

## **Terms of Reference**

### **Family Court and Youth Justice Committee**

For the cities of Port Coquitlam, Port Moody, Coquitlam and the Villages of Anmore and Belcarra

(Revised 2006)

## **Establishment and Authority**

The Joint Family/Court Youth Justice Committee (JFCYJC) is essentially composed of two separate committees - the Family Court Committee and the Youth Justice Committee - created under two separate Acts which are, respectively, Section 5 of the Provincial Court Act and Section 18 of the Youth Criminal Justice Act. These sections read as follows:

### **Family Court Committee**

The [Provincial Court Act](#), Section 5, establishes the Joint Family Court Committee.

s.5 (1) A municipality must have a family court committee appointed by the municipal council in January of each year.

(2) The members of a family court committee must include persons with experience in education, health, probation or welfare.

(3) The members of a family court committee serve without remuneration.

(4) If a court facility in which family matters are dealt with serves more than one municipality or area not in a municipality, the family court committee must be composed of representatives from each area served.

(5) The municipalities involved must appoint one member of the family court committee as chair, and another as vice chair.

(6) The family court committee must do the following:

(a) meet at least 4 times a year to consider and examine the resources of the community for family and children's matters, to assist the court when requested and generally, and to make the recommendations to the court, the Attorney General or others it considers advisable;

(b) assist the officers and judges of the court, if requested, to provide a community resource or assistance in individual cases referred to the committee;

(c) report annually to the municipalities involved and to the Attorney General respecting their activities during the past year.

## **Youth Justice Committees**

**18.** (1) The Attorney General of Canada or a province or any other minister that the lieutenant governor in council of the province may designate may establish one or more committees of citizens, to be known as youth justice committees, to assist in any aspect of the administration of this Act or in any programs or services for young persons.

(2) The functions of a youth justice committee may include the following:

(a) in the case of a young person alleged to have committed an offence,

(i) giving advice on the appropriate extrajudicial measure to be used in respect of the young person,

(ii) supporting any victim of the alleged offence by soliciting his or her concerns and facilitating the reconciliation of the victim and the young person,

(iii) ensuring that community support is available to the young person by arranging for the use of services from within the community, and enlisting members of the community to provide short-term mentoring and supervision, and

(iv) when the young person is also being dealt with by a child protection agency or a community group, helping to coordinate the interaction of the agency or group with the youth criminal justice system;

(b) advising the federal and provincial governments on whether the provisions of this Act that grant rights to young persons, or provide for the protection of young persons, are being complied with;

(c) advising the federal and provincial governments on policies and procedures related to the youth criminal justice system;

(d) providing information to the public in respect of this Act and the youth criminal justice system;

(e) acting as a conference; and

(f) any other functions assigned by the person who establishes the committee.

## **Composition**

Representatives to the Committee, as determined by the Committee, are appointed for two year periods.

### **Voting Members\***

- City of Coquitlam (six voting members)
- City of Port Coquitlam (three voting members)
- City of Port Moody (three voting members)
- Village of Anmore (two voting members)
- Village of Belcarra (two voting members)
- Electoral Area “B” (two voting members)

\*Voting Members are defined as appointed citizens and/or city councilors.

**Associate Members:** Associate members are non-voting members that provide important information on services, legislation, policy, emerging issues and community needs that help guide the business of the committee. These organizations will be comprised of government agencies and community based service providers as determined by the committee. Associate members are encouraged to sit on any or all subcommittees and take part in all committee discussions. While associate members are non-voting members at the level of the committee of the whole, they are entitled to vote at the sub-committee level. Associate members could include but are not limited to:

- Senior Probation Officer
- Share Society Representative
- Ministry of Children and Family Development
- RCMP
- Port Moody Police Department
- Coquitlam School District 43
- Clerk to the Family Court Committee (a position shared by the Municipalities on a rotating basis) (Port Coquitlam 1999, 2002, 2005, etc.)

## **Duties and Responsibilities**

The committee will meet at least (6) times a year:

The ongoing duties and responsibilities, which are set by the Committee include the following:

- To provide information and educate the public on issues related to Family Court and Youth Criminal Justice Issues.
- To consider, examine and review changes to the resources and services of the community for family, children and youth as pertaining to family court, youth justice and crime prevention issues as required or requested.

- To increase the Committee's visibility within the community, such that it is recognized as an appropriate body to whom recommendations can be proposed to improve, create or eliminate legislation, policies or programs serving families and/or children.
- To review and analyze legislation, policies and programs concerning family, youth justice and crime prevention issues and make recommendations to the appropriate legislative or implementing bodies.
- To assist the court when requested and generally, and to make the recommendations to the court, the Attorney General or others it considers advisable;
- To assist the officers and judges of the court, if requested, to provide a community resource or assistance in individual cases referred to the committee;
- To report annually to the municipalities involved and to provide a copy to the Attorney General respecting their activities during the past year.

In studying the needs of families and children, the committee endeavors to assist in seeing that these needs are met; to understand legislation, policies and programs as they relate to those needs in the community, and to provide considered opinions and recommendations to the Municipal Councils, the Attorney-General, and others as it may be considered advisable.

Each member of the Committee should be:

- Aware of the mandate of the Family Court Committee/Youth Justice Committee, how the district committee has interpreted the mandate, and be prepared to give time and energy so that the Committee will be effective.
- An active participant in the affairs of one or more standing committees.
- Continually watchful as to the welfare of the children and youth involved in justice, protection, divorce and custody systems.
- Involved in discussions, workshops, and visitations to facilities and in communication with other family court committees.

**Termination of term of office:**

If a committee member misses more than three consecutive meetings without cause or notification, the committee may recommend to the appointing body to terminate the appointment. Time permitting a replacement member may be appointed to the committee.

**Procedures:**

Meeting dates, times and locations are determined prior to the start of the new session, The location of the meeting rotates to the Municipality providing the secretarial duties on an annual basis.

A quorum is four members. The vote of the majority is the vote of the committee. Procedure is followed as described by [Robert's Rules](#).