

**KFACC: Collaborative Service Delivery Site Initiative**  
**SITE DEVELOPMENT WORK GROUP**

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**Terms of Reference**

The Site Development Work Group is mandated, on behalf of the community coalition working to establish a collaborative service delivery site for victims of partner abuse and sexual violence, with the following responsibilities and tasks:

- Research and confirm site requirements for CSDS as identified by internal/on-site and external partner, as per building codes and other relevant legislation, and with attention to programs, services, supports and personnel on-site.
- Gather information about site requirements, use of space, and other relevant matters from collaborative sites currently in operation.
- Research, investigate and evaluate possible site options as directed by the community coalition, in cooperation with lead agency/agencies, and with attention to:
  - advantages and disadvantages of co-location with another organization vs an independent site;
  - advantages and disadvantages of using temporary, smaller location prior to moving to larger, more permanent location;
  - requirements and expectations for use of site/space, including implications for site partner if CSDS “outgrows” site;
  - code and accessibility requirements;
  - liability issues and insurance requirements; - and -
  - fit with stated purpose and mandate of CSDS.
- Compile and present information pertaining to site requirements and site options to the community coalition, lead agency/agencies, and funding sources as necessary throughout development process.
- Identify and respond to any deadlines or timeline pressures pertaining to site selection and applications for space as directed by the community coalition and/or in collaboration with the lead agency/agencies.
- Liaise and work cooperatively with the Fund Development Work Group to complete a cost analysis and develop a written Business Plan for the CSDS with attention to site requirements, site options, start up and operating costs, and funding options/models.
- Identify, liaise with, and make presentations to possible public and private “site partners” as directed by the community coalition and/or in cooperation with the lead agency/agencies.

- Prepare written reports about site requirements, site options, costs and other relevant information for submission to possible site partners, funding sources, community coalition and/or lead agency/agencies.
- Assist, facilitate and/or support contact with and negotiations between the community coalition, lead agency/agencies, site partner, and contractors, architects and other relevant professionals during site development as requested by lead agency/agencies.
- Recruit additional work group members as and if necessary.

Date Developed: October 2008  
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