

**Lanark County Community Justice Program
Board of Directors' Meeting
Thursday, September 17, 2015, 5:00 to 7:00 p.m.
Room 118, Algonquin College, Perth Campus**

MINUTES

Present: Christine Peringer (Chair), Betty Jo Dean, Murray Long, Brian Peters, Beth Peterkin (ED)

Regrets: Steven Brown, Jennifer Dickson, Tim Campbell (United Way rep)

Guests: Rina Poulos (SSW placement until April), Chris Luscombe-Mills and Bob Chaplin (both interested in a future role with the LCCJP).

1. Welcome and Preliminaries

a) Check-in and welcome (all present formally introduced themselves)

b) Review and Adoption of Agenda

Motion to adopt the agenda as presented

M/S/C Betty Jo/Brian

c) Declaration of Conflict of Interest

None declared

d) Review and Approval of Minutes of Meeting of June 18, 2015

Motion to adopt the minutes as presented

M/S/C Brian/Betty Jo

2. Moment for Restorative Thinking – Christine Peringer

Christine noted the large number of restorative justice initiatives across Canada and highlighted that our guest speaker at the upcoming AGM will be Jake MacIsaac, who was lead caseworker at Nova Scotia's largest restorative justice agency and who was subsequently the Community Safety officer at Dalhousie University, where he participated as both a facilitator and co-author of the final report from the 2015 Dalhousie Doctor of Dentistry School (DDS) graduating class restorative justice initiative.

Christine also noted that Nova Scotia's restorative justice program has four points of entry for restorative justice referrals for youth – two of which are not available in Ontario: Court entry point – referral by a judge after a conviction and before a sentence is imposed; and corrections entry point – referral by staff of Correctional Services or Victim Services after a sentence has been imposed.

3. Executive Director's Report

Beth reviewed several highlights from her report (attached), as well as other items:

- A \$250 donation with a nice testimony in support of LCCJP has just been received.
- New MAG requirements for extensive new documentation, training, oaths and interviews with our 47 facilitators have been extremely onerous, resulting in Beth expending more than 100 volunteer hours over the past two months, in addition to costs of about \$300 in mileage, printing etc. Providing statistics for the MAG, as per their new reporting requirements, continues to be a struggle
- Beth has held meetings with staff at the Ottawa Restorative Justice Network, the Adult Learning and Training Centre, RNJ, Correctional Services Canada's Restorative Justice & Victim Services Division, the Tyendinaga Justice Circle coordinator (in Prince Edward County, and also with Julie Scott (with Steve and Sheri) the Acting Crown Attorney to discuss LCCJP. Correctional Services is looking at a potential federal penitentiary Restorative Justice initiative. The Tyendinaga Justice Circle coordinator wants to attend the AGM. Julie Scott is very supportive of LCCJP's work.
- Lucy Bird completed her placement this summer for entrance into the Algonquin College SSW program. Rina Poulos has now started a new placement that will end in April. Beth is meeting with Algonquin to discuss how to further the relationship with the college.
- Jeff Kohl has given notice that he will vacate his office as of October 1 (we purchased his office equipment for \$400). This led to the following motion, in light of a substantial Trillium application, the award of which would necessitate use of the office space, and the modest impact of foregoing six months' rent:

That LCCJP take over the use of the third office until the Trillium application decision is known, with a re-evaluation of this issue during the 2016-2017 budget process.

M/S/C Brian/Betty Jo

- With AGM deadlines approaching, an ad will be placed soon in the Perth Courier looking for Board and committee members.
- Our new bookkeeper, Bonnie King, is working out well.
- In community outreach, Beth and Brian are speaking to the Perth Rotary Club on October 19, and LCCJP has a \$5000 grant application with area Rotary clubs. On this point, Beth will review the wording of the United Way Agreement vis a vis being awarded grants versus receiving donations during the campaign blackout period. Beth is also following up with St. John's Parish about their earlier request for a speaker.
- In the area of funding, a major grant application has been submitted to the Trillium Foundation (over \$300k), The United Way is seeking restorative justice training for seniors (\$6,000 over two years) and a funding submission

has been made to the Law Society of Ontario. In addition the HUB is encouraging LCCJP to ask for money.

- In the area of communications, an RFQ has been sent out to three contractors looking for quotes on upgrading the LCCJP website. An article by the Kielburger brothers on restorative justice, highlighting LCCJP, has gone viral, appearing on the Huffington Post site and prompting Huffington Post to ask to make a video on the LCCJP restorative justice process for their site.
- Huge training needs have been identified by facilitators and appropriate trainers are being found to deliver these sought-after training programs.
- In case management, LCCJP recently had a reportable incident (involving a required report to Child and Family Services). This is leading to a review of the level of disclosure clarity needed in forums so that participants clearly understand that a breach of the confidentiality of the forum may be necessary in order to communicate a reportable incident or concern to appropriate authorities.
- Jake MacIsaac, a co-author of the Dalhousie School of Dentistry restorative justice report, will be the keynote speaker at this year's AGM. A billet and ride to and from the airport are needed.

The ED Report was accepted.

4. Program Coordinator's Report

The latest statistics show LCCJP is projecting 65 cases this year, an increase of 25 percent over the previous year. The report was accepted.

5. Business Arising

- a) Third Party Fundraising Policy (motion) – deferred from last meeting

Motion to adopt policy as redrafted August 12

M/S/C Betty Jo/Murray

- b) Almonte Fire Dialogue (nothing to report)

Christine said she might get some feedback when speaking at The Hub.

6. Finance

- a) Acceptance of Minutes of the Finance Committee Aug 12, 2015 - (motion))

Betty Jo reported there were no changes or concerns raised by the auditors in their year-end review and no significant issues for concern right now.

Motion to accept the Finance Committee minutes

M/S/C Betty Jo/Brian

- b) Approval of the Audited Financial Statements Mar 31,2015 – (motion)

Motion to approve the audited financial statements

M/S/C Betty Jo/Murray

- c) Approval of the Q-1 Operating Report (motion)

Motion to accept the 1st Quarter Operating Report as presented

M/S/C Betty Jo/Brian

- d) Spending Limits and Purchasing Policy (motion)

Motion to adopt the revised Spending Limits and Purchasing Policy

M/S/C Murray/Betty Jo

- e) Financial Reporting to the Board of Directors Policy (motion)

Motion to adopt the Financial Reporting to the Board of Directors Policy

M/S/C Betty Jo/Brian

- f) Cash Handling Policy (motion)

Motion to adopt the Cash Handling Policy

M/S/C Betty Jo/Murray

7. Strategic Plan

- a) Strategic plan Report and Recommendation for next steps (motion)

Motion to receive the Report by Toby James

M/S/C Brian/Murray

Christine offered to do a modest rewrite of the report to organize it better by October 4 and to present it to a sub-committee for review before the next Board meeting. The revised plan will refer to 2016-2018 as the planning window.

8. New Business

- a) Crown Interviews Not Required – verbal report (motion)

Motion that the Board of Directors of the Lanark County Community Justice Program delegate to the Executive Director the authority to complete interviews of all new potential volunteers and facilitators prior to them entering our program. The Executive Director is responsible for ensuring that any reference checks and documentation are completed according to the requirements of the Ministry of the Attorney General and in keeping with our own Policies and Procedures. An interview by the Crown Attorney is not required.

M/S/C Murray/Betty Jo

- b) MAG training on jump drive for Board members

Board members are required to take new MAG training on service in French and accessibility. Due by the next Board meeting.

- c) Perth Youth Services Building Report – for information only

Beth presented a verbal update on this proposed new inter-agency facility, with project costs now estimated at around \$2 million.

- d) Board Member Nominations

Christine reviewed the status of Board members heading into the AGM.

Christine Peringer (Chair)	Must step down but will remain as past Chair
Jennifer Dickson (Vice Chair)	Term is ending and will not stand for second term
Murray Long (Secretary)	Term is ending and will stand for second term
Keith Pinkney (resigned earlier)	His term was ending
Betty Jo Dean (Treasurer)	Term not ending
Brian Peters	Term not ending
Steven Brown	Term not ending

Christine said she would keep recruiting for new Board members and Beth added that applications are required by 4:00 pm November 1. LCCJP will place an ad in the Perth Courier seeking applicants.

9. On Notice for Future Board Meetings

- a) Accessibility Policy requires updating (reference new MAG training)

Beth noted some issues in this policy will need review to be consistent with MAG policy.

- b) By-Law review regarding Ontario Not-For-Profit Corporations Act

The Act has not yet been proclaimed and there are no regulations in place yet, leaving the question open-ended whether the Board should conduct a By-Law review soon or later.

- c) Discussion and Policy Development re Target Level of Reserves

The Board suggested having a budget discussion before Christmas and consider the question of operational reserves.

d) Board Evaluation

Christine sent out a self-evaluation tool and asked Board members to complete it by Sept. 30.

10. Closing

a) Next Board Meeting: Thurs, October 15 at 5:00 pm, Room 118, Algonquin College

b) Other upcoming events

1) Annual General Meeting – Dinner and Speaker – Thursday Nov 19

This will be at the Perth Lions Club hall

2 Christmas Fundraiser with Dickens – Monday December 7

3 Christmas Dinner for our Volunteers

4. The Board decided to move the December Board meeting to December 3.

c) Closing Round - Meeting Evaluation

d) Adjournment

Motion to Adjourn

M/S/C Brian

Adjournment (7:05 p.m.)

These minutes are declared to be a true and accurate record of the Lanark County Community Justice Program Board of Directors' meeting of September 17, 2015.

Signature

Signature

Title

Title