

# **ANNUAL Report 2020**

## **Review of 2019**

## Annual General Meeting for 2020

March 12, 2020

4:30 PM

CDRJS Office – Room 202 – 125 10<sup>th</sup> Ave S. Cranbrook BC

Remote Connection Via Zoom

Join Zoom Meeting

<https://zoom.us/j/712467842>

Meeting ID: 712 467 842

### Meeting Agenda

#### 1. Call to Order

Adoption of the Agenda

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Agenda** as circulated.*

Approval of the Minutes from the 2019 AGM (page 3)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Minutes** from the 2019 AGM as circulated.*

#### 2. a. Chairperson's Report

Comments from Wendy Haley and Jolene Mellor, Board Chairs (page 6)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Report from the Board Chairs** as presented and circulated.*

b. Comments from Doug McPhee, Program Coordinator (page 7)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Report from the Program Coordinator** as presented and circulated.*

c. Comments from Jana Schulz, Debbie McPhee and/or Amy Cross, Program Contractor for the Humanity Network (page 8)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Humanity Network** as presented and circulated.*

#### 3. Reflection on File Referrals 2016-2020 (page 9-13)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Report on File Referrals** as presented and circulated.*

#### 4. Financial Statements for 2019 (page 14-18)

Budget for 2020 (page 19)

Discussion of Budget and Projections to Dec 2020 (page 20)

Approval of 2019 Budget

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Report on the Financial Statements for 2019** as presented and circulated.*

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Budget for 2020** as presented and circulated.*

5. Appointment of Accountant

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Accounting Services of Redding and Associates for 2020.***

6. Requested Amendments to the Constitution and Bylaws

**Alterations to Constitution (CDRJS Constitution and Bylaws 2018)**

**16.2** A society may, by filing with the registrar a constitution alteration application, alter its constitution to:

(a) change its name, or

(b) alter its purposes.

**16.3** A society must not submit a constitution alteration application to the registrar for filing unless

(a) the alteration proposed by the application has been authorized by special resolution, and

(b) in the case of a change of the society's name, the new name is reserved under Societies Act of B.C. section 9 [name].

**a. Criminal Record Checks (page 21-22)**

*Motion: The Membership represented by those present at the AGM 2020 resolved to accept the addition of:*

2.3 (e) the Criminal Record Check would be renewed on a cycle of 3 years

*to the Constitution and Bylaws of Cranbrook and District Restorative Justice Society*

**b. Proxy Voting in Directors' Meetings of the Board (page 22)**

*Motion: The Membership represented by those present at the AGM 2020 resolved to accept the change to 7.6 of the Constitution and Bylaws to read:*

7.6 A Director will be considered present and included in a quorum if available by way of teleconference in accordance with Bylaw 3.18, or by a valid appointment of a proxy holder in accordance with section 85 of the Societies Act. If a member appoints a proxy holder, the proxy holder stands in place of the voting member and can do anything that member can do, including propose and second resolutions, participate in the discussion and vote, subject to any limitations set out in the appointment.

7. Logo Selection for CDRJS (page 23)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Logo design for CDRJS***

8. Membership List for March 2020 (page 23)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Membership List for March 2020 as presented***

9. Election of Directors (page 24)

*Motion: The Membership represented by those present at the AGM 2020 resolved to **accept the Board of Directors for 2020***

10. Adjournment

## ***Minutes for the Annual General Meeting for 2019***

March 13, 2019

*In Attendance:*

<i>Amber Riel</i>	<i>Co-Chair</i>	<i>Wendy Haley</i>	<i>Member</i>
<i>Avery Hulbert</i>	<i>Co-Chair</i>	<i>Debbie McPhee</i>	<i>Member</i>
<i>Brandon Veenstra</i>	<i>Board Member</i>	<i>Jolene Mellor</i>	<i>Contractor</i>
<i>Kevin Ward</i>	<i>Board Member</i>	<i>Doug McPhee</i>	<i>Member and Program Coordinator</i>

*Amber Riel connected remotely. Avery Hulbert chaired the meeting*

*4:30 PM*

*CDRJS Office – Room 202 – 125 10<sup>th</sup> Ave S. Cranbrook BC*

*Meeting Agenda*

*1. Call to Order*

*Meeting called to order at 4:30 PM*

*2. Adoption of the Agenda*

*The Membership represented by those present at the AGM 2019 resolved to accept the Agenda as circulated.*

*3. Approval of the Minutes from the 2018 AGM (page 3-5)*

*The Membership represented by those present at the AGM 2019 resolved to approve the Minutes from the 2018 AGM.*

*4. Chairperson's Report*

*Comments from Amber Riel, Board Chair (page 6)*

*Comments from Doug McPhee, Program Coordinator (page 7-8)*

*Comments from Debbie McPhee and/or Amy Cross, Program Contractor for the Humanity Network*

*The Membership represented by those present at the AGM 2019 resolved to accept the Chairperson's Report.*

*5. Reflection on 2018 – File Referrals (page 9-11)*

*The Membership represented by those present at the AGM 2019 resolved to accept the File Referral Report.*

*6. Budget for 2019 (page 12)*

*Financial Statements for 2018 (page 13-16)*

*Approval of 2019 Budget*

*The Membership represented by those present at the AGM 2019 resolved to approve the Budget and Financial Statements as presented.*

*7. Appointment of Accountant*

*The Membership represented by those present at the AGM 2019 resolved to approve the continued accounting services of Redding and Associates. Membership List for March 2019*

*2019 Approval of Membership*

*The Membership represented by those present at the AGM 2019 resolved to approve the Membership Report as presented.*

*8. Election of Directors*

*The Membership represented by those present at the AGM 2019 resolved to approve the addition of Wendy Haley and Jolene Mellor to the Board of Directors*

*In addition, the Membership would like to extend thanks to Amber Riel who is stepping down from the board after years of valued service.*

*The Membership represented by those present at the AGM 2019 resolved to appoint to assign specific roles on the Board of Directors during the following Regular Meeting of the Board.*

*9. Attachments:*

*Bylaws of CDRJS (page 18)*  
*Section 3: Annual General Meeting*  
*Section 4: Directors*

10. *Adjournment*  
*The meeting was adjourned at 6:00 PM.*

***Cranbrook and District Restorative Justice Society would like to thank all those who had the opportunity to attend the 2018 AGM. As always, we welcome those who are willing to make a contribution to our society, in any and all capacities.***

Report from the Chair and Co-Chair

Cranbrook and District Restorative Justice Society (CDRJS) - March 2020

We would like to begin by acknowledging the privilege of living on the ancestral, traditional and unceded territory of the Ktunaxa people.

Hu Sukit'ukni ?akiskaqit'it.

As newly appointed members of the Board and being new to the roles of Board Chair and Co-Chair, this year has been one of growth and learning for us. One thing we know for sure is that we have a dedicated and passionate group of people working with CDRJS. Together as a group we are continuing to promote positive change and ways to restore trust, connection and reconciliation through more conventional healing practices. Guiding our way of thinking towards healthier ways of being, going forward. We extend great gratitude to our fellow board members, facilitators, and members at large for their efforts. As we express our gratitude, we also send a fond farewell to board member Avery Hulbert. Her contribution cannot be measured, and we wish her well on the next leg of her journey.

CDRJS centers on building capacity, empathy and caring through community engagement initiatives. The MOU and partnerships we have with the Ktunaxa Nation, School District 5, the Humanity Network and Organization Against Racism and Hatred (OARH) can speak to this and demonstrates that restorative justice is more than just a legal framework, it is a partnership. One that fosters regional connections, unifying diversity and bridging the humanity that joins us all.

This past year saw significant expansion of Restorative Justice in the region through training requests from multiple communities in the East Kootenays. When requested to promote training in other areas, we see our strategic plans come to life. We are building networks that empower our communities to educate, mentor and interconnect. The continued dedication and diligent work of our Coordinator Doug McPhee, is the catalyst of our growth and sustainability. Doug and Debbie spend countless hours teaching volunteers to do the work in our society and understand the traditional Ktunaxa Nation territory we operate in, respectively.

We also need to recognize the concurrent commitment of the Humanity Network and specifically their initiative with World Bee Day, a vital connection to land, food and spirit. In this recognition, we unveil the creation of a new logo combining our two project areas: Cranbrook and District Restorative Justice Society (CDRJS) and Humanity Network.

We appreciate and extend great gratitude for the continued support from our funders, volunteers and community partners who share a belief in offering a more meaningful process that encourages dialogue, reparation and community healing. *It is "not forgive and forget" as if nothing ever happened, but "forgive and go forward," building on the mistakes of the past and the energy generated by reconciliation to create a new future* (Alan Paton).

Lastly, if you have been inspired, we welcome you to join our team. We are always in search of new members, volunteers or members of the board who believe in reconciliation through relationship and restoring balance in our communities. Come and see us, bring a friend, join our circle!

With respect

Wendy Haley BA, MSW, RSW  
CDRJS Board Chair

Jolene Mellor B.A.J.S.;  
CDRJS Co-Chair

### **Program Coordinator's Report**

#### **CAP Agreement and Civil Forfeiture**

CDRJS has signed another agreement with the Ministry of Safety and Solicitor General to deliver Restorative Justice in this region (Community Accountability Program).

The Ministry of Public Safety and Solicitor General has placed greater importance on court diversion and involving communities in programs such as CDRJS. The grant amount for the CAP Program has been increased from \$2500.00 to \$4000.00. We were also fortunate in securing an additional grant of \$9200.00 through Civil Forfeiture Proceeds in 2019. The grant has helped pay for CJF training in our region and improve communication through surveys and our websites.

#### **CDRJS and the Humanity Network**

The collective energies of CDRJS and the Humanity Network continue. The Humanity Network through the boundless energy of the program contractor, Amy Cross have been successful in securing annual grants from the Ministry of Tourism, and now the Ministry of Multiculturalism, to support community awareness programs. The grant for 2019-20 was for \$7500.00.

Last year, communities of the East Kootenay, took benefit from presentations made by Bob Sandford, in support of the United Nations World Water Day. March 9, 2020, the Humanity Network will be supporting "World Bee Day" with presentations by Sarah Common, Co-founder and Director of the Hives for Humanity Society.

#### **OARH (Organizing Against Racism and Hate)**

OARH groups have been established in a number of communities in British Columbia. The intention of OARH is to provide a process of communication and collaboration between local service providers, the local RCMP and Race/Hate Crimes Unit of the RCMP. In addition, funding is provided to develop community capacity, skills and support positive community engagement.

#### **City of Cranbrook**

The City of Cranbrook has provided a grant again this year to support the work of CDRJS in the community. We are very grateful for this support, \$10,000.00, and for the recognition that extending the grant provides.

#### **MOU**

A MOU or Memorandum of Understanding is an agreement between two or more individuals and/or organizations which defines avenues of communication. In simple terms, it outlines how information and responsibilities will be shared. CDRJS has recently renewed the MOU with School District 5 as some of the referrals that are sent for facilitation have elements or individuals in common.

We look forward to similar discussions with the Ktunaxa Nation. We have enjoyed and MOU with KNC for a number of years and through that agreement, provided CJF (facilitator) training to a number of individuals.

#### **CJF Training**

Deb and I have been fortunate in being able to provide CJF Training in Cranbrook in November 2019. Subsequent to the training, we have had additional requests from Golden and Castlegar.

#### **RCMP Referrals**

CDRJS is now extending file intake and management services to the Elk Valley Restorative Justice Society. I want to thank Cst. Kathy Forgeron for all that she does to support the use of restorative justice, the services of CDRJS and the services of CDRJS to neighbouring communities – Big Thanks!!

#### **Websites**

Every effort is made to keep our websites up-to-date with information related to restorative justice and the work of the Humanity Network. Please have a look:

[cdrjsociety.ca](http://cdrjsociety.ca) [humanitynetwork.ca](http://humanitynetwork.ca)

Doug McPhee, Program Coordinator

**Comments from Jana Schulz, Debbie McPhee and/or Amy Cross, Program Contractor for the Humanity Network**



**IN CELEBRATION OF "WORLD BEE DAY"**

**MARCH 9 2020 | 7 PM**

*College of the Rockies room 250, 2700 College Way, Cranbrook BC*

Presented by: **East Kootenay Humanity Network**

**FREE admission** (Donations gratefully accepted at the door.)

**Keynote:** *Transformation through the culture of the hive*

Sarah Common, Co-founder and Director of Hives for Humanity Society, is passionate about fostering vibrant and healthy community through empowerment and education, and believes in the profound impact of connecting individuals and communities to their land, food and spirit. Sarah bridges gaps of income, privilege, education, stability and capacity; in this, she opens and create spaces that are welcoming and inclusive, by focusing on the humanity that connects us all.

For more information please contact:

Amy Cross (250) 581-2111 | [www.humanitynetwork.ca](http://www.humanitynetwork.ca)



*Thank you to the following organizations for participation and support:*

- ANKORS Care Team
- Canadian Mental Health Association for the Kootenays
- College of the Rockies
- Cranbrook & District Restorative Justice
- Cranbrook Public Library
- Columbia Basin Alliance for Literacy
- Elk Valley Métis Association
- Kimberley Refugees Resettlement Group
- Rocky Mountain Métis Association
- School District 5 Southeast Kootenay
- Wildsight Kimberley Cranbrook
- Cranbrook HUB for Refugees



## Reflection on 2018 – File Referrals

CDRJS offers Restorative Justice alternatives to formal court practices used to address crime. It is not an alternative to formal court process or in competition with formal court processes. Files that are referred to CDRJS from the RCMP and Crown are those in which the:

- a) Offender is taking responsibility for their actions and is willing to address the harm done to others,
- b) Severity of crime is deemed appropriate for a restorative process. Typical referrals for restorative processes are those for which the offender may receive fines and community service if the referral would proceed through court.

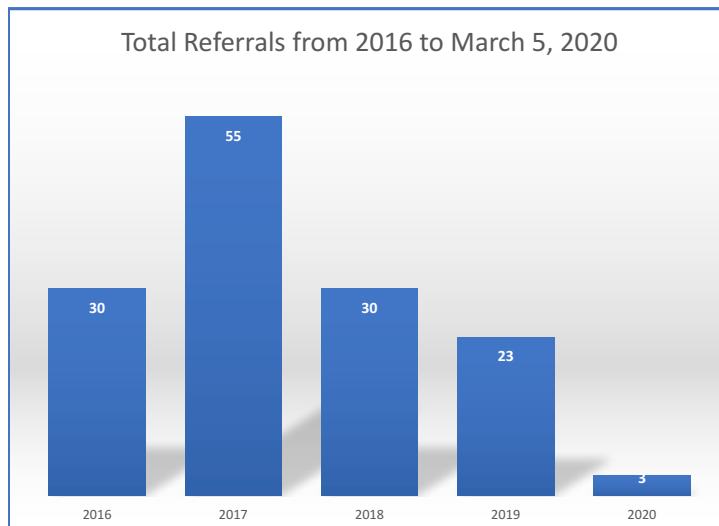
The identity and agreements reached as the result of a restorative justice process are confidential. The following data discussion is based on non-identifying information only.

**It is important to note that this data is based on referrals to CDRJS which is only a small portion of work done by the RCMP and is not a true reflection of nature of incidents in this area.**

Sample Date Range: File Intake from 2016-01-01 to 2020-03-05  
Total of 141 files for this period

### Total Referrals from 2016 to March 5, 2020

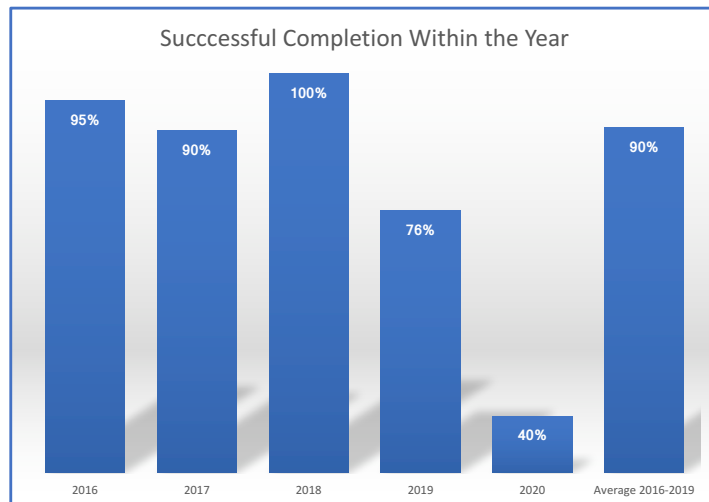
Year	2016	2017	2018	2019	2020
Referrals	30	55	30	23	3



With the start of 2020 being 3 months young, the referrals for this period are not reflective of the year. The average for the period, 2016 to 2019 is 35. The best year was 2017.

### Successful Completion Within the Year

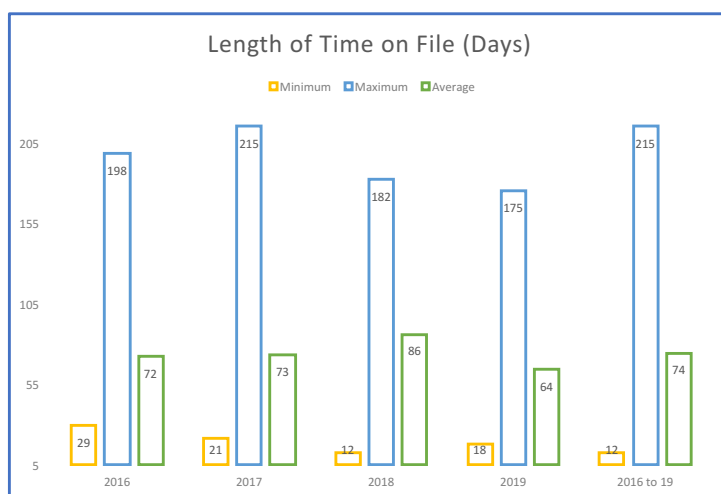
Year	2016	2017	2018	2019	2020	Average 2016-2019
Completed	20	45	30	19	2	28.5
Referrals	21	50	30	25	5	31.5
%	95%	90%	100%	76%	40%	90%



Successful completion of referrals is at an average of 90%. The lower rate in 2019 is indicative of an additional 4 referrals that were carried forward into 2020.

### Length of Time on File (Days)

Year	2016	2017	2018	2019	2016 to 19
Minimum	29	21	12	18	12
Maximum	198	215	182	175	215
Average	72	73	86	64	74



For the period from 2016 to 2019, the minimum is 12 days, the longest has been 215 days and the average sits at 74 days for file completion.

Referral Incident Category 2016 to March 5, 2020

Category	Assault	Threats	Sexual Interfer.	Offense - Other
Referrals	10	5	2	2
%	7%	4%	1%	1%

Category	Mischief
Referrals	24
%	17%

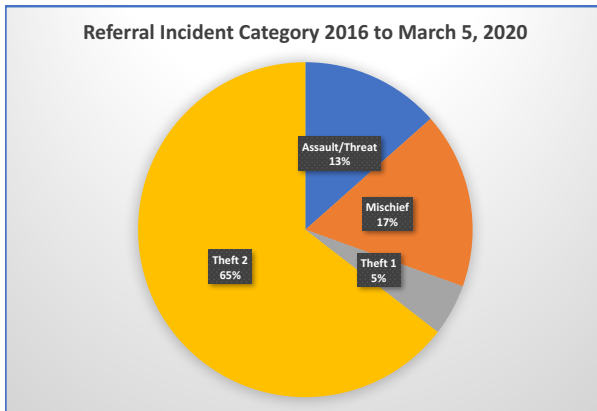
  

Category	Extortion	Fraud	Possession Stolen
Referrals	1	3	3
%	1%	2%	2%

Category	Break/Enter	From MV	Shoplifting	Other
Referrals	5	3	75	8
%	4%	2%	53%	6%

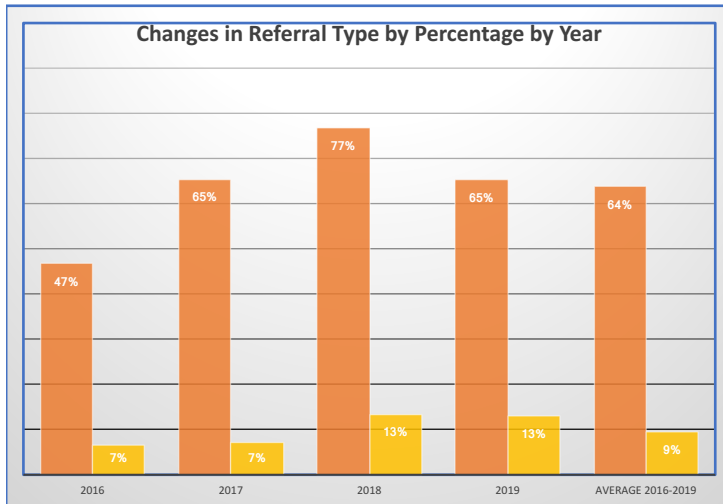
Grouped	Assault/Threat	Mischief	Theft 1	Theft 2
Number	19	24	7	91
%	13%	17%	5%	65%



The referral categories were grouped into 5 general areas based on nature and severity. Theft associated with Shoplifting is the largest referral type, 65% and Theft 1 or that which is associated with Extortion, Fraud or Possession of Stolen Goods is about 5%.

### Changes in Referral Type by Percentage of Total for the Year

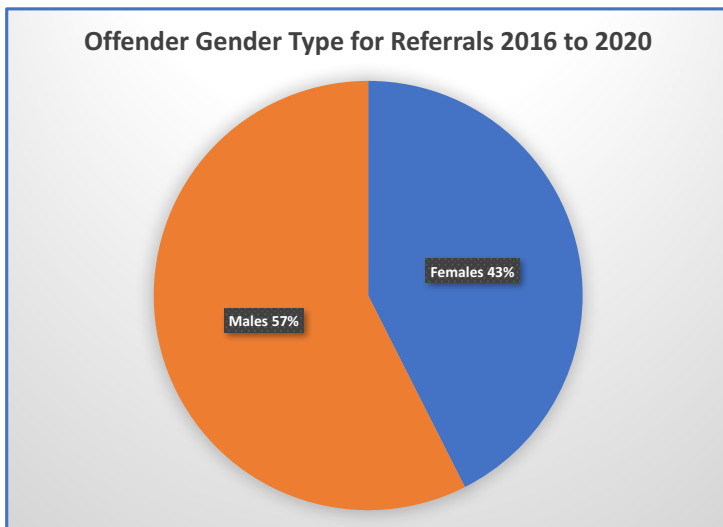
Year	2016	2017	2018	2019	Average 2016-2019
Theft 2 Shoplifting	14	36	23	15	22
Theft 2 Shoplifting %	47%	65%	77%	65%	64%
Assault Threat	2	4	4	3	3
Assault Threat %	7%	7%	13%	13%	9%
Total 2016-20	30	55	30	23	35



As there has been a decrease in referrals since 2017, the graph above compares referrals for Shoplifting with those for Assault. The data indicates that the nature of the referrals is gradually changing from Shoplifting to more serious and less frequent Assault.

### Offender Gender Type for Referrals 2016 to 2020

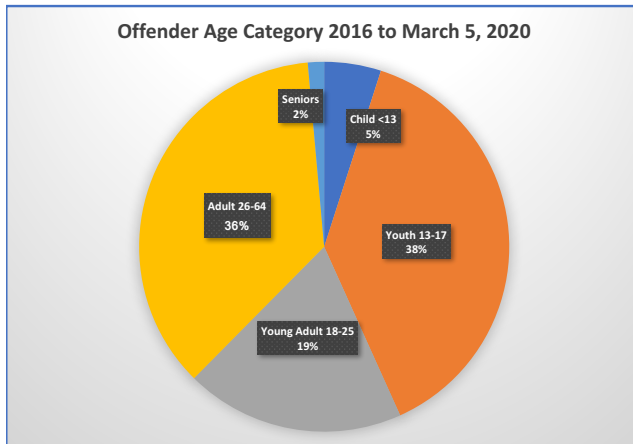
Gender	Females	Males	Total
Number	60	81	141
%	43%	57%	100%



For the period of 2016 to 2020, the number of referrals for Males is roughly equal to those of Females.

### Offender Age Category 2016 to March 5, 2020

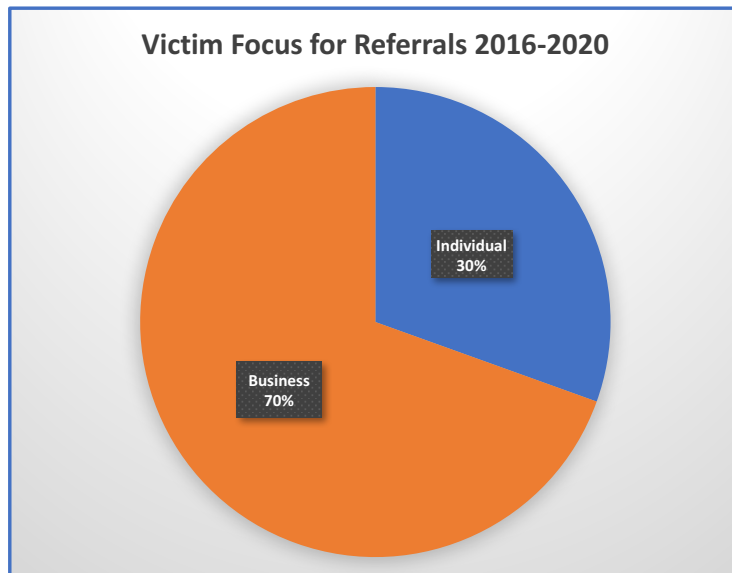
Grouped	Child <13	Youth 13-17	Young Adult 18-25	Adult 26-64	Seniors	Total
Number	7	54	27	51	2	141
%	5%	38%	19%	36%	1%	100%



The age categories for offender on the referrals indicate that Youth 13-17 are roughly equal to Adult 26-64. The smallest referral age group is Seniors 65+, thank goodness!

### Victim Focus for Referrals 2016-2020

Focus	Individual	Business	Total
Number	43	98	141
%	30%	70%	100%



Victim Type looks at the intention of the offender. Was the incident focusing an individual or a business? The largest focus group for offenders was Business which follows as Theft Shoplifting was the largest incident type.

## Financial Report 2019 and Budget for 2020

Year End Report (prepared by Redding and Associates)

### Cranbrook & District Restorative Justice Comparative Income Statement

	Actual 01/01/2019 to 31/12/2019	Actual 01/01/2018 to 31/12/2018
<b>REVENUE</b>		
<b>Revenue</b>		
Private and Service Clubs	0.00	0.00
CBT & RDEK	0.00	1,000.00
Solicitor General	1,000.00	0.00
RCMP & COTR -In Kind	0.00	0.00
Donations	129.55	28,118.12
United Way Donations	0.00	0.00
Restitution	0.00	0.00
Miscellaneous	0.00	10,000.00
Grants (other)	28,900.00	12,800.00
CAP Grant	2,500.00	2,500.00
BC GAMING GRANT	24,500.00	24,500.00
<b>Net Revenue</b>	<b>57,029.55</b>	<b>78,918.12</b>
<b>Other Revenue</b>		
Interest Revenue	0.00	25.61
<b>Total Other Revenue</b>	<b>0.00</b>	<b>25.61</b>
<b>TOTAL REVENUE</b>	<b>57,029.55</b>	<b>78,943.73</b>
<b>EXPENSE</b>		
<b>Operating Expenses</b>		
Freight Expense	0.00	357.00
<b>Total Cost of Goods Sold</b>	<b>0.00</b>	<b>357.00</b>
<b>Payroll Expenses</b>		
Wages & Salaries GAMING ACCT.	27,530.00	33,313.33
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	0.00
<b>Total Payroll Expense</b>	<b>27,530.00</b>	<b>33,313.33</b>
<b>General Expenses</b>		
Professional Fees	4,284.04	11,606.16
Advertising & Promotions	449.93	884.04
Advertising & Promotion HN	95.20	0.00
Meeting expenses GRANT ACCT.	6,252.14	4,261.31
Business Fees & Licenses GRA...	105.00	73.00
Restitution	0.00	0.00
Courier & Postage	244.21	795.86
GST Expense	0.00	0.00
Interest and Bank Charges	243.04	114.00
Interest & Bank Charges GRANT...	0.00	0.00
Office Supplies GRANT ACCT.	2,992.12	1,188.08
Volunteer Training	2,400.00	0.00
Office Rental GRANT ACCT.	3,350.00	3,272.50
Telephone GRANT ACCT.	1,718.71	1,189.26
Travel & Entertainment	0.00	1,429.40
Website	258.49	0.00
Website HN	40.84	0.00
Suspense	0.00	-2,415.52
<b>Total General &amp; Admin. Expen...</b>	<b>22,433.72</b>	<b>22,398.09</b>
<b>TOTAL EXPENSE</b>	<b>49,963.72</b>	<b>56,068.42</b>
<b>NET INCOME</b>	<b>7,065.83</b>	<b>22,875.31</b>

## Cranbrook & District Restorative Justice Balance Sheet As at 31/12/2019

### 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	24,199.60	
RBC 1360-1024744	20,722.90	
RBC 01360-1024751	23,557.50	
Total Cash		68,479.52

<b>Total Current Assets</b>		<b>68,479.52</b>
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#### Capital Assets

Office Furniture & Equipment	268.78	
Net - Furniture & Equipment		268.78
Computer		1,786.79
Software		432.00

<b>Total Other Non-Current Assets</b>		<b>2,487.57</b>
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<b>TOTAL ASSET</b>		<b>70,967.09</b>
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### LIABILITY

<b>TOTAL LIABILITY</b>		<b>0.00</b>
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### EQUITY

#### Surplus

Surplus		63,901.26
Current Earnings		7,065.83

<b>Total Owners Equity</b>		<b>70,967.09</b>
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<b>TOTAL EQUITY</b>		<b>70,967.09</b>
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<b>LIABILITIES AND EQUITY</b>		<b>70,967.09</b>
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**Cranbrook & District Restorative Justice  
Trial Balance As at 31/12/2019**

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.00	-
1030	Share account 832402	11.25	-
1040	Share Account Gaming 860072	11.96	-
1050	Petty Cash	0.00	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account 429951	-	13.78
1067	Gaming account 432674	-	9.91
1070	RBC 01360-1024736	24,199.60	-
1071	RBC 1360-1024744	20,722.90	-
1072	RBC 01360-1024751	23,557.50	-
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	268.78	-
1825	Accum. Amort. -Furn. & Equip.	0.00	-
1910	Computer	1,786.79	-
1920	Goodwill	0.00	-
1930	Incorporation Cost	0.00	-
1940	Software	432.00	-
2100	Accounts Payable	-	0.00
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	-	63,901.26
4020	Private and Service Clubs	-	0.00
4030	CBT & RDEK	-	0.00
4040	Solicitor General	-	1,000.00
4050	RCMP & COTR -In Kind	-	0.00
4100	Donations	-	129.55
4110	United Way Donations	-	0.00
4120	Restitution	-	0.00
4200	Miscellaneous	-	0.00
4220	Grants (other)	-	28,900.00
4230	CAP Grant	-	2,500.00
4240	BC GAMING GRANT	-	24,500.00
4420	Freight Revenue	-	0.00
4440	Interest Revenue	-	0.00
4460	Miscellaneous Revenue	-	0.00
5300	Freight Expense	0.00	-
5410	Wages & Salaries GAMING ACCT.	27,530.00	-
5420	Employee benefits GAMING AC...	0.00	-
5430	Employee remittances GAMING ...	0.00	-
5440	WCB Expense GAMING ACCT.	0.00	-
5465	Volunteer training GAMING ACCT.	0.00	-
5466	Insurance	0.00	-
5467	Professional staff devel.	0.00	-
5468	Public Education	0.00	-
5610	Professional Fees	4,284.04	-
5615	Advertising & Promotions	449.93	-
5616	Advertising GAMING ACCT	0.00	-
5617	Advertising & Promotion HN	95.20	-



## Cranbrook & District Restorative Justice Trial Balance As at 31/12/2019

Ac...	Account Description	Debits	Credits
5620	Meeting expenses GRANT ACCT.	6,252.14	-
5625	Business Fees & Licenses GRA...	105.00	-
5630	Restitution	0.00	-
5640	Courier & Postage	244.21	-
5645	Donations	0.00	-
5650	GST Expense	0.00	-
5680	Resource library	0.00	-
5685	Insurance	0.00	-
5687	Interest and Bank Charges	243.04	-
5690	Interest & Bank Charges GRANT...	0.00	-
5700	Office Supplies GRANT ACCT.	2,992.12	-
5720	Volunteer Training	2,400.00	-
5750	Public Education	0.00	-
5760	Office Rental GRANT ACCT.	3,350.00	-
5780	Telephone GRANT ACCT.	1,718.71	-
5784	Travel & Entertainment	0.00	-
5790	Utilities	0.00	-
5791	Website	258.49	-
5792	Website HN	40.84	-
5900	Suspense	0.00	-
		<u>120,954.50</u>	<u>120,954.50</u>

## Banking Statement for All Accounts 2020-03-03



RBC Royal Bank®

Account Balances - CRANBROOK & DISTRICT RESTORATI

11 Mar 2020

Chequing/Savings	USD	CAD
CDRJS Gaming		17,457.10
CDRJS General		32,832.13
CDRJS HN General		22,258.04
<b>Total:</b>		<b>72,547.27</b>

## Grants Deposited for Operating in All Accounts 2020

### Grants Deposited Operating 2020

RBC GAMING 01360-1024736			
Account	Amount	Deposit Details	Date
BC Gaming Grant	\$24,500.00	Direct Deposit	2019-12-04
<b>Total</b>	<b>\$24,500.00</b>		

RBC GENERAL 002-01360-1024744			
CDRJS General	Amount	Deposit Details	Date
CAP Grant	\$4,000.00	Ministry of Safety and Solicitor Gen.	2020-02-12
City of Cranbrook	\$10,000.00	City of Cranbrook Municipal Grant	2020-03-02
<b>Total</b>	<b>\$14,000.00</b>		

RBC HUMANITY NETWORK GENERAL 100000429951			
Humanity Network General	Amount	Deposit Details	Date
OARH Grant	\$7,500.00	Deposited by Doug McPhee	2019-12-12
<b>Total</b>	<b>\$7,500.00</b>		

<b>Total Grants 2020</b>	<b>\$46,000.00</b>
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## CDRJS Budget for 2020

Prepared by Doug McPhee as a submission for BC Gaming Grants

Grant Application - Program Financial Statements and Budgets			
Gaming Policy and Enforcement Branch		Gaming Application 2020	
Cranbrook and District Restorative Justice Society			
Program Actual Revenues/Expenses: Previous Fiscal Year, Current Program Budget and Next Year's Budgets			
	Program Actual	Program Budget	Program Budget
	Revenues/Expenses		
Revenues	Year Ending Dec 31, 2018	Year Ending Dec 31, 2019	Year Ending Dec 31, 2020
BC Gaming Grant	\$24,500.00	\$24,500.00	\$29,000.00
Interest Income	\$10.25	\$10.00	\$10.00
Province of BC CAP Grant	\$2,500.00	\$2,500.00	\$2,500.00
BC Civil Forfeiture	\$0.00	\$9,200.00	
Cranbrook Municipal	\$1,000.00	\$10,000.00	\$10,000.00
Sub-Total	\$28,010.25	\$46,210.00	\$41,510.00
In-Kind Income			
As Reported In the In-Kind Summary	\$4,700.00	In Progress	In Progress
Total	\$32,710.25	\$46,210.00	\$41,510.00
Expenses			
Payroll Expenses:			
Wages and Salaries	\$33,303.33	\$30,000.00	\$30,000.00
Employee Remittances	\$0.00	\$0.00	\$0.00
General Expenses:			
Communication Other	\$37.85	\$600.00	\$0.00
AGM Expenses	\$250.71	\$200.00	\$200.00
Interest and Bank Charges	\$342.50	\$50.00	\$50.00
BC Societies Registration	\$0.00	\$50.00	\$50.00
CJF Training Expense	\$183.75	\$2,000.00	\$2,000.00
Courier	\$0.00	\$50.00	\$50.00
Meeting Expenses & Licenses	\$27.34	\$30.00	\$100.00
Moving Expenses	\$644.33	\$0.00	\$0.00
Office Rental	\$3,272.50	\$4,000.00	\$3,360.00
Operating Office Supplies	\$206.91	\$0.00	\$200.00
Operating Office Equipment	\$449.60	\$0.00	\$0.00
Operating Office Furniture	\$268.78	\$200.00	\$0.00
Computer Replacement	\$1,574.72	\$200.00	\$0.00
Operating Postage	\$67.74	\$200.00	\$100.00
Operating Postage Routing	\$339.46	\$70.00	\$0.00
Operating Mail Box Rental	\$174.30	\$170.00	\$200.00
Operating Software	\$828.93	\$1,000.00	\$1,000.00
Operating Printing Supplies	\$47.96	\$1,000.00	\$200.00
Professional Accounting	\$606.16	\$780.00	\$780.00
Resource Library	\$0.00	\$1,000.00	\$200.00
Strategic Planning	\$0.00	\$200.00	\$200.00
Telephone	\$0.00	\$400.00	\$0.00
Telus Mobility	\$1,001.26	\$0.00	\$0.00
Telus Web Hosting	\$302.11	\$700.00	\$1,680.00
Travel	\$0.00	\$140.00	\$500.00
Volunteer Appreciation	\$67.19	\$200.00	\$200.00
Telus Web Hosting Licenses	\$51.45	\$200.00	\$200.00
Data Hosting SYNC	\$102.90	\$200.00	\$200.00
Sub-Total	\$44,151.78	\$43,640.00	\$41,470.00
In-Kind Expenses			
As Reported In the In-Kind Summary	\$4,700.00	In Progress	In Progress
Total	\$48,851.78	\$43,640.00	\$41,470.00
Surplus/Deficit	-\$16,141.53	\$2,570.00	\$40.00

**Accounts Summary**

1. There are three accounts that are used by CDRJS
  - a. **CDRJS Gaming Account**
    - i. Source of Funds is BC Gaming Grant
    - ii. Used for: Primarily the Salary of the Program Director
  - b. **CDRJS General Account**
    - i. Source of Funds are CAP Grant, Cranbrook Municipal Grant, Civil Forfeiture
    - ii. Used for: Operating Cost, Training, Salary of the Program Director when BC Gaming Grant is exhausted
  - c. **CDRJS-HN General**
    - i. Source of Funds is OARH Grants for Humanity Network and transfer from EKHODE
    - ii. Used for: Primarily to fund the salary of Humanity Network Contractors and community engagement events
2. In the Budget for 2020, the Annual Operating Cost of CDRJS is estimated to be \$41, 470.00 and covers the expenses normally paid for through 1a and 1b above.
3. The combined balance of accounts supporting 1a and 1b is \$50,289.23 as of March 11, 2020 with 2 months already addressed.
4. At an estimate of \$3500.00 per month in operating cost, this should leave a balance in the combined 1a and 1b of \$15 289.23 at the end of December 2020.
5. The unanticipated cost to the 1b would be the requested CJF training in Castlegar and Golden. The cost for training in other communities is shared partially with that community. CDRJS covers the cost of trainers and prep and the community addressed travel cost and accommodations. CJF training occurs over three days and 20 hrs of instruction. Deb and Doug McPhee are the instructors for this area and the projected cost to CDRJS General Account is 40 hrs for instruction and 10 hrs for preparation at \$40.00/hr or \$2000.00 per training. If both training session move forward to completion, the additional cost to 1b would be \$4000.00, \$2000.00 has been allocated in the Budget for 2020. This would leave a balance of \$13, 289.23 in the combined 1a, 1b accounts at the end of December 2020.
6. CDRJS-HN General is the last account to consider. The Humanity Network has just finished community presentations associated with World Bee Day – Hives for Humanity. The unpaid balance is:

a. \$420.00	Coordination Doug McPhee
b. \$360.00	Presenter Debbie McPhee
c. \$3, 500.00	Contract Amy Cross
d. \$2, 310.00	Presenter Sarah Common – Hives for Humanity
e. \$291.57	Accommodations Sarah Common
f. \$223.54	Balance for Venue
g. \$91.85	Event Supplies
Total	\$7, 196.96
7. The projected balance in the CDRJS-HN General Account will be \$22, 258.04 - \$7196.96 = \$15, 061.08 at the end of December 2020.

**Projected Account Balances as of December 31, 2020**

<b>CDRJS Gaming</b>	<b>\$5.00</b>
<b>CDRJS General</b>	<b>\$13, 284.23</b>
<b>CDRJS HN General</b>	<b>\$15, 061.08</b>

## **Requested Amendments to the Constitution and Bylaws**

### **6a. Criminal Record Checks**

#### **Current Language in the Constitution and Bylaws**

##### *Duties of Membership*

**2.3** Every member shall uphold the constitution and comply with:

- (a) these bylaws
- (b) the Society's Contract of Confidentiality
- (c) the Notification Agreement
- (d) maintaining an acceptable Criminal Record Check if working on the Board or unsupervised access to children and vulnerable adults

#### **Change:**

The addition of:

**2.3 (e) the Criminal Record Check would be renewed on a cycle of 3 years.**

#### **Background** (from an email to the Board dated 2020-01-07)

1. Anyone who works with children and vulnerable adults must have a valid CRC (Section 6 of the CAP Agreement (pasted below) Criminal Record Review Program (Ministry of Justice) CRRP
2. All Board Members as per Constitution and Bylaws 4.11 (b), (c) <https://www.cdrjsociety.ca/policy-and-articles>
3. A successfully completed CRC is valid for 5 years (CRRP)
4. There are two avenues toward a CRC:
  - a. Local RCMP Information Check
  - b. CRRP (CDRJS is registered with this option)
5. The CRRP has two options:
  - a) Sharing option: If the check was done by the CRRP for another organization within the 5 yr period, a request can be made to SHARE the results with CDRJS
  - b) New CRC through the CRRP
6. Previous CRC done by the RCMP cannot be shared under 5. (a)
7. We are registered under the CRRP and that requires:
  - a) An organization that "opts in" to the CRRP must ensure that all their volunteers who work with children/youth and/or vulnerable adults go through the CRRP. The organization may choose to conduct a police information check on the applicant as well as the CRRP
  - b) The CRC is valid for a period of 5 yrs
8. I spoke with the John Howard Society in Kelowna. They have a CRC renewal cycle of 3 years for Volunteers and Board Members

9. I'm recommending that we renew (apply for a new CRC through CRRP) for all Active Facilitators, Board Members and Contractors as of January 2020

10. The process would look like:

- a) a two page form that is emailed out with instructions.
- b) what comes back from the applicant is the completed two pages with a signature on the second page
- c) in addition, a photocopy of two pieces of ID
- d) Doug sends the application off to the CRRP and files the ID for verification of information
- e) the CRC comes back to the applicant and a copy to CDRJS for filing and storage
- f) new additions in the categories identified in #9 above would submit a CRC request through CDRJS and the CRRP program
- g) all members in #9 would renew in 2023

#### **6b. Proxy Voting in Dissectors' Meetings**

##### **Change:**

Section 7.6 of the Constitution and Bylaws will be amended from:

7.6 A Director will be considered present and included in a quorum if available by way of teleconference, or other electronic communication. As per the conditions of Bylaw 3.18, remote participation is acceptable as long as all of the persons participating in the meeting, remotely and in person, are able to communicate with each other.

to

7.6 A Director will be considered present and included in a quorum if available by way of teleconference in accordance with Bylaw 3.18, or by a valid appointment of a proxy holder in accordance with section 85 of the Societies Act. If a member appoints a proxy holder, the proxy holder stands in place of the voting member and can do anything that member can do, including propose and second resolutions, participate in the discussion and vote, subject to any limitations set out in the appointment.

Background:

During a Director's Meeting, decisions are made as to the function and responsibilities of CDRJS, often reflecting changes that need to be addressed on a 'short-term' basis. As the Board is comprised of individuals from a variety of communities and the program is working to expand its support in the region, enabling current and future Directors the opportunity to have meaningful input into the decisions of the Board is desirable.

We have recently provided Zoom access for meeting participation and proxy voting would allow those who cannot attend, in person or remotely, to have influence on the decisions of the board.

## 7.0 Logo Selection

We have collectively worked on the development of a Logo for CDRJS since November of 2019. I was going to offer a number of choices from the work that was done, but in respect to the input that was provided by those who worked on the project, the final choice from the group is displayed here for your consideration.

I want to thank the committee members for their time and input.



## 8.0 Membership for March 2020

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

Interested in becoming a member, please visit <https://www.cdrjsociety.ca/membership>

## **9.0 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.

Board Directors January 2020

Wendy Haley  
Avery Hulbert  
Jolene Mellor  
Jana Schulz  
Brandon Veenstra  
Kevin Ward  
Cst. Kathy Forgeron de facto

### **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.

Director	Term	Request for AGM 2020
Wendy Haley	2021	
Avery Hulbert	2020	Resigned
Jolene Mellor	2021	
Jana Schulz	2021	
Brandon Veenstra	2020	Renewal
Kevin Ward	2020	