


Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Conferencing		
For:	Youth Facilities & Community Corrections	 Authorized by Executive Director	

1. Policy

- 1.1 A youth worker or probation officer may convene or cause to be convened a conference for the purpose of making a decision related to reintegration planning or assisting the court in sentencing.
- 1.2 Staff may make referrals to and participate in conferences convened by restorative justice agencies where appropriate.


2. Definition

- 2.1 A conference is 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 individual, the individual's parent(s), guardian or family, probation officer, various professionals (educators, caregivers, and health care providers), other support persons, and Division staff to develop a reintegration plan for the individual in accordance with Policy and Procedures, Chapter 34, *Facility Case Management*.
- 3.3 **Sentencing recommendation conferences** are convened by a youth worker and bring together the individual, the individual's parent(s), guardian or family, probation officer, various professionals (educators, caregivers, and health care providers), other support persons, and

Page 1 of 3	Dated Issued: March 1, 2008 Date of Last Revision: July 27, 2009 Current Revision Date: October 21, 2021	Subject No. 34.08.00
-------------	--	----------------------

Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Conferencing		
For:	Youth Facilities & Community Corrections	 Authorized by Executive Director	

Division staff to make recommendations on an appropriate youth sentence to the youth justice court.

4. Conferencing Requirements and Rules

- 4.1 Reintegration planning conferences and sentencing recommendation conferences will be convened and conducted according to the attached Conferencing Requirements and Rules ([see form 34.08.00 - A](#)).
- 4.2 In addition to these rules, the youth worker or probation officer convening a conference will
 - 4.2.1 notify the participants and forward written notification as appropriate
 - 4.2.2 normally assume the role of facilitator
 - 4.2.3 in the case of a reintegration planning conference, prepare a report on JEIN in accordance with Policy and Procedures, Chapter 34, *Facility Case Management*


5. Conference Format

- 5.1 Youth workers and probation officers will conduct conference sessions in the following format:
 - 5.1.1 **Part I Overview:** The facilitator will review the circumstances of the case including the results of assessments.
 - 5.1.2 **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.
 - 5.1.3 **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 individual.

6. Confidentiality

- 6.1 Conference participants will be advised by the convening youth worker or probation officer that information and records provided or discussed during the conference is

Page 2 of 3	Dated Issued: March 1, 2008 Date of Last Revision: July 27, 2009 Current Revision Date: October 21, 2021	Subject No. 34.08.00
-------------	--	----------------------

Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Conferencing		
For:	Youth Facilities & Community Corrections	 Authorized by Executive Director	

- 6.1.1 for the purpose of assisting with the individual's reintegration
- 6.1.2 protected information in accordance with the Youth Criminal Justice Act (YCJA) and the Freedom of Information and Protection of Privacy Act (FOIPOP)
- 6.1.3 not be disclosed to others
- 6.1.4 to be kept separate from any other record they may have of the individual
- 6.1.5 to be destroyed when it is no longer required for the purpose for which it was disclosed.

7. Expenses

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

8. Standard Operating Procedures

- 8.1 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.