

# **ANNUAL Report 2019**

## **Review of 2018**

## **Annual General Meeting for 2019**

March 13, 2019

4:30 PM

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

### **Meeting Agenda**

1. Call to Order
2. Adoption of the Agenda
3. Approval of the Minutes from the 2018 AGM (page 3-5)
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
5. Reflection on 2018 – File Referrals (page 9-11)
6. Budget for 2019 (page 12)  
Financial Statements for 2018 (page 13-16)  
Approval of 2019 Budget
7. Appointment of Accountant
8. Membership List for March 2019  
2019 Approval of Membership
9. Election of Directors
10. Attachments:  
Bylaws of CDRJS (page 18)  
Section 3: Annual General Meeting  
Section 4: Directors
11. Adjournment

## Annual General Meeting for 2018

### Minutes

February 22, 2018

- 4:30 PM
- CDRJS Office – Board Room – 125 10<sup>th</sup> Ave S. Cranbrook BC
- Meeting was called to order at 4:51 PM by Amber Riel.

In attendance:

Amber Riel	Co-Chair	Gerri Atchison	Member
Avery Hulbert	Co-Chair	Debbie McPhee	Member
Brandon Veenstra	Board Member	Amy Cross	Contractor
Kevin Ward	Board Member	Doug McPhee	Member and Program Coordinator

### 12. Adoption of Agenda

*The Membership represented by those present at the AGM 2018 resolved to accept the Agenda as circulated.*

### 13. Chairperson's Report

- ✓ 2017 Year in Review
- ✓ Referral Data
- ✓ 2018 Budget
- ✓ Financial Statements
- ✓ Minutes of AGM 2017

*The Chairperson's Report was presented by Amber Riel and Doug McPhee.*

### 14. Approval of the Minutes from the AGM 2017

*The Membership represented by those present at the AGM 2018 resolved to approve the Minutes from the AGM 2017 as circulated.*

- **Adoption of 2018 Budget**

*The Membership represented by those present at the AGM 2018 resolved to approved the 2018 Budget as presented by Doug McPhee.*

- **Appointment of Accountant**

*The Membership represented by those present at the AGM 2018 resolved to appoint Redding and Associated to provide accounting services for CDRJS for the 2018.*

- **2018 Approval of Membership**

*The Membership represented by those present at the AGM 2018 resolved to accept the Membership Report as presented by Doug McPhee.*

*Applying for Membership: Please refer to [cdrjsociety.ca](http://cdrjsociety.ca) and the tab "Membership"*

- **Election of Directors**

1. Terms of Office:

The Terms of Office for Avery Hulbert, Amber Riel and Don Kawano concluded with AGM 2018.

Don Kawano has indicated that he doesn't wish to stand for re-election at this time. We wish to extend our thanks to Don for his many years of valued service to the Board. We will look forward to Don's future contributions in the capacity of facilitator.

The Terms of Office for Kevin Ward, Carla McDonald, Brandon Veenstra and Rachelle Golding will conclude with AGM 2019 and be open for re-election at that time.

Rachelle Golding has resigned her position on the board as she enters a new venture in employment. We wish to thank Rachelle for her contributions to the board and wish her great success along her new path.

Carla McDonald is also venturing along a new path and we wish her thanks and great success in the future.

2. Election of Directors

Avery Hulbert and Amber Riel were nominated for the positions of Director on the Board of CDRJS.

Avery Hulbert and Amber Riel accepted the nomination to the Board of CDRJS.

*The Membership represented by those present at the AGM 2018 resolved to accept the Avery Hulbert and Amber Riel as Directors on the Board of CDRJS. The term of these appointments will conclude with AGM 2020 and be open for re-election at that time.*

***The Board of CDRJS for 2018***

*Amber Riel, Avery Hulbert, Brandon Veenstra and Kevin Ward*

Our thanks again for volunteering and we will look forward to greater success in 2018 with the support and guidance of this talented and dedicated board.

- **Adjournment**

*The Membership represented by those present at the AGM 2018 resolved to adjourn AGM 2018 at 5:47 PM*

The AGM for 2019 will be scheduled within 15 months of February 22, 2018.

**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 Board Chair**

*"To accomplish great things, we must not only act, but also dream, not only plan, but also believe"*  
Anatole France

We have accomplished a great many things because we dared to dream and had an unwavering belief in our vision. To restore is to put back to one's original condition, we strive not to restore but to take adversity and build resilience. In fostering resilience, the focus is on building capacity, empathy, and caring.

As an organization that embodies all that resilience stands for, we have made a concerted effort to build upon strategic priorities that support growth and change in a meaningful way. One such example is the tremendous opportunity embraced when joining forces with the East Kootenay Humanity Network. Another example is the collaborative efforts undertaken in reaching an MOU with the Ktunaxa Nation Council to support restorative practices. We all win when we work together towards a greater common good.

We wish to extend our heartfelt gratitude to our volunteers, members, funding bodies, board of directors, and referral agents. A huge THANK YOU goes out to our devoted program contractors Doug McPhee (CDRJS) and Amy Cross (EK- Humanity Network), thank you for keeping the ship floating and on course!!

We are always looking for new energy to join our team, and help us carry out this important work. We are currently seeking members for the board and invite you to try it out!!

*"To the world, you are one person; but to one person you may be the world"*  
Dr. Seuss

Amber Riel  
Board Chair CDRJS

## **Program Coordinator's Report**

### **CAP Agreement**

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

There has been ongoing discussion and involvement of restorative justice societies across the province as to how the government can support the commitment they have made to improving access and quality of restorative services. I have been fortunate to have been involved in some of the discussions and will look forward to future engagement and growth.

### **CDRJS Constitution and Bylaws**

November 2018 was an exciting month. The Societies Registry for British Columbia brought in new expectations concerning the Constitutions and Bylaws (C/B) of not-for-profit organizations. Revisions to our C/B started in early in 2018 with an eye on the deadline at the end of November 2018. Outside of adopting consensus as the decision-making process for CDRJS, little had been done with the C/B since they were originally filed in 2007.

Thanks to the input and direction of our Board, the task was successfully edited to reflect our current practices and goals – and submitted in a timely manner.

### **CDRJS Successfully Merges with EKOHDE and the Humanity Network**

EKOHDE was formed in 2002 to address and support the growth of Human Dignity and Equality. In 2010 a network of local support agencies called the Humanity Network of the East Kootenay was formed. The purpose of network was to determine current trends and topics for community engagement. Over the following 9 years there have been events held on a range of subjects from Human Rights, to Equality, to Truth and Reconciliation.

Restorative practice and the work of CDRJS has been focused on restoring human dignity and equality among those who have been negatively affected by crime. The application of those goals have been in a very practical, hands-on approach manner through providing restorative justice facilitation, training and public awareness.

In 2018, a request was made to CDRJS to provide administrative support for the work of EKOHDE and principally the operation and coordination of the Humanity Network – public engagement supporting Human Dignity and Equality. The Board a services contract with Amy Cross, Program Contractor for the Humanity Network and an MOU (Memorandum of Understanding) with the retiring board of EKHODE.

Through the work of the Humanity Network and Amy Cross, this week and the communities of the East Kootenay, will benefit from the presentations of Bob Sandford, in support of the United Nations World Water Day.

### **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.

### **MOU with Ktunaxa Nation Council (KNC)**

CDRJS continues to celebrate and support the MOU signed with KNC. There has been some positive collaboration during 2018 and we look forward to sharing a common path.

### **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 and for the recognition that extending this grant provides.

### **Websites**

This has been a very frustrating year and our website has been under the constant attack from acronyms. The first of which came from the unlikely SSL. Ever wonder why some sites have http:// while others are https://? The difference was originally brought about by need for e-commerce – buying things on the internet meant that there need to be greater security for the eventual credit card data that would be exchanged; https:// was invented to secure that data and connection.

Our website never collected credit card information, BUT I guess that was as important as having everyone conform to a new standard. Unfortunately, our site went down while additional support and permissions were purchased.

The next attack was PHP. The curious bit is that PHP was developed to make things easier. An updated PHP, one would think, would be much more friendly than the previous intervention – easier than easy. Not the case and a waiting period was in force while easy became easier.

The end of the rant – we now have two sites up and running. Please have a look when you get the opportunity:

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

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

Your suggestions for future article on either site would be greatly appreciated.

Doug McPhee, Program Coordinator



## 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.

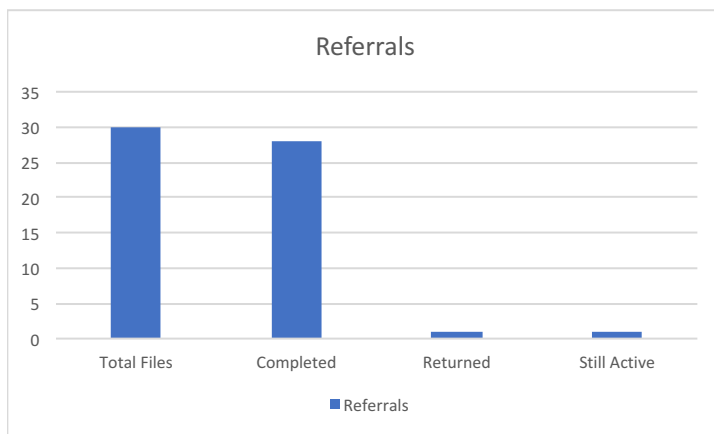
The identity and agreements reached as the result of a restorative justice process are confidential. The following data discussion is based on non-identifying information only.

Sample Date Range: File Intake from 2018-01-01 to 2018-12-31

Total of 30 files for this period

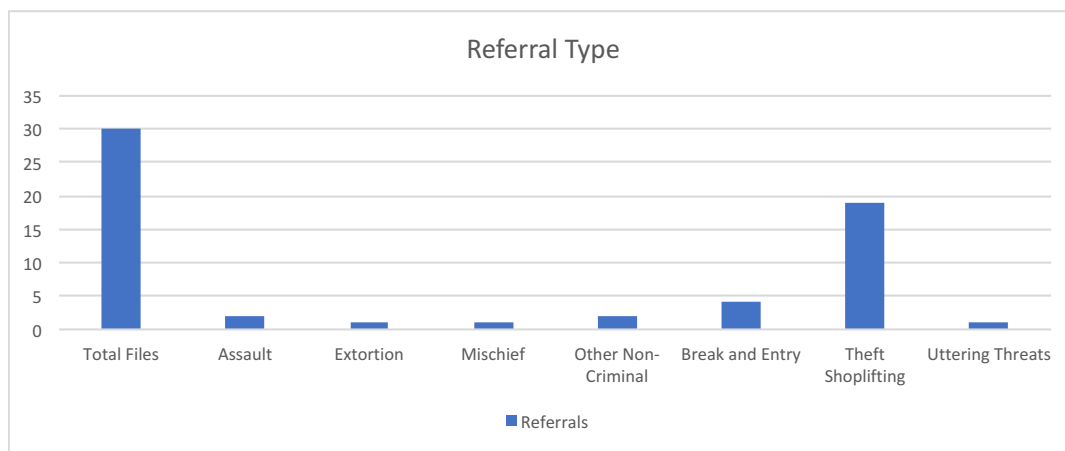
**Successful File Completion 2018**

Total Files	Completed	Returned	Still Active
30	28	1	1
	93%	3%	3%



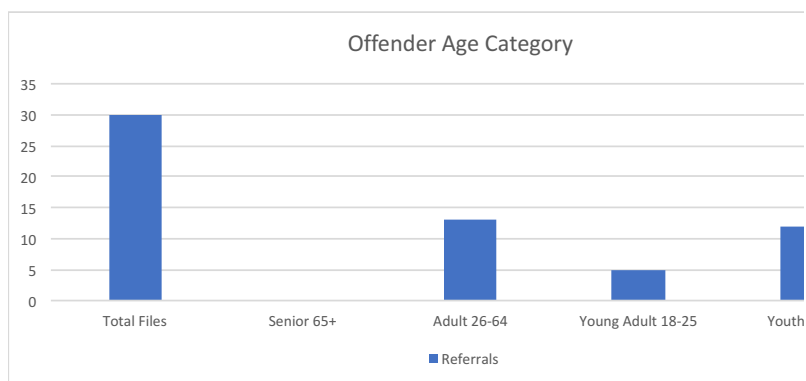
### Offense Type 2018

Total Files	Assault	Extortion	Mischief	Other Non-Criminal	Break and Entry	Theft Shoplifting	Uttering Threats
30	2	1	1	2	4	19	1
	7%	3%	3%	7%	13%	63%	3%



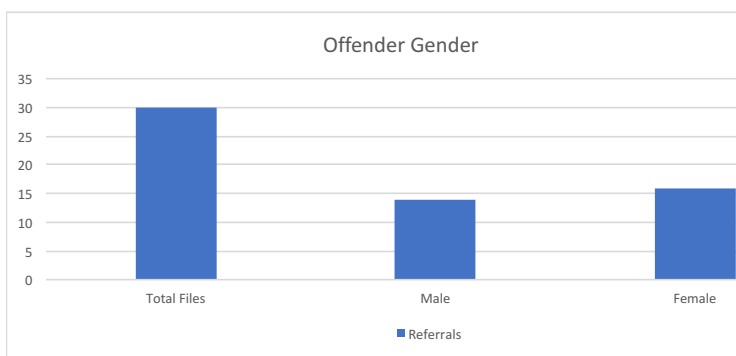
### Offender Age Category

Total Files	Senior 65+	Adult 26-64	Young Adult 18-25	Youth 13-17
30	0	13	5	12
	0%	43%	17%	40%



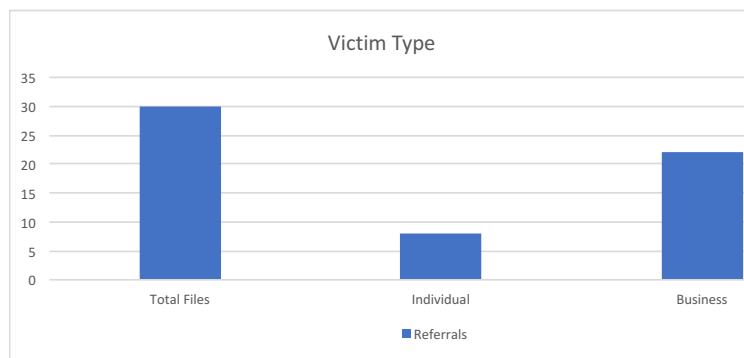
**Offender Gender Ratios**

Total Files	Male	Female
30	14	16
	47%	53%



**Victim Type**

Total Files	Individual	Business
30	8	22
	27%	73%



Cranbrook and District Restorative Justice Society Budget for 2019

Description	Monthly	Yearly	Total	Percentage of the Budget
<b>Salary: Program Contractor</b>				
Average based on 2019	\$2,500.00	\$30,000.00	\$30,000.00	
		<b>Total</b>	<b>\$30,000.00</b>	72.2%
<b>Office Rental</b>				
Rent Monthly with Summit Services	\$280.00	\$3,360.00	\$3,360.00	
Rent \$250, Parking \$30		<b>Total</b>	<b>\$3,360.00</b>	8.1%
<b>Operating Costs</b>				
Telus Internet, Office Phone and Web Hosting	\$122.18	\$1,466.16	\$1,466.16	
Sync Database Storage in Canada		\$51.45	\$51.45	
Accounting Services Redding and Associates		\$800.00	\$800.00	
AGM and Society Registration		\$100.00	\$100.00	
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>\$5,717.61</b>	13.8%
<b>Training Costs</b>				
RCMP CJF Training Locally April 2019				
Photocopying, Security, Lunches		\$1,000.00	\$1,000.00	
		<b>Total</b>	<b>\$1,000.00</b>	2.4%
<b>Local Forum Costs</b>				
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>	2.9%
<b>Board Planning</b>				
Strategic Planning Yearly		\$300.00	\$300.00	
		<b>Total</b>	<b>\$300.00</b>	0.7%
<b>Total Budget</b>			<b>\$41,577.61</b>	100.0%

Funding - Grants to Date		
BC Gaming	\$24,500.00	55%
City of Cranbrook	\$10,000.00	22%
CAP	\$2,500.00	6%
Private Donations	\$0.00	0%
Balance Carried Forward from 2017	\$7,840.13	17%
<b>Total Working Capital</b>	<b>\$44,840.13</b>	
<b>Projected Balance December 31, 2019</b>	<b>\$3,262.52</b>	

## Financial Report: Redding and Associates: 2018-01-01 to 2018-12-31

### Cranbrook & District Restorative Justice Comparative Income Statement

	Actual 01/01/2018 to 31/12/2018	Actual 01/01/2017 to 31/12/2017
<b>REVENUE</b>		
<b>Revenue</b>		
Private and Service Clubs	0.00	0.00
CBT & RDEK	1,000.00	3,450.00
Solicitor General	0.00	7,500.00
RCMP & COTR -In Kind	0.00	0.00
Donations	28,118.12	0.00
United Way Donations	0.00	0.00
Restitution	0.00	0.00
Miscellaneous	10,000.00	0.00
Grants (other)	10,800.00	8,500.00
CAP Grant	2,500.00	2,500.00
BC GAMING GRANT	24,500.00	52,500.00
<b>Net Revenue</b>	<b>76,918.12</b>	<b>74,450.00</b>
<b>Other Revenue</b>		
Interest Revenue	20.59	19.69
<b>Total Other Revenue</b>	<b>20.59</b>	<b>19.69</b>
<b>TOTAL REVENUE</b>	<b>76,938.71</b>	<b>74,469.69</b>
<b>EXPENSE</b>		
<b>Operating Expenses</b>		
Freight Expense	357.00	0.00
<b>Total Cost of Goods Sold</b>	<b>357.00</b>	<b>0.00</b>
<b>Payroll Expenses</b>		
Wages & Salaries GAMING ACCT.	33,313.33	27,780.44
Employee benefits GAMING AC...	0.00	0.00
Employee remittances GAMING ...	0.00	0.00
Volunteer training GAMING ACCT.	0.00	890.75
Insurance	0.00	150.00
<b>Total Payroll Expense</b>	<b>33,313.33</b>	<b>28,821.19</b>
<b>General Expenses</b>		
Professional Fees	11,606.16	820.45
Advertising & Promotions	884.04	291.38
Meeting expenses GRANT ACCT.	4,261.40	237.17
Business Fees & Licenses GRA...	73.00	15.00
Restitution	0.00	0.00
Courier & Postage	795.86	49.53
GST Expense	0.00	0.00
Interest and Bank Charges	92.50	39.00
Interest & Bank Charges GRANT...	0.00	3.50
Office Supplies GRANT ACCT.	849.80	1,936.30
Volunteer Training	0.00	980.18
Office Rental GRANT ACCT.	3,272.50	2,800.00
Telephone GRANT ACCT.	1,189.26	796.56
Travel & Entertainment	1,429.40	275.00
Suspense	-2,415.52	0.00
<b>Total General &amp; Admin. Expen...</b>	<b>22,038.40</b>	<b>8,244.07</b>
<b>TOTAL EXPENSE</b>	<b>55,708.73</b>	<b>37,065.26</b>
<b>NET INCOME</b>	<b>21,229.98</b>	<b>37,404.43</b>

Printed On: 09/01/2019

**Cranbrook & District Restorative Justice  
Balance Sheet As at 31/12/2018**

**ASSET**

**Current Assets**

Share account 832402	11.25	
Share Account Gaming 860072	9.78	
Chequing Bank Account 429951	35,596.75	
Gaming account 432674	24,150.58	
Total Cash		59,768.36

<b>Total Current Assets</b>		<b>59,768.36</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>62,255.93</b>
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**LIABILITY**

**Current Liabilities**

Accounts Payable		110.79
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<b>Total Current Liabilities</b>		<b>110.79</b>
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<b>TOTAL LIABILITY</b>		<b>110.79</b>
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**EQUITY**

**Surplus**

Surplus	40,915.16	
Current Earnings	21,229.98	

<b>Total Owners Equity</b>		<b>62,145.14</b>
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<b>TOTAL EQUITY</b>		<b>62,145.14</b>
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<b>LIABILITIES AND EQUITY</b>		<b>62,255.93</b>
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**Cranbrook & District Restorative Justice  
Trial Balance As at 31/12/2018**

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.00	-
1030	Share account 832402	11.25	-
1040	Share Account Gaming 860072	9.78	-
1050	Petty Cash	0.00	-
1055	Savings Bank Account	0.00	-
1060	Chequing Bank Account 429951	35,596.75	-
1067	Gaming account 432674	24,150.58	-
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	-	110.79
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	-	40,915.16
4020	Private and Service Clubs	-	0.00
4030	CBT & RDEK	-	1,000.00
4040	Solicitor General	-	0.00
4050	RCMP & COTR -In Kind	-	0.00
4100	Donations	-	28,118.12
4110	United Way Donations	-	0.00
4120	Restitution	-	0.00
4200	Miscellaneous	-	10,000.00
4220	Grants (other)	-	10,800.00
4230	CAP Grant	-	2,500.00
4240	BC GAMING GRANT	-	24,500.00
4420	Freight Revenue	-	0.00
4440	Interest Revenue	-	20.59
4460	Miscellaneous Revenue	-	0.00
5300	Freight Expense	357.00	-
5410	Wages & Salaries GAMING ACCT.	33,313.33	-
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	11,606.16	-
5615	Advertising & Promotions	884.04	-
5616	Advertising GAMING ACCT	0.00	-
5620	Meeting expenses GRANT ACCT.	4,261.40	-
5625	Business Fees & Licenses GRA...	73.00	-
5630	Restitution	0.00	-
5640	Courier & Postage	795.86	-

Printed On: 09/01/2019

**Cranbrook & District Restorative Justice  
Trial Balance As at 31/12/2018**

Ac...	Account Description	Debits	Credits
5645	Donations	0.00	-
5650	GST Expense	0.00	-
5680	Resource library	0.00	-
5685	Insurance	0.00	-
5687	Interest and Bank Charges	92.50	-
5690	Interest & Bank Charges GRANT...	0.00	-
5700	Office Supplies GRANT ACCT.	849.80	-
5720	Volunteer Training	0.00	-
5750	Public Education	0.00	-
5760	Office Rental GRANT ACCT.	3,272.50	-
5780	Telephone GRANT ACCT.	1,189.26	-
5784	Travel & Entertainment	1,429.40	-
5790	Utilities	0.00	-
5900	Suspense	-	2,415.52
		<u>120,380.18</u>	<u>120,380.18</u>



**Membership List for 2019-03-11**

Gerri Atchison	Melissa Hampton	Glenda Newsted
Christie, Baker	Avery Hulbert	Christopher Pallai
Michele Bates	Chris Huston	Amber Riel
Mona Bell	Don Kawano	Jared Riel
Linda Butcher	Roger Kawano	Jana Schulz
Dean Chatterson	Daphne Kelgard	Eldeen Stanley (Cst.)
Jim Cupidio	Virginia Kristensen	Audrey Stetski
Pegg Davidson	Mary Lindquist	Ron Tarr
Kelli DePape	Carla McDonald	Cecillia Teneese
Jacquie Dust	Christina McDonaugh	Gerry VandenBrink
Lisa Caniglia Edwards	Kayla McKinley	Brandon Veenstra
Susan Flemming	Douglas McLachlan	Kevin Ward
Katie Forgeron (Cst.)	Olivia McMahon	Diane Whitehead
Rachelle Golding	Darrell McNeil (Cst.)	Judy Wiwchar
Joe Goodlad	Debbie McPhee	Yme Woensdregt
Laurie Goodlad	Doug McPhee	
Wendy Haley	Sheilagh Moore	

**Current Board of Directors:**

Amber Riel, Avery Hulbert, Cst .Kathy Forgeron (de facto), Jana Schulz, Brandon Veenstra and Kevin Ward

## **Bylaws for CDRJS**

### **Chair of the AGM**

**3.9** The following individual is entitled to preside as the chair of an AGM:

- (a) the individual, if any, appointed by the Board of Directors to preside as the chair;
- (b) if the Board of Directors has not appointed an individual to preside as the chair, or the individual appointed by the Board of Directors is unable to preside as the chair, then in order of precedence:
  - (i) the Chair of the Board of Directors,
  - (ii) the Vice-Chair (Co-Chair)
  - (iii) one of the other Directors present
- (c) if there is no Chair, Vice-Chair (Co-Chair) or other Director present within 15 minutes after the time appointed for holding the meeting; or
- (d) the Chair, Vice-Chair (Co-Chair) and all the other Directors present are unwilling to act as presiding officer, the members present must choose one of their number to be presiding officer.

### **Quorum Required**

**3.10** Business, other than the election of the chair of the meeting and the adjournment of the meeting, **must not** be transacted at an AGM unless a quorum of voting members is present.

### **Quorum for AGMs**

**3.11** A quorum is 3 members present.

### **Lack of Quorum at the Commencement of AGM**

**3.12** If within 15 minutes from the time appointed for an AGM, a quorum is not present:

- (a) in the case of a meeting convened on the requisition of members, the meeting is adjourned, and
- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if,
- (c) at the continuation of the adjourned meeting, a quorum is not present within 30 minutes for the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

### **If Quorum Ceases to be Present**

**3.13** If, at any time during an AGM, there ceases to be a quorum of voting members present, the business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **Adjournments by Chair**

**3.14** The Chair of an AGM may require the adjournment and rescheduling of an AGM for a later date. No business may be transacted at the continuation of the adjourned meeting other than the business left unfinished at the adjourned meeting.

## **Section 4 - Directors**

***Reference: Societies Act of B.C. - Chapter 18 Part 5 – Management – Division 1 - Directors***

### **Number and Residency of Directors**

**4.1** The number of Directors must be 3 or a greater number determined from time to time at an AGM, and at least one of the Directors must be ordinarily resident in British Columbia.

### **Employment of Directors**

**4.2** Directors must not receive or be entitled to receive remuneration from the Board of Directors under contracts of employment or contracts for services, other than remuneration for allowable expenses such as travel costs, meals and lodging while conducting approved business of the Board of Directors.

### **Designation, Election and Appointment of Directors**

**4.3** A Director previously elected is eligible for re-election.

**4.4** At an AGM, the appointment of a Director, may be by acclamation; otherwise the Directors appointed to the Board of Directors are determined by the vote of members entitled to vote.

**4.5** The Directors may from time to time appoint a member as a Director to fill a vacancy on the Board of Directors.

**4.6** A Director so appointed holds office only until the conclusion of the next Annual AGM of the Society but is eligible for election at that meeting.

**4.7** A designation, election or appointment of an individual as a Director is invalid unless:

(a) the individual consents to be a Director of the Board of Directors, or

(b) the designation, election or appointment is made at a meeting which the individual is present and the individual does not refuse, at the meeting, to be a Director.

**4.8** The persons holding the office of Community Policing Officer, Cranbrook Detachment, RCMP, and First Nations Policing Officer, Cranbrook Detachment, RCMP, are ex-officio Directors by virtue of their offices. They shall cease to be members of the Board of Directors automatically when their appointments terminate. Other ex-officio Directors may be appointed by the Directors from time to time.

### **Term of Directors**

**4.9** At the first General Meeting of the Board of Directors, the Directors elected, appointed or acclaimed will be designated as holding terms of office for two consecutive years.

### **Qualification of Directors**

**4.10** A Director of the Board of Directors who is not, or who ceases to be, qualified as defined in section 4.11 or the Societies Act of B.C., will be removed from the Board of Directors.

**4.11** A person is disqualified to be a Director of the Board of Directors if they:

(a) are not at least 18 years of age.

(b) fail to provide a Criminal Record Check indicating a history in Canada or elsewhere of financial accountability, no incidents of theft, fraud or bankruptcy, and the ability to work unsupervised and

responsibly with children and vulnerable adults, any criminal act which threatened the safety of others.

(c) fail to maintain an acceptable Criminal Record Check as defined in Bylaw 4.11 (b).