

2017-2018 ANNUAL REPORT



#### PRESIDENT'S MESSAGE

What is a Governance Board? A governance board is a board elected by the membership to oversee the operation of a non-profit organization according to the bylaws that are approved by the membership. The role of the board is to provide foresight, oversight, and insight and ensure that the organizations bylaws and other policies are followed and reviewed on a regular basis.

The board has given a high level of trust and confidence over to the Executive Director. In 2017-2018, through regular meetings with the ED, the board has been given regular updates on the organizations activities, has been able to give guidance on some complex issues, make financial decisions, and most notably review, amend, and implement the MJMC's board governance policies. The board also participated in the creation of and approved MJMC's new financial policies this year.

I'd like to take this opportunity to thank the board for their hard work and dedication to MJMC. For 3 long term board members this year was their last term and we must say farewell to

them. Mary Tkach Vangsnes and Yvonne Bernard have given a tremendous amount of time to this organization, they have had a direct hand in the growth and evolution of MJMC and we cannot thank them enough for the their tremendous contributions over the last few decades. Lyudmila Tomas has been on the board for 6 years and has also made great contributions towards MJMC's ends. They will all be missed and we wish them well in the future.

I would also like to take this opportunity to thank our Executive Director, Stefanie Palmer, and her staff for the great job they have done this year in meeting the organizations objectives. Also, a big thank you to our funders from the Federal and Provincial Governments for providing the funds we require to operate our programs in order to meet our programming and client needs.

Until Next Year. Gerald Hicks - President

#### 2017-2018 Board of Directors

Gerald Hicks - President Janelle Yankow - Treasurer Lyudmila Tomas - Director Yovnne Bernard - Director

Pravin Mahadeo - Vice President Albulena Morina - Secretary Mary Tkach Vangsnes - Director

#### **2017-2018 Members**

Carribean Association Chinese Association International Women Liberian Community Scottish Society Albulena Morina Wakamow Aboriginal Community Association

Irish Club of MJ Jamaican Association Mother of Africa Janelle Yankow

Filipino Community Hispanic Culture Scandinavian Club Russian Association Pravin Mahadeo

## EXECUTIVE DIRECTOR'S MESSAGE

It is my pleasure to be able to present you with the 2017-2018 annual report. First off I would like to recognize that we are all treaty people and we acknowledge the land on which we live, gather, and work as Treaty Four Territory; the traditional land of the Cree, Assiniboine, Saulteaux, and homeland of the Metis Nation.

As I reflect on this past year, on all of our accomplishments, our challenges, the number of people we serve, the number of services that we provide it's actually overwhelming. While some may ask how we do it, I will always attribute our success to the team of talented, dedicated, and passionate individuals that have given their time to MJMC. Whether that be a paid staff postion, a volunteer, or a community partner; it doesn't matter what capacity; every single person is valued.

As our organization has grown tremendously in the last few years, this past year was really about taking a step back and asking ourselves what are we doing well?

where can we improve? what needs the most attention? An organization can grow and grow but without a time of rest and reflection can come many problems. Our management and leadership team along with their staff teams took much time and care this year to really take a look at what it takes to administer an effective program that will meet the needs of a very diverse population. Through teamwork and collaboration they strategically placed focus on improvement areas and have made much progress on initiatives that were identified as focus areas. Some of these focus areas included: developing program manuals, strengthening partnership collaborations, and strategic program planning.

I'd like to take this opportunity to thank our funding partners, an extremely supportive board of directors, amazing staff, and volunteers for yet another amazing year at MJMC.

Sincerely, Stefanie Palmer

#### Thank You to our Funding Parnters

Immigration, Refugees, and Citizenship Canada
Saskatchewan Ministry of Immigration and Career Training
Saskatchewan Ministry of Education
Saskatchewan Ministry of Social Services
Canada Summer Jobs

South Saskatchewan Community Foundation - Moffatt Family Fund
Community Initiatives Fund
Student Summer Works
Multicultural Council of Saskatchewan

#### SETTLEMENT SERVICES



#### MJMC Settlement Team receives Community Safety Award from Moose Jaw Police Service

**RAP PROGRAM** 

Designed for Government Assisted Refugees (GAR's) the Resettlement Assistance Program offers direct and immediate services that assist in the resettlement process. Services include: airport reception, basic and financial orientation, providing temporary accommodations, locating permanent accommodations, settlement planning, re-orientation, and interpretation.

#### **NEEDS ASSESSMENT & REFERRAL**

Understanding the needs of our clients is important and so each new client to our Settlement Program receives a needs assessment that helps our staff and client better understand what their actual needs are. This enables both client and settlement worker to work together towards a settlement plan that will start a path towards successful settlement in the clients new community.

#### INFORMATION AND ORIENTATION

Much of a settlement workers job is to provide information and orientation to clients to assist them in settling in their new community. Topics of orientation are specific but often fall within the following broad categories: health care system, banking, legal system, taxes, educational programs, mandatory and voluntary government programs, basic life-skills, healthy life choices, parenting in Canada, and much more.

#### **ENHANCED LIFESKILLS PROGRAM**

Enhanced Life Skills is available for those clients who require more hands on information and orientation than RAP and I&O can provide for them. Often times clients accessing this program have not had any exposure to Western lifestyle and amenities due to a protracted life in refugee camps. Common topic areas in the life skills program include: budgeting/banking, personal health/safety, hygiene, household upkeep, transportation, shopping, and rights and responsibilities.

69

**GAR Arrivals** 

2

**Needs Assessments** 

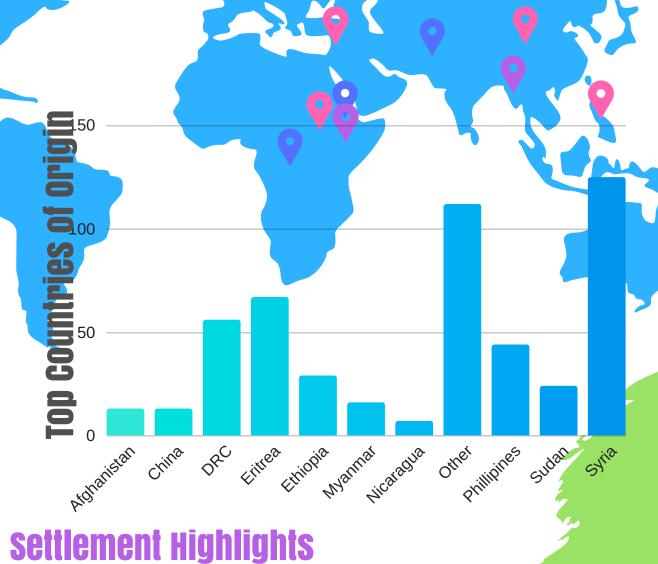
4037

Indiv. I&O Services

3

**Group Orientations** 

## 5006 INDIVIDUAL CLIENTS



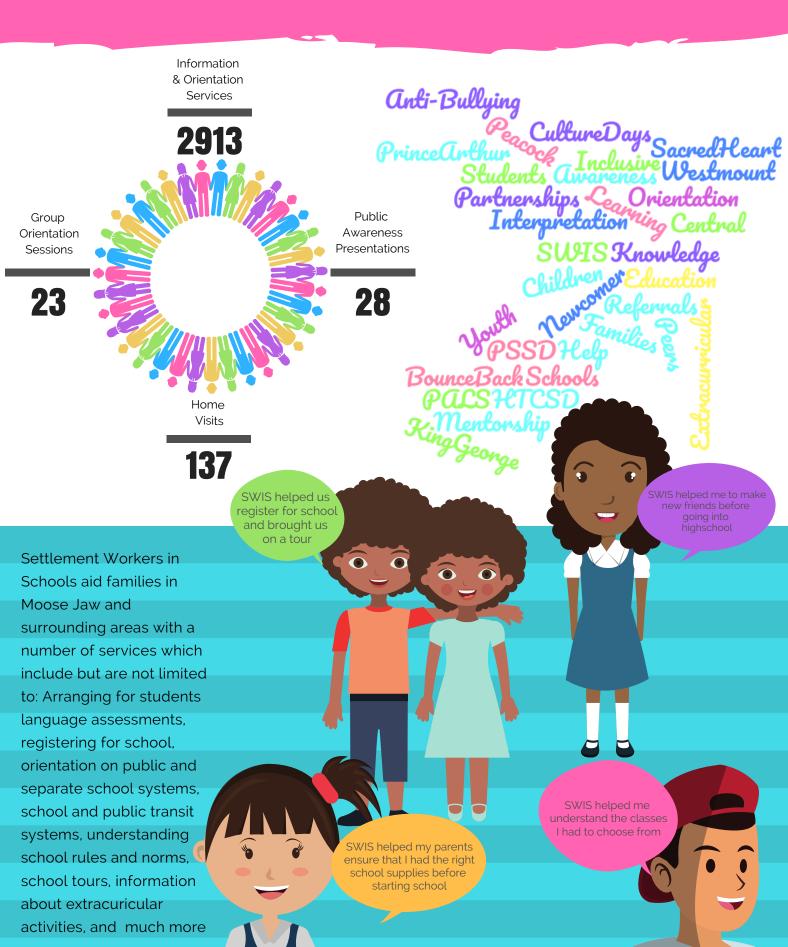
#### **Group Orientation Topics**

Parenting norms in Canada vs, the law, Mental Health, Oral Health, Exercise and Lifting Safety, Employment Etiquette in Canada, Rental Supplement and funding, Winter Yard care and Winter safety, Distracted Driving, Nutrition, Income Tax, Donating Blood, Railways safety, MJHA policies and procedures

#### **Needs Drvien Client Programming**

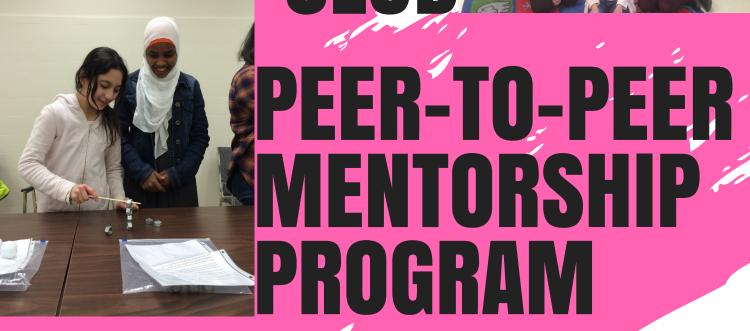
Bounce Back Group, Cooking Class, Financial Literacy, Active Parenting, Nobody's Perfect Parenting, SWIS Summer Day camps, Kids Summer Program, Peer Mentor Training, Peer-to\_Peer Program

## SETTLEMENT WORKERS IN SCHOOLS





## FIRST DAY OF HOMEWORK CIUR



SUMMER PROGRAM FUN





### LANGUAGE SERVICES



#### **LANGUAGE ASSESSMENTS**

A requirement to access English language training is to complete the Canadian Language Benchmark (CLB) Placement Test. MJMC employed 2 language assessors who are specially trained to assess newcomers language and recommend placement into appropriate CLB level language classes.



#### **LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA**

Language Instruction for Newcomers to Canada, or LINC, is a program which offers FREE language training across the country for permanent residents. LINC facilitates the integration of immigrants into Canadian culture and society by providing basic to advanced language training based on themes. It includes social, cultural and economic information. Students have been exposed to basic and advanced topics related to Canada and the Canadian way of life, while learning English at the same time. The purpose of the LINC program is to help newcomers become participating members of Canadian society as soon as possible. Examples of topics that tooks place this year include (but are not limited to:): Canadian history and government, as well as all about the Canadian election process, fire safety, clothing, shopping, the basics on money, sports, activities, hobbies, healthy eating, housing, and jobs. Students also learned about family, the body, health, illness, injuries, school and education, transportation, entertainment, and energy conservation, bike safety, winter driving, and much more.

LINC students also take part in real life learning opportunities by way of visiting different places in and around the community. Some of those field trips included: Indigenous Peoples Day celebrations in Crescent Park, toured the legislature and Royal Saskatchewan Museum(RSM), visited Saskatchewan Polytechnic, went on a picnic in Crescent Park, and heard presentations on train safety and housing, helped with harvest day at the Mosaic Community Food Farm, celebrated Family Literacy Day as well as many others





## STAGE 1 & 2 ENGLISH LANGUAGE TRAINING

Similar to the LINC program the Stage 1 & 2 English program facilitates the integration of immigrants into Canadian culture and society by providing basic to advanced language training based on themes. This program is offered in the evenings 4 days a week and is offered also to nonpermanent residents such as temporary foreign workers and new Canadian citizens. Besides the obvious English language tasks of learning how to read, write, listen and speak students have learned about topics such as: family vocabulary, employment, job hunting, workplace safety, hazardous materials, telling time, basics on ecology, recycling habits, recreational activities, national parks, the provinces of Canada, Canadian weather, social networking, computers and technology, self-reflecting, goal setting, statutory holidays, social networking, shopping, giving directions, winter preparedness, crime and personal safety, how to place a 9-1-1 call, and government structure in Canada, among many other themes.



STAGÉ 1 AND 2 NIGHT CLASS STUDENTS ATTEND SASK POLYTECHNIC TOUR



INDIGNOUS
PEOPLES
DAY LINC
STUDENTS

# PARTICIPATE IN PLANTING AT THE MOSAIC COMMUNITY FOOD FARM IN WAKAMOW





STUDENTS ENROLLED

#### **NEWCOMER WELCOME CENTRE**

3

550 Unique Clients Served



2247 Client Inquiries



18 Clients Received NDEF Assistance



28 program events

The Moose Jaw Newcomer Welcome Centre is a division of the Moose Jaw Multicultural Council, funded by the Government of Saskatchewan under the division known, in 2017-2018, as the Ministry of the Economy. They provide clients with services including internet access, fax/ photocopier, written materials, workshops, programs and individual assistance.

Some of the NWC Core Programs and projects that took place in 17-18 were: Settlement Advisor Program, Newcomer Driver Education Funding (NDEF) Program, Information & Referral Service, Document and Technology Services, Women's Fitness Class Partnership project, Community Cafe, community engagement, rural engagement, and much more.



A large part of the Newcomer Welcome Centres service to the community also focuses on community partnership and community engagement. Throughout the year the NWC has been able to participate in and play host to many community collaboration initiatives such as: Newcomer Volunteer Engagement Program, MJMC Friendship and Matching Program, Community Based Coalition, Youth Summer Camp, South Central Immigration Partnership focus group and committee member, South Central Food Network, Sidewalk days and much more.



836 Referrals



**64 Community Engagements** 



61 Settlement Advisor Clients





The Newcomer Welcome Centre's Community Cafe program is an opportunity for newcomers to connect with their community on a deeper level. Newcomers get the chance to meet new people and improve their language skills through guided conversation. Community members enjoy the opportunity to meet new people as well, to learn about other cultures, and to increase their cultural competence. Stronger connections are formed among newcomers and their host community as the nights are often themed and sometimes involve visits from or to other agencies, services, and events. The purpose of Community Café is to diminish barriers to community services, to increase understanding and reduce isolation between community individuals and demographics, and to create a climate of greater community cohesion overall. Refreshments are served at these events which occur twice monthly.



#### **EMPLOYMENT**



Throughout the year, MJMC's Employment Coordinator has worked hard to ensure that clients have access to the resources, guidance, referrals and training that they require to find work in Moose Jaw. Those who seek out MJMC's employment services are able to participate in our Employment Preparation Program, as well as to receive career counselling, job search assistance, employer referrals, labour market information, volunteer opportunities, and advice on resume and cover letter creation. The employment coordinator at MJMC also works closely with other service providers, such as Moose Jaw Public Health and St. John's Ambulance to provide newcomer clients with access to certification in Safe Food Handling, First Aid/ CPR, WHMIS, when the training is necessary for their career goals.

#### **WORKSHOP FOCUS**



**Time Management** 



**Active Listening** 





**Volunteering** 





**Computer Literacy** 



**Writing Resumes** 



**Communication** 



**Expectations** 



**Looking for Work** 



**Job Interview Skills** 



**self-Appraisal** 



**Stress Management** 

 78 Clients served



**472 Services Delivered** 



**40 EP** Workshops



## Program Partnership - Youth Employment Camp

The Employment Coordinator along with the high school SWIS staff were able to provide an informative, practical, and fun 2 week youth camp focused on employability. The camp took place in the month of July, 2017. The camp is broken down into sections with the first being based on raising student awareness of their skills, abilities, and interests. The focus then shifts to gaining skills related to employment such as resume building, job search and interview skills. Students are then offered the opportunity to receive training in First Aid, CPR, and Babysitting Courses. Over the course of two weeks, the students work together in team building exercises, tour local/regional university and colleges, job shadow at local businesses, and tour local professional organizations. In 2017, the students job shadowed at Superstore, and toured the police station and one of the fire halls. When they completed the Employment Camp, they attended the Free To Be Me Animal Sanctuary



#### **COMMUNITY CONNECTIONS**

The community connections program seeks to provide the community with information that will allow them to understand the importance of integration and their role in the settlement process in hopes that they gain a better understanding of our clients, background and culture. The program connects clients to the broader community and seeks to provide positive community interactions and form social networks as well. In 2017-2018 the Community Connections Coordinator organised several events to bring together newcomers and the local community as well as presented information to the community on topics such as: anti-racism, what MJMC is and the role it plays in the community, and cross-cultural awareness. You will see illustrated here some notable projects that took place in 2017-2018.



#### WE

Volunteers continue to be a tremendous source of support for newcomers and their families through all of the programs, events, and services that we offer at the MJMC. This year 41 program volunteers generously gave their time to mentoring, tutoring, encouraging, and supporting newcomers and staff at the Moose Jaw Multicultural Council and the Newcomer Welcome Centre.

In addition to our many generous community volunteers who frequently give their time to helping clients on a weekly basis, MJMC also maintains great cooperation with a few educational institutions to supervise and oversee practicum students. Throughout the year, various individuals from Briercrest College, Sask Polytechnic, and the University of Regina have travelled to Moose Jaw to complete their practicum within our organization.

#### **VOLUNTEERS**

41 Volunteers

## THANK YOU!!!

2320 volunteer Hours





#### DAYCARE

In 2017-2018 half of the children enrolled were children whose parents work throughout the community and the other half are children whose parents attend LINC classes at MJMC.

Once again it has been another very busy year in daycare. The biggest news this year was the switching of the toddler and preschool rooms to better accommodate the needs of all the children. A highlight this year was the trolley ride the children rode on last June. They were brought pizza and went for a tour around Moose Jaw. The children often visit local businesses while on walks throughout the downtown area, Clothes Encounter, Insurance business, Tim Hortons, Coop and Tutti Frutti, now known as Angel Janes. They continue, weather permitting, to attend programs at the library, visit sidewalk days, go on outings to the Mall, Burger King, Mosaic Place, Crescent Park and Roswell Park, Daycare held birthday celebrations, Halloween, Easter, Valentines, and Christmas celebrations and parties. Often Fridays are what they call their "special" days: pajama day, dress up day, costume day, or movie day.

The toddlers, weather permitting, spend time outdoors in play space daily, go on neighborhood walks, have gone to the library, and in the summer go to Peacock YMCA Daycare play space.

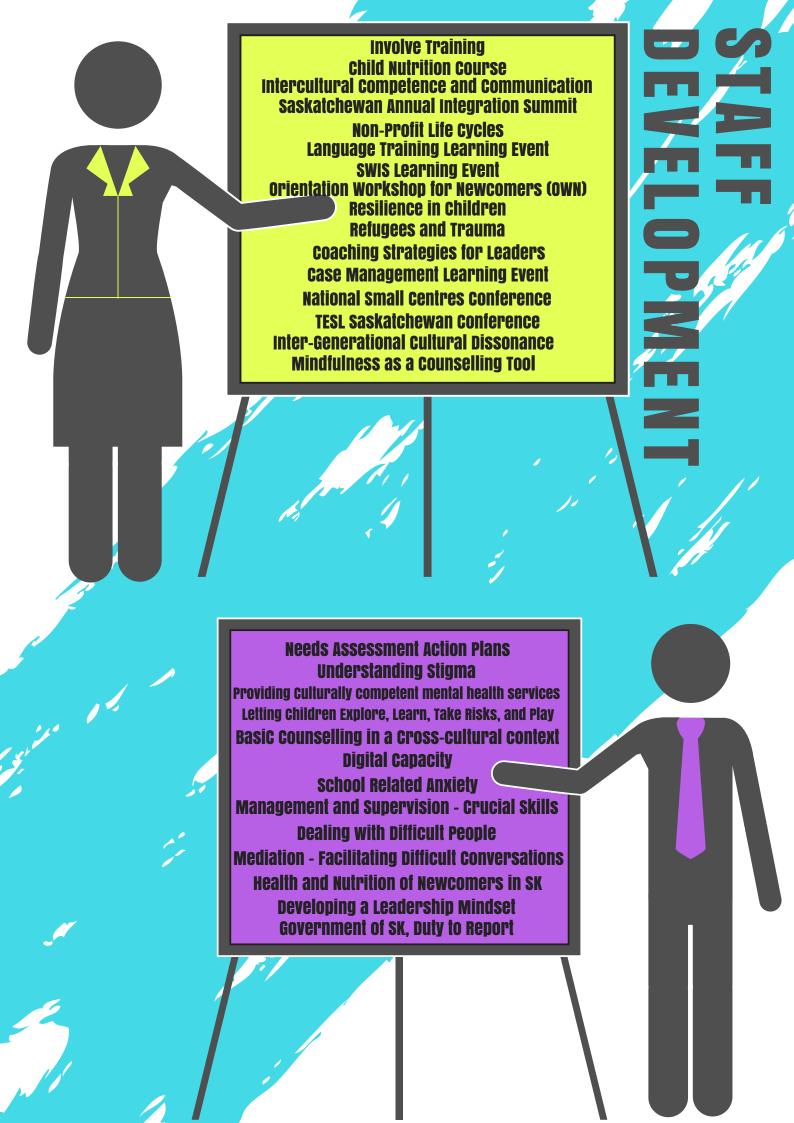
All of the children participate in daily active play, whether it is in the gym or time in the play yard, to foster their gross motor development; riding bikes, scooters, running, jumping, and playing hockey. The children make many paintings, art work, crafting, sensory activities, science experiments, story/circle times, and free play which foster and aide in their social, emotional, intellectual, and spiritual development.













#### S.N.ROY & ASSOCIATES

#### INDEPENDENT AUDITOR'S REPORT

To the Members of Moose Jaw Multicultural Council Inc.

We have audited the accompanying financial statements of Moose Jaw Multicultural Council Inc., which comprise the statement of financial position as at March 31, 2018 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

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

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

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

#### Basis for Qualified Opinion

In common with many charitable organizations, the company derives revenue from grants, donations, daycare fees and expense reimbursements the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the company and we were not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets.

#### Qualified Opinion

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the contributions referred to in the preceding paragraph, the financial statements present fairly, in all material respects, the financial position of Moose Jaw Multicultural Council Inc. as at March 31, 2018 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Moose Jaw, Saskatchewan June 13, 2018

S.N.Roy & Associates



#### Statement of Financial Position

#### March 31, 2018

The same of the sa		2018	2017	
ASSETS				
CURRENT				
Cash	S	193,491	\$	204,979
Term deposits		91,272		90,268
Accounts receivable		293,216		297,619
Interest receivable		700		21
Goods and services tax recoverable		4,592		2,900
Prepaid expenses		-		3,427
	\$	582,571	\$	599,214
LIABILITIES AND NET ASSETS				
CURRENT				
Accounts payable	\$	14,877	\$	17,529
Employee deductions payable		27,850	-	26,293
Deferred income	47	95,916		119,619
	0_	138,643		163,441
NET ASSETS				
General fund		432,476		424,321
Restricted fund	-	11,452		11,452
		443,928		435,773
	\$	582,571	\$	599,214

ON BEHALF OF THE BOARD

Director

Director

See notes to financial statements

#### Statement of Revenues and Expenditures

#### Year Ended March 31, 2018

		2018	2017
REVENUES			
Schedule of Revenues and Expenditures Schedule of Revenues and Expenditures - Happy Valley Park	\$	1,839,964	\$ 1,858,716 2,096
	8_	1,839,964	1,860,812
EXPENSES			
Schedule of Revenues and Expenditures		1,831,809	1,825,566
Schedule of Revenues and Expenditures - Happy Valley Park	_	-	4,335
	4	1,831,809	1,829,901
EXCESS OF REVENUES OVER EXPENSES	\$	8,155	\$ 30,911

#### Notes to Financial Statements

#### Year Ended March 31, 2018

#### COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

#### PURPOSE OF ORGANIZATION

The Moose Jaw Multicultural Council Inc. is a local organization that welcomes and integrates newcomers to Canada and develops harmonious relations among Canadians through various programs and activities. Moose Jaw Multicultural Council Inc. is incorporated as a non-profit organization.

#### 3. DISCONTINUED OPERATIONS

The organization has decided to discontinue operating Happy Valley Park in 2016 on behalf of the City of Moose Jaw as it is no longer a part of the core operations of Moose Jaw Multicultural Council Inc. The Board is currently considering ways to use the residual funds to commemorate the work that was put into the park. The Schedule of Revenues and Expenditures - Happy Valley Park is presented to record the remaining activities of the park.

#### 4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

#### Donated goods

Donated goods are recorded at their fair market value at the time of the donation if the fair value of the donated goods can be reasonably determined. In 2017, a 2000 Dodge Ram 15 Passenger Van was donated to the organization by the Salvation Army. Fair value cannot be reasonably determined and is therefore not reflected in these financial statements.

#### Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments and are valued at cost. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

#### Capital assets

Capital asset acquisitions and disposals are not recorded on the statement of financial position but, are recorded on the statement of revenues and expenditures in the year of acquisition or disposal.

#### Goods and Services Tax

Contributed materials and services are recoverable at 50% as a rebate. The unrecoverable portion is recorded as an expense with the rebate treated as a receivable.

#### Net assets

1. Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year and are available for general purposes.

#### **Notes to Financial Statements**

#### Year Ended March 31, 2018

#### 4. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Revenue recognition

Moose Jaw Multicultural Council Inc. follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

#### Government grants

Government grants are recorded when there is a reasonable assurance that the company has complied with and will continue to comply with, all the necessary conditions to obtain the grants.

#### Income taxes

The organization is a registered charity with tax exempt status under the Income Tax Act.

#### 5. FINANCIAL INSTRUMENTS

The company is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of March 31, 2018.

#### (a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The company is exposed to this risk mainly in respect of its receipt of funds from its funders and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The company is mainly exposed to interest rate risk.

#### (c) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the company manages exposure through its normal operating activities by investing in guaranteed investment certificates.

Unless otherwise noted, it is management's opinion that the company is not exposed to significant other price risks arising from these financial instruments.

#### Notes to Financial Statements

#### Year Ended March 31, 2018

6.	TERM DEPOSITS

		2018		2017
3 Year Non-redeemable Term Deposit maturing June 8, 2020. The interest rate is 1.65%.	\$	9,390	\$	9,260
2 Year Non-redeemable Term Deposit maturing October 21, 2018. The interest rate is 1.05%		75,036		74,257
Redeemable Term Deposit maturing January 10, 2019. The interest rate is 0.80%.	4	6,846	Z	6,751
	\$	91,272	\$	90,268

#### 7. DEFERRED INCOME

Contributions are recognized as revenues in the year in which the related expense occurred. Deferred contributions are as follows:

	2018		2017	
Organizational Development Fund	\$	-	\$	2,331
SISAG		8,683		13,543
Stage 1 English		1,069		3,511
Newcomer Welcome		3,547		28,842
Daycare		6,500		10,000
Notary		1,318		993
Miscellaneous		34,904		27,572
RBC Foundation		12,542		10,000
Community Connections		12,393		14,820
LINC		2,833		3,036
Saskatchewan Cares		4,934		4,971
Volunteer Activities		1,000		-
Spanish 3100		1,073		-
Memberships		120		-
General Revenue	-	5,000		-
	\$	95,916	\$	119,619

Moose Jaw Multicultural Council Inc. calculates the deferred income amount of funding from projects based on the estimated cost of completion.

#### 8. ECONOMIC DEPENDENCE

The organization currently receives significant revenues in grants from the Government of Canada. As a result, the organization is dependant on the continuation of these grants to maintain operations at their current level.



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