

# Terms of Reference

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## **Name:**

The name of the group is "Reclaiming Freedom Rebuilding Lives" Anti-Human Trafficking Coalition of Simcoe County hereinafter referred to as the Coalition and/or RFRL.

## **Role of the Coalition:**

The RFRL Anti-Human Trafficking Coalition coordinates the development and adoption of a seamless response protocol and longer-term transition plan for trafficked women, children and youth in Simcoe County. The Coalition will partner and network with other anti-human trafficking initiatives across Canada and beyond. The Coalition members will provide education, prevention and awareness about human trafficking to our communities of practice.

## **Mandate:**

The RFRL Anti-Human Trafficking Coalition believes that **all** forms of human trafficking and sexual exploitation must end.

We are a group of community members, social service professionals, justice professionals and organizations working together to end human trafficking in Simcoe County.

We are committed to taking the lead role in the community for providing supports and services to trafficked persons.

We will coordinate services for each individual as directed by them.

## **Aims:**

- To interrupt and reduce prevalence of human trafficking.
- To provide an instantaneous seamless first response service to women, children and youth in Simcoe County.
- To offer and provide individual-directed multi-faceted longer-term transitional support programs to trafficked women.
- To offer individual-directed multi-faceted longer-term transitional support to trafficked children, youth and their non-offending caregivers.
- To provide a platform for collaboration between community organizations, trafficked persons, police services and other stakeholders.

- To build capacity among stakeholders to identify and serve trafficked persons.
- To actively deliver and support education, prevention and awareness efforts.
- To provide a holistic and culturally relevant response to all trafficked persons.
- To develop a response to other trafficked persons that falls outside of the current role of the Coalition.

### **Guiding Principles:**

#### **Intersectional feminist framework:**

This framework attempts to understand how multiple forces work together and interact to reinforce conditions of inequality and social exclusion. It examines how factors including socio-economic status, race, class, gender, sex, sexualities, health, ability, geographic location, culture, refugee and immigrant status combine with broader historical and current systems of discrimination such as colonialism and globalization to simultaneously determine inequalities among individuals and groups. It supports our work to reduce barriers to major social systems faced by individuals.

#### **Person centered:**

Ultimately adults determine if they are being exploited or not, and membership will respect individual decisions. For example, we recognize that some individuals of human trafficking may choose to transition into sex work, and we will support their choice.

We recognize that persons under the age of sixteen are not in a position to determine whether or not they are exploited.

#### **Harm reduction service delivery model:**

We meet people where they are at with compassion, understanding and knowledge, providing support and resources that foster connection. We view substance use as a coping mechanism, and do not request or require abstinence from substance use in order for individuals to access service. We will support community harm reduction strategies.

#### **Differential response:**

Membership will take all reasonable measures and be flexible with their mandate in providing meaningful, respectful and competent services based on individual needs in consideration of an intersectional feminist analysis. All responses will be person-centered and trauma-informed.



### **Cooperation among membership:**

Membership will commit to full disclosure of intended grant applications to avoid duplication or competition for funding with respect to anti-human trafficking efforts.

To strategically advance, the membership will work cooperatively to support all applications for external funding that forward the mandate and aims of the Coalition.

### **Definitions:**

The Coalition defines trafficking in persons as per *Article 3 of the United Nations Palermo Protocol*:

"The recruitment, transportation, transfer, harboring, or receipt of persons, by means of the threat or used of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power, or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs. The consent of a victim of trafficking in persons to the intended exploitation... shall be irrelevant where any of [these] means are used"

### **Membership Requirements:**

- All members will abide by the confidentiality agreement of the Coalition.
- All members will adhere to the first response protocol(s) established by the Coalition.
- All members must uphold and support the mandate, aims and guiding principles of the Coalition.
- The Coalition welcomes membership from organizations in all sectors committed to ending human trafficking. Representation will be by individuals capable of decision making within their organizations.
- Membership will be restricted to organizations in Simcoe County.
- All members will take human trafficking awareness training including but not limited to: MCIS Language Services: Online Training Initiative to Address Human Trafficking and the B.C Office to Combat Trafficking in Persons-Human Trafficking: Canada is Not Immune.
- All members will attend and actively participate in scheduled meetings and working groups as needed.
- Consideration for new membership will be forwarded to Leadership for inclusion in the upcoming agenda.

- Absence from three consecutive meetings without reasonable cause will result in review of membership.

### **Leadership:**

The leadership will be shared by three organizations represented by women's organization, indigenous organization, and children's organization.

The role and responsibility of leadership within this Coalition include:

- To facilitate and host meetings.
- To ensure the attached agenda is followed.
- To update and maintain list of action items as identified by the Coalition.
- To include items of concern from Coalition members on the agenda for discussion.
- To ensure that minutes are circulated and uploaded to Dropbox.
- To maintain hard copies of all memberships signed confidentiality agreements and minutes.
- To maintain and update membership list and contact information.

### **Meetings:**

Meetings will be held quarterly in June, September, December and March, and predetermined on a set schedule. Emergency meetings will be called at the discretion of the Leadership. Working groups will be formed as needed to complete designated tasks/action items.

Meetings will follow the agenda template which will include:

1. Volunteer minute taker
2. Attendance
3. Approval of agenda
4. Acceptance of new members
5. Correspondence
6. Approval of previous minutes
7. Business arising/action items
8. Coalition and working group updates
9. New business
  - a. Service Delivery Model
10. Member updates relating to human trafficking

### **Decision Making:**

Decisions will be made through consensus whenever possible.

In the event that consensus cannot be achieved Roberts Rules of Order will apply.



### **Confidentiality:**

All membership is committed to protecting and ensuring the confidentiality of any and all information associated with the individuals we serve including all identifying and personal information.

Membership will not disclose any information and/or business of the Coalition identified as confidential outside of membership.

Terms of confidentiality used within individual member organizations are recognized and respected by the Coalition.

### **Reporting Requirements:**

The Coalition shall maintain minutes of meetings including action items. Action items will be recorded for monitoring completion and future reference.

Minutes will be circulated via e-mail to members following each meeting; meeting minutes will also be stored on a shared Dropbox folder available to all members.

A list of membership and contact information will be maintained and available on the shared Dropbox. All signed confidentiality agreements will be uploaded onto the Dropbox, and maintained in hardcopy by Leadership.

\*The Terms of Reference is a living document and will be reviewed bi-annually and may be reviewed for revision as necessary.

## ADDENDUM

1. Confidentiality Agreement..... Pg. 7
2. Agenda Template..... Pg. 8
3. List of Founding Members..... Pg. 9

## Confidentiality Agreement

I, \_\_\_\_\_, have reviewed, understand, accept, and agree to comply with the following confidentiality agreement.

I understand that protecting and ensuring the confidentiality of any and all information relating to the people we serve is a trust as well as a legal obligation and that individuals have the right to the protection of personal information shared within the Coalition.

I shall not disclose any business of the Coalition identified as confidential, including but not necessarily limited to information discussed in scheduled meeting and working groups.

I will not disclose the location(s) of any residence(s) and/or resources used for the safety of trafficked persons.

Exceptions to the confidentiality agreement include Information related directly to public and/or individual safety.

I make this commitment to the "Reclaiming Freedom Rebuilding Lives" Anti-Human Trafficking Coalition of Simcoe County, and the individuals we serve on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year of \_\_\_\_\_.

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Signature

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Witness

## “Reclaiming Freedom Rebuilding Lives” Anti-Human Trafficking Coalition of Simcoe County

### AGENDA:

Date:	Location:
Time:	
Present:	
Regrets:	

### #    ITEM

1.    Volunteer minute taker
2.    Attendance
3.    Approval of agenda
4.    Acceptance of new members
5.    Correspondence
6.    Approval of previous minutes
7.    Business arising/action items
8.    Coalition and working group updates
9.    New business
  - Service Delivery Model
10.   Member updates relating to human trafficking



Founding Members:

Barrie Native Friendship Center

Child Advocacy Centre of Simcoe Muskoka

Chippewas of Rama First Nation Community and Family Services

Enaahtig Healing Lodge and Learning Centre

Green Haven Shelter for Women

Huronina Transition Homes

Lakehead University Department of Social Work

North Simcoe Victim Services

Orillia Ontario Provincial Police

Rama Police Service

Simcoe Muskoka District Health Unit

Simcoe Muskoka Family Connexions (CAS)

Soldiers' Memorial Hospital Regional Sexual Assault & Domestic Violence Treatment Centre

Victim/Witness Assistance Program- Simcoe County

<b>Exhibit: National Inquiry into Missing and Murdered Indigenous Women and Girls</b>		
Location/Phase: <u>Parts 2/3 St. John's</u>		
Witness: <u>Tina Chalk</u>		
Submitted by: <u>Julian Ruy</u>		
Add'l info: <u>P02-03 P04 P0101</u>		
Date: <u>OCT 15 2018</u>		
Initials	I/D	Entered
<div>53</div>	<div></div>	<div>18</div>