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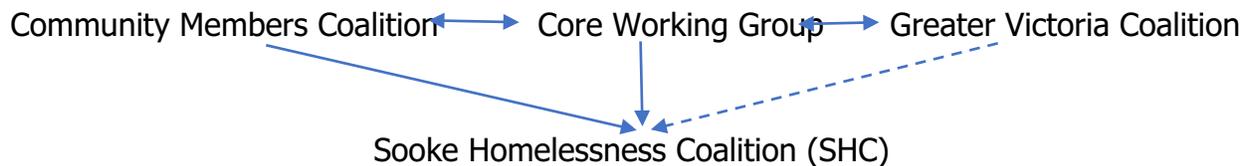
## The Sooke Homelessness Coalition

### Organization & Terms of Reference

#### **Background:**

This is a community-based movement addressing concerns about homelessness in Sooke area. The following more formalize organization structure and terms of reference are a means to assist the coalition to function efficiently and effectively.

#### **Organization Overview:**



This is a parallel not a hierarchical structure with mutual accountability and communications, recommendations and requests for services flowing between each group. Taken together this is the Sooke Homelessness Coalition (SHC) with a common Purpose, Vision and Mission.

The SHC is a satellite of the Greater Victoria Coalition to End Homelessness (GVCEH). The relationship is collaborative rather than hierarchical with GVCEH staff attending meetings of the Working Group and the Members Coalition consulting as equal members of the Coalition. A member of the Coalition will also be a representative of the SHC on the GVCEH steering committee.

#### **Purpose:**

The Sooke Homelessness Coalition (SHC) addresses the prevention and resolution of homelessness in the Sooke District and its vicinity, with a service delivery model centered in the Sooke District that responds appropriately to the needs of individuals experiencing homelessness and those at risk of homelessness.

**Vision:**

The Sooke Region without homelessness

**Mission:**

Communicate, collaborate and coordinate to ensure:

- appropriate wholistic social and health care services are in place to support those individuals experiencing homelessness and to prevent at risk individuals from becoming homeless in Sooke and its vicinity.
- all people facing homelessness in the Sooke area have access to safe and affordable living environments that meet their individual immediate and long-term needs.
- meaningful alliances with the T'Sou-ke Nation to address homelessness among indigenous peoples are developed.

**Accountability:**

The groups within the SHC are mutually accountable to each other. Each group is responsible for reporting its activities to the other groups. Individual members may request items be on the agendas of group meetings, recommendations may be made by any of the groups to the other groups and where solutions to specific issues are obviously apparent immediate action may be taken and subsequently reported to the other groups.

**Membership**

Members of the SHC will be residents and/or stakeholders in the Sooke Region.

The Mayor of Sooke will co-chair with a member of the Sooke Shelter Society. The Greater Victoria Coalition to End Homelessness will support the coalition with its planning, development, implementation and evaluation services.

The membership of the Core Working Group will be selected by the co-chairs and include people with lived experience. The size of the group will be determined by the co-chairs and the SHC community members may recommend individuals to be on the core working group.



Depending on the particular matter being addressed by the core working group others may be requested to join the group temporarily.

The organization and membership will be reviewed on an annual basis.

### **Responsibilities:**

The primary responsibilities are:

#### **Community Member Coalition:**

- Information sharing on the activities and matters being addressed by SHC as well as the representative from the GVCEH steering committee and GVCEH participants.
- Accurate communications and information sharing to the greater community so that people are better informed regarding homelessness in the region.
- Consultation about matters, organization, plans and policy decisions
- Volunteering assistance to address specifically identified initiatives

#### **Core Working Group:**

- Research and develop solutions to specific matters identified by the member coalition, the working group or other stakeholders
- Address matters and recommendations presented by the member coalition and other stakeholders
- Organize the necessary human and financial resources to undertake initiatives
- Involve the member coalition in consulting about matters, plans and initiatives.
- Keep the member coalition informed of activities, plans, and decisions made by the group
- Develop plans, programs and policies to meet the SHC's mission

### **Meetings**

In the current climate of Covid-19, all coalition meetings will be held via online means, such as Zoom. This can be reviewed again when Covid-19 is no longer classed as a public health state of emergency by the federal government.

Where possible, the core working group meetings will be socially distanced in person to facilitate effective consultation and better involve those with limited experience with online environments.



- a) The Sooke Homelessness Coalition meetings will be called on a monthly basis, or more frequently as required
  - i. The agenda will be finalized in consultation between coalition members and the Coalition Co-Chairs and any coalition member may make a request to the Co-Chair to place a matter on the agenda
  - ii. Meeting minutes will be taken to ensure transparency
- b) Designated members of the SHC will be welcomed to participate in the Greater Victoria coalition working groups and will report back at the start of each local Sooke coalition meeting.
- c) With the approval of the Sooke Coalition Co-Chair, matters of an urgent or time sensitive nature may be forwarded directly to the appropriate coalition members for consideration

### **Decision Making:**

Decisions will be made based on discussion with the broader coalition, striving for consensus. If consensus cannot be reached after a reasonable amount of time, decisions will be made by majority vote.

### **Resources and Budget**

To maximize collective impact, the SHC, through needs and gaps assessments in Sooke and vicinity, would give recommendations for applications of funding and advocate which organizations should apply for this funding.



## **Sooke Community Plan Outcomes in alignment with the Community Plan to End Homelessness in the Capital Region 2019-2024**

1. Support Services
  - a) People experiencing homelessness quickly and equitably receive the social and health care support they need over the course of their journey
  - b) Support services have the mandate and capacity to deliver services
2. Housing
  - a) Access to safe and affordable living environments that meet individual immediate and long-term needs.
3. Advocacy and Awareness
  - a) Communities and neighbourhoods are inclusive, empathetic, compassionate and welcoming of people experiencing homelessness; facilitated through advocacy and awareness and our collective experience of homelessness
4. Prevention Support
  - a) People are prevented from becoming homeless
5. Collaboration and Leadership
  - a) Leadership at all levels of community and government share a common sense of purpose; are effective, collaborative, supportive and inclusive
  - b) A meaningful alliance with the T'Sou-ke First Nation

### **Review and Amendments**

The SHC Terms of Reference will be reviewed on an annual basis, next review due January 2022.