



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Community Conference Model

Adopted: 9 Sep 2021

REFERRAL REQUIREMENTS:

1. Offences referred include but are not limited to: Theft Under \$5000, Mischief Under \$5000, Arson, Break and Enter, Fraud, and Assault
2. Offenders of any age may be considered. Only those who admit to and accept responsibility for the offence and show a willingness to repair the harm will be considered suitable.
3. Most referrals come from the Royal Canadian Mounted Police (RCMP) to the Arrowsmith Community Justice Society (ACJS) Program Coordinator, but some may come from Crown Counsel if deemed suitable for the program.

ACJS AND RCMP RELATIONSHIP:

The RCMP is the primary referral agent to ACJS. There is an appointed liaison person that acts as an advisor to the ACJS. ACJS cooperates with, and works independently from the RCMP. The RCMP will refer a case to us, but it is ultimately the decision of the Program Coordinator whether the case is suitable.

REFERRAL PROTOCOL:

1. Attends the complaint
2. Gathers evidence
3. Get admission of responsibility from offender
4. Seeks victim and offender approval for referral
5. Forwards *Consent to Release Information* and *ED6139* forms to Program Coordinator
6. Liaise with Program Coordinator regarding the referral
7. If the case is not accepted refer to the appeal process¹

COMMUNITY CONFERENCE PROCESS:

1. The Program Coordinator identifies a team of trained volunteer facilitators and, in cases involving youth, a trained mentor will be appointed to the conference team upon request.
2. This team determines roles and responsibilities to best meet the needs of those involved.
3. The conference team organizes the community conference
4. The conference team provides support to participants until completion

¹ ACJS Appeal Policy

PROCESS STEPS:

1. PRE-CONFERENCE:

- a) Conference Team Facilitator(s) will contact the victim and offender to arrange pre-conference meetings at which they will:
 - i. Review the conferencing process,
 - ii. Hear both perspectives of the incident,
 - iii. Encourage participation in the conference
 - iv. Advise participants they can have support persons at conference (e.g. parents, relatives, close friend(s), etc)
 - v. Offer mentor support if suitable
 - vi. Remind the participants that they may leave at any time but should they decide to leave, the file will be returned to the referral agent.

2. POST PRE-CONFERENCE

- a) Conference team to determine if RCMP or community representative(s) are to attend the conference
- b) If mentor is requested they will be contacted and introduced to clients. Their mandate will be to:
 - i. Provide guidance and encouragement to family
 - ii. Provide information on the restorative justice process and prepare them for what to expect
 - iii. Have knowledge on the "Rights of Youth"
 - iv. If requested, inform the family on services available. (Contact coordinator to handle this).
- c) Notify all participants of the conference date/time/place.

3. COMMUNITY CONFERENCE:

- a) The conference evolves as follows:
 - i. Prepare seating plan prior to the conference
 - ii. Introduce participants and review the process
 - iii. In turn, the victim(s), the offender(s) and all other participants are asked to describe the incident and how it affected them
 - iv. When all participants have had a chance to speak, the facilitator initiates the discussion that leads to the resolution agreement
 - v. When agreement is reached, the facilitator restates the agreement for clarification and confirmation
 - vi. The facilitator brings closure to the conference, which includes the opportunity for any last words
 - vii. A resolution agreement is written up and signed at the conference. Copies will be sent to victim or offender upon request.

4. **POST CONFERENCE**

- a) Team member(s) are designated to follow up with participants after the conference
- b) act as a positive role model
- c) Follow up with the offender(s) through the completion of the resolution agreement
- d) Provide updates to victim(s) while resolution agreement is being completed
- e) Provide appropriate community resources upon request
- f) Report to the Program Coordinator upon completion of resolution
- g) Attend a team debriefing