


Chapter:	YCJA Orders	Classification:	Public Document
Subject:	Conferencing		
For:	Youth Facilities & Community Corrections	 <small>Authorized by Executive Director</small>	

1. Policy

- 1.1 Pursuant to section 19 of the *Youth Criminal Justice Act* (YCJA), a youth worker or probation officer may convene or cause to be convened a conference for the purpose of making a decision required under the Act. For the purpose of this policy staff participation is limited to reintegration planning conferences or assisting the court in matters relating to sentencing.
- 1.2 Staff may make referrals to and participate in conferences convened by restorative justice agencies where appropriate.


2. Definition

- 2.1 Section 19 of the YCJA defines a conference as being a group of persons who are convened to give advice on appropriate extrajudicial measures, conditions for judicial interim release, sentences, including the review of sentences and reintegration plans.

3. Types of Conferences

- 3.1 **Restorative justice conferences** are convened to hold the YP accountable and to help repair the harm done to the victim and the community. Nova Scotia's Restorative Justice Program has established separate conferencing rules for its conferences. A youth worker or probation officer may make referrals to the Restorative Justice Program in accordance with Policy and Procedures, Chapter 22, *Restorative Justice*.
- 3.2 **Reintegration planning conferences** are convened by a youth worker and bring together the YP, the YP's parent(s) or guardian, probation officer, various professionals, e.g., educators, caregivers, health care providers, where appropriate, and other support persons, and Division staff to develop a reintegration plan for the YP in accordance with Policy and Procedures, Chapter 34, *Facility Case Management*.

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3.3 **Sentencing recommendation conferences** are convened by a probation officer and bring together the YP, the YP's parent(s) or guardian, various professionals, e.g., educators, caregivers, health care providers, where appropriate, and other support persons, and Division staff for the purpose of making recommendations on an appropriate youth sentence to the youth justice court.


4. Custody Conferencing Scheduling Requirements

- 4.1 An initial conference will be scheduled by the assigned youth worker within 30 days of admission to the Nova Scotia Youth Centre (NSYC) and as follows
- 4.1.1 for sentences of 3 months or less, the initial conference will also serve as the release planning conference
 - 4.1.2 for sentences of 4 months or more, the assigned youth worker will schedule a release planning conference no less than 30 days prior to the YPs release
 - 4.1.3 for sentences of 9 to 12 months, in addition to the initial and release planning conference, the assigned youth worker will schedule a conference at the mid-point of the sentence
 - 4.1.4 for sentences greater than twelve months, in addition to the initial and release planning conference, the assigned youth worker will schedule a conference every 6 months
 - 4.1.5 conferences may be scheduled at any time by the assigned youth worker if there is deemed to be a significant change in the YPs needs.

5. Community Supervision Conferencing Requirements

- 5.1 When the YP is released to serve the community portion of their custody and supervision order and/or where the Court has ordered a period of probation to follow the YPs custody term, the PO will schedule a conference within 30 days of beginning supervision of the YP in the community.
- 5.2 probation officers will follow the conferencing scheduling requirements detailed above in sections 4.1.2 to 4.1.6

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6. Conferencing Rules

- 6.1 Reintegration planning conferences and sentencing recommendation conferences will be convened and conducted according to rules for conferences established by the Lieutenant Governor in Council in accordance with Section 19 of the YCJA (see form 20.05.00 - A): Conferencing Rules.
- 6.2 In addition to these rules, the youth worker or probation officer convening a conference will
 - 6.2.1 notify the participants and forward written notification as appropriate
 - 6.2.2 normally assume the role of facilitator
 - 6.2.3 in the case of a reintegration planning conference, prepare a report on JEIN in accordance with Policy and Procedures, Chapter 34, *Facility Case Management*

7. Conference Format

- 7.1 Youth workers and probation officers will conduct conference sessions in the following format:
 - 7.1.1 **Part I Overview:** The facilitator will review the circumstances of the case including the results of assessments.
 - 7.1.2 **Part II Discussion:** The facilitator will lead discussions on plans of action and possible recommendations. All participants will be afforded the opportunity to participate in discussions.
 - 7.1.3 **Part III Drafting of Recommendations:** The facilitator will work with the participants to prepare reintegration planning recommendations focused on addressing the criminogenic needs of the YP.

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8. Confidentiality

- 8.1 Conference participants will be advised by the convening youth worker or probation officer that information and records provided or discussed during the conference is
 - 8.1.1 for the purpose of assisting with the YP's reintegration in accordance with the section 125(6)(c) YCJA
 - 8.1.2 protected information pursuant to YCJA
 - 8.1.3 not be disclosed to others
 - 8.1.4 to be kept separate from any other record they may have of the YP
 - 8.1.5 to be destroyed when it is no longer required for the purpose for which it was disclosed.

9. Expenses

- 9.1 Correctional Services is not responsible for any professional fees or expenses resulting from participation in a conference.

10. Standard Operating Procedures

- 10.1 The manager, Correctional Services or delegate will establish such local standard operating procedures as may be required to ensure reintegration planning conferences occur in accordance with this Policy and Procedures.