

APPLICATION

The policy applies to all family violence shelters currently in receipt of a contribution agreement from the department. Provisions of this policy will also be applied to any future applications to the department for funding support for new family violence shelters in the territory.

This policy does not apply to safe homes.

DEFINITIONS

Accountability Framework

An administrative infrastructure for ensuring accountable, sustainable and consistent support and evaluation of family violence shelters.

Contribution Agreement

A conditional funding contribution provided by the department on the terms and conditions set out in the agreement in accordance with the *Financial Administration Act* and the *Grants and Contributions Policy* of the department.

Cost Effectiveness Analysis (CEA)

A Cost Effectiveness Analysis is a fact-based method of determining the actual and reasonable operating expenses of a family violence shelter based upon operational scenarios.

Department

The Department of Health and Social Services.

Family Violence

Any type of violence initiated within the family. Violence is any act that results in physical, sexual or psychological harm or suffering to the victim, including threats of such acts, coercion or arbitrary deprivation of liberty whether occurring in public or private life.

Family Violence Shelters

Facilities that provide protection and emergency care to adult victims of family violence. These facilities may also accommodate clients' children. Family violence shelters in Nunavut include:

(i) Transition Houses or Shelters

Provide safe accommodation, security and protection, on a 24-hour basis for up to six weeks. A range of in-house support services may be provided and include counseling, advocacy, referral, childcare, and follow up.

(ii) Community Crisis Shelters

Provide short-term crisis accommodation for an average period of one to five days. These are located in areas without a transition house and do not have the range of services found in larger shelters. Services offered include emotional support, crisis intervention, community awareness and assistance with travel arrangements to a larger shelter if required. Twenty-four hour staff coverage is provided on an as needed basis.

Minimum Standards

Facility and operational requirements, developed by the department, to which family violence shelters must adhere.

Operational Scenarios

A model used to analyze current and evolving usage of family violence shelters to determine appropriate levels of funding support. The model reflects factors such as: capacity (size), client usage, location (community) and staffing model.

Safe Homes

Are designated private homes where families or individuals offer periodic, temporary shelter to adult victims of family violence and their children.

ROLES AND RESPONSIBILITIES

Minister

The Minister of Health and Social Services is accountable to the Executive Council for the implementation of this policy.

Deputy Minister

The Deputy Minister of Health and Social Services is accountable to the Minister for the administration of this policy and is responsible for:

- Making recommendations concerning the implementation of the policy;
- Ensuring that appropriate monitoring, analysis, and evaluation of all aspects of the policy are regularly undertaken;
- Approving minimum standards; and
- Making decisions with regards to the CEA and contribution agreements with existing or new family violence shelters in Nunavut.

Director, Social Programs

The Director, Social Programs is responsible for:

- Analyzing statistical and financial data, as well as the annual compliance audit submitted for existing family violence shelters;
- Evaluating funding applications from existing and new family violence shelters using the CEA;
- Providing assistance and advice to Regional Directors with respect to their duties under this policy; and

- Establishing broader support mechanisms for family violence shelters so that the requirements of this policy can be met.

Regional Directors

Regional Directors are responsible for:

- Ensuring statistical and financial data is received from the family violence shelters that are operating in their region;
- Conducting an annual compliance review of family violence shelters in their region to ensure that minimum standards and the conditions set out in the contribution agreement are being met; and
- Providing assistance and advice to family violence shelters in their region.

Shelter Directors

Shelter Directors are responsible for:

- Ensuring their family violence shelter adheres to minimum standards;
- Maintaining accurate administrative records; and
- Fulfilling the department's reporting requirements and terms and conditions of the contribution agreement.

PROVISIONS

Minimum Standards

All family violence shelters shall adhere to minimum standards as determined by the department. Compliance with these minimum standards is required for receipt of annual contribution agreements.

Minimum standards shall include, but are not limited to:

- Program standards;
- Support standards;
- Case management standards;
- Human resources management standards;
- Accountability standards; and
- Structural and environmental standards.

The department shall, at a minimum, review the minimum standards once every two years.

Accountability

An accountability framework shall be used to consistently track expenditures and client usage of facilities and services for each existing family violence shelter.

The accountability framework shall consist of, at a minimum:

- Client usage tracking and reporting;
- Expenditure tracking and financial reporting;
- Review of adherence to minimum standards and reporting requirements; and;
- Standardized process for submission of new family violence shelter requests.

The department shall provide standardized reporting protocols and templates to family violence shelters.

Family violence shelters shall submit client usage data on a monthly basis to the department for the purpose of monitoring, analysis and reporting.

Financial reporting requirements and timelines shall be outlined in the contribution agreement.

The department shall undertake an annual compliance review of family violence shelters to ensure minimum standards have been met and that reporting requirements have been met.

The department shall provide a standard template and application guidelines for new family violence shelter requests.

The department shall review the accountability framework annually.

Analysis and Determination of Funding Levels

A cost-effectiveness analysis shall be used by the department to determine and justify appropriate funding levels for existing and new family violence shelters. The CEA shall be based on such factors as facility size, location, client usage data and staffing model.

The CEA shall be used to assess whether an existing family violence shelter is viable, is operating within a reasonable cost-effective range, or is near to exceeding its capacity.

Based on the results of the CEA, the department may adjust funding levels for existing family violence shelters.

The CEA will be used to assess new family violence shelter requests.

The department shall review the CEA annually.

Contribution Agreement

Based on the provisions outlined in this policy, family violence shelters shall enter into a contribution agreement with the department for a timeframe of one fiscal year.

All provisions contained in the *Financial Administration Act* and the Government of Nunavut's Financial Administration Manual shall apply to the financial administration of all contributions agreements issued with family violence shelters.

The contribution agreement shall stipulate all conditions that family violence shelters are required to comply with.

Additional Departmental Support Services to Family Violence Shelters

Upon signing of the contribution agreement, the department shall provide family violence shelters with a resource package that includes, at a minimum:

- Minimum standards;
- Reporting protocols and templates; and
- Departmental contact listing.

The department will assist family violence shelters with the development of the operational policies and procedures required under the minimum standards.

The department will inform family violence shelters of any relevant training opportunities.

The department will assist family violence shelters in establishing a shelter network to facilitate the sharing of information, knowledge, best practices and funding opportunities.

FINANCIAL RESOURCES

Eligibility for funding under this policy does not guarantee subsequent approval for financial assistance of any kind. Funding requests from existing or new family violence shelters may be funded at a level below the amount requested.

Financial assistance shall be provided only to the limit and availability of funding allocated to family violence shelters by the department within its Main Estimates. The Legislative Assembly approves the Main Estimates of the department on a fiscal year basis.

To supplement financial assistance provided by the department, family violence shelters are expected to seek out additional funding for infrastructure (capital)

costs, as well as for operations and maintenance costs not covered by the department.

PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed to limit the prerogative of the Executive Council to make decisions or take action respecting family violence shelters outside the provisions of this policy.

SUNSET

This policy shall be in effect from the date of signature until March 31, 2013. The department shall undertake an interim review of the policy by March 31, 2011.

The Honourable Eva Aariak
Premier

Date