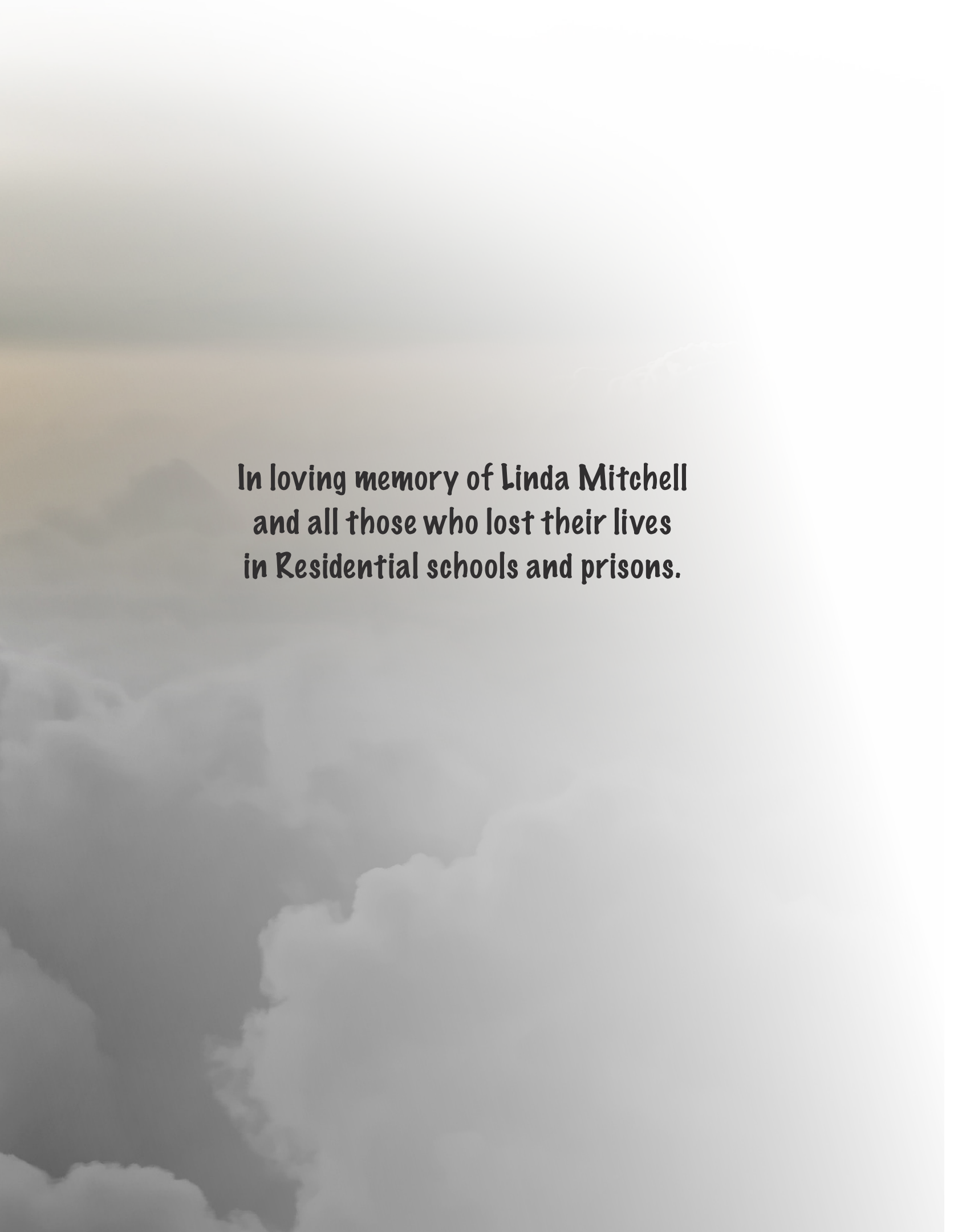




Circle of Eagles Lodge Society Annual Report 2020-2021

**Annual General Meeting
Online Via Zoom
June 9, 2021
5:00 PM**





**In loving memory of Linda Mitchell
and all those who lost their lives
in Residential schools and prisons.**



Circle of Eagles Lodge Society 2020-2021 Board of Directors

Shelley Joseph
Rick Lavallee
Daryl Gray
Daryl Ghostkeeper
Lucy Wallace
Faye Nelson
Gary Jobin
Margaret Joseph
Rob O'Dea

President
Vice President
Treasurer
Secretary
Board Member
Board Member
Board Member
Board Member

2020 – 2021 Staff List

Administration

Merv Thomas	Chief Executive Officer
Barb Ellis	Director of Operations
Laverne Snow	Finance
Isabella Au	Finance

Programs

Barb Ellis	Circle of Healing Program
Jennifer Cupello	Circle of Healing Outreach
Isadore Phillips	Pre-Employment Program
Crystal Roy	Housing and Support
Rob Bain	Peer and Housing Support

Elders

John Delorme
Sandy Peters
Tony Niles

Circle of Eagles Trading Post

Clare Cameron	Supervisor
Amanda McGee	Assistant Supervisor
Stewart Anderson	Consultant

Naa-na-himyis Brothers Healing Lodge

Danette Delorme	House Manager
Craig Snow	Admin Assistant
Ellen Stewart	House Supervisor
Sharon MacAlpine	House Supervisor
Kelsey Pootlass	House Supervisor
Sidney Phillips	House Supervisor
Darcy Erickson	House Supervisor
Art Lai	House Supervisor
Bruce Clayton	House Supervisor
Austin Lee	House Supervisor
Dakota Jack	House Supervisor
Erica Yang	House Supervisor/Counselor
Edward Maxwell	House Supervisor

Anderson Lodge Healing Centre for Women

Velma Albert	House Manager
Ida Joe	Admin Assistant
Chona Ureta	House Support
Mavis Williams	House Support
Clarissa Cameron	House Support
Lisa Snow-White	House Support/ On Call
Ellen Stewart	On Call relief
Andrea Peters	On Call relief
Kaela Vaa	On Call relief

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President's Report

By Shelley Joseph, President

Let me start by acknowledging the Musqueam, Squamish and Tsleil-waututh lands in which we work and live on. As you know, we have been navigating through an international pandemic. I raise my hands up to the brothers and sisters of Naa-na-hymyis Healing Lodge and Anderson Lodge who continue to show us your resilience and commitment to returning to community, even through this difficult time.

Having said that, I also want to honor the management and staff of COELS for unwavering dedication to maintaining the houses and programs in safe ways, keeping everyone safe.

Through amazing leadership, COELS has continued with vital programs, created new ones and has even embarked on the new Trading Post that is now open and selling art work from the Brothers & Sisters.

None of this would be possible without our generous donors and partners.

There are so many people and organizations to name and I'm confident they will be mentioned in the following reports.

Indeed, we have created, maintained and grown a family and community. By doing so, we have honored all our ancestors. By doing so, we have defied the intentions of Indian Residential Schools and the Indian Act. By doing so, we are leading a path of resilience for others to do the same.

All of us on the board of directors are so honored and humbled to be a part of Circle of Eagles.

With love,
Shelley,

Hekwagila'ogwa



Chief Executive Officer Report

By Merv Thomas, CEO

Tansi, I would like to begin by acknowledging the traditional territory of the Coast Salish People. We are grateful to be allowed to live, work, and play in these beautiful lands.

We, as well as everyone on Mother Earth has not seen a year quite like this!

I would like to also acknowledge the Board of Directors for their leadership, dedication, and compassion and for giving up their time to volunteer to guide and oversee the governance of COELS.

Special thanks and appreciation to the Managers of COELS, Barb Ellis, Velma Albert, Danette Delorme, Laverne Snow for their ongoing commitment to making meaningful contributions and providing leadership to carry out the programs and services for the Brothers and Sisters that we serve.

Of course, all this work could not be accomplished for all the Elders and Staff of COELS, for their compassion, dedication, and resilience in adapting to the many changes that we have experienced in the past and especially now as we are all experiencing a pandemic. We are almost there, but it still seems so far away. We must continue to practice COVID-19 safety protocols, washing hands, wearing a mask staying home when sick, and physical distancing.

We also want to acknowledge and thank the Brothers and Sisters for their patience and understanding this past year. We are very proud of all your accomplishments and achievements this past year as we have seen more Brothers and Sisters leaving our homes in a good way and going to their own homes to their families. We have seen Brothers and Sisters access cultural programs and services provided by COELS. And we hope for the best for all their futures.

This past year we had a few close calls with staff and Brothers testing positive for COVID-19, with the protocols, interventions, and assistance from our CSC partners and with the assistance of Vancouver Coastal Health we were able to prevent an outbreak.

COELS has achieved a lot this past year and some of the highlights include:

- Naa-himiyis Brothers Healing Lodge and Anderson Lodge Healing Centre for Women continue to provide a home for the Brothers and Sisters.
- Tsetsusem Canoe Healing Journey – were cancelled this past year and we are looking forward to probably having one this fall of 2021.
- Finalizing the film for the COELS 50th Anniversary Documentary
- COELS COVID-19 Response Planning and Implementation was a major undertaking, there is an evaluation report attached to this kit.
- COELS Pre-employment Program and Training continues to provide services and assist the Brothers and Sisters to becoming employed.
- Circle of Healing continues to meet with the Brothers where they are at and assist them to achieving their goals and plans
- Elders continue to provide ongoing support to the Brothers and Sisters via online and telephone.
- Circle of Eagles Trading Post is now open and selling arts and crafts created by the Brothers and Sisters and is accessible in the store and online at www.circleofeaglestradingpost.ca
- Section 84 – special acknowledgment to Laura Baird, your commitment and compassion for the Brothers is extremely admirable. Thank you for all your work!
- Cultural programs including John Delorme overseeing the Sweat Lodge, thank you to all the cultural workers for all your help and support for the Brothers and Sisters through this most difficult time this past year

This was a brief description of what we worked on and achieved. There is still a lot of work to do and we want to thank our membership for their ongoing support for COELS as we head into the next 50 years!

In closing, none of this would be possible without the ongoing support from our partners and funders.

We want to thank the Correctional Services Canada for our ongoing partnership, special thanks to Dennis Herfst and Zureen Kahn this past year, thank you to Lu'ma Native Housing Monica Day, to Metro Vancouver and Vancity – thank you to Julie Cheng, Service Canada, Aboriginal Community Career Employment Services Society, Lynn White and her incredible staff, Aboriginal Mother Centre for their space in their building, Metro Vancouver Aboriginal Executive Council, and Metro Vancouver Indigenous Services Society many others.

Last but certainly not least, I would like to acknowledge the membership for your ongoing support for the Circle of Eagles Lodge Society.

This concludes my report.

In respect,
Merv



Annual General Meeting Via Zoom

June 9, 2021

5:00 PM

Agenda

Opening Prayer

Elder

Moment of silence for Residential School survivors

1. Registration
2. Meeting called to order
3. Election for Chair
4. Minutes of 50th AGM
5. President's Report
6. Chief Executive Officers Report
7. Audited Report 2020-2021 Fiscal Year
8. Staff Reports:
 - a. Programs Report
 - b. Naa-na-himyis Brothers Healing Lodge Report
 - c. Anderson Lodge Healing Centre for Women
9. Nominations for Board of Directors
10. Honoring Ceremony
 - a. Edith Anderson Awards
 - b. Presentations and Awards
11. Adjournment

Shelley Joseph
Merv Thomas
MNP Auditors

Barb Ellis
Danette Delorme
Velma Albert

50th COELS Annual General Meeting Minutes

September 22, 2020

The Annual General Meeting was called to order at 5:00 pm.

Nominations for Chair were presented.
Marge White accepts the nomination for Chair.

Motion #1
That the July 16, 2019 AGM Minutes are accepted as presented.
M/S/C – Lucy Wallace/Laura Baird/Carried

President's Report Presented by Shelley Joseph

Motion #2
That we accept the Circle of Eagles President's report.
M/S/C – Rick Lavallee/Lucy Wallace/Carried

Chief Executive Officer's Report Presented by Merv Thomas

Motion #3
That we accept the Chief Executive Officer's Report.
M/S/C – Robert Bain/Laura Baird/Carried

Audit Report - MNP Chartered Accountants presented the audit report for the fiscal year April 1st, 2018- March 31st, 2019

Motion #4
That we accept the Audit Report by MNP Chartered Accountants report for the fiscal year April 1st, 2018- March 31st, 2019

M/S/C – Rick Lavallee/Lucy Wallace/Carried

Motion #5
That the Board re-appoints MNP Chartered Accountants for our next fiscal year 2019-2020.
M/S/C – Rick Lavallee/Lucy Wallace/Carried

COEL House Managers Report Presented by Danette Delorme

Motion #6
That we accept COELS House Manager's Report.
M/S/C – Rick Lavallee/Laura Baird/Carried

Anderson Lodge Report Presented by Velma Albert

Motion #7
That we accept Anderson Lodge House Manager's Report.
M/S/C – Lucy Wallace/Rick Lavallee/Carried

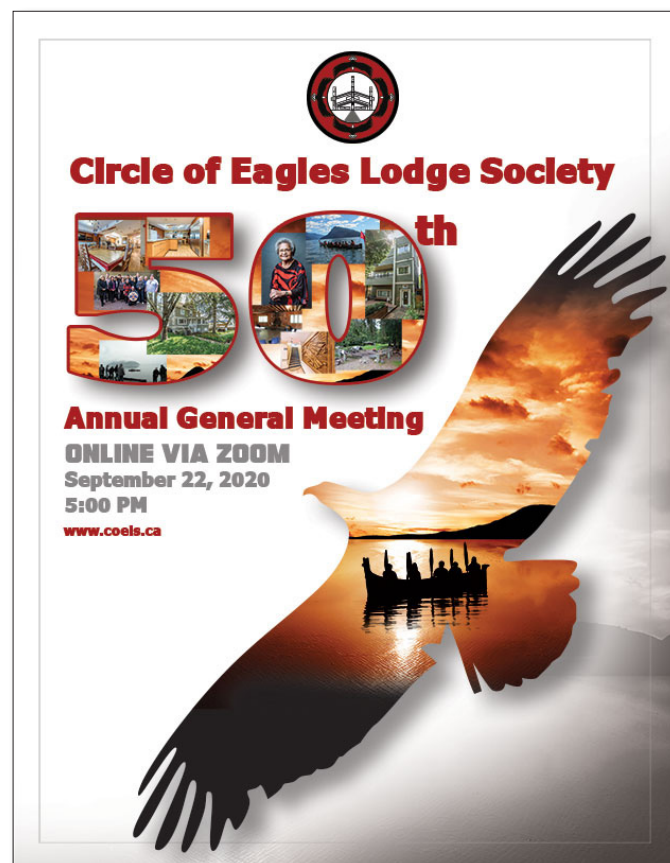
Programs Report Presented by Barb Ellis

Motion #8
That we accept the Programs Report.
M/S/C – Rick Lavallee/Laura Baird/Carried

Nominations for Board of Directors
A slate was presented for the Board of Directors for the 2019 – 2020 fiscal year. Rob O'dea was elected as a Board member.

Honoring Ceremony
Michael Chief and Ruby-Ann Henry were presented the Edith Anderson Awards for their outstanding accomplishments this year.

Meeting Adjourned at 2:45 p.m.



Naa-na-himiyis Brothers Healing Lodge Annual Report

By Danette Delorme, House Manager

Good evening Board of Directors, Staff and Guests, this is my report for the 2020 to 2021 fiscal year.

We are a Community Residential Facility for Indigenous men that are being released from the Institutions. We accept Indigenous and non-Indigenous men that are following the Indigenous Traditional Healing path.

The chart below shows the bed utilization from April 2019 to March 2020. There was a total of 5805 bed days during this reporting period and we continue to have a waitlist.

- There were six Brothers that went Unlawfully At Large (UALS), and 13 were suspended.
- Two Brothers were granted Full Parole, two reached their Warrant Expiry Date and three reached their Statutory Release Date.
- Three Brothers transferred to either a treatment centre or moved to another location.

Due to the Covid-19 Pandemic there has been a lot of changes in how we operated during this fiscal year.

Month	UAL	Suspension	WED/Full Parole/SR	Other	Beds
Apr 2020		1			443
May 2020		2	1	1	454
Jun 2020	1	2			442
Jul 2020		1	2		482
Aug 2020	1	1			474
Sep 2020					509
Oct 2020	1	2			507
Nov 2020	1	1	1		489
Dec 2020	1			1	523
Jan 2021	1	3	1		506
Feb 2021			1		456
Mar 2021			1	1	520
TOTAL	6	13	7	3	5805

CCIB - CCIB meetings are now being held by teleconferencing every Wednesday afternoon. This is where we review file information on the brothers that are soon to be released.

I have not been able to attend the institutions in the lower mainland due to the pandemic. I do receive phone calls and letters from the brothers inside, this has been my main connection with them this year.

Community Resource Expo – Has been cancelled this year. Usually, the staff and I attend the Expo Fairs in the Spring and in the Fall. We attend all the Institutions in the lower mainland, and we meet with a lot of Brothers during that week and speak to them about the programs and services we have to offer.

Culture – We have Sweat Lodge ceremonies that are usually held every Sunday afternoons for the brothers but were put on hold, they are now gradually starting back up, we also

have Elders that the brothers are encouraged to meet with to continue with their healing journey.

Camp Potlatch – The Brothers attend the camps in the Spring and in the Fall to help them in their healing journey. They stay for three nights and four days, they participate in the sweat lodges, healing circles, workshops and go out on our canoe. The Elders work with the brothers and share their stories and their traditional ways. This was cancelled this year as well.

Activities - We were able to have a few fun activities with the brothers to participate in, always with the safety protocols in place. We had pumpkin carving contest, a gingerbread house contest to name a few.

This year we celebrated Christmas in-house, it was very low key. Santa came with gifts and the brothers enjoyed a delicious turkey dinner with all the fixings.

Programs – Naa-na-himiyis has a Pre-Employment program, Circle of Healing program, Housing Navigator program, and an Outreach Worker.

Staff – We have 12 house support staff that work 24/7. We have two new staff, and we welcome them to the Naa-Na-Himiyis team.

I want to thank all the staff for their continued dedication and hard work they do for Naa-na-himiyis Brothers' Healing Lodge.

Craig Snow – Administrative Assistant
 Ellen Stewart – Full-time House Supervisor
 Artemas Lai – Full-time House Supervisor
 Kelsey Pootlass – Full-time House Supervisor
 Darcy Erickson - Part-time House Supervisor/
 Summer Student
 Bruce Clayton – Full-time House Supervisor
 Sidney Phillips – On-call House Supervisor
 Sharon MacAlpine - On-call House Supervisor
 Austin Lee – Part time/On-call House Supervisor
 Dakota Jack – Part time/On-call House Supervisor
 Erika Yang – Part time House Supervisor/
 Counselor
 Edward Maxwell – On-call House Supervisor

This ends my report.

Thank you all,
 Danette Delorme



Anderson Lodge Healing Centre for Women

By Velma Albert, House Manager

Introduction

Good evening members of Circle of Eagle Lodge Society (COELS), Board of Directors, Staff of Naa-Na-Himiyis Brothers' Lodge, and Anderson Lodge. This document serves as the 2021 Annual General Meeting report (AGM).

Coronavirus Information

It has been over a year now since we started with our new normal, the global pandemic, some of our cultural activities have changed to coincide with the BC Public Health pandemic protocol. You will learn more of them later in this report, but the following are Anderson Lodge's protocol to keep our sisters and staff safe from the COVID-19 virus.

Anderson Lodge's COVID-19 Protocol:

Staff/Sisters

- Wash hands immediately after entering Anderson Lodge
- Staff/sisters are encouraged to wash hands or use the hand sanitizer as often as they can throughout the day
- Staff/sisters: Mandatory Face mask at all times (except for eating/drinking)
- Remain 2 meters apart from all staff and sisters
- Shift Change Procedure: Staff must call in 10 to 15 minutes before reporting to work
- Upon reporting to work, staff must take their temperature with the portable thermometer in the office. Record it on the staff "Temperature Log."
- All staff must participate in the Staff Safety Plan through checking off, yes/no on the "Daily Health Check-list" document
- A daily temperature check must be taken of all sisters and is recorded in the Temperature Logbook
- Only one or two staff members in the main office; must be wearing a face mask
- There is a second office in the facility for a second staff member to work
- Each office and work area must be sanitized when staff has completed their shift. This includes office chairs, desks, computers, keyboards, pens, etc.
- All pens, hand-sets, and keys must be placed in the sanitizer in the main office
- All high-touched areas must be wiped in the two-step procedure: 1. Use the spray bottle of soap/water to wipe the area clean. 2. Use the spray bottle that contains bleach/water. Wipe the areas after step 1. Let dry. This shall be done at least four times per day
- Sisters must keep the common rooms and their personal space sanitized/cleaned using the two-step method
- Staff/sisters must report to their supervisor/staff soon after they have learned that they, a co-worker, or another have symptoms of COVID-19
- Staff is to continually provide messaging to the sisters that if they do not feel well, that they inform someone immediately, as opposed to waiting for things to get

worse

- Staff/sisters follow all COVID-19 policies posted on the walls of Anderson Lodge
- Follow all cleaning procedures within the facility
- Provide COVID-19 information to sisters in a gentle manner
- Staff/sisters review all memorandums with the clipboard labeled, "COVID-19" outside the main office door
- Staff/sisters wipe down the tables and areas that have been used before and after each usage
- Staff is to continually provide information to the sisters that they are not to have close contact with anyone in private residences unless the contact is considered their immediate family or core bubble. Consultation should occur between the CMT and the CRF in determining who should be considered in a sister's immediate family and core bubble

Wipe all High touch Areas

It was one sister's job to wipe all high touch areas such as the doorknobs, handles, stair railings, kitchen areas, dining room areas, and the living room areas four times per day. All high-touched areas must be wiped in the two-step procedure:

1. Use the spray bottle of soap/water to wipe the area clean.
2. Use the spray bottle that contains bleach/water. Wipe the areas after step 1. Let dry.

Anderson Lodge impose the following

- Essential/cultural outing only. Call your supervisor if you are unsure about what is an essential/cultural outing
- Mandatory Face Mask at all times and all areas (all common areas and hallways)
- Mandatory physical check-in at 5:30 pm
- Wash hands every time sisters enter Anderson Lodge
- Use your arm when coughing and sneezing. Wash hands soon thereafter

Kitchen

- A cook is available onsite from Mondays to Fridays. Her task was to prepare all meals and the handling of the food preparation
- Cover all food at all times
- One person in the kitchen at a time
- No buffet-style serving: one person serving the food (individual Staff/sisters can prepare food for only themselves)

Shared Bedroom

- Beds must be "Head to Toe"
- A physical barrier must be in between the two beds

Anderson Lodge continues to keep our sisters and staff safe through education. The society has provided us with workbooks on the Coronavirus. Once the sisters and staff have completed them, the next step was to complete a worksheet that was included. There was high participation in these exercises. In addition, there were surreys that they had to prepare about the vaccination. For example, are you willing to participate in receiving the vaccination? If not, why not? The findings were that the majority of our sisters and

staff were willing to receive their vaccination to produce antibodies against the COVID-19.

And then in January 2021, one sister received her first vaccination injection. In the months thereafter our sisters and staff continued to receive their first dose of vaccination. It was in May that our staff and sisters started receiving their second dose of vaccination. To date, most of our team and sisters have been vaccinated with their first and second vaccination.

To address the virus, on January 14, 2021, Anderson Lodge's sisters each received a hamper that included a large towel, a washcloth, masks, hand sanitizers, a journal, a sewing kit, and a hygiene kit (shampoo, nail clipper, soap, and toothbrush/paste). All of the sisters were extremely grateful for all that they have received. These items were provided to help with the hygiene up-kept.

Anderson Women's Healing Lodge, Statistic (Homelessness Program)

Information gathered from fiscal-year-end April 1, 2020 - March 31, 2021:

In total, 11 sisters were served. 07 were between the ages of (30 - 54), while four were over 55 years of age.

All 11 sisters identified as female, and no one identified as a transgender person. But they all were descendants of Aboriginal heritage. Out of the 11 sisters, all of them reported their marital status to be single.

In terms of the immediate reason for services, two had spousal abuse, four had family breakdowns, one was evicted from her home, zero was moving to the city, zero was stranded in the city, zero was from medical treatment, one was from jail, four had drug abuse issues, and seven had alcohol abuse issues.

In terms of source of income/change of income, one was employed, six were on disability, one was employed while on Disability program, one was on social assistance, two reported to have no income, and one reported to be on Employment Insurance.

While residing at Anderson Lodge, one participated in education, and 11 had social and cultural involvement. 11 reported that they had an increase in their cultural engagement or knowledge of their heritage at Anderson Lodge. All 11 had reported that they have gained life skills through workshops/other activities associate with the client's services activities.

In terms of increased access to services and programs, 27 referrals were made: 11 were made to the Spiritual/cultural program, 11 to the housing program, one to emergency services, and four were made to addiction services.



The major form of housing in the past year: five reported having their own house or apartment, zero was from hospital psychiatric, one came from jail, three were in shared accommodation, one came from another shelter, and one was completely homeless/living in her vehicle.

Anderson Lodge is in partnership with Luma Native Housing, and Corrections Service of Canada (CSC); and at this time, we would like to take this opportunity to thank them for assisting us in continuing our services to the homeless and Conditional Released Aboriginal women through funding our program.



Anderson Lodge Cultural Wellness Program

Ceremonial Fire – June 2020

Anderson Lodge employed a Cultural Wellness Worker in August 2020. However, due to COVID – 19, all gatherings are currently postponed until the ‘close/large gatherings’ restrictions are lifted.

Hence, one sister at a time and our staff sit around the Ceremonial Fire on Wednesdays to participate in a talk therapy session. One sister assisted her through building the fire each week. Thank you to all the sisters for all your hard work to assist with another sister’s healing.

Our Wellness Worker also taught our sisters the Indigenous world view of healing. They traveled to Squamish, BC, on March 25 and the 30 to harvest Cedar and to participate in a Water Bundle Ceremony. During this time, she shared traditional knowledge that she had with the sisters and staff.

In April the staff and sisters secured a sunny spot on the site of Anderson Lodge premises to plant Indigenous Medicine – Tobacco. It was nice to watch it grow outside the lodge. It was the first time many of us learned and watched tobacco grow. This was a positive experience for our facility.

Bannock on the Run:

This project commenced in August 2020 on the sites of Anderson Lodge. One coordinator and the sisters worked on Tuesdays and Wednesdays of each week up until January 2021. Their schedule changed from weekly to bi-weekly. On Tuesdays, the coordinator conducts her inventory and menu; and, then she travels to the supermarket to shop for groceries. Once she returns, she and the sisters prepared food for a meal for about 36 elders within the community. On Wednesdays, they started working extremely early begin cooking the meal. After they prepare a nutritious meal and a goodie bag, they distributed the meals to the elders. All food was well received by the elders as they expressed their appreciativeness by thanking our staff and sisters.

Sweat Lodge

Since March of 2020, Anderson Lodge’s sweat lodge ceremonies were postponed until June 2020, and then it was postponed once more due to the Global pandemic in August. However, the Wellness worker supported the sisters at the lodge and continue to hold talk therapy with them. She also taught and advised them on the Indigenous spirituality while the ceremonial fire was lit.

Housing Navigator/Employment Training

The Housing Navigator reports to Anderson Lodge on Thursdays to assist the sisters in securing suitable accommodations. Although there were some struggles in placing our sisters in a place that they can call home, she worked hard in reaching this goal. Some sisters secured a home while others relocated to their family/friends’ residence. Some of the challenges were, the cost of rent was too high, not enough funds to cover the rent, and some places were not suitable for the sisters.

COELS’ employment/training officer reported to Anderson Lodge on Mondays to assist our sisters with employment and training. He helped through preparing resumes/cover letters, online job searches, employment training placements, zoom employment pieces of training, and providing our sisters with work gear to start working. The majority of work that our sisters do continues to be in areas of custodian and construction work – traffic control/professional cleaning.

Staff Training

This year we continued to see value in staff training; hence, our staff is to attend five training days per year. Staff participated in six zoom training, while we had 15 webinar training. The following are staff training/webinar from April 1, 2020, to March 31, 2021:

Training 2020 – 2021

Dates	# of Staff	Training	Webinar Training
April 13, 2020	6 staff members	Covid- 19 planning Training –(COELS)	
June 24, 2020	7 staff members	Covid-19 workbook Part 2	
July 8, 2020	2 staff members		Substance use awareness and safety training (HSABC)
July 8, 2020	6 staff members		Managing Hostile Interactions (HSABC) part 1
July 15, 2020	5 staff members		Managing Hostile Interactions (HSABC) part 2
July 22, 2020	2 staff members		LGBTQ2S Awareness: Equity and Inclusion Training
August 12, 2020	8 staff members	Urinalysis Program Training-(CSC) Treena Smith	
November 24, 2020	3 staff members		Meeting the needs of aging offenders in the community
December 2, 2020	3 staff members		Self -Care, workplace harassment and boundaries Part 1 & 2 (HSABC)
January 13, 2021	4 staff members	Microsoft Teams Training (Barb Ellis)	
January 26, 2021	1 staff member		Suicide Prevention Checklist (HSABC)
February 2, 2021	1 staff member		Evictions (HSABC)
February 3, 2021	3 staff members		Managing High Stress situations (HSABC)
February 10, 2021	1 staff member		Self-care workplace, Harassment Boundaries (HSABC)
February 12, 2021	1 staff member	First aid training Level 1 (St Johns Ambulance)	
February 17, 2021	3 staff members		Brain Injury (HSABC)
February 18, 2021	5 staff members		Managing Hostile Interactions (HSABC)
February 23, 2021	3 staff members		When caring hurts-Vicarious Trauma (HSABC)
March 6, 2021	1 staff member	First aid training Level 1 (St Johns Ambulance)	
March 11, 2021	1 staff member		Learn & Connect with Homeless women (HSABC)
March 18, 2021	1 staff member		Path to care un – BC Corrections survey training

We welcome various training for our staff to participate and to benefit our team, it would be our pleasure to join you in your training.

BBQ

To assist with staff and sisters COVID-19 fatigue and anxiety, COELS held a BBQ for everyone on February 10, 2021. Our CEO brought the meat and then barbequed them on our new barbeque stand. Anderson Lodge staff prepared three different salads, brought the drinks, condiments, and snacks. All staff and sisters enjoyed and thanked COELS for all the good food.

Corrections Service of Canada (CSC)

From April 1, 2020, to March 31, 2021, Anderson Lodge served 24 women on Conditional Releases. 13 were on Day Parole while eight were on Statutory Release with Residency, three Long-term-supervisions, and zero full-parole with Residency. 10 out of the 24 CSC sisters were of high-risk status, and five were considered high needs sisters.

Five were between the ages of (19-29), 28 were between the ages of (30-54), and two were reported to be within the 55+ category. In addition to the 24 women on Conditional releases, we also served three transgender people. 18 were of Aboriginal descent, while six were of non-Aboriginal descendants.

For this year, out of the 24 sisters, 16 reported their marital status to be single. Zero was married, one was separated, five were in a common-law relationship, one was legally divorced, and one was reported to be a widow. In terms of children, out of the 24 sisters, there were 38 children: 25 of them were with family members, none were in Ministry Care, and 13 were grown adults. In terms of employment, five went from no employment to full-time employment.

In 2020/21, Anderson Lodge had some successes in assisting the CSC sisters in the area of private accommodations; as such, three reached their Warrant Expiry Date. In addition, two transferred to another Community Residential Facility (CRF). Most of them were successful in securing private accommodations.

Two were suspended due to substance use, eight went Unlawfully at Large (UAL), and two went to a residential treatment center from Anderson Lodge. Seven remained at the facility to continue the program.

Not only does this group of sisters attended our in-house program, but attended the CSC and community programs as well.

Institutional Visits

There were no Institutional visits to the Fraser Valley Institution due to the Coronavirus outbreak in our community starting last year. The last visit was in early March 2020. But on November 9th, Fraser Valley Institution indicated that the House Manager can resume the Institutional visits. The Institutional Parole Officer placed a "gate pass" at the front gate. However, on the 10th they called back stating that, due to the second wave of the coronavirus, all institutional visits continue to be closed.

To keep in spirit with our contract, we have accepted more telephone calls/ letter writings with the sisters at the Fraser Valley Institution.

Acknowledgment of Staff:

- | | |
|----------------------|--|
| • Velma Albert | - House Manager |
| • Ida Joe | - Administration Assistant |
| • Chona Ureta | - House Support / Bannock on the Run Coordinator |
| • Mavis Williams | - House Support |
| • Rose Marie Francis | - House Support |
| • Lisa Snow-White | - House Support/ On-Call relief |
| • Ellen Stewart | - On-Call relief |
| • Andrea Peters | - On-Call relief |
| • Kaela Vaa | - On-Call relief |

Without our staff, we would not be able to have a successful program this year. I thank you all for your hard work and dedication to our sisters, and the Circle of Eagles Lodge Society. Musi Cho!

We also would like to thank the Housing Navigator (Crystal Roy), COELS Employment Officer (Isadore Philips), Cultural Wellness Worker (Glenda Abbott), and the Cultural worker (Clare Cameron) for working and supporting our sisters through this challenging year as we continue with the global pandemic.

Conclusion

This concludes Anderson Lodge's report for this 2020/2021 fiscal year-end Annual General Meeting. Musi Cho...

Tsetsusem Healing Journey

By Clare Cameron, Canoe Journey Coordinator and Jason Lawrence

Due to the COVID-19 Pandemic, the Tsetsusem Canoe Healing Journey was postponed during the year of 2020-2021. Should the Public Health Orders allow for these type of activities we plan to restart in the fall of 2021.



Executive Administrative Assistant (EAA)

By Jason Lawrence

Meetings

The EAA attended most staff meetings and external meetings, to record minutes and occasionally provide input. After attending a meeting, tasks that had been identified and noted in the minutes are highlighted and added to an app from Microsoft 365, which provides reminders. Scheduling

Another ongoing task was scheduling maintenance for properties and vehicles, meetings with e-calendar appointments, transportation for supplies and people

1. As the COVID-19 pandemic became a serious threat, COELS recognized the value of organizing private transportation for our staff and residents for appointments
 - a. Two drivers were hired doing more than full time to accommodate the need.
 - b. Elaborate spread sheets to coordinate shifts of a staff of over 30, at three separate locations, with usually more than a handful of them on the same schedule as each other, with two of the locations operating 24 hours.
 - c. This was challenging because it caused some staff to wait and the drivers to work very long hours, increasing stress in already uncertain times.
 - d. Being the COVID Coordinator was an asset for this work, because of the evolving safety protocols that needed to be followed, and there was extra cleaning, PPE and other considerations needed attended to.
 - e. The EAA was often taking calls at midnight to connect people and resolve issues.
2. We required another full size Xerox printer, so we ordered a new one, did software installs for many of the staff computers, and programming of the machine's internal address book etc.
 - a. We had the old one moved to our new offices, as it was under two years old.
 - b. We had the memory wiped on the one we already had.
 - c. We had the new one delivered
 - d. We had Xerox representatives visit our sites to assess our needs.
 - e. Appointments were scheduled to set up at both locations

- f. This was done in this way because when evaluating all logistics, it was most cost efficient and logical, as it achieved a lot of set up and maintenance that was due
 - g. After the machines we set up, technicians had to be scheduled a few times, and over 30 calls and emails for trouble shooting assistance and rescuing
3. Communications about garbage and recycling collections
4. Our residents are referred to as Brothers and Sisters. When they are not able to care for their personal belongings because they suddenly leave our houses, their belongings are packed, listed and stored. The EAA is asked to assist with taking stuff to storage and record the process and or organize the contents or the effort/ labor

50th Anniversary Documentary Film Production

To commemorate COELS fiftieth anniversary, the production of a documentary film about the history and success', was planned to be completed on date of the anniversary. Although the actual release date was postponed due to COVID, work continued when possible. Over the past year the main focus of this project was to coordinate stock footage, music for the soundtrack, shoot footage needed to complete the film and editing for the visuals.

- a. The final segments were shot in the winter before the state of emergency was declared because of COVID (2019/2020)
 - b. The crew included the cinematographer, the CEO and the EAA scheduling time at the Friendship Centre to interview the founder of COELS and some Brothers which were important influences, to the outcome of the film
 - c. For the audio, a soundtrack included an Indigenous twelve person drum and singing group, a renowned film composer and his team, and a group of musicians and producers that donated one song about a dream, which was the premise of the film
 - d. The drumming and singing group attended our offices at Wall Street in Vancouver to record some music. The composer also attended to engineer the session, which he later included some of their musical works, integrated in specific scenes
 - e. The recording resulted in a COVID exposure event, which required a swift response from many people coordinating testing, contact tracing, isolation, extra cleaning, consultations, monitoring, and record keeping

- f. Three musical groups, several producers and twenty-four musicians contributed to the music ended up on the soundtrack
- g. Everyone filmed signed an agreement, so a contract was updated, and signatures collected while shooting this film over two years
- h. The contracts were filed for future reference and had to be reviewed by request of CSC
- i. Keeping track of the process and those involved, was done. Much of the information made an easier task of assembling the credits for the film
- j. The credits were sent with all the audio files to the cinematographer, in order to put all together
- k. Several editing screenings were done internally and one with a group of stakeholders
- l. We have one more screening with a majority of the rest of the people involved, focussing on those who appeared on screen will be scheduled.
- m. After all of the scrutiny to identify changes, final edits will be done, and the film can be released

IT

Over the past year, COELS has been working to move as much of our communications and processes online to accommodate the need for safer working practices and efficiency.

COELS identified the need to evolve with technology options to streamline our operation before COVID, but the increased danger has forced us to really focus on this effort.

1. Last year, we purchased a subscription to Microsoft 365 with an objective of utilizing an email service that was integrated with shared online working environments such as SharePoint and Teams.
 - a. This work was a big change that required a lot of cooperation and learning from everyone. There was resistance to the adjustments and the learning curve was challenging for almost everyone, as the system is under constant development with fixes and updates coming out weekly.
 - b. The onboarding needed everyone to download an app on their cell phones to perform two factor authentications, even when we attempted to remove it for simplifying the process. Some people did not want to use their own phones to accommodate a work requirement.
 - c. There were numerous password resets and tutorial sessions scheduled
 - d. After a lot of efforts, we began utilizing more functionality and things became easier. We moved from Zoom to Teams, as it was integrated into our subscription.
 - e. We learned how to work on documents together in real time in a video meeting.
 - f. There are still some bugs, like any software, but we are becoming familiar with the process of working with Microsoft to resolve issues or find alternatives to our specific objections.

2. For phones in new locations such as our resource offices, we subscribed to a voice over internet protocol (VOIP) service from Telus, Business Connect. An online, customizable, client managed phone service.
 - a. The phones were ordered for COELS Resource Centre on Wall Street originally. We have recently ordered this same service at our new location, for our new program called Outreach. We are now programming those phones to be connected by a central switchboard operator at one location for all resources. This effort is estimated to be 85 complete. It is expected to be complete within the week, when an order for a new line is connected.
 - b. Like other software solutions, this VOIP service has had technical glitches and programming misconfigurations which needed addressing. That process requires a lot of patience and attention, as the waits for remote assistance can be very time consuming and at times, not successful.
 - c. It took several days to configure the phones and the online dashboard to properly utilize the capacity.
3. Internet has been an ongoing issue with a lot of demand on the signal from our employees and residents. Many of our residents have smart TVs, laptops, online gaming, call phones connected and other devices online. Many hours were spent doing service calls for signal outages and speeds slowing down etc. Time spent meeting up with technicians. The EAA had the task of running cabling through our ceilings, connecting routers and devices numerous times.
4. In order to provide some compensation for the forced isolation that COVID restrictions brought, twenty-seven smart TVs were purchased to install in the resident's rooms.
 - a. The task of installing the TVs and cable for all the rooms took over a week.
 - b. Some rooms didn't have a live feed connection, so cabling was purchased and run from one room to another and then tacked down with cable ties
 - c. Many of the TVs were then set up with connecting to the internet, which required an employee to connect to ensure the passwords were not shared with the residents that had restrictions to connecting to the internet.
5. Air conditioners were installed in approximately twenty rooms to provide an environment that would be comfortable to isolate in.
6. Many of our staff required assistance with downloading apps, setting up email accounts. Sometimes when a service is interrupted or a printer is down, the EAA is notified.
 - a. Usually the EAA drives to the location to address the issue, with an 90% success rate.
 - b. These tasks usually require unexpected lengths of time to achieve and big expectation.
 - c. These tasks informs on the importance of how a mindful approach, can ease frustration from the user attempting to become familiar with the new digital landscape.

COVID-19 Response

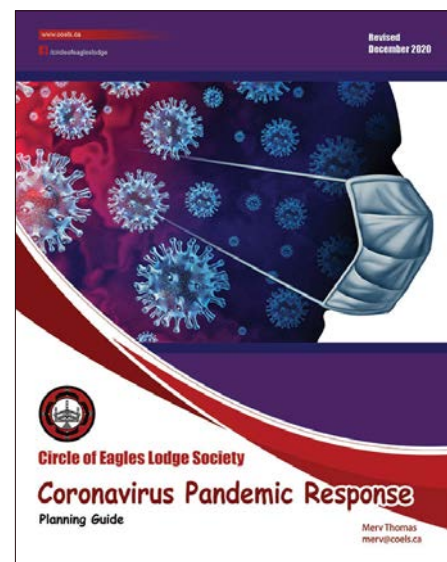
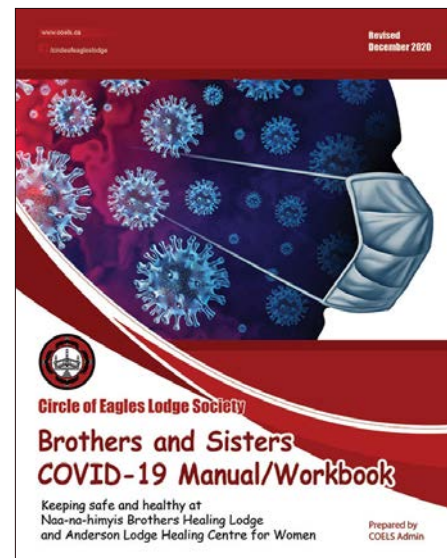
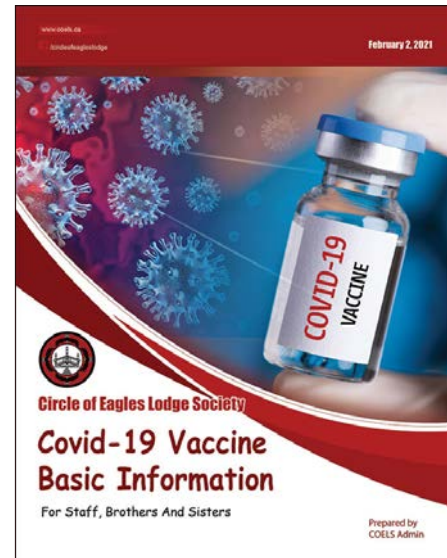
By Jason Lawrence

Information Exchange

The beginning of 2020 brought increased awareness of the coronavirus, COVID-19. COELS CEO led our response to the COVID-19 pandemic, with the project coordinator, other staff members, and consultation from an Indigenous steering committee, BCCDC, VCH, CSC and more.

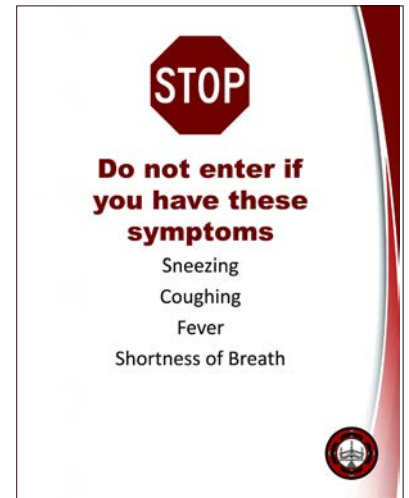
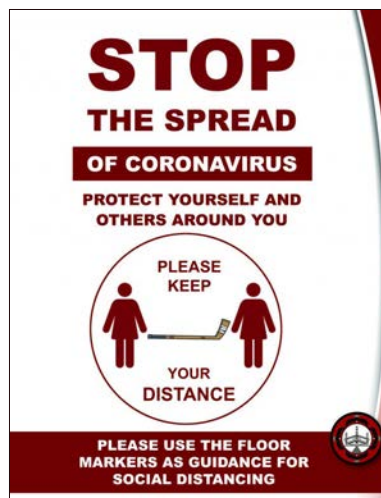
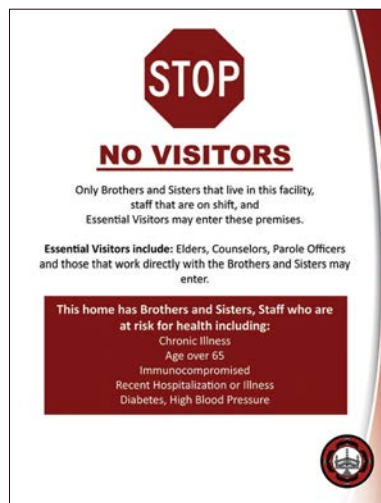
From the work done with this group, the following resources were created:

1. We researched information provided by health authorities such as BC Centre for Disease Control, Vancouver Coastal Health and Health Canada.
2. Utilizing the information gathered, we sought consultation from an Indigenous Steering Committee that comprised of people from several health agencies. Meetings were held weekly at first then less frequent.
3. The first objective was to synthesize the information into resources, that would adapt the delivery of the messaging, to be comprehensive and would speak to those who would be seeing it. The resources had to be concise, culturally safe and provided in a variety of ways.
4. The second objective was met by developing several resources, to create awareness on how to mitigate the spread of COVID-19. Some of these resources include:
5.
 - a. Brothers and Sisters COVID-19 Manual/Workbook Part 1
 - b. Brothers and Sisters COVID-19 Manual/Workbook Part 2
 - c. Brothers and Sisters COVID19 Manual Workbook - Revised 2020
 - d. COELS Pandemic Covid Planning Guide 2020
 - e. COELS Coronavirus Pandemic Response Planning Guide 2020 - Revised
 - f. COELS - COVID 19 Staff Planning Guide (pdf)
 - g. Brothers and Sisters Manual for COVID-19 Vaccines Basic Information
 - h. 4 Physical distancing signs
 - i. A face mask sign
 - j. A do use this desk sign
 - k. Two different cough and sneeze into your elbow posters
 - l. A not enter if you have symptoms sign
 - m. A no visitors sign
 - n. 3 different handwashing signs
 - o. 12 Room capacity signs
 - 6 with a male symbol, and 6 with a female symbol.
6. The above-mentioned resources were printed, sent in mailouts, and delivered to both houses. Downloadable versions were put on our website and shared on social media.
7. We provided a financial incentive to our staff and residents to read through several workbooks and answered questions to evaluate their understanding of the situation and the health data.
8. After sharing our resources we began getting requests, as offered when sharing



Person Protective Equipment (PPE)

1. When the lockdown began in March 14, 2020, supplies of PPE began to be sought after and hard to find.
2. We had some issues with purchasing online with some sellers processing orders, then emailing notices that they had sold out. We ordered from a local supplier and noticed prices going up, as the demand grew stronger.
3. We responded by working as a team to purchase PPE whenever someone noticed products becoming available when doing shopping for other things.
4. We supplied our staff and residents with masks, sanitizer, disinfectant, wipes, gowns, shields, wastepaper baskets for outside quarantine rooms.
5. We purchased disposable dishes and dispensers for all locations.
6. Ordered plexiglass barriers and had them installed for kitchens, some desks and on shared tables.
7. We ordered brightly colored nylon strap barriers and had them installed, to section off kitchens, and limit the amount of people present, when food is being prepared.



Testing

There were COVID-19 exposure incidents that occurred, which required a swift response by staff, with the cooperation of our residents in order to have them tested. There were times when people felt symptoms but were not aware of an exposure that were brought for testing as well.

The response procedures that we followed can be found in our planning guides mentioned above.

Our staff includes drivers that picked up staff and residents adhering to procedure and the extra safety measures. These extra safety measures included driving people in a van with a single passenger riding in the last row of seats



Extra Precautions Isolation, Restricted Movement

1. We requested an evaluation from Vancouver Coastal Health for both of our houses, to provide feedback about our COVID response.
 - a. They did a walk through of both houses
 - b. They wrote a report and sent it to us
 - c. We adjusted our response to include their recommendations
2. As added safety precautions were discussed in meetings, the upper management decided to implement restricted movement for residents, cutting back the amount of time allowed off the properties.
3. We recognized this as an opportunity to educate everyone on current COVID facts and safety practices.
 - a. We prepared inserts and placed them into our health and safety books created about COVID.
 - b. We then distributed the books to our residents and staff and provided a monetary reward to everyone that completed the questionnaire in the inserts.
4. We understood that the information was evolving and that we would need to update the books soon, to provide information that could be as accurate as possible, ergo a safer environment.
5. Each time we updated the books and provide another questionnaire, we would ease movement restrictions to allow more time outside and another monetary reward.
6. We purchased Touchless thermometers and infrared boxes to sterilize key and cell phones for employees

Added Supports

- BBQs
- Very limited attendance for cultural fires
- Christmas with Santa in PPE, delivering presents to the houses
- Elders supports via telephone or video chat
- Birthdays were celebrated with a card and cake
- Air Conditioners and TVs were installed in a majority of the resident's rooms.
- We assembled care packages for residents that contained personal hygiene products and PPE, laundry baskets, toiletries and more

Vaccines

- Pop up clinics last minute
- Lack of buy in from skepticism
- Creating and distributing posters and books
- Coordinating staff
- Challenge of gathering data for reporting, numbers, certificates, follow up dates
- Fear and anxiety from some people
- Countering fake news

Statistics Tracking

We created tracking charts and spread sheets to track testing and exposure events, vaccines and PPE supplies.

Technology Utilized in our Response

- Teams, updates, tutorials, installs, file creation and database, meetings,
- Zoom
- Microsoft 365 virtual workplace

Mask Making

By Amanda McGee

During the fiscal year of 2020 with COVID impacting the entire world and everyone requiring to wear masks the COELS provided the opportunity for the sisters to sew masks for everyone. There was an honorarium provided for each mask completed. We made various prototypes and even created one with a pocket to accommodate a filter. Acquiring elastic was difficult when all stores closed, and we were left to improvise. Eventually only one sister was continuing to sew them at an honorarium of \$2.50 each completed mask. There were 400 masks sewn which were donated to the Elders, Brothers/Sisters, Staff and will be sold in the Circle of Eagles Trading Post.



Let's stop COVID-19.
We are all in this together!

Myth:
People have had serious allergic reactions to the COVID-19 vaccine.

Fact:
No. This has happened very rarely. It is important to talk to your nurse or doctor if you have ever had serious allergic reactions.

The vaccine works to...

Recognize the virus

Destroy the infected cells

Produce antibodies to fight the virus

Remember the virus and how to fight it, if you are exposed to it again

Talk to a health care provider in your community, if you have questions about the vaccine.

Circle of Eagles Lodge Society

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Let's stop COVID-19.
We are all in this together!

"The COVID-19 vaccines are safe, effective and approved by Health Canada."
Janet

Improved technology, worldwide collaboration, and increased government funding helped speed up the development of the vaccines.

The vaccine works to...

Recognize the virus

Destroy the infected cells

Produce antibodies to fight the virus

Remember the virus and how to fight it, if you are exposed to it again

Talk to a health care provider in your community, if you have questions about the vaccine.

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Let's stop COVID-19.
We are all in this together!

"I got vaccinated to protect myself, my loved ones, my work and my community."
Craig

Remember to continue to...

Wash hands

Stay home when sick

Wear a mask

Maintain physical distance

Keep using good cough and surface hygiene

Talk to a health care provider in your community, if you have questions about the vaccine.

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COVID-19 Evaluation Report

By Reciprocal Consulting

This report describes the Circle of Eagles Lodge Society's (COELS) Response to COVID-19. COELS is an organization that supports Brothers and Sisters with reintegration into community after leaving federal institutions through providing respectful wholistic services and culturally safe spaces to sustain healthy, harmonious, and thriving lives. The objectives of this evaluation were multifaceted, such that it sought to document COELS' response to COVID-19, and gather feedback on the engagement with the COVID-19 resources, impact of COELS' COVID-19 response, and highlight wise and promising practices in COELS' response to COVID-19. This evaluation used both primary (survey and interviews) and secondary data sources (document review and social media review).

Findings

Engagement and Reach

Evaluation participants included COELS staff, management, and Brothers and Sisters who reported high engagement with COELS' COVID-19 resources, specifically engaging with the COVID-19 manuals and workbooks for Brothers and Sisters.

Design and Delivery

Several COVID-19 procedures and policies were implemented and followed within COELS. Evaluation participants reported that COELS implemented protocols around mandatory mask wearing, physical distancing, limiting people in common areas, and limiting visitors. Evaluation participants also reported high levels of understanding of the procedures at COELS.

Impacts and Outcomes

Levels of concern about COVID-19 remained the between the beginning of the pandemic to the time of this report. Evaluation participants cited the unpredictability of the pandemic as a continued cause for concern, particularly with the introduction of new variants, and changing nature of the pandemic.

Evaluation participants reported increases in knowledge about COVID-19 since the beginning of the pandemic, and reported that this knowledge was from resources and materials developed by COELS, as well as outside sources such as the news. Additionally, keeping safe from COVID-19 increased greatly when compared to the beginning to the pandemic; all evaluation participants reported higher levels of maintaining safety as time went on.

Wise Practices and Lessons Learned

The COELS COVID-19 response was largely found to be effective among evaluation participants. In particular, participants indicated COELS' provided access to information through resources and communications, access to personal protective equipment (PPE), and access to the vaccine. Protocols for social distancing, isolation, and limiting visitors were also reported as effective. Despite the efficacy of COELS' approach and resources, some participants noted elements that were less effective, including: a lack of clarity around information and communication, inability to maintain accurate information, and inability to enforce the rules.

Evaluation participants also reported that the COVID-19 resources were presented in a way that was relevant to Indigenous people, such that the resources incorporated Indigenous culture and lifestyle, and that the information was accessible and of quality. Additionally, the inclusion of information of maintaining physical health combined with spiritual, cultural, and mental health provided a holistic approach in the resources and documents developed by COELS.

While most evaluation participants noted they would not change anything, some offered suggested changes to create more resources, improve enforcement of the rules, offer more information on community spread and statistics, respond quicker, and take a more relaxed or flexible approach.

This report describes the Circle of Eagles Lodge Society's (hereinafter referred to as COELS) Response to COVID-19. The first section of this report describes the background of COELS, followed by a brief document review of COELS' response to COVID-19. The second section reviews the evaluation methodology, including data collection tools and processes. The remaining portion of this report presents findings on COELS' response to COVID-19.

Circle of Eagles Brief Evaluation Report

By Reciprocal Consulting

1.1 About the Circle of Eagles Lodge Society

COELS supports Brothers and Sisters with reintegration into community after leaving federal institutions. This work is done by providing respectful wholistic services and culturally safe spaces for Brothers and Sisters to sustain healthy, harmonious, and thriving lives (COELS, 2021).

In response to COVID-19, COELS developed comprehensive resources to support their staff, visitors, and Brothers and Sisters. Section 1.2 below summarizes the documents and actions taken by COELS in order to protect Brothers and Sisters and staff from COVID-19.

1.2 Document Review of COELS COVID-19 Response

COELS responded quickly to the COVID-19 pandemic by implementing policies, protocols, and training for staff, visitors, and Brothers and Sisters. The investment of this work has been instrumental in mitigating the risk of an outbreak during the pandemic. A review of manuals, workbooks, planning guides, training guides, and social media posts was done in order to understand the ongoing allocation of resources needed and the wise practices that have been implemented in order to continue fostering a safe space at the Healing Lodges.



The allocation of resources by COELS led to the creation of several documents, including:

- the Brothers and Sisters COVID-19 Manual/Workbook,
- the Brothers and Sisters COVID-19 Manual/Workbook Part 1 and 2,
- the COELS COVID-19 Staff Training Plan,
- the Coronavirus Pandemic Response – Planning Guide,
- Social Media Posts on COELS Facebook Page.

The creation of these documents offer a unified approach to COVID-19 and offer clear protocols to follow to manage the risk of infection, and prepare for a potential case of COVID-19 within the lodges. Documents and social media posts offered the following wise practices:

- Protocols for positive test results: isolation processes, first aid protocols, housekeeping, laundry, and waste controls.
- Preventative measures: mask wearing, good hygiene practices, essential visitors only, physical distancing, practicing cultural ceremonies in a safe way, hand washing, limiting number of people in common spaces, signage (e.g., Proper coughing/sneezing etiquette, capacity limits for spaces, physical distancing, wearing a mask, handwashing, no visitors), access to PPE, daily temperature checks, cleaning schedules, protocols for leaving and entering facilities/home, protection in community.
- COVID-19 Checklist
- Ensuring all staff, Brothers and Sisters, and visitors are aware of the policies and procedures in place for COVID-19
 - Signing of manuals/workbooks once completed by Case Worker and House Manager, Supervisors.
 - Inclusion of questions and prompts in the manuals/workbooks to ensure understanding and engagement with materials
- Creation of a COELS Pandemic Response Team (CPRT)
- Contingency planning for COVID-19 disruptions
- Physical, emotional, spiritual, and cultural supports for Brothers and Sisters (e.g., wellness breaks)
- Creation of kits for Brothers and Sisters: Individual soap, hand sanitizer, toothbrush and toothpaste, nail clippers, one-page info sheet
- Adherence to guidelines outlined by Public Health, Federal and Provincial guidelines, BC Center for Disease Control, WorkSafe BC, and CSC ¹



COELS took a holistic approach in developing COVID-19f resources/documents, ensuring both physical health and wellbeing were supported during the COVID-19 pandemic. See Appendix A and B for a summary of the documents reviewed.

Peer Support Worker

By Rob Bain

The last year has been a stressful one for everyone and we are thankful for all those who have been supportive during this time.

These restrictions were introduced early into the year, and we had to adjust for the safety of everyone. This included limited interactions with the Brothers and visiting Naa-Naa-Himyas. We would find other ways of meeting the needs of the Brothers and continue giving support. Some employees would also limit their work hours for the safety of their own health.

During the beginning of the pandemic a lot of time was spent researching this new virus and how we could provide the right information to the Brothers. This information would also guide how we would interact with the Brothers safely and effectively. Most of the information we used would make its way to guidebooks and pamphlets created by the Circle of Eagles for distribution to the organization.

We have been working with Critical Research in Health and Healthcare Inequities (CRIHHI)

School of Nursing at U.B.C. on a project called ARTjustice. This initiative has given the organization art kits that are for distribution to the Brothers and Sisters of COELS. These kits were given to those who were interested in the arts. They were given an option to contribute to the research if they wanted to. These kits continue to be distributed to those who are coming into COELS.

We continue to meet every new Brother when they arrive at Naa-Naa-Himyas and discuss a few topics. One of the most important topics we discuss is harm reduction. We provide some information and answer any questions they may have regarding harm reduction and how it affects them. We also inform them that Narcan or Naloxone are available upon request and provide an instructional video on how to administer it.

The new Brothers and Sisters are also given a care package of personal hygiene and other accessories in a laundry hamper when they arrive. This kit contains a towel, socks, a notebook, hand sanitizer, wipes masks, a toothbrush and paste, deodorant and other small items to help welcome them to COELS and to stay safe during this pandemic.

When the Brothers are ready to move into their own place and have achieved full parole, we provide support in this move. This could be helping move their belongings to their new place or provide them with a startup kit that is filled with necessary household items to make them feel at home.



This year also brought the Bannock on the run initiative which saw us distributing groceries to those who were facing food insecurities during this time. This program has been providing groceries bi-monthly and is much needed for many people in our community.

The Resource Center has been evolving into a great focal point for the organization. This center now houses the Pre-employment program, Housing support, Peer support, Outreach and now the Trading Post. This center is a great place for the Brothers and Sisters to make an appointment and work with us in any department they need help. Having this center also allows us to be more visible in the community and to reach out to those who are in need.



This pandemic has been tough on everyone, so we were relieved when they started the vaccination process. These pop-up clinics at the beginning were held in the east side of Vancouver and we were only informed shortly before they opened. We would drive the Brothers to these clinics and use this time to catch up with them. Most of the organization's employees have been given their first shot and most are awaiting their second shot.



The peer support worker continues to be available and visits the house (safely) to talk to the Brothers and catch up on their progress. Spend a little time with every one of them is important to find out how we can help them in any way. The frustration from the pandemic is very common and understandable.

We give them the time to air their frustrations and encourage them to continue the fight against this pandemic. They know we are all in this together and we can get through it together.

This year was a tough one for the organization since we didn't get to participate in cultural events that usually fill up our warmer months. This was tough but we know it was done for the safety of the community. Hopefully we can get some normalcy this year and spend more time together outside the office/house.

As we move into the summer, we are thankful to the Creator for watching over everyone and giving us the strength to move forward.

Peer Support/Housing

By Jason Lawrence

We have several clients that have various needs. The EAA also works with these clients.

1. We have a single mother that was fleeing domestic violence with five teenage female daughters, one of which was pregnant. After leaving another province, we began assisting with finding housing, furniture, access to food, employment, she had a vehicle that got into a few accidents, so that needed attending to, the kids needed to enroll in school.
2.
 - a. We began, connecting her and her pregnant daughter with emergency financial assistance to stay in a hotel that rents by the month.
 - b. We assisted with a search for housing and found a house with four rooms.
 - c. We helped with a search for an apartment for her pregnant daughter, which she found one and moved in.
 - d. We connected her with another financial program that assisted with rental subsidies.
 - e. We rented a truck to move both the older mother and her pregnant daughter
 - f. We sourced some mattress' and rented a truck to pick them up.
 - g. We enrolled them in our community food delivery program and brought boxes of food every week at first, then every two weeks.
 - h. There were a few COVID exposure events with the family and we swiftly responded by picking them up to get tested several times.
3. We have another client that had to have part of his leg cut off, so we arranged to have him driven by our CEO and one of our employees, home to Saskatchewan to get supports from family and some Elders.
4. We have a client that is over seventy with health issues, so we bring him food and drive him to health appointments.
 - a. We have created a work plan to keep track of his needs and work to assist in improving his situation.
 - b. We have driven him trade in his phone and helped negotiate a contract
 - c. We helped arrange an assessment to access special needs such as disability accommodations in his bathroom to avoid slipping in his tub.
 - d. Taken calls to talk him through understanding obstacles like setting up his phone or tablet for meetings, which needed to be done in person at times.

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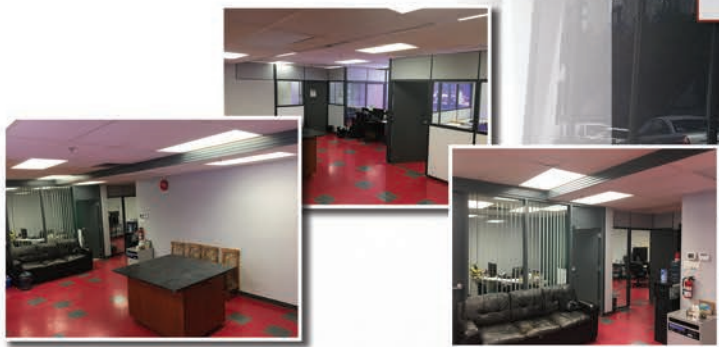
www.circleofeagletradingpost.ca



K'emk'emelay Indigenous Employment Skills Training

Circle of Eagles Resource Center
2008 Wall Street
Vancouver
(Wall and Dundas)

Phone: 778-658-5760
Email: isadore@coels.ca



K'em k'em elay Pre-Employment Skills Training Program

By Isadore Phillips

K'em k'em elay pre-employment program provides Brothers and Sisters culturally sensitive employment and career planning for Brothers and Sisters facing multiple barriers with their re-integration. Many face barriers such as are mental and physical disabilities, long-term incarceration, poverty and substance use, as well as displacement from their home communities.

K'em k'em elay, is part of the COELS Resource team, which works together to provide services in addition to employment and training supports. Through networking, advertising and friend referrals we have worked with the clients as well from the Indigenous community in the downtown east side and other Community Residential Facilities Located in the Greater Vancouver Region. This year K'em k'em elay had registered 55 individuals for various levels of services needed from the full training program to just making minor updates to resumes and job search.

K'em k'em elay has three intakes per year for Brothers and Sisters in the age range from 18-65; the program combines skills of the organization and our facilitators to meet the needs of the Brothers and Sisters. Intakes can be self-referral, or can be from another agency, because we do an ongoing intake you can apply at any time. For more information you can contact isadore@coels.ca by email or by telephone at 778-658-5760.



After completing our intake and some primary discussion with the client about their previous work history, goals and objectives we can look at a new Career Development Plan or Training to Employment Plan. K'em k'em elay primary focus is of labour force demands for entry-level, semi-skilled and certified labour force in the construction field.

Most of the program will focus on pre-employment skill development through 4 of the 12 weeks focusing on ensuring individuals many of their basic needs met foremost food, clothing and shelter. We are also able to include Employer Informational Sessions and Post-Secondary Assessments for the Brothers and Sisters providing a little more direction and as a steppingstone to Employment or Educational Goals. The clients seeking more training or additional advancement support in skills a Back to Work Action plan can be completed for Referral so Trades Programs, Women in Trades or Bladerunners; the Clients referred to these programs are pleased with their personal achievements and levels of continued support available.

As for the Initial K'em k'em elay Training Certificates such as

1. First Aid Level 1
2. WHMIS
3. Transportation of Dangerous Goods
4. Traffic Control
5. Food Safe
6. Confined Spaces
7. Fall Protection,
8. Forklift
9. Scissor Lift
10. Intro to technology
11. Computer Skills Training
12. Cashier Training

Circle of Eagles Lodge Society are proud today to share that many of the Brothers and Sisters that have taken this program are living productive lives. Many of the brothers, sisters and community members have stayed in contact with the staff at their Community Residential Facility or the Staff at the Circle of Eagles Lodge Society Resource Center.

Circle of Eagles Lodge Society would also like to acknowledge A.C.C.E.S.S. for their continued funding commitment, support, and trust over the years.

For more information you can contact
isadore@coels.ca by email
or by telephone at 778-658-5760

Circle of Healing

By Jennifer Cuppolo

The Circle of Healing Outreach program works very closely with Indigenous Brothers who are on a conditional release in the community. Upon their arrival at Naa-Na-Himyis, we meet with the Brothers and discuss what they need help with, and what their plans and goals are. Based on this information, we make referrals to different agencies to assist them with addressing their specific needs and goals. This can include referrals for doctors, identification, employment and cultural resources. We also will accompany the Brothers to various appointments in the community to assist them with getting familiar with the city and how to take transit. We meet with them on a weekly basis to discuss their progress and make changes as needed. In addition, we attend community cultural events with the Brothers to connect them to different cultural resources. For example, attending cultural nights at the Friendship Center. We work with the Brothers at their own pace and what they are comfortable with. The plans and goals that they set out for themselves are created by them, and for each Brother they are different. We provide ongoing support throughout their release and when they transition into independent living.

Housing and Support Program

By Crystal Roy

COEL Housing and Services Program (HASP) works with Indigenous people who are homeless or at risk of homelessness. We provide assistance in finding and securing housing. HASP provides clients an opportunity to find long-term or more stable housing options. We work primarily with Brothers and Sisters who are leaving the Correctional System, as well as the community. HASP also offers Rent Smart program which is considered to many landlords in the GVRD as a reference.

We assist clients with any questions they may have, or assist with resources they are seeking, from housing, filling applications for subsidized housing and sending them out to the companies to process via scan to email (during the pandemic right now as some aren't taking faxes at the moment) assisting with searching for places/ possible rentals, damage deposit, basic start up kits or food for their new home.

For more information you can contact crystalr@coels.ca by email or by telephone at 778-658-5760

Circle of Eagles Trading Post

By Clare Cameron and Amanda McGee

Annual Report April 1/20 – Mar 31/21

Throughout this year despite COVID we were able to accomplish one of the long-term visions that COELS has had. In September and October, we wrote a proposal for the Community Foundations of Canada Investment Readiness Program (IRP). Our proposal was to open a Trading Post where we would be able to resource and sell a variety of arts and crafts that the Brothers/Sisters and members of the community have created. Financially we were approved to receive funding to cover staffing and organizational support, consultant fees and other costs related to a start-up.

We received approval and began writing the business plan in January for the Circle of Eagles Trading Post (COETP). Some of the activities we accomplished are:

- We developed a logo, estimated budget of expenses, have worked on product branding, marketing, and eventually branching out into social media.
- We worked on converting a 306sq ft space at the resource center at 2008 Wall Street as our brick-and-mortar location. We have established a marketing plan identifying our competitors and their strengths and weaknesses so we can discover where we can capitalize within the Indigenous Art Market.

The overall goal is to have the Trading Post be self-sustainable within about a year. Throughout our creating the space for the store we tried to maintain as little expenses as possible.

- We are utilizing Lightspeed as our Point of Sale (POS). With this POS we have a retail store and an eCom store where we can make online sales expanding our product availability to a larger population.
- We acquired artwork, beading, sewing and drums from Brothers and Sisters to build our inventory. During various house meetings and interaction with the Brothers/Sisters we have been mentioning the

Trading Post and encouraging them to produce items to in turn sell at the COETP.

To avoid any miscommunication between the artists and COETP staff we will be establishing a committee to provide insight into products and help with possible pricing. We will also be creating a product pricing structure to use as a guideline. The Brothers/Sisters will not be expected to sell their items.

The overall goal is to work with them helping to build their self-confidence, self-esteem, and work towards being pro-social members of society.

A survey was conducted with the Brothers/Sisters at both houses to see what they had an interest in, what they have strengths in making and if they have any current finished products that they may be interested in selling.

The team that was formed to bring this vision to fruition has been committed to trying to make this a success.

The Soft opening for the Circle of Eagles Trading Post is set for April 6, 2021.





**The Trading Post located at
2008 Wall Street in Vancouver
is now OPEN!**

**Visit us at
www.circleofeaglestradingpost.ca**



www.circleofeaglestradingpost.ca



Bannock on The Run

Bannock on the Run (BOTR) provides a healthy hot meal to elders and community members. This summary includes the number of meals that were served, the number of volunteers who have participated and the outcome, along with the comments that were provided from the elders, August 2020 to March 2021.

Through our Bannock on the Run program, there is a goal set for us to provide healthy cooked meals that follow the Canada's food guide. Bannock on the Run program catered and served these clients every 2nd week of the Wednesday month, twice a week. We shop every Tuesday. The food is prepared and there is also 36 goodie/bags prepackaged. We cook the fresh vegetables and meat Wednesdays and deliver it to a total of 36 elders.

Sisters from Anderson Lodge volunteers package the goodie bags for the Elders, prepare the food and deliver the food. One bag of goodies contains a piece of fresh fruit either a banana, apple or an orange, 1 ginger lemon teabag, 1 package of instant hot chocolate, 1 package of hot apple cider, 1 package of instant coffee, 1 package of instant oatmeal, 1 small bowl of cereal, 1 bun or cookie, 1 small cup of unsweetened fruit sauce, or pudding and 1 small pack of digestive cookies or unsweetened bar.

ACTIVITIES:

Total hot meals served	648 meals
Total Sisters volunteer	78 Sisters
Total week served	20 weeks

HIGHLIGHTS: Distributed for Special Occasions

36 pcs. Socks
36 gloves
36 bags canned goods
36 bags of fresh fruit from the Okanogan

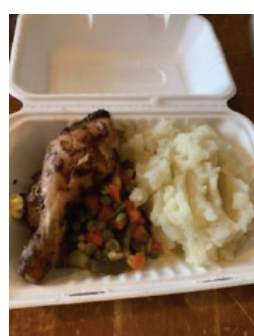
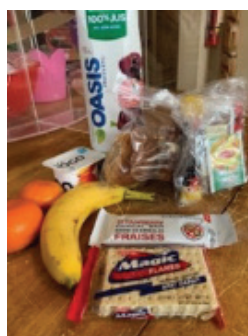
OUTCOMES:

There are a few Elders that wait in their apartment lobby when we arrived, they appear to be excited and happy to see us. They also help us by bringing in the food from outside into the lobby.

A building manager donated money to the program on behalf of the Elders because she said the Elders were grateful and happy to be a part of our service from Bannock on the Run. The money will be used for purchasing BOTR equipment for future use.

We will do our best to meet the expectations and achieve the satisfactions of the Elders

Bannock on the Run started back up in August of 2020. There were a few sisters living at the house at the time who took part in the prep, cooking, and delivery of the meals to 36 elders. Because of COVID we were unable to deliver to the homeless and tried to focus on elders who are alone and may need some assistance. Initially the program ran weekly where the shopping and preparation was done on the Tuesday and the cooking and delivery on the Wednesday. During the month of January that changed to bi-weekly. We provide the elders with different meals and provide them with a bag of additional items. I have enjoyed taking part in this program not only because it is for a good cause but also it is rewarding seeing their reaction – their gratitude. That makes all the time and hard work worth it. I have enclosed photos of some of the meals and bags that we have provided the elders throughout the weeks.



Cultural Programs and Services

Culture and Traditional Teachings

There are Elders and Spiritual Advisors available through the COELS Programs and Services as well as twice yearly we have a healing journey to Tsetsusem Canoe Healing Journey. Cultural Support Workers

During the year with the world in lockdown, the cultural supports were a valuable part of COELS. The workers worked in a variety of ways, including some of what is mentioned below.

COELS Cultural Support Worker was able to gather medicines to share with the Sisters and Brothers, as well as various medicines and smudge.

There was a booklet made describing each of the ceremonies that were available upon request including Cedar baths and grieving bundles.

We were able to escort Sisters to various medical appointments and assisted with the transportation when needed. We were also able to assist Sisters to view and move to their new homes. This included also being able to drive the Sisters to various outings relating to their mental health, taking them for walks & shopping for craft items. Some sisters were apprehensive about leaving the Anderson for emergency medical reasons during the pandemic, as they were informed that they would have to self isolate for 14 days.

Sisters were beneficial to the making of cloth masks at the beginning of the pandemic. We were also able to take some of the fabric to make prayer ties. Broadcloth was purchased to be used for the mask making, and to be used for their medicine bundles that Sisters may be carrying.

There were 4 Sisters who were part of the mask making, throughout the year. Over 400 masks were made last year. The masks were given to the Brothers, Sisters, Elders through Bannock Meals on Wheels. Mask making originally started at Anderson, then temporarily moved to our Wall St location. Mask making then continued at Anderson Lodge in the shed that was refurbished, this was deemed the best place as daily clean up and put away was not necessary, and the space was dedicated to this position. The space has limited storage, so the Cultural Support Worker would source out the furnishing from other COELS programs to be utilized for this space.

Sisters were taken for spirit baths in the Squamish River, and medicine collecting in the Nicola Valley, on the way back to the city, a stop was made so 1 sister can have a Spirit bath. The sisters then were shown how to dry them, and then how to clean them. There was so much medicine that was cleaned that a box of it was provided to each of COELS locations, and the excess was properly put away for future use. For 1 sister she had never collected and cleaned medicines before, and she enjoyed that experience.



Sweat Lodge Ceremonies

Sweat Lodge Ceremonies are held at the Clark Drive building every Wednesday for the Sisters of Anderson Lodge as well as other women in the community. Every Sunday a Sweat Lodge is held for the Brothers as well as other men in the community. The last Sunday of every month has been scheduled for the community.

Sweat Lodges have been a tradition for First Nations throughout North America and the Sweat Lodge has been at this site since Circle of Eagles lodge inception.

Brothers and Sisters are encouraged to attend the Sweat Lodge Ceremonies as part of their healing journey. There are strict cultural protocols that must be adhered to and each attendee is expected to conduct themselves in a sacred manner.

During the pandemic we had to close the sweat lodge for a few months. We have now reopened but and the Brother ceremony is held every Sunday and is limited due to current health restrictions. Every week we screen the participants before they are allowed to attend the sweat. The Brothers are signed up and finalized on Friday for participation. The usual questions are asked (symptoms and contact) and need to be answered to be permitted to the sweat to keep the Brothers and the Elders safe.

Tsetsusem Canoe Healing Journey

Each year Circle of Eagles Lodge Society hosts the Tsetsusem Cultural Journey which takes place at Camp Potlatch. Camp Potlatch overlooks Howe Sound, known to the local Squamish First Nations as Tsetsusem (Tsay-Tsoh-Sum). The area is culturally relevant, full of history and the beauty that complements the focus of the journey in providing a safe, culturally relevant space for those participating to heal in the vastness of the nature away from the urban jungle. Those that attend the Tsetsusem Healing Journey experience many traditional and cultural experiences. These include West Coast traditional teachings and stories by local Elders and learning the cultural protocols of a traditional sea-going canoe called Kwa Kwem Tn. Kwa Kwem Tn was built in 2000 by eight urban Indigenous youth, and every year since, this beautiful canoe transports participants on several canoe journeys.

The Healing Journey Schedule

The Healing Journey Schedule is balanced to fill each sector of the medicine wheel with mental, emotional, spiritual and physical activities. Each part of the program will address one of those aspects, or a combination overall.

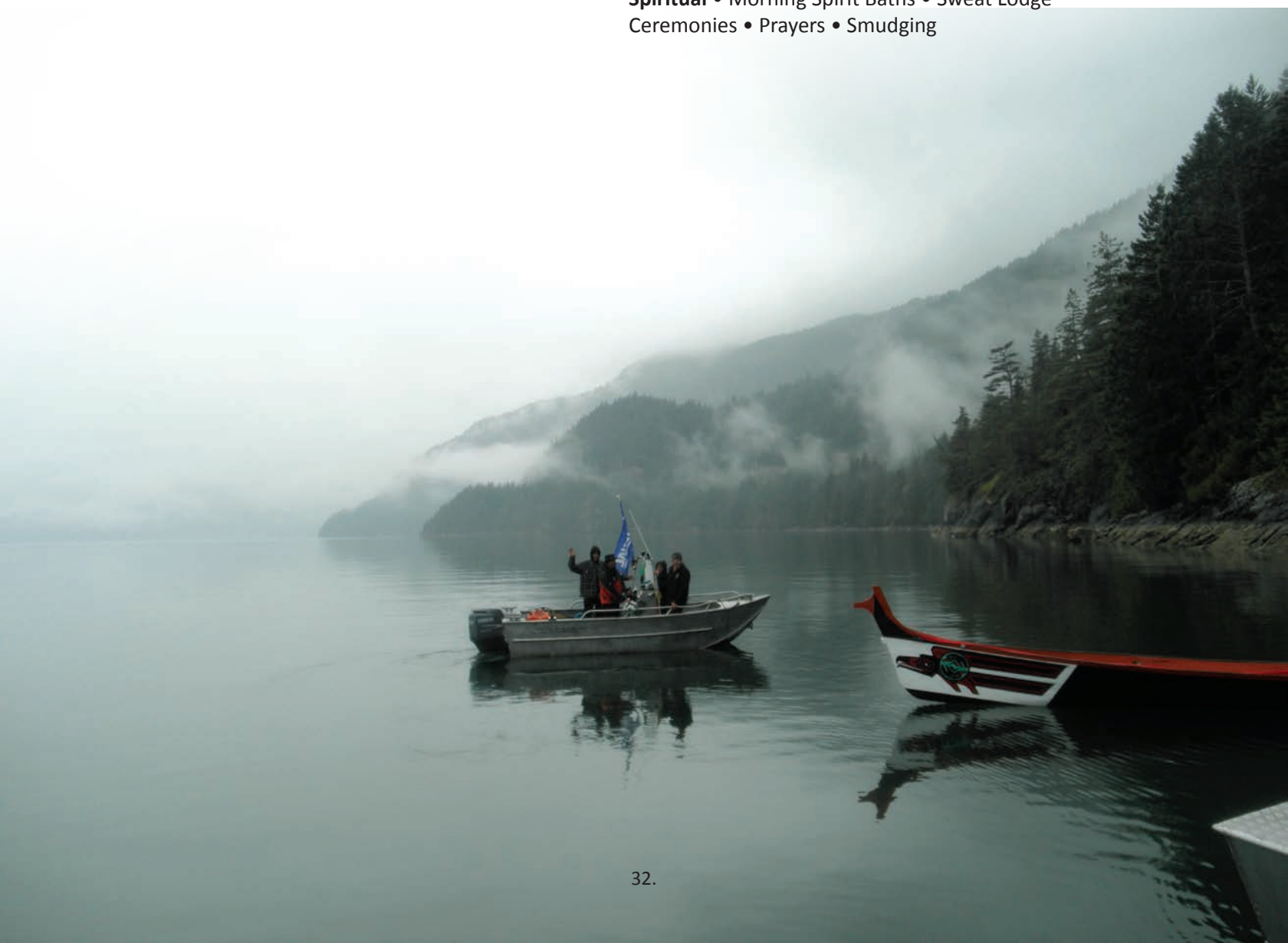
The Medicine Wheel Activities

Mental • Learning Traditional Protocols and Teachings
• Learning about the Drum, teachings and songs • Sharing Circles • Other activities.

Emotional • Anger Management • Letting Go Ceremony • Healthy Boundaries • Other as needed

Physical • Pulling on Kwa Kwem Tn • Hiking • Swimming

Spiritual • Morning Spirit Baths • Sweat Lodge Ceremonies • Prayers • Smudging





CIRCLE OF EAGLES LODGE SOCIETY
CONSTITUTION and BY-LAWS



CONSTITUTION

NAME OF SOCIETY

CIRCLE OF EAGLES LODGE SOCIETY

SOCIETY'S PURPOSES

1. The purposes of the Society are:

a) To develop and operate an Aboriginal Community Residential Facility/Training Centre in British Columbia for Aboriginal persons reintegrating into their communities.

b) To construct, hold, manage, provide and/or maintain housing for low and moderate income persons.

c) To support the development of other Aboriginal Community Residential Facilities/Training Centers throughout Canada, wherever the need arises; to maintain active liaison with all other centres; and to train staff members to support the development of other Aboriginal Community Residential Facilities/Training Centers.

d) To assist in resolving Aboriginal issues through traditional practices such as: Healing Circle Talks, Medicine Wheels, Native Cultural Awareness, Native Spirituality, Native Substance Abuse treatment, West Coast cultural teachings and Personal Development sessions.

e) To assist in providing Aboriginal People with training in leadership, management, and other areas of development required to advance their independence and self reliance. BC

CIRCLE OF EAGLES LODGE SOCIETY BY-LAWS

ARTICLE 1 – MEMBERSHIP

Section 1-1

The members of the Society are the successful applicants who have become members in accordance with these by-laws and those who have not ceased to be members.

(a) Any person of North American Aboriginal descent may apply to the Board for membership in the Society, and on acceptance by the Board of Directors and payment of the annual membership dues provided herein, shall be a member of the Society.

(b) Any person desiring to become a member or Associate member of the Society shall submit an application to the Secretary of the Board, in the form approved by the Board, along with payment of the annual membership dues.

Section 1-2

(a) Associate Membership shall be available to all persons of non- Aboriginal descent provided that person supports the purposes of the Society, on acceptance by the Board of Directors and payment of the annual membership dues.

(b) An Associate Member may vote or be a Director, and shall be entitled to attend meetings, speak at meetings, and receive information which is delivered to all other members.

(c) The number of Aboriginal members shall at all times exceed the number of Associate members of the Society.

Section 1-3

(a) Honourary membership may be conferred by the members of the Society in attendance at any general meeting of the Society. Candidates for Honourary membership will be nominated by the Executive Committee of the Board of Directors. Honourary members will have voting privileges and shall be entitled to attend meetings, speak at meetings, and receive information that is delivered to all other members.

(b) Honourary members are not required to pay membership dues.

Section 1-4

Membership in the Society ceases upon non-payment of annual dues and membership in the society may be cancelled for any breach of the Society's bylaws, or for cause, by the vote of more than sixty (60) percent of the membership present at any general meeting of the Society.

ARTICLE II – MEETINGS

Section 2-1

The Annual General Meeting of the Society shall be held at the time and place, in accordance with the Society Act, that the Directors decide.

(a) Notice of the Annual General Meeting must be in writing, delivered either by hand, by mail, by facsimile transmission, or by e-mail, at least fourteen (14) days before the meeting.

Section 2-2

Special General Meetings of the Society may be called by the President when such special meetings in his/her opinion are deemed necessary, and shall be called by the President upon the demand of five (5) members of the Board of Directors or upon a petition signed by not less than ten (10) percent of the voting membership of the Society.

(a) Notice of Special General Meetings shall be given in the manner set out in Section 2-1 above by notifying the membership at least fourteen (14) days before the meeting.

Section 2-3

A quorum at annual or general meetings will consist of a minimum of 1/3 of the voting members in good standing, but if a quorum is not achieved, the meeting shall be adjourned for one week to a place and time announced at the meeting. At the second meeting a quorum shall consist of those in attendance, provided there are a minimum of 3 voting members in good standing present.

Section 2-4

The amount of annual dues for each succeeding year shall be determined at each annual general meeting of the Society. Until further changes, the annual fees shall be as follows:

(a) Members and Associate Members - \$5.00

(b) Honourary Members and Elders as defined by the Board – No Charge

Section 2-5

Members of the Society may resign by giving one month's notice of resignation to the President of the Society.

ARTICLE III – BOARD OF DIRECTORS AND OFFICERS

Section 3-1

(a) The Board of Directors of the Society shall consist of a maximum of 12 (twelve) elected members with full voting privileges. Membership of the Board of Directors shall consist of at least two-thirds members of North American Aboriginal descent, and not more than one-third non-Aboriginal members.

(b) A Brother/Sister who will represent their population may be appointed to the Board of Directors by a majority vote of the Board of Directors.

(c) Any employee of the Society shall not be eligible for membership in the Society or election to the Board of Directors.

Section 3-2

The following schedule indicates which Directorship becomes vacant at the Annual General Meeting at which directors are elected, using a staggered term in each calendar year, commencing 2001, up and including year 2010. After the year 2010, the same pattern established by this schedule shall be continued. The Director number refers to the ranking of the Directors based on the number of votes each Director receives at his or her election.

Year of Election Term of Office Directorship (12)

2001-2002 1 year 9, 10, 11, 12

2001-2003 2 years 5, 6, 7, 8

2001-2004 3 years 1, 2, 3, 4

2002-2003 1 year 9, 10, 11, 12 (election)

2003-2004 1 year 9, 10, 11, 12 (election)

2 years 5, 6, 7, 8 (election)

2004-2005 1 year 9, 10, 11, 12 (election)

3 years 1, 2, 3, 4 (election)

2005-2006 1 year 9, 10, 11, 12 (election)

2 years 5, 6, 7, 8 (election)

2006-2007 1 year 9, 10, 11, 12 (election)

2007-2008 1 year 9, 10, 11, 12 (election)

2 years 5, 6, 7, 8 (election)

3 years 1, 2, 3, 4 (election)

2008-2009 1 year 9, 10, 11, 12 (election)

2009-2010 Schedule continues

2010-2011 Schedule continues

Section 3-3

It will be the responsibility of the Board of Directors to elect from among themselves the Executive members of the Board immediately following the Annual General Meeting.

Section 3-4

Any member of the Board of Directors absent from two (2) consecutive Board meetings, without a valid reason acceptable to the Board, shall cease to be a member of the Board.

Section 3-5

Vacancies occurring on the Board of Directors as a result of unfilled terms will be filled by a two-thirds vote of the remaining Directors of the Society.

Section 3-6

A quorum of the Board shall be five (5).

(a) The minimum number of Directors with North American Aboriginal ancestry shall not be less than three (3).

Section 3-7

Any member of the Board of Directors shall be deemed to have vacated his/her position if:

(a) He/she applies for employment with the Society;

(b) He/she applies or is currently participating in any of the programs or services offered by the Society, except in the case of the Brother/Sister who has been appointed by the Board;

(c) He/she is associated with any business or organization that contracts with the Society;

i. provided that a Society member shall not be required to vacate his/her office by reason of his/her being a shareholder or member of any business or organization which has entered into contract with, or does any work for the Society, provided he/she discloses that fact, but he/she shall not vote in respect of such contract or work, and if he/she votes, his/her vote shall not be counted; and

ii. provided further that, in accordance with Article 7 of the Constitution, members of the Board of Directors may receive due reimbursement from the Society for any out-of-pocket expenses they incur while engaged in activities on behalf of the Society and authorized by it.

Section 3-8 - DUTIES OF THE BOARD OF DIRECTORS

The duties of the Board of Directors shall be to manage the affairs of the Society, and without limiting the foregoing, the directors may:

(a) Name such standing and ad hoc committees as they consider necessary for the conduct of the Society's affairs from among the members of the Society.

(b) Develop and adopt policies governing all aspects of the Society, such as:

i. Staff employment;

ii. Board responsibilities; and

iii. Overall general Society matters.

(c) Advise the general membership of the Society and make recommendations for their consideration and actions.

The duties of the Board of Directors shall also include:

(d) Choosing the President, Vice President, Secretary and Treasurer of the Society as soon as possible after each Annual General Meeting of the Society;

(e) Having responsibility for managing the funds of the Society and for the raising of funds for the Society;

(f) Appointing the Chairman for each standing Committee from among themselves;

(g) Employing and discharging an Executive Director and determining his/her salary and terms and conditions of employment; and

(h) In the absence of an Executive Director, employing and discharging such staff members as they may deem necessary, and determining their number, remuneration, and other terms and conditions of employment, pursuant to the established personnel policies and procedures.

Section 3-9 - OFFICERS

(a) The officers of the Society or the Executive Committee shall be the President, the Vice President, the Secretary and the Treasurer.

(b) Such officers shall be elected from among its members by the Board of Directors at its organizational meeting immediately following the Annual General Meeting.

(c) The immediate past President will be a member of the Executive Committee ex-officio if he/she holds a current membership in the Society.

(d) Any officer who resigns or leaves office for any other reason and is unable to complete his/her term of office may be replaced by a member appointed by a majority vote of the Board of Directors.

(e) Any officer shall be elected for a term of one (1) year, but not limited to one year.

Section 3-10 - DUTIES OF THE OFFICERS

(a) The President:

- i. shall preside at all meetings of the Society, the Board and the Executive, and shall enforce the observance of the Constitution and by-laws, and shall be an ex-officio member of all committees other than the nomination committee, and shall exercise general care and superintendence of the affairs of the Society;
- ii. may be empowered to act as one of the signing officers.

(b) The Vice-President

- i. shall in the absence of the President perform the duties of the President, and when so acting he or she shall have the powers and be subject to all the responsibilities hereby given or imposed on the President;
- ii. may be empowered to act as one of the signing officers.

(c) The Secretary

- i. shall have charge of all the records and minutes of the Society and records of all the committees:
- ii. shall conduct or cause to be conducted the official correspondence of the Society;
- iii. may be empowered to act as one of the signing officers.

(d) The Treasurer

- i. shall be responsible for the proper keeping of the books of account and such other records as may be prescribed by law or as may be required by the Society;
- ii. have charge of, and render, the financial statements of the Society when required;
- iii. may be empowered to act as one of the signing officers.

Section 3-11 - DUTIES OF THE EXECUTIVE DIRECTOR

The Executive Director:

- (a) shall preferably be of North American Aboriginal descent;
- (b) shall be responsible for the general direction of the affairs and operation of the Aboriginal Community Residential Facility and other programs and services as provided by the Society in accordance with the policies laid down by the Board of Directors;
- (c) shall be responsible to the Board of Directors for his/her administrative conduct; and
- (d) shall serve as an advisor to the Board of Directors, and under the Secretary of the Board shall keep the records of the Society, the Board and all the committees; but shall have no vote on the Board of Directors, or be a member thereof.

Section 3-12 - RESOLUTIONS

A resolution in writing signed by all the Directors shall be valid and effectual as if it has been passed at meeting of the Directors duly called and constituted. Resolutions may be signed in counterpart, and an electronic or fax copy of a Director's signature shall be the same as an original.

ARTICLE IV – FUNDS

Section 4-1

All funds of the Society shall be deposited in the name of the Society at a financial institution selected by the Board of Directors.

Section 4-2

In order to carry out the purposes of the Society the Directors may, on behalf of and in the name of the Society, borrow such funds as the Directors think desirable and secure the payment or re-payment of such borrowing by giving security, in whatever form the directors shall deem fit, over the funds, property, and assets of the Society, including, without limiting the generality of the foregoing, by the issuance of debentures.

Section 4-3

The members may by special resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General Meeting.

ARTICLE V – AUDITORS

Section 5-1

At the Annual General Meeting of the members of the Society, an Auditor or Auditors, who shall be a member or members of the Institute of Chartered Accountants of British Columbia, may be appointed to hold office until the next Annual General meeting of the Society.

ARTICLE VI – SEAL

Section 6-1

The Directors may provide for a seal for the Society, and the Directors shall have the power from time to time to destroy the seal and substitute a new seal in its place.

(a) The Directors shall provide for the safe custody of the seal of the Society, which shall not be affixed to any instrument except in the presence of:

- i. any two Directors;
- ii. the President and Secretary; or
- iii. such other person or persons as may be prescribed from time to time by resolution of the Directors.

(b) Such Directors, officers and persons shall sign every instrument to which the seal of the Society is affixed in their presence.

(c) A resolution of the Directors directing the general use of the seal may be passed at any time by the Directors, and shall apply to the use of the seal until countermanded by another resolution of the Directors.

ARTICLE VII – AMENDMENT OF BY-LAWS

Section 7-1

The Constitution and by-laws shall not be altered or added to except by a Special Resolution of the Society passed at a general or special meeting by seventy-five (75%) of the voting membership present.

ARTICLE VIII – NOTICE OF SPECIAL RESOLUTION

Section 8-1

Notice to propose a Special Resolution shall be deemed to be duly given if signed by a proposer and a seconder, who shall be voting members of the Society in good standing, and delivered to the Secretary, that the Secretary has delivered to the membership of the Society not less than 14 (fourteen) days before the General or Special Meeting.

ARTICLE IX – DISSOLUTION

Section 9-1

Dissolution of the Society may only be decided by a Special Resolution of the Society.

Section 9-2

In the event of dissolution, any property or assets remaining shall be distributed to such charitable organizations as directed by Special Resolution of the Society.

ARTICLE X – RULES OF ORDER

Section 10-1

Roberts Rule of Order shall be the parliamentary authority for matters of procedure not specifically covered by these by-laws.

ARTICLE XI – MISCELLANEOUS

Section 11-1

The Society shall be a non-profit organization.

Section 11-2

The operations of the Society are to be carried out in the Province of British Columbia. This clause was previously unalterable.

Section 11-3

All gaming monies, or assets purchased with gaming monies, held at the date of winding up or dissolution of the Society, shall be distributed to such charitable Aboriginal organization or organizations in British Columbia having similar charitable purposes, as directed by the members by Special Resolution. This clause was previously unalterable.

Section 11-4

Upon winding-up or dissolution of the Society, all assets other than those gaming monies or assets purchased with gaming monies addressed in Section 5 remaining after the payment of all costs, charges and expenses incurred in the winding-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salary or wages, and after payment of any other debts of the Society, shall be distributed to such charitable Aboriginal organization or organizations in British Columbia as directed by the membership by Special Resolution. This clause was previously unalterable.

Section 11-5

The members of the Board of Director's shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors, but may be paid reasonable expenses incurred by them in the performance of their duties as Directors. This clause was previously unalterable.

Section 11-6

The Society is constituted exclusively for charitable purposes and must not distribute any gain, profit or dividend, or otherwise dispose of its assets to a member of the Society, without receiving full and valuable consideration, and any profits or other accretions to the Society shall be used for promoting its purposes. This clause was previously unalterable.



Circle of Eagles Lodge Society

Head Office Administration

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