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# Community Justice Committee Application Kit

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A Community Justice Committee (CJC) is a group of citizen volunteers who work with Police and other justice professionals to provide justice services in their community.

This Application Kit contains:

- **Introduction** (which gives an overview of the purpose and the work of a CJC);
- **Step 1** - decide whether your CJC must be incorporated as a Non-Profit Corporation and officially appointed by the Attorney General of Saskatchewan;
- **Step 2** - develop a Constitution for your CJC;
- **Step 3** - become incorporated as a Non-Profit Corporation;
- **Step 4** - have Saskatchewan's Attorney General appoint your Committee as a CJC;
- **Step 5** - enter into a Service Agreement with Saskatchewan Justice;
- **Step 6** - have CJC Members take an Oath of Confidentiality; and
- **Step 7** - replace CJC members as needed.

The processes described in this booklet apply to urban and rural communities only. Parallel processes have been developed for First Nation communities.

## Introduction

### Development of a CJC

CJCs usually develop in response to a community need.

- parents of young people who have gotten into trouble may want to find an approach that will prevent their children from re-offending or right the wrong that has been done;
- the Police may want to find a more meaningful way of holding offenders accountable for their behaviour than sending all offenders, including those whose offences are relatively minor, to court;
- people who have been victims of vandalism and similar offences may want more say than is possible in the traditional court system; and
- the Mayor and Council and/or the community as a whole may feel that there is too much vandalism, rowdiness and petty theft in the community. They may be seeking a way to increase harmony in the community and to hold those responsible for criminal behaviour accountable to the community.

Usually, the group or agency that has the greatest concern becomes the leader in establishment of the CJC.

The actual development process varies from one community to the next. Sometimes, the agency that takes the initiative simply asks for volunteers and gets the CJC going; other times the lead agency sets up a planning committee composed of representatives of several community groups. Occasionally, an existing body such as a Police Advisory Committee takes on the responsibilities of a CJC. Regardless of the process that is used to develop the CJC, it is important to involve the Police, Crown Prosecutor, local office of the Department of Corrections and Public Safety (CPS) and local Judge early on. The involvement, cooperation and support of these agencies and individuals is vital.

## **The Work of a CJC**

Preliminary planning for establishment of a CJC usually involves discussions about the work that the CJC will do. The work of a CJC varies from one community to the next depending on community need. It might also vary from year to year within the same community as local conditions change and as the CJC becomes more experienced.

The work that CJs do usually falls into four categories:

- **Advising on justice matters** - Examples of advisory activities include:
  - advising the local Police on matters relating to policing;
  - advising the Mayor and Council or other local government officials on ways the community can be made safer;
  - upon request, advising the Courts on sentencing recommendations for offenders who have been found guilty; and
  - advising the Police, the Crown Prosecutor, the head of the local Legal Aid Office and other justice system officials on matters related to justice in the community.
  
- **Doing public education activities** - Examples of public education activities include:
  - organizing workshops and seminars on justice-related topics;
  - speaking to local schools, service and community groups about CJs; and
  - preparing articles for the local paper about CJs and information booklets.
  
- **Doing crime prevention activities** - Examples of prevention activities include:
  - working with local organizations and groups to develop an evening and weekend recreation program, so that youth will be busy and less likely to get into trouble;
  - working with the school to establish and maintain a peer mediation program for kids who get into conflicts with each other; and
  - organizing seminars speakers on ways to burglar-proof your home or business.
  
- **Using conflict resolution processes to handle cases in which the law has been broken**
  - the legal basis of a CJC's work with young offenders 12 to 17 years of age inclusive is Section 18 of the *Youth Criminal Justice Act (YCJA)*, and the *Youth Justice Administration Act (YJAA)*.
  - the legal basis of a CJC's work with adults is through a service agreement with Saskatchewan Justice and Section 717 of the *Canadian Criminal Code*. Liability protection to CJs dealing with adult cases is provided through Section 15 of the *Correctional Services Act*.
  - children under the age of 12, who have committed a wrong for which they would be held

criminally responsible if they were older, can be referred to a CJC by their parents/guardians. They can receive conflict resolution services through a CJC with the written consent of their parents/guardians.

- CJCs only handle cases in which the offender admits responsibility for an offence. They do not determine guilt or innocence. Cases involving offenders 12 years of age or older are referred to a CJC by the Police and Crown Prosecutor on the basis of criteria relating to the nature of the offence and the background of the offender.
- cases handled by a CJC typically involve a property offence (such as shoplifting or vandalism) or a minor assault (such as a schoolyard fight) that doesn't involve serious injury. For these types of cases, the CJC is an alternative to the Court process.

Refer to the section *The Work of a Community Justice Committee* for more information about the work that CJC's do.

## Getting Help

The steps in becoming established as a CJC are:

- do preliminary planning for establishment of your CJC;
- decide whether you need to be incorporated as a non-profit corporation and officially appointed by the Attorney General of Saskatchewan; and
- apply for official appointment.

Throughout these steps, staff of CPS and Saskatchewan Justice will be available to help you. Contact the following people for advice and support:

- the Regional Director of CPS for your area; and
- the Director of Community Services, Saskatchewan Justice (306)787-5096

## **Step 1: Decide Whether your CJC Must be Incorporated as a Non-Profit Charitable Corporation and Officially Appointed by the Attorney General of Saskatchewan**

If you plan to handle cases in which the law has been broken, your CJC must be incorporated as a non-profit charitable corporation and officially appointed by the Attorney General of Saskatchewan. Incorporation and appointment are not necessary for other work such as advisory, public education and crime prevention activities. If you choose not to become incorporated and officially appointed, the rest of this application package does not apply to you.

However, even if you don't plan to handle cases immediately, there are several advantages to becoming incorporated and being officially appointed as a CJC by the Attorney General. These include:

- official appointment gives your committee greater credibility in the eyes of the community;
- you have completed all the official requirements in case you decide to handle cases at a future date;
- incorporation gives individual members of the committee some degree of protection against

- financial liability;
- appointment gives you better access to training opportunities, conferences and workshops for CJC members; and
- appointment makes you part of the formal and informal network of CJs in Saskatchewan and in Canada.

## **Step 2: Develop a Constitution for Your CJC**

If you decide to be officially appointed as a CJC, you must develop a constitution. Some questions to address when you are developing your constitution include:

### **Purpose**

- **What is the purpose of your CJC?** CJs usually have four functions:
  - advising on justice matters;
  - doing public education;
  - doing crime prevention activities; and
  - handling cases in which the law has been broken.

Some CJs undertake all four activities, others only do one or two.

### **Accountability**

**Is the CJC accountable to another community body such as the Town Council or an interagency community planning committee?** CJs that are linked to an elected or representative body such as a Town Council are often perceived to be more accountable.

### **Committee Membership**

- **How many members will you have?** Some CJs appoint a range (from five to 10 members, for example) rather than a specific number of members.
- **What process will be used to select members?** Will potential members submit applications to the Mayor and Council or a community steering committee or will the constitution be structured so that various community agencies each contribute a member?
- **How long can members of the CJC serve?** People need to be on the committee long enough to understand the process and to make maximum use of the training they receive. However, if there is never any turnover of members, the committee could become stale and set in its thinking and could be perceived as a closed group by the community.  
It is important that members' terms be staggered so that new members can learn from more experienced members. Some CJs give the Police and CPS continuing seats on the Committee but require that the person representing each of these organizations change every three years. All other members serve for a term of either two or three years. Most CJs limit the number of terms that a member can serve to two or three.
- **What procedure must a member follow if he/she wants to resign from the Committee?** Usually, a month's written notice of resignation must be given to the chairperson or the committee as a whole.
- **Under what circumstances can a committee member be removed?** It is appropriate to

suspend members who are charged with a criminal offence and to remove members who are convicted of a criminal offence. It may also be appropriate to remove members who break their oath of confidentiality, miss a lot of meetings or fail to declare a conflict of interest.

- **What process is used to remove a committee member?** Is a majority vote by the members of the committee adequate or is some other process required?
- **When must committee members declare themselves in conflict of interest?** A CJC member would be in conflict of interest when the committee is handling a case involving the member's family or close friends or a person with whom the member has had a dispute. A member would also be in conflict of interest if he or she has a financial interest in a case. Under these circumstances, the member should declare a conflict of interest and not participate in or discuss the case.

## **Executive Members**

- **Will you appoint executive members** (president, secretary, etc.) or will positions rotate each meeting? If you appoint an executive, what process will you use and how long will the executive members serve?
- **What will the duties of each executive member be?**

## **Meetings and Quorum**

- **What is the minimum number of meetings per year that the CJC must hold?**
- **What number of members makes up a quorum?**

## **Code of Ethics**

- **What commitments will be included in the Code of Ethics?**

## **Amending the Constitution**

- **What process will be used to amend the constitution?**

Some CJsCs attach supplementary information to their constitution. A Code of Ethics (attached as Step 2 - Appendix B) would be an appropriate attachment because it is not likely to change. Attaching detailed guidelines for handling cases would not be appropriate because these guidelines may be subject to frequent small changes. It is a nuisance to amend the constitution every time you make a small procedural change. A copy of a sample CJC constitution is attached as Step 2 - Appendix A.

## **Step 2 - Appendix A Sample Community Justice Committee Constitution**

**Title:** The Sunny Valley Community Justice Committee Constitution

### **Article 1 - Name and Area Served**

- 1.01** The organization shall be called The Sunny Valley Community Justice Committee and will be called "the Committee" for short.

**1.02** The Committee will serve residents in the town of Sunny Valley and the area patrolled by the Sunny Valley RCMP detachment.

## **Article 2 - Purpose** (For example)

**2.01** To provide an alternative to the court system for disputes involving offenders and offences deemed appropriate by the RCMP. It is in the best interests of society at large to deal with criminal activities at a local level whenever possible. Therefore, it is desirable to establish a CJC which would offer offenders an opportunity to make amends through a structured, publicly accountable program which is sensitive to cultural, community, and victim issues. Such a process will enhance citizen involvement in the resolution of offences which affect the community. The principles that guide the Committee in this process are as follows:

- (1) the program offers offenders opportunities to make amends for their unlawful behaviours within a structured, publicly accountable program which is sensitive to cultural diversity;
- (2) the purpose is to promote healing to both victim and offender;
- (3) referrals may be made pre-charge or post-charge as determined by the Police and Crown Prosecutor. Some flexibility in the referral process is appropriate to reflect different circumstances;
- (4) victim participation is encouraged but is not a prerequisite for program eligibility. When cases involve young offenders, victim participation is voluntary and guided by the Department of Corrections and Public Safety, Young Offender Diversion Program Policy approved by the Attorney General in 1996;
- (5) the onus shall be on the offender (and his/her family) to arrive at an acceptable resolution. If the dispute is not resolved, the case is referred back to the Police or Crown Prosecutor;
- (6) other parties (Elders, spiritual advisors, counsellors, legal counsel, or the support persons of either the victim or the offender) will be involved in the conflict resolution process as deemed necessary by the Sunny Valley Community Justice Committee;
- (7) it is recognized that Committee members will serve without remuneration; and
- (8) there will be a commitment by the Committee to on-going training and skills enhancement.

**2.02** To advise the Sunny Valley RCMP on matters related to policing.

**2.03** To conduct public education activities as determined by community needs.

**2.04** To conduct crime prevention activities as determined by community needs.

## **Article 3 - Legal Authority**

**3.01** The legal basis of a CJC's work with youth aged 12 to 17 inclusive is Section 18 of the YCJA and the YJAA.

**3.02** The legal basis of a CJC's work with adults is through a service agreement with Saskatchewan Justice and Section 717 of the *Canadian Criminal Code*. Liability protection to CJC's dealing with adult cases is provided through Section 15 of the Correctional Services Act.

- 3.03** Children under 12 years of age, who have committed a wrong for which they would be held criminally responsible if they were older can be referred to a CJC by their parents/guardians. They can receive conflict resolution services through a CJC with the informed, written consent of their parents/guardians.
- 3.04** It is understood that the Committee must be incorporated as a non-profit charitable corporation and officially appointed by the Attorney General of Saskatchewan in order to handle cases in which the law has been broken.

#### **Article 4 - Accountability**

- 4.01** It is acknowledged that the Committee is accountable to the Sunny Valley Town Council and is required to report to the Sunny Valley Town Council on an annual basis.

#### **Article 5 - Committee Membership**

##### **5.01 Membership Structure**

The Committee shall include a cross-section of community members and may be expanded as needed. Initially, it shall consist of eight members appointed by the Sunny Valley Town Council as follows:

- (1) representative of Sunny Valley School Division;
- (2) representative from the Ministerial Association;
- (3) representative from the Seniors group;
- (4) representative appointed by Sunny Valley Town Council;
- (5) representative of Métis Local;
- (6) representative of First Nations;
- (7) representative from youth; and
- (8) representative of the Chamber of Commerce.

CPS, Saskatchewan Justice and the RCMP will serve in an advisory capacity.

Any expansion shall require a two-thirds majority vote of the Sunny Valley Community Justice Committee and of the Sunny Valley Town Council.

##### **5.02 Eligibility for Membership**

**Members shall have no outstanding criminal charges and will not have been convicted of a criminal offence relating to domestic violence, child abuse or sexual assault.** Members shall be subject to a Police Criminal Records Check and a DCRE Client Index check to determine any prior involvement in child abuse or neglect. This form is confidential and is the property of the person who requested it. The results of the record check must be shown to the organizing committee for the CJC if the candidate wishes their name to be put forward for membership on the CJC.

##### **5.03 Tenure of Members**

- (1) Appointments shall be for a term of two years.
  - a. committee members can be re-appointed;
  - b. at the initial organization meeting, one-half of the committee shall be appointed for a one-year term and one-half of the committee shall be appointed for a two-year term. Thereafter, terms shall be for two years;

- c. when a vacancy occurs on the Committee, within one month, the Town Council shall appoint a person to fill the vacancy for the remainder of the term; and
- d. members who wish to resign their position on the Committee must give one month's written notice to the chairperson of the Committee.

#### **5.04 Removal of Members**

- (1) A member may be removed from the Committee by a quorum when that member:
  - a. has acted in violation of the Committee's code of ethics;
  - b. has failed to attend four consecutive meetings;
  - c. has placed himself/herself in a position of a conflict of interest (examples of conflict of interest include a failure to declare when the Committee is handling a case involving the member's immediate family, close friend or a person with whom the member has had a dispute, when the Committee is handling a case where the member has a financial interest);
  - d. acts in a manner that is detrimental to the operation of the committee; and
  - e. is no longer a resident of the area.
- (2) A member will step down if charged with a criminal offence, and if convicted will cease to be a member.

### **Article 6 - Committee Executive**

**6.01** The Committee will appoint a Chair and a Secretary/Treasurer annually.

**6.02** The Chair is responsible for overseeing the affairs of the Committee including, but not limited to:

- (1) setting dates for meetings and conflict resolution cases in consultation with other Committee members;
- (2) arranging the preparation and timely distribution of the agenda and all supporting documents required prior to each meeting and conflict resolution case; and
- (3) preparing a yearly report for CPS.

**6.03** The Secretary/Treasurer is responsible for:

- (1) maintaining a record of each Committee meeting and conflict resolution case including the outcome. This shall include a report to the referring Crown Prosecutor and/or RCMP;
- (2) managing any funds and preparing the yearly financial statement as required;
- (3) preparing the annual return required by the Corporations Branch, Saskatchewan Justice.

### **Article 7 - Quorum and Meetings**

**7.01** Business meetings shall be held at least once a month. At business meetings, five members shall constitute a quorum. Decisions shall be based on a majority vote of 50 percent or more and a decision passed by a quorum shall bind all members of the Committee.

**7.02** The Committee shall meet as required to handle conflict resolution cases. A minimum of three members shall participate in the screening process for conflict resolution cases.



## **Article 8 - Confidentiality**

**8.01** Each Committee member is required to take an oath of confidentiality.

## **Article 9 - Code of Ethics**

**9.01** All members of the Committee must adhere to the attached Code of Ethics.

## **Article 10 - Financial Accountability**

**10.01** The Committee will keep records of all funds received and spent and will prepare a yearly financial statement.

## **Article 11 - Amending the Constitution**

**11.01** This Constitution can be amended upon a vote of two-thirds of the Committee members. (Note - if you amend your Constitution, attach copies of the amendments to the annual report that you file with CPS each year. Amendments involving minimum and maximum number of members of a CJC, change of municipality and/or change of name must be done using the *Amendment Kit* available from the Corporations Branch of Saskatchewan Justice and must be reported to the Corporations Branch).

## **Article 12 - Annual Meeting and Reporting**

**12.01** The Committee will hold at least one public annual meeting within three months of the end of the calendar year.

**12.02** The Committee will prepare an annual report within three months of the end of the calendar year. This report will be made available to the public and also submitted to CPS.

## **Step 2 - Appendix B**

### **Sample Community Justice Committee Code of Ethics**

I will make the resolution of conflict between individuals and the restoration of harmony in the community the focus of my work with the CJC.

I will treat all individuals with courtesy, dignity and respect.

I will respect the religious beliefs and cultural customs of all individuals.

I will hold confidential all information about cases handled by the Community Justice Committee.

I will declare myself in a conflict of interest situation if the Community Justice Committee is handling a case that involves one of my family members, close friends or a person with whom I

have had a dispute, or if I have a financial interest in the outcome of a case.

I will declare myself in a conflict of interest situation if I am charged with any criminal offence.

I will not use knowledge gained through my membership on the Community Justice Committee for personal benefit (financial or otherwise).

When handling conflict resolution cases, I will ensure that actions taken by offenders to right wrongs will promote healing and reparation and will not include public humiliation, degradation and physical punishment.

I will perform all tasks for which I assume responsibility to the best of my ability.

### **Step 3: Become Incorporated as a Non-Profit Corporation**

If your CJC is planning to handle cases in which the law has been broken you must be incorporated as a non-profit charitable corporation. Incorporation is not necessary for community activities such as advisory, crime prevention and public education work. If your CJC decides to become incorporated contact:

Saskatchewan Justice  
Community Services Branch  
6th Floor, 1874 Scarth Street  
REGINA SK S4P 3V7  
Tel.: (306) 787-5096  
Fax: (306) 787-0078

Community Services Branch staff will guide you through the paperwork required for incorporation.

### **Step 4: Have Saskatchewan's Attorney General Appoint Your Committee as a CJC**

In order to handle cases in which the law has been broken, a CJC must be officially appointed by the Attorney General of Saskatchewan. Appointment is not required for community activities such as advisory, crime prevention and public education work.

The steps in becoming appointed are:

- A. Develop a constitution as described in the previous section.**
- B. Provide at least two letters of support for the CJC from individuals/organizations within the justice system such as:**
  - Police;
  - Crown Prosecutor;
  - local Judge; and

- head of local Legal Aid Office.

**C. Get minimum three letters of support for the CJC from community organizations/individuals** such as:

- First Nations'/Métis organization;
- Mayor or similar local government official;
- head of a community-based service organization such as Family Service Bureau or John Howard Society;
- head of a service club such as Lions, Rotary or Kiwanis;
- head of a community safety group such as Neighbourhood Watch or Block Parents;
- head of regional health board;
- head of a business group such as Chamber of Commerce or Board of Trade;
- school principal;
- President of student council/SRC at the local high school; and/or
- a church in the community.

**D. Selecting the founding members of your CJC.**  
**Selection Process**

A CJC usually has between five and 10 members. The process that is used to select the members of a CJC will vary from one community to the next. Two examples of processes that are sometimes used to select CJC members are:

- the Mayor and Council (or other local government officials) ask for volunteers. People who are interested let the Mayor and Council know by writing or phoning. The Mayor and Council review all applications, interview as necessary, and select the most qualified applicants; and
- the various community groups appoint members. For example, the Chamber of Commerce, Neighbourhood Watch, Friendship Centre, Block Parents, Ministerial Association, high school and seniors' centre might each appoint one member.

In addition to the members selected through one of the processes described above, the CJC usually includes a representative of the local Police and a representative of CPS or Saskatchewan Justice. These individuals may or may not be full voting members.

**Membership Criteria**

People who are members of a CJC:

- are respected in the community and considered honest and fair by the community;
- are interested in the work of a CJC and willing to devote at least eight hours a month to its activities;
- have good people skills;
- have a good understanding of youth and the problems they face;
- are willing to take an oath of confidentiality;
- are willing to submit to a Police Records Check (a criminal record, except for domestic violence, child abuse or sexual assault doesn't necessarily prevent an individual from

- becoming a member of a CJC);
- have no outstanding criminal charges;
- have never been convicted of a criminal offence relating to domestic violence, child abuse or sexual assault; and
- are willing to allow the DCRE to conduct a check to see if they have been responsible for the abuse or neglect of a child.

Some CJC's may wish to establish additional criteria relating to criminal records. For example, they may want to address questions such as:

- what about the 40-year-old who was convicted of shoplifting as a teen but has never re-offended?
- what about the 40-year-old who was convicted of shoplifting last year?
- what about someone who was convicted of driving while impaired 10 years ago, five years ago, six months ago?
- what about white collar crime such as fraud?

Formal qualifications such as high school or university education should not be prerequisites for serving on a CJC. Many of the most effective and committed members may not have these types of formal qualifications.

### **Composition of the CJC as a Whole**

Regardless of the process that is used to select CJC members, the committee as a whole should:

- have an approximately equal number of females and males;
- reflect the racial/cultural composition of the community. For example, if 20 percent of the people in the community are of Aboriginal ancestry, then 20 percent of the CJC members should also be of Aboriginal ancestry; and
- include people of all ages. There should be at least one teenager and one senior. If a high percentage of the people in the community are youth or seniors, it would be appropriate to have more than one representative of these groups.

### **Process to Appoint Founding Members**

Once the founding members of your CJC have been selected, the process that is used to formally appoint them is outlined below.

1. Each potential member of the CJC asks the local Police for a letter of reference. As part of this process, the potential member requests a Police Records Check. The form that is used for the Police Records Check is attached as Step 4 - Appendix A. The Police will return the form to the person who requested it with the bottom part filled out when the records check has been completed. This form is confidential and is the property of the person who requested it. The results of the records check must be shown to the organizing committee for the CJC if the candidate wishes their name to be put forward for membership on the CJC.

When deciding whether to issue a letter of reference, the Police will also consider the

individual's character and personal history as well as the information obtained through the Police Records Check. The Police decide whether to issue the letter of reference on the basis of:

- Government of Saskatchewan criteria which automatically disqualify anyone convicted of domestic violence, child abuse or sexual assault (other types of convictions don't automatically disqualify an individual);
  - additional criteria relative to criminal convictions that may have been established by the CJC. For example, some CJs in Saskatchewan have decided that anyone convicted of fraud is ineligible to be a member; and
  - community standards and expectations.
2. Each potential member completes the form, *Permission for Department of Community Resources (DCR) Record Check* attached as Step 4 - Appendix B. It gives permission for DCR to review its records to determine whether the potential member has ever been responsible for the abuse or neglect of a child. The potential CJC member contacts the local office of DCR who completes the necessary record checks. DCR will return the form to the person who requested it with the bottom part filled out when the records check has been completed. This form is confidential and is the property of the person who requested it. The results of the record check must be shown to the organizing committee for the CJC if the candidate wishes their name to be put forward for membership on the CJC.
  3. Each potential member of the CJC gets at least two letters of reference from people who have known him/her for at least three years and can attest to his/her good character. A potential member might request letters of reference from people such as:
    - School Principal, Vice-Principal or Teacher;
    - Minister/Priest or other spiritual representative;
    - head of a community organization such as Chamber of Commerce, Family Service Bureau, Women's Institute, Friendship Centre, Girl Guides/Boy Scouts (or other youth organization);
    - Mayor or member of Council (or similar local government official);
    - Judge or Lawyer;
    - Work Colleague or Supervisor; and
    - Police Officer.

The people who provide letters of reference must be people who know the potential member reasonably well and have interacted with him/her in a variety of situations. For example, it would be appropriate to get a letter of reference from your Minister if you have worked with the Minister on committees, youth programs or disaster relief etc. It would not be appropriate if the Minister knows you only as a face in a congregation.

People who provide letters of reference must be able to attest that:

- you are respected in the community and are considered honest and fair;
- you have good people skills;

- your motives for participating in CJC activities are based on a desire to improve the community, not on a personal agenda;
  - you are a good role model for both adults and youth;
  - you have the ability to be impartial in emotionally-charged situations; and
  - you are of good character.
4. Each potential member completes the form, *Community Justice Committee Application for Individual Membership*, and attaches his/her letters of reference to the application form. The potential member submits the package to the organization/group that is leading the development of the CJC. (Most frequently this is the Mayor and Council or other local government officials, or a steering committee made up of representatives of local community groups.)
  5. The organization/group that is leading the development of the CJC reviews the application from potential founding members and may do interviews or additional reference checks as they consider appropriate.
  6. The organization/group that is leading the development of the CJC attaches all of the materials from individual members to its application to be appointed as a CJC by the Attorney General of Saskatchewan.

**E. Complete the form *Application for Appointment as a Community Justice Committee*.** This form is attached as Step 4 - Appendix D.

**F. Assemble a package** that contains the following items:

- the constitution of your CJC;
- the five (or more) letters of support for your application (two from representatives of the justice system, three from community organizations);
- a package from each potential founding member. Each package consists of:
  - letter of reference from Police;
  - two letters of reference from community members;
  - completed *Community Justice Committee Application for Individual Membership* form; and
- the completed *Application for Appointment as a Community Justice Committee*

form.

Make a photocopy of the package. Keep the original for your file. Send the copy to the Regional Director of CPS for your area. The Regional Director of CPS will review your application and send it forward for approval. While your application is being reviewed you may receive phone calls asking for more information.

**G. When your application for appointment as a CJC is approved,** you will get a letter from the Attorney General of Saskatchewan. You will also get a letter acknowledging the appointment from the Minister of CPS.

## **Step 4 - Appendix A**

Child Abuse Record Check







**Step 4 \_ Appendix D**  
**Application for Appointment as a Community Justice Committee**

The \_\_\_\_\_ serving \_\_\_\_\_  
(name of CJC) (geographic area served by CJC)

hereby applies to the Attorney General of Saskatchewan for appointment as an official Community Justice Committee.

We plan to provide services to offenders: [Check as many as apply]

- under 12 years of age       12-17 years of age       adults (18 and over)

Please briefly describe the process that you used when doing preliminary planning for your Community Justice Committee and for developing the constitution. Use the back of this sheet if more space is needed.

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Please list the community organizations that were involved in planning for your Community Justice Committee and in developing the Constitution.

Name of Organization	Name of Representatives	Phone

Please use the back of this sheet if more space is needed.

Person who should be contacted for more information about this application:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following to this application:

- copy of Community Justice Committee Constitution;
- at least five letters of support (two from representatives of the justice system, three from community organizations);
- a package from each potential founding member. Each package consists of:
  - letter of reference from Police;
  - two letters of reference from community members; and
  - completed *Community Justice Committee Application for Individual Membership*.

Make a copy of this package:

- keep the original for your file; and
- send the copy to the Regional Director of Corrections and Public Safety for your area.

When your application is approved, you will receive an official notice of appointment from the Attorney General of Saskatchewan.

## **Step 5: Enter into a Service Agreement with Saskatchewan Justice**

If your CJC plans to handle cases involving adult offenders, you must enter into a service agreement with Saskatchewan Justice.

Staff of Saskatchewan Justice will guide you through the process of developing a service agreement, as its details vary depending upon the needs of the specific CJC.

The service agreement also includes the Case Information Form that CJC's must complete for each case they handle. Saskatchewan Justice provides a basic template for this form. From this starting point, the form is customized so that each CJC can collect information specific to its needs using a format that is consistent with Saskatchewan Justice's computerized record keeping system.

## **Step 6: Have CJC Members Take an Oath of Confidentiality**

The way that the oath of confidentiality is handled will vary from one CJC to another. Three possibilities include:

- the CJC members simply sign a document committing themselves to confidentiality and file it with the CJC's constitution. (A sample oath of confidentiality document is attached as Step 6 - Appendix A.)
- the CJC members combine the signing of their promise of confidentiality with a training session on the issue of confidentiality. They develop several scenarios that might be problematic and then discuss options for handling each one in a manner that is consistent with their oath of confidentiality.
- swearing the oath of confidentiality becomes the focus of a ceremony that initiates the work of the CJC. The members swear their oath of confidentiality verbally in front of a justice of the peace, and there are speeches of congratulation by local officials and refreshments.

## Step 6 - Appendix A

### Sample Oath of Confidentiality

I, \_\_\_\_\_ being a member of \_\_\_\_\_ promise  
(name of CJC member) (name of CJC)

to hold confidential all information about cases handled by the CJC.

I promise not to discuss specific cases with anyone outside the CJC including my spouse, other family members, close friends and the community in general.

I promise to limit the information that I provide to the public to statistical information about number and type of cases only.

I acknowledge that I am morally bound to confidentiality through this oath and legally bound through the requirements of the *Youth Criminal Justice Act*.

\_\_\_\_\_  
Signature of CJC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## **Step 7: Replace Community Justice Committee Members as Needed**

The membership of a CJC will gradually change as people leave the committee. When a new member joins an established CJC, follow the procedures outlined in Step 4 of this Application Kit as summarized below:

1. Get a letter of reference from the local Police Agency (a Police Records Check is required as part of this process). The results of the record check must be shown to the organizing committee for the CJC if the candidate wishes their name to be put forward for membership on the CJC.
2. Have the local office of the Department of Community Resources complete the form, Child Abuse Record Check attached as Step 4 – Appendix B to determine whether the potential member has ever been responsible for the abuse or neglect of a child. The applicant must show the results of the record check to the organizing committee for the CJC if the candidate wishes their name to be put forward for membership on the CJC.
3. Get at least two letters of reference from representatives of community organizations.
4. Submit a package comprised of the letters of reference and an application form to the organization/group that led the development of the CJC. Typically, this is the Mayor and Council or a steering committee comprised of local community agencies.
5. This body will forward your application to the Regional Director of Corrections and Public Safety who will send it forward to the Executive Director of Public Law, Saskatchewan Justice for approval.
6. When your application for membership is approved, you will receive a letter of confirmation from the Executive Director of Public Law, Saskatchewan Justice.
7. Upon becoming a member of the CJC, take an oath of confidentiality.

**For more information about Community Justice Committees contact:**

Director  
Community Services Branch  
Saskatchewan Justice  
6<sup>th</sup> Floor, 1874 Scarth Street  
Regina, Saskatchewan S4P 3V7  
Tel: (306)787-5096  
Fax: (306)787-0078

Program Manager  
Alternative Measures  
Young Offender Programs Branch  
Department of Corrections and Public Safety  
7<sup>th</sup> Floor, 1874 Scarth Street  
Regina, Saskatchewan S4P 3V7  
Tel: (306)787-6290  
Fax: (306)787-0676

(Or the Regional Director of Corrections and Public Safety for your area.)

The publications are available from this website or from addresses above. Publications about Community Justice Committees include:

Community Justice Committees – Frequently Asked Questions;  
Community Justice Committee – Application Kit;  
The Work of a Community Justice Committee; and  
Community Justice Committee – Year-End Reporting.