resolved to approve the Accounting Services of **Redding and Associates** for the 2023 Fiscal Year with review during the AGM 2024 . Call for Consensus

7. Appointment and Election of Officials (Bylaws on page 17)

Election of Directors

Term review of existing Board Members

Daphne Kelgard	Co- Chair	Signing Authority	Nominated in 2021 *
Ron Popoff	Co- Chair	Signing Authority	Nominated in 2023
Kathy Forgeron	RCMP	de facto Director	
Shaunee Keyes	Co-Chair	Retired	
Julie Bond	Director	Retired	

CDRJS would like to thank Shaunee Keyes and Julie Bond for their valued contributions as Board Members.

*Daphne Kelgard was nominated to the Board in 2021 and has served 2 yrs in this term (Daphne was one of the founding members of CDRJS as a society). Subject to her approval, she may be nominated again in 2024 for an additional 2 yr term. *4.11 Term of Directors*

Nominations from the floor

Note: Membership on the Board is subject to having completed a Membership Application and a successful Criminal Record Check. Specific roles on the Board will be determined by Board Members during the April 2023 Board Meeting.

Nominee:

Nominee:

Nominee:

Changes to the Membership of the 2024 Board of Trustees

Resolution: The Membership represented by those present at the AGM 2024 resolved to **approve the slate of Directors for 2024**. Call for Consensus

8. Additions to the Agenda (as approved by the Chair)

9. Adjournment

Our thanks again to:

Everyone who had the opportunity to attend.



Cranbrook and District Restorative Justice Society

The collective interest of the Membership in Restorative Practice and the work of CDRJS.

The dedication and commitment of the Board of Directors.

Resolution: The Membership represented by those present at the AGM 2024 resolved to **adjourn the AGM Meeting at** Call for Consensus



Cranbrook and District Restorative Justice Society

Minutes from the Annual General Meeting for 2023

March 9, 2023

5:00 PM

Held via Zoom or In-Person

Zoom:

5:00 PM

<https://us02web.zoom.us/j/6689723603>

In-person

Suite 3 926 Baker Street, Cranbrook, BC

If the door off Baker Street is locked, please phone 250-489-9622

In attendance:

Daphne Kelgar (Board Member)

Jennifer Hewitt (Observer)

Cecilia Teneese (Member)

Brandy Hoglin (Member)

Julie Bond (Member)

Shawnee Keys (Board Member)

Deb McPhee (Member)

Cali Cross (Observer)

Doug McPhee (Member and Program Coordinator)

1. **Opening Procedures**
2. **Call to Order 5:00 PM by Chair Shawnee**
3. **Welcome to Attendees**
4. **Adoption of the Agenda**

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Agenda** as circulated: **Accepted**

5. **Approval of the Minutes from the 2022 AGM**

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Minutes from 2022** as circulated: **Accepted**

6. **Reports by Department**

6a. Chairperson's Report

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Chairperson's Report** as circulated and presented: **Accepted**

6b. Program Coordinator's Report

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Program Coordinator's Report** as circulated and presented: **Accepted**

6c. Humanity Network Report

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Report from the Humanity Network** as circulated and presented: **Accepted**



Cranbrook and District Restorative Justice Society

6d. Strategic Planning Meeting of December 8th, 2022 Report

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Report from Strategic Planning Committee** as circulated and presented: **Accepted**

6e. Membership List for 2023

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Membership List for 2023** as presented. **Accepted**

6e. Financial Report for 2022

Resolution: The Membership represented by those present at the AGM 2023 resolved to accept the Financial Report for the Fiscal Year ending in December 31, 2022 as prepared by Redding and Associates: **Accepted**

7. Budget for 2023)

Resolution: The Membership represented by those present at the AGM 2023 resolved to **accept the Budget for 2023** as presented. **Accepted**

8. Appointment of Accountant

Resolution: The Membership represented by those present at the AGM 2023 resolved to approve the Accounting Services of **Redding and Associates** for the 2023 Fiscal Year with review during the AGM 2024. **Accepted**

9. Appointment and Election of Officials

Election of Directors

Term review of existing Board Members

Shaunee Keyes

Co-Chair (2+ yrs) Signing Authority declined with our thanks

Daphne Kelgard

Co-Chair (2+ yr) Signing Authority Newly Appointed in 2023

Julie Bond

Director (1 yr) Signing Authority Julie Bond

Kathy Forgeron

RCMP de facto Director

Nominations from the floor

Note: Membership on the Board is subject to having completed a Membership Application and a successful Criminal Record Check. Specific roles on the Board will be determined by Board Members during the April 2023 Board Meeting.

Nominee: Julie Bond

Changes to the Membership of the 2023 Board of Trustees

Resignation: Shaunee Keyes

Resignation: Dean Juneau

Acceptance to the Board: Julie Bond

Resolution: The Membership represented by those present at the AGM 2023 resolved to **approve the slate of Directors for 2023**. **Accepted**

10. Additions to the Agenda (as approved by the Chair)



Cranbrook and District Restorative Justice Society

Adjournment

Our thanks again to:

Everyone who had the opportunity to attend.

The collective interest of the Membership in Restorative Practice and the work of CDRJS.

The dedication and commitment of the Board of Directors.

*Resolution: The Membership represented by those present at the AGM 2023 resolved to **adjourn the AGM Meeting at 6:15 PM** Accepted*



Cranbrook and District Restorative Justice Society

Report from the Board

Shaunee Keyes, 2022 board chair, began her report with the quotation from the legendary US Anthropologist, Margaret Mead: *Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.*"

Under Shaunee's leadership we began a strategic plan to bring the idea and understanding of restorative justice to a new audience for whom the name and the principles are at best unfamiliar, and at worst a totally unknown quantity. This past year, although we were even fewer (in part because Shaunee and partner were busy supporting the development of the newest of new residents of Cranbrook) we have begun to develop a roster of allies and proponents with whom we hope to work in 2024 to restore familiarity of both the concept and the practice.

When CDRJS was constituted in the early 2020s, RCMP Division E, based in Vancouver, had a number of champions of restorative justice so they were organizing annual provincial conferences and a speakers' bureau. Those people have moved on and there is not the same provincial resources on which to call, meaning that we are having to create them for at the least, the Kootenays. For this reason, we are looking for new board members to help us with the discussion and debate on how best to carry through the goals of promulgating restorative justice as a cost and outcome effective practice for those in conflict with the law and their victims.

Equally important is to further the debate exemplified by Professor Benjamin Perrin of the Peter A. Allard School of Law at UBC in his two recent books, *Overdose: Heartbreak and Hope in Canada's Opioid Crisis*, 2022, Penguin Random House; and *Indictment: The Criminal Justice System on Trial*, 2023, University of Toronto Press. These two carefully researched works, written in language that is clear and understandable, are providing a new way to think about how to make our communities, cities, and country, places that are welcoming and healthy for all who reside here. What makes Professor Perrin's work more compelling is his previous role as "in-house legal counsel and lead criminal justice and public safety advisor (including matters related to the Department of Justice, RCMP, Correctional Service of Canada, and Parole Board of Canada)" (Perrin: 2023:395) in Stephen Harper's Prime Minister's Office which speaks to the breadth of his experience with the legal system in all its permutations.

We would like to thank Doug McPhee for his continued dedication and support as he seamlessly navigates the funding bodies to meet the needs of Cranbrook and District Restorative Justice Society activities and handles most of the files we have received as well as the training of new facilitators, with his partner, Debbie McPhee. We would also like to thank Officer Kathy Forgeron and her fellow officers in the Cranbrook and Kimberly detachments, School District 5, Ktunaxa Nation, facilitators, volunteers, and the members of CRDJS all of whom are dedicated to working toward alternatives to the traditional legal system.

Daphne Kelgard



Program Coordinator's Report

Strategic Planning

The intended goals from the Strategic Planning in 2023 were prepared for **Contingency** and increase **Community Engagement** in support of increasing awareness and use of Restorative Justice. During 2023, the following steps have been taken:

Contingency

As will be discussed in the Budget Proposal, the average yearly operating cost for CDRJS is \$46,000. As CDRJS is a society and operates as a no-for-profit organization, the operating funds are obtained through a variety of grants, roughly equivalent to the required \$46,000. The contract with the Program Coordinator is based on an hourly rate. An operational yearly maximum of \$30,000 for private contracting is applied as there is a requirement at the provincial and federal level that CDRJS be charged Sales Tax in addition to the Income Tax charged to the Program Coordinator.

The dilemma exists that if there is not a change in funding allocations for Restorative Justice, only RJ Programs in large centers, which can access large municipal grants or predictable yearly grants allowing funding the funding of operations, will be able to function with fully-funded staff. A number of smaller centers function completely within the government Community Accountability Program grant of \$4000/yr.

One of the solutions employed to address the issue of funding and tax caps has been the permission given to the program coordinator to sub-contract some of the operations and training functions. Deb McPhee has provided this service as her facilitation started in 2002 and she received authorization to extend Restorative Justice Training in 2013.

Community Engagement (Deb and/or Deb is referring to Deb and Doug McPhee)

March 2024: Doug started initial planning with Creston Restorative Justice to deliver CJF Training in Creston and referring communities in April 2024

February 2024: In connection with the posting of the AGM notice with Black Press, Doug wrote and information item for the "Letters to the Editor" portion of the Townsman. The article focused on public awareness of Restorative Justice and the cost-benefits to the community. (page 17)

February 2024: Doug attended a workshop at COTR, a panel discussion on "Access to Justice"

February 2024: Deb and Doug developed and presented the workshop on Restorative Practices at Fernie Secondary

January 2024: Deb and Doug met with ANKORS with respect to continuing the work on Hate and Raced-based reporting protocols

January 2024: Doug was added to the Board Meeting of School District 5 (Southeast Kootenay) to obtain permission to provide Restorative Practices training for Fernie Secondary

January 2024: Doug developed and circulated a poster offering CJF Training for the Spring of 2024



Cranbrook and District Restorative Justice Society

December 2023: Doug became a Rotary Member and Ron Popoff became a Board Member for CDRJS

November 2023: Doug attended a workshop put on by the City of Cranbrook and Interior Health to discuss “Poverty Reduction”

November 2023: Doug circulated the information for and attended an online workshop put on by Benjamin Perrin – “Indictment – the Criminal Justice System on Trial”

November 2023: Deb and Doug developed and presented an Information Session for the Cranbrook Rotary on the request of Ron Popoff

October 2023: Deb and Doug developed and presented an Information Session with the Watch Commands of the Cranbrook RCMP on the request of Katie Forgeron and Amanda Peters.

October 2023: Doug developed and circulated a poster offering CJF Training for the Fall of 2023

April 2023: Deb and Doug developed and presented an Information Session for the Criminology Students at COTR

Referrals and Facilitation

Communities: Cranbrook, Kimberley, Elk Valley, ʔaqam

Files Referred in 2023	10 Files	
Files In Progress (working toward completion) from 2022	4 Files	
Total Files Worked on in 2023	14 Files	
Files Completed Successfully	14 Files	100%
File Returned Non-Compliant	0 Files	0%
Files Declined for Action	0 File	0%
Files Currently in Progress	0 Files	0%
Total	14 Files	
Files Referred in 2024 (2 months)	3 Files	
Files In Progress (working toward completion) from 2023	0 Files	
Total Files Worked on in 2024	3 Files	
Files Completed Successfully	0 Files	0%
File Returned Non-Compliant	0 Files	
Files Declined for Action	0 File	
Files Currently in Progress	3 Files	100%
Total	3 Files	



CDRJS and Resilience BC – Humanity Network

In January 2024, Deb and Doug met with the ANKORS group to discuss the Hate and Race-based Reporting protocols. The Humanity Network of CDRJS had decided in 2022 that the work of Resilience BC and the Hate and Race-Based Reporting was not aligning with the work we had previously done to support public engagement and Welcoming Communities.

The contract to support Resilience BC was awarded to ANKORS and our meeting in January 2024 was to provide background information as to our work. ANKORS will now continue in that direction and CDRJS will continue to provide information on request, but has closed out all work on this project.



Cranbrook and District Restorative Justice Society

Membership List

(March 1, 2024)

Jennifer Adams	Katie Forgeron (Cst.)	Roxanne MacKay	Hailie Porter
Gerri Atchison	Eleanor George	Carla McDonald	Amber Riel
Christie, Baker	Rachelle Golding	Christina McDonough	Jared Riel
Michele Bates	Wendy Haley	Kayla McKinley	Jana Schulz
Julie Bond	Melissa Hampton	Douglas McLachlan	Eldeen Stanley (Cst.)
Kimberley Bray	Jennifer Hewitt	Olivia McMahan	Audrey Stetski
Linda Butcher	Brandy Hoglund	Debbie McPhee	Ron Tarr
Dean Chatterson	Avery Hulbert	Doug McPhee	Cecillia Teneese
Kimberly Crown	Barbara Hunter	Jolene Mellor	Gerry VandenBrink
Jim Cupidio	Chris Huston	Sheilagh Moore	Brandon Veenstra
Jody Dagg	Dean Juneau	Shaunee Murphy	Darcy Victor
Kelli DePape	Daphne Kelgard	Glenda Newsted	Kevin Ward
Jacque Dust	Virginia Kristensen	Christopher Pallai	Diane Whitehead
Lisa Caniglia Edwards	Mary Lindquist	Leah Phillips	Judy Wiwchar
Kathleen Ess	Sandra Luke	Natalie Phillips	Tanya Wright
Susan Flemming	Jordan MacDonald	Ron Popoff	

If there are any changes required to the list, please let Doug McPhee know doug.mcphee@me.com.
If you wish to add your name to our membership, there is an online Membership Application that can be accessed at <https://form.jotform.com/90656106846260>

The Board of CDRJS reviews new Membership Applications monthly.



Financial Report 2023

Bank Balances as of March 1, 2024

Bank Accounts	Total: \$41,483.65 CAD
CDRJS Gaming Chequing 01360-1024736	\$57.55 CAD :
CDRJS General Chequing 01360-1024744	\$41,426.10 CAD :
CDRJS HN General Chequing 01360-1024751	\$0.00 CAD :

Year-End Report from Redding and Associates Fiscal End of December 31, 2023

- Comparative Income Statement
- Balance Sheet



**Cranbrook & District Restorative Justice
Comparative Income Statement**

	Actual 01/01/2023 to 12/31/2023	Actual 01/01/2022 to 12/31/2022
REVENUE		
Revenue		
Private and Service Clubs	0.00	0.00
CBT & RDEK	0.00	0.00
Solicitor General	0.00	0.00
RCMP & COTR -In Kind	0.00	0.00
Donations	25.00	0.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
Grants (other)	7,542.00	0.00
CAP Grant	4,000.00	4,000.00
BC GAMING GRANT	0.00	12,651.00
Net Revenue	<u>11,567.00</u>	<u>16,651.00</u>
TOTAL REVENUE	<u>11,567.00</u>	<u>16,651.00</u>
EXPENSE		
Payroll Expenses		
Wages & Salaries GAMING ACCT.	24,477.80	28,151.90
Wages Humanity	8,205.20	6,716.10
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	0.00
Total Payroll Expense	<u>32,683.00</u>	<u>34,868.00</u>
General Expenses		
Professional Fees	0.00	534.51
Advertising & Promotions	88.78	209.23
Advertising & Promotion HN	92.22	0.00
Meeting expenses GRANT ACCT.	498.95	405.76
Business Fees & Licenses GRA...	0.00	376.48
Restitution	0.00	0.00
Courier & Postage	47.81	225.70
Donations	2,015.72	0.00
GST Expense	0.00	0.00
Interest and Bank Charges	282.50	278.50
Interest & Bank Charges GRANT...	0.00	0.00
Office Supplies GRANT ACCT.	1,488.57	765.34
Volunteer Training	0.00	0.00
Office Rental GRANT ACCT.	3,850.00	4,057.76
Telephone GRANT ACCT.	662.95	1,134.99
Travel & Entertainment	0.00	1,654.54
Website	444.14	157.47
Website HN	568.39	0.00
Suspense	-1,866.14	-54.99
Total General & Admin. Expen...	<u>8,173.89</u>	<u>9,745.29</u>
TOTAL EXPENSE	<u>40,856.89</u>	<u>44,613.29</u>
NET INCOME	<u>-29,289.89</u>	<u>-27,962.29</u>

Printed On: 02/08/2024



**Cranbrook & District Restorative Justice
Balance Sheet As at 12/31/2023**

ASSET

Current Assets

Share account 832402	11.25	
Share Account Gaming 860072	11.96	
Chequing Bank Account 429951	-13.78	
Gaming account 432674	-9.91	
RBC 01360-1024736	126.55	
RBC 1360-1024744	40,458.23	
RBC 01360-1024751	9,048.19	
Total Cash		<u>49,632.49</u>

Total Current Assets 49,632.49

Capital Assets

Office Furniture & Equipment	1,264.71	
Net - Furniture & Equipment		1,264.71
Computer		1,786.79
Software		432.00
Total Other Non-Current Assets		<u>3,483.50</u>

TOTAL ASSET 53,115.99

LIABILITY

Current Liabilities

Accounts Payable	2,177.74	
Accounts Payable	-407.74	
Total Current Liabilities		<u>1,770.00</u>

TOTAL LIABILITY 1,770.00

EQUITY

Surplus

Surplus	80,635.88	
Current Earnings	-29,289.89	
Total Owners Equity		<u>51,345.99</u>

TOTAL EQUITY 51,345.99

LIABILITIES AND EQUITY 53,115.99

Printed On: 02/08/2024



Draft Budget for 2024

Projected Budget CDRJS for 2024			
Year	2023	2023	2024
Payroll Expenses			
Wages and Salaries	\$28,151.90	\$30,000.00	\$30,000.00
Wages Humanity	\$6,716.10	\$6,000.00	
Wages Advisory			\$6,000.00
Total	\$34,868.00	\$36,000.00	\$36,000.00
Professional Fees	\$534.51	\$555.00	\$555.00
Advertising and Promotions	\$209.23	\$220.00	\$220.00
Meeting Expenses	\$405.76	\$420.00	\$420.00
Business Fees and Licenses	\$533.95	\$555.00	\$555.00
Courier and Postage	\$225.70	\$240.00	\$240.00
Interest and Bank Charges	\$278.50	\$300.00	\$300.00
Office Supplies	\$765.34	\$800.00	\$500.00
Volunteer Training (see Note)			\$1,000.00
Office Rental	\$4,057.76	\$4,200.00	\$4,200.00
Telephone/internet	\$1,134.54	\$1,200.00	\$1,000.00
Travel Training	\$1,654.54	\$1,800.00	\$500.00
Total	\$9,799.83	\$10,290.00	\$9,490.00
Total Expense	\$44,667.83	\$46,290.00	\$45,490.00
Note: Restorative Pratices Training Fernie Secondary			



Election of Directors

Methods of Voting

Reference: Societies Act of B.C. - Chapter 18 Part 6 – Members and General Meetings – Division 3 - Voting
3.14 A member in good standing has the right to participate in decision-making during a general meeting.

3.15 At a general meeting:

(a) consensus is used to determine the resolution on all matters requiring the decision of the group, except the election of individuals to the position of Trustee and special resolutions presented by voting members.

(b) election of members to the Board of Directors will be done by show of hands or in the case of two or more members applying for the same position, by secret ballot.

(c) in the case of a tie vote on a secret ballot, a second or third ballot will be conducted.

(d) voting via remote means or through a proxy holder is not permitted.

Term of Directors

4.11 At the first meeting of the directors, half of the total number of directors elected, appointed or acclaimed will be designated as holding terms of office for two consecutive years. The remaining directors shall hold terms of office for one year. At the second Annual General Meeting of the Society, those directors shall resign as their term will have expired. The number of directors needed to complete the total number of directors of the Board shall be elected to hold office for terms of two consecutive years.

Letter to the Editor:

Doug McPhee

Program Coordinator

Cranbrook and District Restorative Justice Society (CDRJS)

Cranbrook and District Restorative Justice Society (CDRJS) provides Court Diversion (referred by RCMP or Crown) through Restorative Justice for individuals who have been affected by crime in the community and are prepared to take responsibility for the harm cause to others.

Restitution with the community and with those who have been harmed is determined by those directly affected. The person responsible for the act is encouraged to rebuild their relationships and contribute to the community in a manner in which they will gain positive reinforcement from that contribution.

Often those harmed want to know why they were victimized and whether they will be safe in the future. Agreements may contain elements of financial compensation, a formal apology and demonstrations of good will to support the concepts of forgiveness, hope and assurances of a positive direction for future behavior, “lesson learned”.

The outcome of a Restorative Justice is confidential. The contributions made by the person responsible for the harm are also confidential.

In addition to the value of restoring relationships and addressing the harm done, Restorative Justice is time-effective, cost-effective and has significant success. The recent data presented by the RCMP (“E: Division RCMP: Restorative Justice Referral Guide”) indicates that the average cost for referrals to court are \$3396 per case, as compared with \$1677 for diversion to Restorative Justice. The average time for file completion through court is 4.5 months; 2 months through Restorative Justice. 60% of recommended



Cranbrook and District Restorative Justice Society

charges result in conviction in the court system and 70% of referrals successfully completed through Restorative Justice.

CDRJS, as a society, has been serving the district and community since 2007. The origins of the program started in 1998 as a Community Policing program. During the period of 2015 to 2023, CDRJS has completed 209 of 217 referrals (96.3%) with an average completion time of 3 months. The net savings to Cranbrook and communities of the East Kootenay for CDRJS offering Restorative Justice as a not-for-profit organization is \$709, 764.

Restorative Justice works for the community and helps restore community.