

**Cranbrook and District Restorative Justice Society**

930 Baker Street  
Cranbrook, BC  
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## **Annual General Meeting for 2017**

February 16, 2017

4:30 PM

CDRJS Office – 930 Baker Street, Cranbrook BC

### **Meeting Agenda**

1. Adoption of Agenda
2. Approval of the Minutes from the 2016 AGM
3. Chairperson's Report
  - ✓ 2016 Year in Review
  - ✓ Referral Data
  - ✓ Financial Statements
  - ✓ 2017 Budget
  - ✓ Minutes of AGM 2016
4. Adoption of 2017 Budget
5. Appointment of Accountant
6. 2017 Approval of Membership
7. Election of Directors
8. Adjournment

# **Cranbrook and District Restorative Justice Society**

## **ANNUAL Report**

## **Review of 2016**

**Presented: February 16, 2017  
CDRJS Office on Baker St in Cranbrook**

## **Report from the Chairperson**

*“The greatest glory in living lies not in never falling, but in rising every time we fall”*

~ Nelson Mandela~

To be part of an organization that exemplifies such grace, integrity, and grit is a true honor. I have yet to meet a more dedicated and resilient group of volunteers. Staying true to the philosophy and embracing restorative practice at every turn, particularly in the face of adversity, is immensely admirable.

We have much to celebrate when looking at what has been accomplished this past year. Through our strategic plan we set out to focus on several key areas including: securing a program contractor, establishing a database system to support file management, develop/enhance key relationships, and increase the diversity and breadth of our funding, memberships and volunteer base.

In looking back we made significant gains in many of these areas, Doug McPhee was secured to fill the Program Contractor position, at which time he implemented a database system used to report the 31 files handled this year. Relationships with current and prospective partners has been significantly improved which is evidenced in the increase in files and training provided throughout our region. We welcomed Meredith Egan for Restorative Justice Week who presented to the community and schools. Membership grew to 45, including 2 new board members Avery Hulbert who has brought new energy and a strong skill set to the RJ team, and Peter Wegener who sadly departed this world far too soon. Pete’s contribution, however short, was greatly appreciated and his memory will forever be etched on the hearts of those whose lives he touched.

The board would like to extend a heart-felt thank you to the board members stepping down to make way for new energy and insight. Long time board member Debbie McPhee will be focusing her efforts on facilitation and training prospective RJ facilitators. Words cannot express adequately how grateful we are for the effort and diligence Debbie has brought to the board, and I’m so thankful she remains as an invaluable asset to the organization. I will also be stepping down as my term...or many terms...have expired and I know when it’s time to get out of the way and let new creative juices flow. I am forever grateful for my time with CDRJ and will remain involved in some capacity as long as I am able.

I leave you in the very capable hands with one of the most competent well-rounded people I have ever had the pleasure of knowing. Doug is a gentle force to be reckoned with, who exudes restorative philosophies in everything he does. I’d like to take this opportunity to thank him, our amazingly talented and dedicated volunteers, and members who make all of this possible! If ever there was a time to

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get more involved in CDRJ, now is that time! Staying on the board to spread the wisdom learned through triumph and challenge is Avery Hulbert, and Don Kawano. We hope that you will strongly consider joining this fantastic team so we can continue to do great work!

Last but certainly not least a big thank you to our partners and funders, particularly the RCMP for entrusting us to do this very important work. We look forward to the coming year and continuing to demonstrate what resilience means.

“The future depends on what we do in the present”

~ Mahatma Gandhi~

Respectfully,

Amber Riel

## **Program Coordinator's Report**

Cranbrook and District Restorative Justice Society has signed an agreement with the Ministry of Safety and the Office of the Solicitor General to deliver restorative practice in the province. CDRJS works with the RCMP and Crown to address the court diversion files that are appropriate as defined by the Community Justice Forum training.

In a similar fashion, CDRJS holds a Memorandum of Understanding (MOU) with School District 5 (Southeast Kootenay) defining the contacts and approaches that SD5 may use to access services with CDRJS.

We are currently working on a similar MOU with the Ktunaxa Nation Council to provide services and support as KNC works toward greater independence from formal court processes..

The goal in our service delivery continues to focus on improving consistency and turn-around time. As the total number of trained facilitators was lower than required to support the increase in file referrals, Debbie and Doug McPhee two training sessions for Community Justice Forum Facilitators.

The first of the two sessions was held in October of 2016 and served the dual purpose of training new facilitators and providing upgrading for certified facilitators in Cranbrook and District. The second session was held in January 2017 and 13 new facilitators successfully completed the three-day training.

CDRJS has been actively involved in committee work provincially and federally in support of developing provincial and federal standards of practice with societies

In July of 2016, CDRJS Board Members were engaged in a second Strategic Planning Review. Strategic Planning produces a path for the organization to follow for the next 12 months. Although flexibility is often a daily requirement when dealing with people, budgets and funding sources within the environment of the not-for-profit world, the strategic plan helps to identify those key goals that CDRJS needs to return to when the smoke clears.

The New Board for 2017 will be well served by the guiding path left by the current board and in July, they will be provided with an equal opportunity to modify the path they wish CDRJS to follow.

Respectfully,

Doug McPhee

## File Referral Information 2016

### Total Files and Outcome

There were 31 files referred to CDRJS in 2016. Files from the RCMP have the year as the prefix; 2016-982 is the first file for 2016 and 2016-9722 is the last in this set. There is an overlap from one year to the next as files that are referred in December may take 3 months to conclude – well into the following year. The cleanest method to report files in a given year is to reference the RCMP file number.

### Referral Success

Outcome	Explanation	Files	%
Completed	File returned to RCMP as a Successfully Completed	18	58%
Active	File is still in the process of being completed	9	29%
Non-Compliant	Forum was held, but offender didn't complete the agreement	2	6%
Declined CDRJS	The file was returned to the RCMP following the Intake Meeting – the offender was not prepared to take responsibility for his/her actions	2	6%
Total		31	~100%

What is the success rate?

The rate of Non-Compliance is 6% and 6% also represents the proportion of files that are sent back following the initial Intake Meeting. That leaves 88% of the files that are completed successfully.

### Types of Offenses Represented

Outcome	Explanation	Files	%
Theft	Thief to a person or business under \$5000.00	19	61%
Treat/Violence/Assault/	Not Power-Based Assault, Not Sexual Assault	4	13%
Mischief	Mischief to a person or business under \$5000.00	8	26%
Total		31	~100%

### Age of Offender

Age Range	Explanation	Files	%
<18	Teenager	17	55%
18 to 24	Young Adult	7	23%
25 to 60	Adult	5	16%
61 +	Senior	2	6%
Total		31	~100%

## **Attachments:**

### **Financial Statements**

**Balance Sheet Prepared by Redding and Associates  
Balance as at 2016/12/31**

### **Projected Budget For 2017**

**Membership  
As of February 16, 2017**

**Minutes from the 2016 AGM**

# Cranbrook & District Restorative Justice

## Comparative Income Statement

	Actual 01/01/2016 to 31/12/2016	Actual 01/01/2015 to 31/12/2015
<b>REVENUE</b>		
<b>Revenue</b>		
Private and Service Clubs	1,000.00	0.00
CBT & RDEK	6,510.00	0.00
Solicitor General	0.00	0.00
RCMP & COTR -In Kind	0.00	0.00
Donations	800.00	0.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
CAP Grant	2,500.00	2,500.00
<b>Net Revenue</b>	<u>10,810.00</u>	<u>2,500.00</u>
<b>Other Revenue</b>		
Interest Revenue	6.46	27.30
<b>Total Other Revenue</b>	<u>6.46</u>	<u>27.30</u>
<b>TOTAL REVENUE</b>	<u>10,816.46</u>	<u>2,527.30</u>
<b>EXPENSE</b>		
<b>Payroll Expenses</b>		
Wages & Salaries GAMING ACCT.	30,591.91	26,202.27
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	101.74	0.00
Volunteer training GAMING ACCT.	41.43	3,483.83
Public Education	0.00	392.82
<b>Total Payroll Expense</b>	<u>30,735.08</u>	<u>30,078.92</u>
<b>General Expenses</b>		
Professional Fees	1,293.64	842.56
Advertising & Promotions	640.80	637.59
Advertising GAMING ACCT	302.58	0.00
Meeting expenses GRANT ACCT.	24.29	502.96
Business Fees & Licenses GRA...	25.00	256.60
Restitution	0.00	0.00
Courier & Postage	48.95	122.45
GST Expense	0.00	0.00
Resource library	188.90	0.00
Interest and Bank Charges	65.50	6.00
Interest & Bank Charges GRANT...	3.50	0.00
Office Supplies GRANT ACCT.	1,239.92	1,922.40
Volunteer Training	321.73	0.00
Office Rental GRANT ACCT.	1,800.00	2,400.00
Telephone GRANT ACCT.	932.63	1,058.85
Travel & Entertainment	356.21	73.09
<b>Total General &amp; Admin. Expen...</b>	<u>7,243.65</u>	<u>7,822.50</u>
<b>TOTAL EXPENSE</b>	<u>37,978.73</u>	<u>37,901.42</u>
<b>NET INCOME</b>	<u><u>-27,162.27</u></u>	<u><u>-35,374.12</u></u>



# Cranbrook & District Restorative Justice

## Balance Sheet As at 31/12/2016

### ASSET

<b>Current Assets</b>		
Share account 832402	10.07	
Share Account Gaming 860072	7.86	
Chequing Bank Account 429951	5,913.63	
Gaming account 432674	91.21	
Total Cash		6,022.77
<b>Total Current Assets</b>		6,022.77
<b>TOTAL ASSET</b>		6,022.77

### LIABILITY

<b>Current Liabilities</b>		
Accounts Payable		2,590.79
<b>Total Current Liabilities</b>		2,590.79
<b>TOTAL LIABILITY</b>		2,590.79

### EQUITY

<b>Surplus</b>		
Surplus		30,594.25
Current Earnings		-27,162.27
<b>Total Owners Equity</b>		3,431.98
<b>TOTAL EQUITY</b>		3,431.98
<b>LIABILITIES AND EQUITY</b>		6,022.77

# Cranbrook & District Restorative Justice

## Trial Balance As at 31/12/2016

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.00	-
1030	Share account 832402	10.07	-
1040	Share Account Gaming 860072	7.86	-
1050	Petty Cash	0.00	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account 429951	5,913.63	-
1067	Gaming account 432674	91.21	-
1200	Accounts Receivable	0.00	-
1205	Allowance for Doubtful Accounts	0.00	-
1220	Payroll Advances	0.00	-
1320	Prepaid Expenses	0.00	-
1520	Inventory A	0.00	-
1810	Leasehold Improvements	0.00	-
1820	Office Furniture & Equipment	0.00	-
1825	Accum. Amort. -Furn. & Equip.	0.00	-
1910	Computer Software	0.00	-
1920	Goodwill	0.00	-
1930	Incorporation Cost	0.00	-
2100	Accounts Payable	-	2,590.79
2115	Restitution payable	-	0.00
2120	Accounts Payable	-	0.00
2170	Vacation payable	-	0.00
2180	Employee Remittance Payable	-	0.00
2185	CPP Payable	-	0.00
2190	Federal Income Tax Payable	-	0.00
2230	WCB Payable	-	0.00
2310	GST Charged on Sales	-	0.00
2312	GST Charged on Sales - Rate 2	-	0.00
2315	GST Paid on Purchases	-	0.00
2325	GST Adjustments	-	0.00
2330	ITC Adjustments	-	0.00
2460	Prepaid Sales/Deposits	-	0.00
3010	Owners Contribution	-	0.00
3560	Surplus	-	30,594.25
4020	Private and Service Clubs	-	1,000.00
4030	CBT & RDEK	-	6,510.00
4040	Solicitor General	-	0.00
4050	RCMP & COTR -In Kind	-	0.00
4100	Donations	-	800.00
4110	United Way Donations	-	0.00
4120	Restitution	-	0.00
4200	Miscellaneous	-	0.00
4220	Grants (other)	-	0.00
4230	CAP Grant	-	2,500.00
4240	BC GAMING GRANT	-	0.00
4420	Freight Revenue	-	0.00
4440	Interest Revenue	-	6.46
4460	Miscellaneous Revenue	-	0.00
5300	Freight Expense	0.00	-
5410	Wages & Salaries GAMING ACCT.	30,591.91	-
5420	Employee benefits GAMING AC...	0.00	-
5430	Employee remittances GAMING ...	101.74	-
5440	WCB Expense GAMING ACCT.	0.00	-
5465	Volunteer training GAMING ACCT.	41.43	-
5466	Insurance	0.00	-
5467	Professional staff devel.	0.00	-
5468	Public Education	0.00	-
5610	Professional Fees	1,293.64	-
5615	Advertising & Promotions	640.80	-
5616	Advertising GAMING ACCT	302.58	-
5620	Meeting expenses GRANT ACCT.	24.29	-
5625	Business Fees & Licenses GRA...	25.00	-
5630	Restitution	0.00	-
5640	Courier & Postage	48.95	-
5645	Donations	0.00	-

# Cranbrook & District Restorative Justice

## Trial Balance As at 31/12/2016

Ac...	Account Description	Debits	Credits
5650	GST Expense	0.00	-
5680	Resource library	188.90	-
5685	Insurance	0.00	-
5687	Interest and Bank Charges	65.50	-
5690	Interest & Bank Charges GRANT...	3.50	-
5700	Office Supplies GRANT ACCT.	1,239.92	-
5720	Volunteer Training	321.73	-
5750	Public Education	0.00	-
5760	Office Rental GRANT ACCT.	1,800.00	-
5780	Telephone GRANT ACCT.	932.63	-
5784	Travel & Entertainment	356.21	-
5790	Utilities	0.00	-
5900	Suspense	0.00	-
		<u>44,001.50</u>	<u>44,001.50</u>

# Cranbrook and District Restorative Justice Society Budget for 2017

Description	Monthly	Yearly	Total	Percentage of the Budget
Salary: Program Contractor				
Based on 11 months at 20 hrs/week	\$3,200.00	\$35,200.00	\$35,200.00	
		<b>Total</b>	<b>\$35,200.00</b>	77.5%
Office Rental				
Rent Monthly with United Way for 12 months	\$200.00	\$2,400.00	\$2,400.00	
		<b>Total</b>	<b>\$2,400.00</b>	5.3%
Operating Costs				
Telus Mobility Cell Phone	\$84.00	\$1,008.00	\$1,008.00	
Telus Web Hosting	\$13.83	\$165.96	\$165.96	
Sync Database Storage in Canada		\$51.45	\$51.45	
Accounting Services Redding and Associates		\$800.00	\$800.00	
Membership Chamber of Commerce				
Office Supplies and Consumables	\$200.00	\$2,400.00	\$2,400.00	
Incidental Travel		\$400.00	\$400.00	
Incidental Costs: Software Renewal, Equipment Replacement		\$500.00	\$500.00	
		<b>Total</b>	<b>\$5,325.41</b>	11.7%
Training Costs				
RCMP CJF Training Locally October 2017				
Food and Photocopying		\$1,000.00	\$1,000.00	
		<b>Total</b>	<b>\$1,000.00</b>	2.2%
Local Forum Costs				
Social Engagement				
Snacks based on \$20.00/forum and 60 forums		\$1,200.00	\$1,200.00	
		<b>Total</b>	<b>\$1,200.00</b>	2.6%
Board Planning				
Strategic Planning Yearly		\$300.00	\$300.00	
		<b>Total</b>	<b>\$300.00</b>	0.7%
<b>Total Budget</b>			<b>\$45,425.41</b>	100.0%

## Cranbrook and District Restorative Justice Society Membership List

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**Cranbrook and District Restorative Justice Society  
Annual General Meeting for 2016  
February 3, 2016  
930 Baker Street , Cranbrook, BC**

1. Welcome and Introductions

Call to Order – The meeting was called to order by Amber Riel Chairperson @ 6:30 PM

Chair welcomed those present:

Amber Riel, Debbie McPhee, Wendy Haley, Olivia McMahon, Christopher Pallai, Jim Cupidio, Audrey Stetski, Avery Hulbert, Peter Wegener, Gerry VandenBrink, Don Kawano

Agenda

**Resolution: The members resolve to accept the agenda as presented.**

2. Minutes of AGM 2015

Copy attached

**Resolution: The members resolve to accept the 2015 AGM Minutes as presented**

3. Report of the Directors:

Presented by Amber Riel

Copy attached

**Resolution: The members resolve to accept the Report of the Directors, 2015 Annual Report as presented**

**Resolution: The members resolve to accept the Membership List as presented**

Copy included in Annual 2015 Annual Report

4. Financial Report

Copy Attached

**Resolution: The members resolve to accept the Financial Report as presented.**

Copy attached

**Resolution: The members resolve to appoint Redding & Associates as the accounting firm for Cranbrook + District Restorative Justice Society.**

**Resolution: The members resolve to approve the proposed budget for 2016 as presented**

5. Election of Directors

**Resolution: the members resolve to accept the nominations for Members of the Board of Cranbrook + District Restorative Justice Society:**

**Don Kawano, Peter Wegener, Avery Hulbert, Gerry VandenBrink**

**Resolution: The members resolve to accept the following as Directors of Cranbrook + District Restorative Justice Society for terms expiring at the AGM 2018: Don Kawano, Peter Wegener, Avery Hulbert, Gerry VandenBrink**

note: Amber Riel and Debbie McPhee terms expire AGM 2017

6. Adjourn:

Meeting Adjourned at 7: 30 PM.