



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Resolution Agreement

Adopted: 14 Oct 2014
Reviewed: 20 Aug 2021

GUIDING PRINCIPLES:

1. Arrowsmith Community Justice Society (ACJS) acknowledges its responsibility to provide:
 - a) Direction in writing a clear and concise resolution agreement
 - b) 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 any youth
 - 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 Program 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 Program Coordinator. "Minor" relates to those details that are out of the clients control but affect the completion of the contract such as:
 1. Venue for community service unavailable
 2. Time extension requiredAll other amendments require the Program Coordinator to contact the victim(s) and/or contact the conference team before the amendments can be made.