



Policy and Procedures Manual

TORONTO DRUG TREATMENT COURT

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Program Overview

PROGRAM HISTORY

A Drug Treatment Court (DTC) is a unique substance use intervention model operating within the criminal justice system. DTCs operate on the notion that traditional sentencing standards generally do not influence recidivism in offenders whose criminal conduct is driven by problematic substance use. With the approach of a Problem Solving Court, DTCs provide individuals with problematic substance use who are in conflict with the law with an opportunity to engage in a judicially supervised treatment program.

The first DTC was established in Miami, Florida in 1989, to deal with non-violent, substance-using offenders who repeatedly cycled through the criminal justice system. The Honourable Justice Paul Bentley of the Ontario Court of Justice, having observed a similar “revolving door” cycle in the Canadian criminal justice system, initiated discussions toward establishing a DTC in Toronto. Under his leadership a committee was formed for that purpose in the summer of 1997, including representatives of the Department of Justice (Canada), the defence bar, Legal Aid Ontario, Toronto Public Health, the Centre for Addiction and Mental Health (CAMH), the Ministry of Community Safety and Security (Probation Services), Court Services and numerous community agencies. After several months of discussions, the federal government agreed to fund a four-year DTC pilot project through its National Crime Prevention Centre.

The Toronto Drug Treatment Court (TDTC) was the first DTC in Canada. It began operating on December 1, 1998. The TDTC offers an alternative to incarceration for non-violent offenders using cocaine, methamphetamine, heroin and/or other opiates. The program aims to improve social stability and reduce criminal behavior associated with problematic substance use.

Treatment, the court and the community work collaboratively to help to facilitate change in lives of those whose conflicts with the law are influenced by their problematic substance use. Using a holistic approach to rehabilitation and social development, these TDTC partners work together to provide participants with relevant supports, structure and access to resources.

The traditional roles of these partners are enhanced through a shared understanding of one another’s roles and responsibilities. This collaborative approach is aimed at helping drug dependent offenders break the cycle of substance use, criminal behavior and incarceration.

The program relies on the collaboration of judges, prosecutors, duty counsel, private defence counsel, police, probation, court staff, CAMH treatment staff, and community agencies providing specialized substance abuse treatment and ancillary services such as housing, health services and job training.

Initially the program was limited to persons charged with drug offences. The target group for the pilot was vulnerable groups including youth, sex trade workers and visible minorities. In 2004 the program was expanded to include persons charged with non-violent *Criminal Code* offences.

GUIDING PRINCIPLES

The TDTC adheres to the following internationally recognized Drug Treatment Court principles, as tailored to local needs:

- Drug Treatment Courts integrate substance use treatment services with justice system case processing.
- Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' *Charter* rights.
- Eligible participants are identified early and placed in the Drug Treatment Court program as promptly as possible.
- Drug Treatment Courts provide access to a continuum of drug, alcohol and other related treatment and rehabilitative services.
- Compliance is objectively monitored by frequent substance testing.
- A coordinated strategy governs Drug Treatment Court response to participants' compliance and non-compliance.
- Swift, certain and consistent sanctions or rewards for non-compliance or compliance.
- Ongoing judicial interaction with each Drug Treatment Court participant is essential.
- Monitoring and evaluation processes measure the achievement of program goals and gauge effectiveness.
- Continuing interdisciplinary education promotes effective Drug Treatment Court planning implementation, and operations.
- Forging partnerships among courts, treatment and rehabilitation programs, public agencies and community based organizations generates local support and enhances program effectiveness.
- Ongoing case management which provides the social support necessary to achieve social reintegration.
- Appropriate flexibility in adjusting program content, including incentives and sanctions, to better achieve program results with particular groups such as women, indigenous people and minority ethnic groups.¹

The TDTC is also guided by principles of:

- Therapeutic jurisprudence.
- Health equity.
- Restorative justice.
- Trauma-informed care.
- The 'housing first' model.
- Contingency management.
- Harm reduction.

TWO PHASES OF TDTC

The TDTC program has two broad phases. Phase I is the formal court-supervised treatment process up to graduation and sentencing. Phase II is the period of probation following graduation. Phase II serves the important purpose of helping to maintain the graduates' connection with the TDTC as they adapt to a less structured phase of their recovery.

¹ <http://cadtc.org/dtc-program-title/> (web site of the Canadian Association of Drug Treatment Court Professionals, accessed February 13, 2018).

ELIGIBILITY CRITERIA

Accused persons charged with offences that were motivated by problematic substance use are encouraged to apply. The TDTC generally accepts adult offenders who **are problematic users of cocaine, crack cocaine, heroin or other opiates, or methamphetamine** and who are at medium to high risk for recidivism.

The TDTC ordinarily screens out applicants who:

- are charged with:
 - a significant crime of violence;
 - trafficking in drugs for commercial gain;
 - committing a drug offence in circumstances that raise concerns about drug-impaired driving or risk to young people; or
 - committing a residential break-and-enter;
- have a recent and/or significant history of violence; or
- are currently serving a conditional sentence or intermittent sentence.

Previous TDTC participants who were expelled or withdrew should be prepared to persuade the TDTC team that they should be given another opportunity.

Applicants who have not used illicit drugs in six months preceding application may be excluded.

Applicants will generally be required to have all of their outstanding criminal charges brought into the TDTC.

REFERRAL

Many different participants in the criminal justice system can refer an individual charged with eligible offence(s) to the program. Most referrals come through defence or duty counsel. However, referrals may also come from judges, justices of the peace, the police, probation officers, prosecutors, court chaplains, treatment providers, correctional officers or community agencies.

APPLICATION PROCESS

The TDTC is a voluntary program. Individuals must apply for admission. Application does not guarantee acceptance. The Application consists of two documents:

- TDTC Application Form (Appendix 1)
- Crown Questionnaire Form (Appendix 2)

Each Applicant must complete both forms with the advice and assistance of counsel and submit them to the TDTC Prosecutor's office.

Applicants return to court on a Tuesday or Thursday the week following their application, where they will be advised if they are eligible. Applications are generally screened within five business days from date of submission, though the process may take longer if additional information is required.

SCREENING

The objectives of the TDTC screening process include the following:

- To determine whether applicants satisfy the TDTC eligibility criteria.
- To identify and engage eligible participants as soon as possible after their arrest.
- To identify and address preliminary case management issues and/or factors that may present barriers to success in the program, including the nature and extent of the applicant's problematic substance use and any concerns around their housing, physical health, family circumstances, cognitive ability, and/or readiness to engage in treatment.
- To provide applicants with freedom of choice and an opportunity to determine whether the program is suitable for them.

There are six stages in the screening process:

Stage I: Crown Screening

The Prosecutor reviews the application and other relevant information to assess whether the applicant satisfies the eligibility criteria, with particular attention to public safety concerns. The types of information considered at this stage include:

- The nature and circumstances of the applicant's charges.
- The applicant's criminal record, with particular attention to convictions for crimes of violence.
- Police input as to whether the applicant is known to have problematic substance use and may benefit from the program, and/or whether there are concerns such as violence, commercial trafficking, drug-impaired driving or risks to youth.

The prosecutor determines whether the application should proceed to the next phase and notes that determination on the application form.

The TDTC paralegal indicates the screening results on the TDTC Instruction List (Appendix 3), which is then provided to the prosecutor and Duty Counsel in the remand court (for the purpose of remanding eligible applicants to the next phase) and to the TDTC Duty Counsel, Court Clerk, CAMH Court Liaison and Probation Liaison for the purpose of further screening.

Stage II: Preliminary Treatment Assessment

This assessment is conducted by the CAMH Court Liaison at the court house.

- Individual demographics and various Social Determinants of Health (SDH) factors including housing, education, income source and employment history are collected along with the applicant's substance use history, legal system involvement/criminal activity, previous treatment history, social and community supports, family history, child and family services involvement, and physical and mental health needs.
- The majority of applicants are screened in custody prior to their first appearance in Drug Treatment Court.

Stage III: TDTC Team Pre-court Discussion

An informal pre-court discussion involving each participant on the court's docket occurs every Tuesday and Thursday at 11:45 a.m. in preparation for that day's court sittings. The TDTC team in this meeting consists of the TDTC judge, CAMH Court Liaison, the provincial or federal Crown attorney, duty and/or defence counsel, the TDTC probation officer and Toronto Police Service Liaison as well as the court chaplain.

For new applicants, assessment information and recommendations are presented to the TDTC team by the CAMH Court Liaison . A thorough discussion then occurs involving input from the entire TDTC team as to the suitability of the applicant for the program. This input includes information regarding the offences as well as any prior criminal record and/or probation history.

The Crown indicates which counts it is seeking guilty pleas on for entry into the program as well as the sentencing position if the applicant does not graduate from the program. The TDTC probation officer provides information to the TDTC team as to any prior probationary history. The Toronto Police Service Liaison assists the team by providing any relevant information from the police regarding both the offences and the applicant. An important purpose of the meeting is to highlight any red flags or concerns any members of the TDTC team may have with the applicant's participation in the program.

Stage IV: In-court Interview by TDTC Judge

The TDTC sits every Tuesday and Thursday afternoon at 2:15. At the applicant's first appearance in TDTC, the judge engages in an in-court interview with the applicant to further assess the applicant's suitability. This inquiry may look into:

- The applicant's motivation for wanting to participate in the program.
- The applicant's comprehension of the nature and expectations of the program.
- Whether the applicant's decision to enter the program and to plead guilty is voluntary.
- Whether the applicant has had legal advice regarding their decision to participate, and has signed the TDTC Rule and Waiver Form (Appendix 3).

The Rule and Waiver form summarizes the regular legal process, the TDTC process, the legal rights of clients - including those they are waiving to gain the benefit of the TDTC - and the rules and procedures of the TDTC. It must be completed by all applicants prior to entering the TDTC.

If the applicant is found eligible, then he or she is arraigned, enters a guilty plea to each charge agreed to by the prosecutor and defence and is placed on a TDTC bail. (Appendix 4). If the applicant is found ineligible or chooses not to proceed, then his or her matters are returned to the regular court stream.

In the majority of cases, the participant will be released on his or her own bail without a deposit of funds. The bail conditions are designed to assist the participant's engagement in the program and can include:

- Attending and actively participating in treatment.
- Attending for urinalysis as required.
- Honestly reporting all drug and alcohol use, including any prescribed medications.
- Honestly reporting any high risk situations.
- Being honest with treatment providers and with the court.
- Attending court as required.
- Living at a specified address that is program approved and not moving from that address without court's approval.
- Advising the court of any other charges that the applicant has or incurs while in the program.
- Being subject to curfews, boundaries, and/or non-association conditions.

Participants who breach bail conditions may be sanctioned, detained in custody for up to 5 days, or may face expulsion from the program.

Stage V: In-depth Clinical Assessment

The assessment typically takes place between the participant's first and second appearances in TDTC.

The assessment interview is conducted by a Therapist/Case Manager and begins with the review and signing of CAMH and TDTC-specific consent and privacy forms. These include:

- Limits to Confidentiality
- Consent to Treatment (Psychosocial Counselling, Randomized Urine Screening)
- Consent to Disclose Personal Health Information to Court Personnel
- Consent to Disclose Personal Health Information to Toronto Employment and Social Service Workers (if applicable)
- TDTC Contract of Participation

The TDTC assessment model uses a range of standardized clinical tools. These tools screen for a participant's immediate needs (e.g. housing, identification, documentation, income support, addiction medicine needs, mental or physical health concerns, etc.); protective factors (e.g. literacy, family/community support, physical health practices, etc.) risk factors (e.g. trauma/abuse history; IV use; sex work) as well as their personal and family history of substance use, legal system involvement, and treatment history. Any specific cultural or diversity needs are also identified at this stage.

After completion of the assessment, the participant is directed to attend court on the next available date, and the CAMH Court Liaison provides the court with a recommendation re the participant's suitability.

Stage VI: 30-day Assessment Period

This phase relies on the outcome of the clinical assessment. If the participant has attended the assessment, is deemed appropriate and wishes to proceed he/she will enter the 30 day assessment period.

- The 30 day assessment period allows the team an opportunity to review/monitor the participant's involvement and progress, adherence to program requirements and ability to engage effectively.
- The 30 day assessment period also provides the participant an opportunity to decide whether the program is appropriate and meeting their needs.
- At the end of the assessment period, the participant is either formally accepted into the program or given the opportunity to strike their pleas and return to the normal court stream
- If the participant is not appropriate to proceed, treatment can still make recommendations and facilitate other treatment referrals as appropriate
- If the participant has not connected with the program for reasons beyond their control, the 30 day assessment period is sometimes extended in order to give the participant a further opportunity to engage.
- If the participant attends the assessment but is deemed inappropriate for the program or does not wish to proceed in the TDTC program the participant has the option to either be sentenced or have their pleas struck and return to the regular court stream.

Treatment

ROLES AND RESPONSIBILITIES

Program Manager

According to Policies and Procedures of the CAMH, the Program Manager coordinates all aspects of program operations, and engagement of Community/Judicial stakeholders involved in program delivery.

Duties include:

- Facilitating development and implementation of procedures which support an efficient, effective, holistic rehabilitative response.
- Developing and maintaining access to resources and rehabilitative programs that meet participants' needs and enhance their engagement.
- Supervising program evaluation/evaluator and coordinating committees engaged in enhancing efficiency and effectiveness of the program.
- Managing program budget and providing reports to the funding organization.
- As member of Operations Committee, engaging in decision making.
- Coordinating at CAMH, inter-departmental interactions relevant to treatment and rehabilitative needs of the program.
- Ensuring treatment policies/procedures as well as recommendations/decisions comply with ethics and standards of clinical disciplines, CAMH and DTC.
- Clinical staff supervision and performance management.
- Providing opportunities for professional development and inter-team education.
- Advocating for interests and perspectives of treatment within the program, its governance structure, CAMH, treatment community, and communities in general.
- Facilitating effective communication and collaboration between service providers and other appropriate community and/or justice stakeholders.
- Engaging in educating about health and safety impacts of program to various levels of, government, CAMH, treatment community and communities in general.
- Facilitating community consultation regarding program policy and direction.
- Developing and coordinating publications, documentation and website maintenance.

Case Manager/Therapist

The cornerstone of service delivery, the Case Manager/Therapist reports to the Program Manager. The Case Manager/Therapist provides holistic care to meet participants' needs and facilitate their progress through the program. The TDTC Case Manager/Therapist coordinates access to resources and provides supports for the health, well-being and reintegration of participants into their communities.

Duties include:

- Completing comprehensive clinical and criminogenic needs assessments.
- Providing individual counselling/therapy sessions.
- Facilitating group counselling/therapy sessions.
- Participating in weekly treatment team case conferences.
- Attending pre-court case meetings or court sessions when required.
- Comprehensively case managing participant cases re Social Determinants of Health (see below).

- Providing in-community support (e.g. attending medical appointments, conducting in-home visits or housing tribunals, etc.).
- Providing advocacy and support with system navigation (e.g. administrative form-filling, appealing traffic tickets or provincial offences, Ontario Disability Support Program, Children's Aid Society, Immigration and Citizenship etc.).
- Providing referrals and accessibility to supportive housing, psychiatric support, pain management, dental services, education and re-training opportunities, literacy programming, income assistance, identification clinics, bank accounts and trustees.
- Collaborating with community partners (e.g. supportive housing providers, inpatient treatment centres, Toronto Employment and Social Services).
- Providing continuing care through Phase II and following completion.
- Providing family support when applicable.
- Consulting with other care providers within CAMH and in the community.
- Safety Planning and Suicide Risk Assessment.
- Planning and coordinating special events for participants (e.g. holiday parties, field trips and outings, BBQs).
- Preparing progress reports for court.
- Providing participants with program procedural information.
- Providing participants with support to meet and follow through with program expectations, recommendations and decisions.
- Documenting participants' participation in all individual and group sessions.
- Documenting all encounters/visits relevant to participants' involvement in the program.
- Consulting with Court Liaison and/or Urine Screening Assistants about participants' drug test results.
- Participating in professional development and educational sessions.
- Participating when required, in program activities such as graduation ceremonies, committee work and retreats.
- Ensuring participant, stakeholder and public interactions comply with ethics and standards of clinical disciplines, CAMH and DTC.

Treatment/Community Court Liaison (CAMH Court Liaison)

With extensive understanding of substance use, treatment issues and judicial process, the CAMH Court Liaison functions primarily as the communication link between the Court, Treatment providers and the Community. He/she reports to the Program Manager.

Duties include:

- Co-ordinating collection and dissemination of information from the treatment team and ancillary service providers to court and vice versa.
- Ensuring that the highest possible case management standards are upheld.
- Co-ordinating all information pertaining to monitoring of participants' urine screens.
- Updating and maintaining treatment dockets.
- Planning, scheduling and co-ordinating participants' graduations.
- Conducting initial assessments of potential participants at court and, where applicant is deemed appropriate, coordinating schedule for next level of assessment at CAMH.
- Participating in pre-court meeting as well as in case conferences at treatment.
- Providing participants with support at court, including, co-ordinating relevant referrals to community withdrawal management centres; temporary, supportive and emergency housing etc.
- Building community partnerships to enhance program service provision.

- Developing mechanisms to increase participation of alumni and community members.
- Distributing outreach information to outside agencies and community forums.
- Participating in professional development and educational sessions.
- Participating, when required, in program activities such as retreats.
- Documenting all contacts relevant to participants' involvement in the program.
- Ensuring participant, stakeholder and public interactions comply with ethics and standards of CAMH and DTC.
- Entering data and compiling statistics.

Urine Screening Attendants

Urine Screening Attendants provide direct supervision of participants' urine sample provision and communicate test results to the CAMH Court Liaison and Case Manager/Therapists.

Duties include:

- Organizing and implementing collection of urine drug screening.
- Observing participants providing screening samples.
- Monitoring participants' random screening attendance.
- Packaging specimens for transport to the laboratory.
- Updating and maintaining participants' information on computer database.
- Printing participants' drug screen reports for the CAMH Court Liaison twice weekly and/or when required.
- Providing weekly urine screen updates to Case Manager/Therapists.

Psychiatrist

A key component of the TDTC treatment team.

Duties include:

- Providing TDTC participants with full psychiatric evaluations and consultations.
- Offering ongoing follow-up with TDTC participants as needed.
- Attending weekly treatment team meetings and case conferences.
- Providing Case Managers/Therapists with psychiatric consultation (i.e. mental health diagnoses; medication; clinical recommendations) used in treatment planning.
- Prescribing psychotropic medications to TDTC participants.
- Assisting with partial medication reconciliation.

Addiction Medicine Service

If necessary, TDTC participants are also supported by CAMH's Addiction Medicine Service (AMS). Comprised of physicians, nurses, pharmacists and therapists, AMS provides pharmacotherapy for substance dependence to alcohol, opioid and benzodiazepines. AMS provides TDTC participants with:

- Medical assessment.
- Opioid replacement therapies.
- Treatment of concomitant pain and opiate use.
- Outpatient alcohol withdrawal.
- Medications to prevent relapse to alcohol use (naltrexone, acamprosate, disulfiram).
- Benzodiazepine tapering.
- Overdose prevention.

Peer Support Worker

The TDTC Peer Support Worker is an essential member of the treatment team. This role is filled by a graduate of the program who is able to provide comprehensive support to participants based on first-hand experience with substance use issues and legal system involvement.

Duties include:

- Conducting the single-session “Getting Started” orientations with new TDTC participants.
- Attending at Woman’s Own Withdrawal Management on a weekly basis and providing the treatment team with updates re female TDTC participants’ participation and attendance.
- Providing Case Managers/Therapists with an “Immediate Needs” checklist (e.g. replacing health cards, immigration documentation or birth certificates; opening bank accounts / trusteeships; accessing tax clinics; connecting with social services; etc.).
- Providing TDTC participants with in-community support (e.g. conducting in-home visits; accompanying participants to medical appointments, travel points, information sessions, and ID clinics; etc.).
- Advocating for and coordinating access to participants’ care packages (e.g. new clothing, hygiene products and some household items).
- Providing TDTC participants with information and access to education and re-training opportunities, literacy programming, identification clinics, bank accounts and trusteeships.
- Providing continuing care after participants have graduated.
- Providing family support when applicable.
- Coordinating with other care providers within CAMH and in the community.
- Safety Planning and Suicide Risk Assessment.
- Planning and coordinating special events for participants (e.g. holiday parties, field trips and outings, BBQs).
- Providing participants with program procedural information.
- Providing participants with support to meet and follow through with program expectations, recommendations and decisions.
- Documenting all encounters relevant to participants’ involvement in the program.
- Participating in professional development and educational sessions.
- Participating when required, in program activities such as graduation ceremonies and alumni events.

CAMH Department Secretary

The primary role of the Department Secretary is to provide administrative support to the program. This involves maintaining and updating program waitlists, attendance tracking and database entry.

Housing Case Management

The TDTC adheres to a “Housing First” model. This means that all participants, regardless of their performance in the program, are provided housing support by their Case Manager/Therapist. This involves:

- Community-based intensive case management, and housing maintenance support with a focus on the determinants of health.
- Crisis management and individual support and counselling to individuals with substance use and concurrent disorders.
- Maintaining formal and informal partnerships with housing partners in the community.
- Maintaining strong community partnerships and participating in supportive housing networks in Toronto.

- Providing administrative support (i.e. application form-filling) to participants applying for housing, additional subsidies or transfers.
- Assisting participants in liaising with their housing providers and in maintaining good tenancies.

Medical Review Officer (MRO)

The MRO is a medical doctor with an understanding of addiction medicine and familiarity with the clinical uses of drug testing. The MRO provides consultation and advice on the court-ordered testing component of the TDTC program, particularly disputed results. Drug-testing is an important component of TDTC. While acknowledged drug use leads neither to sanction nor to expulsion, test results are important and objective markers in verification of reported use, detection of unreported use and documentation of participants' progress.

Duties include:

- Reviewing test results and confirming whether samples fall within physiological limits (pH, temperature, creatinine). If required, based on clinical context, recommending and/or authorizing further testing.
- Liaising with Laboratory Personnel and the CAMH Court Liaison to discuss specific lab results.
- Meeting with the Treatment Team to provide assistance in clinical use of test results and assisting in training with respect to interpretation of test results.
- When needed, assisting program in developing new and revising or modifying existing policies pertaining to the drug testing program.

URINE SCREENS

Urine screens are an integral part of the TDTC Program. Participants are required to leave urine screens on a random basis and whenever directed by the Court or Treatment Providers.

A positive urine screen is not cause for sanction, incarceration or expulsion from the program. Instead the urine screen process is a catalyst to encourage honest and timely disclosure of drug use by the participants. Failure to provide a urine screen or tampering with urine screens may result in court imposed sanctions, generally at the first court attendance after the team is informed. These sanctions range from admonishment by the judge to increased court attendance, performing community service hours, written essays or revocation of bail.

Urine Screen Procedure/Reporting Process

- New participants are assigned one of five colour groups as part of their participation in the random urine screen program (red, green, blue, yellow or orange). The CAMH Court Liaison and Program Peer Support Worker assign the colour based on existing lists & attempts to keep the numbers under each colour group evenly distributed. The new participant's information is then added to the participant list – this includes their name, file number, date of birth, case manager, assessment date and urine screen colour – this list is updated regularly and distributed to the treatment team including urine screen attendants.
- The participant is informed of their colour group during their “Getting Started” information session (see below) and he/she is instructed as to how the random screening program works. The “Getting Started” session is conducted by the TDTC's designated Peer Support Worker and usually occurs within one week of the participant entering the program.
- Once a colour is assigned it is noted on participant's progress report.

- The CAMH Court Liaison picks up urine screen results from laboratory along with record of attendance twice a week on the day before court.

TREATMENT PROCESS

TDTC Treatment Phases and Streams

TDTC has different streams and treatment phases, depending on the needs of the individual participant and where they are in the process of recovery.

Getting Started

Once participants have been formally given their 30-day probationary period, they are directed to schedule a “Getting Started” session at CAMH. This is a single-session phase conducted by the TDTC’s Peer Support Worker and is usually attended by participants within their first or second week in the program. In this group, new participants learn program norms, expectations and benefits. The program’s group schedule and obligations (e.g. urine screens and court appearances) are outlined and the “reward and sanction” system (i.e. Contingency Management model) is explained in detail. During this session, participants can begin addressing their most urgent needs like securing temporary housing or identification (e.g. health cards and other photo ID). Group size in “Getting Started” is often small because the group is held on as-needed basis, depending on number of intakes in a given week.

It is not uncommon for “Getting Started” sessions to be repeated with some DTC participants, especially those with an Acquired Brain Injury or other cognitive impairments. A refresher “Getting Started” session is also offered to returning participants who have been absent from the program for an extended period (e.g. bench warranted, suspended, or in custody).

Preparation Phase

All new male applicants begin the program in the Preparation Phase. These groups are two hours long, facilitated by one of the TDTC Case Manager/Therapists, and are scheduled on Monday and Wednesday afternoons and Friday mornings. This schedule complements a new participants’ court schedule, which has them attending on Tuesday and Thursday afternoons. New participants are required to attend all three groups, meaning that during this phase they have program obligations 5 days/week.

A portion of each Preparation Phase group is dedicated to a participant “check-in,” which involves reporting and processing any recent substance use and/or high risk situations (i.e. potentially triggering events; “close calls”; ongoing criminal activity or proximity to drug use). Because TDTC considers honesty to be the cornerstone of the program, participants are required to report their substance use honestly and accurately. As noted earlier, if a participant’s reporting is consistent with CAMH’s urinalysis results, they are NOT subject to sanction. The primary goals of the Preparation Phase include:

- Ensuring participants’ safety and stability.
- Addressing immediate needs related to housing, health and income support.
- Developing therapeutic rapport and assessing participants’ motivation.
- Reviewing program obligations and expectations.
- Establishing structure and routine into participants’ daily life.

Case Managers/Therapists rely on a range of therapeutic modalities for group facilitation, including Cognitive Behavioural Therapy, Motivational Interviewing/Enhancement, and Mindfulness. Psychoeducational topics include (but are not limited to): relapse prevention strategies; boundaries and communication; safe relationships; harm reduction; criminogenic thinking; stress management and emotional regulation; self-care; life skills and personal health practices. Recreation is also a key component of the Preparation Phase: participants spend parts of every Monday and Friday group exercising or playing team sports in the CAMH gym while Wednesday groups routinely involve outings (to museums, art galleries, sporting events and movies) or creative activities like painting, song-writing, and photography. Group therapy sessions are designed to create a safe and supportive space for participants to discuss the challenges and rewards of early recovery. Accordingly, group norms and expectations are reviewed regularly, and discussion topics are presented through a trauma-informed lens (with grounding strategies used as needed).

Women's Stream and Woman's Own

Female DTC participants complete a separate but similar program to the men's program. A community advisory women and children's sub-committee exists as community support to the program. This stream uses a relationship model by focusing heavily on early participant engagement. This trauma-informed approach also gives additional consideration to trauma history, intimate partner violence, children's aid issues, sex work involvement/history and other gender based issues.

Throughout all phases of DTC Women attend the DTC Women's Group on Wednesday afternoons and meet with their therapist/case manager.

Preparation Phase: All women begin the program by attending groups through the Woman's Own Day Program. This is a twenty-eight day outpatient program partnership through Toronto Western Hospital. Women are required to attend three days per week, but may attend up to five days per week.

Intensive Phase: Individualized program. Partnerships with Salvation Army Homestead a six to ten week residential program and the Jean Tweed Centre, a three week residential program are relied on regularly.

Maintenance/Continuing Care Phase: Women attend the aftercare options available through their intensive phase provider and the DTC Women's Group. Women are assisted in exploring and securing work, school or volunteering options.

Intensive Treatment Phase

All TDTC participants are required to participate in an Intensive Treatment Phase in order to progress through the program and move from the Preparation Phase into the Maintenance Phase. Intensive Treatment typically refers to full-time, inpatient programming ranging anywhere from 21 days to 6 months in length. The duration and type of treatment program a participant is referred to depends on several factors: severity and frequency of substance use; treatment history (prior to or since joining TDTC); level of program engagement; degree of stabilization in the community; participant motivation and readiness; other mental and physical health-related concerns.

Procedure:

- Referring a participant to another treatment centre typically involves completing their program-specific application package; providing standardized substance use assessment tool

results; and filling out two-way consent forms between TDTC and the other treatment provider.

- If a participant is referred to another program during the course of treatment in TDTC, the case manager will connect with the other treatment provider on a regular basis to determine the participant's progress. He/she will also complete progress report for the participant's court appearances. In general, he/she will liaise between TDTC program and the other treatment provider, and will deal with any problems that arise.
- The participant will continue to provide urine specimens at CAMH, unless there is an approved process in place for obtaining supervised urines at the other treatment program.

Another Intensive Treatment option available to TDTC participants is the Structured Relapse Prevention group (SRP). This treatment cycle is outpatient and offered at CAMH, outside of the regular TDTC programming. This phase consists of 2-hour group sessions, three mornings per week for three weeks. Utilizing a cognitive-behavioural perspective, participants are helped to recognize triggers to drug use, to become aware of the functions of drug use, and to develop alternative coping strategies. The consequences of drug use are explored, and participants begin to set lifestyle goals. Sessions are semi-structured, and homework assignments (i.e. weekend planning) are used throughout the phase. In some instances, participants who are progressing well (i.e. have achieved a significant period of non-use and community stability early on) are referred to SRP or other community-based day programs instead of residential treatment to meet their Intensive Phase requirement.

Maintenance Phase and Aftercare Phase

After participants successfully complete Intensive Treatment they progress to the Maintenance Phase. This phase consists of 2-hour group sessions twice per week, usually Tuesday and Thursday mornings. These groups focus on maintaining positive lifestyle changes, expanding relapse prevention strategies, and goal-setting. The groups are process groups, following an interpersonal group therapy model, and provide more opportunity for exploring personal and interpersonal issues. It is common for program graduates to continue attending the Maintenance Phase groups after graduation as part of their Aftercare plan. This attendance is strongly encouraged as evidence shows that Aftercare is a strong predictor of ongoing health and stability post program-completion. For TDTC graduates, Aftercare helps to ease the transition back into the community, provides ongoing case management support, and gives participants an opportunity to support and offer informal mentorship to their TDTC peers. Ongoing Maintenance Phase/Aftercare attendance also helps TDTC graduates meet their Phase II obligations during their period of probation.

Case Conferences and Court Reports

The case conference occurs weekly, generally on a day prior to court. This meeting involves members of core treatment team. The purpose of this meeting is for the treatment team to provide the CAMH Court Liaison with updated information on participants scheduled for court the next day. Additionally, as a team collaboratively review participants' progress and provide any relevant recommendations. This information is written on a Court Report Form (Appendix 6) and can include:

- Last court appearance.
- Reported use - substance(s) used and dates.
- Treatment Phase - Preparation, Maintenance, or Intensive).
- Attendance and punctuality for groups or appointments.
- Cancellations or "no shows" (missed groups).

- Overall engagement and progress in the treatment process.
- Emerging or ongoing concerns.
- Notes for the presiding Judge.
- Attendance at other meetings such as 12 steps which are not a formal component of the treatment program – but are recommended for additional support.
- Dates and results of urine screens and/or missed urine screens.
- Referrals to other treatment as well as any current and/or emerging issues related to family, social supports, employment, education or health.
- Recommendations regarding participant’s readiness to graduate from the program.

The treatment team also advises the court when a participant fails to comply with program expectations, but does not make recommendations for sanctions.

The treatment team can also recommend which areas of participant progress should be highlighted in court. At this meeting, the CAMH Court Liaison also provides treatment team with information about issues that arise at court and give feedback and input regarding court team discussions and decisions.

Court

ROLES AND RESPONSIBILITIES

Judge

Along with exercising the general responsibilities of a judge of the Ontario Court of Justice, the TDTC judge will have the following particular attributes:

- Consistency.
- Impartiality.
- Empathy and compassion.
- An understanding of problematic substance use and drug policy.
- Ability to listen.
- Ability to motivate TDTC participants.
- Ability to work as part of a team and provide leadership.
- Ability to ensure that the fundamental rights of the participants remain protected within the TDTC’s collaborative system.
- Knowledge of funding issues for DTCs and a willingness, where appropriate, to assist in obtaining funding for the Court.

Duties Include:

- Presiding at TDTC hearings.
- Chairing TDTC pre-court meetings.
- Participating in program development, training, education and decision-making activities for those involved with the TDTC.
- Participating in committee work, including as a member of the Community Advisory Committee and as chair of the Operations Committee (the program’s decision-making body).
- Involvement with external organizations to educate and publicize the TDTC.
- Speaking to a wide variety of groups and organizations on the TDTC and associated topics.
- Involvement in community outreach for the TDTC.

Prosecutors

Both the Public Prosecution Service of Canada and the Ontario Ministry of the Attorney General are partners in the program. Each prosecution service strives to maintain continuity of individual TDTC prosecutors, who are specially trained for their role.

Duties Include:

- Reviewing cases at all stages of the criminal justice process to identify potential candidates for the TDTC.
- Conducting the initial screening assessment as to whether applicants satisfy the TDTC eligibility criteria, with particular attention to public safety.
- Monitoring participants' compliance with TDTC program requirements and recommending sanctions for non-compliance where appropriate.
- Educating other members of the TDTC on relevant aspects of the prosecution function.
- Educating other prosecutors and law enforcement about the TDTC.
- Participating as a member of TDTC committees, including its governing Operations Committee.
- Generally exercising the independent Attorney General function in criminal matters.

Paralegal

The Public Prosecution Service has assigned a paralegal to the TDTC on a full time basis. The TDTC paralegal assists the TDTC prosecutors in discharging their prosecution function in the program, and is central to ensuring continuity of the practices and policies of the TDTC Prosecution Office.

Duties:

- Administering the TDTC Prosecution Office.
- Assisting the TDTC prosecutor in carrying out all legal and non-legal aspects of the prosecution function.
- Updating and maintaining the integrity of Crown TDTC files, including ensuring that TDTC prosecution packages are complete and that all application forms and crown questionnaires are filled out correctly.
- Reviewing new arrests and flagging those who are eligible to apply to the TDTC.
- Conducting legal and non-legal research at the request of the TDTC prosecutors.
- Facilitating the exchange of information between the police and the TDTC prosecution office, including working with the TDTC police liaison to ensure that officers complete the TDTC police questionnaire in a timely fashion, and requesting police input on issues such as bail.
- Working with the TDTC police liaison to facilitate effective and prompt execution of TDTC bench warrants and rescinding of warrants.
- Participating in outreach activities and training sessions to train and inform prosecutors, law enforcement and community members about the TDTC.
- Facilitating the flow of information between the TDTC prosecution office and the TDTC court, treatment, and community members.
- Assisting with waiving in charges from other jurisdictions.

Duty Counsel

The role of the Duty Counsel is to act as defence counsel for participants in the TDTC who are not represented by private counsel. Circumstances often arise where there is conflict between the wishes of the duty counsel's client and/or duty counsel's professional responsibilities and the expectations of the multi-disciplinary TDTC team of which the duty counsel is a team member. It is

important to note that as in any criminal court, the interest and directions of any duty counsel client in the TDTC will take precedence over any team expectations.

Duties Include:

- Assisting unrepresented clients both in or out of custody with application process.
- Interviewing clients and providing them with legal advice about TDTC.
- Reviewing TDTC Rules and Waiver form with applicants before they decide whether to enter the program.
- Attending TDTC pre-court meeting each Tuesday and Thursday on behalf of every TDTC participant to ensure their interests are represented.
- Assisting participants with entering guilty plea(s) both upon initial entry to program and new charges incurred while in TDTC.
- Representing participants facing penalty issues of non-compliance both where the matter is a duty counsel client or where private counsel is unavailable.
- Negotiating with Crown counsel with regard to any guilty pleas to be entered.
- Assisting participants with obtaining bail variations.
- Acting as liaison between private counsel and the TDTC.
- Acting as liaison between participants and police agencies.
- Assisting participants with transfers of charges from other jurisdictions to the TDTC.
- Representing participants when they leave or face expulsion from the TDTC program.
- Representing participants for sentencing purposes at graduations, successful completion of the program or after withdrawal/expulsion from the program.

Probation and Parole Court Liaison Officer (CLO)

The CLO brings a Probation/Correctional perspective, participates in service delivery and, as a member of the Operations Committee, engages in program development activities and decision making processes.

Duties include:

- Gathering available information on each applicant's substance use, response to community supervision, relevant correctional history, outstanding probation charges and/or current probation compliance. Presenting information at Phase III of the screening process (initial pre-court meeting). Upon request, providing information to the Crown for Phase I of the screening process (Crown screening).
- Generally participating in pre-court team discussions.
- Providing CAMH with a risk assessment for each participant.
- Liaising with participants' existing probation officers to provide information on participants' progress in TDTC and to ensure that participants' probation supervision supports their progress in the TDTC.
- Taking on case management and supervision of participants with active probation orders after 90 days in TDTC, and meeting with them outside of TDTC at least once per month.
- Supervising participants in Phase II of TDTC. Providing the court with updates, enforcing compliance and requesting variations to probation conditions where appropriate.
- Liaising with other TDTC partners regarding housing, employment, training, etc., and supporting participants' efforts to access resources such as withdrawal management beds.
- Facilitating the "Change is a Choice" anti-criminal thinking group, and providing participants with one-hour educational sessions as required by CAMH.
- Where applicable, conducting home visits.

- Organizing and participating in educational and outreach initiatives in the community, at probation offices and at detention centres.
- Participating in program development committees.

Police Liaison

The Toronto Police Service (TPS) works in partnership with the TDTC. A designated liaison officer is assigned to perform a variety of tasks which assist the program and enhance the relationship between the TPS and TDTC.

Duties include:

- Providing information relevant to the screening of applicants and recommendations for supervisory mechanisms such as bail conditions.
- Providing information in respect to compliance with bail conditions and being alert to any criminal or concerning activity of TDTC participants.
- Ensuring effective and prompt executions of all warrants (warrants in the first instance or bench warrants) and rescinding of warrants with little interruption to treatment schedule.
- Updating police information systems and ensuring effective communication with TDTC.
- Educating partners on police procedures/concerns, organizing training sessions and preparing training materials for participating in outreach activities.
- Attending pre-court meetings and court and recording pertinent information.
- Participating as a member of the Community Advisory Committee and other TDTC committees

The police are the first contact with potential participants. Many TDTC participants are known to the police. In addition to information about criminal charges, the police often have significant information on the general background and circumstances of the participant, including health determinants. This information is helpful to the screening of TDTC applications.

Upon the arrest of an accused person, TPS officers are required to fill out a TDTC police information form. In this Form, the police provide information surrounding a TDTC applicant's history of violence, drug use and drug history, criminal activities, motivation for criminal behaviour, i.e. to support a drug habit or for some unrelated reason, etc.

Court Clerks

Court clerks assigned to the TDTC provide administrative support to the judge and other members of the TDTC team.

Duties include:

- Collecting files for those participants appearing before the TDTC that week and having them available for the judge.
- Attending twice-weekly pre-court meetings and court sessions and performing the usual clerical and administrative duties of a criminal court clerk.

COURT PROCEDURES

Regular court appearances are viewed as supportive to participant progress and not as punishment, as they provide an opportunity to monitor participant progress and are a forum to address issues of compliance and non-compliance. Court attendance allows:

- The program to recognize individual participants for their progress in the program.

- Participants to observe, learn and benefit from the progress of other TDTC participants.
- The court to address behaviour that may be preventing participants from progressing in the rehabilitative process.

The Pre-court Meeting

Pre-court meetings are held every Tuesday and Thursday immediately prior to court. They are attended by the TDTC Court Team, including the CAMH Court Liaison, the judge, the prosecutor, duty counsel, paralegal, probation and parole liaison, police liaison, court clerks and Salvation Army representative. Where available, a participant's case manager and/or private defence counsel may also attend and participate.

The purpose of the pre-court meeting is to discuss the progress of current participants who are up in court that day. The CAMH Court Liaison provides progress reports on the participants. This information highlights both positive accomplishments of the participant and any issues or struggles the participant is facing. A discussion ensues whereby the TDTC team attempts to reach a consensus on next steps for the participant. The Court Team also discusses the appropriateness of any new applicants who are returnable that day, based on their application, initial treatment assessment, probation input and other information.

Frequency of Appearances

General factors to be considered in determining the frequency of court appearances include

- The length of time the participant has been in the program.
- The stage of treatment the participant is at.
- The participant's participation and progress in treatment.

More specific factors include the following:

- During the 30-day assessment period, participants generally appear at court every Tuesday and Thursday. This continues until the court and treatment feel reduction is appropriate.
- Reduction in frequency of court appearances is recommended by treatment and is related to the participant's progress in the program. Participants in the intensive phase of the program generally attend once per week.
- Reduction in frequency of court appearances is done on a gradual basis, initially from twice per week to once per week and then further to a minimum of once per month.
- As a supportive measure for the participant, if treatment is concerned that he or she is struggling with recovery, they may recommend increased frequency of attendance and the court may then require the participant to attend more frequently.

Participants are welcome to attend court even on days when they are not scheduled to appear.

Participants are expected to remain in court while other participants are appearing before and after addressing the judge.

Commendations, Sanctions and Admonishments

Compliance and/or progress in the program results in commendation and rewards from the court, and non-compliance results in admonishment or sanctions.

The court recognizes performance not only to assist the participant in progressing in the program but also as a motivator for other participants. As such, the court is conscious of the following factors:

- Both compliant and non-compliant behaviour are acknowledged by the court.
- Sanctions, admonishments and commendations are imposed as relevant to the behaviour being addressed.
- Changes in participant performance after specific issues of compliance or non-compliance are also addressed.

Incentives/rewards can include, but are not limited to:

- Commendation by the judge.
- Less frequent court appearances.
- Certificates of achievement.
- Early leave list.
- Movie passes, coffee cards etc.
- Other incentives as developed by committees or subcommittees of the TDTC.

Sanctions can include, but are not limited to:

- Increased court attendance.
- Admonishment by the judge.
- More frequent urine screens.
- Community service hours.

Particularly serious violations of the TDTC bail may also result in bail revocation, though this should be seen as a criminal justice system response to the violation of a court order rather than as a program sanction for non-compliance.

New Charges and Suspensions

TDTC participants sometimes pick up new criminal charges while they are in the program. When a new charge is for a comparatively minor offence, it is usually added to the participant's TDTC bail (with or without a plea of guilty, depending on the circumstances) and the participant continues with the program.

When a new charge is for a more serious offence (including offences that would not ordinarily be accepted into the TDTC) or is part of a pattern of new charges that might ordinarily be accepted into the TDTC individually but which cumulatively raise an increased public safety concern (such as a series of shoplifting offences where each one arises shortly after the participant's release on bail for the one before it), then the Crown may choose not to accept the new charge into the program. When that happens, the participant has the option of being suspended from the program, being placed on a non-TDTC bail, and dealing with the new charge outside of the TDTC.

Where a suspended participant is acquitted of the new charge, then he or she is ordinarily readmitted into the TDTC. Where the participant is convicted of a serious new charge—including after a guilty plea—then he or she is ordinarily not readmitted into the TDTC. Where the new charge is less serious, the program may be more flexible even where there is a conviction.

Graduation

Graduation from the TDTC is initiated by the completion by the participant of an Application for Graduation form (Appendix 5). Treatment then recommends graduation if they are satisfied that the participant is ready. At this point the participant will generally have been in the program for at least 12 months. The Court Team will discuss each applicant before a decision is made. The criteria for graduation include, but may not be limited to:

- Participation in the program for a minimum of 12 months.
- Completion of and compliance with all phases of treatment.
- Securing of stable and supportive housing.
- Formal involvement in some type of social reintegration (work, school or volunteering).
- Abstinence from all illicit substances and from misuse of prescription medications for a period of at least 3 months prior to graduation.
- No new criminal convictions for a period of at least 3 months prior to graduation.
- Having an aftercare plan.
- Having a demonstrated commitment to recovery.

At graduation the graduate will be sentenced for the charges they entered guilty pleas to, and will receive a non-custodial disposition (typically a suspended sentence and a period of probation).

“Successful Completion”

On an exceptional basis, there may be TDTC participants who have made significant progress in the program and have substantially completed its requirements. On recommendation by their case manager and agreement by the TDTC team, these participants may exit the program and receive a non-custodial sentence and a Certificate of Successful Completion.

Phase II – Post Graduation

TDTC graduates who are placed on probation will return and appear in the TDTC on a monthly basis—ordinarily on the first Tuesday of each month—and report to the court about their recovery. The probation liaison will monitor their compliance and liaise with treatment to provide the court with a complete picture of the graduate. If the graduate is experiencing difficulties in remaining clean and sober, the court has the authority to vary the terms of the probation order to provide additional supports, including enhanced treatment and more frequent court attendance.

Upon completion of their term of probation, the graduate will receive a further commendation from the TDTC and a Certificate of Completion of Phase II.

Participants who violate the terms of their probation and do not make efforts to remain engaged may be charged with the offence of failure to comply with probation.

Governance and Community

OVERVIEW

The TDTC is a partnership between the Ontario Court of Justice, the Public Prosecution Service of Canada (PPSC), the Ontario Ministry of the Attorney General (MAG), and the treatment provider,

CAMH. Funding is received by CAMH from the Federal Department of Justice through the provincial Ministry of the Attorney General. CAMH is the designated treatment provider and is accountable to the Ministry of the Attorney General. The treatment program is accountable through the Program Manager to the CAMH Acute Care Program Clinical Director and Vice President.

There are three main bodies that provide the TDTC governance structure and/or act in an advisory capacity: the Community Advisory Committee (CAC); the Operations Committee; and the TDTC staff as a whole through discussions at TDTC Retreats. The TDTC program depends on the collaboration, consultation and support it receives from the CAC, the Court Team, the Treatment Team and the Operations Committee to ensure responsive service delivery to participants and successful outcomes.

Community Advisory Committee

In order to broaden its scope and services for participants, the Community Advisory Committee was formed to bring together stakeholders and service providers to enhance service, provide advice and serve in partnership/collaboration roles. The CAC membership represents a wide range of interested parties including, but not limited to, substance use treatment, mental health supports, housing providers, income support, employment support, government, public health, Crown prosecutors, duty counsel, the private criminal defence bar, correctional services, justice representatives, self-help groups, harm reduction representatives, police services, court chaplaincy, policy advisors, advocates, gender-based services, and alumni. The CAC functions as a vital link between the TDTC program and community partners. The CAC also provides support to the TDTC and makes recommendations to the Operations Committee. The CAC strikes working sub-committees to deal with specific issues that arise. These sub-committees have their own Chairpersons and membership which may or may not be members of the CAC.

Operations Committee

The Operations Committee is responsible for primary decision-making about policy and procedures, government relations, funding initiatives, communications and strategic directions. Membership includes the TDTC judge (chair), prosecutors from both the PPSC and MAG, a Duty Counsel representative, the CAMH Program Manager, the Probation and Parole CLO, the Police Liaison, the Chair of the CAC, and alumni.

Retreats

All staff from the court and treatment teams meet to discuss day-to-day operations, policy and procedure changes/enhancements, and program and justice updates, and to engage in cross-training and build collaboration. Retreats are attended by all direct service providers on the treatment team and is open to supervisors.

TDTC Alumni Association

The TDTC Alumni Association is led by the TDTC Peer Support Worker. Participants who successfully complete the program are invited to join as a way of maintaining contact and support, discussing plans and goals, and looking at ways to give back to the program. The alumni have developed the following mission statement:

We share the belief that having been through the program ourselves, we are in a unique position to offer support and education to others who might be thinking of entering the program, as well as those who are in the program now. We can provide examples of what life would be like without drugs. We can offer an outlet to help graduates reintegrate into society. We are a way to give something back.

Representative members of the Alumni Association may actively participate in the Community Advisory Committee or sub-committees, provide speaker services, and assist with program events.

Appendices

1. TDTC Application Form
2. TDTC Crown Questionnaire
3. TDTC Rule and Waiver forms
4. TDTC standard bail conditions
5. TDTC Application for Graduation or Successful Completion form
6. Re-application form.
7. Community Advisory Committee Terms of Reference.
8. TDTC Commitment to Diversity Value Statement.

Drug Treatment Court - Application Form

This form should be used by drug dependent offenders who wish to apply for Drug Treatment Court. Eligibility for the Drug Treatment Court will be determined by Crown counsel in accordance with the eligibility criteria set out on the reverse of this form.

PART ONE (to be completed by accused/defence counsel)

Name: (last/first) _____

Gender: Male Female Transgender Undisclosed

DOB: (dd/mm/yr) _____ **Marital Status:** Single Married/Common Law Divorced

Race: Caucasian Black Other _____ Undisclosed
 (self-identification/appearance) **Aboriginal:** First Nation Metis Inuit Other _____

Highest Level of Education: (Example – Completed Elementary, Secondary and/or College/University) _____

In Custody: Yes No **Criminal Record:** Yes No

List the charges that are presently before the Ontario Court of Justice, Old City Hall, and any other charges that are outstanding within or outside of the Ontario Region (if any).

Arrest Date: _____ **Courthouse:** _____

Offence Type: CDSA _____
 CC _____

Number of charges: _____ **Co-Accused (if any):** _____

Arrest Date: _____ **Courthouse:** _____

Offence Type: CDSA _____
 CC _____

Number of charges: _____ **Co-Accused (if any):** _____

Bench Warrant Outstanding: Yes If yes, give details _____ No

Under Probation Supervision: Yes If yes, give details _____ No

Immigration Order: Hold Deportation Order Other None

I have previously been in an alternative measures program or diversion program: Yes No

The Crown Questionnaire is required and must be completed by counsel. Has it been completed?: Yes No

I hereby apply to be considered for drug treatment court program.

Date: (dd/mm/yy) _____ **Signature of Accused** _____

*It is by verbal consent of the client _____ that counsel (noted below) can sign this form on their behalf.

Lawyer's Name and Phone Number: _____

Private _____ Duty Counsel _____

Next Court Appearance and Courtroom: (dd/mm/yy) _____

PART II (To be completed by Crown Counsel) - Final Crown Decision:

Does the accused satisfy the eligibility criteria? Yes No

Reason(s) for Exclusion: Seriousness of offence Violent offence Criminal Record Circumstances of offence
 Previous Breach/Diversion History Commercial Trafficker Residential B & E Other _____

Approved for initial assessment: Yes No

Crown Conditions: None Icon Check Other _____

Date: (dd/mm/yy) _____ **Signature of Crown Counsel** _____

PART III (Initial Assessment by Court Liaison)

Is the accused an acceptable candidate for Drug Treatment Court? Yes No If not appropriate, why? _____

CAMH Intake Assessment Appointment: (dd/mm/yr) _____

Date: (dd/mm/yr) _____ **Signature of Court Liaison** _____

PART IV (to be completed by Defence Counsel – ONLY AFTER PART III HAS BEEN COMPLETED BY TREATMENT)

Has the accused provided a signed Rule and Waiver Form, acknowledging rights to counsel, accepting responsibility for the offence and agreeing to participate in Drug Treatment Court?

Date: (dd/mm/yr) _____ **Signature of Defence Counsel** _____

POST PLEA ALTERNATIVE

Any offender with a demonstrable drug addiction charged with the drug offences of simple possession, possession for the purpose of trafficking, or trafficking may be eligible. Any offender charged with criminal code offences such as theft, fraud, mischief, prostitution, obstruct peace officer, or break and enter on commercial premises may also be eligible. Candidates will be screened and assessed by a treatment provider to determine whether a drug addiction exists. Participation is conditional upon the approval of the Crown prosecutor. The following criteria will be relevant in determining whether an offender is a suitable candidate:

- Previous criminal history.
- Whether the offender is charged with an allegation of a breach of conditional sentence or is currently serving a sentence or parole, i.e. conditional sentence or intermittent sentence.
- **Any drug offender who committed a drug offence solely for commercial gain will not be eligible;** Offenders may also be screened out if the sentence that the Crown would otherwise be seeking is sufficiently high that it would be inconsistent with admission to the program.
- An offender charged with drug offences will be precluded if the commission of the offence involved a young person under the age of 18 years, or the offence was committed in or near a school, on or near a playground, or at any other place ordinarily frequented by young persons under the age of 18 years. An offender will ordinarily be precluded if the offence involved consumption of a drug in a motor vehicle, or the possession of a drug in open display within the confines of a motor vehicle.
- Whether the offender is charged with a residential break and enter.
- Acceptance of the candidate by the treatment provider and agreement of the candidate to abide by the terms of the treatment contract.

TIME LIMITS

1. Minimum time period for defence adjournment from date of DTC application to next court date.	<i>7 days from the date of offender's last court date</i>
2. Maximum time period for defence adjournment from date of DTC application to next court date.	<i>14 days</i>
3. Maximum time period for DTC applicant screened "eligible to enter the DTC program" to enter the DTC	<i>7 days from the offender's last court date</i>
4. Maximum time period for offender to reapply to DTC	<i>7 days from the offender's last court date</i>
5. Maximum number of new applications to the DTC <i>on the same charges</i>	<i>To prevent undue delays in court case processing, the offender may reapply to the DTC only once on the same charges</i>

All offenders who do not adhere to the time limits indicated above will be required to reapply to the DTC. The number of times an offender can reapply to the DTC program on the same charges is limited to one.



DRUG TREATMENT COURT Crown Questionnaire

Please note that if the Drug Treatment Court Application is submitted without a completed Crown Questionnaire, the application will be considered invalid and cannot be processed. The Crown Questionnaire must also be completed with the assistance of counsel. The information provided in this questionnaire is intended to assist the Drug Treatment Crown in the initial assessment and will not be used for prosecution purposes if offender is not approved for the Toronto Drug Treatment Court Program.

a) Offender's Name: _____
Date of Birth: _____

b) Charges _____

c) What drug(s) is the offender addicted to? _____

d) When is the last time the offender used addictive drugs? _____

e) Has the offender taken any steps in the past to control addictions? _____

If yes, what were these steps? _____

If no, why not? _____

f) Is housing available? Yes: No:

If yes, what type of housing is available? Permanent: Temporary: Shelter:
Details: _____

g) Does the offender have a criminal record? Yes: No:

h) Does the offender's record include convictions for offences of violence? _____

i) Can any information be provided with respect to the circumstances surrounding the violent offences? _____

j) Are there any reasons why you may be ineligible for the Drug Treatment Court Program?
Yes: No:

If yes, what are they? _____

k) Are there any mitigating factors that should be considered? Yes: No:

If yes, please list them: _____

l) Are there any additional comments? _____

False or misleading information provided in this questionnaire or during any phase of the Drug Treatment Court screening process may result in the applicant's expulsion from the program.

I have completed this form with the assistance of my counsel. Yes: No:

Date

Offender's Signature

Lawyer's Signature

*It is by verbal consent of the client on their behalf.

that counsel (noted above) can sign this form

TORONTO DRUG TREATMENT COURT PROGRAM

THE RULES – YOUR DUTIES AND OBLIGATIONS

(AFTER PLEA)

The following are examples of rules you must comply with:

1. You are to be honest with the court and treatment team.
2. You are to keep mandated treatment appointment date(s) with service provider;
3. You are to keep scheduled court appearance date(s);
4. You are to lead a law-abiding life and have not been re-arrested and/or convicted;
5. You are to comply with all rules and expectations of the program.

If you disobey any of the rules you may be facing the following penalties:

1. You will be admonished by the court;
2. You will be required to prepare written assignments;
3. You will be required to participate in a more structured treatment plan with consequences for non-compliance;
4. You will be required to perform community service hours;
5. You will be required to attend additional in-court appearances;
6. Your curfew may be altered;
7. Your treatment period will be extended under the Drug Treatment Court Program;
8. Your bail may be cancelled and you may be placed in custody for periods of up to (5) days, in order to encourage compliance with drug court conditions;
9. You may be expelled from the Drug Treatment Court Program and sentenced for the offence(s) for which you have plead guilty.

Your goal is to move towards abstinence as evidenced by repeated negative lab results demonstrating you are not using drugs. If you complete the program to the satisfaction of the Drug Treatment Court you will receive a sentence that does not involve going to jail.

I have read, understood and received a copy of the rules of Drug Treatment Court.

Signature of Defendant/Client

Date

Defence Counsel/Duty Counsel

Date

May 22, 2019

DRUG TREATMENT COURT
PROGRAM “Waiver”

I understand that I am charged with the following criminal offence(s) of: [LIST BELOW]

The normal course of a criminal charge

I understand that I am presumed to be innocent of these charges.

I understand that in the normal course of a criminal proceeding, a court may decide to release me on bail until the completion of the process. If I am denied bail at the initial hearing, I have the right to appeal the decision refusing me bail. I also understand that if it is believed that I have disobeyed any conditions of my bail, I may be arrested and a court may cancel my bail. When my bail is cancelled, I have the right to re-apply for bail. I have a right to be represented by a lawyer at any hearing into whether I should be released on bail.

I understand that in the normal course of a criminal proceeding I have a choice to plead “not guilty” or “guilty” to any offence with which I am charged. If I choose to plead “not guilty”, I will have a trial where the Crown must prove that I am guilty of the charge beyond a reasonable doubt or else the charge will be dismissed.

I have a right to know in advance of the trial what evidence the Crown has against me. I understand that I have the right to speak with a lawyer about the case in order to review any defences to the charge and whether there are any weaknesses in the Crown’s case, which could result in acquittal.

If the Crown proves beyond a reasonable doubt that I committed the offence, I will be found guilty. If, on the other hand, I choose to plead “guilty”, and admit the facts without the calling of evidence, I will give up my rights to hear or challenge the witnesses or argue that I should not be found guilty and I will be found guilty.

If I am found guilty, a court will decide what sentence to impose upon me based on the law and on what is said by the prosecutor and my lawyer. When deciding on the appropriate sentence, a court may decide, if appropriate, to send me to jail, to grant me a discharge, to sentence me to a conditional sentence of imprisonment in the community, to place me on probation, impose a fine, or impose some combination of dispositions. A court must impose a sentence that in the judge’s view is most appropriate, taking into account the circumstances of the offence, as well as other aggravating and mitigating factors.

I am entitled to a trial within a reasonable time.

If I am found guilty and sentenced, I have the right to appeal against the conviction, the sentence or both the conviction and sentence.

The alternative course of a criminal charge – The Program

Instead of choosing to proceed through the normal course, I may choose to plead guilty and to participate in the Court’s recommended drug treatment program (referred to as “the Program”). No one may force me to participate in the Program. It is entirely up to me whether I choose to do so.

I understand that the Program will take a minimum of 12 months, and often more than a year to complete. I understand that the Court will delay my final acceptance into the Program for a period of up to sixty (60) days, while they assess my suitability for the Program. If it is determined that I am not suitable for the Program, I understand that I may apply to have my pleas struck. I understand that the Crown

will not oppose an application to strike the pleas brought within the 60-day assessment period. If my pleas are struck, I understand my matters will be adjourned to the regular court system.

I also understand that the Toronto Drug Treatment Court Team will review my status at the 30 day mark of the assessment period to determine whether I am complying and attending as expected, and that if I am, I can be accepted in advance of the 60 day expiration period should I wish to waive the remaining 30 day assessment period. I understand that I may request to strike my pleas and leave the Drug Treatment Court Program at any time during the initial 60 day assessment period.

I understand that the time spent applying to the Drug Treatment Court and during the assessment period is neutral delay for the purposes of having a trial within a reasonable time.

If I am accepted there is no fixed time limit for the completion of the Program. It is up to the Court to decide if and when I have successfully completed the Program. By choosing to participate in the Program, I agree to waive my right pursuant to s.720 of the Criminal Code to be sentenced as soon as possible.

If I choose to participate in and complete the Program, I understand that I am giving up my right to plead "not guilty" to the charge against me.

In making this decision I have:

[CHOOSE ONLY ONE OF THE FOLLOWING BY CROSSING OUT OTHER OPTION]

had an opportunity to consult with a lawyer about the Crown's evidence against me, and

[OR]

only been able to consult with a lawyer based on a summary of the Crown's evidence against me, but nevertheless

I am prepared to give up my rights to plead "not guilty" and to have a trial.

I am willing to give up these rights in order to try and benefit from the Drug Treatment Program.

By choosing to participate in the Program, I choose to plead "guilty" and accept responsibility for each offence on which the Crown proceeds. I admit in fact that I did what the Crown says I did in the evidence or summary of the evidence.

If I choose to participate in the Program, I understand that I must first qualify for, and be accepted into, the Program. I understand that I will be released on a Drug Treatment Court bail to attend for an assessment at the Centre for Addiction and Mental Health. I understand that my Drug Treatment Court bail depends upon my being found eligible for the Drug Treatment Court Program.

I understand that this means I will have to participate in an interview concerning my personal background and history of drug abuse and that I will undergo drug testing. I understand that if I am not accepted into the Program then everything I have said or done during this application process will be kept confidential and can never be used against me in court. I further understand if it is determined that I am not suitable or I decide to withdraw from the Drug Treatment Court, my Drug Treatment Court Bail may be revoked or varied, and I may reapply for bail in the appropriate court.

In order to receive the legal benefit of the Program, I must complete the Program to the satisfaction of the Court. The Court will postpone the sentencing decision until I have successfully completed the Program. If I successfully complete the Program to the satisfaction of the Court, the Court's finding of guilt will remain and I will be sentenced, but the Court will not impose a sentence that requires me to go to jail.

If, on the other hand, I fail to successfully complete the Program, the Court will simply decide the appropriate sentence in the normal course. If I fail to complete the Program and am sentenced in the normal course, nothing I have said to any of the counsellors while participating in the Program nor any of my drug screening tests results will be used by the Crown against me.

My participation in the Program will require frequent mandatory court appearances for the purpose of monitoring my progress in the Program. I understand that if I miss any court dates a warrant for my arrest may be issued and, at my next court appearance, my bail may be cancelled and I may be expelled from the Program.

If I choose to participate in the Program, I understand I will be required to leave urine screens on a random basis. I understand the results of these screens will be provided to the Court and Treatment.

I understand that subject to my right to request one retesting of any disputed urine screen, I agree to accept the validity of the urine screen results.

If I dispute any subsequent urine screens, I may be expelled from the Program and sentenced for the offence(s) to which I have pled guilty.

The Program will also require me to attend regularly for counselling and random drug screening (such as urinalysis). The results of any drug screening or any

statement relevant to my progress made during counselling sessions may be reported to the Court.

If I miss a urine screen or do not attend a counselling session, or do not attend Court or otherwise do not fulfill the requirements of the Program, the court may: (1) extend the treatment period under the Program; (2) cancel/vacate my bail pursuant to section 523 or 524 of the *Criminal Code*; (3) impose any other sanctions as deemed appropriate in the circumstances, such as, but not limited to, orders for community service, written assignments, or requiring a more structured treatment plan with consequences for non-compliance, etc.; and/or (4) expel me from the Program and sentence me.

I understand that while I am participating in the Program, members of the Drug Treatment Court team (including but not limited to the Judge, duty/defence counsel, Crown counsel, treatment providers, and probation officers) will discuss my case in my absence prior to each attendance in Drug Treatment Court. I am satisfied that duty counsel or my lawyer will represent my interests. I agree to this in order to obtain maximum help from the Drug Treatment Court.

If the Crown, in consultation with, and with feedback from the Court Team, presents the Court with a reason for canceling my bail or expelling me from the Program, the Court will allow me an opportunity to explain why this should not happen. I understand that if I want the Court to postpone making this decision, the Court may still order that in the meantime I remain in custody, pursuant to section 524 of the *Criminal Code*. If after listening to my explanation the Court decides to cancel my bail but not to expel me from the Program, I may choose to withdraw from the Program and proceed with my sentencing in the normal course. On the other hand, if I choose to remain in the Program, the Court will consider, within 5 days, whether to allow me to remain in the Program and whether to restore my bail. If I ever choose to withdraw from the Program or if I am ever expelled from the Program, any time, which I spend in custody as a result of the Court canceling

my bail, may be taken into account when a court decides on the appropriate sentence.

Neither the results of drug screening nor any statements about my use of drugs that I make during counselling sessions may be used by the Crown to prosecute me for breaching my bail or for any other offence. However, if there are other conditions imposed upon me by my bail, I must abide by those conditions or else face the possibility of a charge of failing to comply with my bail. I may also be charged with "failing to appear" if I do not attend Court as required.

I understand that as a condition for being allowed to participate in the Program, I must at all times keep my treatment providers and the Court advised of my current address during my participation in the Program.

I understand that if I am arrested on any new charge while participating in the Program, I must report this to my treatment providers and the Court. It will then be up to the Court to decide whether to cancel my bail and/or expel me from the Program.

I understand that my involvement in the Program may be the subject of study by officials involved in the evaluation of the Program. While any such study must respect my right to privacy, I may be asked to participate in follow-up studies during and after my completion of the Program. By signing this form, I willingly agree to participate in a study seeking to evaluate the Program. I also agree to release to the officials involved in the study, a copy of my criminal record and a list of all pending criminal charges.

I have read and understood everything on this form. By signing this form, I am indicating that I have voluntarily chosen to participate in the Program and to comply with all of the terms and conditions.

DATE:

WITNESS

APPLICANT

Counsel/Duty Counsel providing advice:
(Name, Address, Telephone No.)

Translated by me _____, a
person fluent in the English and _____ languages
before being signed by the applicant.

- Original to: • the Court
Copies to: • C.L.W
• Federal Prosecutor
• Counsel/Duty Counsel
• Applicant

May 22, 2019

RECOGNIZANCE OF BAIL
TAKEN BY A JUSTICE
ENGAGEMENT DE CAUTION
CONTRACTE DEVANT UN JUGE

Fom 32.1 (a)
Formule
Sections 493, 550, 679
Articles 706, 707, 810, 810, 1 and/et 817

CANADA
PROVINCE OF ONTARIO
PROVINCE DE L'ONTARIO
Toronto
Region/Région

BE IT REMEMBERED that on this day the persons named in the following schedule personally came before me and severally acknowledged themselves to owe to Her Majesty the Queen the several amounts set opposite their respective names: namely,
SACHEZ QUE, ce jour, les personnes nommées dans la liste qui suit ont personnellement comparu devant moi et ont chacune reconnu devoir à Sa Majesté la Reine les diverses sommes indiquées en regard de leurs noms respectifs, savoir:

Table with columns: NAME, DATE OF BIRTH, OCCUPATION, AMOUNT, CASH. Includes rows for 'ACCUSED PREVENTU' and 'SURETY CAUTION' with checkboxes for 'No Deposit No Surety' and 'W/Conditions'.

to be made and levied on their several goods and chattels, lands and tenements respectively, to the use of Her Majesty the Queen, if the said accused lesdits sommes devant être prélevées sur leurs biens, meubles et immeubles respectivement, pour l'usage de Sa Majesté la Reine, si ledit fails in any of the conditions hereunder written.
prévenu ne remplit pas les conditions ci-après énoncées.

Taken and acknowledged before me at the City of Toronto
Fait et reconnu devant moi dans ledit/ladite région du/de Toronto

on the day of ,yr. ,at am/pm
le jour de an à A Judge or Justice of the Peace in and for the Province of Ontario
Juge ou Juge de paix dans et pour la province de l'Ontario

WHEREAS the said
ATTENDU QUE ledit(ladite)

hereinafter called the accused, has been charged that he on or about the day of ,yr.
d-après appelé(e) le prévenu, a été inculpé(e) d'avoir le jour de an

at the City of Toronto
ou vers cette date, au/à du/de Toronto

unlawfully did commit the offence of
illégalement

NOW THEREFORE, the condition of this recognizance is that if the accused attends court on the
A CES CAUSES le présent engagement est subordonné à la condition que si le prévenu est présent au tribunal le
day of September ,next, at 14:00 o'clock in the after noon in courtroom
jour/du à heures dans la salle d'audience
courtroom 116 at 60 Queen Street West, Toronto, ON
de/du

and attends thereafter as required by the court in order to be dealt with according to law, AND FURTHER if the accused:
et est présent par la suite selon les exigences du tribunal, afin d'être selon la loi, et QU'EN OUTRE, si le prévenu:

- a. [X] Obey all court orders;
b. [X] Be honest with the court; Be honest with Treatment Centre Staff;
c. [X] Keep the Peace and be of good behaviour;
d. [X] Attend the Drug Treatment Court as and when required, and on time;
e. [X] Not to possess/use any non-medically prescribed drugs/narcotics prohibited by the Controlled Drugs and Substances Act;
f. [X] Report prior to court any use of any non-medically prescribed drugs, or any exposure to high risk situations where non-medically prescribed drugs are or recently have been used;
g. [X] Report any use of alcohol;
h. [X] Attend at the Centre for Addiction and Mental Health as and when required. Be on time, and participate;
i. [X] Attend at the Centre for addiction and Mental Health for urinalysis as and when required, and be on time;
j. [X] Reside at or, where directed by the Drug Treatment Court, or the Centre for Addiction and Mental Health;
k. [X] Not to change your address without first getting approval from the Drug Treatment Court;
l. [X] Abide by all the rules/treatment recommendations as directed by the Drug Treatment Court and Center for Addiction and Mental Health
m. [X] Advise the Drug Treatment Court and the Centre for Addiction and Mental Health of all medication you are taking;
n. [X] Advise the Drug Treatment Court of all outstanding/new charges, regardless of the date of offence;
o. [X] Sign such releases as necessary to allow the Drug Treatment Court or the Centre for Addiction and Mental Health to obtain or disclose any information it deems necessary;
p. [X] Curfew: be in your place of residence between the hours of 7pm to 7am, seven (7) days a week, except ;
q. [] Not to be in the area bounded by ;
r. [] No contact directly or indirectly with ;
s. [] Not to possess, until dealt with according to law, any firearm, cross-bow, prohibited weapon, restricted weapon, prohibited device, ammunition, prohibited ammunition or explosive substance:
t. [] Not be within 100 metres of the premises located at ;
u. []

the said recognizance is void, otherwise it stands in full force and effect.
letit engagement est nul mais, au cas contraire, il a pleine force et plein effet.

4b. When was the last time you used any other substances (alcohol or prescription drugs)?

5. If you are currently employed, please describe where you work, what your responsibilities are, and your hours of work

6. If you are attending school, what is the program you're taking and when will it be completed?

7. Please describe any training programs you have been taking since starting the Drug Treatment Court.

8. Have you been doing any volunteer work? If so, where and for how long?

9. Have you obtained stable housing?

a) If so, how long have you lived there?

b) In what area of the city is it located?

9. What supports (friends, family, community agencies, 12-step groups, etc.) do you have available to you to help you maintain your recovery and other changes you've made?

10. What are your goals following completion of this phase?

11. How do you intend to maintain your recovery?

12. Would you be interested in mentoring new clients?

Signature of Applicant

Date of application:



Toronto Drug Treatment Court – Application For Readmission

This form is for Toronto Drug Treatment Court (TDTC) applicants/participants who have bench warranted in the TDTC and then either turned themselves in or been picked up on the bench warrant. If you want a chance to come back into the TDTC you will have to persuade the TDTC that there are compelling reasons to take you back. **BE AS THOROUGH AS POSSIBLE. TICKING OFF BOXES ON THIS FORM WILL NOT BE ENOUGH.**

To be completed by the accused with the assistance of defence counsel / duty counsel

Name:	DOB:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Transgendered
Date you first appeared in Drug Treatment Court (This will be checked with court records)	Date of bench warrant (This will be checked with court records)	Date of re-arrest (This will be checked with court records)

How did you end up back in court? (This will be checked with court/Crown records.)	List any new charges that you picked up while you were at large. (If there isn't enough room attach a separate sheet).	
<input type="checkbox"/> I turned myself in. <input type="checkbox"/> I was arrested.	Arrest Date: Offence(s): Number of charges:	Arrest Date: Offence(s): Number of charges:

Fill in this part if you were never assessed at the Centre for Addiction and Mental Health (CAMH). (This will be checked with CAMH.)
<input type="checkbox"/> I didn't show up for my assessment and didn't call CAMH. <input type="checkbox"/> I didn't show up for my assessment but I called CAMH to tell them I wouldn't be there. <input type="checkbox"/> I showed up for my assessment too late for it to be completed.

Fill in this part if you were assessed at the Centre for Addiction and Mental Health (CAMH) before you bench warranted. (This will be checked with CAMH and court records.)	
I was assessed at CAMH, and then before I bench warranted: <ul style="list-style-type: none"> <input type="checkbox"/> I never went back to court. <input type="checkbox"/> I went to court for under two weeks. <input type="checkbox"/> I went to court for between two weeks and a month. <input type="checkbox"/> I went to court for _____ months. 	While I was in the program: <ul style="list-style-type: none"> <input type="checkbox"/> I went to all court and treatment sessions. <input type="checkbox"/> I went to most court and treatment sessions. <input type="checkbox"/> I went to some court and treatment sessions. <input type="checkbox"/> I went to very few court or treatment sessions.

What went wrong? Why did you miss your assessment or sessions? Why did you bench warrant? Why didn't you turn yourself in?
Continue on the other side if you need to.

What went wrong? (continued)

If you are readmitted to the Toronto Drug Treatment Court, what will be different this time? List at least three behaviours that you will change.

BE SPECIFIC. DON'T JUST SAY "I'LL USE LESS" OR "I'LL STOP HANGING OUT WITH USERS." TELL US WHAT YOU'LL DO, NOT WHAT YOU'LL STOP DOING.

I understand that these behaviours, or others, may be put into a formal Treatment Contract that I may have to agree to in order to be readmitted if that's what CAMH and the Court decide.

I hereby apply to be considered for readmission to the Toronto Drug Treatment Court program.

Date: (dd/mm/yy) _____ Signature _____ of _____
Accused

Lawyer's _____ Name _____ and _____ Phone _____
Number: _____

Private Bar _____ Duty Counsel _____

**Toronto Drug Treatment Court
Community Advisory Committee
Terms of Reference**

Terms of Reference

Mandate

1. To ensure that the community provides input to the Toronto Drug Treatment Court (TDTC) Program
2. To strengthen links with the TDTC, Centre for Addiction and Mental Health and existing community networks of service providers
3. To act as an advisory body of the TDTC for policy, advocacy, evaluation and program development

Roles and Responsibilities:

1. Assisting and advising TDTC with advocacy, evaluation, policy and program development.
2. Contributing to service delivery by providing TDTC clients with a network of relevant resources
3. Identifying service needs and gaps for TDTC clients
4. Enhancing capacity of the community to provide services to TDTC clients
5. Acting as vehicle for communication for TDTC program, its governing bodies and the community.
6. Supporting, challenging, informing and advising the Operations Committee, which determines policy and practice for court and treatment components of the TDTC.
7. Forming sub-committees as needed on an ad hoc or more permanent basis.

1. Ensuring a continuum of on-going care is provided for treatment, health and psychosocial services for drug dependent individuals in conflict with the law
2. Working in partnership to ensure equal access for marginalized groups and individuals encountering barriers of: language, culture, class, religion, race, disabilities, sexual orientation, gender, socioeconomic status, age etc.
3. To develop and advocate for strategies to address barriers to appropriate services
1. To ensure on-going consultation with feedback in response to the communities' needs and concerns.
2. To have representation from the Community Advisory Committee on the TDTC Operations Committee

Membership:

1. Total membership for the Community Advisory Committee will be flexible
2. Membership must reflect the diversity of the community being served
3. Membership must be representative of those involved as service providers or consumers in the areas of policy, advocacy, and direct service or other related areas in respect of the population served by the TDTC Program
4. At least two members of the Community Advisory Committee must have had personal experience of substance use and/or treatment
5. Membership should include graduates of the TDTC program
6. Membership involves attending meetings and working on various Sub-committees
7. One of the chairs of the CAC will serve on the Operations Committee, with the other chair as back-up

Meetings:

- The Community Advisory Committee will meet two to three times per year or as required
- Agendas and minutes of the Community Advisory Committee and the Operations Committee will be shared

- The Chair and Vice-chair will be a community representative selected/nominated by the CAC membership
- The Chair/Vice-chair or designate, in collaboration with the TDTC Manager, is responsible for setting the agenda for meetings

Revised from 2008 P&P

Toronto Drug Treatment Court Commitment to Diversity

Value Statement

We believe that issues of Diversity are central to the lives of most people and we will endeavor to perpetuate fairness, equity, and diversity in our work.

We believe that addiction has adverse effects on the health and safety of all citizens—users and non-users alike—both as individuals and as communities. Therefore, a Drug Treatment Court Program that meets the diverse needs of its clients does a service for the community as a whole.

Principle Statement

We seek to ensure that recognition of Diversity is given priority attention through all levels of involvement, including program/service delivery systems and decision-making aspects of the Toronto Drug Treatment Court Program.

For this reason:

- We support a vital and sustainable Community Advisory Committee to provide advice on issues of diversity and to ensure that decision makers for the program are kept aware of issues which affect participation and are held accountable for addressing access/inclusion barriers identified and experienced by the various groups the TDTC seeks to work more effectively with.
- We engage in participatory hiring processes and in committee membership, which reflects the diversity of client populations that we seek to serve.
- We strive to promote an environment that fosters our clients' sincere expression of differences, as well as their shared experiences, which may be useful to the therapeutic and recovery process.
- We support creative outreach and inclusion strategies, which engage and address the participation needs of historically underserved communities.
- We strive to consistently evaluate programs and initiatives to ensure that they remain relevant to the populations being served.
- Through allocation of time and resources, we promote a learning environment for all stakeholders, which provide opportunity for development of competence with relation to diversity across all components of the program.