



KINGSTON FRONTENAC
Anti-Violence Coordinating Committee
working together to decrease domestic and sexual violence

AGENCY ORIENTATION & WELCOME KIT

KINGSTON FRONTENAC ANTI-VIOLENCE COORDINATING COMMITTEE

UPDATED 2024

www.kfacc.org

GREETINGS!

Thank you for your interest in joining the Kingston Frontenac Anti-Violence Coordinating Committee (KFACC). Representation from agencies such as yours makes our group stronger and more effective.

KFACC endeavours to contribute to the eradication of violence by promoting individual and community awareness of issues relating to intimate partner abuse and sexual violence; and promotes a coordinated community response to the development and delivery of services to victims of intimate partner abuse and sexual violence, and their families. The different areas of expertise and perspectives we each bring “to the table” help us develop a comprehensive understanding of the challenges, issues and priorities for our clients, member agencies, and communities.

Over the years, KFACC has evolved into a robust group with multi-sectoral representation from organizations working throughout Kingston, Frontenac County, and, in some instances, Lennox & Addington County. We work together to identify and discuss relevant issues, build consensus regarding our priorities for action, prepare and submit proposals for grant funding, and develop and implement collaborative work plans to advance our mandate. Our collective voice allows us to address a variety of issues in an effective and focused manner.

We welcome you and look forward to your organization's valued contributions.

This Orientation & Welcome Kit will familiarize you with KFACC, guide you through the membership process, and serve as a tool to help you stay organized and ready to contribute to KFACC and our various sub-committees in a meaningful and efficient manner. We trust it will answer any questions you might have about KFACC, our membership requirements, and our current projects; however, please feel free to contact us if you have any questions or require additional information.

On behalf of our committee, I welcome you to KFACC! We look forward to working with you.

With thanks,

Chairs, Kingston Frontenac Anti-Violence Coordinating Committee

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MEMBERSHIP AT A GLANCE

So You're Thinking About Joining KFACC...

KFACC membership is open to any agency or organization that works in some capacity with victims and survivors of intimate partner abuse and/or sexual violence, their children, their family members, and/or perpetrators of said violence. Membership may also be extended to interested individuals working within the anti-violence community movement.

The Kingston Frontenac Anti-Violence Coordinating Committee:

- Endeavours to work towards the eradication of violence by promoting individual and community awareness of issues relating to intimate partner abuse and sexual violence
- Promotes a coordinated community response to the development and delivery of services and supports to victims of intimate partner abuse and sexual violence, and their families.

Our member agencies work in urban and rural communities throughout Frontenac County.

If You Decide to Become a Member Agency...

Our recruitment, approval and orientation process is relatively informal. However, we do ask that agencies interested in joining KFACC:

1. Contact the one of the Chairs, or the Administrator, of KFACC to express interest in joining KFACC.
2. Send one or more representatives to a regular meeting of KFACC as observers. This will give you an opportunity to meet other agency representatives, receive a general introduction to current projects, and get some idea of how the group operates.
3. Review the Orientation & Welcome Kit and complete and submit the *Membership Application* form. The Chairs are responsible for overseeing the application, approval and orientation process for new members.
4. Confirm your organization's understanding and willingness to work with KFACC in accordance with our mandate, vision, beliefs and guiding principles. Following this confirmation, there will be a formal process at a regular meeting of KFACC to confirm your agency as a new member.

5. Pair new KFACC member representatives with experienced ones for the first several months of membership to answer any questions your representative might have and help familiarize them with the group's operations and projects.

Now That Your Agency is a KFACC Member...

All member agencies are required to:

- Accept and adhere to the mandate, belief statements, guiding principles and accountability mechanisms for KFACC. (Protocol signatory agencies must agree to comply with the specific commitments outlined in those protocols.)
- Identify a designated representative who will attend KFACC meetings on a regular basis; contribute to meeting agendas, discussions and decision-making processes in a responsible manner; and, participate meaningfully in the completion of tasks assigned to the membership-at-large.
- The designated agency representative will serve as a liaison between the member agency and KFACC, promoting two way communication and information sharing as requested.
- Participate actively on sub-committees and working groups, and assist with the completion of their work.
- Assume responsibility for all costs relating to representatives' participation in said meetings and/or completion of assigned tasks, including transportation costs and costs associated with time spent in meetings.

INTRODUCTION TO KFACC

The Early Days

Prior to the 1970s, the issues of partner abuse and sexual violence were rarely discussed in the public arena. They were thought to be “private matters,” not appropriate for public examination and not requiring government intervention. However, throughout the 1970s and early 1980s, victims and survivors of partner abuse and sexual violence worked with community members, service providers and professionals to bring attention to these issues, establish much needed services for victims, and secure public funding shelters for abused women, sexual assault centres, and related services.

In 1983, a small group of professionals and service providers established the Coordinating Committee Against Domestic Assault on Women (CCADAOW) and formalized their commitment to work together to develop and implement a comprehensive and cohesive network of services for victims of partner abuse and their families. For the next 20 years, representatives from the law enforcement and justice, shelter and housing, health, and mental health and counselling support sectors worked together to:

- Build effective, cooperative relationships;
- Improve their understanding of the responsibilities and challenges inherent in each other’s positions;
- Share information, resources and expertise;
- Enhance and improve their understanding of the issue of partner abuse; and,
- Develop and implement various initiatives designed to improve the network of services available to victims of partner abuse and their families.

Their efforts culminated in the development and implementation of a comprehensive Protocol for Partner Abuse, outlining shared guidelines for best practices for a collaborative response to victims of partner abuse in 2003.

In 2005, the Coordinating Committee expanded to include organizations and professionals working with victims and survivors of sexual violence and the group’s name was officially changed to the Frontenac Domestic and Sexual Violence Council. This evolved into the Kingston/Frontenac Anti-Violence Coordinating Team - currently known as the Kingston Frontenac Anti-Violence Coordinating Committee.

Vision Statement

We envision communities where all persons live safely, free from intimate partner and sexual violence.

Mandate

The Kingston Frontenac Anti-Violence Coordinating Committee contributes to the eradication of violence by promoting individual and community awareness of issues relating to intimate partner and sexual violence, and supporting a coordinated community response.

Member agencies involved with KFACC provide quality services to victims of intimate partner abuse and/or sexual violence in accordance with the mandates, policies and procedures of their respective agencies.

The Principles That Guide and Inform Our Work

- **Safety**

The safety of victims of intimate partner abuse and sexual violence, and their children, must be given priority consideration during any involvement with these individuals.

- **Confidentiality**

We understand the relationship between safety and confidentiality for victims and survivors of intimate partner abuse and sexual violence. We will protect the confidentiality of the victims and survivors with whom we work, and their families, within the constraints and parameters of the law.

- **Respect and Dignity**

All persons should be treated with dignity, compassion and respect. We acknowledge the intrinsic worth and value of victims and survivors of intimate partner abuse and sexual violence, and are committed to working cooperatively and collaboratively with the persons we serve.

- **Inclusiveness**

Services should be inclusive, equitable and sensitive to gender, race, ethnicity, culture, religious/spiritual affiliation, ability/disability, sexual orientation/preference, and socio-economic status.

- **Community Awareness and Education**

Community awareness and understanding of issues relating to intimate partner abuse and sexual violence are integral to the prevention and eradication of these forms of violence.

Our Belief Statements

We believe that:

1. All persons have the right to lives free from violence and the threat or fear of violence.
2. Victims of intimate partner abuse and sexual violence are entitled to intervention and support regardless of where or when the violence occurred, and regardless of the nature or duration of the relationship between the victim and the offender.
3. Intimate partner abuse and sexual violence are criminal issues. Perpetrators of these types of violence must be held accountable for their actions to the full extent of the law.
4. Intimate partner abuse and sexual violence are complex issues with many contributing factors. Both types of violence occur regardless of socio-economic status, class, age, sexual orientation/preference, occupation, mental health status, citizenship status, ability, spiritual beliefs, language, race, culture or ethnicity.
5. The primary dynamic of intimate partner abuse and sexual violence is power and control: the offender uses intimidation, threats, humiliation and pain to establish control over his victim. Whether a one-time occurrence or part of an ongoing relationship, the dynamic of power and control makes it difficult for some victims of partner abuse and sexual violence to reach out for help and/or to end their relationship with the offender.
6. The development and implementation of a coordinated plan for a comprehensive community-based service delivery system is one of the most effective approaches to intimate partner abuse and sexual violence. No single organization has the resources or mandate necessary to address the multiple and complex needs of the victims of intimate partner abuse and sexual violence, their children, and offenders.
7. Victims of intimate partner abuse and sexual violence should be active participants in the development and delivery of any services. A participatory approach to service delivery empowers clients, ensures that the client's priority needs are addressed, and promotes cooperation and collaboration between service users and service providers.
8. The unique experiences of children, who have witnessed intimate partner abuse, or any other forms of domestic violence, must be given due consideration and attention during the development and implementation of any service delivery strategy.
9. Coordinated community and law enforcement response systems are one aspect of the multi-pronged, long term solution to ending partner abuse. Education, advocacy, social

action, and other preventative measures are essential components of any collaborative strategy to eradicate intimate partner abuse and sexual violence.

Some of Our Past and Current Projects

KFACC has undertaken many initiatives to support service providers and better respond to the needs of those that have experienced sexual or intimate partner violence. Here are some of our previous initiatives and projects:

Enhancing Network of Services – KFACC has supported and/or assisted with the development/ implementation of projects and programs designed to expand and enhance services available to victims and perpetrators of intimate partner abuse (and their families), including but not limited to counselling services for perpetrators, services for immigrant women experiencing violence, and hospital based services for victims of sexual and intimate partner abuse.

Partner Abuse Protocol - Comprehensive document which outlines and confirms a shared framework for understanding and responding to intimate partner abuse, provides detailed information about agencies involved in the delivery of services to victims of partner abuse and their children, and highlights specific commitments of said agencies to work together to provide a cohesive and seamless network of services.

Sexual Assault Protocol - Comprehensive document which outlines and confirms a shared framework for understanding and responding to sexual assault, provides detailed information about agencies involved in the delivery of services to victims of sexual violence, and highlights specific commitments of said agencies to work together to provide a cohesive and seamless network of services.

Multi-sectoral Training - Half and full day training sessions, open to any interested professionals, are organized on an annual basis.

“One-Stop” Collaborative Service Delivery Site – KFACC is currently working together to establish a single, centrally-located site where victims and survivors of sexual and intimate partner abuse will be able to access a wide variety of acute/crisis intervention services, practical supports, and short and long term supportive counselling services.

Other Projects and Training:

- Healthy Relationships Video Contest
- Collaborative Service Delivery Site Business Case Discussion Paper (Nov. 2009)
- A Coordinated Response to Child Abuse Investigative, Justice and Community Services for the City of Kingston and Frontenac (October 2009)
- Collaborative Service Delivery Site Business Case Discussion Paper (Nov. 2009)
- Lunch N’Learn Educational Sessions (Quarterly 2014 – 2018)
- Sexual Assault Protocol (2014 Revised) and Partner Abuse Protocol (2014 Revised)
- KFACC Steering Committee Terms of Reference (July 2015)
- Child Abuse Program for Kingston and Frontenac (2015)
- Kingston Youth Sexual Violence Prevention Assessment (May 2015)
- KFACC website launched, with a full update (2016)

- Development of Online Protocol Training Tool (2016)/Launch of Online Protocol Training (2016 – 2017)
- A Trauma-Informed Justice System: Understanding the Neurobiology of Trauma, full day training presented by Dr. Lori Haskell (May 2016)
- Working Effectively with Media: train-the-trainer session with Pam Cross (October 2017)
- Human Trafficking Knowledge Exchange (January 2018)
- Safety Planning Risk Assessment Forms (posted online and downloadable) developed in English, French and Arabic that can be filled out and taken from agency to agency for clients and agency workers (2018 – 2019)
- Principles to Practice: Applying Our Anti-Racism Anti-Oppression Principles in Our Anti-Violence Work – ARAO 2-day training for agencies with Beth Jordan (June 2018)
- KFACC brochure and poster (online and downloadable) for Agencies (November 2018)
- KFACC SA/DV Protocol & Risk Management Training Session (November 2018 and February 2019)
- Social Media and Smart Technology Safety Planning: Mitigating Risk for Clients Training Session (March 2019)
- Effective Use of Social Media for Agencies: Protecting Staff and Social Agencies (March 2019)
- Smart Home and Smart Home Technology & Abuse brochures developed and available to the agencies in English and French (2019)
- KFACC sponsored KAVAC PSA played at Cineplex Odeon Theatre daily for 6 weeks
- 2SLGBTQIA+ An Inclusion Workshop for Service Providers in the Anti-Violence Sector (October 2019)
- KFACC Allied Online Response Summer: Social Media Campaign to address IPV during COVID – Facebook, Twitter, Instagram (Ongoing 2020/Updated Quarterly)
- KFACC Social Media Policy Developed (July 2020)
- Advanced Virtual Training — Compassion Fatigue, Secondary Trauma & Moral Distress with Françoise Mathieu, M.Ed., RP., CCC., Compassion Fatigue Specialist and Co-Executive Director, TEND. (October 2020)
- KFACC Allied Online Response Summer: Social Media Campaign to address IPV during COVID – Facebook, Twitter, Instagram (Ongoing 2021/Updated Quarterly)
- KFACC Media Blitz “Still Here For You YGK” – Printed bus ads in all buses in the City of Kingston for 3 months, along with online ads and interviews on local news and TV (April – July 2021)
- Renew & Decompress Workshop with Dr. Dean Tripp (August 2021)
- StandUP Against Street Harassment Bystander Intervention Training Session presented by Julie S. Lalonde (September 2021)
- Carizon Family Violence Project Presentation (May 2022) Facilitated by Jamie Brosseau
- Women’s Financial Empowerment Program Presentation (September 2022) Facilitated by Jeri, Financial Counsellor, Women’s Program, Resolve Counselling Services
- Once More Unto The Breach – Tools to Recalibrate during Pandemic Times (October 2022) Facilitated by Françoise Mathieu, ED of TEND Academy Ltd.
- KFACC Social Media Allied Response to Violence in our Community 2022/2023, Social Media Campaign
- KFACC Media Blitz “Still Here For You YGK” – Printed bus ads in all buses in the City of Kingston for 3 months, along with online ads and interviews on local news and TV (April – September 2022)
- Rideshare Safety 2022 Back to Campus Social Media Campaign
- Acquired Brain Injury (ABI) System Navigation of South Eastern Ontario Educational Presentation (September 2023)
- A Snapshot of Interpersonal Violence in KFL&A, 2014 – 2021 (November 2023) Facilitated by Lia De Pauw, M.H.Sc., KFLAPH
- Domestic Violence Resource Project: QR Codes and Digital Signatures in a Common Consent Form Presentation (January 2024)
- IPV Survivor Handbook for Victims/Survivors in the KFL&A Region (Development November 2023 to August 2024, Launch September 2024)

- Development of the Kingston IPV/GBV High Risk Situation Table (February 2024) Facilitated by Michelle Pangilinan, ABI-SEO System Navigator
- IPV Pillar Next Steps: Kingston Community Safety & Well Being Plan Roundtable (March 2024)
Speakers: Ruth Noordegraaf, Director, City of Kingston Housing & Social Services & CSWB Plan Committee Member / Lia De Pauw, Mental Health Promotion Specialist, KFL&A Public Health / Representative Giving Survivor Recommendations from the Kingston Anti-Violence Advisory Council (KAVAC) / Kingston City Councillor & Deputy Mayor Wendy Stephen / Representative from the Ontario Network for VAW Coordinating Committees
- KFACC Social Media Allied Response to Violence in our Community 2023/2024, Social media campaign

COLLABORATION IN ACTION: OUR PROTOCOLS

PARTNER ABUSE PROTOCOL

History and Development

In keeping with KFACC's two-pronged mandate (i.e., to support a coordinated community response to intimate partner abuse and sexual violence; and, to assume a leadership role in the areas of violence prevention, education and advocacy) agency members established a sub-committee in 2000-01 to develop a Partner Abuse Protocol for service providers. Funds to support this project were secured in 2002, and a consultant was hired to assist with Protocol development in January 2003.

The Protocol was launched in Memorial Hall, City Hall with over 150 professionals, service providers, politicians, media representatives and community members in attendance. Member agencies were represented at public information booths positioned around the circumference of the Hall. The highlight of the launch was the presentation made by two courageous survivors of intimate partner abuse who chose to share their stories with everyone that day. Their stories served as inspirational and timely reminders of the many ways effective collaboration benefits victims of intimate partner abuse and their families.

In keeping with KFACC's commitment to evaluate the Protocol three (3) years post implementation, the group developed and implemented a comprehensive evaluation, review and revision process for the Partner Abuse Protocol in 2006. Grant funding received to support the evaluation also allowed KFACC to complete a review of services for victims and survivors of intimate partner abuse and sexual violence in Kingston and Frontenac County.

The Protocol was updated as necessary to ensure that the detailed information about agencies and services remained accurate, and was expanded to include more resource material on violence against women. The revised Protocol has been produced in electronic (PDF file) and print formats to increase accessibility and to expedite future revisions.

Purpose

The Partner Abuse Protocol is designed to:

- Promote a collaborative and cooperative response to victims of intimate partner abuse and their children with attention to best practice guidelines and the most effective use of existing community resources;
- Facilitate and support effective communication between service providers involved with victims of intimate partner abuse, including but not limited to the police, the Crown

Attorney's office, shelter personnel, and community-based social service, justice, counselling, and health care professionals;

- Recognize the particular and specialized areas of expertise of the police, the Crown Attorney, shelter personnel, and social service, justice, counselling, and health-care professionals; and,
 - Clarify the respective roles, responsibilities, and practices of various service providers involved with victims of intimate partner abuse and/or their children, including the police, the Crown Attorney, shelter personnel, and community-based social service, counselling, and health-care professionals.

This Protocol has been written to support and facilitate the efforts of **service providers** working with victims of intimate partner abuse. Service providers are welcome to share relevant sections of the Protocol or the entire document with clients in those instances when they believe the information would be beneficial to their clients in this format.

Responsibilities of Members

Any agency that is an approved member of KFACC is eligible to become a **signatory partner** to the Protocol. Signatory partners sign a Declaration of Commitment confirming their agreement to endorse, comply with and promote the Protocol Framework, including but not limited to our shared understanding of intimate partner abuse, guiding principles to service delivery and our commitment to inter-agency accountability, in accordance with their organization's mandate. **A signatory partner must be a member agency of KFACC.**

The Protocol appendices also include brief descriptions of the services provided by a wide variety of **associated/affiliated agencies**. These agencies may, on occasion, provide some kind of service or support to someone who has experienced intimate partner abuse or sexual violence although they may not be funded to offer violence-related services. **An associated/affiliated agency may or may not be a member agency of KFACC** in accordance with their interest, availability, and resources.

The Strategic Plan Workgroup oversees the Protocols and strikes an ad hoc sub-committee as needed to develop, monitor, evaluate, review and revise the Partner Abuse Protocol and Sexual Assault Protocol for KFACC. In addition, this committee is responsible for organizing any protocol-related training for signatory partners and/or associate agencies.

Partner Abuse Protocol Signatories

- Crown Attorney's Office of Kingston and Frontenac County
- Family and Children's Services, Frontenac, Lennox & Addington

- Resolve Counselling Services Kingston
- Kingston Health Sciences Centre Sexual Assault/Domestic Violence Unit
- Kingston Interval House
- Kingston Police Force
- Kingston Probation & Parole Services
- Land O' Lakes Community Services
- Military Police, Canadian Forces Base Kingston
- Ontario Provincial Police, Frontenac Detachment
- Ontario Works, City of Kingston
- Sexual Assault Centre Kingston
- The Salvation Army Supervised Access Program
- Victim Services of Kingston and Frontenac
- Victim/Witness Assistance Program

SEXUAL ASSAULT PROTOCOL

History and Development

In the early 1990s, a small group of law enforcement, justice sector and community agency representatives began developing a Sexual Assault Protocol designed to clarify the roles and responsibilities of various service providers who work with victims of sexual assault in Frontenac County, and to support a collaborative response to sexual violence. However, without a structured coordinating body it was difficult to secure the participation of all the agencies needed for such an undertaking.

In 2005, the Coordinating Committee Against Domestic Assault on Women was renamed the Frontenac Domestic and Sexual Violence Council in recognition of its formal expansion to include service providers working with victims and survivors of sexual violence and/or their family members. This, in turn, revitalized the Sexual Assault Protocol project and the Protocol was completed and launched in February 2008.

Purpose

The Sexual Assault Protocol is designed to:

Promote self-care and recovery and to enable victims/survivors to make informed decisions for themselves;

- Minimize re-victimization by establishing a procedure which responds appropriately to the physical, medical, emotional and legal needs of the victims/survivors of sexual assault;
- Develop a consistent and coordinated response for all police and service providers in the county of Frontenac;
- Provide assistance that recognizes and is sensitive to the vulnerabilities and barriers encountered by each particular victim of sexual abuse;
- Define and explain inter-agency procedures and responses;
- Promote greater understanding and appreciation of the role of service providers, and to improve the working relationship between them;
- Encourage education of police and service providers in the area of sexual assault;
- Help service providers understand that individuals who have experienced sexual assault may display a variety of behaviours that may not be understood or considered appropriate by service providers; and,

- Enhance sexual assault victims'/survivors' confidence levels as well as the community's ability to respond effectively to their needs, thereby facilitating disclosures and reports.

Similar to the Partner Abuse Protocol, the Sexual Assault Protocol is written to support and facilitate the efforts of service providers working with victims of sexual violence. Service providers are welcome to share relevant sections of the Protocol or the entire document with clients in those instances when they believe the information would be beneficial to their clients in this format.

Responsibilities of Members

Any agency that is an approved member of KFACC is eligible to become a signatory partner to the Sexual Assault Protocol. Signatory partners sign a Declaration of Commitment confirming their agreement to uphold the principles and beliefs, and comply with best practices outlined in the Protocol.

The Strategic Plan Workgroup oversees the Protocols and strikes an ad hoc sub-committee as needed to develop, monitor, evaluate, review and revise the Partner Abuse Protocol and Sexual Assault Protocol for KFACC. In addition, this committee is responsible for organizing any protocol-related training for signatory partners and/or associate agencies.

Sexual Assault Protocol Signatories

- Crown Attorney's Office of Kingston and Frontenac County
- Kingston Health Sciences Centre Sexual Assault/Domestic Violence Unit
- Kingston Interval House
- Kingston Police Force
- Ontario Provincial Police, Frontenac Detachment
- Queens University Human Rights Office
- Sexual Assault Centre Kingston
- Victim Services of Kingston and Frontenac
- Victim/Witness Assistance Program

KFACC AFFILIATED AGENCIES & GROUPS

Membership is open to organizations working in some capacity with victims and survivors of intimate partner abuse and/or sexual violence and their families, to agencies working with perpetrators and to like-minded community members and groups.

KFACC Affiliated Agencies & Groups

- Addiction & Mental Health Services KFL&A (AMHS-KFLA)
- Centre for Abuse and Trauma Therapy
- CFB Kingston Health Services Centre
- City of Kingston, Social Services
- The Elizabeth Fry Society of Kingston
- John Howard Society of Canada
- Integrated Care Hub (Trellis)
- Kingston Anti-Violence Advisory Council (KAVAC)
- Kingston Community Health Centres | Immigrant Services Kingston & Area
- Kingston & Frontenac Housing Corporation
- Kingston Military Family Resource Centre
- Lennox & Addington Interval House
- Lennox & Addington Resources for Children
- Limestone District School Board
- Maltby Centre
- Purple Posse
- Quinte United Immigrant Services
- Sexual Health Resource Centre (SHRC)
- St. Lawrence College
- Trellis (Formerly HARS HIV/AIDS Regional Services)
- Youth Diversion

MORE ABOUT OUR STRUCTURE & OPERATIONS

Terms of Reference for KFACC

Membership

KFACC is comprised of member agencies from the law enforcement and justice, shelter and housing, health, mental health and counselling, and social support sectors. Membership is open to any agency or organization that works in some capacity with victims and survivors of intimate partner abuse and/or sexual violence, their children, their family members, and/or perpetrators of said violence. The definition of agency or organization is guided and informed by the listing of signatory partner agencies and associate agencies in the Partner Abuse and Sexual Assault Protocols; however, KFACC will accommodate agencies' self-definitions whenever possible.

Each member agency has one (1) vote in formal decision making processes.

Member agencies are required to identify a designated agency representative for a minimum of a one (1) year term of office. The designated representative is responsible for exercising her/his/their member agency's voting privilege as necessary throughout the year. For this reason, designated agency representatives should have an appropriate level of decision-making authority within their own organization, or timely access to the same, to facilitate effective and efficient decision-making at the KFACC table.

In some instances, member agencies may identify two or more designated representatives with voting privileges in accordance with their own definition of "agency", in those instances when the organization covers an extensive catchment area served by separate sites with distinct mandates and management structures, and/or when the agency administers multiple, distinct programs or services that would benefit from independent representation.

Attendance, Participation & Responsibilities

The designated representative for each member agency is expected to attend KFACC meetings as scheduled throughout the year. KFACC meets as a large group at least five (5) times a year. However, additional meetings may be scheduled from time to time to address specific issues, deal with a particularly heavy agenda, and/or respond to funding timelines.

Designated representatives are encouraged to identify one or more **alternate representatives** for their organization in those instances when the designated representative knows s/he/them may miss one or more regularly scheduled KFACC meetings throughout the year. This is offered as an option to member agencies; each designated representative has the right and responsibility to determine if an alternate representative is required for their organization. Designated representatives should confirm the name and job title of their alternate at the beginning of their term of office.

In addition to attending all regularly scheduled and special meetings, **designated representatives are responsible for** the following:

- Serving as a liaison between their organization and KFACC, promoting two-way communication, and sharing information on an ongoing basis;
- Reviewing materials distributed prior to or between meetings;
- Responding to requests for input or feedback via email in accordance with identified timelines;
- Sending regrets if unable to attend a meeting - or - identifying and sending an alternate representative - or - forwarding comments, suggestions and input regarding relevant agenda items to the chair or coordinator prior to scheduled meeting;
- Sharing agendas, minutes and other KFACC materials with alternate representative on a regular and ongoing basis in order to ensure that she/he/they can make informed decisions and apply her/his/their agency's vote in a responsible manner in those instances when she/he/they attends a KFACC meeting on behalf of the designated representative;
- Updating the chair if her/his/their alternate will be attending a meeting on her/his/their behalf or ensuring that the alternate will introduce her/him/them self as such at the beginning of the KFACC meeting;
- Reviewing and contributing to social media content in consideration of agency mandate and activities, and with attention to sub-committee involvement, upcoming educational events, etc.; - and -
- Serving on one or more sub-committees in accordance with their interests and availability and/or recruiting suitable sub-committee members from their organization.

In the event that a member agency does not participate in or contribute to KFACC activities for a six (6) month period, the chair or her/his/their designate will contact the agency representative, or the executive director in those instances when the designated representative is not the executive director, to discuss and confirm the agency's interest in maintaining their membership.

For the purpose of these Terms of Reference, participation or contribution includes but is not necessarily limited to: attendance at regular and special meetings; attendance at sub-committee or work group meetings; submitting input and feedback via email; and/or participating in ongoing discussions on KFACC's website.

Guests are welcome to attend KFACC meetings in most instances. Guests might include but are not necessarily limited to:

- Representative(s) from an agency considering joining KFACC as a member;

- New executive directors or program managers from member agencies who wish to introduce themselves and/or familiarize themselves with KFACC (but will not be serving as the designated representative for their agency);
- Students completing placements at member agencies; - and –
- Alternate/additional representatives who wish to introduce themselves and/or familiarize themselves with KFACC.

Staff members from member agencies, other than the designated or alternate representatives, are welcome and encouraged to participate on sub-committees or working groups in accordance with their interests and expertise.

Membership issues, including applications for membership, attendance and participation issues, are monitored by the Administrative Workgroup. The Administrator will notify the chairs of any concerns or issues requiring attention as they arise.

Conflict of Interest

Designated representatives and alternate representatives are required to identify any real, possible or perceived conflicts of interest for themselves and/or their organization as necessary during their involvement with KFACC. The agenda for all KFACC meetings includes a call for real or perceived conflicts, after items on the agenda have been confirmed and prior to the beginning of new business.

In those instances when a designated or alternate representative declares a specific conflict of interest:

- The declaration is noted in the minutes.
- The designated or alternate representative may remain in the room during any discussion and decision-making relevant to the area of conflict if she/he/they wishes; however, she/he/they will NOT participate in any discussion or decision-making pertaining to area of conflict.
- In the event that the designated or alternate representative chooses to excuse her/him/them self from the room during said discussion or decision-making processes, her/his/their decision and the duration of her/his/their absence is noted in the minutes.

A representative from any member agency has the right to seek clarification regarding a perceived conflict of interest involving another member agency and/or their representative(s) in the event that the representative(s) doesn't raise the issue. Under these circumstances, the chair has the authority to rule on conflicts as necessary.

In the event that the chair is involved in a self-identified conflict or discussion about a perceived conflict, the Administrative Group assumes responsibility for ruling on said conflict.

Organization & Structure

The chairs for KFACC are chosen from among the designated protocol signatory agency representatives for each fiscal year running from April to March. We also ask designated agency representatives to confirm their committee involvement for the following year as well.

Administrative Group

The Administrative Group is KFACC's steering committee that meets regularly to coordinate, monitor and oversee the ongoing implementation of KFACC's mandate and specific projects.

KFACC's Administrative Group is made up of senior members from our Protocol Signatories and from the Kingston Anti-Violence Advisory Council (KAVAC) our community survivors' advisory group, who are also the KFL&A chapter of WomenatthecentrE, especially those agencies providing front line services to victims/survivors of intimate partner abuse and/or sexual assault. Senior level positions are needed so information sharing and idea implementation can be completed at the agencies to fulfill their roles as outlined in the protocols.

The Administrative Group meets monthly, or as needed, to coordinate, monitor and oversee projects and activities completed in relation to KFACC's strategic and ongoing priorities. Also responsible for developing and submitting funding proposals, or approving proposals prepared by other KFACC members or sub-committees prior to submission; overseeing and monitoring expenditures and budgets; preparing or approving reports submitted to funding bodies; and approving any materials developed by or on behalf of KFACC, such as promotional materials, education/informational resources, reports and planning documents. The Administrative Group also oversees all subcommittee work, and all committees, permanent and ad hoc, are accountable to the entire KFACC membership.

Most of the ongoing work, activities and projects sponsored by KFACC are completed by a collection of **sub-committees and working groups**. KFACC currently has two permanent subcommittees:

The Education, Advocacy and Communication Workgroup (EAC)

Meet to provide education on timely topics as well as to provide advocacy for vulnerable populations. This is accomplished by education meetings and training sessions shared to the community and agencies. They are mandated, on behalf of the KFACC Administrative Group, to address the need for a collaborative approach to educating the public on issues pertaining to sexual assault and or intimate partner abuse.

The Diversity Workgroup

Meet to serve as an advisory on topics regarding diverse subjects, to the larger membership and to strategize community outreach to ensure diversity and accessibility at KFACC. These diverse subjects include, but not limited to Youth, Newcomers to Kingston (those identified as immigrants or refugees), Those living with a DisAbility, Those part of the LGBTQ2sIA

community, Those who identify as part of the BIPOC community, Those who identify as Indigenous, and Seniors.

In addition to these permanent sub-committees, the KFACC committees may establish one or more ad hoc sub-committees or working groups as is necessary to develop and implement particular projects. Ad hoc committees are generally established when a particular project falls outside the mandate of existing sub-committees, and/or is too complex or time-consuming to be managed by KFACC as a whole or by any existing sub-committee. The mandates, responsibilities and membership requirements of these ad hoc sub-committees are generally developed and confirmed at the time they are established.

Individuals serving on sub-committees or working groups are responsible for the following:

- Reviewing materials relevant to their sub-committee work distributed prior to or between meetings;
- Attending all meetings or sending regrets to the sub-committee chair; and,
- Contributing to the work of the sub-committee in accordance with their interests and availability, including but not necessarily limited to completing assigned or chosen tasks in timely manner and/or responding to calls for input or feedback via email.

Sub-committee chairs are selected by sub-committee members and are responsible for the following:

- Scheduling meetings as necessary;
- Confirming agenda for said meetings;
- Ensuring any background materials are distributed to sub-committee members as necessary;
- Ensuring minutes are taken and distributed to members and KFACC Admin;
- Facilitating sub-committee meetings;
- Ensuring assigned and chosen tasks are completed within appropriate timelines;
- Providing regular updates regarding completed and planned activities to the coordinator for posting on the KFACC website; and,
- Reporting to the Steering Committee and KFACC at large on a regular basis and/or as requested.

- **Example** of a Typical Annual KFAAC Yearly Meeting Schedule

KFAAC MEETING YEARLY PLANNER

<p>January</p> <p>Jan 12th KFAAC Membership Speaker Presentation</p> <p>Jan 20th KFAAC Administrative</p>	<p>February</p> <p>Feb 2nd Strat Plan Workgroup Feb 14th Diversity Workgroup February 21st EAC Workgroup Feb 17th KFAAC Administrative</p>	<p>March</p> <p>March 2nd KFAAC Membership Speaker Presentation KAVAC/WomenatthecentrE</p> <p>March 14th Diversity Workgroup March 21st EAC Workgroup March 17th KFAAC Administrative</p>
<p>April</p> <p>April 6th Strat Plan Workgroup April 11th Diversity Workgroup April 18th EAC Workgroup April 21st KFAAC Administrative</p>	<p>May</p> <p>May 4th KFAAC Membership Speaker Presentation</p> <p>May 9th Diversity Workgroup May 16th EAC Workgroup May 19th KFAAC Administrative</p>	<p>June</p> <p>June 1st Strat Plan Workgroup June 13th Diversity Workgroup June 20th EAC Workgroup June 16th KFAAC Administrative</p>
<p>July</p> <p>July 11th Diversity Workgroup July 18th EAC Workgroup July 21st KFAAC Administrative</p>	<p>August</p> <p>Aug 3rd Strat Plan Workgroup Aug 8th Diversity Workgroup Aug 15th EAC Workgroup Aug 18th KFAAC Administrative</p>	<p>September</p> <p>Sept 7th KFAAC Membership Speaker Presentation</p> <p>Sept 12th Diversity Workgroup Sept 19th EAC Workgroup Sept 22nd KFAAC Administrative</p>
<p>October</p> <p>Oct 5th Strat Plan Workgroup Oct 10th Diversity Workgroup Oct 17th EAC Workgroup Oct 20th KFAAC Administrative</p>	<p>November</p> <p>Nov 2nd KFAAC Membership Speaker Presentation</p> <p>Nov 13th Diversity Workgroup Nov 21st EAC Workgroup Nov 17th KFAAC Administrative</p>	<p>December</p> <p>Dec 7th Strat Plan Workgroup Dec 12th Diversity Workgroup Dec 19th EAC Workgroup Dec 22nd KFAAC Administrative</p>

KFAAC 2023 CALENDAR



KINGSTON FRONTENAC
Anti-Violence Coordinating Committee
working together to decrease domestic and sexual violence

ADMINISTRATIVE MATERIALS



APPLICATION FOR KFACC MEMBERSHIP

Agency Name: _____

Mailing Address: _____

Agency Phone: _____ Agency Fax: _____

Website: _____

Information About Agency Representative

Name of Person Representing Agency: _____

Position/Job Title: _____ Phone: _____

E-mail: _____

Name of Person Completing Application: _____
(If different than above)

Date Application Completed/Submitted: _____

Briefly outline why your organization is interested in joining KFACC at this time. Tell us a bit about how you hope to benefit as a result of your association with our group; and what you hope to offer KFACC.



Agency Mandate and Services

Briefly outline agency mandate and provide general description of services provided with attention to client population, hours of service, referral process, and any programs or services specifically for victims of partner abuse or sexual violence, or their children, or their family members.

Submit completed form to:

Chair, KFACC

P.O. Box 21042, Kingston, ON K7L 5P5

Or email to:

info@kfacc.org



STATEMENT OF COMMITMENT

The undersigned organization agrees to assume the responsibilities and fulfill the expectations of membership with the Kingston Frontenac Anti-violence Coordinating Committee.

Specifically, the undersigned organization shall:

- ✓ Accept and adhere to the mandate, belief statements, guiding principles and accountability mechanisms for KFACC (Protocol signatory agencies must agree to comply with the specific commitments outline in relevant protocols.)
- ✓ Identify a designated representative who will attend KFACC meetings on a regular basis, contribute to meeting agendas, discussions and decision-making processes in a responsible manner, and participate meaningfully in the completion of tasks assigned to the membership-at large.
- ✓ The designated agency representative will serve as a liaison between the member agency and KFACC, promoting two way communication and information sharing as requested.
- ✓ Participate actively on committees and assist with the completion of committee work.
- ✓ Assume responsibility for all costs relating to representatives' participation in said meetings and/or completion of assigned tasks, including transportation costs and costs associated with time spent in meetings.

Furthermore, the undersigned agency and all its representatives shall respect and protect the confidentiality of any all information identified as such by the Chair and/or the Steering Committee and/or any member agency of KFACC including but not necessarily limited to any personal or identifying information about individual service users or their family members.

Designated signing authority for member agency

Date

Position/Job Title

Phone

Organization

Accepted on behalf of KFACC by: _____

Date: _____



STATEMENT OF COMMITMENT

AGENCY COPY

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Designated signing authority for member agency Date

Position/Job Title Phone

Organization

Accepted on behalf of KFACC by: _____

Date: _____



SEXUAL ASSAULT PROTOCOL REVISION REQUEST FORM

Signatory partners, associated agencies and organizations, and area service providers are invited to complete this form to request a change, addition, or deletion to the Protocol with priority attention to the descriptions of their services and programs.

***Completed forms should be submitted to the Chair, KFACC
P.O. Box 21042, Kingston, ON, K7L 5P5***

Name of Organization: _____

Your Name: _____

Telephone #: _____

Email Address: _____

Fax #: _____

Revision Requested: Include section name, page #, and description of changes needed

Rationale for Requested Revision:

Please list any attachments included with this form:
