



---

## **Cranbrook and District Restorative Justice Society**

### **Annual General Meeting 2016**

**February 3, 2016**

**6:30 PM**

**United Way Office**

**930 Baker Street, Cranbrook, BC**

### **Agenda**

1. Welcome and Introductions
2. Minutes of AGM 2015
3. Report of the Directors
4. Presentation of the Financial Statements and Budget

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

5. Election of Directors
6. Adjourn

**Board Meeting and Election of Executive immediately following**

# **Cranbrook and District Restorative Justice Society**

**2015**

**ANNUAL Report**

**Presented: February 3, 2016  
CDRJS Office on Baker St in Cranbrook**

## **Report from the Chairperson**

2015 proved yet again to be a year of change. While change can be challenging, when handled with grace and perseverance it can be tremendously rewarding. I have been volunteering for many years, and in many capacities, and I have yet to see a group more dedicated to others, and committed to the cause for which they serve than Cranbrook & District Restorative Justice. Above all else I wish to extend my gratitude to all those who breathe life into this organization and give of themselves so selflessly, without you we would not be able to do the invaluable work we do.

At a glance, we handled **21** files, the majority of which came in towards the second half of the year. The Board made a concerted effort to diversify it's membership base which has now grown to **31**. We have been tremendously fortunate to have the skills and expertise of our acting Program Coordinator Doug McPhee, who has been working diligently to increase the organizations profile and relevance in the community over the past 5 months. Fruits of his labour are evidenced in the increase in referrals, work on the website, implementation of the database system, and renewed partnerships.

As we enter 2016 with a renewed energy we wish to extend a warm welcome to our new members, and a big thank you to our longstanding members. 2016 is guided by a strategic plan which includes several key objectives that work towards increasing the sustainability of the organization by way of diversifying the Board, funding, membership, referrals and Volunteers. Our primary commitment remains to assist citizens within the communities we serve to resolve conflict using restorative practices which maintain a high degree of integrity and inclusiveness. We ask you to join us in that venture, and be a part of something great!

Thank you again to all our Volunteers, partners, members, Board, Doug, and all those who contributed to funding.

Respectfully,

Amber Riel

## **Referral Review**

Cranbrook and District Restorative Justice Society has signed an agreement with the Ministry of Justice for British Columbia 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 with School District 5 (Southeast Kootenay) defining the contacts and approaches that SD5 may use to access services with CDRJS.

The goal of this year has been to rebuild relationships within the community. As stated in the Director's Report, there has been positive growth in the number of files that have been received. Part of the improved service to the community has been, wherever appropriate, reducing the turn-around-time and increasing compliance with the file received.

One of the goals for 2016 will be to institute a user-friendly feedback process which will allow CDRJS to further identify areas for service delivery and user satisfaction.

Respectfully,

Doug McPhee

Acting Program Contractor

## **File Referral Information 2015**

**Pages 4 to 5**



## Cranbrook and District Restorative Justice Society: File Referrals for 2015

### Referrals by Year - 5 Year Period

Year	Files Referred
2011	12
2012	8
2013	13
2014	8
2015	21

### 2015 Referrals With Detail

Intake Date	Referring Agency	Offence Type	Outcome
2015-02-28	RCMP	Assault	Completed
2015-03-24	RCMP	Theft	Returned - Non Compliant
2015-03-27	RCMP - SD5	Assault Uttering Threats	Completed
2015-04-10	RCMP	Assault	Completed
2015-05-22	RCMP Youth Probation	Assault	Case Declined by CDRJS
2015-06-21	RCMP	Assault	Completed
2015-09-23	RCMP	Assault	Completed
2015-09-23	RCMP	Theft	Returned - Victim Unavailable
2015-10-14	RCMP	Theft	Completed
2015-10-26	RCMP	Theft	Currently Active
2015-10-26	RCMP	Theft	Currently Active
2015-11-02	RCMP	Theft	Completed
2015-11-13	RCMP - SD5	Assault	Currently Active
2015-12-08	RCMP	Theft Shoplifting	Completed
2015-12-15	RCMP	Theft Shoplifting	Currently Active
2015-12-15	RCMP	Theft Shoplifting	Currently Active
2015-12-15	RCMP - SD5	Assault Uttering Threats	Currently Active
2015-12-29	RCMP	Theft Shoplifting	Currently Active
2015-12-29	RCMP	Theft Shoplifting	Currently Active
2015-12-30	RCMP	Theft Shoplifting	Currently Active
2016-01-13	RCMP	Theft Shoplifting	Currently Active From 2015-11-02

**Financial Statements**

**Pages 6 to 10**

# Cranbrook & District Restorative Justice

## Comparative Income Statement

	Actual 01/01/2015 to 31/12/2015	Actual 01/01/2014 to 31/12/2014
<b>REVENUE</b>		
<b>Revenue</b>		
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	0.00	0.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
CAP Grant	2,500.00	2,500.00
BC GAMING GRANT	0.00	34,250.00
<b>Net Revenue</b>	<b>2,500.00</b>	<b>36,750.00</b>
<b>Other Revenue</b>		
Interest Revenue	27.30	26.11
<b>Total Other Revenue</b>	<b>27.30</b>	<b>26.11</b>
<b>TOTAL REVENUE</b>	<b>2,527.30</b>	<b>36,776.11</b>
<b>EXPENSE</b>		
<b>Payroll Expenses</b>		
Wages & Salaries GAMING ACCT.	23,035.90	23,760.00
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	0.00
Volunteer training GAMING ACCT.	3,415.58	0.00
Public Education	392.82	55.31
<b>Total Payroll Expense</b>	<b>26,844.30</b>	<b>23,815.31</b>
<b>General Expenses</b>		
Professional Fees	808.57	597.15
Advertising & Promotions	618.33	450.94
Meeting expenses GRANT ACCT.	571.21	529.06
Business Fees & Licenses GRA...	256.60	339.80
Restitution	0.00	0.00
Courier & Postage	58.44	6.99
Donations	0.00	50.00
GST Expense	0.00	0.00
Interest and Bank Charges	6.00	0.00
Interest & Bank Charges GRANT...	0.00	0.00
Office Supplies GRANT ACCT.	1,922.40	181.20
Volunteer Training	0.00	696.80
Office Rental GRANT ACCT.	2,400.00	2,400.00
Telephone GRANT ACCT.	974.85	413.18
Travel & Entertainment	73.09	139.61
<b>Total General &amp; Admin. Expen...</b>	<b>7,689.49</b>	<b>5,804.73</b>
<b>TOTAL EXPENSE</b>	<b>34,533.79</b>	<b>29,620.04</b>
<b>NET INCOME</b>	<b>-32,006.49</b>	<b>7,156.07</b>



# Cranbrook & District Restorative Justice

## Balance Sheet As at 31/12/2015

### ASSET

#### Current Assets

Share account 832402	9.69	
Share Account Gaming 860072	7.60	
Chequing Bank Account 429951	25,435.72	
Gaming account 432674	9,219.66	
Total Cash		34,672.67
<b>Total Current Assets</b>		<b>34,672.67</b>

<b>TOTAL ASSET</b>	<b>34,672.67</b>
--------------------	------------------

### LIABILITY

#### Current Liabilities

Accounts Payable	710.79
<b>Total Current Liabilities</b>	<b>710.79</b>

<b>TOTAL LIABILITY</b>	<b>710.79</b>
------------------------	---------------

### EQUITY

#### Surplus

Surplus	65,968.37
Current Earnings	-32,006.49
<b>Total Owners Equity</b>	<b>33,961.88</b>

<b>TOTAL EQUITY</b>	<b>33,961.88</b>
---------------------	------------------

<b>LIABILITIES AND EQUITY</b>	<b>34,672.67</b>
-------------------------------	------------------

# Cranbrook & District Restorative Justice

## Trial Balance As at 31/12/2015

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.00	-
1030	Share account 832402	9.69	-
1040	Share Account Gaming 860072	7.60	-
1050	Petty Cash	0.00	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account 429951	25,435.72	-
1067	Gaming account 432674	9,219.66	-
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	-	710.79
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	-	65,968.37
4020	Private and Service Clubs	-	0.00
4030	CBT & RDEK	-	0.00
4040	Solicitor General	-	0.00
4050	RCMP & COTR -In Kind	-	0.00
4100	Donations	-	0.00
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	-	27.30
4460	Miscellaneous Revenue	-	0.00
5300	Freight Expense	0.00	-
5410	Wages & Salaries GAMING ACCT.	23,035.90	-
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.	3,415.58	-
5466	Insurance	0.00	-
5467	Professional staff devel.	0.00	-
5468	Public Education	392.82	-
5610	Professional Fees	808.57	-
5615	Advertising & Promotions	618.33	-
5620	Meeting expenses GRANT ACCT.	571.21	-
5625	Business Fees & Licenses GRA...	256.60	-
5630	Restitution	0.00	-
5640	Courier & Postage	58.44	-
5645	Donations	0.00	-
5650	GST Expense	0.00	-

Printed On: 18/01/2016

**Cranbrook & District Restorative Justice**  
**Trial Balance As at 31/12/2015**

Ac...	Account Description	Debits	Credits
5680	Resource library	0.00	-
5685	Insurance	0.00	-
5687	Interest and Bank Charges	6.00	-
5690	Interest & Bank Charges GRANT...	0.00	-
5700	Office Supplies GRANT ACCT.	1,922.40	-
5720	Volunteer Training	0.00	-
5750	Public Education	0.00	-
5760	Office Rental GRANT ACCT.	2,400.00	-
5780	Telephone GRANT ACCT.	974.85	-
5784	Travel & Entertainment	73.09	-
5790	Utilities	0.00	-
5900	Suspense	0.00	-
		<u>69,206.46</u>	<u>69,206.46</u>

## **Projected Budget For 2016**

**Pages 11 to 12**

# Cranbrook and District Restorative Justice Society Budget for 2016

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>	78.1%
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		\$220.00	\$220.00	
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>\$5,545.41</b>	12.3%
Training Costs				
RCMP CJF Training Locally (3 day)				
Food and Photocopying		\$400.00	\$400.00	
		<b>Total</b>	<b>\$400.00</b>	0.9%
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>	2.7%
Board Planning				
Strategic Planning Yearly		\$300.00	\$300.00	
		<b>Total</b>	<b>\$300.00</b>	0.7%
<b>Total Budget</b>			<b>\$45,045.41</b>	<b>100.0%</b>



## **Attachments:**

### **Minutes from the 2014 AGM**

**Pages 13 to 16**

**Cranbrook and District Restorative Justice Society  
Annual General Meeting for 2015  
February 11, 2015 @ 5:30 PM  
22-14<sup>th</sup> Ave S., Cranbrook, BC**

1. Call to Order – The meeting was called to order by Amber Riel, Chairperson @ 5:35 p.m.
2. Chair welcomed those present: Debbie McPhee, Gerry French, Gerry VandenBrink, Doug McPhee, Don Kawano, Lorraine Sweeney, Allan Redding Accountant & Bill Barger, staff.  
  
Regrets; Sheilagh Moore, Lisa Caniglia, Laurie Martin, Audrey Stetski, Peg Davidson
2. Agenda was circulated.

**Motion to approve the Agenda. CARRIED**

3. Minutes of 2014 AGM circulated and discussed. No changes.

**Motion to accept minutes as presented. CARRIED**

4. Chair's Report: Amber R.

Amber thanked our volunteers and the Board for all the hard work they have done in 2014, and was hopeful that 2015 would see the Board transition on and continue to grow. She gave a special thank you to Debbie who has filled in for her whenever she has been unavailable.

5. Financial Report – Bill. distributed

Bill presented the up-to-date statements to the end of December 2014 but explained the December 2014 expenditures would show up in the January 2015 and the balance would be slightly lower. There was satisfaction that CDRJ is in good shape financially and administratively. We have been working with our accountant and are confident CDRJ is following the best practices in regard to accounting principles and Gaming guidelines. There was some discussion regarding Gaming's letter to CDRJ where they expressed comments about our reporting submissions but these are minor and will be addressed shortly with a letter of explanation to the Ministry of Finance.

CDRJ did receive approval of its 2015 funding from Gaming in Dec of 2014 but this was for only 75% of the funds requested. Gaming is strongly suggesting CDRJ seek and obtain other core funding and not rely on Gaming for its long term support.

6. Governance Committee Report- Debbie M

Debbie spoke of the need to reinforce our switch to "Consensus voting" and understood this will take some time. She commented that she would like to undertake a policy procedure review of CDRJ's practices in the future and will schedule time for this undertaking

#### 7. Human Resources Report-Doug M.

Doug reported the society has undertaken a formal review of the Program Coordinator and will engage the Board in its completion.

He continues to actively search for and hopes to engage a Strategic Planning Facilitator for the Board in the upcoming year. CDRJ needs to re-evaluate and refresh itself and a workshop of this nature will help.

#### 8. Coordinator's Report-Bill.

Bill commented on the changes the Society has undergone in the past months and the stability within. The number of referrals has been slow but we have served over two dozen individuals and files in 2014 and over 60 people and organizations with our services. We have reached out again to the RCMP to see about increasing referrals and are hopeful with the new management they now have in place that change will occur.

Volunteer retention is a concern and we have lost two of our long term members this past year, albeit to health issues. Our problem is one many non-profit societies have to confront, that being a deficit of good, motivated citizens who have the time and the inclination to support their communities with their public service.

**Motion to accept reports as presented. Don K . Seconded- Gerry F. Carried**

#### 9. Election of Directors

Amber reviewed the current constituency of the Board and their terms. Nominations were called and received. The 2015 Board of Directors will be as follows:

Debbie McPhee (exp 03/2016)  
Don Kawano (exp 03/2016)  
Gerry VandenBrink (exp 03/2016)  
Amber Riel (exp 03/2017)  
Doug McPhee (exp 03/2017)  
Lorraine Sweeney (exp 03/2017)

Election of Executive will follow at the next Board meeting.

Next regular Board meeting – March 11, 2015 @ 11:45 AM @ United Way Offices.

**Next AGM- Wednesday March 2, 2016**

Meeting Adjourned at 6:10 PM.

Submitted by,

Bill Barger  
Recording Secretary