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

**August 25th, 2021**

1. **FUNDERS:**

**a) Min of Children, Community and Social Services, MCCSS**: Alicia Isaardeep, MCCSS, Program Coordinator has taken another position and has been replaced by Julia Palladino.

Stats Reporting

* Given the upcoming move to the TPON system, statistics will be done differently going forward. The YJC Statistical Reporting Tool will no longer be used to submit monthly stats as of the end of June 2021. They will not be requiring monthly submission of stats as of July 2021.
* The YJC Program is moving to TPON reporting and all financial and statistical data will be collected through that system. We will only be required to submit statistical data once annually through a final report.
* The new statistical data elements for the YJC program are highlighted below. You will only be required to report on these elements going forward.

\*Additional Information on what is being reported on to MCCSS is located at the bottom of this report for general interested in how we are asked to track our statistics for the government. It is interesting that they have moved to annual reporting. We will continue to report stats Quarterly to the Board.

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

The application was completed and Submitted June 29th, 2021. I asked for $8,800 and received $9000. I have followed up for clarification on the additional $200.

The theme of Victims and Survivors of Crime Week is *The Power of Collaboration*. The objective is to support the objectives of the Victims Fund, as well as the objectives of Victims and Survivors of Crime Week to raise awareness about issues facing victims and survivors of crime and the services, assistance, and laws in place to help them and their families.

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.

1) Participant will be asked to contribute questions and identify areas of concern for the panel in advance

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

a) Allan Edwards, Correction Service Canada

b) Sheri Halladay, Lanark County Community Justice

c) Mark MacDonald, Criminal Lawyer

d) Amber Montgomery, Senior Caseworker, Collaborative Justice Program - Ottawa

e) Victims Service Provider, TBC

In alignment with the The 14th UN Congress on Crime Prevention and Criminal Justice, 2020 Kyoto Declaration, explicitly calls for the facilitation of “restorative justice processes at relevant stages in criminal proceedings in order to assist the recovery of victims and the reintegration of offenders” (article 42)". In Canada, sexual assault cases are presumptively ineligible for diversion. We would like to explore with our justice partners and the greater community opportunities for a collaborative restorative justice response to sexualized violence.

We believe that victims of sexual assault of all ages, including adults should have the same rights as other victims of crime. They have a right to have diversion to a restorative justice program to deal with the sexualized harm they have experienced. The voice of the victim is seriously lacking in the traditional justice system and the experiences victims (mostly women) have expressed about feelings of powerlessness and alienation from the process are predominant. However, a collaborative, measured, safe, specialized restorative justice response to sexualized harm, with appropriately trained volunteer and paid facilitators, needs to be further explored and discussed on a local and national level.

The panel discussion will explore the success and challenges, supports, and services, training, screening tools and best practices that need to be in place to deliver restorative justice in cases of sexualized violence to deliver the best outcomes. A restorative justice response to sexualized harm continues to be a controversial proposition amongst many justice partners and victim service providers. Accordingly, we hope to engage the community in collaboratively contributing to the dialogue to better understand how we can best serve victims of sexualized violence with restorative justice services.

**c) County of Lanark,**

On Sept 8th, LCCJ will deliver a Delegation to Council for the County of Lanark,Joellen & Anik Whyte or Andrea Halladay from Family and Children Services of LL&G. 10 minute presentation on 3 year 6K grant success of the Restorative Parenting Sessions.

**d) Ontario Trillium Foundation**

Ontario Trillium Foundation - Reporting

May 31st 2021 - August 9th 2021

Timeline of Events:

* Rayna hired as Administrative Assistant and General Operations on May 31st 2021
* Employee work plan is in development for the duration of the project funding.
* Finished Developing Zoom Training Materials (presentation and “Zoom Cheat Sheet”) for LCCJ Staff, Board, and Facilitators
  + In addition, until more facilitators are comfortable with host functions, Rayna has been asked to act as a tech support person/host on necessary forums.
  + Also working towards ensuring that Facilitator tools are up to date and accessible as possible, ex: updates to website, applicable files, and Facebook group
* Began implementing Zoom Training Materials (Cheat Sheet) to LCCJ Staff June 30th 2021
* Developed and implemented an evaluation survey for Facilitators to gage their comfort and level of expertise with Zoom June 2021 (as of July, 18 responses have been received)
* 3 Facilitators have agreed to take on Self-Directed training as they are at a slightly higher level. They are currently working through the training and providing valuable feedback. The remaining facilitators will be invited into one of two groups to complete Guided training with Rayna in September.
* Build and maintain a Facilitator Database to track mandatory training (such as Red Cross: Preventing Disease Transmission) July 7th, 2021 - *ongoing*
* Joined the Fundraising Committee (and attended a few meetings) to ensure goals for software and LCCJ fundraising goals remain aligned and underway.
* Research, purchase and maintain Client Relationship Management software system and (approved to purchased and implement CanadaHelps Donor Management Software & Grant Advance Solutions) June 2021
  + Learning about Data Migration and Data Integrity
  + Training for software is underway.
  + Sorting through old files, Updating and Preparing Constituent DB to be implemented into new System
* Research, purchase and maintain Funding Solutions software systems, Donor Management Software (Approved to purchase and implement Grant Advance Solutions) June 2021
  + Training for software is underway.
  + Begin practicing & researching potential funders, in line with LCCJ, using available tools
  + Next step, work with Joellen to come up with solid goals for software (identify key areas we would like to try to tap into)
* Develop a Press Release surrounding the accomplishments and goals of this grant to date.

Next Steps (heading into fall):

* Continue training and implementation of new software systems and work towards goals, secure more streamlined funding and improve new and existing client relations.
* Continue to train Facilitators and assist them in understanding new tools and updates associated with Zoom to ensure they are equipped for online forums.
* 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.

**e) Law Foundation of Ontario:** (Potential Funder)

* Received and sent additional letters of support from: Andrew MacDonald (Crown), Erin Lee (Lanark County Interval House), Youth Action Kommittee (YAK), MacDonald Law Office
* The main office for the LFO has moved.

**2) AUDIT** – April 1, 2020 to March 31, 2021. Complete – see finance report and supporting documents

Next Finance Meeting: October 13th, 10:30a.m.

**3) CHARITY INFORMATION RETURN:**

The Charity Information Return is completed and to be filed/sent once the Audited Financial Statements are approved by the Board.

**4) OFFICE/STORAGE SPACE:**

Most of our office is now stored at 8 Herriott Street behind FCSLL&G in a storage pod and in 10F- 8 Herriott Street (around the corner of our old offices in another office). It is insured. We will know for sure on August 24th if the Youth Action Kommittee (YAK) is successful in obtaining this building. You can view the discussion on-line on the Town of Perth Web-Site Council Meeting recordings if you go to minute 53. The motion was passed with 2 opposing votes. The other potential agency has pulled out and this means YAK is the only one to that has applied for tender. I feel it is highly likely that this will be approved. YAK is likely to take possession on October 1st as per the Town of Perth’s lease agreement request.

Once the decision by the Town of Perth is finalized, I have arranged to move the storage pod to the parking lot at 1881 Rogers Road (August 28th). I have also arranged with the town to move the larger items in storage at 10F-8 Herriott to an office at 1881 Rogers Road at the end of August beginning of July depending on when I can get some help moving. I have notified our insurer that this will be happening and can transfer the insurance when the move occurs. I have been communicating mostly with Shannon Baillon, the Director of Community Services at the Town of Perth and she has been exceptional. The town of Perth is very lucky to have a civil servant like Shannon.

I have also been communicating with Rachel Roth, the Exec. Dir. Of YAK and we have agreed on $400/month with access to book all meeting spaces when not in use. We will have two / possibly 3 offices depending on where YAK installs the kitchen. They received a grant from the Perth and District Community Foundation for a new kitchen.

Rayna, Sheri, Grace and I moved the office with help a bit of help from Sheri’s friend Butch and my husband Paul. Rayna, Sheri and Grace are to be commended for all their hard work. Aisha, Margo, Christine sorted though and helped dispose of old files.

Shred It: I arranged for the old files to be shredded by Shred It, and both Sheri and I have a shredder for home.

**5) ZOOM PHONE & ZOOM LICENCE**

a) ZOOM Phone: After 48 emails and 4 half hour meetings with ZOOM our phone numbers have been ported to ZOOM phone and we have two users. As of the time of this ED report we are still working on how calls will be call qued to the users and licences going forward. As of now, both the 613-264-1558 and 1-888-264-1558 are ringing on Sheri’s cell phone/computer and messages can be retrieved in ZOOM or by email.

Cost:

Two phone numbers: $13.30

Two Users: $39.90

Plus Tax Total: $45.08

b) Zoom Licence: We have reduced our ZOOM licences to three (was 4). Saving $100 annually

**6) FAX**

Our fax is now a secure internet fax through FAXISIPIT. $14.99/month and a one-time porting fee of $20.00

**7) FUNDRAISING**

**a) YARD SALE:** We raised $790 in the yard sale. After considering the cost of staff time of Sheri and Grace (my time was volunteer), the finance committee and we would advise against holding such a fundraiser unless it is a third-party event. Storage of items needs to be taken into consideration.

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

Building Community with Food and Golf

Perth Golf Course for September 10th with tee time from 3 pm – 5 pm

$20 from each registration goes towards Lanark County Community Justice

Slotted for 70 people

General Info:

-We have reached out to local businesses in Lanark County to get hole sponsorships, prizes, and invite them to put in a team as well. Confirmed donors are asked if they would like to be added to our constituent list. If any board members are personally in contact with any businesses please coordinate with Grace to ask them about making a donation or putting in a team. Payment for hole sponsorship can be collected through etransfer to [finance@commjustice.org](mailto:finance@commjustice.org) with a note stating that it is a hole sponsorship donation for our golf tournament, or by cheque. Prizes are to be collected from business by organizer/volunteer. Hole sponsors and prize donors will be acknowledged on our social pages, Facebook and Instagram and on our website.

As of Aug 12th,2021

2021 Confirmed Hole Sponsors (before golf meeting, more pending)

1. Bean Chevrolet $250 - Collected
2. Andress Independent (SF) $100 - Collected
3. Mark MacDonald $? – To be Collected
4. Patrick Graham $100 – Collected
5. Ennis Carpentry $? – To be Collected
6. Elite Cabinets & Interiors $? – To be Collected
7. Lindsey Shepherd $? – To be Collected
8. Jim Noble $? – To be Collected
9. Karen Kristine

2021 Confirmed Prizes as of August 12th, 2021

CLOSED BID AUCTION PRIZES

1. Red Brick Emporium – To be collected
2. Cobra pools – To be collected
3. Flint & Honey – To be collected
4. Burns Jewelers – To be collected
5. Canadian Tire GC – Collected
6. Independent GC – Collected
7. Embers – To be collected
8. Dave & Ann trick – 10k Hole in One prize
9. Perth Blue Wings – To be collected

10. Need 5 more minimum

Registration: as of August 12th, 2021, we have 18 golfers.

Getting word out:

The Board is asked to go to our Facebook Page and share the Golf Tournament post with your contacts.

Lake 88.1 will do a couple of courtesy announcements reminding people to sign up

Depending on the numbers of registration we will decide about a paid advertisement on Facebook.

**c) Canada Helps:**

Rayna and I met with Barnabus from Canada Helps on August 3rd, for the Donor Management System.

We currently pay 4% for the on-line donation service to receive donations and issue charitable receipts. We learned how to make a donation form for different fundraisers/events/programs, and this will lower our fee to 3.75% Donation Forms and 3.5% on monthly donations. I am working with Bonnie from Cat’s Cove to update the website with these donation forms. I asked about a reduction of service fee since we are purchasing the Donor Management System and they are not able to provide a service fee reduction. Canada Helps is also a not-for-profit charity.

We have purchased 1.5-year Canada Helps Donor Management System:

Cost:

DMS Annual Subscription Fee (<1,000 Contacts) $1,188

One-Time Onboarding Fee (Virtual Training and 90 Day Phone Support

w/ Dedicated Charity Success Manager) $500

One-Time Data Migration Fee (Migration and Mapping of All Historic Data) $600

Total $2,288

**d) Lilly and Row, Third Party Fundraiser**: (Grace’s sister)

Hello everyone, we are pleased to announce that we are partnering up for a GIVEAWAY with LILY & ROWE, an independent small business. LILY & ROWE creates custom apparel for proud pet parents. Because who wouldn’t want their pets face on a sweater??!! We are offering a sweater made by LILY & ROWE with a hand drawn portrait of your fur baby. Up to two pet portraits can be put on the sweater. This is valued at over $70.00!

GIVEAWAY DETAILS:

-1 $5 Donation to Lanark County Community Justice = 1 Giveaway entry

-Entries are UNLIMITED - meaning if you choose to donate $10, 2 entries will be put in, $15 = 3 entries and so on.

-E-mail a screenshot/proof of your donation to Grace at [admin@commjustice.org](mailto:admin@commjustice.org)

-Follow this link to donate to Lanark County Community Justice [https://www.canadahelps.org/.../lanark-county-community.../](https://www.canadahelps.org/en/charities/lanark-county-community-justice-program-inc/?fbclid=IwAR1IHMxtcOnwoyG-xFk9HhqLFJdpeiimfZsbQBGT9HKAnxc5wdsb8oJm4WI)

Winner will be chosen at random draw on August 25th.

We thank everyone in advance for their support towards our organization & Good Luck.



**e)** **Fundraising Committee Meeting**: Met on July 5th, 2021. Next meeting: Wednesday September 15th at 4:00p.m.

**f)** **Polar Bear Plunge**: Next Polar Bear Plunge Meeting is on Wednesday August 18th at 4:00p.m.

**8)** **OPP PLATOON TRAINING**

Sheri, Rayna and I met with CST. Joseph Tereschuk, Community Service Officer, OPP July 6th and CST Cory Cox and SGT Katie Magill, OPP, July 22nd. We over our quick reference poster for bathrooms, police presentation, referral forms, and key messages. The referral forms were uploaded to the OPP SharePoint for easy access. The Web-Site section has been updated. Platoon Visits have been scheduled for

A Platoon – September 15th, 2021

B Platoon – September 8th, 2021

C Platoon – September 20th, 2021

D Platoon – September 23rd, 2021

Information about our golf tournament was provided and Katie Magill thought they could get a team. OPP were encouraged to get a polar plunge team together and challenge crown and Smiths Falls Police. They seemed agreeable.

**9) WEBSITE:**

Our website is 95% done, except for some photo edits and the Canada Helps Forms and Polar Bear Plunge page. Rayna and I are meeting with Bonnie from Cat’s Cove on August the 18th to go over the remaining changes. There will be one login for all facilitators.

Thank you to Margo and Steve for providing input.

**10) OTHER:**

**a) The NRJS (National Restorative Justice Symposium)** The Planning Committee meets monthly and organizes numerous sub-committees working toward the symposium being held November 21-23, 2021. This will be the second virtual symposium.

LCCJ, represented by Sheri Halladay and Stephanie Corrin, is involved with the Social-Media and Engagement sub-committee and have helped in the creation and launch of multiple social media releases including Save the Date, the Call for Presenters, the Amplify and Inspire Tool Kits (posts on how to get involved and promote RJ), Photo Contest, and the release of 5 Fun Facts about RJ from each province and territory.

Stephanie manages the Facebook, Twitter, Instagram, and RJ Consortium website accounts, as well as the submissions for the photo contest (Rayna is helping with the photo contest). Furthermore, we work with the Hospitality sub-committee in order to ensure cross-over with various activities occurs smoothly (ie the photo contest winners and the 5 Fun Facts trivia quiz).

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

**b) The Ontario Non-Profit Network Report on the impact of COVID-19 on the Charitable Sector:** (3000 agencies responded to the survey)

Key Takeaways:

* More demand, big revenue loss: Almost two-thirds of non-profits experienced an increase in demands for programs and services. At the same time, half reported pandemic-related losses in revenue.
* Federal and provincial government supports have been fragmented and inadequate, with only a minority of non-profits supported by government emergency relief measures. Smaller organizations and those without paid staff especially were left to sink or swim.
* Data reveals an uneven experience across the sector and regions.
* Non-profits lost a massive number of volunteers during the crisis.
* ONN has five [policy recommendations](https://theonn.us17.list-manage.com/track/click?u=cf59c73065cb8f4354e5408be&id=b34cb191da&e=8dfcc0e848) to help the sector rebuild in a just and sustainable way.
* The non-profit sector is still standing, and organizations have shown their resilience. Ontario non-profits have tackled the COVID-19 crisis with their characteristic determination and optimism. There are many remarkable stories of what non-profits have been doing to continue serving communities through the pandemic. Non-profits contribute [$65 billion to Ontario’s GDP](https://theonn.us17.list-manage.com/track/click?u=cf59c73065cb8f4354e5408be&id=66139de171&e=8dfcc0e848), more than the construction, energy and agriculture sectors. They will play a central role in rebuilding and recovery.

**c) Education:**

Sanyas Indigenous Cultural Safety Training: Sheri & Stephanie will be taking 6-10 hours of free free training with ConnectWell Community Health (formerly North Lanark Community Health Centre), as organized by Kara Symbolic. The San’yas Indigenous Cultural Safety Training Program offers online training and consultation services that focus on uprooting anti-Indigenous racism and promoting cultural safety for Indigenous people in Canada. The training is designed to help increase the knowledge, self-awareness, and skills of participants, so that they work more safely and effectively with Indigenous peop 6 to 10 hours long

Benefits of San’yas:

Increases confidence working with Indigenous people and contributes to reconciliation

Contributes to safer practices and safer workplaces

Contributes to better outcomes for patients and clients

A key component of organizational cultural safety strategies

**d) Presentation to Police Foundations at Algonquin College**, Stephanie Gray: Sheri and I did a two hour presentation about Restorative Justice and LCCJ on July 27th for the students in the police foundations course. Approximately 13 students were in attendance.

**e) Paying for Data/Internet Expenses:** Do we want to start paying a portion of staff data expenses for working from home?

50% of Internet/Data Bill per staff:

Joellen $33.90

Rayna $54.50

Sheri $34.95

Projected Monthly Expense $123.35

Projected Annual Expense 2020-2021 **$986.80 (8 months)**

**Points to be considered:**

* Once we start paying for data we will need to make a commitment to continue in future years.
* All staff already have data plans.
* Sheri and I will need to use data for the new ZOOM phone system when not able to be at home.
* We will be able to use YAK Wi-Fi when we move to 1881 Rogers Road.
* We would use the same process for cell phone compensation. A copy of the staff members invoice for data is provided at the beginning of the year and we pay 50% of the cost of internet.
* Is 50% reasonable

I think we can accommodate a 50% Internet/Data expense under staff expense in the current budget. I will build in this expense into budget grant proposals in future years if directed.

**Discussion / Decision:**

**f) Other meetings, FYI:**

* 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, Grace & Stephanie. They are going well. We summarize what we are working on that week and set meeting dates or objectives.
* Youth Justice Committee Regional Meeting on June 24th, 2021
* Interviewed Summer Student June 29th, 2021. Hired Grace MacDonald
* Crime Prevention Action Fund Info Session Aug 17th, 2021
* Board Recruitment Governance Meeting, July 7th, 2021
* Meet with Alan Edwards, Correction Service Cananda re: Victims and Survivors of Crime Week
* Met with Katie and Dave for pre-finance meeting planning July 28th, 2021
* Finance Committee Meeting, August 9th, 2021
* Facilitator Meeting was held on August 10th, 2021, but I was unable to attend
* Met with Grant Advance, August 13th, 2021

**g) Additional Information on the statistics that MCCSS will be collecting annually:**

|  |  |
| --- | --- |
| **Service Data Name** | **Definition** |
| # of Individuals: YJC - EJS | The number of young persons who are the recipients of the YJC program (Crown referred – EJS) during the fiscal year (April 1st – March 31st). A young person will be counted as follows:    One program start and completion in a fiscal year:  •  A young person is counted once in a fiscal year where the service is completed.    Multiple services/one service provider:  •  Where a young person is receiving multiple services from one service provider, that young person is counted in each program.    Multiple admissions in-year – new service/same program:  •  A young person is counted each time, where a service is completed in the fiscal year and the young person is the recipient of the same service, under a new charge  •  New service is defined as a program delivered to a youth to address a new charge    Fiscal Year overlap:  •  A young person is counted once in each fiscal year where the service being provided begins in one fiscal year and continues into a new fiscal year.  •  Where a young person is receiving multiple services from one service provider, that young person is counted in each program. |
| # of Successful Completions: YJC - EJS | The number of young persons who complete the YJC program (EJS) as directed. |
| # of Individuals: YJC - EJM | The number of young persons who are the recipients of the YJC program (police referred - EJM) during the fiscal year (April 1st – March 31st). A young person will be counted as follows:    One program start and completion in a fiscal year:  •  A young person is counted once in a fiscal year where the service is completed.    Multiple services/one service provider:  •  Where a young person is receiving multiple services from one service provider, that young person is counted in each program.    Multiple admissions in-year – new service/same program:  •  A young person is counted each time, where a service is completed in the fiscal year and the young person is the recipient of the same service, under a new charge  •  New service is defined as a program delivered to a youth to address a new charge    Fiscal Year overlap:  •  A young person is counted once in each fiscal year where the service being provided begins in one fiscal year and continues into a new fiscal year.  •  Where a young person is receiving multiple services from one service provider, that young person is counted in each program. |
| # of Successful Completions: YJC - EJM | The number of young persons who complete the YJC program (EJM) as directed. |
| # of Victims Participating: YJC | The total number of victims participating in the YJC program during the fiscal year either in person or via written or verbal input.  (April 1 - March 31). |
| # of Restorative Conferences Held: YJC | The total number of restorative YJC conferences held during the fiscal year (April 1 - March 31). The restorative conference process includes participation by the young person, parent/guardian, trained community volunteers, and victim. |
| # of Trained Community Volunteers: YJC | Total number of trained active community volunteers participating in the YJC program (April 1 – March 31). |