**EXECUTIVE DIRECTOR’S REPORT to the Board of Directors**

**August 25th, 2021**

1. **FUNDERS:**

**a) Min of Children, Community and Social Services, MCCSS**: The program coordinator is no longer Alicia Isaardeep it is now Julia Paladino.

Stats Reporting

* Submitted 2020 – 21 Stats Report to MCCSS.
* Submitted 2021 – 22 Funding Application to MCCSS on TPON (can be found on in the committee section of our website).
* MCCSS has moved away from quarterly YJCs will report year-to-date numbers twice a year via an ‘Interim Report’, which covers the period of April 1, 2021, to December 31, 2021. This report is due on January 21, 2022, and then a final report which covers the period of April 1, 2021, to March 31, 2022. This report is due in June 2022. The interim report will be released to TPRs in December so there is about a month to complete it.
* Submitted Change of Address, Change of Board of Directors, Updated Insurance, Financial Statements 2021-22

**b) Department of Justice, Victims and Survivors of Crime Week:**

What we will do: Justice partners (police, crown, judges, lawyers, diversion, probation, and parole), victims service providers and our community will be invited to participate in a panel discussion about the use of restorative justice to respond to sexualized violence.

The collaborative panel will take place on November 16th, 2021, from 2:00-4:00p.m.

Update:

* Victim Service Provider Confirmed: Maureen McLeod Frazer, Lanark County Sexual Assault and Domestic Violence Program, Perth and Smiths Falls District Hospital.
* The event is already posted to Eventbrite for registrations and on Facebook

**Actions**:

-You will be getting an email from me with the poster. All Board Members are asked to forward the poster to their networks.

-Please send any questions that you would like addressed at the Panel to [executivedirector@commjustice.org](mailto:executivedirector@commjustice.org) by November 12th, 2021.

-Register for the event on Eventbrite and attend the event.

<https://www.eventbrite.ca/e/best-practices-to-deliver-restorative-justice-in-cases-of-sexual-violence-tickets-187851608217?aff=ebdssbonlinesearch>

**c) County of Lanark,**

* Submitted 3 Year Annual Funding Grant Application to County of Lanark for Adult Diversion Program Funding for 7 cases. The application and budget can be found on the committee section of the website.
* Delivered 10-minute presentation Delegation to Council Community Committee for the County of Lanark,Joellen & Anik Whyte, from Family and Children Services of LL&G.

**d) Ontario Trillium Foundation**

* Joellen and Rayna have taken the training for the Grant Advance Software and the Canada Helps Software.
* Potential funders have been identified in Grant Advance Software. (Sent to board)
* Constituents have been imported into the Canada Helps Software by Rayna

Next Steps (heading into fall):

* Continue to train Facilitators and assist them in understanding new tools and updates associated with Zoom to ensure they are equipped for online forums. 5 Facilitators have agreed to become ZOOM tech support on on-line forums. This will allow for Sheri to not have to attend every on-line forum.
* Research & Hire a Facilitator to offer best practices for delivering a forum on-line. We are hoping to launch this initiative in the fall.
* Publish Press Release.

**Action**: Board Members were sent a list of potential funders from Joellen. Within that list, are the board of directors of the foundations we have identified as potential funder. If you know anyone on the list, please let Rayna know. This will help us in developing relationships with potential funders.

**e) Law Foundation of Ontario:**

We received a letter dated October 6th that we were not successful in our application: “As anticipated, the response to this call was very competitive. The Foundation considered a

number of factors when assessing these applications including the nature of the proposed

activities, the communities served, the strength of the applicant organization, and the potential

impact of the activities in promoting access to justice. Given the high calibre of the applications,

these were not easy decisions.”

f) Perth and District Community Foundation:

* Submitted Final Report for 2021– October 22, 2021 (Report can be found in the Committee Section of the Website)
* Submitted Funding Application for 2022 (Report can be found in the Committee Section of the Website)

g) Tay Valley Township: Submitted an application letter for funding for $2000 for one young adult/adult case.

**2) CHARITY INFORMATION RETURN:**

The Charity Information Return was signed and sent by registered mail on October 22nd, 2021.

**3) OFFICE:**

* Letter of support was written from LCCJ to Town of Perth and many strategizing meetings with Rachel Roth, YAK Exec. Director. The application was approved by Perth Council on October 21st, 2021. We now have two offices located at 1881 Rogers Road, Perth, ON, K7H 3P7. $350/mo.
* We have moved on October 7th, 2021.
* One-year sub- lease with YAK has been signed October 1, 2021, to Sept 30, 2022.

**4) INSURANCE:** Our insurance has been updated for our new location.

**FUNDRAISING:**

**a) 3RD Annual Nine & Dine for Lanark County Community Justice**,

**b)** **Fundraising Committee Meeting**: Wednesday September 15th at 4:00p.m. minutes of the meeting are available on the Committee Section of the Website.

**Key Highlights**:

* Decision to not hold a dinner/concert due to COVID-19 in 2021-22
* 3rd Annual Nine and Dine raised: $4,780 (Silent Auction $2,185, Registration $1,460, Hole Sponsorship $1050, Donation $85) 73 Participants

**Action**: Board members to consider attending this event next year on behalf of the board

* McDougall Insurance: $1000 accepted by Aisha Toor and Joellen McHard to celebrate McDougall’s 75th Anniversary

**c)** **Perth Polar Bear Plunge**:

* Website updated
* Joellen, Rayna and Alfred met with Cat’s Cove September 21, 2021, and developed a plan to raise the profile of LCCJ on social media
* Facebook/Instagram post has been posted and shared with agencies on messenger
* Social Media LCCJ Stories campaign has begun to get more engagements/followers and more calls to action to participate or donate. The following people participated in a live interview with Cats Cove. Joellen McHard, Sheri Halladay, Aisha Toor, Margo Bell, Bruce Bailey, Linda Grenier, Andrew Lynch, Margo Bell, Alfred Von Mirbach (as Polar Bear Pete).
* Board and staff were provided access to Videos. Note: the videos now have music and calls to action at the end.
* September 29th, 2021 Presentation to YAK re: Youth Centre Involvement in Perth Polar Bear Plunge

**Actions**:

* Follow LCCJ on Facebook and share the videos to your personal page. Provide a link to our website in the introduction [www.commjustice.org](http://www.commjustice.org) when you post.
* Share the Polar Bear Plunge by email to your networks.
* Register for the Perth Polar Bear Plunge (or someone to plunge on your behalf) and share the link with your networks to get pledges <https://www.commjustice.org/plunge.html>
* Work this event into every conversation you have in the next few months – especially any groups to which you belong.
* Watch the videos with family and friends.
* Send the videos and the Polar Bear Plunge links to friends on social media asking them to participate.

**5)** **OPP PLATOON TRAINING**

Platoon Visits were delivered online by Sheri Halladay and Joellen McHard

A Platoon – September 15th, 2021

B Platoon – September 8th, 2021

C Platoon – September 20th, 2021

D Platoon – September 23rd, 2021

**6) WEBSITE** Our website is complete

**7) STUDENT**

a) Stephanie Corrine: Stephanie continues to take the lead at the National Restorative Justice Symposium as the social media coordinator. Stephanie has recently completed the Sanyas Indigenous training and is preparing a report. She recently reported on her facilitator HUB training at our Facilitator Meeting and will continue to work through additional modules.

b) Jamie Lee from St. Lawrence College in the Community and Justice Service Program will begin as a student on November 15th until December 17th, 2021.

* MOU signed spoke with supervisor/professor Derek Davies, placement coordinator Shannon Griggs and student individually.

Role: administrative and fundraising.

* Perth Polar Bear Plunge.  Administrative duties to organize this event that Jamie will assist or lead. Such as, working with volunteers, contacting participants, managing social media, setting up registration, communicating with local businesses etc.
* Update Volunteer Records and get the information up to date in a database.  Contacting volunteers and getting up to date contact information and see where they are at in terms of continuing to volunteer.
* Update constituent database contact information.  Make phone, sending emails - updating lists.
* Unpack and organize files in our new office
* Take initiative and work independently with little supervision.

**8) Other:**

**a) The NRJS (National Restorative Justice Symposium)**

**Action:** Don’t forget to register

<https://www.crjc.ca/national-symposium>

**b) Education:**

Sanyas Indigenous Cultural Safety Training: Sheri and Stephanie have completed the training

**c) Other meetings not mentioned above for information purposes:**

* A few client data base meetings with Stephen Graham
* Staff meetings are on Tuesdays at 10:00a.m for Sheri and Joellen and 10:30 for Rayna, & Stephanie. They are going well. We summarize what we are working on that week and set meeting dates or objectives.
* New Board Member Orientation Meeting and Support – Added to contact list, committee’s, and Website.
* Vaccine Policy Meeting of ED’s – Rebecca Kavanaugh Public Health Unit Oct 6th, 2021
  + Working with Ross Dixon to develop a Vaccination Policy
* Met with CDSBEO on Aug 26th re: St. John High School and Sexual Assault
* Numerous calls with COGECO – They agreed to waive $700 cancelation fee
* Covered for Sheri on holidays August 27th to September 7th
* Attended case interview Sept 3rd, 2021
* AGM planning meetings August 31st
* Coordinated move
* Attended Lanark County Child and Youth Service Collaborative Sept 9th, 2021
* Golf Tournament Sept 10th, 2021
* Facilitator Meeting September 14th and October 12th, 2021
* Canada Helps Onboarding Kick Off meeting, September 14th, 2021
* September 22nd, LCCJ AGM
* A few meetings with Katie re: finances
* Governance Meeting October 20th
* Attended Mediation and RJ Elder Abuse webinar Oct 4, 2021
* Met with Anthony Van Alphen for computer problems