

ARROWSMITH COMMUNITY JUSTICE SOCIETY

Training & Support

Contract Writing & Amendments



Adopted

14 Oct 2014

GUIDING PRINCIPLES:

The Arrowsmith Community Justice Society (ACJS) acknowledges its responsibility to provide:

1. Direction in writing a clear and concise resolution agreement
2. A fair and respectful process of appeal to all offenders who have difficulty completing their resolution agreement as written. The ACJS will make every effort to assist a client complete their contract as stipulated but when roadblocks arise, amendments may be required.

PROCEDURE:

1. The Resolution Agreement Writing

- a. The Resolution agreement is a document listing all resolutions agreed upon by the participants of a conference.
- b. **Must** be signed by the offender(s), the victim(s), and guardians of the offender if they are under the age of majority.
- c. Will contain a clear and concise summary of the resolutions agreed to including: who, what, when, where and how.
- d. Resolutions involving financial recompense will state amount of restitution to be paid and how it will be delivered.
- e. Will have a definite date of completion.

2. Contract Amendments

- a. When an amendment to a resolution contract is submitted from the client, the coordinator may do one of the following.
 - i. An amendment to a resolution agreement cannot change the intent of the signed agreement. If it does change the intent, a conference must be reconvened with all parties available, to make the change.
 - ii. In the case of a minor change, the amendment may be done at the sole discretion of the coordinator. "Minor" relates to those details that are out of the clients control but affect the completion of the contract such as:
 - Venue for community service unavailable
 - Time extension required

All other amendments require the coordinator to contact the victim(s) and/or contact the conference team before the amendments can be made.