



ANNUAL Report 2023

Review of 2022



Agenda of 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)

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 2023 resolved to **accept the Agenda** as circulated: Call for Consensus

5. Approval of the Minutes from the 2022 AGM (page 4)

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

6. Reports by Department

6a. Chairperson's Report (page 7)

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

6b. Program Coordinator's Report (page 8)

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

6c. Humanity Network Report (page 9)

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

6d. Strategic Planning Meeting of December 8th, 2022 Report (page 10)

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

6e. Membership List for 2023 (page 11)

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



Cranbrook and District Restorative Justice Society

6e. Financial Report for 2022 (page 12-14)

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: Call for Consensus

7. Budget for 2023 (page 15)

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

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. Call for Consensus

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

Election of Directors

Term review of existing Board Members

Shaunee Keyes	Co-Chair (2 yrs)	Signing Authority
Daphne Kelgard	Co- Chair (1 yr)	Signing Authority
Julie Bond	Director (1 yr)	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:

Nominee:

Nominee:

Changes to the Membership of the 2023 Board of Trustees

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

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

11. 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** Call for Consensus



Minutes of the Annual General Meeting for 2022

March 9, 2022

6:00 PM

Held via Zoom or In-Person

In Attendance:

Jolene Mellor

Kevin Ward

Deb McPhee

Cali Cross

Dean Juneau

Julie Bond

Opening Procedures

Call to Order 6:01 PM – Chaired by Jolene

Welcome to Attendees

Adoption of the Agenda

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

Approval of the Minutes from the 2021 AGM

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **accept the Minutes from 2021** as circulated: Accepted*

Reports by Department

Chairperson's Report

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **accept the Chairperson's Report** as circulated and presented: Accepted*

Program Coordinator's Report

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **accept the Program Coordinator's Report** as circulated and presented: Accepted*

Humanity Network and HARBIR Report

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **accept the Report from the Humanity Network** as circulated and presented: Accepted*

Membership List for 2022

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **accept the Membership List for 2022** as presented. Accepted*



Cranbrook and District Restorative Justice Society

Financial Statements

Financial Report for 2021

Resolution: The Membership represented by those present at the AGM 2022 resolved to accept the Financial Report for the Fiscal Year ending in December 31, 2021 as prepared by Redding and Associates: Accepted

Budget for 2022

*Resolution: The Membership represented by those present at the AGM 2021 resolved to **accept the Budget for 2022** as presented. Accepted*

Appointment of Accountant

Resolution: The Membership represented by those present at the AGM 2021 resolved to approve the Accounting Services of Redding and Associates for the 2022 Fiscal Year with review during the AGM 2023. Accepted

Appointment and Election of Officials

Election of Directors

Term review of existing Board Members

Jolene Mellor	Co-Chair (2 yrs)	To Resign
Shaunee Keyes	Co- Chair (1 yr)	Signing Authority
Kevin Ward	Director (3+ yrs)	To Resign
Kathy Forgeron	RCMP de facto Director	
Dean Juneau	Director (1 yr)	Resigned during 2022-23
Daphne Kelgard	Director (Founding Member 1 yr)	
Hailie Porter	Director (1 yr)	Resigned during 2022-23

Wendy Haley Resigned

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 2022 Board Meeting.

Nominee: Julie Bond – Confirmed and passed during 2022-23

*Resolution: The Membership represented by those present at the AGM 2022 resolved to **approve the slate of Directors for 2022**. Accepted*

Program Evaluation/Feedback

This will be circulated by email to the Membership in March 2022 and shared with the Board in April 2022.

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 2022 resolved to **adjourn the AGM Meeting at 6:55 PM***



Cranbrook and District Restorative Justice Society



Cranbrook and District Restorative Justice Society

Report from the Chair

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

-Margaret Mead

Indeed, as we come out of the restrictions of the pandemic, we have found ourselves a rather small group of community members, however, these handful of people have proven themselves committed to assisting their community and working on ripples of change to affect the world as a whole. This year we have seen in person facilitation training and meetings move back into the normal, fostering that sense of connection and belonging needed to promote community cohesion- something we need now perhaps more than before. As we move throughout the next year, a notable goal of CDRJS is to increase community engagement on the ground level following reductions in engagements following the Covid Pandemic Restrictions, to help increase channels of communication and awareness around restorative justice processes and resources in our area and foster community relations.

We would like to thank Doug McPhee for his continued dedication and support as he seamlessly navigates and meets the needs of Cranbrook and District Restorative Justice Society and giving tirelessly to his community. We would also like to thank all of the supporters of CDRJS, both at the community level as well as municipal, provincial, and private funders who have allowed Restorative Justice to continue to operate. A sincere thanks to Doug and Debbie for their dedication as Training Facilitators, the Humanity Network team and their hard work in addressing unity and diversity, Division E and the local detachment of the RMCP, School District 5 (Southeast Kootenay), Ktunaxa Nation, facilitators, volunteers, as well as the society's members and board members who work towards alternatives to the traditional justice system.

- Board Chair Shaunee Keyes, MA

A handwritten signature in black ink, appearing to be 'Shaunee Keyes', with a long horizontal line extending to the right.



Program Coordinator's Report

Construction

The RE/MAX folks have been amazing in their support for our program. In the later part of 2022, they requested that our neighbours sharing the top floor were disadvantage by the colder weather and the inability of the existing furnace in meeting those needs. RE/MAX requested a small section of the wall in our office to use to locate a new furnace.

Construction of the new furnace required part of December and most of January. I was able to maintain services to our clients and as the new files were located in the Elk Valley, other than an space for my desk, things went well. The construction crew were great to talk with and I managed to slip in some information on Restorative Justice during their breaks and we were granted 2 months of free rent – never an opportunity lost!

Referrals and Facilitation

Files Referred in 2022

Files In Progress (working toward completion) from 2021	19 Files	
Total Files Worked on in 2022	6 Files	
	25 Files	
Files Completed Successfully	17 Files	68%
File Returned Non-Compliant	3 Files	12%
Files Declined for Action	1 File	4%
Files Currently in Progress	4 Files	16%
Total	25 Files	

Communities: Cranbrook, Kimberley, Elk Valley, a'qum

Files Referred in 2023 (2 months)

Files In Progress (working toward completion) from 2022	4 Files	
Total Files Worked on in 2022	4 Files	
	8 Files	
Files Completed Successfully	4 Files	50%
File Returned Non-Compliant	0 Files	
Files Declined for Action	0 File	
Files Currently in Progress	4 Files	50%
Total	8 Files	

Communities: Cranbrook, Kimberley, Elk Valley, a'qum

Restorative Justice Training

Deb and I offered CJF Training in Cranbrook in July 2022. We had 7 people in the training group and was a worthwhile experience. We also offered 2 sessions of Restorative Justice Awareness Training at the College of the Rockies during their Spring Session.



Cranbrook and District Restorative Justice Society

CDRJS and Resilience BC – Humanity Network

The 2022 year proved to be a mixed blessing. CDRJS had the unique experience of being associated with Resilience BC and provided support under the “Spoke” model for Cranbrook. We decided that focus of Resilience BC on primarily anti-racism didn’t fit well with our previous and continued work on Human Dignity and Welcoming Communities. We have moved back to the focus on our previous work on community engagement, awareness and support in line with the Human Rights Legislation of British Columbia and the expressed needs of the communities in our region on topics related to Human Dignity and Equality.

Deb was instrumental in getting the government to change the place names associated with a particular drainage in our area to those which did not have racial overtones. The new names will be recognized geological features in the area and those of historical significance to the Ktunaxa.



Cranbrook and District Restorative Justice Society

Overview for Restorative Justice Strategic Planning Meeting December 8th 2022:

In attendance:

Doug McPhee

Julie Bond

Daphne Kelgaard

Katie Forgeron

Shaunee Keyes

Two key strategic pieces were identified as priority for the board in 2023. The first being contingency planning for future coordination, and the second being increased community engagement.

To the Matter of Contingency:

- Doug is weary to make anything too specific, too defined- would want adaptability. He is of the position that his position as coordinator should remain contractual.
- In the event of a coordinator turnover, accounting services would need to be maintained- oversight to this should be addressed moving forward.
- Restorative Justice is something that is very different organizationally in every location, therefore in the event of a coordinator change, connection would be established with other restorative justice societies and division E of the RCMP who could potentially mentor as consultants in event Doug wasn't able to train a replacement.
- Expert advice is to keep financial obligation to the board less than \$30,000.

Community Engagement:

- Presentations were proposed as a reasonable strategy. Both presentations from the board to community partners as well as having a third party expert on restorative justice for a larger capacity event. One suggestion for this was Prof Abrahamson from SFU. Chamber of commerce has been presented to before but not for some time. The board would like to see Crown Council and City Council made priorities this year. The board would urge Crown Council to accept more files under restorative justice and see their buy-in.
- The suggestion was made to engage in public awareness campaigns. A Farmers Market table and radio were suggestions brought up.



Cranbrook and District Restorative Justice Society

Membership List

(March 7, 2023)

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

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 2022

Bank Balances as of March 7, 2023

Bank Accounts		Total: \$73,082.98 CAD
CDRJS Gaming Chequing 01360-1024736	\$5,146.65 CAD	:
CDRJS General Chequing 01360-1024744	\$49,493.85 CAD	:
CDRJS HN General Chequing 01360-1024751	\$18,442.48 CAD	:

Outstanding from this report is the expenditures from February 2023.

Year-End Report from Redding and Associates Fiscal End of December 31, 2022

- Comparative Income Statement
- Balance Sheet



Cranbrook & District Restorative Justice Comparative Income Statement

	Actual 01/01/2022 to 12/31/2022	Actual 01/01/2021 to 12/31/2021
REVENUE		
Revenue		
Private and Service Clubs	0.00	0.00
CBT & RDEK	0.00	0.00
Solicitor General	0.00	19,388.00
RCMP & COTR -In Kind	0.00	0.00
Donations	0.00	0.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
Grants (other)	0.00	29,645.28
CAP Grant	4,000.00	4,000.00
BC GAMING GRANT	12,651.00	24,500.00
Net Revenue	16,651.00	77,533.28
TOTAL REVENUE	16,651.00	77,533.28
EXPENSE		
Payroll Expenses		
Wages & Salaries GAMING ACCT.	28,151.90	33,080.00
Wages Humanity	6,716.10	2,620.00
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	0.00
Total Payroll Expense	34,868.00	35,700.00
General Expenses		
Professional Fees	534.51	607.34
Advertising & Promotions	209.23	192.79
Meeting expenses GRANT ACCT.	405.76	1,961.96
Business Fees & Licenses GRA...	533.95	726.84
Restitution	0.00	0.00
Courier & Postage	225.70	230.28
GST Expense	0.00	0.00
Interest and Bank Charges	278.50	292.00
Interest & Bank Charges GRANT ...	0.00	0.00
Office Supplies GRANT ACCT.	765.34	1,336.33
Volunteer Training	0.00	0.00
Office Rental GRANT ACCT.	4,057.76	3,850.00
Telephone GRANT ACCT.	1,134.99	1,427.74
Travel & Entertainment	1,654.54	403.65
Website	0.00	166.85
Suspense	-54.99	0.00
Total General & Admin. Expen...	9,745.29	11,195.78
TOTAL EXPENSE	44,613.29	46,895.78
NET INCOME	-27,962.29	30,637.50



Cranbrook & District Restorative Justice Balance Sheet As at 12/31/2022

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	6,868.60	
RBC 1360-1024744	51,756.60	
RBC 01360-1024751	20,297.66	
Total Cash		78,922.38

Total Current Assets 78,922.38

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 3,483.50

TOTAL ASSET 82,405.88

LIABILITY

Current Liabilities

Accounts Payable	2,177.74	
Accounts Payable	-407.74	

Total Current Liabilities 1,770.00

TOTAL LIABILITY 1,770.00

EQUITY

Surplus

Surplus	108,598.17	
Current Earnings	-27,962.29	

Total Owners Equity 80,635.88

TOTAL EQUITY 80,635.88

LIABILITIES AND EQUITY 82,405.88



Draft Budget for 2022

Projected Budget CDRJS for 2023		
Year	2022	2023
Payroll Expenses		
Wages and Salaries	\$28,151.90	\$30,000.00
Wages Humanity	\$6,716.10	\$6,000.00
Total	\$34,868.00	\$36,000.00
Professional Fees	\$534.51	\$555.00
Advertising and Promotions	\$209.23	\$220.00
Meeting Expenses	\$405.76	\$420.00
Business Fees and Licenses	\$533.95	\$555.00
Courier and Postage	\$225.70	\$240.00
Interest and Bank Charges	\$278.50	\$300.00
Office Supplies	\$765.34	\$800.00
Volunteer Training (see Note)		
Office Rental	\$4,057.76	\$4,200.00
Telephone	\$1,134.54	\$1,200.00
Travel Training	\$1,654.54	\$1,800.00
Total	\$9,799.83	\$10,290.00
Total Expense	\$44,667.83	\$46,290.00
Volunteer Training costs are contained within Wage Humanity, Travel and Office Supplies		





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.