



**VANCOUVER ISLAND REGION  
RESTORATIVE JUSTICE ASSOCIATION**

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[www.acjs.ca/virrja](http://www.acjs.ca/virrja)

*Advancing Restorative Justice on Vancouver Island, the Sunshine Coast  
and all Gulf Islands.*

**VIRRJA  
MISSION, VISION & PURPOSE  
and  
2021-2025 STRATEGIC PLAN**

**Mission Statement:**

To bring together all restorative justice programs and practitioners in the Vancouver Island region; to guide, share and inspire best practices and processes.

**Vision Statement:**

A future in which restorative justice and restorative practices are embedded throughout our communities.

**Purpose:**

The purpose of VIRRJA is to mentor, serve and support our diverse restorative justice communities while modelling restorative justice values and leadership.

The purposes of the society are:

1. To provide a collective voice for Restorative Justice programs and practitioners;
2. To liaise with other Restorative Justice organizations in BC, Canada and Internationally;
3. To promote an understanding of the principles of Restorative Justice;
4. To identify and support best practices within Restorative Justice Programs.

**STRATEGIC PLAN GOALS:**

**1. INDIGENOUS VALUES & DIVERSE COMMUNITIES**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Seek out and share education on indigenous peoples, diverse ethnicities and special needs groups' traditions and practices.	Education Committee	Ongoing
2. Seek out and share information on need to collaborate with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) laws for indigenous peoples.	Education Committee	Ongoing
3. Promote acknowledgement of unceded and traditional territories and support of reconciliation,	Board/Members	Immediate
4. Form indigenous consultation committee to offer cultural guidance to VIRRJA to enhance inclusivity and diversity and to encourage individual programs to engage with their local First Nations. (see Goal 7-#2)	Board	1-3 months

**2. INTERNAL COMMUNICATION (WITH MEMBERS)**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Assign responsibility for communication to member of the board of directors or form communication committee. (see Goal 7-#2)	Board	3 months
2. Develop, and review annually, manuals on: - VIRRJA for website that covers "How VIRRJA works", "What VIRRJA does", "Email etiquette", "Communication instructions" - Build & grow a new program template that covers best practices, principles, processes, training options, where to go for resources, etc.	Ad Hoc Committee	3 years
3. Develop new stand-alone website, continue with Facebook and email	Communication Committee	2 years
4. Use email, Facebook and website to inform and communicate with members	All	Immediate
5. Measure work done by including "Useful, Not Useful, or Not Applicable" to every email.	Board, Comm. Committee	Immediate
6. Have updates monthly from board.	Board	1-3 months

**3. EXTERNAL COMMUNICATION (OTHERS)**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. All external communication from VIRRA to be approved by the President.	Board	Ongoing
2. Develop a list of contacts to include, but not limited to: <ul style="list-style-type: none"> <li>- Organizations, e.g. RJABC;</li> <li>- Provincial Ministries, e.g. fisheries, parks;</li> <li>- Aboriginal School Districts;</li> <li>- Community partners, e.g. RCMP, service groups;</li> <li>- Academia;</li> <li>- Media</li> </ul>	Board	1-6 months
3. Use external communication to: <ul style="list-style-type: none"> <li>- Bring awareness to local and provincial agencies regarding RJ practices and practitioners</li> <li>- Support membership on their communications</li> <li>- Be a resource for other organizations</li> <li>- Advocate for the promotion of restorative justice</li> <li>- Seek sustainability for member programs</li> <li>- Disseminate information from outside agencies to members</li> <li>- Make an annual submission to BC government budget consultation committee</li> <li>- Annually, request a meeting with BC Attorney General, BC Solicitor General and Federal Attorney General</li> </ul>	Board	Ongoing
4. Maintaining a list of contacts and <ul style="list-style-type: none"> <li>- Report annually to each with annual fiscal report;</li> <li>- Maintain records for follow-up and follow through</li> </ul>	Board Secretary or Treasurer	Ongoing Annual contact

**4. EDUCATION**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Continue with educational component in meetings	Board	immediate
2. Form education committee, which includes a board member, to arrange speakers and presentations. (see Goal 7-#2)	Board	immediate
3. Hold more interactive components where a theme is set and members share personal best practices	Education Committee	2–3 years
4. Use email, Facebook & website to inform members of upcoming topic so they can prepare their input.	All	immediate
5. Ask for feedback after each presentation for assessment purposes	Education Committee	immediate

**5. MEETINGS**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Hold 6 in person and/or virtual general meetings a year	Board	ongoing
2. Have educational component as well as business meeting	Education Committee	ongoing
3. Use circle process with consensus based decision making	Board, Members	ongoing
4. Begin meetings with recognition of traditional and/or unceded territory and invite respected leader to open if possible (purpose to set tone for meeting)	Meeting chair	1-6 months
5. Encourage member attendance	Communication committee	ongoing

**6. MEMBERSHIP**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Change structure to include programs, individual practitioners, students & honorary members. (see Goal 7-#1)	Board	1 year (bylaws)
2. Determine criteria for honorary members and induct any appointed at annual conference	Board	1 year (next AGM)
3. Encourage participation by all area programs, practitioners and students	Board, membership committee	ongoing
4. Promote & advise membership fee payment is due by January 31 <sup>st</sup>	Treasurer	Immediate – annual remind
5. Promote & advise that paid membership entitles member to: <ul style="list-style-type: none"> <li>- Participation as a board director or committee member</li> <li>- Reduced fee to attend annual conference</li> <li>- Reduced fee at VIRRJA hosted training</li> <li>- Participation in consensus based decision making</li> <li>- Use of VIRRJA’s on-line meeting system and resources</li> </ul>	Membership committee	ongoing

**7. OPERATIONAL**

<b>Objective(s)</b>	<b>Lead Responsibility</b>	<b>Timeline</b>
1. Form committee to review and update bylaws with emphasis on: <ul style="list-style-type: none"> <li>- Clean up wording for clarity, e.g. change double negatives to positives</li> <li>- Expand membership structure (see Goal 6 #1)</li> <li>- Describe nomination process</li> <li>- Define term limits for office held</li> <li>- Define committee makeup</li> <li>- Update job descriptions                             <ul style="list-style-type: none"> <li>- Assign committee to each director position as part of their portfolio</li> </ul> </li> <li>- Determine if meetings will be led on a rotational basis by members of the board of directors</li> <li>- Define minimum attendance of directors at board meetings</li> <li>- Clarify membership requirements to be a Director</li> </ul>	Board	9 – 15 months (9 mo. – to members for review 12 mo. – approval at AGM 15 mo. – approval by Province)
2. Form committees <ul style="list-style-type: none"> <li>- Assign board member to each committee</li> <li>- Seek input by inclusion of members</li> <li>- Report back to board prior to each general meeting for inclusion in agenda</li> <li>- Committees to include, but not limited to:                             <ul style="list-style-type: none"> <li>- Communication – social media, website, information dissemination to members</li> <li>- Education – arrange speakers and presentations</li> <li>- Fundraising – for special projects</li> <li>- Membership – to promote and seek participation</li> <li>- Indigenous Consultation – to improve dynamics and share information</li> </ul> </li> </ul>	Board	1-6 months
3. Apply for grants to cover costs of: <ul style="list-style-type: none"> <li>- Special projects</li> <li>- Travel and expenses for attending Annual General Meeting</li> </ul>	Treasurer, ad hoc committee	Annually
4. Review bylaws annually and strategic plan every five years	Board, ad hoc committee	12 mo. – bylaws 5 yrs. – Strategic Plan
5. Prior to each general meeting evaluate the progress of: <ul style="list-style-type: none"> <li>- Working committees</li> <li>- Strategic plan goals</li> </ul>	Board	Bi-monthly ongoing
6. Create and share an annual calendar of meetings and events	Board, Communication Committees	Annually
7. Develop a consensus based decision making policy	Board	1-6 months

*Submitted by the Advisory VIRRJA Review Committee 9<sup>th</sup> October 2020*

*Modified and approved by Board of Directors 7<sup>th</sup> December 2020*

Advisory VIRRJA Review Committee: Caryl Wylie, Tamara Alfred, Vanessa Ramsdale, Richard Tarnoff, Gail Jewsbury, Sue Saunders, Myles Morrison and Jane Waterman

Board of Directors: Vanessa Ramsdale, Bruce Curtis, Gail Jewsbury, Richard Tarnoff, Sue Saunders, Jane Waterman