

Rural Red Deer
Restorative Justice Program
Policy/Procedure &
Service Description Manual
Updated March 16, 2023

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Restorative Justice

Restorative Justice is an approach that focuses on addressing and repairing the harm caused by crime while holding the wrong doer responsible for their actions rather than focusing upon which law was broken and what punishment is required as a consequence. It addresses both the causes and the consequences – personal, relational and societal – of offending in ways that promote accountability, healing and justice.

The Restorative processes used are founded upon universal restorative core values of: participation, respect, honesty, humility, interconnectedness, accountability, empowerment, and hope. We recognize that these restorative core values are foundational to trust in each other, the restorative process and essential to healthy, equitable and just relationships.

Principles of a Restorative Justice Program

- Focus on the harms that have been done rather than the rules that have been broken.
- Work towards restoration of person(s) harmed trust by empowering them and responding to their needs as they see them.
- Provide opportunities for open dialog in a safe environment.
- Encourage collaboration and reintegration of person(s) harmed and wrongdoer rather than coercion and isolation.

Benefits of a Restorative Justice Process

For Person(s) harmed:

- A chance to tell their story
- Be certain the wrong doer understands the impact of the harm
- Find answers to questions
- Hold the wrong doer accountable
- If possible, identify what can be done to repair the harm.

For Wrong doers:

- A chance to tell their story
- Accept responsibility for and acknowledge the harm caused
- Hear how their behaviour affected others
- Show that their actions do not make up all of who they are
- Participate in determining how to repair the harm.

For Communities:

- Can be empowered to gain a better understanding of the root causes of crime
- Engage in a process to express and reduce their fears
- Contribute to an understanding of the wider impacts of crime.

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The Rural Red Deer Restorative Justice Program

The *Rural Red Deer Restorative Justice program strives to influence the manner in which people deal with crime and conflict so that it is a positive and transforming process for the community.

**Rural Red Deer refers to rural communities that surround Red Deer.*

Vision

Rural Red Deer communities' value, support and utilize Restorative Justice processes as a first response to non-violent harms.

Mission

- To provide young offenders from the Blackfalds RCMP detachment area with an opportunity to avoid entering the criminal justice system by accepting responsibility for their actions and repairing the harm caused to others by those actions.
- To provide those who have been harmed an opportunity to share the impact of the harm with the person who has harmed them and to identify actions that would repair that harm.

Structure and reporting relationships

Red Deer County and the Blackfalds RCMP detachment are partners in the establishment and delivery of the Rural Red Deer Restorative Justice program.

The program is provided oversight and direction by the following:

- **Rural Red Deer Restorative Justice Program Board of Directors.** [See Bylaws](#)
- **Rural Red Deer Restorative Justice Program Community Advisory Council (Bi- Monthly meetings)** [Appendix 10](#)

The Advisory Council is co-led by the Restorative Justice Coordinator and the RCMP SRO. Members may include: Members of RCMP Detachments, County Peace Officer, Red Deer and Lacombe County Councillors, Facilitators, School Principal and/or Vice Principals, Guidance Counsellor, Addiction/Mental Health, Mayor, Crown, Victims Services, Clergy, Social Work, Chamber of Commerce, Business owners, Indigenous and other cultural reps.

Restorative Justice Model

The Restorative Justice Model utilized by the Rural Red Deer Restorative Justice Program is called a "Community Justice Forum" in which the person(s) harmed, the wrong doer and their

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families meet with a trained facilitator to discuss the offence and jointly develop a plan to repair the harm that has occurred.

Target Groups

- Young non-violent wrong doers (12 to 25 years of age) who reside in or who are served by Blackfalds RCMP and/or Lacombe police services detachment.
- The Blackfalds RCMP officers may refer young offenders (including those less than 12 years of age) whose wrongdoing does not substantiate a criminal charge but for whom the restorative justice process is deemed appropriate with the consent and participation of their parent/guardian
- Community Partners and Stakeholders. The Restorative Justice program will strive to cultivate community partners who are willing to support the program with restorative options- such as work opportunities, resources, and participation in programs. These stakeholders may include local businesses, youth and interest groups, and professional organizations/associations.

Goals

- Provide a safe, timely, accessible, acceptable, appropriate and effective community-based response to crime as an alternate justice program.
- Provide a high-quality service to all participants in a restorative process - person(s) harmed, wrongdoers and members of the wider community.
- Increase satisfaction among person(s) harmed, wrongdoers, referral agents and community.
- Increase the level of empathy between person(s) harmed and wrongdoers.
- Increase level of accountability with wrongdoers.

Objectives

- Accessibility of the program
 - All accepted cases have intake assessment within 15 days of referral
 - All accepted cases have Restorative Justice conference within 2 months of referral
- Acceptability of the program
 - Person(s) harmed indicate satisfaction with the process and with outcome
 - Wrong doers indicate satisfaction with process and with outcome
- Appropriateness of Program
 - Restorative Actions are identified and agreed to by both the wrong doer and the person harmed

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- Effectiveness of Program
 - Number of cases referred and number of conferences held
 - Percent of wrong doers who participate in the program complete the activities agreed to in the Restorative Contract

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Referrals and Referral Process

Wrong doers are referred to the Restorative Justice program by submitting a formal referral. This referral is submitted to the RRDRJ Program Coordinator by the Blackfalds RCMP, the Lacombe Police Services or the Crown Prosecutor's office ([Appendix 1](#))

Referrals may be made pre-charge or post charge pre-conviction.

Conditions of referral

- Parties must be voluntary participants.
- The person who has done the harm must accept responsibility, or at least not deny responsibility for the harm.
- Person harmed and person responsible for the harm are willing to participate in a face-to-face meeting. If in some cases face to face meetings are not possible, video conferencing or written correspondence, or use of a surrogate person(s) harmed (someone who has experienced a similar crime or harmful incident) might be considered if most appropriate.
- All parties must consider it safe to be involved.

Referrals that do not meet Conditions for Referral or Criteria for Intake

Referrals that do not meet the Criteria for acceptance are returned to the referring source 72 hours after the Referral Conversation or after Intake Assessment outlining the reasons that the referral did not meet Criteria.

Information to be included in Referral

- Referring Body/Person and Agency and contact info
- Date of referral
- Name/address/contact info of person(s) harmed
- Name/address/ contact info of wrong doer
- Age of Wrong doer (12 and greater)
- First time or repeat wrong doer
- Date of offence, Date of charge
- Type/description of offence

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- Relationship between person(s) harmed and wrong doer
- Location of crime Impact of crime (statement from person(s) harmed)
- Confirmation that person(s) harmed agreeable to call from Restorative Justice Facilitator

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Preparation and Case Development

- A confidential case file is initiated by the Program Coordinator.
- The confidential case file includes the following documents
 - Referral from police officer or crown prosecutor
 - Signed consents from Person(s) harmed and Wrong Doer both to participate and request information from other sources ([Appendix 3](#))
 - Confidentiality Agreement ([Appendix 4](#))
 - Research notes- consults with Social services/legal counsel/person(s) harmed services, ADMH, community stakeholders, professional supports
 - Pre- conference interview notes with person(s) harmed and wrong doer and any other involved persons/groups.
 - Conference report
 - Restorative Justice Action Plan/Contract ([Appendix 6](#))
 - Satisfaction/Evaluation by participants ([Appendix 7](#))
- The Restorative Justice Coordinator reviews the referral and collects additional information as required to determine appropriateness of referral for the Restorative Justice process. This may involve phone calls to the referring individual, the police involved in the case, and other relevant involved parties.
- If the case is deemed appropriate, the coordinator assigns both a primary and support facilitator to the case
- The “primary” facilitator will contact both the person(s) harmed and the wrong doer and complete pre-case conference interviews.

Informed Consent

Informed consent is based upon the participants being fully orientated to the principles and processes involved in Restorative Justice Process, asking questions and having those questions answered completely. At this point the participants (adults, minors and their legal guardian) being fully informed of the program and Restorative Justice processes are able to make an Informed decision to either consent or decline participation. Written “Informed Consent to Participate” forms must be signed and added to the confidential file (with initial interview/intake notes) before proceeding. ([Appendix 3](#))

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If the incident is referred by the police at the pre-charge stage, written permission must be obtained by the parent or guardian of a minor before proceeding.

Preparation Interview

The preparation interview occurs after participants have been assessed as meeting criteria for referral. Preparation interviews are conducted with each party separately. [See Appendix 2 Preconference Script](#)

The Interview is to be conducted using the following flow to gain informed consent to proceed:

- Provide information of the purpose of Restorative Justice Process to be used.
- Explain the specific process involved in the Restorative Conference that will be utilized.
- Discuss role of Facilitator to ensure that everyone has opportunity to participate, conversations are kept respectful, and all participants are treated fairly and with dignity.
- Answers any questions or concerns.

Confidentiality & Confidentiality Agreement

The facilitator must ensure that all participants understand that **all conversations during the Restorative Justice processes are confidential** and may not be used in any future legal proceedings. Prior to the process starting all participants sign the “Confidentiality Agreement” There are exceptions to confidentiality which are reporting any unprosecuted criminal acts revealed during process. Note, in a criminal charge the limitations of confidentiality may need to be discussed by the parties with their legal counsel prior to entering into the restorative process. [\(Appendix 4\)](#)

Embracing confidentiality as a component of the Restorative Justice Process helps all participants have conversations that are honest and can help built trust between all involved. Legislation addressing privacy issues include provisions under section 110 (1) Protection of Privacy of Young persons, and respect to confidentiality of a young person under Section 10 of Youth Criminal Justice Act is applicable as follows:

“Any admission, confession or statement accepting responsibility for a given act or omission that is made by a young person as a condition of being dealt with by extrajudicial measures is inadmissible in evidence against any young person in civil or criminal proceedings.”

Restorative Process

Appropriate Venues

The Restorative Process venue must be in a neutral location where both the Person(s) harmed/Person Harmed and Wrong doer/Person Responsible feel safe and comfortable. It also must have enough space to arrange chairs in a circle comfortably. Selecting a time and date that works for all can take a few weeks to organize, so prepare early. Restorative Processes can require 2 to 3 or more hours. Examples of venue options include: Iron Ridge Junior Campus, Blackfalds, Saint Gregory the Great School in Blackfalds, Lacombe Composite School in Lacombe or the Blackfalds Abby Center, Lacombe Memorial Center, Lacombe County office or Red Deer Polytech. The Blackfalds RCMP detachment or the Lacombe Police Service detachment may also be utilized if all parties are in agreement.

The Restorative Conference

The focus of the Restorative Conference is to understand the impact of the offence, provide opportunity for both person(s) harmed and wrong doer to tell their story, identify the root cause of the offence if possible and collaborate to identify actions that would restore the harm or the impact of the harm.

Using a script, ([Appendix 5](#)) facilitators guide participants through a very structured dialogue regarding the harm, thoughts and feelings about the impact of the harm, and what needs to be done to effectively repair the harm. The outcome is an agreement arrived at by consensus. Time investment for Case Development averages 3 hours per stakeholder and time investment per Conference is 2 or more hours.

Restorative Justice Conference Participants

Minimally the Restorative Justice Conference includes the following individuals:

- Person(s) harmed
- Wrong doer
- Facilitator
- Police or Referring Agency

Additional participants in the Restorative Justice Conference may include:

- Wrong doer's support person
- Person(s)' harmed support person
- Support facilitator

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- RCMP or police officer who referred case/ School Resource Officer
- Victim Services
- Principal or Vice Principal
- School Guidance Counsellor
- Other parties as deemed relevant

The Contract

Once collaborative restorative solutions are agreed to, a contract is signed by the wrong doer. The wrong doer is agreeing to complete the requirements of the restorative action plan contract within a specified time frame. This contract is legally binding for Restorative Justice Processes and is arrived at through consensus of all the Restorative Process participants/stakeholders. It consists of the actions to be taken to meaningfully repair the impact of the harm resulting from the wrongdoing. ([Appendix 6](#))

Post Conference

- All parties are asked to complete an evaluation of the process- this may be done at the conference setting or by electronic evaluation sent to all participants following the conference.
- Coordinator facilitates a debrief of the conference with facilitators and participating police officers or referring person.

Follow-up

Individuals responsible for follow-up will be identified at the time the contract is developed- it may be the Coordinator, the participating police officer or the facilitator dependent upon the context and situation. If the wrong doer fails to comply with agreed action plan within the agreed upon timelines, the file is returned to police for formal processing.

When all components of the contract have been completed, the coordinator will send a letter or writer documentation indicating closure of the case to both the person harmed and the persons who has caused the harm.

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Evaluation of Program

Benchmark Data

- # young wrong doer (offender) charges
- # of young wrong doer charges that proceed to court hearing
- proportion of young wrong doer charges by age, gender and type of offence
- Percent of young wrong doers who have repeat offences
- % cases with pre-existing relationship between wrong doer and person(s) harmed
- Contributing factors to crime: need for money, addictions/drugs, food, gang activity, mental health

Reporting (Quarterly and Annually):

- Number of referrals
- Origin of referrals
- Number and proportion of referrals by age, gender
- Number and proportion of referrals by type of offence: theft /burglary, vehicle theft, break and enter, mischief/vandalism, violence, threats, drug use and production
- Number of case conferences held
- Time from receipt of referral to initiation of pre-interviews and file completion
- Root cause indications: poverty- to fit in, retaliation, need for money, drug or alcohol addiction, mental health, unstable family dynamics etc
- Restitution agreed upon
- Satisfaction data *by person(s) harmed and wrong doer
 - Proportion of case conference outcomes considered satisfactory by both person(s) harmed and wrong doer
 - Satisfactory outcomes by offence type
 - Satisfactory outcomes by root cause
- Number/Proportion of cases that complete all components of restorative action plan contract by age, gender, type of offence, point of referral entry (pre or post charge)
- Hours spent on case
- Proportion of youth who have participated in RJ process who have repeat offences within 1, 3 and 3 years of initial referral

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Human Resources

Program Coordinator Job Description

The Program Coordinator's role includes both an Administrative/Operational component as well as a Case Coordination component.

The administrative/operational role includes:

- **Strategic Planning**
 - Participation/facilitation of vision, strategic planning activities
 - Program, document and resource development
- **Human Resource Management-**
 - Direct reporting relationships: Educator, Facilitators
 - Recruitment, interviews, on-boarding
 - Performance management
- **Financial Management**
 - Development of and Management of operational budget
 - Participate in development of fund raising grant applications
- **Quality Management**
 - Policy/Process Development
 - Evaluation, Activity Reporting
 - Quality Improvement Activities
 - Development of annual report
- **Office/Administrative Management**
 - Documentation/file keeping
 - Acquisition of supplies/resources
- **Education-Program and Facilitator**
 - Community programs/organization presentations
 - Participation in Orientation of new facilitators
- **Public Engagement/Communications**
 - Meeting Coordination/Facilitation
 - Presentations to programs, organizations, communities
 - Web Design/Update,
 - Social media,
 - Formal correspondence
 - Participation in community promotional events

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The **Case Coordination role** includes the following duties:

- **Key Liaison with referring agencies- RCMP and Police detachments**
- **Coordination of Case Referrals**
 - Receive case referral, begin case file
 - Coordination of Intake Assessment meeting
 - Assignment of cases to facilitators based on roster, skills or specific learning needs
 - Identification of community supports and programs to help case
 - Provision of mentoring/support to facilitators throughout case work
- **Case Conference Involvement-**
 - Participation in, or facilitation of case conferences as needed
 - Conduct case debriefing if educator not involved
- **Contract completion-**
 - Ensure follow-up of individual cases by assigned individuals
 - Track status of RJ contract completion
- **Maintenance of documents-**
 - Case files, referrals, consents, oaths, contracts, summaries, evaluations
 - Record statistics for each case
 - Ensure appropriate documentation of cases in place to support reporting measures
 - Provide close of case correspondence to offenders, those harmed and referring agencies
- **Management of expense claims for remuneration of per-diem, travel or other expenses.**

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Program Educator Job Description

The Program Educator's roles and responsibilities include:

- **Development and implementation of education strategies to support RJ service delivery**
 - Orientation and training of facilitators
 - Mentoring of facilitators
 - Facilitation of restorative process education to Community
 - Facilitation of training/learning of restorative practices with Schools
 - Provision of Consultative support to programs, organizations seeking assistance
- **RJ Case Involvement**
 - Attendance at Intake Assessments

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- ID of cases to participate in as mentor or role model
- Participation in RJ cases conferences to support facilitator development
- Facilitation of complex RJ cases
- Support facilitators who have questions or need assistance during the process
- Conduct case debriefing with facilitators following case conference
- **Human Resources/Admin:**
 - Facilitation of team meetings
 - Plan monthly facilitator meetings in conjunction with on-going skill development training
 - Participation in Program planning and development
 - Participation in Grant writing
 - Participation in recruitment activities
 - Participation in evaluation of facilitators

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Facilitator Job Description

Description

Trained volunteers facilitate Restorative Justice Processes which bring together the person(s) harmed, the wrong doer, their families, supporters, and/or the community for a discussion about the incident and how it can be repaired.

Responsibilities/Duties

- Pre-interview the person(s) harmed and wrong doers
- Facilitate restorative actions and practices such as: Peacemaking Circles, Facilitated Restorative Dialogue, Restorative Conferences and or Crime Impact
- Write the resolution agreement and summary reports
- Attend regularly scheduled facilitator and Community Advisory Council meetings
- Participate in debriefings, role plays, and educational opportunities

Qualifications

- Excellent communication skills (oral and written)
- Effective organization and time management skills
- Ability to work independently and as part of a team
- Ability to treat clients with respect and fairness
- Previous work or volunteer experience with at-risk youth (families) and/or conflict resolution is an asset
- Criminal Record Check and Vulnerable Sector Check (CFSA) required

Commitment

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Volunteers are asked to commit from 2 to 15 hours per month for a minimum of 12 months.

This includes:

- Monthly virtual facilitator meetings to discuss cases and participate in learning activities (2 hours)
- Participation in virtual Community Advisory Council meetings every other month (1.5 hours)
- Facilitation of 1-3 cases/year. Case prep, pre-conference interviews, conference facilitation may take between 6-12 hours/case
- Support 1-3 case conferences/year as a support facilitator- time commitment (2 hours/case)
- Facilitators must be able to travel within a 50 km radius of Blackfalds

Training

- Volunteers will receive at least two full days of Restorative Justice Training, followed by monthly training, and other training opportunities as they present.

Recommended Reading for Restorative Justice Facilitators includes:

Restorative Justice Conferencing

The Little Book of Restorative Justice

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Code of Ethics

All volunteers or employees of the RRDRJ program will adhere to the following ethical principles.

- A. Self-Determination:** This principle requires that the mediation process rely upon the ability of the victim(s) and offender(s) to have voluntary, unpressured discussions and to reach a voluntary, unpressured agreement of repairing the harms done. The victim(s), offender(s) and facilitators have the right to withdraw from the RJ process at any time during the process.
- B. Impartiality:** The program coordinator and facilitators shall conduct their contacts (phone, text or email), case building meetings, and case conferences with one or more of the parties, (victims, offenders, support persons, witnesses, ECT) in an impartial manner. The coordinator and facilitators are committed to victim(s) and offender(s) in a case and shall not perform the role of advocate, adversary, or savoir nor judge any of the parties. The facilitators shall examine how their own value, biases, and prejudices

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might affect their ability to work effectively on a particular case. If impartiality or the perception of impartiality is not possible, the facilitator shall withdraw from the case.

- C. **Conflict of Interest:** The roles and responsibilities of the coordinator do not present any cause for conflict of interest; however, facilitators shall disclose all actual or potential conflict of interest reasonable known to him/her and shall decline to work on the case. Should a conflict of interest arise during the process, the facilitator shall suspend the process and contact the coordinator to withdraw from the case.
- D. **Role Conflicts:** Under no circumstances or conditions will the coordinator or facilitators function as attorney, therapist, counsellor, or any other professional role or relationship to any party during the restorative process.
- E. **Confidentiality:** The program coordinator and facilitators shall meet the parties' reasonable expectations to confidentiality. The parties' expectations of confidentiality are with the program and depend on those in the room for case development, the conference form and any agreement they make. The coordinator nor facilitators shall not disclose any matter that a victim or offender expects to be confidential, unless given permission by that party, or unless required by law. Exceptions to the rules include disclosures of; child abuse or neglect, uttering threats to harm or kill another person, any occurrence of a criminal act during the process or the discloser of a criminal act committed prior and unrelated to the case before the Restorative Justice Program.
- F. **Competence:** A person shall prepare or facilitate a case only when he/she has necessary qualifications to handle what is reasonably likely to arise in the case process. Training and experience is necessary for effective case development and facilitating conference forms. All facilitators of the restorative justice program are expected to commit themselves to the ongoing improvement of their skills not only through serving as facilitators, but also through availing themselves to training opportunities on an on-going basis.
- G. **Integrity of the Process:** The program coordinator and facilitators are responsible for establishing and maintaining at all times the integrity of the process he or she is managing. It is the expectation that the entire process is conducted within this "Codes of Ethics" and "Code of Confidentiality" and is consistent with principles and goals of the restorative justice program.
- H. **Co-Facilitating:** Co-facilitating cases is the practice of the FCRJ program. This practice is used partially for skill development and partly for extended safety and accountability. One facilitator is appointed the lead and the second as more of an observer available to intervene should it be necessary. Co-Facilitators shall extend every possible courtesy to

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each other through the process. Should a disagreement arise on how to proceed, facilitators will discuss their differing views in caucus and avoid direct criticism of each other in front of the parties. If the disagreement remains unresolved the process should be suspended until a later date.

- I. **Respectful Inclusive Conduct:** The program coordinator and facilitators have a duty to show courtesy and respect to all parties who are or may become involved in a case. This respect and courtesy shall extend to all persons, regardless of his or her ethnic background, economic status, sexual orientation, level of education, mental capacity, age, or appearance. When possible, and with agreement by the parties, the coordinator and facilitators will allow an opportunity for either the victim(s) or offender(s) to include any ceremonial traditions or cultural practices that either party may feel are important to be honoured in the process.
- J. **Transparency:** The coordinator and facilitators shall be open, even-handed, and transparent in all dealings with current and potential participants. At the same time they should respect the necessity of confidentiality that exists in the restorative justice process.
- K. **Do No Harm:** Parties should not be worse off for having been involved in the restorative justice process. The coordinator and facilitators who are working with victims and offenders to repair harms need to be sufficiently sensitive to the priorities of the parties as well as their emotional and physical safety, mental fitness, and general ability to participate meaningfully in the process offered.

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Governance- The Board

Society Bylaws

Name of Society

Rural Red Deer Restorative Justice Community Advisory Council

MEMBERSHIP

1. Any person residing in Alberta, and being of the full age of 18 years, may become a member by a favourable vote passed by a majority of the members at a regular meeting of the society.
2. Any member wishing to withdraw from membership may do so upon a notice in writing to the Board through its Secretary. Any member upon a majority vote of all members of the society in good standing may be expelled from membership for any cause which the society may deem reasonable.

BOARD OF DIRECTORS

3. Board of Directors or Board shall mean the Board of Directors of the society.
4. The Board shall, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the Chair, Vice Chair or delegate. A special meeting may be called on the instructions of any two members provided they request the Chair or Vice Chair to call such meetings and state the business to be brought before the meeting. Meetings of the Board shall be called with 10 days notice by email. Not less than fifty percent of membership shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Board; otherwise, they shall be null and void.
5. A person appointed or elected a director becomes a director if they were present at the meeting when being appointed or elected and did not refuse the appointment. They may also become a director if they were not present at the meeting but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election.
6. Any director or officer, upon a majority vote of all members in good standing, may be removed from office if they miss greater than 3 meetings in a row or for any cause which the society may deem reasonable.

CHAIR

7. The Chair shall be ex-officio a member of all Committees.

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SECRETARY

8. It shall be the duty of the secretary to attend all meetings of the society and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Chair and the Board.
9. The Secretary shall also keep a record of all the members of the society and their addresses, send all notices of the various meetings as required.

TREASURER

10. The Treasurer shall be responsible for all monies paid to the society and ensure deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she shall properly account for the funds of the society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the society and submit a copy of same to the Secretary for the records of the society.

AUDITING

11. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year end of the society in each year shall be March 31. The treasurer is responsible for annual filing of taxes per CRA requirements.
12. The books and records of the society may be inspected by any member of the society at the Annual Meeting. Each member of the Board shall at all times have access to such books and records.

MEETINGS

13. This society shall hold an annual meeting within six months of the fiscal year end. Notice of the annual meeting will be sent to all members by email twenty-one days prior to the date of the meeting. At this meeting required board officials Chair, Vice Chair, Secretary, Treasurer, shall be elected. Any board official vacancy occurring during the year may be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the society.
14. General meetings of the society may be called at any time by the Secretary upon the instructions of the Chair or Board by notification to the member's last known email contact information twenty-one days prior to the date of such meeting. A special meeting shall be

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called by the Chair or Secretary upon receipt of a petition signed by 50% of the members in good standing, setting forth the reasons for calling such meeting.

15. Fifty percent (50 %) members in good standing shall constitute a quorum at any meeting.

VOTING

16. Any member who has not withdrawn from membership nor has been suspended nor expelled shall have the right to vote at any meeting of the society. Voting may occur electronically.

REMUNERATION

17. Unless authorized at any meeting and after notice for same shall have been given, no officer, director, or member of the society shall receive any remuneration for his/her services. Board members who are remunerated for services are able to vote on items in which there is not a conflict of interest related to the work they are paid for. Where there is a conflict of interest, the paid board member will be excused from the meeting discussion and this exclusion will be noted in the minutes.

BORROWING POWERS

18. For the purpose of carrying out its objects, the society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the society, and in no case shall debentures be issued without the sanction of a special resolution of the society.

BYLAWS

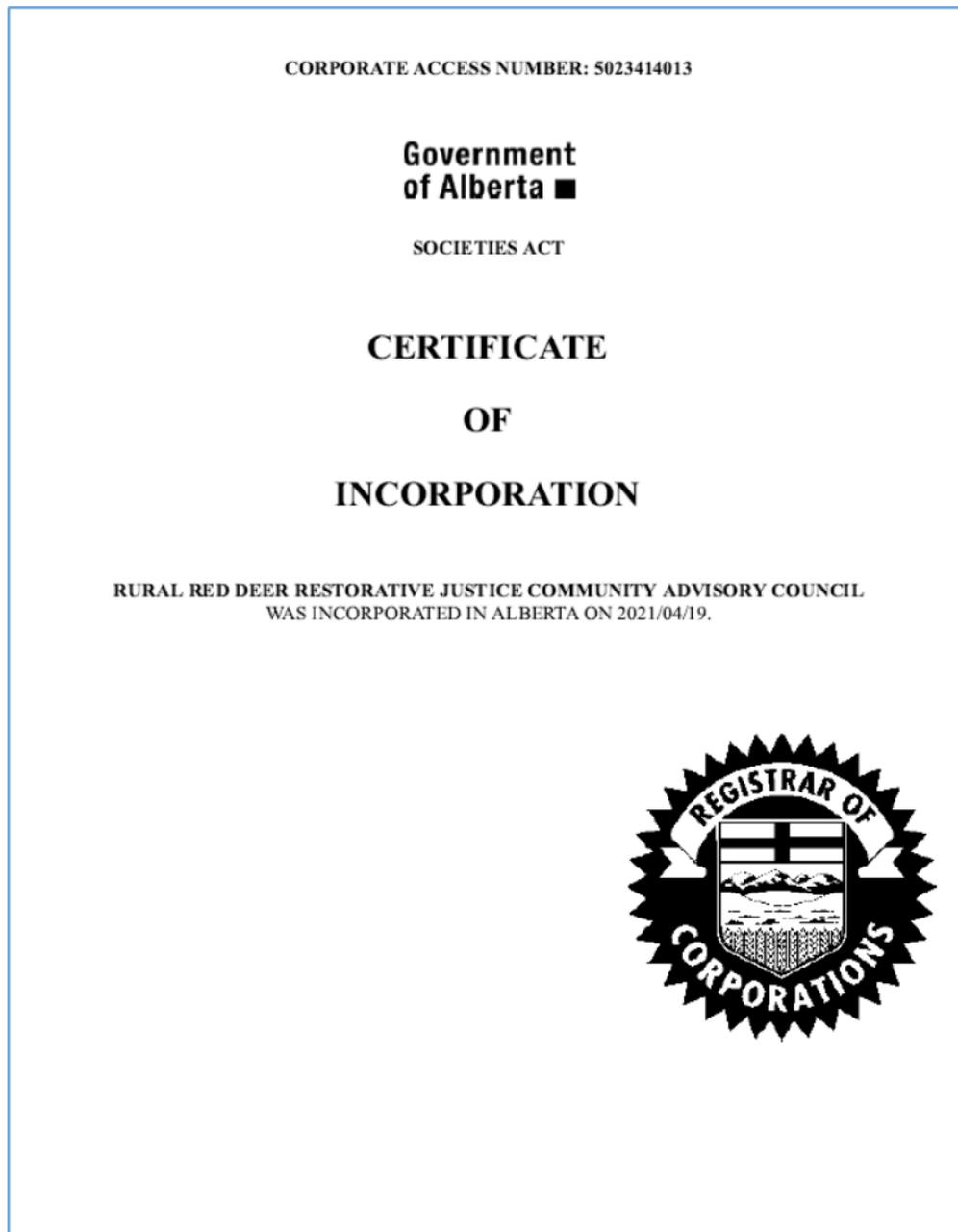
19. The Bylaws may be rescinded, altered or added to by a “Special Resolution” at a general meeting of the society.

Original Date: April 6, 2021

Revision Date: March 9, 2023 adopted as a special resolution at AGM

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Certificate of Incorporation



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Terms of Reference- Board of Directors- TBD

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Roles and Responsibilities of Governance Roles- President, Treasurer, Secretary TBD

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Rural Red Deer Restorative Justice (RRDRJ) Community Advisory Council

Terms of Reference

Restorative Justice is an approach that focuses on addressing and repairing the harm caused by crime while holding the wrong doer responsible for their actions rather than focusing upon which law was broken and what punishment is required as a consequence. It addresses both the causes and the consequences – personal, relational and societal – of offending in ways that promote accountability, healing and justice.

The Restorative Justice Community Advisory Council is guided by the core values of: participation, respect, honesty, humility, interconnectedness, accountability, empowerment, and collaboration. The Rural Red Deer Restorative Justice Community Advisory Council serves as the Registered Non-Profit Society for the RRDRJ program with the Province of Alberta.

PURPOSE:

- To provide operational direction and guidance to the RRDRJ program leaders and facilitators to ensure the program supports the delivery of a safe, accessible, appropriate and effective option for community-based response to crime
- To serve as a resource to the Rural Red Deer Restorative Justice Program.

LEADERSHIP AND OVERSIGHT

- The RJ Community Advisory Council is co-led by the Blackfalds RCMP detachment School Resource Officer and the RJ Program Coordinator
- Direct oversight is provided by a Board of Directors

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FUNCTION

- Participate in the development of goals and objectives for the RJ program
- Participate in the evaluation of the effectiveness of the RJ program in meeting its established goals and objectives
- Identify the need for and facilitate education related to crime prevention/reduction and restorative justice practices within the community
- Assist individuals/teams involved in a difficult RJ situation to examine the issue by considering all perspectives and options
- Recommend strategies to address complex RJ issues that arise
- Identify opportunities and resources that support both person(s) harmed and the wrong doer
- Provide a forum for discussion/debate around crime prevention/reduction and restorative justice issues.
- Foster cooperation and teamwork between disciplines by encouraging the sharing of information as it relates to restorative justice matters.
- Champion RJ initiatives in represented programs and areas
- Identify and seek community partners to join the Rural Red Deer County Restorative Justice Community Advisory Council

MEMBERSHIP

Members who fulfill the following roles in the community are identified as important members of this council.

Chairs: RDRRJ Program Coordinator and Blackfalds RCMP SRO

- RRDRJ Program Coordinator
- RCMP and police leadership representation from detachments served
- Red Deer County and Blackfalds RCMP Police Advisory Committee Member(s)
- Central Alberta Victim Services
- County appointed representation from counties served (currently)
 - Red Deer County- Councillor (s)
 - Lacombe County Councillor(s)
- Municipality appointed representatives from municipalities served (currently)
- Education/School representation from communities served (currently)
 - School Boards: Wolf Creek, Chinook Edge, Red Deer Catholic School Board)
 - School Principals/counsellors-Blackfalds and Lacombe
 - Red Deer Polytech and/or other colleges/universities
 - Burman University
 - Student Representatives

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- Community and Social Services FCSS
- AHS Addiction and Mental Health
- Probation officer (s)
- Community
 - Business Owners
 - Chamber of Commerce
 - Youth Support groups- Boys and Girls Club
 - Clergy
 - Ethnic/Cultural Representatives
 - Residents of Red Deer/Lacombe County
 - Municipal leaders- mayor or town council member(s)
- Restorative Justice Facilitators
- Crown Prosecutors Office/Criminal Defence Bar
- RRDRJ Board of Directors

MEETING LOGISTICS

- Bi Monthly meetings or at the call of the chair(s)
- Meetings may be held in-person or virtually
- Minutes to be distributed to all members and to the [Board of Directors](#).
- Minutes of the meetings are available to the public as requested
Terms of Reference to be reviewed every 2nd year unless otherwise indicated.

*Rural Red Deer includes rural communities that surround the city of Red Deer that are serviced by partnering police detachments.

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Policies

Policy 1.0 Confidentiality

 <p>Rural Red Deer Restorative Justice Community Advisory Council</p>	<p>GOVERNANCE POLICY</p>
<p>POLICY NAME Confidentiality</p>	<p>POLICY # 2023-01</p>
<p>Date of approval</p>	<p>Version Version 1.0</p>

Policy Statement

Personal or identifying information about program’s clients is confidential and is not shared beyond those in the program who require the information to provide restorative justice service.

Organizational information that has not been approved for public sharing is confidential and is not shared beyond those individuals who require the information to perform the duties of the organization.

Scope

This policy affects all board members, employees, and volunteers who may have access to confidential information.

Purpose/Background

Individuals working or volunteering with the RRDRJ program will unavoidably receive and handle personal and private information about clients, partners and our organization.

RRDRJ provides a community service that deals with sensitive and potentially harmful information to both individuals who participate in our program as well as our referring partners and sponsors. It is imperative that the trust and support of those we serve and work with is maintained.

Procedure

All Board members, employees and volunteers with the RRDRJ program:

- Sign a confidentiality agreement.
- Secure confidential information at all times.
- Only view confidential information on secure devices.
- Shred or delete confidential documents when they’re no longer needed.
- Only disclose information to other employees when it’s necessary and authorized.
- Do not disclose confidential information to anyone outside of the organization.
- Return any confidential files and delete them from personal devices when no longer working with organization.

Confidentiality agreement

All volunteers and employees of the RRDRJ program must agree to maintain the confidentiality of case particulars and sign the following agreement.

RRDRJ Confidentiality Agreement

I, _____, acknowledge and agree that any information obtained by me in the course of my participation and the performance of my service is of a confidential nature, and that during my participation and thereafter, I agree to,

1. Hold and keep in confidence all information and not disclose, discuss communicate or transmit to other, or make any unauthorized copy or use of any of the information in any capacity, position or business unrelated to the Restorative Action and Practices Program.
2. Take all reasonable steps deemed necessary or appropriate to prevent any unauthorized use or disclosure of confidential information.
3. Abide by all the practices of the program for the protection of information.

Upon completion of the Restorative Justice process, I will promptly deliver all document, data, records, lists and any other materials pertaining to the case to the program coordinator. I shall not retain any documents, data or reproduction of such documents or data containing or pertaining to the file.

In the course of the Restorative Justice process, should information arise that I feel a legal obligation to disclose, such as reports of child abuse or threats of violence, I will inform the person harmed and or the person responsible for the harm that the information will be disclosed. I will then inform the program coordinator and the appropriate authorities immediately.

I the undersigned understand and accept the terms of this Confidentiality Agreement.

Signature

Date

-

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Policy 2.0- Working Alone- Hazard Assessment

 <p>Rural Red Deer Restorative Justice Community Advisory Council</p>	<p>GOVERNANCE POLICY</p>
<p>POLICY NAME Workplace Hazard Assessment</p>	<p>POLICY # 2023-02</p>
<p>Date of approval</p>	<p>Version Version 1.0</p>

Policy Statement

Staff or volunteers with the Rural Red Deer Restorative Justice Program who need to work or travel alone in the provision of the program’s service are to follow the workplace hazard risk assessment and recommendations to minimize the risk of potential harms.

The workplace hazard assessment and recommendations document is reviewed by all staff and volunteers annually and prior to any activity that requires working alone or travelling in hazardous conditions such as inclement weather or uncertain road conditions.

Scope

This policy affects all board members, employees, and volunteers.

Purpose/Background

The safety of individuals supporting the work of the Rural Red Deer Restorative Justice Program is paramount.

Being aware of the risks and hazards associated with working or travelling alone and implementing identified strategies to minimize those risks supports the safety of all individuals in the program.

Procedure

All Board members, employees and volunteers supporting service delivery for the RRDRJ program:

- Annually review, and indicate awareness, agreement and understanding of the risks identified and the suggested strategies to reduce risk as outlined in the Workplace Hazard Risk Assessment document.
- Review the Workplace Hazard Risk Assessment and Recommendations document prior to embarking in any case activity that requires working alone or driving in hazardous conditions and implement necessary recommendations to minimize risks.

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Workforce Hazard Assessment

Job/position/work type: Rural Red Deer Restorative Justice Facilitator			Date of assessment: Feb 25, 2023
Assessment performed by (names): Debbie Leitch			Reviewed/revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Working alone-interviews with conference participants	Location of interview and access to help if required.	<p>Elimination:</p> <ul style="list-style-type: none"> Meet in a safe neutral location as opposed to the participants' home. Be cognizant of potential confidentiality concerns. Arrange for a co-facilitator or volunteer to join you for the interview. Always trust your gut- you can leave any time that you feel it is unsafe. <p>Engineering:</p> <ul style="list-style-type: none"> Ensure that you have a cell phone easily accessible to you during the interview/meeting. Position yourself closest to the exit so that you do not need to pass the participant to exit the room. Check out your environment- slippery or dangerous walks or entrances and take necessary precautions. Position your vehicle in a way as to not be blocked in. <p>Administration</p> <ul style="list-style-type: none"> Communicate with your co-worker about the time and location of your interview and text the address of location to co-worker so they can access it quickly. Contact your co-worker before and after your interview. If co-worker has not heard from you within one hour of the estimated time of your expected interview completion, they are to contact you and call for help if required If you sense alcohol or drug use schedule another time 	February 25, 2023
Travelling alone to case interviews or case conferences	Travelling conditions caused by weather, snow, ice fog etc.	<p>Elimination</p> <ul style="list-style-type: none"> Check weather and road report prior to leaving Cancel and reschedule interview, case conference or event If at any time you think the roads are unsafe, it is appropriate to cancel and re-schedule. <p>Administration</p> <ul style="list-style-type: none"> Develop a travel plan including your route, time of departure and expected time of arrival and share with colleague or family member who can receive a text at the time of your travel. 	Feb 25, 2023

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Appendix 1- Referral Form

Originating RCMP or Police Detachment	
Type of Referral : <input type="checkbox"/> Diversion/Pre-charge <input type="checkbox"/> Post-Charge/Pre-conviction	
If Referral post-charge/pre-conviction, name and contact information of Crown Prosecutor	
Date of Referral	Date of Offence
Name of Referring Individual	Type of Offence
Phone Number	File Number
Email	Location of Offence
Involved Parties	
Person(s) harmed	Wrong doer
Agreed to participate in Restorative Justice process?	Agreed to participate in Restorative Justice process?
Name	Name
Gender	Gender
DOB	DOB
Phone Number	Phone Number
Email:	Email:
Address:	Address:

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Relationship to Wrong doer:	Relationship to Person(s) harmed:
Impact of Offence on Person(s) harmed	Previous offences? (describe)
Parent/Guardian Name	Parent/Guardian Name
Agreed to be contacted?	Agreed to be contacted?
Parent/Guardian Phone Number	Parent/Guardian Phone Number
Names/Contact information of any other Individuals involved in incident (Principal, Teacher, Coaches)	
Description of Incident- provide details of incident and anything you think is important for the case worker to know regarding the people involved.	

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Appendix 2- Preconference Interview Script

Initial Referral Phone Conversation Script -

"I am _____ of the Rural Red Deer Restorative Justice Program. I am calling because Constable _____ referred name of youth file for an incident that occurred on _____ in which _____ took place. Cst _____ indicated that youth name (has accepted responsibility for this incident and is interested in participating in a restorative justice process to address the incident. He has sent me your signed consents indicating your interest in participating in the restorative justice option and I would like to set up a meeting with you and _____ to discuss the program and the processes and address any questions that you might have.

Is there a day/time that would work best for us to meet? Are you okay with my coming to your home for this meeting or would you prefer that we meet elsewhere?

Initial In-Person Meeting

Bring the following documents- Facilitator notes, Restorative Questions that will asked during the conference to leave with the participants

General Script:

- a. "I am _____ of the Rural Red Deer Restorative Justice Program (*we spoke on the phone*). Thank you for agreeing to meet with me to discuss the incident and the restorative justice process.
- b. **Establish a connection-** – set the person at ease by talking about something other than the conference
- c. **Acknowledge that this is difficult** /ask what might be needed to make the person feel safe during the interview
- d. "I would like to start by asking you what you know about the Restorative Justice Conference Process"
"The process involves bringing together the individuals involved in the incident- the person(s) who caused the harm and the person(s) who were harmed as well as their support persons to discuss the incident. Each person will have an opportunity to tell their story and to talk about the harm and the impact of that harm. Actions that may help to repair the harm are then discussed and agreed upon. Completion of the actions agreed upon result in the dismissal of the case and avoidance of a criminal record. Inability to complete the terms of the

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contract may result in the case being returned to the RCMP for processing through the criminal justice system”

- e. **Do you have any questions** about the process in general?
- f. **A key requirement** of the RJ process is that the person who caused the harm accepts responsibility for their actions. Ask youth “Do you accept responsibility for the event/incident?”
- g. **Are you still interested** in participating in a restorative justice process?
(youth/parent(s)/guardian(s))
- h. **If the answer yes- Okay- so let me go over in more detail what will happen at the case conference**
 - i. **Arrival at Restorative Conference.** When you arrive at the location, either I or another facilitator will meet you at the door. There will be chairs arranged in a circle and each chair will have a name on it. Find the chair with your name on it and have a seat.
 - ii. **Conferencing Process.** I will introduce each person and why they are there and then I will ask each person a series of Restorative Questions. The Restorative Questions are very scripted. Sometimes this seems awkward, but this is on purpose so that every person feels they are being treated the same. Each person who is there will have an opportunity to respond to these questions starting with the person who caused the harm, followed by the person who was harmed and their supporters and finally the supporters of the person who caused the harm. When everyone has had an opportunity to respond to the Restorative Questions, the group will identify actions that might help to repair the harm that has been done. When agreement is reached on which actions need to occur, a contract with specific timelines upon when the actions are to have been completed is written up. The person who caused the harm and the facilitator sign the contract. Arrangements are then made for the Coordinator of the RJ program to follow-up with those involved in the contract to ensure that the actions have been completed. If all components of the contract are completed, there are no further legal or judicial requirements. The case is closed.
- i. **Provide each stakeholder with the list of questions that will be asked at the conference. These are the Restorative Questions asked during the Conference and I would like to go over them with you now.**

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(Mom/Dad, the questions that will be asked of you are also on the form and you will be asked these at the conference once both _____ and _____ have had a chance to share their stories.)

The Restorative Questions for the **person who has caused the harm** are:

1. Tell me what happened on
2. What were you thinking about at the time?
3. What have you thought about since the incident?
4. Who do you think has been affected by your actions?
5. How have they been affected?

In addition to thinking about your response to these questions- you should also be prepared to think about what you might do to repair the harm.

Say to the youth who caused the harm: So lets go over this now- ask each question and record their answer on your facilitator notes

The Restorative Questions for the **person who was harmed** are:

1. What was your reaction at the time of the incident?
2. How do you feel about what has happened?
3. What has been the hardest thing for you?
4. How did your family and friends react when they heard about the incident?

Say to the youth who was harmed- So let's go over this now- ask each question and record answer on your facilitator notes

The Restorative Questions for the Parents/**supporters** (victim and offender) are:

1. What did you think when you heard about the incident?
2. How do you feel about what happened?
3. What has been the hardest thing for you?
4. What do you think are the main issues?

Say to the parent(s) To help you prepare- let's do the same- Can I get you to tell me your thoughts on each question here? Record answers on your facilitator notes

j. **Scheduling to Restorative Conference:**

"We generally hold the case conferences at either the Iron Ridge Junior Campus or St Gregory the Great school on either Saturday morning from 1000-1200 or on a weeknight evening between 7-9 pm when there are no other school activities occurring. Would that work for you? What dates/times would work best for you?"

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In addition to you and your parents is there anyone who else would you like to participate as your support?

Name _____ Relationship _____
Contact Information _____

“I will get in touch with each of these people to tell them about the process, their role as a support person to you and what to expect”

Closing:

“I appreciate how difficult this is for you and your family and thank you for meeting with me and your willingness to participate in this process. **I will connect with the other participants about their availability at the suggested dates/times and will be in touch to confirm within a week.**”

If you have any questions, please don't hesitate to contact me...my email address is _____@rrdrestorativejustice.ca” (write this on the restorative questions document that you provide to the family.)

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Appendix 2C- Case Development Process

Person(s) Harmed

The Youth Criminal Justice Act states that person(s) harmed should be treated with courtesy, compassion and respect for their dignity and privacy and should suffer the minimum degree of inconvenience as a result of their involvement with the youth criminal justice system. It also states that victims should be provided with information about the proceedings and given an opportunity to participate and be heard.

Meeting with Person(s) harmed:

It is important that the person harmed knows their role in the process. They need to tell their story including how incident affected them, what needs to happen to repair damage done and whose obligation it is to do so.

To help with this discussion, use the following Restorative Justice questions:

1. What happened?
2. What impact has the incident had on you and those close to you? (*Use "Impact of Crime" and "Big Picture Impact" charts as tools if needed*).
3. What has been the hardest thing for you?
4. What would you like to say to the person who caused the harm?
5. What do you think needs to happen to address the harm and make things right?
6. Whose obligation is it to repair the harm?

It is important to discuss areas of safety and support.

Safety: It is the highest priority in a Restorative Justice process that all parties feel safe, especially when it is a criminal offense where there may be danger of physical harm. Emotional harm may be caused by person(s) harmed (person harmed) having to re-live the harm done through the telling of it and facing the person who is responsible for the harm. During the interview discuss what needs to happen for the person(s) harmed to feel safe.

Support: It is also important to determine if the person(s) harmed (person harmed) has received support and feels supported during the process. Facilitators may assist to make appropriate contacts or referrals as requested by the person(s) harmed (person harmed). Person(s) harmed services, family, friend or community supports. When considering who may need support it is also important to ask if there are other people who have been affected by the incident.

Meeting with the Wrong doer(s) or (Persons responsible for the harm):

It is essential to the restorative process that during the preparatory interview; that the Wrong doer (person responsible for harm) is willing to explore their understanding or their responsibility for the harm and their obligation to make things right for the person harmed.

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Ask the following questions: (Use “*Impact of Crime*” and “*Big Picture Impact*” charts as tools if needed).

1. What happened:
2. What were you thinking of at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way have they been affected?
5. Are you willing to discuss being accountable for harm caused?
6. In what ways could the harm be repaired and how could things be made right?
7. Have you taken any steps to repair the harm up to this point?

Support:

1. What support or resources might the wrong doer (person who caused harm) need to complete the process and address the harm?
2. What might cause them to feel unsafe in this situation?
3. What might they need (strategies and supports) to lessen the risk of similar harms occurring in the future?

Meeting with Support Person and/or Community Member

The role of the support persons/or community members depends upon the process that will be used and the circumstances of the incident. It may be as an active participant or as an observer.

It is important during this meeting that the support person or community member understands and accepts the principles of the Restorative Justice process. Suggested question are:

1. What happened?
2. How did the incident affect you and other members of the community?
3. What suggestions might you have for the wrong doer to repair the harm?
4. What role might the community have in repairing the harm?
5. What social and educational opportunities are there within the community that may act as supportive factors in reducing the chance of similar harms happening in the future?

The Agreement

In most cases the Restorative process ends in an agreement which is either written or verbally agreed to as an outcome. Agreements should be the result of a consensus between the parties as the best way to repair the harm. (See [Appendix 13](#) for process and resources)

Steps that should be taken to ensure consensus, reach an agreement and to establish closure include:

1. Facilitators summarize what has taken place up to this phase in the process, and check with the participants to see if they are ready to move to an agreement or plan.

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2. If so, have participants (Person(s) harmed first and Wrong doer second and lastly their supports) brainstorm as to how best the wrong doer can repair the harm done and address the underlying reasons (triggers, causes) for the incident.
3. Each idea put forth should be evaluated on how well the suggestion would repair the harm done as well as prevent the incident from re-occurring in the future. Any suggestions should be reasonable, realistic and able to be carried out in reasonable amount of time.
4. Gain consensus. Once consensus is gained on the terms of the agreement, the facilitator will draft up an agreement and then share it with the Person(s) harmed and the Wrong doer. The signing of the agreement needs to be voluntary by both the Person(s) harmed and the Wrong doer. Facilitator needs to ensure there is no pressure exerted on any other participant.
5. Once the Agreement is signed the facilitator closes the meeting. Arrangements can be made at this time with the wrong doer to ensure all outcomes of the Agreement will be satisfied. If you are working with a referring agency they will need to be formally notified of the Agreement and it may be necessary to discuss responsibilities for ensuring the Agreement outcomes/ completion. See *post session* section F.

Note:

There are occasions when a written agreement is not required at the end of a Restorative Justice process. There are several reasons including the dialogue/facilitated communication process meets the needs of the person(s) harmed, questions have been answered, closure has happened, the wrong doer understands the impact and consequences of their actions (the harm). The person(s) harmed feels there is no need for any further action to be taken. Additionally, there may be occasions when an Agreement cannot be reached because the parties were unable to reach a consensus agreement or one or both parties withdrew from the process.

Referring agencies may also be part of the action plan identified in the Agreement outcome

Post Restorative Process

1. In some cases, a debrief session may be required for both the Person(s) harmed and the wrong doer as well as the facilitators. Each of these sessions take place separately with the final debrief being that of the Facilitators with their coordinator or when required an outside professional agency.
2. Debriefs can be done directly after the restorative process or can be scheduled to take place later.
3. Satisfaction surveys should be provided and completed by the parties participating. Explain that these are used to provide feedback which then contributes to continual improvement as well as ensures the process is based upon best practices (and evidence).

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4. All notes, documentation and reports are to be collected and filed in each participant's confidential file.
5. Referring agencies may require that a signed copy of the "Agreement" and /or reports be completed as part of their referral and case management process. Once reports are completed, they are to be reviewed by Manager/Coordinator prior to being sent out.

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Restorative Justice Program

Appendix 3A- Consent Minor

What to expect from the Restorative Process?

Participating in the Restorative Justice process is voluntary. Trained facilitators work with persons who have caused a harm and the person harmed and their families to promote reconciliation and resolution. This process is not used to determine guilt but to address harms that have been done. Once the referral is made, all parties involved are contacted and meet with a facilitator in an intake interview. Following this, if all parties are in agreement, a date, time and place for a restorative conference is determined. As this process is voluntary, participants may opt out at any point. Voluntary participation ensures that the person harmed is willing to participate and that person who has caused harm is willing to take responsibility and to take meaningful steps to repair the harm.

What happens during the restorative process?

The facilitator will explain the process at your intake interview. **All participants must agree to maintain confidentiality and agree what needs to be shared outside of the process.** The offender must take responsibility for their actions. The acceptance of responsibility for the purpose of participating in the Restorative Justice process cannot be used against the wrong doers in any criminal proceeding that may follow. There are **limitations to confidentiality** however and facilitators are required to report abuse, neglect, risk of harm to self-and/or risk of harm to others. Facilitators are required to report the results of the restorative process to the referring agency. This includes the terms of the agreement; progress toward completing agreement; agreement fulfillment or failure to comply with Agreement.

The Restorative Conference Process

At the Restorative Conference each party is given the opportunity to talk about the incident without interruption, talk about how they have been impacted by the harm and how those harms may be addressed. During this time there is a discussion of the issues and concerns that have been identified. Each party is given the opportunity to ask questions and respond. The parties then determine what needs to happen in order for those concerns to be addressed.

Following the discussion, the parties draft an agreement focusing on what can be done to resolve the harm. Facilitators write down the terms of the agreement and all parties sign it.

_____ grant permission for my child/ward
Participant Guardian

_____ to take part in the Restorative Process.
Participant Name

_____ Date

_____ Date

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Appendix 3B Consent- Adult

What to expect from the Restorative Process

This is a voluntary program. Facilitators work with all parties to promote reconciliation and resolution. Their role is not to determine guilt but to address the harms that have been done. Once the referral is made, all parties involved are contacted and meet with the facilitators to engage in case development. Once case development is completed, a date, time and place for the restorative process (Peacemaking Circle or Restorative Conference) is then determined.

What happens during the restorative process?

The restorative process is explained to all the parties at the intake interview, and during case development. The facilitator helps to prepare all parties and then move the process forward by assisting all in clear and respectful communication. All participants agree to maintain **confidentiality** and agree what needs to be shared outside of the process. The fact that the wrong doer must take responsibility for their actions does not necessarily require that they plead guilty in court. Further, the acceptance of responsibility for the purpose of participating in the Restorative Justice process cannot be used against wrong doers in any criminal proceeding that may follow. There are **limitations to confidentiality** however and facilitators are required to report the following: abuse, neglect, risk of harm to self or risk of harm to others. Facilitators may also be required to report to the referring Agency: the Agreement; progress toward completing Agreement; Agreement fulfillment; Failure to comply with Agreement.

How we proceed

Each party is given the opportunity to talk about the incident (crime, conflict or situation) without interruption, talk about how they have been impacted by the harm and how those harms should be addressed. During this time there is a discussion of the issues and concerns. Each party is given the opportunity to ask questions and respond. The parties then determine what needs to happen in order for those concerns to be addressed.

The Agreement

Following the discussion, the parties draft an agreement focusing on what can be done to resolve the harm. Facilitators write down the terms of the agreement and all parties sign it. The Restorative Justice process is voluntary for both the person(s) harmed and the person(s) responsible for the harm and participants may opt-out if they choose at any point. Voluntary participation ensures that person harmed is willing to participate and that person who has caused harm is willing to take responsibility and willing to take meaningful steps to repair the harm. Note: In some cases, a Mentor may be assigned to the case for support.

I _____ voluntarily consent to take part in this process.

Participant signature: _____ Date _____
Facilitator Signature: _____ Date: _____

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Appendix 3C – Release of Information

Consent Release of Information

I, _____ (Legal Guardian) hereby grant
permission to, _____

_____ to release or receive any relevant information pertaining to services that (Client),

_____ is receiving from the Rural Red Deer Restorative
Justice Program for the following purposes:

The information will be:

Released to: Debbie Leitch, Coordinator Rural Red Deer Restorative Justice Program

Received from: _____

This consent is in effect for a period not to exceed one (1) year, from: _____, _____ (date)
to: _____, _____ (date) and may be withdrawn with written notice at any time
during the above period. When this file is closed the consent will no longer be in effect.

Approval Signatures:

Legal Guardian:

Date: _____

Witness: _____

Date: _____

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Appendix 4- Confidentiality Agreement

Participants Confidentiality Agreement

Date of Restorative Process: _____

We the undersigned pledge not to discuss any information revealed to us pertaining this case unless directed to by law.

Please Note: With respect to the confidentiality of young person’s Section 10 of Youth Criminal Justice Act applies as such: *“Any admission, confession or statement accepting responsibility for a given act or omission that is made by a young person as a condition of being dealt with by extrajudicial measures is inadmissible in evidence against any young person in civil or criminal proceedings.”*

Adults: CC Sec.717 (3) *No admission, confession or statement accepting responsibility for a given act or omission made by a person alleged to have committed an offence as a condition of the person being dealt with by alternative measures is admissible in evidence against that person in any civil or criminal proceedings.*

Exceptions: Facilitators are required to report the following exceptions to confidentiality: abuse, neglect, risk of harm to self and risk of harm to others.

We the undersigned also pledge to respect the privacy of all participants by not discussing their identities, any identifying characteristics or information, and any of the particulars of what is said here outside the Restorative Justice process.

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

Signature _____

Date _____

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Appendix 5- The Case Conference Script

Introduction

“Welcome. Thank you all for attending. I know that this is difficult for all of you, but your presence will help us deal with the matter that has brought us together. This is an opportunity for all of you to be involved in repairing the harm that has been done.

As you know, my name is (your name) and this is (co-facilitator’s name). We will be facilitating this conference today.”

Ask each participant to introduce themselves and their role or relationship to the person/s causing harm or the person/s harmed.

“This conference will focus on an incident which happened... (state the date, place, and nature of harmful incident without elaborating). It is important to understand that we will focus on what (name of person/s causing harm) did and how that unacceptable behavior has affected others. We are not here to decide whether (name of person/s causing harm) is/are good or bad. We want to explore in what way people have been affected and hopefully work toward repairing the harm that has resulted. You are reminded that discussions here today are confidential and that we will remain respectful so that everyone can feel safe. Each person will have a chance to speak. Does everyone understand this?”

“(Name of person/s causing harm) has/have admitted his/her/their part in the incident.”

Say to person/s causing harm: “I must tell you that you do not have to participate in this conference and are free to leave at any time, as is anyone else. If you do leave, the matter may be handled in a different way by... (the RCMP/school administration, etc.).”

“This matter, however, may be finalized if you participate in a positive manner and comply with the conference agreement.”

Say to person/s causing harm: “Do you understand this?”

Person/s Causing Harm

“We’ll start with (one of the person/s causing harm).”

If there is more than one person causing harm, have each respond to all of the following questions:

- “What happened?”
- “What were you thinking about at ... (specify critical points to the incident)?”
- “What have you thought about since the incident?”

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- “Who do you think has been affected by your actions?”
- “How have they been affected?”

Person/s Harmed

If there is more than one person harmed, have each respond to all of the following questions:

- “What did you think when you realised what had happened?”
- “How do you feel about what has happened?”
- “What has been the hardest thing for you?”
- “What do you think are the main issues?”

Supporters of Person/s Harmed

Have each respond to all of the following questions:

- “What did you think when you heard about the incident?”
- “How do you feel about what has happened?”
- “What has been the hardest thing for you?”
- “What do you think are the main issues?”

Supporters of Person/s Causing Harm

Have each respond to all of the following questions:

- “What did you think when you heard about the incident?”
- “How do you feel about what happened?”
- “What has been the hardest thing for you?”
- “What do you think are the main issues?”

Person/s Causing Harm

- *Ask the person/s causing harm:* “Is there anything you want to say at this time?”
- *Ask all participants:* “Is there anything else anyone would like to say?”

Allow appropriate amount of time for questions/clarifications among participants before moving on.

Reaching an Agreement

- *Ask the person/s harmed:* “What would you like from today’s conference? What would help to repair the harm that has been done?”

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- *Ask the person/s causing harm to respond: “What do you think of what has been suggested? What do you think you need to do to repair the harm?”*

*At this point, lead all to discuss what should be included in the final agreement **including ideas from the person/s causing harm** and supporters of person/s harmed. Solicit feedback from all participants.*

It is important that you ask the person/s causing harm to respond to each suggestion before the group moves on to the next suggestion, asking “What do you think about that?”. Then determine that the person/s causing harm agree/s before moving on. Allow for negotiation.

As the agreement develops, clarify each item so that the written agreement will be as specific as possible, including details, deadlines, and follow-up arrangements.

As you sense the agreement discussion is drawing to a close, say to the participants: “Before (co-facilitator’s name) prepares the written agreement, I’d like to make sure that we have accurately recorded what was decided.”

Read the items in agreement aloud and look to the participants for acknowledgement. Make any necessary corrections. Remember, the focus is on making things right.

Closing the Conference

“Before I formally close this conference, I would like to provide everyone with a final opportunity to speak. Is there anything anyone wants to say?”

Allow for participants to respond and when they are done, say:

“Thank you for your contributions in dealing with this difficult matter. Congratulations on the way you have worked through the issues. Please help yourselves to some refreshments while I prepare the agreement for signatures.”

Allow participants to have ample time to have refreshments and interact. The informal period after the conference is very important.

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Appendix 6- The Contract or Restorative Agreement

Restorative Agreement

Restorative Agreement for: _____

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On _____, based upon consensus of the participants of the Peacemaking Circle, the individual(s) named above agree(s) to undertake the following restorative actions to repair the harm caused by the conflict and prevent future occurrences.

Agreed upon Actions	Status/Date to be completed by	Follow-up

Signatures of person (s) who have caused harm and guardian (if minor)

Signatures of person (s) harmed and guardian (if minor)

Facilitator or Witness: _____

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Appendix 7

Participant Evaluation

Thank you for participating in this evaluation. The results of this survey will be used for program improvement, training and general reporting. The results are anonymous, and any information gathered will remain anonymous. Completing this survey is voluntary.

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Date: _____

1. What was your role in this Restorative Justice process?

- Person responsible for harm
- Person affected by the harm
- Support Person
- Other _____

2. Were you satisfied with the outcome of this meeting? Why?

3. What would make this process better?

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Appendix 8

Restorative Process Completion Report

Name:

D.O.B.:

File:

Report Date:

Type of Process:

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Agreement:

Successful:

Unsuccessful:

Details:

Coordinator

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Appendix 13- Reparation Process and Resources

Identifying Reparative Actions during the Conference Process

Often when we are in the conference and have come to the point of looking at accountability for the behavior that caused harm, we seem to be stymied except for the standard apology and community service.

One of the first things we have to do is to look for logical actions to repair the harm that are (1) related to the misbehavior (2) that could repair the harm done and (3) prevent problems in the future.

The goal is **not** to make the harmer uncomfortable (shamed, humiliated, unworthy) but it is to make them take responsibility and reflect on their choices, the harm they have caused and how they can

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attempt to repair the harm. If that makes them uncomfortable that's okay, but that's a different kind of discomfort.

It is also our goal to have the one who harmed to come up with his/her own way of making reparations perhaps with some guidance but without adults laying on another penalty.

Before we engage in figuring out the actions to repair the harm we need to give both the harmed and the harmer an opportunity to voice what has been done, what they heard in the conference and what they feel are fair actions to repair the harm.

This will help the person who caused harm to develop and internalize an understanding of the process, help develop self-control and a desire to take responsibility and make amends

For reparative actions be effective, the harmer and harmed need to be involved and understand why the specific action has been chosen. They must see these actions as fair, sensible and directly connected to the problematic behavior.

In either the Interview or the Conference we need to:

1. Examine the harm resulting from the behavior
2. Discuss the options for repairing the harm
3. Select options that are acceptable to Harmer and harmed
4. Talk about what will need to be done to avoid this behavior in the future.
5. Talk about what s/he might do to bring about a sense of empowerment following this process

Restorative Justice Reparation Resources

Program Description	Contact Info and Website links
Kickstand - virtual mental health counselling for youth age 12-25 years- no cost	kickstand (mykickstand.ca)
Counselling Alberta - Calgary Counselling has partnered with province to make counselling available for all Albertans- sliding scale cost- virtual and in-person	Affordable Counselling Services Calgary Counselling Centre
Annam Rural Youth Association Providing a free, mobile, one on one, trauma informed, crisis intervention, psychological first aid approach to vulnerable youth aged 13+ in the rural communities of Central Alberta, meeting youth where they are at in their own community	Louise Rellis 403- 318-7690 louise@anamruralyouth.coming
McMan Youth, Family and Community Services Association -	Terra Leslie- Lead Practice Specialist- community programs terra.leslie@mcmancentral.ca

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<ul style="list-style-type: none"> • Family Resource Network: b87e5a_ebe49e4ac3b1487797db7b9269a2293a.pdf (filesusr.com) • Addictions and Mental Health supports • Anger Management • Child Protection collaboration with Children’s Services 	<p>Office: 403-309-2002 Cell: 587-876-5634 See webpage: McMan Central</p>
<p>FASD Network</p> <ul style="list-style-type: none"> • Providing supports • Mentorship for individuals • FASD clinic • FASD Coaching Partnership program 	<p>Julie Nanson jnanson@fasdca.ca</p>
<p>Youth Head Quarters (Boys and Girls Clubs)- Red Deer</p> <ul style="list-style-type: none"> • Community Mentoring Programs • Leadership development 	<p>Brianna Berthiaume Les Waite See website Youth HQ Youth Activities & Services in Central Alberta</p>
<p>Boys and Girls Club- Lacombe</p>	<p>Crystal Zens</p>
<p>Central Alberta Sexual Assault Clinic</p> <ul style="list-style-type: none"> • Counselling • Crises Intervention • Prevention and Education • Sexual behaviour support program 	<p>Sexual Assault Help Red Deer Central Alberta Sexual Assault Support Centre (casasc.ca)</p>
<p>Central Alberta Youth Advocacy Unlimited/YFC Youth Engagement</p> <ul style="list-style-type: none"> • Kevin Korthuis kevink@cayu.ca • Demonstrate ability to listen, understand, and talk to teens. • Assist youth in making wise choices • Nurture their spiritual growth • Challenge youth to go beyond their comfort zone. 	<p>Office 403-789-2298</p>
<p>Red Deer Public Schools</p> <ul style="list-style-type: none"> • Optional Course Activities • Grades 6-8 	<p>403-343-1405 info@rdpsd.ab.ca</p>

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	Office hours: 0800-1600, M-F
Lacombe County- Don't Hibernate- courses and activities	2021 Winter Don't Hibernate « Lacombe Lifelong Learning Association (wordpress.com)
<p>Explore other Businesses/agencies willing to support as cases arise</p> <ul style="list-style-type: none"> • Public programs: <ul style="list-style-type: none"> ○ Fire Dept- Ken Morrison- Director. ○ Library ○ Dept of recreation • Mechanic Shops • Vet Clinics, pet/feed stores 	<p>Fire Chief- -Cote 403-885-4144. rcote@blackfalds.ca</p>
Teens For Teens – Anger Management Group	Sherry Rolls – 403-896-5435
<ul style="list-style-type: none"> • Youth 13-18, welcome • Free Virtual Program 	<p>Sherry.rolls@mcmcentral.ca</p> <p>Provincial Family Resource Network</p>
Self Care Youth Group	Sherry Rolls – 403-896-5435
<ul style="list-style-type: none"> • Teens for Teens • Establish a prioritized list of activities • Unplug for 2 hours • Eat 3 meals everyday • Unfollow negative people on social media • Teens will develop an understanding of the importance of self care. • Virtual program 	<p>Sherry.rolls@mcmcentral.ca</p> <p>Provincial Family Resource Network</p>
Youth Drug Awareness	Sherry Rolls – 403-896-5435
<ul style="list-style-type: none"> • Program 	<p>Sherry.rolls@mcmcentral.ca</p> <p>Provincial Family Resource Network</p>
Blackfalds FCSS	Carah Kroetsch – 403-885-6360
<ul style="list-style-type: none"> • Seniors Snow Angel Program • Engage seniors in other programs 	
Blackfalds Food Bank	

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<ul style="list-style-type: none"> • Delivering hampers • Stocking shelves • Filling hampers • Mondays 1530-1800 • Every third Wednesday hamper delivery 1000-1200 • Wednesdays 1530-1800 	
<p>Alberta Trappers Association</p> <ul style="list-style-type: none"> • Bush Skills • Attending trapline with trapper • Online info on trapping • Presentation from trapper 	<p>Ross Hinter, Liaison and Program Development</p> <p>1-780-349-6626 (office)</p> <p>1-832-7908 (cell)</p>
<p>Alberta Government, Drivers License</p> <p>Driver education (may need monies)</p> <p>Self esteem.</p> <p>Independence.</p>	<p>Go onto Government Website and find about licensing, drivers education, aids to driving.</p>
<p>Alberta Government, Junior Forest Ranger</p> <ul style="list-style-type: none"> • Ages 16-18 • Summer program from July to August • Throughout Alberta’s forested areas • Living in a camp setting • Paid for the work done • Living with like-minded people • Working on reforestation projects, touring sawmills and bush operations, reclamation work, riding in helicopters 	<p>Visit website for more information at:</p> <p>Type in Junior Forest Rangers Alberta.</p>
<p>Army Cadets</p> <ul style="list-style-type: none"> • Outdoor activities such as camping, water sports • Meet likeminded new friends • Marching in parades 	<p>This is an online application. Meetings at Cormack Armory in Red Deer.</p> <p>www.cadet.ca/join-cadets</p>
<p>Air Cadets</p> <ul style="list-style-type: none"> • Outdoor activities such as camping, water sports • Meet likeminded new friends • Marching in parades 	<p>Phone 403-342-2044</p> <p>Meet at the Cormack Armory in Red Deer.</p>

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<ul style="list-style-type: none"> • Fling in gliders • Meet September to June from 1830-2130. 	Phone contact: 403-342-2044
<p>Scouts Blackfalds</p> <ul style="list-style-type: none"> • Outdoor activities such as camping, water sports • Meet likeminded new friends • Marching in parades • Community volunteer work 	<p>Blackfalds 1st Scout Troop</p> <p>Scoutermikebascom@gmail.com (email)</p> <p>Mike Bascom</p>
<p>Central Alberta Sexual Assault Center (CASc)</p>	<p>Sexual Assault Help Red Deer Central Alberta Sexual Assault Support Centre (casasc.ca)</p>
<p>The Broom Tree Foundation- supporting women who are in need of support- Lacombe</p>	<p>The Broom Tree Foundation Refuge, Restore, Rebuild</p>
<p>Inspiring Virtues</p> <p>Phone before choosing program and explain who and what for. There could be a cost to this.</p>	<p>melody@inspiringvirtues.ca</p> <p>403-304-8433</p> <p>Melody Klinck</p>
<p>YMCA Skate Park Mentors</p>	<p>Call 403-967-9622; for Skat Club</p>

Ideas for actions to repair harms or address underlying issues

- **Apology-** verbal, written, digital/tiktok- creative A written apology should include:
Dear.....
I was responsible for (doing what)
I am sorry because (explain why)
Since the incident I learned (explain)
The RJ experience and agreement I completed has taught me that
I realize that the effect of my action on (who was harmed)
And I regret that (what)
- **Personal Services-** work for the person harmed- repair damage, work off cost etc.
- **Community Service or Volunteer work** (hours to equal cost of damage done if earning min wage) food bank, clean up park, snow angel- shovel walks
- **Presentation to groups/younger grade** on related topic (eg fire safety, impact of bullying etc)
- **Presentation to RRDRJ CAC or Board/facilitators**
- **Enrollment in programs-** activities to support positive activities or choices
- **Volunteer-** SPCA (if over 14)
- **Counselling**

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- Referral to Kickstand- virtual mental health support
- Referral to ANAM
- Referral to private or other counselling service
- **Boredom busters**- List activities and Initiate at least one to relieve boredom -to build self esteem, provide coping strategies help to build confidence, skill sets
- **Art/Photography**- submit to RJ Board- pics/art of:
 - things that you like and why
 - person you know that you admire and why
 - what's important to you? If you had to leave the planet and could only take one picture with you- what would it be? Why?
- **Poster or PowerPoint or TikTok or poem**- Impact of bullying, what I do when I am angry, don't be follower- topic related to behaviour that caused harm
- **Submit an essay** to RJ Board/CAC
 - Someone who I would like to be like
 - Why I pick on kids like.... If someone did that to me, I would feel....
 - When I am an adult, I want to be seen as a person who.....

Some Examples:

Possible actions to repair harm caused by assault/injury to person

- Apology
- Interview a therapist or counselor about the sources of anger and what might be appropriate courses of intervention
- Written assignment on their own behavior and how they will make better choices
- Role play w/ others the situation that brought them to RJ and how it could have been handled differently
- Attend a peace circle on anger
- Anger management

Possible actions to repair harm caused by vandalism/destruction of home/property

- Work with couple to clean up their house
- Work with couple on an ongoing basis to do yard/housework (clean garage, vacuum floors
Build or create something together to show a respect for materials as well as what you are creating
- Shadow a community clean-up person for a day

[How to Repair the Harm – Rural Red Deer Restorative Justice Program \(rrdrestorativejustice.ca\)](http://rrdrestorativejustice.ca)

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Appendix 14- Risk of Suicide

When an RJ participant reveals thoughts of Suicide

Should a participant in the RJ process reveal thoughts of suicide or self harm during an interview, the facilitator can get a better idea of immediate risk by being aware of risk factors and asking a few important questions to assess this risk.

Ask the following Questions:

1. You stated that you have some thoughts of suicide, are you thinking about killing yourself?"

If they say yes, ask:

2. Do you have a plan?

If they say yes, ask:

3. What is your plan?
4. Do you already have the things you'd use or a way to do this?"

Not everyone who thinks about dying has a plan or the means and intent to carry out their plan. Someone who says yes to all these questions and has a plan needs immediate support.

Action:

Discuss findings/concerns with parents/guardian and provide information on how and where to access help:

For mental health support:

- Kids Help phone: Call 1-800-668-6868
- Call Alberta Health Line at 811
- Visit health care professional
- Kickstand: <https://MyKickstand.ca>

For Immediate support:

- Call 911 for immediate support

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- Emergency Department visit

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Social Media Links

Website:

<https://rrdrestorativejustice.ca>

Facebook link:

[\(10\) Rural Red Deer Restorative Justice Program | Facebook](#)

Twitter Link

[\(6\) Rural Red Deer Restorative Justice Program \(@DeerRural\) / Twitter](#)

Instagram:

[RRD Restorative Justice \(@rrd.restorativejustice\) • Instagram photos and videos](#)

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