

## **Simcoe County Alliance to End Homelessness (SCATEH)**

### **Steering Committee Terms of Reference**

*Updated January 2022*

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, and citizens at large.

## **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:

- ✓ each regional Chapter via the Chapter Chair;
- ✓ up to 2 persons with lived experience of homelessness;
- ✓ 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
  - Women's Issues
  - Health - Public Health, Hospital, Community Health Services, Paramedics, LHINs
  - 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
  - Health
  - Mental Health & Addiction - Tertiary Specialized Mental Health, Community Mental Health
- ✓ ex-officio representation from the Chair and Vice-Chair of SCATEH, County of Simcoe as the Reaching Home Community Entity (CE) and Service Manager (Social Housing, Ontario Works, Community Services x2), and United Way as the past CE.

The same people also function as the Community Advisory Board (CAB) for Reaching Home.

SCATEH Steering Committee members are elected as individuals to be sector representatives with their organization's support, however they are not elected as organizational representatives. If an elected member leaves their respective organization or are reassigned internally, the Chair is to be notified. It is then up to the SCATEH Steering Committee to fill that vacancy, not up to the organization to select a new representative.

#### 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, Vice-Chair, and Past-Chair Terms:

The Vice-Chair, Chair, and Past-Chair shall serve in each role for a term of one year each. The expectation is that a Vice-Chair will be elected each year, moving into the role of Chair after one year, and into the role of Past-Chair the year after that, for a total commitment of three years. Terms run on the fiscal year cycle from April 1 - March 31.

Nominations for the role of Vice-Chair each year will be received and processed by the Governance Committee, in accordance with the Nominations Policy.

#### 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. Please see the Chapter ToR for more information.

#### **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 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.

### Decision-making:

Ideally, SCATEH decisions are arrived at through consensus 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 forfeited.

With respect to Reaching Home federal funding, the members of the Steering Committee will constitute the Community Advisory Board (CAB). The Community Advisory Board is responsible for decision-making with respect to the required Community Plan and any Reaching Home funding allocations.

### Expectations

All voting SCATEH Steering Committee members are expected to participate in at least one Steering Committee Sub-committee. Current standing committees are the Governance Committee, the Communications Committee, the Working Plan Committee, the Regional Enumeration Advisory Committee, the Training Committee, and the Coordinated Access Governance Committee. Other ad hoc committees are struck as needed.

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

All members 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 members 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.