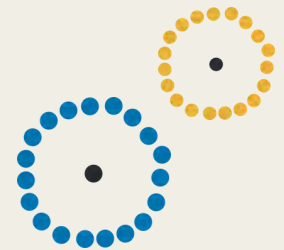




Restorative Justice Program
SUNSHINE COAST

Annual Report 2024



The Métis sash – a vibrant symbol of Métis identity, resilience, and cultural pride.



Our year in review



Celebrating 20 years of services

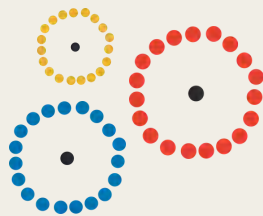
Table Of Contents

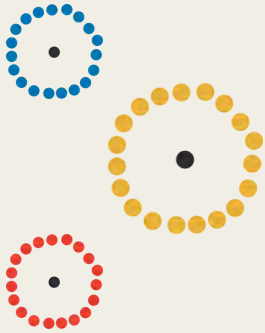


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- 5- Balance Sheet





A future in which **Restorative Practices** are embedded throughout the Sunshine Coast



We are grateful and humbled to do our work on the unceded ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) Nations.

At RJPSC, we strive to recognize and honor the rich history, culture, and enduring presence of these Indigenous communities.

We are committed to reflecting on our roles and responsibilities, acknowledging the impact of colonization, and actively working towards healing and reconciliation.

Our journey involves recognizing and addressing the systemic inequalities and biases that exist within ourselves and our society. We aim to foster meaningful relationships with Indigenous peoples and all members of our community, grounded in respect, reciprocity, and solidarity.



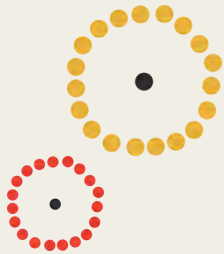
About Us

The Restorative Justice Program of the Sunshine Coast (RJPS) is a community-based non-profit organization and registered charity located in Sechelt, British Columbia, Canada. We are dedicated to promoting healing by providing a voice to all impacted by harm to come together, share perspectives, restore balance in the community, and build understanding toward repair.

In 2024, we proudly celebrate over 20 years of service on the Sunshine Coast. With the help of committed volunteers and a working board that includes representatives from the RCMP, School District #46, the shísháhlh Nation, and other community members, we have been working to implement restorative practices throughout the region since our founding in 2004.

Our Mission

To heal harms and to restore and build healthy relationships in our community



Please visit rjpsc.org for more info about our vision, mission and values.

Our Staff



Donna Schmirler: Program Coordinator
Tatiana Velasquez: Operations & Communications Keeper
Nancy Denham: Trainer, Facilitator, Circle Keeper
Sara Singerman: IT Support
Jan Smalley: Mentor and Community Liaison
Marg Penney: Grant Writing/Program Evaluator

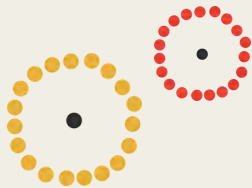


Board of Directors



We are grateful for the hard work of our volunteer directors 2024:

<u>Norm Blair</u>	DIRECTOR
<u>Ian Cochran</u>	PRESIDENT
<u>hiwus Calvin Craigan</u>	DIRECTOR
<u>Jeannette Gibbons</u>	SECRETARY
<u>Raj Gill</u>	DIRECTOR
<u>Marilyn Magas</u>	DIRECTOR
<u>Rose Norton</u>	TREASURER
<u>Jennifer Prunty</u>	DIRECTOR
<u>Donna Schmirler</u>	DIRECTOR
<u>Paula Stroshein-Martinez</u>	DIRECTOR



*The current directors listed above, with the exception of Norm Blair, have agreed to let their names stand for nomination as director for another term starting from the termination of this Annual General Meeting until the next Annual General Meeting.

President's Report



Ian Cochran • Board President RJPSC

Members, Friends, Partners and Supporters

2024 was a consequential time for the Restorative Justice Program of the Sunshine Coast (RJPSC). We made great progress restructuring our office organization, planning and initiating personnel development, establishing community outreach to potential partners and supporters, expanding our reach to new areas of the Sunshine Coast, increasing funding to record levels, improving financial management, increasing membership and improving board capabilities, all of which bode well for stability and growth of our Society. What we accomplished and initiated in 2024 left us well positioned for a successful 2025.

Restructuring and Reinvigorating our Rockwood Office Personnel

In May 2024 our Program Coordinator, Jan Smalley, was given leave of absence to deal with health and family matters. To address this, we restructured and reinvigorated our office personnel. Board President, Donna Schmirler, resigned as President of the society and stepped in as Program Coordinator, ensuring continuity and stability in our Rockwood office. Jan Smalley was retained as Advisor to our Rockwood team and to the board of Directors, allowing her to contribute her wisdom and knowledge to our organization while remaining in Pender Harbour most of the time. At the same time, I was elected President of the Society to allow Donna Schmirler to dedicate her time to leading the Rockwood office team.

Donna has been energetically establishing relationships with those likely to be RJPSC partners who use RJ services or are likely to support our work. Other staff and volunteers have been laying the community groundwork to establish restorative justice service hubs in kalpilin (Pender Harbour), xwikway (Halfmoon Bay) and and ch'kw'elhp' (Gibsons). At the same time, they have been building acceptance of Restorative Justice concepts in the community through various Circle work. You will see more details in Donna's report below.

Tatiana Velasquez has taken on more responsibilities organizing the operations and developing grant writing and reporting skills. She established monthly newsletters to connect with our membership and the community at large.

President's Report CONTINUED



This annual report and the one in November 2024 are a testament to her communication skills. She single handedly upped our ability to advertise our capabilities to granting agencies, partners, supporters and local governments. During 2024 our Rockwood personnel team achieved our largest ever level of revenue through their grant application efforts. At the same time our membership grew by 40%.

Jan Smalley and Nancy Denham have been working in kalpilin (Pender Harbour) to develop an RJPSC hub. They facilitated a series of 5 Dialogue Circles identifying and discussing community needs regarding truth and reconciliation, conflicts regarding changes to dock management and land use plans, the lack of community services and resources. One Dialogue Circle was held in xwikway (Halfmoon Bay) regarding community safety. The plan is to continue to hold similar Dialogue Circles in ch'kw'elhp' (Gibsons), xwesam (Roberts Creek) and the shíshálh Nation. Training up Restorative Justice Teams for each area will further the values of restorative practice in each of the communities of the Sunshine Coast.

Managing our Finances

In mid-2024 we engaged Tara Saysombath as our accountant. At the last AGM Rose Norton was elected as a director and subsequently became Treasurer. Rose is a Chartered Professional Accountant with experience in non-profit charitable organizations. Together they began to streamline and professionalize our invoicing and accounting processes. We now have high confidence in the financial information we provide to our membership, supporters and funding agencies. Rose has developed a couple of budget scenarios that help us identify current funding requirements and what we may need to achieve future aspirations for RJPSC.

Personnel and Director Development

Donna Schmirler, Tatiana Velasquez, Andrea Barale and Ian Cochran attended the two day Provincial Symposium of the Restorative Justice Association of British Columbia in late October. We attended presentations from a variety of Restorative Justice academics and practitioners and importantly were able to establish relationships with the several hundred RJ representatives from across BC. Learning from our colleagues and developing relationships with similar organizations are an important aspect of Restorative Justice, enabling us to benefit from the experience of other organizations.

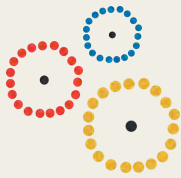
Relationship with the RCMP

Starting in late 2024 Donna Schmirler and Nancy Denham began meeting with small groups of RCMP officers to establish personal working relationships and fully acquaint them with our Restorative Justice services. The following is a quote from a report from RCMP Staff Sergeant Jennifer Prunty, Detachment Commander on the Sunshine Coast to local municipal governments.



President's Report **Report** CONTINUED

“ The Sunshine Coast detachment continues to develop a strong working relationship with the Restorative Justice Program of the Sunshine Coast (RJPSC). This not-for-profit organization is completely separate from the RCMP, receives no government funding, and relies on grants and donations for their operations. S/Sgt. Prunty is now on the Board of Directors for the RJPSC, and the detachment is committed to ensuring files that would benefit from this alternative approach to justice are directed to the program. The value of directing appropriate files to RJPSC cannot be overstated. It frees up valuable court resources, reduces recidivism, provides an opportunity for the person(s) affected by crime to have a voice, ensures accountability of the alleged offender and builds stronger, more resilient relationships within our community. The Restorative Justice Program of the Sunshine Coast team is composed of respected, trained community members dedicated to ensuring that both parties in a conflict are supported through a structured, fair, and compassionate process. Every referral to Restorative Justice requires consent of all parties involved and an admission of wrong doing by the alleged offender. ”



Community Outreach

Around 85% of the funding we receive is obtained from granting agencies. Only 15% comes from local governments and donations from the community. The grants and donations we are currently receiving do not allow us to do all the work we believe our community needs, or our organization is capable of undertaking. Adequate sustained funding would allow us to engage three or four part time personnel whose work leverages the skills and experience of our many volunteer practitioners.

There is always uncertainty associated with grants, and they require a great deal of effort drafting applications and detailed accounting and reporting for each grant, which can eat up as much as 25% of the funds received.

The District of Sechelt leases office space in Rockwood Lodge to RJPSC for \$11 annually. In addition, the DoS provides an annual grant of \$11,000 for operations and allows our organization to use all their public venues free of charge. DoS personnel indicate they are amenable to extend this arrangement for another three year term.

It would be beneficial for our organization to receive a committed level of funding from governments, businesses and donations from our community. Granting agencies are more likely to provide funds if we can demonstrate that we are solidly supported by the whole community we serve.

President's Report **Report** CONTINUED

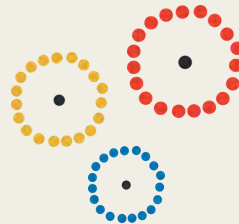
An additional goal will be to establish a formal partnership agreement with the shíshálh Nation with respect to Restorative Justice. We understand this will open the door to other more substantial and recurring grant opportunities that would benefit both the shíshálh Nation and RJPSC.

Our outreach and funding goal for 2025 is to establish new levels of longer term consistently recurring financial support from all municipal governments on the Sunshine Coast including the shíshálh Nation Government District. A similar outreach effort will target businesses on the Sunshine Coast. In the coming months we plan to embark on outreach to these parts of our community to raise awareness of Restorative Justice and the value it brings to our community.

Looking Forward

Following the last AGM our board of directors met to formalize our goals and organize ourselves to achieve them. We created six committees with chairs as set out below.

- Finance: Rose Norton, chair
- Governance: Ian Cochran, chair
- Outreach: Norm Blair, chair
- Fundraising: Marilyn Magus, chair
- Grant Applications: Donna Schmirler, chair
- Membership: Tatiana Velasquez, chair
- Program and Operations: Raj Gill, chair
- Communications: Jeannette Gibbons, chair



These committees are starting to have an impact. We have already established a priority list of candidates for fundraising. With hiwus' initiative we reached out to the shíshálh Nation and received a promising response.

We remain committed to expanding our reach, fostering restorative justice practices, building strong community relationships and securing funding to make it all happen. This is a volunteer body, and we recognize that not everything can be achieved immediately. For her part board member Paula Stroshein-Martinez committed to “relentless incrementalism” in her work with RJPSC and our whole board has adopted that ethos as well.

Handwritten signature of Ian Cochran in black ink.

Ian Cochran
Board President RJPSC



Donna Schmirler • Program Coordinator RJPSC

Coordinator's Report

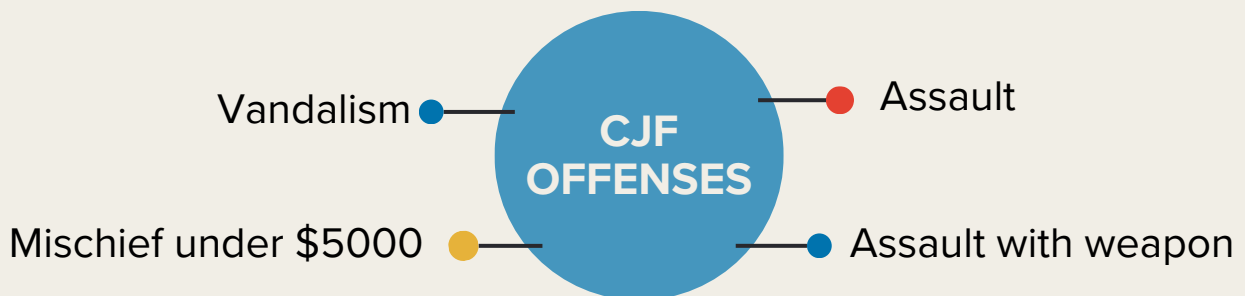
2024 was an impactful year for me, full of many role changes. It started with me as Restorative Justice Program of the Sunshine Coast (RJPSC) Board President, a position I held for 4 years, 2020-2024, then to serving as Board President AND Interim Coordinator (while Jan Smalley, coordinator was on a leave of absence), to resigning as Board President, continuing as a Board Director and officially accepting the role of RJPSC Coordinator in September, 2024.

In the fall of 2024, there was some restructuring of the duties of our paid staff. With the support and skill sets of our Board (which is a working Board), we have settled into our current structure, a team of paid staff who work collaboratively on program delivery, volunteer training and support, grant writing and community education about Restorative Justice.

Our Work at RJPSC

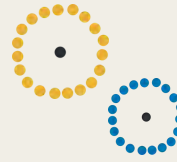
In 2024, RJPSC received several referrals from the RCMP to conduct Community Justice Forums (CJF) to deal with harm done.

YEAR 2024 • REFERRAL TYPE, BY OFFENSE



In addition to RCMP referrals, RJPSC received quite a few referrals for dialogue/conflict resolution/peace-making circles. These requests came from families, organizations and community groups. Participants wanted to work collectively through difficulties/conflicts/challenging conversations using RJ processes.

Coordinator's Report CONTINUED



2024 RJPSC Initiatives

In addition to offering the Sunshine Coast community CJF's and Dialogue circles, we embarked on 4 main initiatives.

1. "Expanding Our Reach" (a 5 year initiative) - Year 1

This initiative involves relationship building and community development to establish RJPSC service hubs in other communities within the Sunshine Coast. Our intentions are to build capacity for people to embed RJ practices, mindset and services into their home communities. They would be able to serve folks closer to where they live and build in those grassroots community supports that are so helpful. It would be more convenient and less travel time for participants.

We believe it will be very empowering for people to resolve conflicts, solve problems and heal harms within their own communities. In Year 1 (2024) we began in *kalpilin* (Pender Harbour), while doing some ground work in *xwikway* (Halfmoon Bay) and *ch'kw'elhp* (Gibsons).

For Year 2 (2025) and onward, we are moving to further develop RJ service hubs in *xwikway* (Halfmoon Bay), *xwesam* (Roberts Creek), *ch'kw'elhp* (Gibsons) as well as an Indigenous hub based out of the *shíshálh* Nation.

2. RJ in Schools Initiative

Although RJPSC has had a working relationship with SD46 for many years, in 2024, we set about to further embed RJ mind set and processes/practices within many aspects of the school district. This included beginning talks with administrators and specialists to meeting with classroom teachers, parents and students. Our purpose was to introduce and renew learnings about RJ and how it might work best in school settings. The discussions and groundwork laid this year sets the RJPSC up for more district-wide and school-wide implementation of RJ practices, whether it be with individual situations of harm, offering dialogue circles around a variety of asked for topics, to encouraging the use of Circle practices in classrooms and on the playground.

3. Anti-Racism/Anti-Hate Education initiative

In their 2023 report, the B.C Human Rights Commission studied the well documented rise in racism and hate incidents during the COVID pandemic. In their recommendations, the use of RJ processes are cited numerous times as one of the suggestions for healing racial harms and responding to hate incidents. To increase our RJ volunteers awareness and understanding of racism and the rise in hate across Canada, and to increase their capacity to deal with referrals about racial harm, the RJPSC teamed up with *siyiyaya* Reconciliation movement and Diversity Sunshine Coast/ Resiliency B.C anti-racism working group.

A series of educational workshops were offered to our RJ volunteers and other interested people, led by consultant April Struthers, who also heads the anti-racism working group.



Coordinator's Report **Report** CONTINUED

We were able to do this initiative because we received a grant from the Multicultural/ Resiliency B.C. branch of the Attorney General.

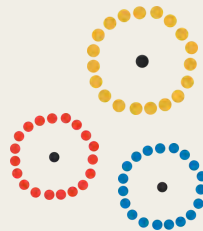
The more we got into the topic, the more we realized that we all had a lot more learning to do. I am pleased to announce that we received another grant from the Resiliency B.C. to continue with this initiative in 2025. We will continue to learn together with our RJ volunteers on how to deal with racist and hateful harms, and support healing and repair and community building towards safer and more inclusive communities. We also plan to do more outreach and awareness raising to interested groups in the larger Sunshine Coast community. We will also further build our relationship with the B.C. Human Rights Commission, and will continue to look to them for guidance and consultation around issues of racism and hate.

4. Youth Worker and Youth RJ Training Initiative

In October, 2024 several RJPSC people, myself, Tatiana Velasquez and Raj Gill attended a gathering of all the people working in youth serving agencies here on the Sunshine Coast. It was a wonderful opportunity to meet and greet and spread the word about our RJ services. There were a contingent of youth workers who were particularly interested in learning more about RJPSC. Further to this, in late 2024, we were contacted by the Foundry - a community and provincial -wide network of integrated health and wellness services for young people (ages 12-24). A Foundry has been established for the Sunshine Coast and they are in the midst of finding a facility and gathering services to include in their network. We were very honored to be asked to partner with the Foundry, and to establish RJ services for youth who attend their programs. They asked if we would train some of their youth workers in RJ, so that they could incorporate the RJ approach into their daily work with youth.

What a great idea, we thought, and further, why don't we train ALL of the youth workers on the Sunshine Coast. As well we fantasized about getting more youth themselves trained in RJ, and what kind of impact that would have on the community as Youth workers and Youth embedded this new learning into their lives.

To this end we applied for another grant to fund these efforts. We have yet to hear if we got the grant, but even if we don't , we will still move ahead with the initiative. It just might take us longer to complete, but it is way too good an idea to abandon.



Coordinator's Report **Report** CONTINUED

In summary, in 2024, first as Board President and then as Program Coordinator, my main goals were two-fold for the coming years.

a) To stabilize RJPSC's funding

b) To expand our services, making them more available to more citizens of the Sunshine Coast, and supporting our Vision of embedding restorative justice processes across the Sunshine Coast.

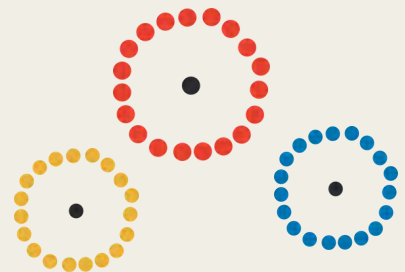
I am happy to report that there has been positive progress with both these goals in 2024.

Together in the Work of Restorative Justice,



Donna Schmirler

RJPSC Program Coordinator



Our Process



We work with people impacted by harm, whether as the person harmed, the person responsible, or community members and support them through a facilitated process rooted in respect, relationship building and voluntary participation. Here's what our process usually looks like:

First Contact

We reach out to everyone involved, the person harmed, the person who caused harm, and others impacted.

We explain what restorative justice is and see if they're open to exploring the process.

Building the Circle Team

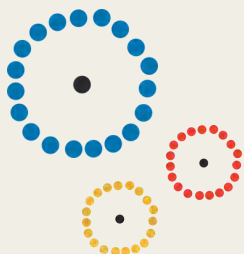
If the process moves ahead, we bring together a small team of trained facilitators and volunteers to walk with each person. Everyone has support.

The Circle

When all are ready, we bring people together in a circle to speak honestly, listen deeply, and work toward understanding, accountability, and repair.

Closing the Process

Once agreements are completed, the process is formally closed. We take time to reflect, acknowledge the courage it took to participate, and offer continued connection if needed.



1 Referral

We receive a referral from the RCMP, schools, community organizations or sometimes directly from someone involved in the situation.

2

3 Intake

We meet one-on-one with each person to understand what happened, how they've been affected, and what they might need to move forward.

3

Participation is always voluntary.

4

5 Preparation

Facilitators meet with participants to help them prepare for the dialogue. This includes listening deeply, building readiness, and making sure the process feels safe and respectful for everyone.

5

6

7 Agreements

Together, participants create meaningful agreements. The person who caused harm follows through with support from their agreement mentor, and we keep in touch with everyone involved.

7

8

Our **Services**

Our core services include:

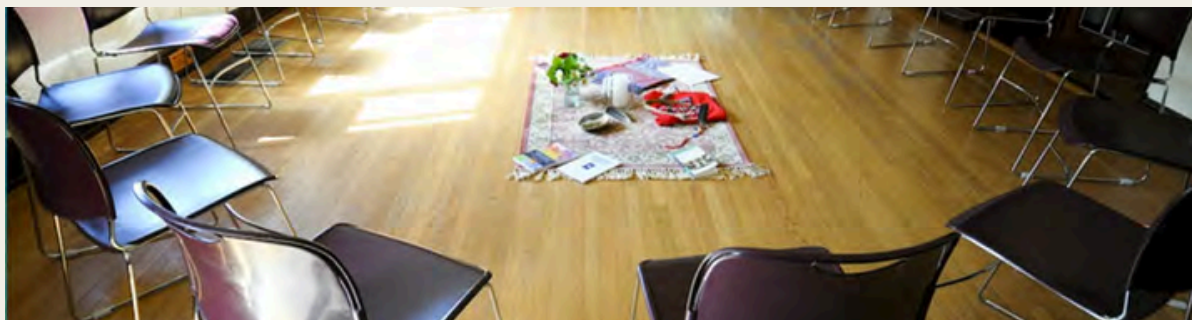
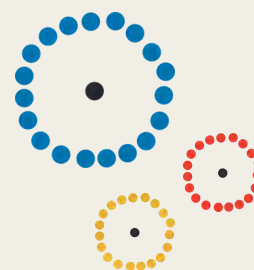
Community Justice Forums (CJF)

Community Dialogue Circles – Peacemaking Circles (PMC)

Community Trainings

Community Awareness Dialogue initiatives:

Such as circle work practices at schools in SD46, Anti-Racism and Truth and Reconciliation education.



2024 Year at glance

Community Justice Forums (CJF)



Our Community Justice Forums (CJF) offer a restorative response to harm that centres on accountability, healing, and community support. CJF brings together individuals who have caused harm, and who take responsibility for their actions, with those who have been harmed, along with their respective supporters.

Using a structured circle-based dialogue process led by our trained volunteer facilitators, participants are guided through an exploration of the incident, its impacts, and the causes. Respectful listening, without shaming or blaming, is the key at every CJF.

Together, all parties develop an agreement outlining steps the person who caused harm will take to repair the impact as best they can. This may include personal reflection, written apologies, community service, or other reparative actions.

A unique aspect of our approach is the ongoing support we offer: a trained volunteer agreement mentor is matched with the individual responsible for harm, helping them stay accountable and complete their agreement with care and follow-through.

Referrals to our CJF program come from both the RCMP and local community sources.

YEAR 2024 • CJF REFERRALS (CJF)

4

RCMP
Referrals

16

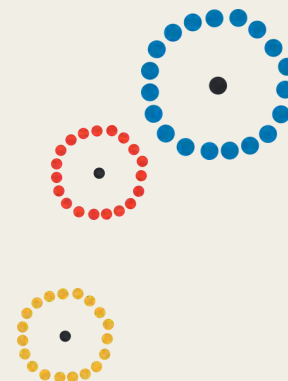
RJPSC
Volunteers

in roles of facilitator,
co-facilitator,
agreement mentors.

20

Participants

who were either harm doers
and their supports or people
harmed and their supports.



Community Dialogue Circles Peacemaking Circles (PMC)



Throughout 2024, RJPSC continued to host Community Dialogue Circles and Peacemaking Circles as meaningful spaces for healing, learning, and connection. These gatherings offer community members the opportunity to address complex issues such as racism, colonization, workplace conflict, and interpersonal tensions in a safe and respectful environment.

Each Circle is rooted in the values of equality, inclusion, and shared humanity. Participants sit in a circle to emphasize that every voice matters. Trained Circle Keepers guide the process, beginning with introductions and the co-creation of shared guidelines. A talking piece, passed from person to person, helps regulate the conversation, promoting deep listening and thoughtful responses.

These Circles continue to be a cornerstone of our restorative approach, supporting community members in navigating conflict, building understanding, and strengthening relationships.

Through honest dialogue, we create the conditions for trust, empathy, and meaningful change across the Sunshine Coast.



Our Community Dialogue Circles and Peacemaking Circles are tailored to address the needs and conflicts within our community. In 2024, we hosted:

35

Community Dialogue Circles

400+

Community Members Engaged

Community Trainings

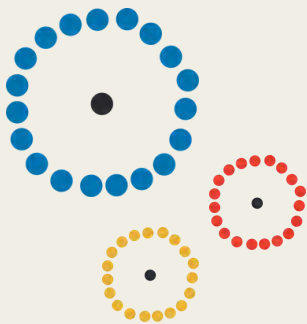


In 2024, our focus was on expanding our reach across the Sunshine Coast by training volunteers within each community to create local restorative justice hubs. We began with *kalpilin* (Pender Harbour) as our first hub. This place-based approach strengthens our ability to respond to conflict right in the heart of each neighbourhood with care and timeliness, while building local capacity and deepening community connection.

Our training sessions, led by Nancy Denham, introduced participants to the foundations of Community Justice Forums (CJF) and Peacemaking Circles (PMC). The training emphasized trauma-informed facilitation, active listening, and the core values of restorative practice.

Over the past year, 30 individuals joined our training cohorts, many from communities we are newly engaging with, such as *kalpilin* (Pender Harbour). Several participants are already used restorative practices in their workplaces, families, and neighbourhoods.

Our volunteers remain at the heart of our work. In 2024, they contributed over 400 hours of service across various roles, facilitating circles, mentoring agreements, and helping us grow our presence throughout our communities.



Here is a summary of our training sessions in 2024:

Jan 2024 - 15 participants **CJF TRAINING**

Apr 2024 - 15 participants **PMC TRAINING**

CJF: Community Justice Forum Training

PMC: Peacemaking Training

30

Trained facilitators

400

Volunteers
Hours of Service

Growing Community Awareness



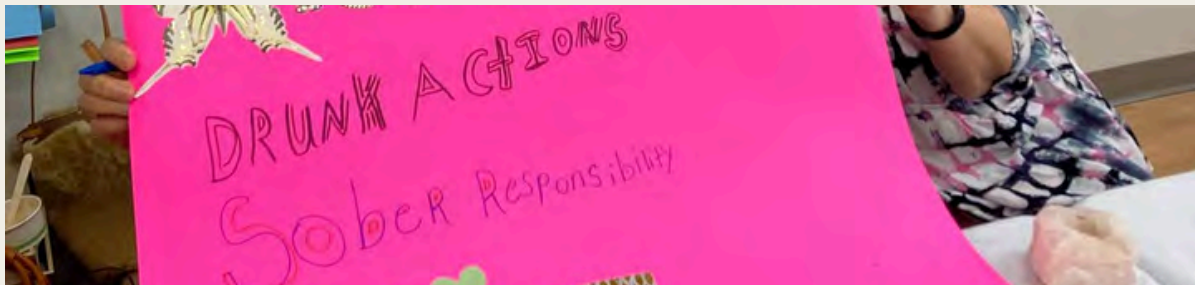
Volunteer Appreciation Week 2024

Each April, we participate in the Annual Volunteer Fair hosted by the Rotary Club of the Sunshine Coast. In 2024, we were fortunate to have one of our youth participants join us, sharing her powerful story of healing through the restorative justice process. Her presence and engagement with attendees highlighted the transformative impact of RJ in her life. On-site, she created a poster featuring her quote, **"Drunk actions, sober responsibility,"** which encapsulates the essence of accountability and growth that restorative justice promotes.

This experience not only raised awareness of our program but also demonstrated the strength and resilience of those we serve within our community.

50

Community Member Visits



Growing Community Awareness



Financial Review

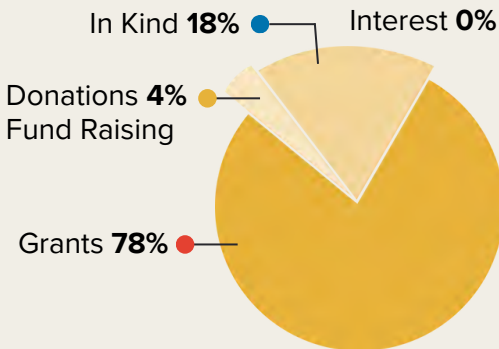
Throughout 2024 we continued to focus on extending program access to the entire Sunshine Coast. Our paid staff are our most valuable asset and biggest expense. Together with our wonderful volunteers and partner organizations, they work hard to heal harms and restore healthy relationships in our communities. We are also indebted to our supporters who contributed in kind. In-kind contributions comprised 18% of the Society’s total revenue in 2024.

Although the Statement of Operations showed a net loss for the year, this was due to our accountant advising us to fully depreciate equipment that had been acquired over the years but was no longer in use and without any resale value. This adjustment did not affect our cash reserves and, thanks to the generosity of our funders, particularly the community foundations, we began 2025 in good financial health.

Our primary goal in 2025 is to establish stable, ongoing funding for our organization and we are reaching out to all the municipal and regional governments of the communities that we serve to invite them to partner with us in making this happen. The District of Sechelt has been particularly generous in providing direct financial and in-kind support for several years. We are also grateful to those members who support our work by making donations via CanadaHelps through our website. Monthly donations are particularly helpful, but we appreciate all contributions. CanadaHelps automatically issues tax receipts for donations.

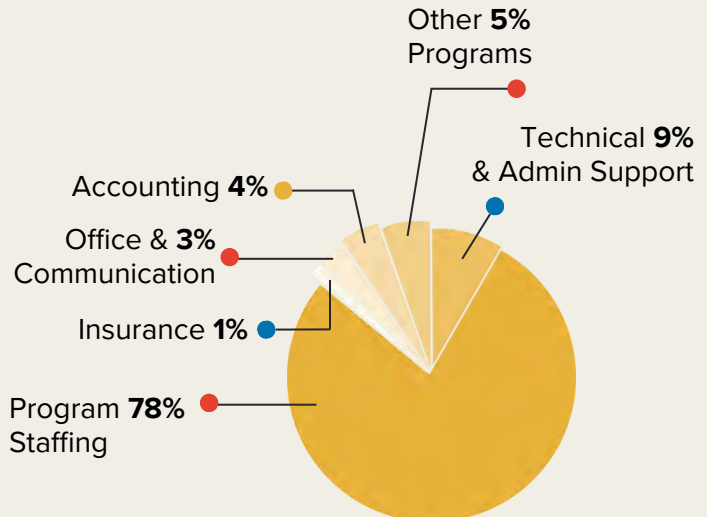
INCOME \$133,881

FOR THE YEAR ENDED DEC 31, 2024



EXPENSES \$128,975

FOR THE YEAR ENDED DEC 31, 2024



Financial Review CONTINUED

INCOME & EXPENSE STATEMENT FOR THE YEAR ENDED DEC 31, 2024

INCOME		% of Total
Grants	104,805	78%
In Kind Contributions	23,955	18%
Donations and Fund Raising	5,002	4%
Interest	119	
TOTAL INCOME	133,881	100%
EXPENSES		
Program Staffing	100,013	78%
Technical & Administrative Support	11,535	9%
Other Program Costs	6,834	5%
Accounting	5,350	4%
Office and Communications	3,958	3%
Insurance	1,286	1%
TOTAL OPERATING EXPENSES	128,975	100%
NET OPERATING INCOME	4,905	
Depreciation (Note 2)	(13,242)	
NET LOSS TO DEC 31, 2024	(8,337)	

BALANCE SHEET AS OF DEC 31, 2024

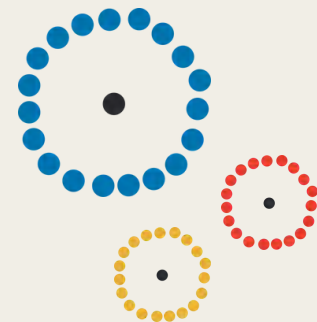
ASSETS

Cash and Cash Equivalent	60,118
Accrued Income	1,767
Total Assets	61,885

LIABILITIES

Account Payable	8,417
Deferred Grant Income (Note 1)	56,128
Total Liabilities	64,545

NET DEFICIENCY (2,660)



**Note 1: The Society receives grants with time frames that do not match its financial year. In order to more accurately reflect its financial position, the Society changed its accounting policy to account for grant revenue when the funded expense is incurred.*

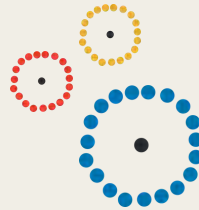
**Note 2: Equipment acquired in prior years that was never depreciated and is no longer in use was written off in 2024.*

In prior years, grants were recorded as revenue when received and no provision made for future expenditure commitments.

Gratitude, to our supporters

Many thanks to our partners, donors and funders including:

RCMP - our local detachment and "E" division • syiyaya Reconciliation Movement • shíshálh Nation
Metis Nation • District of Sechelt • Sunshine Coast Foundation • Marin Community Foundation • SCRD
School District #46 • Halfmoon Bay and Chatelech Community School Association • Clayton's Heritage
Market • Vancouver Coastal Health, Mental Health and Addictions • Elder College • Sunshine Coast
Community Services • Diversity Sunshine Coast - Resiliency B.C. Antiracism Working Group • RJABC
Vancouver Island Region Restorative Justice Association (VIRRJA) • qathet Community Justice • BC.
Office of the Human Rights Commissioner • chat'lich Rotary Club



Many thanks to our partners, donors and funders including:



Government
of Canada

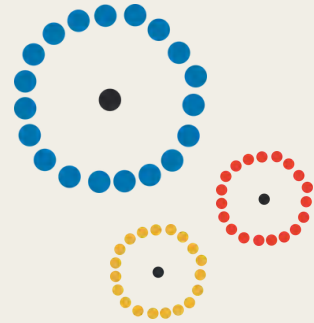
Gouvernement
du Canada



Sunshine Coast
CREDIT UNION



Restorative Justice Program
SUNSHINE COAST



website: rjpsc.org

telephone: 778 458 3111

email: contact@rjpsc.ca

mailing address: Box 130, Sechelt British Columbia. V0N 3A0



Restorative Justice Program
SUNSHINE COAST

Appendices

- 1• May 2025 AGM Agenda
- 2• November 2023-2024 AGM Minutes
- 3• Bylaws and Resolutions
- 4• Statement of Operations
- 5• Balance Sheet



Restorative Justice Program
SUNSHINE COAST

Appendix 1

AGENDA

RJPSC Annual General Meeting 2024

May 29, 2025 • 7PM to 8:30 PM Seaside Centre • Sechelt

1. Elect an individual to chair the meeting, if necessary.
2. Welcome and Land Acknowledgement.
3. Adopt the rules of order.
4. Determine that there is a quorum.
5. Approve the agenda for 2024 AGM.
6. Approve the minutes from the last general meeting November 28, 2024.
7. Deal with unfinished business from the last general meeting.
8. Receive any reports of directors' activities and decisions since the previous annual general meeting.
9. Receive the directors' report on the financial statements of the Society for the previous financial year.
10. Elect or appoint directors.
11. Deal with new business.
12. Special resolution to adopt new society bylaws as recommended by the Governance Committee and the board of directors. The resolution reads as follows:
"Be it resolved that the Restorative Justice Program of the Sunshine Coast adopt the bylaws shown below as the new bylaws of the Society.
13. Terminate the official part of the meeting.
14. Dialogue Circle with Nancy Denham



Restorative Justice Program
SUNSHINE COAST

Appendix 2

RJPS - AGM MINUTES 2023-2024

Date: November 28, 2024

Time: 7:30 PM - 8:23 PM

Location: Seaside Centre, Sechelt, BC

Board Attendees:

Ian Cochran (President)

Donna Schmirler (Past president), Program Coordinator

Norm Blair (Treasurer)

Raj Gill (Director at Large)

Paula Stroshein-Martinez (Director at Large)

Jennifer Prunty (Director at Large)

Sue Spurgeon (Director at Large)

hiwus (Director at Large, Liaison with shíshálh Nation)

Regrets:

Marilyn Magus

1. Call to Order and Land Acknowledgment

Ian Cochran called the annual general meeting to order at 7:30 PM; he followed this with an invitation to all attendees to share their name and connection to Restorative Justice, and an acknowledgement of the presence of all attendees on the unceded land of the shíshálh and Skwxwú7mesh nations.

Hiwus made note of the presence of cedar boughs, a bowl of incense, the drum, and song in the meeting room, the purpose or meaning of which was to invite all to enter the meeting place with one mind, one spirit, with shedding of any negativity. He gifted those present with a song which had been composed by chief Dan George and was meant to be shared with all people.

2. Election of chair for AGM

Motion

Ian Cochran to be elected as chair of the AGM

Moved by Donna Schmirler, seconded by Sue Spurgeon; passed unanimously

3. Adoption of Agenda

Motion

The agenda be adopted as presented

Moved by Jan Olafson, seconded by Rose Norton; passed unanimously

4. Adoption of Previous Minutes

Motion

Minutes of 2023 RJPSC annual general meeting to be approved as written

Moved by Nancy Denham, seconded by Norm Blair; passed unanimously

5. President's Report

President Ian Cochran presented the content of the President's Report as detailed in the 2023 – 2024 Annual Report of the Society.

6. Coordinator's Report

Program Coordinator Donna Schmirler presented the contents of the Coordinator's Report as detailed in the 2023 – 2024 Annual Report of the Society.

7. Financial Report

President Ian Cochran presented the contents of the Financial Review as detailed in the 2023 – 2024 Annual Report of the Society.

8. Election of board members

In 2024 Dana Caple, and Cidalia Periera stepped down as RJPSC board directors; Sue Spurgeon has declined nomination to the board in 2024-25. The current board members, Norm Blair, Ian Cochran, Raj Gill, hiwus (Calvin Craigan), Marilyn Magas, Jennifer Prunty, Donna Schmirler, and

Paula Stroshein-Martinez have accepted nomination to the board; Rose Norton and Jeannette Gibbons were identified as new nominees. No additional names were put forward in three calls for further nominations.

Motion

Norm Blair, Ian Cochran, Jeannette Gibbons, Raj Gill, hiwus (Calvin Craigan), Marilyn Magas, Rose Norton, Jennifer Prunty, Donna Schmirler, and Paula Stroshein-Martinez are elected, by acclamation, to the RJPSC board of directors.

Moved by Ian Cochran, seconded by Sue Spurgeon, passed unanimously

9. Old Business

2023 Financial Statements remain pending

10 New Business

No new business to report

11. Adjournment

Motion

Meeting adjourned at 7:54 pm

Moved by Donna Schmirler, seconded Sue Spurgeon

Guest speaker: hiwus, in conversation with Diane Marshall.

Minutes prepared by: Jeannette Gibbons



Restorative Justice Program
SUNSHINE COAST

Appendix 3

Bylaws of Restorative Justice Program of the Sunshine Coast (the “Society”)

PART 1 – DEFINITIONS AND INTERPRETATION

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act, or the regulations, as the case may be, prevail.

PART 2 – MEMBERS

Application and Definition of Membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application.

Duties of Members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to renew their membership prior to the Annual General Meeting.

Member not in good standing may not vote

2.5 A voting member who is not in good standing:

- (a) may not vote at a general meeting, and
- (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership

2.6 A person's membership in the Society ends if the person has not renewed their membership prior to the Annual General Meeting.

PART 3 – GENERAL MEETINGS OF MEMBERS

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

- 3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

- 3.4 The following individual is entitled to preside as the chair of a general meeting:
- (a) the individual, if any, appointed by the Board to preside as the chair;
 - (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

- 3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

- 3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

- 3.7 The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

- 3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, 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, at the continuation of the adjourned

meeting, a quorum is not present within 30 minutes from 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

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

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a)** elect an individual to chair the meeting, if necessary;
- (b)** determine that there is a quorum;
- (c)** approve the agenda;
- (d)** approve the minutes from the last general meeting;
- (e)** deal with unfinished business from the last general meeting;
- (f)** if the meeting is an annual general meeting,
 - (i)** receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii)** receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii)** elect or appoint directors, and
 - (iv)** appoint an auditor, if any;

- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

- 3.13** At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

- 3.14** The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

- 3.15** Voting by proxy is not permitted.

Matters decided at a general meeting by ordinary resolution

- 3.16** A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

PART 4 – DIRECTORS

Number of directors on Board

- 4.1** The Society must have no fewer than 3 and no more than 14 directors.

Election or appointment of directors

- 4.2** At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Directors may fill casual vacancy on Board

- 4.3** The Board may make appointments to the Board between Annual General Meetings any time that the number of directors is fewer than 14.

Term of appointment of director filling casual vacancy

- 4.4 The term of a director appointed by the Board will begin on the date of appointment and end on the date of the subsequent Annual General Meeting.

PART 5 – DIRECTORS’ MEETINGS

Calling directors’ meeting

- 5.1 A directors’ meeting may be called by the president or by any 2 other directors.

Notice of directors’ meeting

- 5.2 At least 2 days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

- 5.3 The accidental omission to give notice of a directors’ meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors’ meetings

- 5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

- 5.5 The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

PART 6 – BOARD POSITIONS

Election or appointment to Board positions

- 6.1 The following positions will constitute the executive committee. At the first board meeting following the Annual General Meeting the board shall elect the executive committee. Directors must be elected or appointed to the following executive committee positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;

- (d) treasurer;
- (e) past president.

Directors at large

6.2 Directors who are not elected or appointed to executive positions on the Board serve as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) receiving invoices and making payment of accounts payable;
- (c) keeping accounting records in respect of the Society's financial transactions;
- (d) preparing the Society's financial statements;

- (e) making the Society's filings respecting taxes.

Role of past president

- 6.8** The past president is responsible for doing, or making the necessary arrangements for, the following:
- (a) supporting the executive in all activities as requested, as a member of the executive;
 - (b) advising the chair and Board as necessary regarding policies, procedures, and practices during previous terms of the Board and the rationale for past decisions and actions.

PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of directors

- 7.1** These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

- 7.2** A contract or other record to be signed by the Society must be signed on behalf of the Society:
- (a) by the president, together with one other director,
 - (b) if the president is unable to provide a signature, by the vice-president together with one other director,
 - (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
 - (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

Part 8 – TRANSFERRED FROM PRE-TRANSITION CONSTITUTION

- 8.1** The purposes of the Society shall be carried out without purpose or gain for its members, and any profits or other accretions to the Society shall be used for promoting its purposes. This clause was formerly unalterable.

Part 9 – ALTERATIONS TO THE BYLAWS

Notice to the members

- 9.1** The notice and the text of proposed alterations to the bylaws must be sent to the Society members at least 14 days prior to the general meeting at which they will be presented.

Vote of members

- 9.2** To be approved, the proposed alterations must be authorized by a special resolution passed at a general meeting by at least 2/3 of the votes cast by the voting members in attendance.

Filing with the registrar

- 9.3** The approved alterations must be filed with the Registrar in accordance with the Act.

**Restorative Justice Program of Sunshine Coast
Statement of Operations
For the year ended December 31**

	2024	2023
INCOME		
Marin Community Foundation	36,341.71	
Province of BC	24,101.94	44,000.00
Gaming	19,197.99	12,000.00
District of Sechelt	10,081.86	10,500.00
Sunshine Coast Foundation	6,658.56	
Sunshine Coast Regional District	5,092.52	3,800.00
Donations	2,745.00	3,325.00
Fund Raising	2,256.97	
School District #46	1,985.82	6,000.00
BC Multi-culture	1,344.34	
In Kind Contributions	23,955.09	1,400.00
Total Income	133,761.80	81,025.00
EXPENSES		
Operations & Communications Coordination	31,100.33	2,207.50
Program Coordination	27,086.25	19,290.89
Technical & Administrative Support	11,534.94	9,455.52
Mentoring & Facilitation	7,424.54	2,945.81
Grant Writing & Evaluations	5,040.00	2,561.06
Travel - Mileage & Meals	2,210.32	2,222.80
Professional Development	1,827.90	
Honorariums & Gifts	1,323.82	10,437.39
Training	676.01	4,095.01
Elder Fees	100.00	
Dialogue Circle		2,815.25
In Kind - Services & Expenses	23,955.09	1,400.00
Total Honorariums, Contracted Services & Expenses	112,279.20	57,431.23
Accounting	5,350.00	
Telephone & Internet	2,942.79	2,209.81
Program Refreshments	1,357.07	
Insurance	1,286.00	
GST	876.04	165.38
Program Advertising & Promotion	693.69	641.59
Business Fees & Licenses	583.86	1,101.47
Wages & Workers Compensation	406.54	543.18
Facility & Equipment Rentals	272.63	25.00
Bank Charges	166.15	167.00
Program & Office Supplies	143.40	1,867.96
Donation Processing Fees - Canada Helps	96.60	8.80
Dues and Subscriptions	25.00	
Meetings		614.15
Repairs & Maintenance		94.80

Restorative Justice Program of Sunshine Coast
Statement of Operations
For the year ended December 31


	2024	2023
Total Expenses	126,478.97	64,870.37
NET OPERATING INCOME	7,282.83	16,154.63
OTHER INCOME		
Interest Income	118.72	33.13
Total Other Income	118.72	33.13
OTHER EXPENSES		
CRA Interest & Penalties	2,496.18	
Depreciation (Note 2)	13,241.94	
Total Other Expenses	15,738.12	0.00
CHANGE IN UNRESTRICTED NET ASSETS (2023: TOTAL NET ASSETS)	-8,336.57	16,187.76
BEGINNING UNRESTRICTED NET ASSETS (2023: TOTAL NET ASSETS)	5,676.30	21,275.41
ENDING UNRESTRICTED NET DEFICIENCY (2023: NET SURPLUS AS PREVIOUSLY STATED)	-2,660.27	37,463.17
ADJUSTMENT FOR INCOME RECEIVED FOR 2024 OPERATIONS (Note 1)		-31,786.87
ENDING UNRESTRICTED NET DEFICIENCY (2023: NET SURPLUS AS RESTATED)	-2,660.27	5,676.30

Note 1: The Society receives grants with time frames that do not match its financial year. In order to more accurately reflect its financial position, the Society changed its accounting policy to account for grant revenue when the funded expense is incurred. In prior years, grants were recorded as income when received and no provision was made for future expenditure commitments.

Note 2: Equipment acquired in prior years that was never depreciated and is no longer in use was written off in 2024.

Approved: 

President

Approved: 

Treasurer

**Restorative Justice Program of Sunshine Coast
Balance Sheet
As of December 31**

	2024	2023
ASSETS		
Current Assets		
Sunshine Coast Credit Union - Provincial Gaming Grant	8,216.48	1,882.63
Sunshine Coast Credit Union - Other Operating Funds	51,901.26	32,265.68
Accrued Revenue	1,766.97	
Total Current Assets	61,884.71	34,148.31
Property, plant and equipment		
Equipment	13,241.94	13,241.94
Accumulated Depreciation	-13,241.94	
Total Property, plant and equipment	0.00	13,241.94
Total Assets	61,884.71	47,390.25
 LIABILITIES & EQUITY		
Current Liabilities		
Accounts Payable	8,417.35	9,927.08
Deferred Grant Revenue	56,127.63	31,786.87
Total Liabilities	64,544.98	41,713.95
Equity		
Unrestricted Net Deficiency (2023: Surplus As Restated)	-2,660.27	5,676.30
Total Liabilities and Equity	61,884.71	47,390.25

Note 1: The Society receives grants with time frames that do not match its financial year. In order to more accurately reflect its financial position, the Society changed its accounting policy to account for grant revenue when the funded expense is incurred. In prior years, grants were recorded as income when received and no provision was made for future expenditure commitments.

Note 2: Equipment acquired in prior years that was never depreciated and is no longer in use was fully depreciated in 2024.

Approved: San M. Cochran
President

Approved: R. B. Newton
Treasurer