

**BRITISH**  
**COLUMBIA**  
**BORSTAL**  
**ASSOCIATION**



*Dick Bell-Irving Home*

***64<sup>th</sup> ANNUAL REPORT***

***September 25, 2012***

**B.C. BORSTAL ASSOCIATION**

**BOARD OF DIRECTORS - 2011/2012**

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Dave Bahr	-	Executive Director
Ana M. Portillo	-	Administrative Coordinator
Kimberly Wong	-	Job Placement Program

**DICK BELL-IRVING HOME**

Don Hermanson	-	Residential Manager
Nigel Wong	-	Residential Staff
Sidney Philip	-	Residential Staff
Shaveta Gahunia	-	Residential Staff
Poonam Dhaliwal	-	Residential Staff
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Steven May	-	Residential Staff
Stanley Wu	-	Residential Staff
Ritva Karajaoja	-	Residential Staff



## PRESIDENT'S REPORT

It is a pleasure to present the President's report to the 64<sup>th</sup> Annual General Meeting. For the past year I have been the Association's Board President. A role made easier by the involvement of the other Board Directors who I would like to thank for their hard work and ongoing dedication and commitment to the Association. I would also like to thank all of our staffs who work diligently on a daily basis to support our residents at the Dick Bell-Irving half-way house. It is through their efforts that have helped us achieve our goal of successfully reintegrating offenders back into the community.

We have accomplished a great deal this past year. The Board approved a revised Policy & Procedures manual which updated our Governance policies and established a set of expectations and standards for the Association and the Dick-Bell-Irving residence. The Board made the strategic decision to add two (2) additional beds to the Dick Bell-Irving house increasing the capacity from thirteen (13) to fifteen (15) beds. Along with this decision DBI took the opportunity to renovate and update the remainder of the house. This is currently underway. Carpets removed with new flooring, exterior & interior decorating and repairs of fixtures, stairs etc. are underway. The decision to add the two bedrooms at DBI meant that a permanent location was required for the Associations administration offices and in February 2012 a three (3) year lease was entered into with City in Focus to accommodate the administrative services. The two decisions will provide much needed additional revenue and reduce the administrative overhead costs by two thirds (2/3). During the fiscal year a new House Manager was hired, Don Hermanson who will oversee the renovations and be responsible to provide the leadership necessary to provide a secure, safe and supportive environment for both staff and residents.

The Board can be proud of the accomplishments of the past year and as we address our future I am confident that the Board will provide the strategic planning and leadership to make the decisions for our future direction whether it involves new partnerships and alliances, providing an additional residence for the aboriginal or handicapped offenders and/or the homeless, or developing social enterprise programs.

I also want to take this opportunity to recognize the achievements of VPD members..... and ..... as they receive their awards for community Crime Prevention. The B.C, Borstal Association recognizes them both as leaders and as role models in our community.

Glenn Canuel, President

### Executive Director's Report

Good evening and welcome to the 64<sup>th</sup> AGM of the B.C. Borstal Association. It has been my pleasure to have been the Associations Executive Director since June 2011. Looking back on the changes with the Association over the 2011-2012 fiscal year I am struck by just how many changes and accomplishments have occurred.

When I first arrived in June 2011 the plan was to move our head office from the very expensive Broadway Avenue location to a yet to be renovated space in the basement of the Dick Bell-Irving Half-Way house. As an interim step, until the basement renovations were completed, we were able to secure a temporary location at the City in Focus office space at Quebec & 3<sup>rd</sup> Avenue. We therefore relocated our head office to the 3<sup>rd</sup> Avenue location in September 2011. This move reduced our annual head office lease costs from \$47,000+ to \$10,500.

In January 2012 the Board of Directors made significant changes in direction for the Association:

1. The Board decided that the BC Borstal Association head office would remain at the City in Focus location and the Executive Director was ask to negotiate a longer term lease. A new three (3) year lease was signed with City in Focus in March 2012. The new lease kept the annual costs approximately the same as what was in place during the interim period with the Association continuing to have use of the boardroom, meeting room and kitchen. City in Focus also agreed to install windows on the exterior wall, to increase our working space and to install a wall separating the Borstal space from the interior hall.
2. The Board decided to increase the capacity at DBI from 13 to 15 beds which represents an annual increase in revenue by \$38,288. Approval from Corrections Service of Canada to increase DBI capacity was received in March 2012.
3. The Board decided to expand DBI's admission criteria to accept additional "First Nations" residents. A protocol agreement was reached with Circle of Eagles in March 2012 for DBI to accept First Nation residents directly from

Circle of Eagles with DBI having access to the traditional programs at the Circle of Eagle residence.

During the 2011-2012 fiscal year a number of management/administrative matters were decided:

1. A new B.C. Borstal Association Policy & Procedure Handbook was completed. Parts 1 detail the Association's Governance policies and Part 2 details the Operating Policies for the Dick Bell-Irving Half-way House. Included in Part 1 is a revised personnel policy which covers the terms of employment for all head office and DBI staff. Included is a new four (4) step compensation grid.

Both Part 1 and Part 2 outline "BEST PRACTICES" for the Association.

2. The porch area at DBI was renovated in November 2011 to provide a separate office for the CORCAN Employment Coordinator. This space provides the necessary privacy for the coordinator to conduct resident interviews as well as the security necessary to access the Federal Offender Management System (OMS).
3. During the year DBI experienced two serious bedbug outbreaks. The house was sprayed on three (3) different occasions and a new bedbug protocol policy was approved detailing preventative methods and procedures. A decision was made to replace the wooden bed frames and mattresses with new metal frames, mattresses and bug proof mattress covers. The recommendation was also made to gradually replace the carpeted area and furniture with hard finish surfaces. This is now underway along with the other renovations.
4. In March 2012 a delegated food menu, food preparation, food purchase, food preparation and expenditure control system was implemented at DBI under the leadership of the House Manager.
5. A number of staff changes occurred during the fiscal year. Sidney Phillip stepped down as House Manager in February 2012 but continues as one of DBI's caseworkers. Sidney held the House Manager position for over a year and his contributions and commitment to DBI are greatly appreciated.

Sidney continues to provide the leadership necessary to hold our "Lifers" group program which meets monthly at DBI.

Don Hermanson replaced Sidney, first in an acting capacity and after a competition confirmed as the new House Manager. We look forward to working with Don in the coming months as the renovations and upgrades at DBI are completed. One of the changes, which have already been implemented, is the hiring of some retired staff to work as casual/relief workers mainly during the night shift.

6. Staff training. A continued effort has been taken to ensure all DBI staff is fully trained meeting employment requirements requiring first aid and food safe certificates. In addition training opportunities have been present for ongoing training in crisis intervention, conflict resolution and management training.

I am extremely optimistic as we enter the next fiscal year. In the next few weeks the renovations and upgrades will be completed at DBI. Our new 15 bed capacity will provide C.S.C with additional resources and options and at the same time will maximize the B.C. Borstal Associations resources. There will be new challenges as we:

1. Expand our program offerings at DBI especially as we work with "Circle of Eagles" and increase the involvement of citizen volunteers through the assistance of Cindy Allan, the C.S.C. volunteer coordinator.
2. Strengthen our case management approach at DBI including the development of a culture of acceptance while ensuring all standards of compliance are met.
3. Accept a larger number of residents including "First Nations" residents.
4. Continue to strengthen our operating practices at DBI and expand our staff development opportunities.
5. Identify and expand our future "Vision" as an Association which **might** involve:

- The implementation of a Social Enterprise program in conjunction with the CORCAN program.
- Identifying other expansion options including social and secondary housing for the mentally ill, homeless, First Nation population etc.

In closing I would like to thank the Board for providing me the opportunity to be the Executive Director of the Association for the past year. I have thoroughly enjoyed the experience which has been made possible by the Board's commitment, dedication and leadership.

I would also like to thank all the CSC managers and staff who have worked closely with DBI and me. I have appreciated their timely counsel and assistance over the past year. Especially their understanding and patience.

Of course everything is only possible with a strong team & the outcomes of this past year have been easier to accomplish due to the strong support of staff. Ana continues to bring a knowledge and dedication to her job that helps keep us in line fiscally and her advice is always greatly appreciated. I'd be lost without her help. To Don and the DBI staff "THANK YOU" for helping to make DBI a positive experience for the residents. It is comforting to know that the operation is in your capable hands.

## Dick Bell-Irving Halfway House 2011-2012 Manager's Report

### ***Philosophy***

We continue to adhere to a philosophy providing a home environment for residents who are in the process of reintegrating to society while maintaining supervision to promote public safety. In order to provide this service, we have developed a partnership with the Correctional Service of Canada, Vancouver Police, the St Leonard's Volunteer Program and the in- house Employment Program.

### ***Renovations***

In order to enhance livability for residents, several upgrades were done to the house. We increased the number of residents we are able to accommodate from 13 to 15 by providing two extra single rooms. All rooms have been renovated by installing hardwood floors, painted vibrant colours and placing partitions in the shared rooms to allow more privacy. In addition, we renovated the resident's kitchen, living room, hallways and basement. The exterior of the house has been power washed and the fence has been painted. A volunteer has also come in to plant fruits and vegetables in the garden and the residents have been diligent in maintaining it. Thanks to the donations of the volunteer program, the house has received new appliances and household items. We have also replaced the stove, refrigerator television, and barbeque.

### ***Staffing/Training***

Currently we have a house manager, four full time staff and four relief staff. Providing opportunities for staff development has been a high priority. Staff members have completed the following programs: Occupational First Aid, Food Safe, Offender Management Systems, Motivational Interviewing and Risk Assessment training. We have maintained regular staff meetings on a bi- monthly basis.

As house manager, I attended a CorCan presentation on developing employment opportunities, a public safety forum at Capilano University, a BCYHHA/CSC conference on the pending changes in corrections and a conference on Aboriginal issues in the justice system.

### ***Volunteer Program***

We have coordinated with Cindy Allen of the St. Leonard's Volunteer Program and have arranged various activities with the residents such as cooking nights, movie nights, hiking trips and sporting events.

### ***Residents***

We have created an atmosphere where the majority of residents have found employment or have enrolled in upgrading programs while living at DBI. Majority of our residents have gone on to reach full parole and are able to be independent when they move out. Staff have worked hard day to day to provide support to residents during this transitional period.

### ***Information Fairs***

I and some of the staff have attended information fairs at the various institutions to spread the word about the house and the services we provide. We have found them useful in recruiting and selecting future residents who are suitable for our place.

Since our house renovations are essentially completed, the focus in the coming year is to provide training and improve quality of service. I am grateful for the support of the Borstal management team and the devoted staff at DBI. Next year, our goal is to create a platform for residents in order for them to fully realize their individual potential.

Thank you,

Don Hermanson

## Job Placement Program

The BC Borstal Association administers the CorCan Job Placement Contract which is implemented as a means for newly released federal offenders to develop the necessary skills to obtain gainful employment in the community. The original mandate of the program has not changed over the years and to this day, the Job Placement Program plays an integral role in helping clients transition from incarceration to pro-social living. During the 2011-2012 fiscal year, the BC Borstal Job Placement Program provided assistance to 159 individuals with various employment services and had a total of 94 placements in full or part time positions.

There are a number of different services that the Job Placement Coordinator provides to individuals looking to re-enter the work force. The initial intake & strategy planning meeting is essential for identifying what employment areas need to be expanded and for recognizing employment interests and skill. Following this initial interview, the individual receives personalized assistance according to their needs and some of the services provided include: computer training, employability & social skills preparation, job search workshops, one-on-one counseling, resume & cover letter writing workshops, interview preparation and transportation services. In order to facilitate this effectively, a weekly employment skills workshop is held at the Vancouver Parole office with the assistance of the Volunteer Coordinator and her team of volunteers.

In addition to pre-employment assistance, the Job Placement Program also provides clients with support and resources for as long as necessary once an individual has secured employment. Work gear such as steel toed boots, hard hats, high visibility safety vests and work gloves can be purchased through CorCan funding in order to allow these individuals to work. Vocational training is also arranged through the program and working in conjunction with the Programs Manager at Vancouver Parole, clients looking to upgrade their employment/vocational skills are able to do so. Some examples of training courses include Occupational First Aid Level 1, 2 & 3, Forklift Certification, FoodSafe, WHMIS, Fall Protection, Skid Steer Loader Operator Certification etc. These courses are valuable in assisting clients to obtain the necessary credentials for job

opportunities and help them to gain additional skills and training in order to be competitive in the work force.

The clientele for the Job Placement Program consists of all referred peoples that make up the population of the Vancouver Community Corrections jurisdiction and this includes individuals on day parole, full parole and statutory release. The Job Placement Coordinator works closely with community partners and parole officers to ensure open lines of communication and effective methods of motivation and encouragement. Community Residential Facilities are visited on a weekly basis to promote this community involvement and include: our own Dick-Bell Irving House, Guy Richmond Place, St. Leonard's Libby House, Salvation Army Harbour Light, Circle of Eagles Lodge and Salvation Army Belkin House ECRF. All clients have been assessed as requiring a moderate or high level of need in the area of education and employment. That being said, no one is ever turned away and the Job Placement Coordinator ensures that each individual seeking employment assistance is either helped directly or referred to other community employment resources if the needs level cannot be met.

Kimberly Wong

Job Placement Coordinator

**CHIEF CONSTABLE R.J. CANUEL AWARD  
FOR COMMUNITY CRIME PREVENTION**

**Community Crime Prevention Excellence**

2012	Constable Steve Hanuse
2011	Constable Richard Lavallee
2010	Constable Jodyne Keller
2009	Constable Roger Rai
2008	Constable Mark Jarvie
2007	Detective Lindsey Houghton
2006	Constable Brent Haines & Constable Ciaran Feenan
2005	Constable Rick Shaaf
2004	Sergeant Mark Graf
2003	Sergeant Joanne McCormick
2002	Constable Teresa Buckoll
2001	Sergeant Steve Gibson
2000	Constable Ken Lemckert
1999	Corporal Jeannie Yee
1998	Sergeant Kash Heed

*Presented by the British Columbia Borstal Association*

## **Certificate of Merit for Community Crime Prevention**

2012	Constable Dave Krenz
2011	Sergeant Wally Argent
2010	Constable Holly Christie
2009	Sergeant David Thompson
2008	Constable John Braithwaite
2007	Constable Gwen Ranquist
2006	not awarded
2005	Sergeant Toby Hinton
2004	Constable Fred Ullrich
2003	Sergeant Jim Patenaude
2002	Constable Dave Chuy
2001	Sergeant Tom Cork
2000	Sergeant Warren Lemcke
1999	Constable Jean Prince
1998	Constable Raymond Payette & Constable Oscar Ramos