



2015 AGM

MINUTES

May 4th—5th, 2015

TORONTO, ONTARIO

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Monday, May 4, 2015

PRESENT: Chattar Ahuja, Louise Blain, Rhonda Britton, Chris Coffin, Riley Coulter, John deVries, Garry Dombrosky (President), Helen Hastie, Brian Hawes (Vice-President), Edward (Ted) Hughes, Bridget MacKenzie (Past-President), Glenn McCullough, Catherine O'Brien, Dan O'Hara, Abdul Hai Patel, Stephen Siemens, Zushe Silberstein, Wayne Varley, Barry Wood (Executive Counsel)

ABSENT: Dale Gillman, Ted Seres, Roopnauth Sharma

GUESTS: Commissioner—Don Head, Assistant-Commissioner—Fraser Macaulay, Director—Richard Burk, National Manager, Operations/Chaplaincy—William (Bill) Rasmus, Regional Chaplain—Michael Taylor

RECORDING SECRETARY: Laura Patrie

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WELCOME & OPENING REMARKS—*President Garry Dombrosky*

OPENING DEVOTION

1. **ROUND TABLE INTRODUCTIONS**
2. **MEETING WITH THE COMMISSIONER—*Don Head with Fraser Macaulay, Assistant Commissioner***

Commissioner Don Head spoke to the members regarding changes within Correctional Service Canada. The commissioner also elaborated on the *Integration Program Model*.

IFC President Garry Dombrosky was kindly thanked by Commissioner Head for his attendance at the Executive Committee meeting. The President was told that his presence was very much appreciated and that the Regional District Commissioners are very open to this engagement.

The Commissioner expressed his desire to see IFC representation at the Regional Management Team Meetings as well.

An open question and answer session followed.

5. **BOARD OF DIRECTORS' MEETING**

C. Director of Chaplaincy Report—*Rev. Richard (Rick) Burk*

Director Richard Burk elaborated on where cost savings were found in order to effectively balance the budget.

Director Burk also spoke on the subject of reintegration services and how important chaplaincy is for positive results for the reintegration of inmates into society.

The role of William (Bill) Rasmus—National Manager of Operations/Chaplaincy was discussed as well as his more direct role with IFC.

Questions from the members were addressed by Director Burk.

4. ANNUAL GENERAL MEETING

i. **President’s Report—*Rev. Dr. Garry Dombrosky***

IFC President Dombrosky spoke on the positive aspects of the changes that have taken place.

President Dombrosky also spoke of the role of the president and how it needs to change in order to share the work load.

The members were advised that in order to continue holding two yearly meetings for the general IFC membership and hold Regional Meetings and a Working Executive Meeting, this year’s Fall Meeting may need to be held at this same venue for cost effectiveness.

3. GREETINGS—*Bill Rasmus, National Manager, Operations/Chaplaincy*

4. ANNUAL GENERAL MEETING (CONTINUED)

i. **President’s Report** (see above on page 5)

ii. **Financial Report—*Laura Patrie***

MOTION: to accept the Financial Report as presented

MOVED BY: Dan O’Hara SECONDED BY: Brian Hawes

ALL IN FAVOUR

MOTION PASSED

iii. **Resolution re: Review Engagement Financial Statements as opposed to Audited Financial Statements for this Fiscal Year**

MOTION: to have a Review Engagement rather than Audited Financial Statements for the fiscal year 2015-2016

**MOVED BY: Barry Wood
ALL IN FAVOUR
MOTION PASSED**

SECONDED BY: Bridget MacKenzie

iv. **Budget Review & Adoption** (see below pg. 8)

v. **Appointment of Public Accountant to Perform Review Engagement**

MOTION: to appoint Cross Street & Co. to provide Financial Review Statements for the fiscal year ending March 31, 2016

MOVED BY: Barry Wood

SECONDED BY: Chris Coffin

ALL IN FAVOUR

MOTION PASSED

SUPPER—17:00-19:00

5. BOARD OF DIRECTORS' MEETING (CONTINUED)

D. Regional Gatherings/Small Sessions

II. Comments/Concerns/Issues Regarding Regional Gatherings

Members engaged in a discussion of the value of being part of regional and management meetings. It was agreed that the IFC is regarded as a partner and these meetings will be advantageous. Many members committed to meeting on a more regular basis.

E. Business Arising from Fall Meeting

I. Site Visits—Comments/Concerns/Issues

Atlantic Region—*Rhonda Britton*

Quebec Region—*Zushe Silberstein and Louise Blain*

Pacific Region—*Bridget MacKenzie and Dan O'Hara*

Prairies—*Brian Hawes*

Ontario—*John deVries*

TUESDAY, MAY 5TH, 2015

PRESENT: Chattar Ahuja, Louise Blain, Rhonda Britton, Chris Coffin, Riley Coulter, John deVries, Garry Dombrosky (President), Helen Hastie, Brian Hawes (Vice-President), Edward (Ted) Hughes, Bridget MacKenzie (Past-President), Glenn

McCullough, Catherine O'Brien, Dan O'Hara, Abdul Hai Patel, Stephen Siemens, Zushe Silberstein, Wayne Varley, Barry Wood

ABSENT: Dale Gillman, Ted Seres, Roopnauth Sharma

GUESTS: National Manager, Operations/Chaplaincy—William (Bill) Rasmus

RECORDING SECRETARY: Laura Patrie

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5. BOARD OF DIRECTORS' MEETING (CONTINUED)

A. Adoption of the Agenda

MOTION: to adopt the Agenda as presented

MOVED BY: Dan O'Hara

SECONDED BY: Abdul Hai Patel

ALL IN FAVOUR

MOTION PASSED

3. GREETINGS—Bill Rasmus, National Manager, Operations/Chaplaincy

Bill Rasmus spoke of the Manual of Religious Accommodation and the Diet Guide which will become part of the Commissioner's guidelines. He spoke of the role assigned to Regional Chaplains being redefined/developed to include being responsible for managing resources in the region and continuous quality control (CQI Environment). He shared his perspective of the new format, rules, regulations and the positive outcomes of the changes. For the first time there is 100% reporting from all branches including chaplains and communities, CoSA, Faith Integration and institutions.

March 31st, 2016 marks the conclusion of the contract with KPCI therefore the process of advertising and seeking a contractor to fill the new contract will begin soon. He explained in further detail the contracting system. There is hope that multiple bids will be generated. This process closes May 26th and then most likely interviews by teleconference followed by RFPs in October.

He shared his concern regarding the utilitarian approach when it comes to chaplaincy, it leaves no room for an inmate who might want to turn to faith to find hope, but the opportunity will not be available.

A question and answer period was made available to the members.

4. ANNUAL GENERAL MEETING (CONTINUED)

vi. IFC Membership Recommendations for 2015-2016 & IFC Member Representatives for 2015-2017 (see below page 8)

vii. Resolution re: Board Member Terms & Possible Elections

ACTION: There will be elections at the 2016 AGM and this should be an item for the Fall Meeting this fall.

5. BOARD OF DIRECTORS' MEETING (CONTINUED)

A. Adoption of the Agenda (see above page 7)

B. Adoption of the Minutes of the 2015 Fall Meeting

MOTION: to adopt the Minutes of the 2015 Fall Meeting as presented

MOVED BY: Chattar Ahuja **SECONDED BY:** John deVries

ALL IN FAVOUR

MOTION PASSED

4. ANNUAL GENERAL MEETING (CONTINUED)

iv. Adoption of Budget

The division of the funds was presented and the monies will continue to be divided as they have been with the following motions for dispersing of fees:

MOTION: that President Dombrosky represent IFC at the IPCA meeting to be held in Australia in October 2015

MOVED BY: Dan O'Hara **SECONDED BY:** Abdul Hai Patel

ALL IN FAVOUR

MOTION PASSED

MOTION: that the IFC will fund a total of \$1,200 toward Garry Dombrosky's attendance at the IPCA. Garry Dombrosky will provide the IFC with a written report of the meeting.

MOVED BY: Catherine O'Brien **SECONDED BY:** John deVries

ALL IN FAVOUR

MOTION PASSED

v. Appointment of Public Accountant (see above pg. 6)

vi. IFC Member Recommendations & Member Representatives

IFC Member Recommendations

Recommendation No. 1

That the following groups and organizations be confirmed as the members of the Interfaith Committee on Chaplaincy and the Correctional Service of Canada for the 2015-2016 year.

| MEMBER FAITH COMMUNITY or ORGANIZATION |
|------------------------------------------------|
| 1. Anglican Church of Canada |
| 2. Buddhist Society - Gaden for the West |
| 3. Canadian Baptist Ministries |
| 4. Canadian Conference of Catholic Bishops |
| 5. Canadian Council of Churches |
| 6. Centre for Israel and Jewish Affairs |
| 7. Canadian Council of Imams |
| 8. Christian and Missionary Alliance |
| 9. Christian Reformed Church, Canada |
| 10. Church of the Nazarene Canada |
| 11. Hindu Federation |
| 12. Lutheran Council in Canada |
| 13. Mennonite Central Committee, Canada |
| 14. Pentecostal Assemblies of Canada |
| 15. Presbyterian Church in Canada |
| 16. Seventh-day Adventist Church |
| 17. Sikh Society of Ontario Khalsa Darbar Inc. |
| 18. United Church of Canada |

MOVED BY: John deVries
ALL IN FAVOUR
MOTION PASSED

SECONDED BY: Helen Hastie

Recommendation No. 2

That the following member representatives be elected to the Board of Directors of the IFC for 2015-2017.

1. Chris Coffin
2. Ted (Edward) Hughes
3. Dan O'Hara
4. Abdul Hai Patel
5. Ted Seres
6. Roopnauth Sharma
7. Wayne Varley
8. Zushe Silberstein
9. Barry Wood

**MOVED BY: Catherine O'Brien SECONDED BY: Louise Blain
ALL IN FAVOUR
MOTION PASSED**

5. BOARD OF DIRECTORS' MEETING (CONTINUED)

D. Regional Gatherings/Small Sessions

I. Appointment of Regional Coordinators

MOTION: to appoint the existing Regional Coordinators being Ontario—Glenn McCullough; Quebec—Louise Blain; Atlantic—Chris Coffin; Pacific—Bridget MacKenzie; Prairies—Brian Hawes, for an additional 2 year term

**MOVED BY: Rhonda Britton SECONDED BY: Ted Hughes
ALL IN FAVOUR
MOTION PASSED**

II. Comments/Concerns/Issues Regarding Regional Gatherings

DEVOTIONS

5. BOARD OF DIRECTORS' MEETING (CONTINUED)

E. Business Arising from Fall Meeting

- I. Site Visits—Comments/Concerns/Issues (see above 6)**
- II. Regional Meetings—Comments/Concerns/Issues**

BREAK—10:15-10:30

F. New Business

- i. Regionalization**

G. Updates from Discussions of MoU & CDs

H. Sub-Committee Reports

I. Regional Reports—*Regional Coordinators*

II. Sacred Space Report—*Bridget MacKenzie*

Recommendations being made are that:

- **Sacred Space be made available to persons with disabilities;**
- **a fellowship center may work in some centers;**
- **basic kitchen facilities be available for religious ceremonies and cleaning facilities to clean the cooking utensils;**
- **ventilation for candles, incense;**
- **a Sacred Space Committee should be established in each facility and should be comprised of a chaplain, volunteers and inmates.**

MOTION: that the Sacred Space Committee established in each facility include 1 member appointed by the A.W.I. (Assistant Warden Intervention

MOVED BY: Abdul Hai Patel SECONDED BY: Chattar Ahuja

ALL IN FAVOUR

MOTION PASSED

III. Religious Accommodations—*Chris Coffin*

MOTION: that Chattar Ahuja, Zushe Silberstein, Abdul Hai Patel and Helen Hastie join Chris Coffin to complete the work on the Religious Accommodation Manual

MOVED BY: Brian Hawes SECONDED BY: John deVries

ALL IN FAVOUR

MOTION PASSED

6. FALL MEETING—POSSIBILITIES—LOCATION & DATE

MOTION: that the Fall Meeting be held in Toronto following the same new format as used at this meeting

MOVED BY: Bridget MacKenzie SECONDED BY: Louise Blain

ALL IN FAVOUR

MOTION PASSED

7. ADJOURNMENT

MOTION: that the 2015 AGM be adjourned

MOVED BY: Abdul Hai Patel

SECONDED BY: Bridget MacKenzie

ALL IN FAVOUR

MEETING ADJOURNED AT 12:00 NOON

APPENDIX “A” MOTIONS/ACTIONS

**MOTION: to accept the Financial Report as presented
MOVED BY: Dan O’Hara SECONDED BY: Brian Hawes
ALL IN FAVOUR
MOTION PASSED**

**MOTION: to have a Review Engagement rather than Audited
Financial Statements for the fiscal year 2015-2016
MOVED BY: Barry Wood SECONDED BY: Bridget MacKenzie
ALL IN FAVOUR
MOTION PASSED**

**MOTION: to appoint Cross Street & Co. to provide Financial Review
Statements for the fiscal year ending March 31, 2016
MOVED BY: Barry Wood SECONDED BY: Chris Coffin
ALL IN FAVOUR
MOTION PASSED**

**MOTION: to adopt the Agenda as presented
MOVED BY: Dan O’Hara SECONDED BY: Abdul Hai Patel
ALL IN FAVOUR
MOTION PASSED**

**MOTION: to adopt the Minutes of the 2015 Fall Meeting as presented
MOVED BY: Chattar Ahuja SECONDED BY: John deVries
ALL IN FAVOUR
MOTION PASSED**

**MOTION: that President Dombrosky represent IFC at the IPCA meeting to
be held in Australia in October 2015
MOVED BY: Dan O’Hara SECONDED BY: Abdul Hai Patel
ALL IN FAVOUR
MOTION PASSED**

**MOTION: that the IFC will fund a total of \$1,200 toward Garry Dombrosky’s
attendance at the IPCA. Garry Dombrosky will provide the IFC with a
written report of the meeting.
MOVED BY: Catherine O’Brien SECONDED BY: John deVries**

**ALL IN FAVOUR
MOTION PASSED**

IFC Member Recommendations

Recommendation No. 1

That the following groups and organizations be confirmed as the members of the Interfaith Committee on Chaplaincy and the Correctional Service of Canada for the 2015-2016 year.

| MEMBER FAITH COMMUNITY or ORGANIZATION |
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| 19. Anglican Church of Canada |
| 20. Buddhist Society - Gaden for the West |
| 21. Canadian Baptist Ministries |
| 22. Canadian Conference of Catholic Bishops |
| 23. Canadian Council of Churches |
| 24. Centre for Israel and Jewish Affairs |
| 25. Canadian Council of Imams |
| 26. Christian and Missionary Alliance |
| 27. Christian Reformed Church, Canada |
| 28. Church of the Nazarene Canada |
| 29. Hindu Federation |
| 30. Lutheran Council in Canada |
| 31. Mennonite Central Committee, Canada |
| 32. Pentecostal Assemblies of Canada |
| 33. Presbyterian Church in Canada |
| 34. Seventh-day Adventist Church |
| 35. Sikh Society of Ontario Khalsa Darbar Inc. |
| 36. United Church of Canada |

**MOVED BY: John deVries
ALL IN FAVOUR
MOTION PASSED**

SECONDED BY: Helen Hastie

Recommendation No. 2

That the following member representatives be elected to the Board of Directors of the IFC for 2015-2017

1. Chris Coffin
2. Ted (Edward) Hughes
3. Dan O'Hara
4. Abdul Hai Patel
5. Ted Seres
6. Roopnauth Sharma
7. Wayne Varley
8. Zushe Silberstein
9. Barry Wood

MOVED BY: Catherine O'Brien SECONDED BY: Louise Blain
ALL IN FAVOUR
MOTION PASSED

MOTION: to appoint the existing Regional Coordinators being Ontario— Glenn McCullough; Quebec—Louise Blain; Atlantic— Chris Coffin; Pacific—Bridget MacKenzie; Prairies—Brian Hawes, for an additional 2 year term

MOVED BY: Rhonda Britton SECONDED BY: Ted Hughes
ALL IN FAVOUR
MOTION PASSED

MOTION: that the Sacred Space Committee established in each facility include 1 member appointed by the A.W.I. (Assistant Warden Intervention)

MOVED BY: Abdul Hai Patel SECONDED BY: Chattar Ahuja
ALL IN FAVOUR
MOTION PASSED

MOTION: that Chattar Ahuja, Zushe Silberstein, Abdul Hai Patel and Helen Hastie join Chris Coffin to complete the work on the Religious Accommodation Manual

MOVED BY: Brian Hawes SECONDED BY: John deVries
ALL IN FAVOUR
MOTION PASSED

MOTION: that the Fall Meeting be held in Toronto following the same new format as used at this meeting

MOVED BY: Bridget MacKenzie SECONDED BY: Louise Blain

ALL IN FAVOUR

MOTION PASSED

MOTION: that the 2015 AGM be adjourned

MOVED BY: Abdul Hai Patel SECONDED BY: Bridget MacKenzie

ALL IN FAVOUR

MEETING ADJOURNED AT 12:00 NOON

ACTION: There will be elections at the 2016 AGM and this should be an item for the Fall Meeting this fall.