

## **Simcoe County Alliance to End Homelessness (SCATEH) Steering Committee Terms of Reference**

Established in 1998, the Simcoe County Alliance to End Homelessness (hereafter referred to as SCATEH) is a local movement established to prevent and end homelessness in Simcoe County. SCATEH has four main priorities:

- ✓ Coordinate a system of care to end homelessness;
- ✓ Advocate for increased client access to supports and programs;
- ✓ Support policy change to end homelessness;
- ✓ Raise awareness of homelessness in Simcoe County.

SCATEH's mission is to *end homelessness* in Simcoe County. Given the complexity of homelessness, each member of SCATEH recognizes it is only by working together that we can achieve this mission.

### **GUIDING PRINCIPLES**

Collaborative: The Alliance is governed by a democratic decision making process that is transparent, representative and accountable to the members of the Alliance. Members of the Alliance are committed to working together to end homelessness and to share resources when possible to meet this end. A community response must be accessible, integrated, coordinated and multifaceted to reflect the complexity of homelessness.

Assertive/Proactive: The Alliance identifies gaps in housing options and support services and creates opportunities to fill those gaps. This is achieved through recommendations to stakeholders (ie. levels of government, landlords, and service delivery agencies) and/or the facilitation of new projects. Alliance - endorsed recommendations for improved, integrated systems will be presented to stakeholders, funders and service providers.

Creative: The Alliance is committed to developing a deeper understanding of the effects of homelessness in our communities through data collection and research. Based on this understanding, the Alliance is open to thinking critically about the challenges to eliminating homelessness, specific to Simcoe County, and works collaboratively to develop innovative solutions to address these challenges.

Inclusive: The Alliance retains its role as a community advisor on issues of affordable housing and homelessness. This advisory capacity includes the voice of people who are experiencing homelessness, service providers, housing providers, faith groups, citizens at large and all levels of government.

## **KEY MESSAGES**

SCATEH's key messages are derived from the SCATEH Steering Committee and key tasks are allocated to the Communication Working Group. The Working group is tasked with various action items to help steer strategic communication from SCATEH to various stakeholders, depending on the context.

## **WORKING STRUCTURE**

SCATEH's activities are informed by the 'SCATEH Steering Committee'. The Steering Committee is composed of:

- ✓ the Community Advisory Board;
- ✓ representatives from each of the participating partner organizations;
- ✓ the Chair of each regional chapter;
- ✓ the Chair;
- ✓ the Vice-Chair;
- ✓ persons with lived experience;
- ✓ Ex-officio representation from United Way Simcoe Muskoka, The County of Simcoe and the Community Entity (CE) for the federal Homelessness Partnering Strategy (HPS)

### Meetings:

Steering Committee meetings are chaired by the SCATEH Chair (or Vice-Chair, in the Chair's absence). The SCATEH Chair will be responsible for developing and circulating each meeting's agenda. Meetings are held monthly, or by the call of the Chair. Written updates are provided in advance, and are to be included in a consent agenda allowing for focus to be on discussion of priority items eg. Policy discussion.

### Chair Terms:

The Chair shall serve in this role for a minimum of 2 years, and can be nominated for an additional year, one year at a time, to a maximum term of 4 years. Terms run on the fiscal year cycle from April 1 - March 31. The Chair shall serve a term of no-more than four consecutive years in the role. It is expected the Chair participate as a past-chair for one-year after the active term.

### Chapters:

SCATEH has 5 regional chapters to help realize SCATEH's mission of ending homelessness with policy, overall direction and coordination from the Steering Committee. The chapters are as follows: North Simcoe, South Simcoe, Orillia and Area, Barrie and South Georgian Bay. The

chapters are the collaborative local voice of the Simcoe County Alliance to End Homelessness. Chapter priorities are determined by the SCATEH Steering Committee. Local chapters, can, in addition, choose local focuses for each year that align with SCATEH priorities.

Each Chapter has a Chair and Vice-Chair. Meetings generally occur monthly or at the call of the Chair. Local priorities are identified on a consensus basis.

## WORKING GROUPS

SCATEH makes use of various ad hoc and standing working groups to implement annual planning, according to the priorities identified and agreed upon by the Steering Committee.

## SCATEH ORGANIZATIONAL STRUCTURE



### SCATEH Membership:

Membership in SCATEH is available to all participating organizations and individuals who reside and/or offer services in Simcoe County. Members share SCATEH's mission to end homelessness in Simcoe County and must respect the guiding principles.

Invitations to join SCATEH will arise from SCATEH Steering Committee discussions and SCATEH decisions. New partners will be entitled to full representation on, and participation in SCATEH.

### Decision-making:

Ideally, SCATEH decisions are arrived at through a consensual process at the SCATEH Steering Committee meetings. Should voting become necessary, the SCATEH Chair will follow 'Robert's Rules of Order' respecting the tabling of formal motions. All motions will be circulated to members (email is permitted if necessary) with the voting deadline communicated. In the event that a voting member misses the voting deadline due to absence or otherwise, the vote is considered invalid.

With respect to Homelessness Partnering Strategy (HPS) <sup>1</sup> federal funding, identified members of the Steering Committee will constitute the Community Advisory Board (CAB) (a group of community members, as required by HPS). The Community Advisory Board is responsible for decision-making with respect to the formal HPS-required Community Plan and any HPS funding allocations.

Community Advisory Board membership is as follows:

- ✓ each regional Chapter via the Chapter Chair;
- ✓ up to 2 persons with lived experience;
- ✓ Up to 8 members, and a minimum of 4, from the following sectors:
  - Academic & Research
  - Youth
  - Accessibility (Physical, Developmental)
  - Cultural - Indigenous, Francophone, Newcomers, Minority Language Communities
  - Health - Public Health, Hospital, Community Health Services, Paramedics, LIHNs
  - Housing Sector - Non- profit Housing, Private Developers & Landlords, Housing resources
  - Homelessness Sector- Emergency, Shelters, Outreach, Drop-In, Transitional Housing
  - Legal /Corrections – Community Legal, Police Services, Justice, Corrections
  - Mental Health & Addiction - Tertiary Specialized Mental Health, Community Mental Health
- ✓ ex-officio representation from the Chair of SCATEH, the County of Simcoe and The Federal Homelessness Partnering Strategy “Community Entity”

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<sup>1</sup> HPS will be replaced by Reaching Home effective April 1, 2019. Details related to new priorities to follow. Any updates to Reaching Home from Service Canada or the CE will supersede what is outlined in this document.

### Expectations

All SCATEH members agree to adhere to ordinary and justifiable accounting practices with respect to use of SCATEH resources.

If a member is at risk of an actual or perceived conflict of interest (COI) situation in which the person or organization is involved in multiple interests, financial or otherwise, one of which could possibly corrupt the motivation or decision-making of that individual or organization, that member must declare the COI and abstain from the vote.

### SCATEH documents, research materials, and results

All partners recognize and endorse the principles of transparency, accountability, and timeliness with respect to the conduct and dissemination of social research and historical documentation.

All partners respect the need to assure that the identities and location of every individual participant and contributor in SCATEH-associated research activities will be held in strict confidence. This confidentiality will be assured through implementation of, and adherence to, specific social research practices such as identity masking/coding and signed informed consent waivers.

All documents, research materials that are produced through SCATEH activities will be made available to all partners and be archived and made accessible.

Researchers collaborating with SCATEH will have the right to prepare and publish the results generated from the specific study or studies with which they are associated.