



# Lanark County Community Justice

Building Stronger Relationships Through Restorative Practices

## Annual Report 2022/23

*Lanark County Community Justice (LCCJ) provides services on the customary and traditional lands of the Algonquin/Omàmiwinini peoples. We acknowledge the injustices of the past and those that continue today. As we seek to achieve reconciliation, we are committed to speaking truth and working towards justice in solidarity with Indigenous Peoples.*



## Vision

Our community will embrace restorative practices to repair harm, build community and strengthen relationships

## Mission

To provide and promote the community use of restorative practices

## Values

**Inclusiveness:** Creating safe, respectful spaces where everyone can speak their truths

**Accountability:** Taking responsibility for our actions and being accountable to others

**Community:** Building, maintaining, and restoring relationships so our community becomes secure and connected

**Reconciliation & Healing:** Creating the opportunity for greater understanding of self and others

## Human Resources

### Board of Directors:

David Burkett, Chair  
Stephen Graham, Vice-Chair  
Barry Fisher, Treasurer  
Margaret Gourley, Secretary  
Carol Anne Deneka, Director  
Marilyn Bird, Director  
Kayla Millar, Director  
Mark MacDonald, Director (Resigned)  
Aisha Toor, Past Chair – Non-Voting Member

### Staff and Students:

Joellen McHard, Executive Director  
Sheri Halladay, Program Coordinator  
Michael Couchman, Administrative Project Coordinator  
Stephanie Corrine: Relief Program Coordinator  
Samantha Snyder: Student Placement  
Jamie-Lee Breach: Canada Summer Jobs Student

**Facilitators:** 25 Active Facilitators

## Message from the Board Chair, David Burkett



Thank you for joining us this evening for our AGM. Thank you for being our supporters, volunteers, friends, and a part of our community all year long.

The 2022-2023 year was another excellent year for LCCJ. A very large Thank You to our ED Joellen McHard, and our Program Coordinator Sheri Halladay. The success of LCCJ is due entirely to their hard work and commitment. We also welcomed Michael Couchman, as our shared

Administrative Project Coordinator with YAK Youth Services, and Jamie Lee Breach, as our placement student and our Canada Summer Jobs Summer Student. We also thank Stephanie Corrine for helping us out for 5 weeks coverage of Sheri's position.

Our programs would not be possible without the support of our many funders and donors:

- United Way of Eastern Ontario at the beginning of the fiscal year for our Adult Diversion Program and at the end of the fiscal year for Restorative Practice for Educator Training.
- Perth and District Community Foundation for our Triple P Parenting of Teens Program and Trauma Informed Training and Resources.
- County of Lanark and Tay Township for funding our Adult Diversion Program. This program does not have any continuing funding!
- Almonte Community Coordinators/The Hub, and Rotary Club of Perth for supporting our programs and services.
- We are grateful to Donaldson Shell in Perth for their contribution from the proceeds of the air pump.
- We were the successful recipients of \$10,500 from 100 Women Who Care Lanark County that will be used in the next fiscal year for our Youth and Adult Diversion Program.
- In partnership Community Justice and YAK Youth Services received a grant from the Ontario Trillium Foundation Resilient Communities Fund. This grant allowed us to hire a shared Administrative Project Coordinator to improve our administrative processes and procedures.
- And finally, we are grateful for the support of Dave and Anne Trick for our matching campaign.

Thanks to Carol Anne Deneka and our fundraising committee for the hard work in organizing events such as the golf tournament and donor campaigns.

And lastly, thanks to our donors, volunteers, facilitators and board members, whose hard work and dedication make LCCJ a successful agency.

Respectfully submitted,



David Burkett, LCCJ Board Chair



**Report from the Executive Director,  
Joellen McHard**

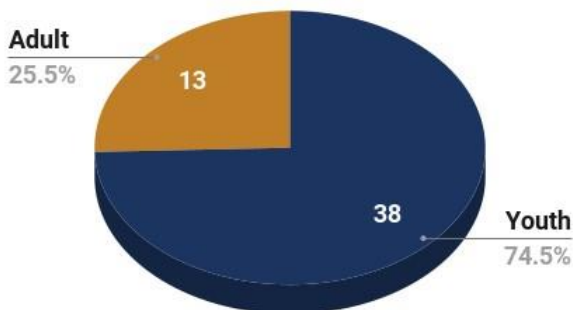
**Highlights for 2022-2023:**

**1) Youth and Adult Community Justice Diversion Programs**

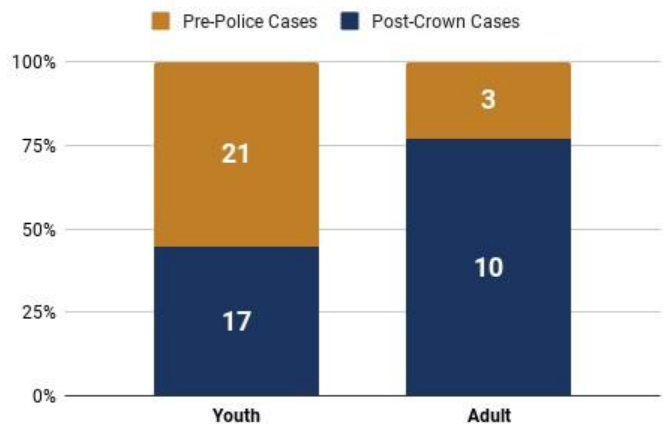
**Activities:**

- Restarted the before youth court meetings that used to happen pre-covid, to triage referrals with the Crown Attorney and other Justice Service Providers
- Worked with RNJ Youth Services and justice partners to streamline the referral process and develop a memorandum of understanding
- Transitioned to offering forums in person and hybrid as well as, on-line
- Held regular monthly volunteer facilitator meetings with quarterly guest speakers
- Many of the volunteers trained in 2021 moved from observer to co-facilitator or lead status
- We had one community referral from a not-for-profit agency
- Worked towards an On-Line Client Management System
- Maintained, revised, and analysed the database of LCCJ cases to show program effectiveness, to help understand our strengths and weaknesses and to support funding activities

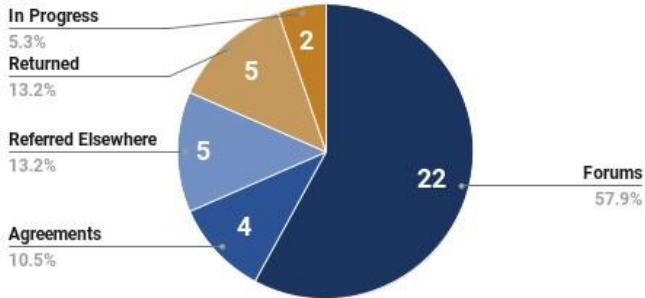
**Total Cases**



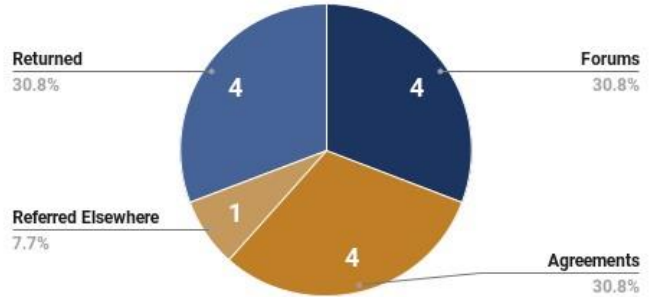
**Pre-Police vs. Post-Crown**



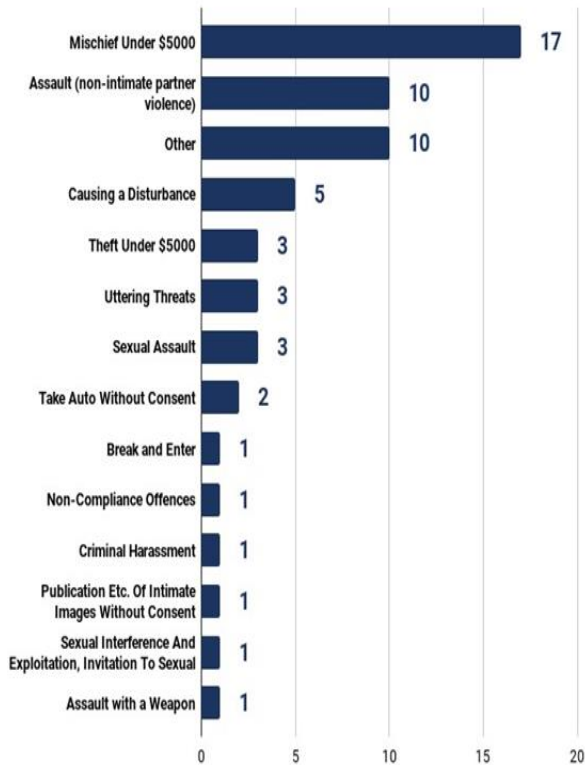
## Youth Case Resolution



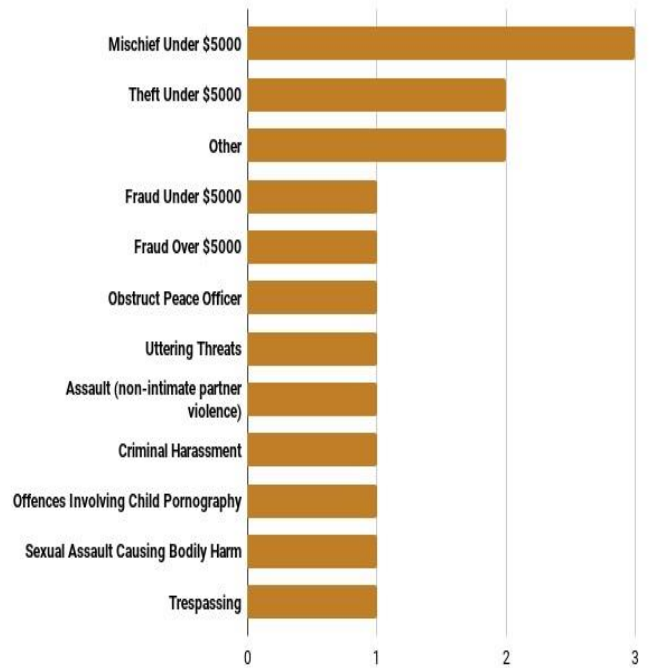
## Adult Case Resolution



## Youth Offences



## Adult Offences



## 2) Restorative Practice within our Community

### Activities:

- a) Developed and delivered a social media campaign and communications to increase our community outreach
  - Please check out our 38 videos and 12 playlists on [YouTube](#)
  - 848 Followers on Facebook and 339 on Instagram, 86 Posts or 1.5 week.
  - 4 Interviews on Lake 88, two Ottawa Valley News Articles one about our Open House and one about Triple P Parenting
  - Updated Google Business Profile and joined Google for Non-Profits
- b) Strengthened partnerships with YAK Youth Service by co-locating to create Community Services Hub and strengthen partnerships with other agencies.
- c) Continued to partner with Family and Children Services of Lanark, Leeds and Grenville to deliver 3 Triple P Parenting of Teens sessions funded by the Perth and District Community Foundation and the County of Lanark
- d) Restorative Practice for Educators Series Sept 2022 to June 2023 – 10 months or 1.5 Hours of training was offered monthly, to educators on implementing restorative practice in schools, classrooms and with students. The training was delivered by Stephen Young, Author of the Restorative Principal, and Andrew Lynch, retired local Principal and Sheri Halladay. This training was offered to Educators in UCDSB and CDSBEO with funding from United Way East Ontario.

### **Stephen Young:** Steve is the author of *The Restorative Principal*.

[www.restorative.ca](http://www.restorative.ca) He has been involved in the use of Restorative Practices in schools as a since 2002. He took the lead in his school board for the coordination of RP programs, organizing and delivering staff training, facilitating formal conferences, and educating the school community about RP. In 2015 he earned his master's degree in Restorative Practices from the IIRP Graduate School in Bethlehem Pennsylvania.

**Call to action:** We plan to run this course again starting in September 2023, so if you know anyone who is interested, please let them know.

- e) Sheri was a panel member Arbitrators and Dispute Resolution – ADR Institute of Ontario that was discussing the use and value of Restorative Practices and Restorative Justice.
- f) Joined the Lanark County Sexual Assault and Domestic Advisory Committee
- g) Sheri participates on the National Restorative Justice Symposium Communications Sub-Committee.



- h) Sheri is a member of the Lanark County Youth at Risk Committee
- i) Joellen is a member of the Lanark County Child and Youth Service Collaborative
- j) Presented to Tay Valley Township, County of Lanark, Lanark Child and Youth Service Collaborative twice, St. John's High School Careers Day, North Elmsley Public School Staff Meeting, 100 Women Who Care, Wellness Fair at Community Centre in Smiths Falls
- k) Sheri is a member of the Canadian Restorative Justice Consortium

**Call to Action:** If you belong to a community group and would like Community Justice to come and present, please let a board member or the executive director know.

### 3) Fundraising:

#### Activities:

- a) Maintained and increased current funding sources to meet financial requirements.
- b) Maintained and develop partnerships with municipalities, service clubs and local social service organizations. Delivered presentations and request for funding to County of Lanark, and Tay Valley Township.
- c) Had a successful individual donor matching campaign where every dollar donated was matched by Dave and Anne Trick up to \$10,000!

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To become a [monthly donor](#) and/or join the matching campaign  
click the link

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**Call to action:** Become a monthly donor. Even \$5/month helps us plan for sustainable funding.

- d) Developed a New Fundraising Brochure
- e) Had a successful Golf Tournament September 2022.

**Call to action:** Register for our [5<sup>th</sup> Annual Nine and Dine Golf Tournament](#) on August 25<sup>th</sup>, 2023 at the Perth Golf Course.

**Call to action:** Donate an item (new or used), or service to our auction. Contact Carol Anne Deneka [carolannedeneka@gmail.com](mailto:carolannedeneka@gmail.com) or Ezra Teflessi [student@commjustice.org](mailto:student@commjustice.org)

- f) New sources of funding identified:
- ✓ We were voted as the successful recipients of the Lanark County 100 Women Who Care donation
  - ✓ Proceeds from air pump at Donaldson Shell in Perth
  - ✓ Trillium Grant for two years in partnership with YAK Youth Services.
- g) Funding applications submitted and approved: Ministry of Children, Community and Social Services; United Way East Ontario Lanark County; Perth and District Community Foundation; Tay Valley Township; Almonte Community Coordinators/The Hub; Department of Justice, Victims and Survivors of Crime Week; Ontario Trillium Foundation, Resilient Communities Fund; Ontario Trillium Foundation Community Services Recovery Fund, Dave and Anne Trick Matching Campaign.
- h) Funding applications rejected: Town of Smiths Falls & Township of Drummond North Elmsley for Adult Diversion, United Way East Ontario/Prescott Russell, Ottawa and Renfrew County for Restorative Practice for Educators.

## 4) Human Resources

### STAFF:

- a) Michael Couchman: With funding from the Ontario Trillium Foundation, we hired a Shared Project Administrative Assistant, Micheal Couchman with YAK Youth Services to:
- Manage and Promote the New Community Services Hub and LCCJ/YAK Youth Services.
  - Promote the new shared space to build community, improve coordination of services, and increase access
  - Provide IT Support: Oversee implementation of cybersecurity contract
  - Onboard electronic cloud-based Client Relation Management (CRM) system
  - Oversee communications and digital marketing: Oversee subcontractors for online & website updates
  - Support or lead fundraising initiatives or events
  - Manage Canada Helps Donor Management System (DMS)
- b) Jamie Lee Breach: We had a Canada Summer Jobs Student, Jamie Lee Breach for 11 weeks to help organize the 4<sup>th</sup> Annual Golf Tournament and provide administrative support. Jamie now works at Victim Services.
- c) Stephanie Corrine was hired to replace Sheri when she was on leave in April – May 2022. Stephanie now works at The Table Community Food Foundation.



## TRAINING AND EDUCATION:

Provided ongoing volunteer training and education to enhance skills

- a) Provided Trauma Informed Training funded by the Perth and District Community Foundation to staff, board, facilitators, and community partners for 30 people for two three-hour sessions. The trainer was Jennifer Slay from Waterloo, Crisis, and Trauma Resource Institute [www.ctrinstitute.com](http://www.ctrinstitute.com).
- b) In recognition of the Department of Justice, Victims and Survivors of Crime Week we had a Volunteer Appreciation Dinner, Friday May 20th, 2022, with Guest Speaker Erin Lee from Lanark County Interval House speaking about the intersection of intimate partner violence and community justice work.
- c) Volunteers, staff and student attended the National Restorative Justice Consortium

## ORGANIZATIONAL DEVELOPMENT:

- a) Strengthened governance, staffing and volunteer base considering equity, diversity, and inclusion (EDI)
  - ✓ Board recruitment targeting persons identifying as part of a minority groups
  - ✓ Community Service providers meeting to address racism in Lanark County in response to many incidences of racist graffiti
  - ✓ Board and Staff attended Introduction to Intercultural Competency Workshop
  - ✓ Executive Director attended Workplace Inclusion training
- b) Updated Terms of Reference for all committee's: Human Resources, Finance, Fundraising, Governance, Nominations and created and Executive Committee.

**Call to action:** If you or someone you know might be interested in participating on a committee, please speak to a board member or the executive director.

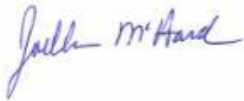
- c) Recently we were the recipients of a Community Services Recovery Fund from the Perth and District Community Foundation to develop a 5-year strategic plan, a 5-year business plan and review all our policies and procedures for equity, diversity and inclusion, as well as health and safety.

**Call to action:** Respond to surveys about the Strategic Plan and join the Strategic Plan Committee. If you or someone you know might be interested in participating on a committee, please speak to a board member or the executive director.

**EVENTS:**

- a) Department of Justice, Victims and Survivors of Crime Week. Volunteer Appreciation Dinner for Victims, Friday May 20th, 2022 with Guest Speaker Erin Lee from Lanark County Interval House
- b) LCCJ Open House: Thursday, July 7th, 2022.
- c) 4<sup>th</sup> Annual Golf Tournament Sept 21<sup>st</sup>, 2022

Thank you,



Joellen McHard, Executive Director



## Report from the Treasurer, Barry Fisher

The Corporation is in sound financial condition, despite showing a shortfall for the year. As explained further below, a change in our revenue recognition policy last year means that major funding received can only be recognized when the expenses of rendering the specified purpose for that funding are incurred. Additionally, this revenue recognition policy focused on differentiating between restricted and unrestricted contributions and only allows for the restricted revenues to be deferred for future use. This transition should bring revenue and associated expenses better into alignment by the end of the Corporation's next fiscal year (2024), and we have developed a balanced budget for the fiscal year. Operating expenses are generally covered by non-specific purpose fundraising and donations, and when fundraising and donations decline, there are fewer funds to offset the costs. The Corporation has a good cash position and significant accumulated surplus to continue to achieve its objectives.

### LANARK COUNTY COMMUNITY JUSTICE PROGRAM INC.

#### Statement of Financial Position March 31, 2023

	2023	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and short term investments (note 3)	\$ 96,719	\$ 101,921
Public Service Bodies Rebate	1,994	5,465
Prepaid expenses	1,572	-
	<b>\$ 100,285</b>	<b>\$ 107,386</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 7,564	\$ 6,798
Wages payable	2,078	2,295
Deferred Revenue (note 5)	43,483	23,570
	<b>53,125</b>	<b>32,663</b>
<b>NET ASSETS</b>		
Unrestricted	37,160	64,723
Internally restricted - contingency	10,000	10,000
	<b>47,160</b>	<b>74,723</b>
	<b>\$ 100,285</b>	<b>\$ 107,386</b>

**LANARK COUNTY COMMUNITY JUSTICE PROGRAM INC.**

**Statement of Operations**

**Year Ended March 31,**

**2023**

	2023	2022
<b>REVENUES</b>		
Ministry of Children, Community and Social Services	\$ 48,500	\$ 48,500
Ontario Trillium Foundation	26,195	42,300
Fundraising revenue	7,728	31,153
Donations	18,959	26,728
Canada Emergency Wage Subsidy	472	15,579
United Way	13,995	13,995
Federal grants	9,780	13,456
Foundations	16,391	9,500
Municipal grants	8,750	7,500
Membership and other income	201	148
	<b>150,971</b>	<b>208,859</b>
<b>EXPENSES</b>		
Public education	4,173	2,804
Professional fees	12,975	9,481
Bank charges	755	1
Insurance	4,622	3,744
Office and meeting expenses	9,038	6,805
Fundraising	3,159	4,577
Rent	4,755	4,106
Wages and benefits	110,794	115,269
Service contracts	17,275	17,590
Program costs	3,780	2,153
Telephone and website	393	1,023
Travel and staff	2,996	2,798
Volunteer	3,819	4,005
	<b>178,534</b>	<b>174,356</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ (27,563)</b>	<b>\$ 34,503</b>

For the fiscal year ended March 31, 2023 (the “Current Fiscal Year”) reported revenues decreased from \$208,859 for the same period ended March 31, 2022 (the “Previous Fiscal Year”) to \$150,971. While Foundation grants remained solid, other sources showed declines, most notably in extraordinary grants received in the Previous Fiscal Year and not available in the Current Fiscal Year such as the Polar Bear Plunge (\$21,333) and Canada Wage Subsidy (COVID \$15,579). There was, as a result, a net excess of expenses over revenues of \$27,780, and a reduction of net assets from \$74,723 to \$46,943 from the Previous Fiscal year to the Current Fiscal Year.

There are two additional explanations for this apparent decline: 1) reporting transitioned in the Previous Fiscal Year to a more accurate approach for deferred revenue recognition, which resulted in the deferral of revenue until the services for which the contribution has been earmarked are performed. As explained in the Treasurer’s Report for the Previous Fiscal Year, a substantial increase in reported fundraising revenue (\$5,489 to \$31,153) was “*due to successful fundraising for the next year*” (2023). This change in accounting methods required that earmarked revenue be recognized in the year it was received (2022), not the year in which the associated expenses were incurred (2023). The transition to this new accounting method should bring revenue and expenses into better alignment by the end of the next fiscal period (March 31, 2024; and 2) where funding is program-specific, the importance of non-specific funding from donation and general fundraising activities that covers general operating expenses as salaries and rent increases.

On the positive side, even with the deficiency, cash at year end declined only marginally, and together with accumulated surplus and internally restricted contingency, raised no ongoing risk concerns for the foreseeable future. While overall revenues were down in the Current Fiscal year, expenses were closely monitored and increased only slightly over the year despite increased activity and community presence.

Sincerely,



Barry Fisher

Board Treasurer



**Please visit our website and social media for more information. Be sure to like and follow us:**

**[www.commjustice.org](http://www.commjustice.org)**

Facebook: **[@LanarkCountyCommunityJustice](https://www.facebook.com/LanarkCountyCommunityJustice)**

Instagram: **[@lccommjustice](https://www.instagram.com/lccommjustice)**

Linked In: **[Lanark County Community Justice](https://www.linkedin.com/company/Lanark-County-Community-Justice)**

**[You Tube](#)**

**Or Contact Us:**

Phone: (613) 265-1558 or 1-888-264-1558

**[www.commjustice.org](http://www.commjustice.org)**

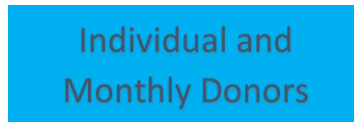
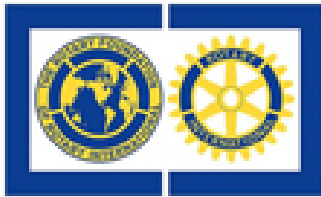
**[admin@commjustice.org](mailto:admin@commjustice.org)**



**Our Supporters**



Ministry of  
Children, Community &  
Social Services



Ontario  
Trillium Foundation



Fondation Trillium  
de l'Ontario

An agency of the Government of Ontario  
Un organisme du gouvernement de l'Ontario

**Dave and Ann  
Trick**



Donaldson Shell, Perth, ON

