



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Community Dispute Resolution Model

Adopted: 9 Sep 2021

### **GUIDING PRINCIPLES:**

1. Disputes referred include any conflict between community and/or family members who:
  - a) Do not qualify for or do not request court intervention.
  - b) Are referred by police
2. Disputes can include but are not limited to: neighbour to neighbour conflicts; family conflicts; organizational conflicts
3. The object is to facilitate open dialogues between the parties involved
4. The process requires open dialogue in order to be successful. Therefore, all parties involved in the conference must be willing to participate

### **CRITERIA:**

1. Must be willing to participate in open dialogue
2. No litigation may be in progress
3. Financial issues (e.g. debt collection, rental collection, court directed payments) will not be considered
4. No age restrictions

### **REFERRAL PROTOCOL:**

1. Contact made with Program Coordinator
2. Program Coordinator will contact all parties involved by phone to determine willingness to participate and suitability of referral
3. All willing participants will sign *Agreement to Participate* form
4. Conference process initiated

### **CONFERENCE PROCESS:**

1. The Program Coordinator identifies team of trained volunteer facilitators
2. Facilitators determine roles and responsibilities to best meet the needs of those involved
3. The conference team organizes the order of dialogue during the conference

### **PROCESS STEPS:**

#### **1. PRE-CONFERENCE**

- a) Facilitator will contact the participants to arrange pre-conference meetings at which they will:
  - i. review the community dispute resolution process
  - ii. hear all perspectives of the incident/issue
  - iii. encourage participation in the conference
  - iv. gets dates of availability for conference

## **2. POST PRE-CONFERENCE**

- a) Notify all participants of the conference date/time/place

## **3. CONFERENCE**

- a) The conference evolves as follows:
  - i. prepare seating plan
  - ii. introduce participants and review the process and its guidelines
  - iii. facilitator to state the incident, including relevant circumstances
  - iv. in turn the participants are asked to describe the incident and how it has affected them
  - v. when all participants have had a chance to speak, the facilitator initiates the discussion about what is required to resolve the conflict
  - vi. the facilitator(s) take an active role in asking the participants questions and reframing the issues
  - vii. if it becomes clear that progress is not possible, the process will not proceed.
  - viii. when agreement is reached, the facilitator(s) restates the agreement for clarification and confirmation
  - ix. facilitator brings closure to the conference, which includes the opportunity for any last words
  - x. an agreement summary is written up and signed with copy distribution arranged

## **4. POST CONFERENCE**

- a) Facilitator(s) are designated to follow up with participants after the conference
- b) Act as a positive role model \*\* we should be a positive role model from beginning to end, not just post-conference
- c) Follow up with participants to let them know when the file has been closed
- d) Provide appropriate community resources upon request
- e) Report to the Program Coordinator upon completion of conference
- f) Attend a team debriefing

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Attachments:

1. Agreement to Participate Form



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Community Dispute Resolution Agreement to Participate

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*Arrowsmith Community Justice Society will be referred to as ACJS in this document.*

1. ACJS Volunteers are trained facilitators and impartial third parties. Their role is to assist the participants to work toward resolution of the shared issues.
2. Participants agree to the following:
  - They will not call ACJS facilitators as witnesses in any future legal proceeding related to the issue in dispute.
  - To the best of their knowledge, there is no civil litigation or active investigation concerning these issues at this time.
  - Participation is voluntary; therefore, any party may stop the proceedings at any time.
3. During the Community Dispute Resolution Conference:
  - Information pertinent to the shared issues will be disclosed.
  - Negotiations will be conducted in good faith
  - ACJS volunteers will honour participants' confidentiality
4. The resolution Agreement is not a legally binding document. It is a summary of the intentions of the parties as agreed to in the facilitated discussions.
5. ACJS may use non-identifying information about the proceedings for the purpose of statistics, training and/or promoting ACJS services.
6. The participants acknowledge that, by signing this Participation Agreement, they give up the right to bring a court action against ACJS, its volunteers, members, officers, agents, employees, directors and independent contractors to recover compensation for any loss or injury arising as a direct or indirect result of involvement with ACJS.

By signing this agreement, the participants below acknowledge that they have read and understand and agree to be bound by the terms of this Agreement.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

at \_\_\_\_\_, BC.

Party: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Coordinator / Witness

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Party: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Coordinator / Witness

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Party: \_\_\_\_\_  
Print Name

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Signature

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Coordinator / Witness

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Party: \_\_\_\_\_  
Print Name

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Signature

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Coordinator / Witness

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