



2015-2016

Moose Jaw MFRC

Annual General Report



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MEMORANDUM

5850-4 (MFRC Chairperson)

15 Apr 2016

NOTICE OF THE ANNUAL GENERAL MEETING (AGM) OF THE MOOSE JAW MFRC INC.

Ref.: Bylaw III. 4. (a) of MFRC of Moose Jaw Inc. May 94

1. This is to advise you that the annual general meeting of the Moose Jaw MFRC Inc. will be held at 6:00 pm, Thursday, May 26th, 2016. Enclosed you will find the agenda and various other documents for your review.

D. Basley
MFRC Chairperson

Enclosures

Dist List

Action

MFRC Board of Directors
MFRC Executive Director

Info

WComd
WAdminO

Moose Jaw MFRC Inc.
ANNUAL GENERAL MEETING
AGENDA

Date: Thursday, 26 May 2016 at 6:00 p.m.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. GREETING FROM WCOMD
4. ADOPTION OF 2015 AGM MINUTES
5. REPORTS
6. ADOPTION OF 2015/16 AUDITED FINANCIAL STATEMENTS
7. APPOINTMENT OF AUDITOR FISCAL YEAR 2016/17
8. DISCUSSION/RECOGNITIONS
9. ELECTION AND PRESENTATION OF DIRECTORS TO ASSEMBLY
10. AGM MEETING ADJOURNMENT
11. MFCP LAUNCH / 5TH ANNIVERSARY – SPONSORED BY BMO

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE
ANNUAL GENERAL MEETING MINUTES
28 May 15**

5848-4 (15 Wing)
Moose Jaw, SK
S6H 7Z8

29 May 15

Dist. List

ATTENDANCE:

Christina Finn	Chair
Dani Basley	Vice Chair/Personnel Chair
Dalene Murray	Secretary
Cheryl Smyslo	Finance Chair
Julie Fukushima	Member at Large
Tammy Barclay	Member at Large
Jaime Moore	Member at Large
Lillian Ng	Member at Large
Regan Gorski	MFRC Executive Director
Michel Blain	Wing Ex-Officio

Members: 96

NOT IN ATTENDANCE: Kristi Rudolph - Portage Member at Large
Lisa Brake Program/Evaluation Chair

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE
ANNUAL GENERAL MEETING MINUTES
28 May 15**

1. **Call to order:** This AGM meeting is called to order at 6:25 pm
2. **Adoption of the Agenda:** A motion to adopt the 28 May 15 AGM agenda was made by Dani Basley and seconded by Cheryl Smyslo. All in favor. CARRIED.
3. **Greetings from the WComd/ Designate:** Col Day spoke on behalf of 15 Wing.
4. **Review and approval of the 2014 AGM minutes:** A motion to approve the minutes of the 2014 AGM was made by Dani Basley and seconded by Tammy Barclay. All in favour. CARRIED.
5. **Reports:**
 - A. The 2014-2015 AGM report (brochures were supplied on the tables) included the executive summaries, program statistics/outcomes, financials and strategic priorities. A more comprehensive statistical report, as well, the complete audited financial statements were included in the AGM report available on each table.
6. **Adoption of the 2014/15 audited financial statements:** A motion to approve the 2014/15 audited financial statements was made by Julie Fukushima and seconded by Lillian Ng. All in favour. CARRIED.
7. **Appointment of auditor for fiscal year 2015/2016:** A motion to approve the appointment of Sheila Roy as the auditor for FY 2015/2016 was made by Dani Basley and seconded by Jaime Moore. All in favour. CARRIED.
8. **Bylaw revision:** A motion to approve the revised bylaws was made by Tammy Barclay and seconded by Cheryl Smyslo. All in favour. CARRIED.

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE
ANNUAL GENERAL MEETING MINUTES
28 May 15**

9. **Discussion/ Recognitions:** Board Chair, Christina Finn thanked the community for their support. As well, she thanked the CANEX for their support of the MFRC/PSP 'Partners for a Better Community' volunteer program appreciation. The WCOMD and WCWO joined the MFRC Chair to present the following Certificates/Coin to the following recipients:

MFRC/ PSP 'Partners for a Better Community' Adult Volunteer of the Year

Lillian Ng is awarded this Wing Commander's Certificate of Merit for her outstanding volunteer service to the 15 Wing community. Her contributions to the MFRC volunteer services and MFRC/PSP Joint Community Programs have served to promote and enhance the quality of life in the military community. Lillian is a valuable asset to the community and is extremely deserving of recognition for her volunteer efforts.

MFRC/ PSP 'Partners for a Better Community' Youth Volunteer of the Year

Jess Clow is awarded this Wing Commander's Certificate of Merit for her outstanding volunteer service to the 15 Wing community. Her contributions assisting at the MFRC/PSP special events and sitting on the Youth Advisory Committee, have served to promote and enhance the quality of life in the community. Jess is truly deserving of recognition for her outstanding volunteer efforts.

MFRC/ PSP 'Partners for a Better Community' Youth Volunteer of the Year

Emma Rose Clow is awarded this Wing Commander's Certificate of Merit for her outstanding volunteer service to the 15 Wing community. Her contributions assisting at the MFRC/PSP special events and sitting on the Youth Advisory Committee, have served to promote and enhance the quality of life in the community. Emma Rose is truly deserving of recognition for her outstanding volunteer efforts.

Spirit of Military Families Coin

Receipt of a coin symbolizes above and beyond the normal performance, contributions and accomplishments that best typify strong and relentless support to the military family. This year's recipient has been involved as a member of the MFRC Board of directors, as well as an essential CAF spousal voice on the Health Promotions Strengthening the Forces Committee. She is also a regular blogger about life as a CAF spouse, and an integral part of the 15 Wing community.

Congratulations to this year's recipient, Ms. Tammy Barclay.

Special Presentation

Kim Houle made a special presentation to Sr. Manager PSP Dave Lyons.

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE
ANNUAL GENERAL MEETING MINUTES
28 May 15**

10. **Election/Presentation of the new board to the community:**

Incoming:

Christina Finn- Chair

Dani Basley- Vice Chair/Personnel

Cheryl Smyslo- Finance Chair

Tammy Barclay- Evaluation Chair

Dalene Murray- Secretary

Kristie Rudolph - Portage la Prairie rep.

Brenna Kahvedjian

Jaime Moore

Lillian Ng

Julie Fukushima

Lisa Brake

11. **Adjournment:** A motion to adjourn the meeting was made by Dani Basley. All in Favour. CARRIED. The meeting was adjourned at 7:21 pm.

**MOOSE JAW MILITARY FAMILY RESOURCE CENTRE
ANNUAL GENERAL MEETING MINUTES
28 May 15**

Secretary

Chair

Comments:

WCWO – Ex-Officio

Comments:

WComd

VISION STATEMENT

Strong, capable and resilient families in a supportive Canadian Armed Forces community.

MISSION STATEMENT

The Moose Jaw MFRC Inc. is collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.

VALUE STATEMENTS

We believe that there are unique stressors placed upon military personnel and their families.

We believe that all people are equal and we value their ideas, concerns, needs, feelings, input and feedback.

We believe that our programs should be accessible and reflect the input of community members.

We believe that all people are to be treated with respect and dignity.

We believe strongly in each person's right to privacy and confidentiality, as long as it doesn't endanger oneself or others.

We believe that when people are given access to resources and support, they are capable of taking responsibility for their own problems.

We believe in respecting the unique cultural diversity found within the community.

We believe that all members of this community have an effect on the overall quality of the Canadian Forces and the extended community.

We believe in people's need to belong and experience stability.

We believe that the decisions made should take into account the needs of the total community.

BYLAWS
MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC
May 2016

I LOCATION

The Military Family Resource Centre (MFRC) is located in building #80/95/64 at 15 Wing, which is part of the properties owned and administered by the Department of National Defence.

II GENERAL MEMBERSHIP

1. Eligibility

All military personnel and their families residing at CFB Moose Jaw, Bushell Park, or the City of Moose Jaw, and the surrounding area, are members of the MFRC. No membership fees are required to be a part of the MFRC.

Although only military personnel and their families are members of the MFRC, civilian employees working at 15 Wing Moose Jaw, as well as the surrounding civilian population may take part in courses on a space available basis by paying the appropriate regular unsubsidized enrolment fee.

2. Voting Privileges

Each member, 18 years or older, shall at all AGMs, be entitled to one vote per motion.

At all meetings of members, every question shall be decided by a majority of the votes of the members present and voted on in person, unless otherwise required by the bylaws of the Centre, or by law. Every question, except as otherwise set forth in these bylaws, shall be decided in the first instance by a show of hands, unless a secret ballot is requested by at least 25% of the members present. Upon a show of hands, every member shall have one vote, and unless a secret ballot is requested as per above, a declaration by the chairperson of the meeting that a resolution has been carried or not carried and an entry to that effect in the minutes of the Centre shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of votes accorded in favour of or against the resolution.

The request for a secret ballot may be withdrawn, but if a secret ballot is requested and not withdrawn, the question shall be decided by a majority of votes given by the members present, and the secret ballot shall be taken in such manner as the chairperson of the meeting shall direct. The result of the secret ballot shall be deemed the decision of the members in general, meeting upon the matter in question.

In case of an equality of votes at any general meeting, whether upon a show of hands or at a secret ballot, the chairperson shall be entitled to a deciding vote.

3. Removal of Members

Any member may be removed for any reason, including, but not limited to, misconduct or conduct unbecoming as a member. A two-thirds majority vote of the directors present and voting at the meeting, supported by the Wing Commander or Wing Commander's Representative is required. The member shall be notified forthwith and shall be given thirty (30) days in which to present a response to the Centre.

Each member shall be governed by the Centre's objectives. Subject to review by the Board of Directors, the membership of any individual shall cease forthwith in the event of such an individual:

- a. is no longer interested in the objectives of the Centre as set out; or
- b. makes a general assignment for the benefit of creditors or a trust deed, or other general transfer or conveyance of assets for the benefit of creditors.

III MEETINGS

1. Annual

The fiscal year for the MFRC is April 1 to March 31. The Annual General Meeting of the MFRC shall be held following the fiscal year end and no later than 31 May of each year. Notice of time and place of the meeting shall be sent via local media not less than fifteen days before the meeting.

Any proposed changes in bylaws must be presented in writing to the chair. Proposed changes must be posted 15 days in advance of the AGM so they may be available for members' perusal at the office.

2. Special Meetings

A special General Meeting may be called at the discretion of the Chairperson, but the Chairperson shall call a special meeting when requested to do so, in writing, by a minimum twenty (20) present members. Notice of time and place of meeting shall be sent to the membership not less than fifteen days before the meeting and shall state:

- a. the nature of the business of the special meeting in sufficient detail to permit the members to form a reasonable judgement therein; and
- b. the text of any special resolution to be submitted to the meeting (see the Non-Profit Corporations Act - Section 121 - 1 and 7).

Voting shall normally be by show of hands except where a secret ballot is requested by at least 25% of the members present.

3. Quorum for Annual/Special Meetings

A quorum for the transaction of business at any meeting of members shall consist of at least twenty (20) present members. At any meeting of the membership, providing a quorum exists at the time the meeting is called to order, a quorum shall be deemed to have existed throughout the meeting, but in no event shall a quorum be constituted if attendance diminishes to less than fifteen.

Errors in Notice

No errors or omissions in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, by the members of the Centre shall invalidate the meeting or make void any proceedings taken at it, and any member may, at any time, waive notice of any of these meetings and may ratify a proceeding of the meeting.

4. Board Meeting

a. Quorum

Fifty-one (51%) percent of the Board shall form a quorum for the transaction of business. Meetings of the Board may be called by the Chair, Vice-Chair or by any two (2) directors or by the Executive Director on direction of any of these officers. The Chair shall act as chairperson of the meetings and in the event that the Chair is unable to act, then the Vice-Chair will act as the chairperson. In the event that the Vice-Chair is unable to act, a majority of the directors shall elect an executive member as chairperson for the purposes of that meeting only. Notice of such meetings shall be communicated to each member of the Board not less than five (5) days before the meeting is to take place. The statutory declaration of the Executive Director or Chair that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings, at an hour to be named, and for such regular meetings no notice needs to be sent. A meeting of the Board may also be held, without notice, immediately following the annual general meeting of the Centre. The Board may consider or transact any business, either special or general, at any meeting of the Board. At any meeting of the Board, provided a quorum existed at the time the meeting was called to order, a quorum shall be deemed to have existed throughout the meeting.

b. Voting Procedures

Questions arising at any meeting of the Board shall be decided by a majority of votes, except the removal of a member, where two thirds vote is required. In case of an equality of votes, the Chairperson of the meeting shall have the deciding vote. All votes at any such meeting may be taken by ballot, if so requested by at least 25% of the directors present, but if no request is made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without proof of the number or proportion of the votes recorded in favour of, or against such resolution. In the absence of the Chair, the duties of the chairperson may be performed by the Vice-Chair or such other executive member as the Board may, from time to time, appoint for the purpose.

c. Errors in Notice

No errors or omissions in giving the notice for a meeting of the Board shall invalidate the meeting or make void any proceedings taken at the meeting.



IV BOARD OF DIRECTORS

A democratic Board of Directors, composed of up to eleven elected Directors (one of which must be from Portage) and other Ex-Officio Directors (who are invited by and serve at the pleasure of the directors), shall manage the affairs of the MFRC. There must be a minimum of seven elected Directors. No employee may be a director or executive officer. All prospective Directors of the company must satisfactorily complete an interview and screening (criminal record check, orientation and interview) by the Executive Committee before they will be added to the slate of Directors for an Annual General Meeting or, in the case of an Interim Director, be recommended to the Directors to fill any vacancy on the Board.

1. Powers of Directors

The Board shall have full power with respect to governing the affairs of the Centre and, subject to the provision of amendment, no resolution passed or enacted by the Board, or any other action taken by the Board, requires confirmation or ratification by the members of the Centre in order to become valid or to bind the Centre, with the exception of any changes to the bylaws, which require ratification by a majority of the general membership at the annual general meeting. Without limiting the generality of the powers of the Board as set out in these bylaws, the Board shall have the power to pass, without any confirmation by the members, all necessary rules and regulations related in any way to the operations of the Centre, including, without limitation, conduct of members, rules of order for meetings and all other aspects of operation of the Centre. The Directors recognize that they are responsible for the decisions and actions taken by the BOD, the Executive Committee and any other Committees, whether or not they directly participate in each decision. Matters of specific direction and discipline shall be addressed through the Chair. These powers shall not supersede regulations and orders of the Department of National Defence or the Canadian Armed Forces or 15 Wing Moose Jaw.

2. Election of Directors

Election as a voting Director shall be for a three-year term. A Director may stand for election for two additional years. The Directors shall be elected by a majority vote of the members and such election shall occur at the Annual General Meeting of the Centre. Of the elected Directors, the majority will be elected from the community at large, with emphasis on representation from all segments of military families such as; civilian spouses, single parents, Francophones and Anglophones. The majority (51%) of the elected Directors shall be spouses of CAF members.

- 1) An employee of the MFRC shall not be eligible to hold a position on the Board of Directors until 12 months after the employee's termination of employment.
- 2) A member of the Board of Director shall be eligible to apply for employment at the MFRC through the official resignation from the Board of Directors. Reinstatement to the Board of Directors is at the sole discretion of the Board of Directors, in consultation with the MFRC Director, and is subject to para 1).

3. Vacancies

Vacancies on the Board, however caused, may so long as a quorum of directors remain in office, be filled by the Board from among the members of the Centre, if they see fit to do so; otherwise the vacancy shall be filled at the next annual meeting of the members. If there is not a quorum of directors, the remaining directors shall convene a special meeting to fill the vacancies.



4. Remuneration of Directors

No Director shall be permitted to serve while their spouse and/or dependant(s) is/are receiving a salary directly for service to the MFRC and its related activities. Only out of pocket expenses of Directors doing work for the MFRC shall be considered for reimbursement, after submission to the Finance Chair or the Executive Director.

5. Legal

Every member of the Board of Directors, Staff and his/her heirs, executors, administrators and estate and effects, respectively, will at all times be indemnified and saved harmless from the funds of the Board from and against:

- a. All costs and expenses whatsoever that Board member sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed or matter whatsoever made, done or permitted by him/her in or about the execution of his/her duties, except such costs, charges or expenses incurred as a result of his/her own wilful neglect or default.
- b. All other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs of the Board except such costs, charges or expenses as are occasioned by his/her wilful neglect or default.

V OFFICERS OF THE ASSOCIATION

1. Executive Committee Officers

The Board of Directors shall maintain Executive Officers, whose term is set at a maximum of three (3) years. If an Executive Officer wishes to retain said position for an additional two (2) year-term, this must be Board approved. The Executive Committee shall be comprised of the Chairperson and Vice/Personnel Chairperson of the Board, as well as the Finance Chair.

Succession planning as follows:

If Chair is vacant, first right of refusal is to Vice/Personnel and/or Finance Chair(s). Second right of refusal is made to other Committee Chair positions. If vacancies still remain, then Directors who have completed a minimum one year term may put forward an expression of interest.

If Vice-Chair/Personnel or Finance Chair is vacant, first right of refusal is to other Committee Chair positions. Second right of refusal is made to Directors who have completed a minimum one year term.

If vacancies still remain, then Directors with less than one year served may put forward an expression of interest.

If other Committee Chair positions are vacant, first right of refusal is to Directors who have completed a minimum one year term. If vacancies remain, then Directors with less than one year served may put forward an expression of interest.

For all succession planning protocols as above, multiple interest/nominations for vacant positions are to be decided by secret ballot.

2. Vacancies of Board Members

A Board member's position shall be vacated if a Board member:

- a. Ceases to be a member of the Centre as specified hereafter;
- b. Resigns office by notice in writing to the Centre; or
- c. Has been absent, without being excused by resolution of the Board, from three (3) consecutive meetings of the Board.
- d. Acts in a manner detrimental to the Centre or contrary to its aims; or
- e. Commits a breach of oath of confidentiality

VI COMMITTEES

The Board may appoint such committees as it, from time to time, considers advisable.

1. Powers of Committees

With the exception of the Executive Committee, no committee shall have the power to act for or on behalf of the Centre, or otherwise commit or bind the Centre to any course of action. Committees with the exception of the Executive Committee, shall only have the power to make recommendations to the Board, or to the members, as the Board may, from time to time, direct.

2. Membership on Committees

Chairpersons of Committees shall be appointed by, and hold office at the pleasure of the Board.

3. Reports of Committees

Each committee shall submit to the Board such reports as the Board may, from time to time, request. In any event, each committee shall submit an annual report to the Board at such time as the Board may, from time to time, determine.

4. Standing Committees

a. Executive Committee

Shall consist of the Chairperson and Vice-Chairperson of the Board as well as the Finance Chairperson. During intervals between board Meetings the Executive Committee shall possess and may exercise all the powers of the Board in the management and direction of the affairs and business of the MFRC. The Executive Committee shall keep minutes of its meetings, which shall record all actions taken by it, and report all decisions to the Board.

b. Finance Committee

The Board of Directors shall nominate and elect a Finance Chair who will chair the committee. The Committee will therefore consist of the Finance Chair, Fundraising Coordinator, the Executive Director and others as deemed necessary. The Finance Committee will be required to oversee all expenditures and, in conjunction with the Executive Director, report on the financial statements for the Board, conduct a semi-annual review of the organization's finances, ensure an annual financial report is produced and ensure an audit is carried out. The Committee shall hold meetings at the discretion of the Finance Chair. Decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

c. Personnel Committee

The Board of Directors shall nominate and elect a representative of the Board to act as Chairperson for this Committee. This committee will consist of the Chairperson, the Executive Director, and others as deemed necessary by the Board. The Committee will draft personnel policies concerning publicly contracted staff. These policies will address such issues as hiring procedures, probation, staff evaluation, compensation, benefits, employee training, and termination of employment. The Committee shall hold meetings at the discretion of the Chairperson of the Personnel Committee. Decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

d. Program and Evaluation Committee

The Board of Directors shall nominate and elect representatives of the Board to act as Chairperson and Vice-Chair respectively for this Committee. The Committee shall consist of the Chair, the Vice-Chair the Executive Director, and others as deemed necessary by the Board. The Committee shall hold meetings at the discretion of its Chairperson. The decisions of the Committee shall receive a simple majority of its members present and must be ratified by the Directors at their next meeting.

e. Nomination Committee

The Board of Directors shall nominate and elect a representative of the Board to act as chairperson for this Committee. The Committee shall consist of the Chair, and others as deemed necessary by the Board.

This Committee will make recommendations to the Board on members at large who have been identified by individual board members as being worthy of consideration as appropriate candidates for nomination to the Board of Directors. The Committee shall hold meetings at the discretion of the Chairperson. The recommendations will be forwarded to the Directors at their next meeting.

VII SIGNING AUTHORITY

All cheques, bills of exchange or other orders of payment for money, must be signed by at least two of the authorized signing authorities, as determined by the Board of Directors; specifically, one of the executive officers, the Executive Director or one other staff member as the Executive Director appoints. The appointed staff with signing authority shall be the only person to act in the capacity of the Executive Director.

Any officer may alone endorse notes or drafts for collection on account of the MFRC through its bankers, and endorse notes and cheques for deposit with the said MFRC's bankers for the credit of the MFRC, or the same may be endorsed "For Deposit" with the said bankers of the MFRC by using the MFRC rubber stamp for that purpose.

VIII EX-OFFICIO

The following positions will be appointed as Ex-Officio Members: Wing Commander's Representative and others as deemed necessary. Elected Directors will have voting privileges on the Board while Ex-Officio Members act in an advisory capacity without voting privileges. The role of Ex-Officio members is to relay information on behalf of the organization they represent. Ex-Officio members have the right to speak to an issue if a motion will come in conflict with their organization's goals, or at the request of the Chairperson. The intent of Ex-officio members on the Board is to promote a partnership approach.

IX EXECUTION OF DOCUMENTS

The Chairperson, Vice-Chairperson or the Finance Chair may sign documents requiring execution by the MFRC. The Board may from time to time appoint any officers or Directors on behalf of the MFRC to sign documents generally, or to sign specific documents.

X BOOKS, RECORDS AND REPORTS

The Board shall see that all necessary minutes of proceedings, books and records of the Centre, required by the bylaws of the Centre, or by any applicable statute or law, are regularly and properly kept, and the custody of all such minutes of proceedings, books and records shall be kept at the office.

The custody of the seal of the Centre shall be kept at the office and use of the seal shall be as deemed appropriate by the Board, from time to time.

The books and public records of the Centre may be inspected by any member in good standing upon no less than 24 hours notice to the office and such inspection shall occur between the hours of 8:00 a.m. and 4:30 p.m. on any weekday which is not normally a holiday. Inspection will take place on the premises in the presence of the Executive Director or designate.

XI DEPOSIT OF SECURITIES FOR SAFEKEEPING

The securities of the Centre shall be deposited for safekeeping with one or more banks, trust companies, or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn from time to time, only upon the written order of the Centre, signed by the officer or officers, agent or agents of the Centre, and in the manner, as shall from time to time be determined by resolution of the Board. The authority may be general or confined to specific instances.

XII AUDITS AND ACCREDITATION

The Centre, subject to Board approval, shall annually appoint a duly qualified auditor to conduct an audit of the books and accreditation of the Centre upon the completion of the Centre's fiscal year. Such audited financial statements shall be presented to the members for approval at the annual general meeting of the Centre.

XIII AMENDMENTS

Except in the case of first bylaws after incorporation, all bylaws shall be made, amended, or repealed by the members in Annual General meeting. The first bylaws shall be submitted at the first meeting of the members and may, by ordinary resolution, be accepted, rejected, or amended. These bylaws may be amended only in the manner provided by the Non-Profit Corporations' Act, and must be approved by the Wing Commander 15 Wing Moose Jaw when such amendments may affect his responsibility for either the morale and welfare of the military community or the operation of military activities or facilities.

XIV WINDING UP

Subject to Division XVIII of the Non-Profit Corporations' Act, and in the event of and upon liquidation and dissolution of the Corporation, any remaining property and assets, other than Public or Non-Public Fund property and assets, of the Corporation shall be transferred to any Charitable, Benevolent or Education Corporation, as selected by the Board, which operates similarly to the Corporation.



CHAIRPERSON



This year saw the launch of the Veteran Family Program. The Government of Canada, in partnership with Veterans Affairs Canada, will provide medically releasing Veterans and their families with access to the Military Family Services Program including support from the Family Information Line and Family Force website.

This four-year pilot project will establish the new position of Veteran Family Coordinator at seven MFRC locations in Esquimalt, Edmonton, Shilo, Trenton, North Bay, Valcartier, and Halifax. These centres were chosen based on locations which have access to MFRC services, where medically releasing members are most likely to settle. They also have a balance between Army, Navy, Air Force, and Reserve Force; are geographically balanced, and are representative of the population. While Moose Jaw was not chosen

to participate in this project, every MFRC will have access to funding and resources to enhance information and referrals specifically for those Canadian Armed Forces members and their families as they prepare for medical release and during their transition out of the Canadian Armed Forces. This is great news.

I would also like to take this opportunity to express my appreciation to all of you who contribute to the success of the MFRC: the Wing Commander and his senior staff for their continued support of the MFRC; MFS for their ongoing funding which enables the MFRC to consistently provide high-quality programs and services which meet the diverse needs of our community; as well as our valued partnerships at 15 Wing with Industry, PSP, DND, 15 Wing Fellowship, and community organizations. Our dedicated staff, volunteers, and Executive Director consistently perform beyond all expectations. They continue to be resourceful, energetic, and adaptable. Thank you for all you do!

Finally, a huge thank you to my fellow Board members for their dedication and ongoing support in helping me make a smooth transition into the Board chair position. It is my sincere privilege to act on your behalf as the Moose Jaw MFRC Chairperson for the upcoming fiscal year.

Dani Basley

Annual Service Delivery Data Moose Jaw MFRC

Filled Thursday, April 07, 2016

1. NUMBER OF FAMILY CONTACTS

Based upon feedback, we are now compiling the total number of family contacts.

1. a. As closely as possible, please provide the total number of family contacts for the following MFSP services:

a. Information and Education/Awareness:	218
b. Referral and Support/Services:	311
c. Intervention:	110

1. b. As closely as possible, please provide the total number of family contacts in the VAC-MFS Pilot Project for the following MFSP services:

a. Information and Education/Awareness:	22
b. Referral and Support/Services:	21
c. Intervention:	8

1. c. Feel free to comment on other family members who access services not funded by MFSP:

42 Retired CAF members/ families

2. NUMBER OF FAMILY MEMBERS SERVED

2. a. Based upon feedback, as closely as possible, please provide the total number of family members who accessed MFSP services (excluding site-specific services): **418** family members





3. STAKEHOLDER AWARENESS AND ENGAGEMENT

3. a. Approximately how many requests did you get from non-military Chain of Command stakeholders (e.g.: schools, community centres, VAC, etc.) for information about military families and services?

3. a. i. Brochures/other print info:	84
3. a. ii. Briefings/presentations/discussions:	62

4. WELCOME INFORMATION

4. a. Approximately how many unique families in total received a Welcome Package from your MFRC within 90 days of being posted in: **123** families

4. b. Approximately how many unique families received welcome information from your MFRC (including number of families who received Welcome Packages, attending a community welcome event, brochures or other welcome info) between 1 April 2015 and 31 March 2016: **164** families

4. c. Is your MFRC receiving the Posting Messages information necessary to send MFRC Welcome Packages to families within 90 days of being posted in? **Yes**

5. STAFF TURNOVER

5. a. Number of employee departures due to postings: **4** employee departures

5. b. Number of employee departures not due to postings: **1** employee departure

5. c. Average number of active employees: **18** active employees

6. BOARD TURNOVER

6. a. Number of Board departures due to postings: **2** Board departures

6. b. Number of Board departures not due to postings: **0** Board departures

6. c. Average number of active Board members: **11** active Board members



7. BOARD GOVERNANCE

7. a. Number of active Board members who completed MFRC Board Orientation and Training Modules within the past 24 months: **11** Board members

7. b. Number of active Board members who attended Board Training in Cornwall during the FY: **1** Board member

7. c. Number of active Board members who attended other Board training opportunity: **9** Board members

7. d. Please list the training opportunities that you are referring to in "7.c.": Board Orientation; Board Roles and Responsibilities

8. STAFF HOURS DEDICATED TO PROGRAMMING

8. a. Total number of program hours provided –MFSP Funded: **18 400** hours

8. b. Total number of FTE staff members –MFSP Funded: **8** staff

8. c. Total number of program hours provided –not MFSP Funded: **8 950** hours

8. d. Total number of FTE staff members –not MFSP Funded: **4** staff

9. RATIO OF VOLUNTEER TO PAID STAFF

9. a. Total number of volunteers: **65** volunteers

9. b. Total number of full or part-time staff who works in the volunteer program (FTE)—MFSP Funded: **1.5** staff

10. EDUCATION

10. a. Adults and youth who received education services: **82** adults and youth

11. EMPLOYMENT

11. a. Number of adults and youth who have received employment services or referrals to local employment agency (if not offered by MFRC): **41** adults and youth

11. b. Number of adults and youth who have been connected with employers: **32** adults and youth

12. CHILD CARE

12. a. Number of families who accessed Emergency CC (includes Emergency CC, Emergency Respite CC and Casualty Support CC): **81** families

13. MENTAL HEALTH SERVICES — DIRECT CLIENT CARE

13. a. Peer Support — number of staff (FTE): **1** staff

13. b. Peer Support — Total number of referrals (to peer support): **48** referrals

13. c. Peer Support — Total hours (during peer support meetings): **480** hours

13. d. Peer Support — Total clients: **62** clients

13. e. Psychoeducational — number of staff (FTE): **1** staff

13. f. Psychoeducational — Total hours: **650** hours

13. g. Psychoeducational — Total clients: **88** clients

13. h. Psychosocial — Number of staff (FTE): **1** staff

13. i. Psychosocial — Average wait time to access services: **3** days

13. j. Psychosocial — Total hours (direct client contact): **55** hours



13. k. Psychosocial — Total clients: **38** clients

13. l. Psychosocial — Total number of new cases opened: **28** new cases

13. m. Mental Health Treatment—Number of staff (FTE): **1** staff

13. n. Mental Health Treatment — Average wait time to access services (in days): **5** days

13. o. Mental Health Treatment — Total hours (direct client contact): **212** hours

13. p. Mental Health Treatment — Total clients: **22** clients

13. q. Mental Health Treatment — Total number of new cases opened: **18** new cases





MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.

Financial Statements

Year Ended March 31, 2016

S.N.ROY & ASSOCIATES

INDEPENDENT AUDITOR'S REPORT

To the Directors of Moose Jaw Military Family Resource Centre Inc.

We have audited the accompanying financial statements of Moose Jaw Military Family Resource Centre Inc., which comprise the balance sheet as at March 31, 2016 and the statements of loss and retained earnings and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, Moose Jaw Military Family Resource Centre Inc. derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of Moose Jaw Military Family Resource Centre Inc.. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2016, current assets and net assets as at April 1, 2015 and March 31, 2016.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Moose Jaw Military Family Resource Centre Inc. as at March 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Moose Jaw, Saskatchewan
May 17, 2016


S.N.Roy & Associates

610 1ST AVENUE NW • MOOSE JAW, SASKATCHEWAN • S6H 3M6
PHONE: (306) 694-1066 • FAX: (306) 694-1766

Moose Jaw Military Family Resource Centre Inc.
Balance Sheet
For the Year Ended March 31, 2016

ASSETS	2016	2015
	\$	\$
Current Assets		
Petty cash	400.00	350.00
Membership shares Credit Union	20.00	20.00
Operating Bank	<u>232,848.59</u>	<u>121,259.52</u>
	233,268.59	121,629.52
Accounts Receivable	5,534.42	914.50
Prepaid expenses	0.04	0.04
GST receivable	<u>2,415.96</u>	<u>2,184.36</u>
	<u>241,219.01</u>	<u>124,728.42</u>
Fixed Assets (Note 3)		
Equipment	80,759.62	80,759.62
Toy lending library	946.70	946.70
French resources	2,101.34	2,101.34
English resources	<u>550.04</u>	<u>550.04</u>
	<u>84,357.70</u>	<u>84,357.70</u>
Less: Accumulated depreciation	<u>84,357.70</u>	<u>84,357.70</u>
	0.00	0.00
Long Term Investments (Note 4)	<u>133,433.01</u>	<u>163,393.28</u>
	<u>374,652.02</u>	<u>288,121.70</u>
	<u>374,652.02</u>	<u>288,121.70</u>
LIABILITIES AND FUND BALANCE		
Current Liabilities		
Accounts Payable	1,052.16	408.99
Unearned revenue	<u>310,401.25</u>	<u>223,201.25</u>
	<u>311,453.41</u>	<u>223,610.24</u>
Fund Balance		
Equipment equity	405.90	405.90
Donated Equipment equity	13,640.15	13,640.15
Fund Balance	<u>49,152.56</u>	<u>50,465.41</u>
	63,198.61	64,511.46
Approved by the Board	<u>374,652.02</u>	<u>288,121.70</u>
	<u>374,652.02</u>	<u>288,121.70</u>

Moose Jaw Military Family Resource Centre Inc.
Statement of Loss and Fund Balance
For the Year Ended March 31, 2016

REVENUE	2016 \$	2015 \$
Interest Revenue	4143.69	4,008.59
MFS VA Pilot Grant Revenue	6,531.30	0.00
United Way	2502.16	2,246.53
DMFS: IPSC & Casualty Sup Childcare	0	136,000.00
DMFS	736,351.00	613,243.00
Grants: TPL HRSDC	16,128.00	24,965.00
Donations	5,340.45	25,991.83
Fundraising	45.83	3,663.90
ELC Casual Childcare Rev	36,875.47	30,100.30
Wage Grant	20,804.80	0.00
Youth Centre Revenue	4,350.50	4,646.00
Kids Klost Revenue	2,282.80	2,193.40
Summer Fun Revenue	25,926.00	27,387.00
Prev. Supp & Intervention Rev	1,520.00	400.00
Parents & Tots Revenue	309.00	590.00
Family Sep. & Reunion Revenue	20.00	0.00
SLT (Program) Revenue	1,140.00	0.00
Spec. Events/Wel&Comm. Orientation Revenue	889.00	0.00
Project Revenue	1,050.25	0.00
Program Revenue	1,401.23	215.00
Miscellaneous Income	3,741.77	0.00
DND Funding	91,053.55	101,847.12
Conference Revenue	3,644.50	755.00
3CFFTS Portage Revenue	140.00	10.00
TOTAL REVENUE	<u>966,191.30</u>	<u>978,262.67</u>
EXPENSES		
Total Activity Expense	136,848.08	141,206.98
Total Operating Expense	52,175.30	51,391.72
Wage Expense	778,480.77	783,844.65
Depreciation	0.00	0.00
	<u>967,504.15</u>	<u>976,443.35</u>
NET INCOME	-1,312.85	1,819.32
FUND BALANCE - Beginning of year	<u>50,465.41</u>	<u>48,646.09</u>
FUND BALANCE - End of year	<u>49,152.56</u>	<u>50,465.41</u>

Moose Jaw Military Family Resource Centre Inc.
Schedule of Expenses
For the Year Ended March 31, 2016

EXPENSES	2016	2015
Receiver General exp., prior year	-50.10	328.51
VA Non-Pilot Site Expense	7,893.83	0.00
Emergency Childcare Expense	88.20	8.49
FLO/IPSC PD & Resources	904.97	3,501.56
IPSC - Casualty Support Childcare	894.76	4,605.87
FLO/IPSC Travel	7,435.33	21,610.42
Emergency Respite Childcare Exp.	3,184.30	4,785.46
3CFFTS Portage Travel, PD, Training	5,359.53	5,472.29
3CFFTS Portage Program & Resource	4,315.54	5,361.35
NYM - Leadership/Outdoor Adv. Exp.	18,484.36	698.55
Employment & Education Service	5.00	0.00
Fundraising Expense	116.19	23.01
ELC Casual Childcare Exp.	6,410.27	4,673.23
Youth Centre Expense	1,293.83	2,216.39
Transportation Expense	0.00	6,620.22
Kids Kloset Expense	1,534.83	1,369.30
Prev. Sup. Intervention Expense	23,008.03	28,411.24
Summer Fun Expense	13,490.60	11,501.22
Parents & Tots Expense	333.83	1,618.24
Info & Referral Expense	5,362.15	168.95
Community Integration Expense	4,475.04	6,898.27
Personal Development Exp.	0.00	2,411.82
Volunteer Sup. & Dev. Expense	3,454.06	7,896.11
Volunteer Childcare Expense	1,670.00	3,611.00
SLT Expense	9,426.10	8,731.56
SLT Childcare Expense	1,215.00	0.00
Family Sep. & Reunion Expense	11,119.31	4,564.67
Projects Expense	1,195.42	0.00
Regina/Reserve Units Exp	4,227.70	4,119.25
Total Activity Expense	<u>136,848.08</u>	<u>141,206.98</u>
Miscellaneous Expense	1,232.84	114.66
Food & Beverage Expense	10,534.70	9,063.99
Professional Expense (acct, legal)	3,000.00	1,575.00
Promotion & Advertising	3,640.98	420.00
Annual General Meeting, Year End	500.00	1,116.00
Bank Charges	2.94	25.00
NSF Cheques	0.00	6.50
Membership, Fees, Dues	1,878.66	1,780.00
Third party liability insurance	5,691.00	5,480.04
Employee Benefit Insurance Exp.	957.26	957.26
Admin. & Logistical Support Exp.	890.55	1,359.43
Staff Team Building Expense	35.78	0.00
Conference Expense	418.56	6,786.38
GST Expense	2,415.95	2,121.40
PST Expense	2,491.99	1,749.31
Staff Professional Development	16,959.60	10,727.82
Maintenance & Repairs	375.57	0.00
Board Training & Development Exp.	1,168.92	8,108.93
Total Operating Expense	<u>52,175.30</u>	<u>51,391.72</u>
Wages, ELC Casual Childcare	34,373.05	47,163.87
Wages, Summer Fun	20,592.88	22,921.17
Wages, Youth	15,501.23	14,950.85
Wages, ECC & ERCC	17,412.58	23,080.11
Wages, DMFS Public	0.81	0.00
Wages, SLT	5,290.00	0.00
Wages, VA Pilot	8,991.51	0.00
Wages, Parents & Tots	3,329.25	3,938.53
CPP Expense	26,218.74	26,250.15
EI Expense	12,522.00	14,687.46
Group RRSP Expense	45,633.02	39,395.37
Group Benefit Premium	21,908.67	36,344.73
Workers Compensation SK & MB	6,596.85	3,621.61
Wages, Management & Admin.	89,184.00	83,063.84
Wages, Volunteer Manage & Com Invol	71,826.94	68,250.00
Wages, Personal Dev. & Comm. Int.	43,293.06	64,450.00
Wages, Child & Youth Services	63,044.63	55,438.86
Wages, Family Sep. & Reunion Serv.	50,221.52	42,200.00
Wages, Prev. Sup. & Intervention	94,535.00	70,637.28
Wages, 3CFFTS Portage	51,701.38	65,700.98
Wages, FLO (IPSC)	92,151.97	101,749.84
Wages, CSOC	4,151.88	0.00
Wage Expense	<u>778,480.77</u>	<u>783,844.65</u>
Total Administration	<u>967,504.15</u>	<u>976,443.35</u>
Depreciation	0.00	0.00
Total Depreciation	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENSE	<u>967,504.15</u>	<u>976,443.35</u>

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.

**Statement of Cash Flows
Year Ended March 31, 2016**

	2016	2015
OPERATING ACTIVITIES		
Net earnings	\$ (1,312)	\$ 1,819
Changes in non-cash working capital:		
Accounts receivable	(4,621)	26,206
Inventory	-	1,061
Accounts payable	644	(280)
Deferred income	87,200	45,000
Prepaid expenses	-	(27)
GST payable (receivable)	(232)	120
	<u>82,991</u>	<u>71,840</u>
Cash flow from operating activities	<u>81,679</u>	<u>73,659</u>
INVESTING ACTIVITY		
Term Deposits	<u>29,960</u>	<u>(71,713)</u>
INCREASE IN CASH FLOW	111,639	1,946
Cash - beginning of year	<u>121,630</u>	<u>119,684</u>
CASH - END OF YEAR	\$ 233,269	\$ 121,630
CASH CONSISTS OF:		
Cash	\$ 19,185	\$ 4,746
Term deposits	<u>214,084</u>	<u>116,884</u>
	<u>\$ 233,269</u>	<u>\$ 121,630</u>

See notes to financial statements

MOOSE JAW MILITARY FAMILY RESOURCE CENTRE INC.

Notes to Financial Statements

Year Ended March 31, 2016

1. DESCRIPTION OF BUSINESS

The business is incorporated under the provincial business corporations act. The Moose Jaw Military Family Resource Centre Inc. operated as a non profit organization that provides support services to military members and families, as well as members and families of civilian partners and contractors. It operates core programs funded by the Department of National Defence. It also operates other programs internally funded.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Contributed services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Fixed assets

Capital assets are stated at cost and amortization is recorded at 1% per month.

Equipment	1%	straight-line method
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3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Equipment	\$ 84,358	\$ 84,358	\$ -	\$ -

Fixed assets are depreciated at a rate of 1 percent of cost per month. Assets are depreciated beginning in the year after acquisition.

4. LONG TERM INVESTMENTS

	2016	2015
Three year non redeemable term deposit maturing May 5, 2015. Interest is paid annually @ 2.20%.	\$ -	\$ 31,334
Three year redeemable term deposit maturing May 6, 2017. Interest is paid annually @ 1.7 %	134,304	132,059
	\$ 134,304	\$ 163,393

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