
CJC Presentation for Community Groups

To the Presenter:

Purpose and Scope of Presentation

This presentation is designed to be delivered by Department of Corrections and Public Safety (CPS) and/or Justice head office or field staff, or members of the RCMP to community groups that have made preliminary inquiries about Community Justice Committees (CJCs).

The presentation is intended for urban and rural communities only. Parallel training materials have been developed for First Nations' communities. For more information about the First Nations' presentation contact:

Federation of Saskatchewan Indian Nations
Justice Department
Suite 200, 103-A Packham Avenue
Saskatoon, SK S7N 4K4
Phone: (306) 665-1215

Organization of This Presentation

This presentation is divided into the following modules:

- A - Welcome - 3 minutes - p. 4
- B - Introductions - 15 minutes - p. 4
- C - Presentation Overview - 4 minutes - p. 5
- D - What are Community Justice Committees? - 5 minutes - p. 6
- E - What do Community Justice Committees do? - 50 minutes - p. 7
- F - How do Community Justice Committees fit into the Big Picture? - 3 minutes - p. 15
- G - Basic Information About CJs - 10 minutes - p. 16
- H - Getting Help - 3 minutes - p. 17
- I - Is a CJC Right for Our Community? - 35 minutes - p. 18
- J - Deciding on the Work the CJC Will Do - 10 minutes - p. 22
- K - Getting the CJC Established - 10 minutes - p. 23
- L - Community Justice Committees - Year-End Requirements - 10 minutes - p. 26
- M - Closing - 10 minutes - p. 28
- Handouts
- Overheads

Presenters are encouraged to add local examples and information to the basic script in order to make it more relevant to the audience.

The total presentation is about 2.5 hours long. The exact length will vary depending on the number of questions participants ask and the amount of local information added by the presenter. The presentation includes a number of activities. Encourage participants to have a coffee while they are participating in the activities, so that a formal coffee break won't be needed.

Modifying the Presentation

In some circumstances, a shorter presentation may be needed. Below are some suggestions for how this presentation can be shortened.

- Overview of what CJs are and what they do - Suitable for a supper meeting of a service club - Parts A, D, E, F, G, M - 70 minutes.
- Discussion about how to determine if a CJC is right for your community - Suitable for a group that already has basic information about CJs or for a group with a strong interest in community development - Parts A, D, I, J, M - 55 minutes.
- Overview of the appointment process - Suitable for a community that has already decided to establish a CJC - Parts A, K, M - 30 minutes.

Expectations for Presenter

The person delivering this presentation is expected to have a general knowledge of the theory and operation of Community Justice Committees, and to have memorized all of the questions and answers in Section 1, *Community Justice Committees - Frequently Asked Questions*. This background will be very useful when responding to participants' questions. Occasionally, a participant will ask a question that you, the presenter, can't answer. In this situation, take the name, phone number and address of the questioner and promise to answer as soon as possible. It may be necessary to contact the RCMP or Saskatchewan Justice or Corrections and Public Safety head office staff for an answer.

Then forward information about the question and its answer to:

Program Manager
Alternative Measures
Young Offender Programs Branch
Department of Corrections and Public Safety
7th Floor, 1874 Scarth Street
Regina, SK S4P 3V7
Phone: 306-787-6290
Fax: 306-787-0676

so that the question and answer can be included in the next edition of *Community Justice Committees - Frequently Asked Questions*.

Presenter's Script

Part A - Welcome

[3 Minutes]

I'm very pleased to be with you tonight. Thank you for inviting me. My name is _____. I work at _____. My usual job is _____, but tonight my job is to give you basic information about Community Justice Committees and describe some processes you can use to decide whether a Community Justice Committee would make your community stronger.

Part B - Introductions

[15 Minutes]

Before we start talking about Community Justice Committees, I'd like you to introduce yourselves. Would you each please give your name and a sentence or two about why you are here tonight.

[Allow time for participants to give their names and a bit of information about themselves.]

Options

- *If group members already know each other, omit names, just ask each person to give a sentence or two about why they are at the meeting.*
- *If the group is large, or if people don't know each other, ask participants to get into a small group with two or three other people sitting close to them and to exchange names and information within the smaller group. Allow 5-7 minutes for this activity, then ask three or four small groups to report on why they are here tonight (not all the groups).*

This opening activity will probably provide information about the local situation; local incidents, priorities and needs; and the personal motivations of participants. During the rest of the presentation, it may be possible to use this information when providing examples and answering questions.

Part C - Presentation Overview

[4 Minutes]

[Overhead C1]

In this presentation today, I'll be talking about:

- What Community Justice Committees are;
- What they do;
- How you can determine if a CJC would be appropriate for your community;
- The formal process of getting a CJC started;
- The things that a CJC is required to do at the end of each year; and,
- The help and support that you will get from the Department of Corrections and Public Safety and Saskatchewan Justice throughout this process.

The information that I'll be covering in this presentation applies to urban and rural communities only, not to First Nation communities. Parallel Community Justice Committee processes that are culturally appropriate for First Nations communities have been developed by the Federation of Saskatchewan Indian Nations. If you want more information about the First Nations' presentation contact the Justice Department of the FSIN. I can give you their address and phone number later if you need it [*Federation of Saskatchewan Indian Nations, Justice Department, Suite 200, 103A Packham Avenue, Saskatoon, SK, S7N 4K4, Telephone (306) 665-1215*].

This presentation is intended to help you determine whether a Community Justice Committee is right for your community. I hope that, at the end of this presentation, you'll be able to begin the process of assessing whether a Community Justice Committee would make your community safer. I hope, too, that you'll know more about the personal satisfaction that many people get through this type of grassroots involvement with the justice system.

Part D -What are Community Justice Committees?

[5 Minutes]

[Overhead D1]

A Community Justice Committee is a group of citizen volunteers who work with the police and other justice professionals in the community to provide justice services. During the past couple of years, a form of Community Justice Committee has been established in several Saskatchewan communities. Nipawin, Meadow Lake and Shaunavon are a few of the communities with active CJs.

Youth Justice Committees, which are a type of Community Justice Committee, have been active in other provinces for several years. They are well established in Manitoba, Alberta and New Brunswick.

Most communities that are establishing Community Justice Committees are doing so for four reasons:

1. Individual citizens and the community as a whole want more of a say in the administration of justice - they want to be directly involved in influencing decisions about how crime is dealt with.
2. They want to focus on the needs of victims of crime and make sure victims aren't forgotten.
3. They want to hold offenders accountable to the community in ways that are meaningful and visible.
4. They want to make their communities safer, more secure places to live.

Community Justice Committees have the potential to do all these things.

Part E - What do Community Justice Committees Do?

[50 Minutes]

Resources Needed:

- A supply of the booklet: *The Work of a Community Justice Committee* (available from this website or the Department of Corrections and Public Safety or Saskatchewan Justice).
 - One copy of each of these handouts for each participant:
 - *Offenses Handled by a CJC*
 - *A Community Justice Committee Case.*
- (Handouts are at the end of this script.)

[Overhead E1]

The work that Community Justice Committees do varies from one community to another, depending on local priorities. No two Community Justice Committees do exactly the same things in exactly the same way. The concept of a Community Justice Committee is broad enough so that each community can create a CJC specific to the needs of that community.

Community Justice Committees rarely work in isolation. Most try to work with other groups in the community as much as possible. They work with the Police, the Crown Prosecutor, the Legal Aid Office, local judges and other people and organizations in the justice system. They work with social workers, probation officers and other staff of the Department of Corrections and Public Safety and Saskatchewan Justice. They also work with the school and local churches and with community groups like recreation groups and service clubs.

One of the most important tasks of a CJC is building good relationships with other community groups.

When a community is near a First Nation, it is important that the CJC link with the CJC operating on the First Nation. The two Community Justice Committees will want to establish parallel processes so they are handling similar issues in similar ways. They'll also want to discuss things like, "What happens when a town youth commits a crime on the First Nation, or vice-versa?"

The work that Community Justice Committees do can be grouped into four categories.

1. **CJCs advise on justice matters.** For example, they might advise the Mayor and Council on ways that the community can be made safer. This might be as simple as recommending changes in street lighting or as complex as suggesting new plans for community recreation programs. They might advise the Police on how specific types of crime may be dealt with or suggest ways of dealing with certain youth who are in trouble a lot.
2. **Some CJCs do public education activities.** They may educate the community about the work they are doing. For example, they might have a regular column about the CJC in the local paper or they might make presentations to service clubs describing their work. Sometimes, their public education activities are about justice topics that are of general interest in the community. For example, they might organize seminars on topics like the *Youth Criminal Justice Act*, the type and amount of crime in their community, the causes of crime, how crime is being addressed, or the structure of the justice system, and get an expert to speak on the topic.
3. **Many CJCs do crime prevention activities.** For example:
 - Early intervention programs with young children and their families can prevent crime. When young children's physical, social and emotional needs are met, they are less likely to break the law.
 - Programs that involve youth in enjoyable activities like sports, music, drama and outdoor activities are another way to prevent crime. As we all know, when kids are doing something that's fun, they are less likely to get into trouble.
 - Programs that help young people deal with their feelings and get along with others are yet another kind of crime prevention activity. Discussions groups, peer mediation and peer counselling programs are examples of this kind of program.
 - Another example of a crime prevention activity is organizing a seminar on ways to burglar-proof your home and getting an expert like a police officer or an insurance specialist to be the speaker.
4. **Many Community Justice Committees use conflict resolution processes to handle cases in which the law has been broken.** Cases are referred to a Community Justice Committee by the local Police or Crown Prosecutor. The cases that are referred to a CJC will meet certain criteria.
 - **The offence committed will fall into certain categories.**

[Handout: Offences Handled by a CJC, Overheads E1, E2, E3 and E4].

Typical offences that might be handled by a CJC include minor thefts, vandalism, mischief and

minor assaults that do not involve serious injury. More serious or more complex offenses may be diverted to other programs that provide an alternative to the traditional court system. But these more serious offenses are usually handled by professional organizations set up specifically for this purpose, such as the Regina Alternative Measures Program [*or, use an appropriate local example*].

Certain types of cases cannot be handled by Community Justice Committees, or by other programs that provide an alternative to the traditional court process. The excluded offenses are listed in a policy established by the Attorney General of Saskatchewan. They include incidents where a weapon was used, child sexual abuse cases, family violence cases, driving while disqualified offenses and several other types of offences.

[Some participants may ask how the list of excluded offences on the handout Offenses Handled by a CJC and Overheads E2, E3 and E4 were developed. They were developed after an extensive community consultation process. Staff of Saskatchewan Justice met with police, tribal councils and other community groups and agencies to get input. A first draft of the list of excluded offences was written using input from the consultations. This draft was then sent out to the same agencies for comment, and changes were made to reflect the comments and concerns of the public.]

[Overhead E5]

- **The offender may be under 12 years of age.** The legislation under which CJCs operate refers to offenders who are 12 or over, so all cases referred by the Police or Crown Prosecutor will meet this requirement. Offenders who are under the age of 12 can use the services of a Community Justice Committee if they are referred by the parents or guardians and if their parents or guardians give written informed consent.
- **The offender will have admitted responsibility for his or her actions.** Community Justice Committees only handle cases where the offender admits responsibility for an offence. They do not determine guilt or innocence.
- **The offender will have agreed to have his or her case handled by a Community Justice Committee.** Offenders always have the option of going to Court.

[Overhead E6]

- **The offender will meet certain other criteria.** Offenders who are excluded from CJC services include those who:
 - have unsuccessfully participated in previous programs that are alternatives to the traditional court system. Unsuccessful participation usually means that the offender has not made a serious effort to complete actions that she or he agreed to do in order to right the wrong that was done.
 - have other significant outstanding charges.
 - the Police or Crown Prosecutor think are unsuitable.

[Overhead E7]

I want to talk a little bit more about the way CJs handle cases. CJs focus on restoring harmony in the community and on righting the wrong that has been done.

When handling a case, the Community Justice Committee usually meets with the victim and offender separately. They educate and inform the victim of the benefits of participating in the conflict resolution process, and encourage them to become involved.

Then the CJC usually brings the victim and the offender together. The victim has an opportunity to describe the incident and tell how it affected them. They also have a say in the outcome of the case if they wish.

The offender is required to undertake actions to put things right again. Putting things right might involve restitution, for example, using earnings from a part-time job to pay for damage caused by vandalism. Or, it might involve apologies or community service. The actions that the offender will take to put things right are usually decided through discussion by the victim, the offender and the CJC. The actions are usually something that is acceptable to all three participants in the discussion.

Most victims who have participated in conflict resolution processes report a high level of satisfaction. They say they feel heard and that they get a chance to help shape the outcome of the case.

Many offenders who have participated in conflict resolution processes say that facing the victim and experiencing the victim's anger and loss helps them realize the effect their actions have on others.

The actions that offenders are required to undertake to put things right often are directly connected to the crime. For example, they might be required to repair damage done or to apologize to the victim. Most offenders say that this process has a positive impact on them.

Community Justice Committees follow up on the agreements made between victims, offenders and the CJC. They make sure that the offender does what she or he agreed to do. They also fill out a statistical report on each case handled for recordkeeping purposes and report the outcome of the case to the Police and Crown Prosecutor.

Now we're going to do an activity that gives you a chance to talk about the outcome of a CJC case.
[Distribute the hand-out, A Community Justice Committee Case.]

Here's the situation. *[Read from hand-out]*

Three youth aged 15, 16 and 18 get drunk on Halloween night and cause significant damage to several headstones in the community cemetery. One of the youth is from the town and two are from nearby farms. All three are well known in the community.

The 15-year-old has a record for underage drinking and shoplifting. The 18-year-old has a record from when he was 15 and was on probation for six months. The 16-year-old does not have any kind of previous record.

The community is outraged by the actions of these three youths.

Now, get into groups of three to five people and discuss the questions on your handout. You've got 15 minutes. Could each group also appoint a spokesperson who will report back to the larger group.

[Allow 15 minutes for discussion, then call the large group back together again. Ask each small group to report on their comments.]

Options: *If the group is large:*

- *only ask three or four groups to report on their comments; or,*
- *ask each group to report only those things that were not mentioned by previous groups.]*

Now I'm going to tell you what actually happened. This case is based on a situation that actually happened in a Saskatchewan community. (A few of the details have been changed.) After the incident occurred, the local RCMP organized a conflict resolution process with the youths, their parents and community members who considered themselves victims. This was the outcome:

- Each youth was required to do a specific number of hours of community service working at the cemetery.
- The youths' parents paid for the damage to the headstones with the understanding that their children would repay them. The local memorial company participated in the conflict resolution process and agreed to forgo profit and fix the headstones at cost.
- The youth were required to research the lives of at least one of the deceased people whose gravestones they had damaged. They interviewed family and community members and wrote a biography that was placed in the town's heritage centre.

[Now compare the opinions of people in the group to the actual outcome of the case. How were people's opinions similar? How did they differ?]

This booklet [*hold up, The Work of a Community Justice Committee*] describes the four different types of work that a CJC does in more detail. In particular, it provides quite a bit of information about the processes that are used to handle cases.

Help yourselves to these booklets at the end of my presentation.

You might be wondering about funding for a CJC.

The people who serve on Community Justice Committees don't get paid. They are volunteers who give of their time and energy to make the community a better place to live. The provincial government doesn't fund Community Justice Committees directly, although agencies like the local office of the Department of Corrections and Public Safety and Saskatchewan Justice may cover expenses like photocopying and long-distance phone calls. Some Community Justice Committees do fund raising and some accept donations from service clubs and businesses to support their work.

When individuals become members of a Community Justice Committee, they make a commitment to upgrading and enhancing their knowledge and skills through ongoing professional development. Mediation Services Division of Saskatchewan Justice offers two training courses to CJC members - a three-day introductory course and a three-day second-level course. The introductory course focuses on

understanding conflict, on basic communication skills and on processes that can be used to resolve conflicts. The second-level course takes participants through an actual mediation or family group conference.

Under some circumstances, the staff of Mediation Services Branch of Saskatchewan Justice will also serve as mentors to new CJs. For example, they might co-facilitate or co-mediate a CJC's first few cases.

As well, there are many workshops and conferences sponsored by Saskatchewan Justice and by mediation organizations. CJC members are expected to attend at least a few of these to increase their knowledge and skills and help form relationships with other people throughout Saskatchewan who are doing similar work.

Are there any questions about the work that a Community Justice Committee does? [*Pause and answer questions.*]

Part F - How Do Community Justice Committees Fit Into the Big Picture?

[3 Minutes]

[Overhead F1]

Community Justice Committees aren't intended to replace existing community organizations and justice institutions. Instead, they are designed to complement the structures that already exist.

For example, in some communities, community associations, Block Parents and Neighbourhood Watch are playing an important role in crime prevention. In these communities, the Community Justice Committee may work with local organizations to enrich and expand the community's crime prevention program.

Community Justice Committees do not replace the traditional justice system with its courts, judges and lawyers. They are simply another possible venue for particular types of cases. Many cases will still be handled by the traditional justice system. These include:

- cases where the person charged does not admit responsibility for an offense or is a chronic offender
- cases involving serious personal injury or major theft, and
- cases where the person charged does not want to participate in the CJC's conflict resolution process.

Part G - Basic Information About CJs

[10 Minutes]

Resources Needed: A supply of the following booklet:

- *Community Justice Committees – Frequently Asked Questions* (available from this website or the Department of Corrections and Public Safety or Saskatchewan Justice).

Some of you may want more information about Community Justice Committees, so I've brought this booklet along.

[Hold up, Community Justice Committees - Frequently Asked Questions.]

This booklet gives answers to questions that are too detailed to cover here today. Questions like, "Does a CJC have to be appointed by Saskatchewan's Attorney General?" and "How are the members of a CJC selected?".

I'll leave a supply of these booklets on the table. Please help yourselves at the end of my presentation.

Now I'd be pleased to answer any questions you might have about the purpose of Community Justice Committees and their work.

[Pause and answer questions.]

Part H - Getting Help

[3 Minutes]

[Overhead H1]

In the next part of my presentation, I'm going to talk about how you can find out if a Community Justice Committee is right for your community and about the process of setting one up.

All through these steps, help is available. Staff members of the Department of Corrections and Public Safety and Saskatchewan Justice will be available to meet with you and to give you advice and support. The RCMP are also available in some communities. As well, the Department of Corrections and Public Safety has published a series of booklets on CJs that will be helpful. I've brought copies of all these booklets along with me tonight and they are also available on our website. *[Gesture toward supply of booklets on nearby table.]*

Part I - Is a CJC Right for Our Community?

[35 Minutes]

Resources Needed:

- A supply of the factsheet: *Crime Prevention Through Social Development* (published by Department of Justice Canada).
- One copy of the handout: *A Community Problem-Solving Planning Model* for each participant. (Handout at the end of this script.)

[Overhead I1]

So how do you know if a CJC would be right for your community? You can ask yourself three questions:

- Does our community have crime or justice problems that could be addressed by a CJC?
- Is there community support for a CJC?
- Are there people in our community who are willing to serve on a CJC?

If the answer to all three of these questions is "yes," then a CJC would probably be a good thing for your community. If the answer to one or more of these questions is no, then there may not be a need for a CJC in your community or there may not be community support for the idea.

A good way to answer these three questions is to form a task force or a steering committee. This task force would find out whether a CJC is right for your community and do the initial work to get the CJC established. In some communities, the task force is simply a group of interested citizens, who get together and take the initiative. In some communities, the task force is organized by the Mayor and Council. In others, the task force is hosted by a community organization or agency such as the RCMP, a community association, or the Chamber of Commerce.

[Overhead I2]

Now I'm going to talk a bit about how you can answer each of these questions.

The first question is "**Does our community have crime or justice problems that could be addressed by a CJC?**" To answer this question, you'll want to collect factual information about the number and type of crimes in your community. The local police can give you information on this topic, but there are lots of other sources too.

[Ask participants to suggest other sources of information about number and types of crimes in their community. Write them on chalkboard or flipchart as they are suggested. In case participants

get stuck, here are a few ideas:

- *Insurance companies keep records on house and auto theft and vandalism.*
- *Schools keep records about vandalism, thefts and assaults that happen at school.*
- *Churches and other public buildings keep records about vandalism.*
- *Local stores keep records about shoplifting.*
- *The superintendent of the local park probably will have records about vandalism, mischief and rowdyism in the park.*
- *The Saskatchewan Bureau of Statistics or Statistics Canada will have provincial, national and international crime statistics that can be used for comparison.*
- *Saskatchewan Justice can give you general information about crime in your area and your community.*

[Allow about 8 minutes for this activity.]

As well as getting factual information about number and type of crimes, you'll want to get some information about people's experiences and perceptions. You'll want to ask people questions like:

- *In the past year have you been a victim of any type of crime?*
- *In your opinion, has there been an increase or decrease in crime in your community during the past few years?*
- *Have you changed the pattern of your activities because you fear being a victim of crime?*

One way to get information about people's experiences and perceptions is to do a door-to-door survey, but there are lots of other ways too.

[Ask participants to suggest other ways to get information about people's experiences and perceptions about crime in their community. Write these on the chalkboard or flipchart as they are given. In case participants get stuck, here are a few ideas:

- *ask for comments on a local phone-in radio show*
- *hold open public meetings*
- *ask for half an hour to discuss the issues at meetings of other groups like seniors' groups, school assemblies, service clubs, church groups*
- *put a questionnaire in the school, church or community newsletter.*

[Allow about 8 minutes for this activity.]

When you are gathering information about crime and justice issues in your community be sure you talk to children and adolescents, seniors, and people with disabilities, because these are groups that are often victimized.

If you eventually decide to establish a CJC, the answer to this first question will help you decide on the CJC's work. If there's lots of vandalism in the community, the CJC may want to focus on handling cases and on crime prevention. If people in the community say they don't know enough about the justice system, you might want to focus on obtaining more information.

The next question you'll have to answer when determining whether a CJC is right for your community is **"Is there community support for a CJC?"**

[Put Overhead 11 back on.]

To answer this question, talk to community leaders. Tell them what a CJC is and what it does. Find out if they are willing to support a CJC and to promote it in the community. You might talk to people like the Mayor, the school principal, clergy, the president of the high school SRC, and prominent businesspeople.

Try to involve young people as much as possible. Children, adolescents and young adults may be both victims and perpetrators of crime. You might also meet with groups of people like service clubs, the local Chamber of Commerce and large groups of high school students. It's essential that you talk to the police, the Crown prosecutor and local judges. The police, Crown prosecutor and local judges play key roles in the justice system and their involvement early on is critical.

The last question you have to answer when determining whether a CJC is right for your community is **"Are there people in our community who are willing to serve on a CJC?"**

You'll probably get the answer to this question when you're addressing the first two. If there's lots of interest and enthusiasm in the community for the idea of a CJC, it won't be hard to find people who are willing to serve.

Because our time is limited, I've just given you a short overview of how you can assess your community to find out if a Community Justice Committee would help make it safer. There are a lot more ideas about the type of things communities can do in this factsheet *[hold up, Crime Prevention Through Social Development]*.

[Overhead 13, Handout, A Community Problem-Solving Planning Model]

It describes a four-phase process that you can use to identify and meet the needs in your community. These phases are:

- identifying the problems in your community
- developing an action plan,
- carrying out the action plan, and
- monitoring and evaluating your program.

Now I'd be pleased to answer your questions about determining whether a CJC is right for your community.

[Pause and answer questions.]

Part J - Deciding on the Work the CJC Will Do

[10 Minutes]

Resources Needed: A supply of the booklet: *Crime Prevention Through Social Development* (published by Department of Justice Canada).

I'm going to assume that the assessment of your community told you that a CJC would be a good thing for your community. The next step is to decide on the work that the CJC will do. As I mentioned earlier, CJCs usually do four different types of work.

*[Put **Overhead E1** back on. If appropriate, review the four different types of work.]*

When they are getting started, most Community Justice Committees focus on just one or two of these types of work and gradually expand as they become more experienced. It's usually better to start small and grow than to try to offer a comprehensive program right from the start.

Now I'm going to ask you to consider each of those tasks of a CJC in relation to your own community. Which do you consider most important for your community?

[Point to each of the four tasks on the overhead, one by one. Tell people who consider the task you are pointing to, to be most important to raise their hands. Count hands for each task and write the total beside each task on the overhead. Then rank the tasks in order of importance.]

*Some participants might ask if they can vote for more than one task. **Tell them to vote only for the most important**, but if they consider two or more tasks to be of equal importance, they can vote more than once.*

I mentioned this booklet before *[hold up, Crime Prevention Through Social Development]*. It gives you more detail about deciding on specific activities that are appropriate for your community.

Part K - Getting the CJC Established

[10 Minutes]

Resources Needed: A supply of the following booklets:

- *Community Justice Committees – Frequently Asked Questions* (available from this website or the Department of Corrections and Public Safety or Saskatchewan Justice)
- *Community Justice Committee – Application Kit* (available from this website or the Department of Corrections and Public Safety or Saskatchewan Justice).

[Overhead K1]

Now I'm going to assume that you've determined that a CJC would be useful in your community and decided on the work that a CJC will do. The next step is to get your CJC started.

Remember that staff of the Department of Corrections and Public Safety or Saskatchewan Justice will be available to help you get your CJC up and running. They will guide you through the various steps and will help you with the paperwork.

All CJCs that plan to handle cases in which the law has been broken must be incorporated as non-profit charitable corporations and officially appointed by the Attorney General of Saskatchewan.

Incorporation and appointment give your CJC legal status and also protect you against being sued. They are not necessary for other work like advisory, public education and crime prevention activities. If you don't plan to handle cases, there is no need for incorporation and appointment. Remember, however, usually only CJCs that are incorporated and officially appointed and are handling cases will be offered training by the provincial government.

For information about incorporating contact the Community Services Branch of Saskatchewan Justice (6th Floor, 1874 Scarth Street, Regina, SK, S4P 3V7, Tel.: (306) 787-5096; Fax: (306) 787-0078). They will guide you through the paperwork associated with the incorporation process.

I mentioned earlier that in most communities a task force does preliminary planning for a CJC. Likely, this same task force will steer the CJC through the incorporation and appointment processes.

The steps in the incorporation and appointment processes are: *[Point to each item on Overhead K1 as it is mentioned.]*

- **develop a constitution for your CJC** - The constitution provides the legal framework for your CJC's operation. This isn't a difficult process. There's a model constitution in the application kit that I'll leave with you *[hold up, Community Justice Committees - Application Kit]*.
- **become incorporated as a non-profit charitable corporation** - This process involves filling out several forms. Staff of the Department of Corrections and Public Safety or Saskatchewan Justice will

help with this.

- **select the founding members of your CJC** - The process that is used to select the members of a CJC varies from one community to the next. The process used should:
 - inform the community as a whole about the intent to establish a CJC
 - give community members information about the purpose and role of the CJC and about the responsibilities of individual members
 - give community members who are interested in serving on the CJC ample opportunities to make their interest known.

Two examples of processes that are used are:

- In small communities, 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 applications who are most qualified.
- The various community groups appoint members. For example, the Chamber of Commerce, Friendship Centre, Ministerial Association, Block Parents, Neighbourhood Watch, high school and seniors' centre might each appoint one member.

People who serve on a CJC have to undergo a police records check. Convictions for domestic violence, child abuse or sexual assault automatically disqualify a person, unless the person has received a pardon. Other types of convictions don't necessarily mean a person can't serve on a CJC. Each potential member of a CJC also has to get letters of reference.

- **apply to the Attorney General for appointment as a CJC** - When you apply, send an application form, your constitution, a package of information about each founding member, and letters from community groups supporting the application to the closest regional office of the Department of Corrections and Public Safety. The regional office will start the process of official appointment.
- **have CJC members take an oath of confidentiality** - All cases that the CJC handles are held in strictest confidence.
- **participate in training** - The Mediation Services Division of Saskatchewan Justice offers a three-day introductory and a three-day second-level course to members of Community Justice Committees. These two training opportunities will get your CJC off to a good start and also give you new skills personally.

This booklet [*hold up, Community Justice Committees - Application Kit*] gives a detailed outline of the application process. Help yourself to copies. You might also find this booklet useful [*hold up, Community Justice Committees - Frequently Asked Questions*]. It gives general information about the application process.

Do you have questions about the application process?

[*Answer questions.*]

Part L -Community Justice Committees - Year-End Requirements

[10 Minutes]

Resources Needed:

- A supply of the booklet: *Community Justice Committee - Year-End Reporting* (available on this website or from the Department of Corrections and Public Safety or Saskatchewan Justice.
- A supply of the booklet, *Crime Prevention Through Social Development* (published by Department of Justice Canada).

[Overhead L1]

At the end of each calendar year Community Justice Committees that are incorporated and officially appointed are required to do four things. These four things are:

- **hold an annual public meeting** - At the annual meeting, the CJC usually reports on its activities during the past year. When reporting on cases handled, the CJC members give only general information about number and type of cases. They don't give names of people or descriptions of individual cases, because this would be a breach of confidentiality.
- **send a copy of their financial statement to the Corporations Branch of Saskatchewan Justice.**
- **submit an Annual Return to the Corporations Branch of Saskatchewan Justice** - This Annual Return is a form that Saskatchewan Justice will send to you. Its purpose is to confirm the continuing existence of the CJC.
- **submit an annual report to the Department of Corrections and Public Safety.**

You're required to give specific statistical information about the cases you handled in your annual report and to attach your financial statement. You're also asked to provide details about your advisory, crime prevention and public education activities and about member turnover. More information about preparing your annual report is given in the booklet, *Community Justice Committee - Year-End Reporting*. I've brought a supply of these booklets with me. *[Hold up booklet.]*

[Overhead L2]

Although it isn't a legal requirement, most Community Justice Committees spend some time at the end of each year evaluating their work during the previous year. They ask themselves questions like:

- What were our strengths during the past year?

- Where do we need to improve?
- What interesting things happened during the past year?

The answers to questions like these can help a Community Justice Committee refocus its work and make plans for the future.

Occasionally, you might get phone calls or letters from the staff of the Department of Corrections and Public Safety or Saskatchewan Justice. They might ask you questions about the information in your annual report or in the reports that you send in about individual cases. This is because the staff of these two government departments are doing research about the overall effectiveness of Community Justice Committees and sometimes need more information than is in your basic reports.

[Answer questions.]

Part M - Closing

[10 Minutes]

Now after listening to my presentation, some of you are probably wondering what the next step is in determining if a CJC is right for your community. First, I suggest that you get a small group of interested people together and that this group meet with the Department of Corrections and Public Safety and/or Saskatchewan Justice representative from your area [*give names, and other specific information as appropriate, here*]. Saskatchewan Justice and the Department of Corrections and Public Safety offer help and support to communities that are interested in forming a CJC. I'd also suggest that you take copies of the booklet *Community Justice Committees - Application Kit*. This kit provides a lot more information than I've been able to cover here today.

Thank you for inviting me. It's been a pleasure to talk to you. I'd be pleased to answer any questions you might have.

[Answer questions.]

Community Justice Committees

Presentation for Community Groups

HAND-OUTS

Hand-out

Offences

Handled by



a

CJC

Typical offences that might be handled by a CJC include minor thefts, vandalism, mischief and minor assaults that do not involve serious injury. More serious or more complex offenses may be diverted to other programs that provide an alternative to the traditional court system. But these more serious offenses are usually handled by local professional organizations set up specifically for this purpose, such as the Regina Alternative Measures Program and similar programs in other communities.

Certain types of cases cannot be handled by Community Justice Committees or by other programs that provide alternatives to the traditional court process. The excluded offenses are listed in a policy established by the Attorney General of Saskatchewan. Offences that may not be handled by CJsCs include:

- incidents involving the use of or threatened use of a weapon;
- violence against the person cases (adult or child) (where the Crown prosecutor considers the case to be of a most serious nature);
- child sexual assault cases (where the Crown prosecutor considers the case to be of a most serious nature);
- perjury;
- driving while disqualified cases;
- all *Canadian Criminal Code* driving offences where alcohol was a contributing factor;
- any federal offence other than *Canadian Criminal Code* offences; and
- all family violence cases.

Hand-out

**A
Community
Justice
Committee
Case**



The Situation

Three youths aged 15, 16 and 18 get drunk on Halloween night and cause significant damage to several headstones in the community cemetery. One of the youths is from the town and two are from nearby farms. All three are well known in the community.

The 15-year-old has a record for underage drinking and shoplifting. The 18-year-old

has a record from when he was 15 and was on probation for six months. The 16-year-old does not have any kind of previous record.

The community is outraged by the actions of these three youths.

Instructions

Divide into groups of three to five people. You have 15 minutes for discussion. Within your small group discuss:

1. What emotions does this situation evoke in you?
What is your first emotional reaction to the offenders?
2. Who are the victims in this situation? What do you think the victims need to experience satisfying justice?

3. What consequences should the offenders experience to hold them accountable for their actions?

Appoint spokesperson/reader for your group. At the end of 15 minutes, have the spokesperson for your group report on your comments about this situation to the larger group.



A Community Problem-Solving Planning Model

<p>Identifying and describing community problems</p> <p>Step 1: Identify the community's problems a) Determine the information you need b) Collect information</p> <p>Step 2: Decide which problems are most important</p> <p>Step 3: Analyze your target problems and your community</p> <p>Product: Description of the Problem</p>		<p>Developing an action plan</p> <p>Step 4: Determine level of intervention Step 5: Select participants Step 6: Brainstorm for prevention strategy options Step 7: Select the best strategies Step 8: Set goals and objectives Step 9: Prepare a work plan</p> <p>Product: Action Plan</p>
<p>Monitoring and evaluating your program</p> <p>Step 12: Monitor your program's implementation Step 13: Evaluate your program's impact</p> <p>Product: Information to Determine Whether Program Should Continue and How It Should Change</p>		<p>Carrying out your action plan</p> <p>Step 10: Obtain community support Step 11: Maintain your program</p> <p>Product: Implemented Program</p>

From: *Building a Safer Canada: A Community-Based Crime Prevention Manual*. (1996). Department of Justice Canada.
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