

# ANNUAL REPORT



## Canadian Institute for Conflict Resolution



CICR

ICRC

Canadian Institute for Conflict Resolution  
Institut canadien pour la résolution des conflits

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The Canadian Institute for Conflict Resolution (CICR) is a leader in intervention programs and training in Canada and internationally. Created in 1988 as a non-profit, charitable organization, it has developed unique programs, interventions tools and participatory workshops to help businesses, communities, and organizations uncover the sources of deep-rooted conflict and begin the process of reconciliation.

**CICR's Annual Report** addresses the economic and social performance in order to be transparent and informative **with all of CICR's stakeholders.**



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# Agenda

Minutes

# Agenda

Saint Paul University, Room L120

**5:30** Welcome & Approval of the Agenda

Approval of the Minutes of the last AGM – November 23, 2017

Financial Statements for 2017-**2018 Fiscal Year and Auditor's Report**

Annual Report Highlights – Chair and Executive Director

Nominations & Awards Committee: Process and Elections

**6:30** Adjourn

Saint Paul University, Room L120

## MINUTES

### In attendance:

Roland Desjardins	Martina Markovic	Moe Royer
Lionel Guindon	Daniel Markus	Kendel Rust
Iman Ibrahim	Rémy Nkoripfa	Rachael Strong
Khaled Ibrahim	Karine Ndamukunda	Ernest Tannis
Susan Johnston	Natasha Duckworth	David Zackarias
Sara Kemp	Miranda Merry	Mara Indri
Aloysia Lee	Jean-Francois Rioux	Isabelle St-Pierre
Lorna Lemay	Daniel Roseman	Léonard Nkeshimana
Marie-France Girard	Monique Newton	William Cornet
Carole Soucis		
Participation by proxy:	Sarah Daigneault	Stephanie Puetz

### Welcome

Kendel Rust welcomed attendees and guests. Those in attendance introduced themselves.

### Agenda

Motion to adopt: Aloysia Lee. Seconded by Daniel Roseman

### Approval of 2016 minutes

A copy of the minutes for the 2016 AGM is available on page 6-8 of the 2017 Annual Report. Motion to approve: Susan Johnston. Seconded by Daniel Roseman.

### **Financial Statements and auditor's report**

Lionel Guindon, the auditor retained by CICR, highlighted the value of **CICR's charitable activities, including more than 4,921 in-kind** volunteer hours (excluding all Board activities) and approximately \$178,550 in value of discounts given to community building, scholarships, NGOs and students (up from \$81,743 in 2016). Kendel Rust thanked Lionel for the presentation.

### **Appointment of auditor for 2017-2018**

Daniel Roseman motioned to affirm continuing the appointment of Lionel Guindon as our auditor for year 2017-2018. Seconded by Aloysia Lee.

### **Annual report 2016-2017 from the Chair and Executive Director**

Kendel Rust and Iman Ibrahim highlighted outcomes from 2016-2017.

### **Nomination and election of Directors**

Process: Kendel Rust explained the election process.

Election results:

Presentation of credentials - Roland Desjardins, seconded by Aloysia Lee

Presentation of credentials - Sara Kemp, seconded by Roland Desjardins

Presentation of credentials - Rachael Strong, seconded by Iman Ibrahim

Election results: all three candidates have been elected based on majority vote.

### **Acknowledgement of Volunteers**

Kendel Rust thanked volunteers on behalf of CICR, acknowledging their support observing Third Party Neutral (TPN) trainings, providing translation, and assisting at events, as well providing extensive services to the local community through mediation, conflict

**Acknowledgement of Volunteers (con't)**

coaching, training and workshops through Community Mediation Ottawa.

**Adjournment**

Motioned by Aloysia Lee. Seconded by Dan Roseman





# Financial Highlights

Audited Financial Statements

## Independent Auditor's Report

GUINDON CHARRON

*Since/ Depuis 1986*

Lionel Guidon, C.P.A., C.A.

COMPTABLES PROFESSIONNELS AGREES

Pierre Charron, C.P.A., C.A.

CHARTERED PROFESSIONAL ACCOUNTANTS

Principal:

1365 cr. Norview Cr.

Gaston Boulianne, C.P.A., C.G.A.

Ottawa, ON K4A 1Y6

Louise Boyer-Guindon, C.P.A., C.M.A.

Tel: (613) 841-5896

L.M. Guidon Professional Corporation \*

Fax: (613-841-5897

### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors

Canadian Institute for Conflict Resolution

We have audited the accompanying financial statements of **Canadian Institute for Conflict Resolution** which comprise the balance sheet as at **August 31, 2018**, and the statements of operations and general fund balance, 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 the **Canadian accounting standards for not-for-profit organizations** 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 **assessments, the auditor considers internal control relevant to the entity's** preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of 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 audit opinion.

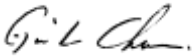
## Independent Auditor's Report (con't)

### Opinion

In our opinion, the financial statements present fairly, in all material aspects, the financial position of **Canadian Institute for Conflict Resolution** as of **August 31, 2018** and the results of its operations and its cash flows for the year then ended in accordance with **Canadian accounting standards for not-for-profit organizations**.

Ottawa, Ontario

Date of approval \_\_\_\_\_



Guindon Charron  
Chartered Professional Accountants  
Licensed Public Accountants



CANADIAN INSTITUTE FOR CONFLICT RESOLUTION

FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITORS' REPORT  
AUGUST 31, 2018

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# Balance Sheet

AS AT AUGUST 31, 2018

## ASSETS

CURRENT ASSETS	2018	2017
Cash	\$ 118,244	\$ 88,837
Short term investments (note 3)	\$ 124,307	\$ 125,347
Accounts receivables (note 4)	\$ 60,738	\$ 58,754
Prepaid Expenses	\$ 4,431	\$ 5,343
<b>TOTAL ASSETS</b>	<b>\$ 307,720</b>	<b>\$ 278,781</b>

## LIABILITIES AND NET ASSETS

### CURRENT LIABILITIES

Accounts payable (note 6)	\$ 57,528	\$ 45,034
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### NET ASSETS

General fund	\$ 250,192	\$ 233,247
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 307,720</b>	<b>\$ 278,281</b>
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APPROVED ON BEHALF OF THE BOARD:

Director \_\_\_\_\_ Director \_\_\_\_\_

# Statement of Operations And General Fund Balance

AS AT AUGUST 31, 2018

REVENUES	2018	2017
Training	\$ 438,216	\$ 432,413
Donations	\$ 4,168	\$ 22,503
Interest income	-	\$ 899
Royalties	-	\$10,835
Memberships	\$ 1,061	\$ 1,492
Interventions	\$ 142,823	\$ 88,780
	<u>\$ 586,268</u>	<u>\$ 556,922</u>
<b>EXPENSES</b>		
Advertising and promotion	\$ 3,769	\$ 4,485
Insurance	\$ 5,295	\$ 7,217
Interest and bank charges	\$ 3,354	\$ 8,410
Meetings and conventions	\$ 1,858	\$ 264
Memberships	\$ 123	\$ 1,226
Office	\$ 31,873	\$ 33,291
Professional fees	\$ 6,940	\$ 6,938
Wages and benefits	\$ 168,358	\$ 159,186
Rent	\$ 15,312	\$ 12,643
Subcontracts and intervention	\$ 83,027	\$ 82,552
Telecommunication	\$ 2,095	\$ 3,064
Training expenses—direct	\$ 181,052	\$ 190,918
Training expenses—indirect	\$ 45,175	\$ 27,120
Travel	\$ 21,092	\$ 6,953
	<u>\$ 569,323</u>	<u>\$ 544,267</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 16,945</u>	<u>\$ 12,655</u>

NET ASSETS, beginning of year	\$ 247,399	\$ 220,592
NET ASSETS, end of year as restated	<u>\$ 250,192</u>	<u>\$ 233,247</u>

# Statement of Cash Flows

YEAR ENDED AUGUST 31, 2018

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>2018</b>	<b>2017</b>
(Excess of expenses over revenue)	-	-
Excess of revenue over expenses	<b>\$ 16,945</b>	\$ 12,655
Amortization	-	-
	<b>\$ 16,945</b>	\$ 12,655
Change in other non-cash operating accounts:		
Accounts receivable	<b>\$ (1,984)</b>	\$ 59,179
Prepaid expenses	<b>\$ 912</b>	\$ (59)
Accounts payable and accrued liabilities	<b>\$ 12,494</b>	\$ (50,813)
	<b>\$ 11,422</b>	\$ 8,307
<b>(DECREASE) INCREASE IN CASH DURING THE YEAR</b>	<b>\$ 28,367</b>	\$ 20,962
<b>CASH, BEGINNING OF YEAR</b>	<b>\$ 214,184</b>	\$ 193,222
<b>CASH, END OF YEAR</b>	<b>\$ 242,551</b>	\$ 214,184
<b>CASH IS COMPRISED OF:</b>		
Cash	<b>\$ 118,244</b>	\$ 88,837
Short term investments	<b>\$ 124,307</b>	\$ 125,347
	<b>\$ 242,551</b>	\$ 214,184

# Notes to Audited Financial Statements

## NOTES TO FINANCIAL STATEMENTS

AUGUST 31, 2018

### 1. NATURE OF OPERATIONS

The institute is a registered non-profit, charitable corporation incorporated without share capital as defined in the Canadian income Tax Act and is therefore exempt from taxation. The Institute fosters, develops and communicates conflict resolution processes for individuals, organizations, and communities

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### a) Fund Accounting

The Canadian institute for conflict resolution follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the General Fund.

Revenues and expenses received and paid on behalf of Civilian Peace Service Canada are reported in the Civilian Peace Service Canada Fund. The balance in the fund was paid out to the Civilian Peace Service Canada during the prior fiscal year and the fund is now closed.

#### b) Investments

Investments are purchased to be held to maturity and accordingly are recorded at cost plus accrued interest, calculated using the effective interest rate method.

#### C) Revenue recognition

The Institute follows the deferral method of accounting for revenue. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### D) Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires directors and management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results may differ from their best estimates as additional information becomes available in the future and adjustments, if any, are recorded as that information becomes known.

#### E) Contributed services

Contributions received in the form of materials and services are recorded at fair value at the date of the contribution when the fair value can be reasonably estimated and when the materials and services are used in the normal course of operations.



# Notes to Audited Financial Statements

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continue)

### E) Contributed services (con't)

The Institute has been a partner of Saint Paul University since 1990. In exchange for the use of 2 office spaces at the University, the Institute offers a discount to each student enrolled in the University. A valuation of this contribution could not be made for the current year and therefore it was not included in the financial statements.

Volunteers contribute their time to assist the Institute in carrying out its service delivery activities. Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements. The Institute continues to offer subsidized and discounted conflict resolution training to enable community builders and people with low income to benefit from the training. Within this fiscal year, the amount of subsidy and discount offered was equivalent to the total of \$ 143,594 (2017 - \$ 178,550). In addition, a considerable number of CICR charitable activities and programs are carried out by volunteers, and in this fiscal year, the total of volunteer hours was 7,050 hours.

### F) Financial Instruments

The carrying value of cash, accounts receivable, short-term investments, and accounts payable approximate their fair value because of the relatively short period to maturity of the instruments. It is management's opinion that the organization is not exposed to significant interest, currency or credit risks arising from its financial instruments.

## 3. SHORT TERM INVESTMENTS

	2018	2017
Bank of Nova Scotia - interest @ .9% maturing February 19, 2017	\$ 20,140	\$ 20,764
Scotia McLeod - interest @ 1.197% maturing July 10, 2017	\$ 104,167	\$ 104,167
Accrued Interest	-	\$ 416
	\$ 124,307	\$ 125,347
<b>ACCOUNTS RECEIVABLE</b>		
Accounts receivable	\$ 51,256	\$ 54,335
HST receivable	\$9,482	\$4,419
	\$ 60,738	\$ 58,754
<b>ACCOUNTS PAYABLE</b>		
Accounts payable	\$ 11,163	\$ 5,757
Government remittances—payroll	-	\$ 4,177
Deferred revenue - prepaid fees	\$ 46,365	\$ 35,100
	\$ 57,528	\$ 45,034

# Notes to Audited Financial Statements

## DEFERRED REVENUE

Deferred revenue consists of course fees paid in advance.

## 5. FINANCIAL RISK MANAGEMENT POLICY

The institute is exposed to various risks through its financial instruments. The following analysis provides a measure of the risks at August 31, 2018

### a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Institute is exposed to credit risk from customers. The Institute's credit and collection policies minimize the concentration of credit risk.

### b) Currency risk

The organization's functional currency is the Canadian dollar. The organization does not enter into foreign currency transactions and does not use foreign exchange forward contracts.

### c) Liquidity risk

The organization manages its liquidity risk by regularly monitoring forecasted and actual cash flow and financial liability maturities, and by holding assets that can be readily converted into cash. Accounts payable are normally paid within 30 days.

### d) Interest rate risk

The organization is exposed to interest rate risk through its floating interest rate bank indebtedness and credit facilities. In seeking to minimize the risk from interest rate fluctuations. The Institute manages exposure through its normal operating and financing activities.

## 6. COMMITMENTS

Under the terms of a rental agreement expiring on May 31, 2021, the Institute is committed to make minimum lease payments totalling \$ 39,234 as follows: 2019, \$ 14,267; 2020, \$ 14,267 and 2021, \$ 10,700.

## 7. RELATED PARTY TRANSACTIONS

No remuneration was paid to directors and officers during the year and they had not interest in any transactions of the association. Management, in addition to fees is reimbursed for certain administrative costs and collects fees from owners, purchasers and others for issuing lien notices and estoppel certificates. These transactions were in the normal course of operations and were measured at the exchange amount.

## 8. CAPITAL MANAGEMENT

The Association defines its capital as its fund balances, of which the reserve fund is subject to external requirements. The Board's objective, when managing capital, is to safeguard the Association's ability to continue as a going concern, so that it can continue to provide services in accordance with its mission.



# Chair and Executive Director Report

## Report from the Chair and the Executive Director

The Canadian Institute for Conflict Resolution (CICR) continued to witness several exciting developments in the year 2017-2018. We continued the implementation of our strategic plan through both capacity building and interventions supporting the transformation on several levels: individual, relational, and systemic in order to support a sustainable and effective culture of peace. We started launching our renewed training manuals, expanded on our partnership with Indigenous communities, explored further presentations and engagements with partners in Canada and abroad, and continued subsidized training to support individual and community empowerment for conflict resolution.

At the board level, a comprehensive salary and benefits package was **developed for staff, CICR's 30th Anniversary celebration was initiated** and a board self-evaluation process was put in place. The designation **"Honored Fellows" which had been dormant for some years was also** revived, and the list includes several of our valuable trainers. The **board's committees continue to be active in the areas of Program Development** (with finalizing renewal of TPN-1), Nominations and Awards, International Programs and Member Services, with room for further growth. The board continues to benefit from strong and capable people dedicated to give so much of their time and energy to **support the Institute's mission and goals both in a governance** capacity as well as in volunteering for operational activities. Over the course of the year we lost five directors and one other is standing for re-election. We look forward to the new recruits that will be elected at the AGM.

With regards to the TPN training, once again this year we will celebrate the graduation of about 50 participants in Ottawa who are passionate and equipped to serve in their respective organizations and communities. We are proud of our participants who bring an extensive diverse background and experiences to enrich the learning environment from various government departments, professional fields, community leaderships and international conflict zones. Students and not for profits continue to benefit from special

discounts in addition to our community building discounts offered to our scholarship recipients. Saint Paul University students benefit **further from the university's recognition of CICR's 160-hour TPN** program as equivalent to 3 undergraduate course credits in addition to internship opportunities at CICR. This strong partnership enabled the renewal of our contract to maintain our offices at Saint Paul University for 3 more years. **CICR's 7 year partnership with the Cree Nation Government**, under the leadership of Mr. Donald Nicholls, resulted in graduating 16 more Cree participants in March 2018 and a new contract for Group 8 starting October 2018, envisioned to graduate 20 more participants. Such valuable **partnership was highlighted at CICR's Graduation ceremony when Mr. Nicholls became the recipient of CICR's Batsinduka Award for Peace**, which CICR renamed in honour of its late trainer and leader **Richard Batsinduka who led CICR's training in Rwanda**. In Atlantic Canada, our partnership with the Atlantic School of Theology (AST) in Halifax facilitated the delivery of two courses of TPN1 with excellent feedback and the exploration of offering subsequent TPN courses.

Concerning training, there are many positive developments. We launched our renewed TPN1 manual in the summer of 2018, integrated all feedback, and intend to continue the renewal process for TPN2 manual in 2019, applying a collaborative process between the Program Development Committee and our valuable trainers. We started offering our Identity-Based and Deep-Rooted Conflict Seminar in French as well and received excellent feedback, based on which we will continue to offer both English and French seminars in summer of 2019. We started the review of our Spanish translation of the renewed TPN1 manual to use it along with the Spanish translation of TPN2 and TPN3. We translated the manual of our Circle Foundation-Level I into French. Lastly, some of the excellent and diverse TPN graduates who had started the process of becoming CICR trainers are nearing the completion of this process which will enable us to expand our delivery to more communities in

Canada and abroad.

Our intervention work continued under the Standing offers we renewed with many government departments. Our services continue to include coaching, mediation, facilitation and workplace assessment at competitive prices. We expanded some work with unions and exploring more with other organizations.

On the international field, our 2017 successful presentations at the UN headquarters in New York led to the dissemination of our Training courses and calendar to the UN personnel and increased interest and registration. We proposed more capacity building for South Sudan and hosted discussions for thought leaders but securing funding has been a challenge. More proposals for the Dominican Republic have been promising leading to TPN delivery in the new fiscal year. A Memorandum of Understanding is being explored with universities in Ethiopia and Kenya to enhance capacity building in these countries in Conflict Resolution. Our supporter and trainer in Taiwan Steven Chen continues, through the Presbyterian Church in Taiwan, to spread the TPN knowledge. Furthermore, we are exploring training to assist with capacity building and prevention of violence in the area of economic development.

We continue to present at conferences and organize our own events in support of a culture of peace. We have contributed to conferences related to restorative justice, forum on Human Rights and new paths for peacebuilding. We presented to various University level classes on conflict, evaluation of interventions, and gender. Our 30th anniversary Gala this year celebrating our contributions to the field of conflict resolution was a remarkable success and formed part of our participation in the Ottawa Peace **Festival. Our Members' events included presentations on mental health and introducing mediation in a government system.**

Our charitable program Community Mediation Ottawa (CMO) continue to expand with impressive impact. CMO, which has been operating under CICR since 2010, expanded services and partnerships offering free mediation, facilitated learning, group interventions, and conflict coaching services to individuals and **communities who have limited or no resources to pay. CMO's** collaboration with Ottawa Community Housing was deepened through a submission for an Ontario Trillium Foundation grant application that successfully resulted in a seed grant of \$75,000. The funding will be used to build and launch a program at three sites to support capacity building of peer facilitators to reduce social isolation and foster a sense of peace in the community. CICR **continues to cover all CMO's logistical costs and employ a dedicated part-time Program Director to efficiently manage CMO's services, as** detailed in their report in this Annual Report.

Other CICR charitable activities continue to include subsidized participation in the Third Party Neutral program and interventions offered at very competitive or subsidized prices, as well as thousands of volunteer hours and community dialogues. The value of the subsidies and discounts in our training for community building, not-for-profits and students in the latest fiscal year equals \$143,594.00. In addition, our dedicated volunteers contributed 7050 hours this year through CICR and CMO.

Such work and impact have been achieved through a great team work and leadership. Iman Ibrahim, our Executive Director, is completing soon her fourth year leading CICR with passion and dedication. Iman expressed her gratefulness for the collaboration, growth and perseverance that the CICR board, trainers and staff **have shared with her to expand and implement CICR's mission.** Iman will be leaving CICR early February 2019 with cherished relationships that she built with board members, trainers, staff, TPN participants, interns and volunteers, as well as communities and partners we serve in Canada and abroad. Iman appreciates very

**much serving through CICR as a significant part of realizing her life's** purpose, as she is getting ready to explore the next chapter of her journey building peace, compassion and competence.

We express our appreciation to our professional and efficient staff and acknowledge the contributions of our valued trainers with their diverse and wide expertise. Miranda Merry continues to be our Office Manager bringing her creativity, skills and passion throughout her work. Marie-France Dedieu continues to be our Administrator facilitating the registrations and logistics of our Third-Party Neutral courses. Khaled Ibrahim has continued to be our Advisor of **Partnership and Outreach enriching CICR's relations and** partnerships with his unique expertise and network from years of working on the ground in areas of conflict and transformation. Lionel Guindon continues to be our Auditor ensuring that we continue with a healthy and efficient accounting system.

We extend our deep appreciation to our passionate and experienced TPN participants, loyal clients and partners, whose involvement makes possible the continued success and implementation of **CICR's vision, values and mission. As we shared with everyone when** celebrating our 30th anniversary, our collaboration enables our transformation the transformation of the world around us; each one of us is a story ever evolving and ever unfolding.

Kendel Rust

Chair of the Board of Directors

Iman Ibrahim

Executive Director





## **Value of CICR's** **Charitable Work**

## Value of CICR's Charitable Work

CICR provides on a charitable basis various services besides CMO, including subsidized participation in the Third Party Neutral program and customized trainings and interventions offered at very competitive or subsidized prices. The value of the subsidies and discounts in our training for community building, NGOs and students in the latest fiscal year equals \$143,594.

Since CICR, a registered charity, receives relatively little in the form of donations, we are working to address this through more focus on fundraising. In addition, our dedicated volunteers contributed over 7050 hours this year, which enabled us to offer free conflict resolution services to qualified individuals and groups, including those served by Community Mediation Ottawa.

## Community Mediation Ottawa Program

As a charitable program of CICR, Community Mediation Ottawa (CMO) offers capacity building and conflict resolution to individuals and groups in the Ottawa area, through the delivery of free mediation, facilitated learning, group interventions, and conflict **coaching**. In 2018, CMO's volunteer base increased to 70 dedicated individuals, including conflict coaches, trainers, mediators, steering committee members, and other valuable contributors. Overall, CMO responded to 84 requests for mediation services, 18 for conflict coaching, and 11 for group interventions. For this fiscal year, referrals (in order of largest to smallest) have been directly from the public, community housing, not-for-profit organizations, and the police.

Partnerships were formed with five additional social housing associations, who now tap into CMO to support their boards and tenants. The relationship with the largest social housing association in Ottawa, Ottawa Community Housing was deepened through a submission for an Ontario Trillium Foundation grant application that successfully resulted in a seed grant of \$75,000. The funding will be used to build and launch a program at three sites to support capacity building of peer facilitators to reduce social isolation and foster a sense of peace in the community.

In terms of training, approximately 345 individuals were made aware of the organization through outreach events and 268 through mediation training and other workshops. Two 21-hour workshops were held in accordance with the standards set out by the Ontario Community Mediation Coalition. Also, four intensive mediator **workshops, monthly coaches' evenings, and one training for intake coordinators** served to add more volunteers to the rosters. CMO also offered eight regularly scheduled community of practice evenings for the volunteer mediators; four of which included enrichment sessions on key areas of the mediation process.

## Community Mediation Ottawa Program

CMO also developed volunteer matching protocol, and an orientation package for volunteers; the latter of which has been shared with CICR.

The addition of conflict coaching in 2016 continues to be an asset to the mediation process and the community as a whole. It is frequently used when only one party is willing to commit to conflict resolution, and/or as additional support for parties during mediation.

CMO expresses its ongoing gratitude to the Board and ED of the Canadian Institute of Conflict Resolution for continuing to fund the work. Most importantly, we recognize the CMO volunteers who contributed 5,480 hours of grace and compassion to building peace across Ottawa.



Report of the Nominations  
and Awards Committee

## Committee Members

Kendel Rust (Chair), Roland Desjardins, and Daniel Roseman

## Board Elections and Renewals

CICR can have up to twelve directors, including one appointed by St. Paul University. The board is composed of individuals who are either full Members of CICR (having completed all 4 TPNs or whom the board has determined to possess equivalent training and experience) or up to 1/3 that are non-members generally recruited to fill specific roles or provide needed skills that may not be reflected among the incumbent Board members.

## Board rotation

CICR Operational Policies outline a desired term structure so that one **third of the Directors' terms expire each year. Under CICR's By-Laws**, each Director can serve a maximum of two consecutive three-year terms. A director who has served two consecutive terms may re-engage after a one -year absence from the Board. Officers and **Directors' length of term are determined at the first meeting of the new** board following the annual meeting.

## 2017 Board election outcomes

At the 2017 AGM, the membership re-elected Daniel Roseman, and elected two new board members – Sara Kemp and Racheal Strong, bringing our membership to eleven, leaving one vacancy in the twelve-member board. During the year we had resignations from Moe Royer, Martina Markovic, Aloysia Lee, Sarah Daigneault and Jean-Francois Rioux. Jean-Francois, who was the standing representative for Saint Paul University, was replaced by Philip Onguny.

For the 2018 elections this year, in addition to five vacancies as of the **end of the fiscal year, Kendel Rust's term ends this year, bringing the** total open positions to 6. Kendel is applying for a second term.

## Report of the Nomination and Award Committee

The Committee put out a call to the membership for nominations for election to the board for the 2018 AGM.

### Awards

The Committee reviews and approves applications for the Scholarship Fund. During the year scholarships were approved for several inspiring community builders that were making a remarkable difference in their work, frequently in conflict zones.

Two awards may be given annually at the Third-Party Neutral Program graduation, one, CICR Service Award, for a member that has made an outstanding contribution to the work of CICR, and another, the Batsinduka Award for Peace, given to an outside individual or organization that has done outstanding work in the realm of peacebuilding. This year we did not receive any nominations for the Batsinduka Award for Peace.

Respectfully submitted,

Kendel Rust

Chair, Nominations and Awards Committee



# Membership

Members and Associates



## List of Members

1	Adeniran	Olakunle	41	Lapolla	Maria
2	Alexander	Stephanie	42	Legler	Stephen
3	Aristil	Eddy	43	Lemieux	Sylvie
4	Ayena	Bonaventure	44	Leroux	Suzanne
5	Barraud	Claude	45	Lord	Audrey
6	Bélisle,	Sophie	46	Lusabe	Lennoxie
7	Brodeur	Joséphine	47	Marsolais	Joel
8	Brzozowski	Richard	48	Markus	Daniel
9	Burry	Lee	49	McCullough	Jo-Anne
10	Cadieux	Suzanne	50	Menon	Rupa
11	Chaman	Carmen	51	Mercier	Alexandre
12	Charest	Pierre	52	Merry	Miranda
13	Charron	Nicole	53	Molla	Emanuel
14	Chen	Steve	54	Monette	Lucie
15	Cutler	Allan	55	Montgomery	Robert
16	Daigle	Gale	56	Mori	Mary Simon
17	Daigneault	Sarah	57	Morin	Isabelle
18	Dalrymple	Therese	58	Morin	Jacinthe
19	Davidson	Vanessa	59	Morin	Vincent
20	Daze	Tanya	60	Morrison	Andrea
21	Desjardins	Norm	61	Muenzer	Allison
22	Dings	Kristina	62	Newton	Monique
23	Disano	Carli	63	Ndayizeye	Emmanuel
24	Duckworth	Natasha	64	Ngandu	Junior
25	Dunn	Jamie	65	Nkeshimana	Leonard
26	Dutartre	Véronique	66	Nkoripha	Rémy
27	Filion	Justin	67	Norquay	Sheila
28	Gaboury	Eve	68	Olafsson	Eric
29	Gautreau	Nigel	69	Ouellet	Danielle
30	Girard	Marie-France	70	Pariseau	Denis
31	Haythorne	Leanna	71	Paulin	Alain
32	Higham	Lise	72	Pearo	David
33	Ibrahim	Iman	73	Pilon	Hélène
34	Indri . S	Mara	74	Poirier	Nathalie
35	Issa	Idil	75	Poulet	Jacqueline
36	Johnston	Susan	76	Puetz	Stephanie
37	Kaba	Rasha	77	Racine	Jean-Francois
38	Kelly	Gerald	78	Ricart	Paulette
39	Kiepek	Niki	79	Rioux	Jean-Francois
40	Lalonde	Julie	80	Roger	Martine
41	Lanteigne	Cindy	81	Roseman	Dan

## List of Members-**Cont'd**

82	Ross	Carole
83	Roy	Bruce
84	Roy	Joanne
85	Royer	Moe
86	Rust	Kendel
87	Shah	Seema
88	Soucis	Carole
89	Spuehler	Karine
90	Stewart	Stephanie
91	St-Pierre	Isabelle
92	Strom	Brian
93	Strong	Whitman
94	Sweet	Marilyn . J
95	Tannis	Ernie
96	Tejada	Annette
97	Tremblay	Henri
98	Van Gennip	Esther
99	Vezina G	Stephane
100	Veilleux	Denis
101	Vinet	Charles

## List of Associates

1	Babineau	Alain	35	Rorbak	Sandra
2	Barrett	Lisa	36	Silverman	Yehuda
3	Bastien	Jean Yves	37	Sochett	Evan
4	Bonaventure	Ayena	38	Soussa	Anna Caroline
5	Buchanan	Catherine	39	Sule	Musa
6	Bury	Philip	40	Talla Modeste	Mba
7	Chase	Levi	41	Tudiver	Neil
8	Chenier	Andreanne	42	Tucker	Daunett
9	Corneille	Bokie Ndwaya	43	Vida	Terry
10	Cutler	Allan			
11	Elachi	Agada			
12	Elachi	Rosemary			
13	Farthing	Dave			
14	Frej	Oualid			
15	Gbotu Kubele	Richard			
16	Hass	Kari			
17	Haythorne	Leanna			
18	Jephson	Wilfred			
19	Kamhogo	Sabine M.			
20	Kehinde-O	Funmilayo			
21	King	Sarah			
22	Kutenalo	Celestin			
23	Landry	Francois			
24	Landusk				
25	Lewis	David			
26	Mahfouz	Gharam			
27	McMillan	Katie			
28	Myloud	Tajri			
29	Oegema	Johannus			
30	Penney	David			
31	Peringer	Christine			
32	Poupart	Tristan			
33	Proteau	Luc			
34	Rennison	Erin			

## Current Roster of Board Members

<b>NAME</b>	<b>POSITION</b>
Kendel Rust	Chair
Roland Desjardins	Vice-Chair
Daniel Roseman	Past Chair
Rachael Strong	Director
Sara Kemp	Director
Philip Onguny	Director
Stephanie Puetz	Director
Lorna Lemay	Advisor to the Board
Joyce Abarbanel	Advisor to the Board









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