



Community Adult Justice Network of Ottawa

Mission Statement:

The Community Adult Justice Network of Ottawa (CAJN) is a strategic leadership group dedicated to building and enhancing coordination, partnerships, education and advocacy regarding adult justice issues in the Ottawa area.

Terms of Reference:

The Community Adult Justice Network of Ottawa's goal is to develop community capacity regarding adult justice issues by:

- Providing an open forum for discussion of adult justice legislation and other related issues;
- Creating a collective voice to define emerging priorities as well as influence policy, legislative changes and funding regarding adult justice issues;
- Advocating for the rights and needs of adults in conflict or at risk of being in conflict with the law, in the Ottawa region;
- Exploring and facilitating opportunities for interagency and cross-sectoral communication and the sharing of resources and services;
- Developing and promoting interagency networking and collaborative partnerships;
- Creating key linkages to connect adult justice, social welfare and mental health issues;
- Initiating and coordinating both research and professional development opportunities in the area of adult justice;
- Developing opportunities to engage the community in both comprehending and addressing adult crime prevention and the adult criminal justice system.

Membership:

The membership of CAJN will be maintained at no more than 30 members and an effort will be made to ensure that those members represent the variety of services offered in the Ottawa adult justice system. While it is understood that grassroots, neighbourhood organizations are very important to the community, the members of CAJN will be representative of the entire Ottawa region, as well as some representation from government departments of various levels.

All members who serve on CAJN should have the ability to represent their agency in any decision-making processes by the Network. Members or their designated alternates are expected to be in attendance at 75% of the Network meetings in order that they can fulfill the role of an active participant.

CAJN will strike a Membership Subcommittee to complete a review of the membership in June each year to assess ongoing needs. The subcommittee will suggest and select new members based on identified gaps in service area representation. All requests for new membership will be brought forward to the subcommittee for consideration and approval.

Subcommittee Structure:

CAJN will not have an “Executive Committee”. Subcommittees will be struck on an as-needed basis. Subcommittee Chairs report directly to the CAJN Chair. Examples of such committees are: Membership Subcommittee, Terms of Reference Subcommittee, Mental Health Subcommittee, Professional Development Subcommittee, Award Subcommittee, Funding Strategies Subcommittee.

CAJN Chair:

The Chair role is to be neutral, facilitating and ensuring collaboration within the Network.

Chair responsibilities are:

- calling and chairing the monthly meetings, setting agenda
- ensuring the timely progression of the meetings
- striking subcommittees as needed and monitoring their activities
- preparing correspondence at the direction of the committee
 - letters of support will be in keeping with the Terms of Reference and will support the principle or need addressed by a proposal, and will not be in support of the individual proposal or project
- circulating information that is pertinent to the membership
- represents the first official point of contact for the Network

Tenure – the Chair will have a two-year term. At the end of each two-year term, in June, the Chair may present himself/herself for re-election. At this time, the opportunity exists for other interested neutral CAJN members to run for the position.

The Past Chair will support the Chair and provide continuity of leadership and corporate knowledge.

Decision Making:

When possible, decisions made by CAJN will be made using a consensus model. When decisions are being made or actions are being taken, member agencies who disagree or wish to abstain may withdraw from those specific decisions or courses of action without repercussion.

Administrative Support:

The administrative support (taking and distribution of minutes, conference preparation support, etc. as needed) will be provided by a member agency.

Meeting Guidelines

CAJN meets on the third Wednesday of the month from 9:15 a.m. to 11:00 a.m. at a designated location, from September to June (no meetings in July, August and December). Regular meetings will take the following format:

- Acceptance of Agenda
- Acceptance of Previous Minutes
- Business Arising from the Minutes
- Reports from Sub-Committees
- New Business
- Agency Updates

Strategic Planning:

Each year in September, CAJN will take part in a strategic planning session, which will include community consultation opportunities, to identify key issues and service gaps affecting people who are involved in the adult criminal justice system and the agencies serving them. Action items and solution strategies will be identified, and an action plan, to be carried out by subcommittees, will be agreed upon by the membership.

Award of Excellence in Adult Justice Leadership

The Award of Excellence in Adult Justice Leadership will go to an individual who has exemplified the values, mission and goals of the Community Adult Justice Network of Ottawa through:

- Recognized leadership, energy, creativity and innovation;
- Demonstrated commitment and capacity to “build bridges” and foster collaboration in addressing adult justice issues;
- Making a significant contribution to the field of adult justice in a way that has benefited the Ottawa community;
- Working with partners to include other community members and service providers to develop local or citywide initiatives and/or solutions to adult justice issues.

In January of each year, a subcommittee will be struck to look at nominations for this award. The award will be presented at a public event designated by the membership.