

**Sunshine Coast Housing Action Table**  
**Steering Committee**  
**Terms of Reference, June 2021**

**Purpose:**

The purpose of the Housing Action Table (HAT) Steering Committee (SC) is to serve as a de facto executive committee of the HAT, providing oversight and managing the development and direction of the Table; ensuring Table priorities have the necessary resources and support for successful implementation.

The work of the SC is focused on advancing the following recommendation(s) contained in the Sunshine Coast Housing Needs Report Implementation Framework:

- Consider establishing a regional housing service that dovetails with municipal reserve funds to fund regional initiatives (e.g., permanent, part-time position to convene an ongoing regional housing forum).
- Consider partnering with the SCRDC, District of Sechelt, and Shishalh Nation to create a permanent, part-time cross-governmental position for convening housing interest across the Coast, which expands on the development to provide a forum that brings sectors together for identifying, addressing, and monitoring housing needs and liaising with community members.
- Use the foundation provided in We Envision to use a social equity lens when creating or amending plans, policies, initiatives, and processes related to housing development.

**Accountability & Responsibilities:**

The SC is accountable to the Sunshine Coast Housing Action Table.

The key responsibilities of the SC include:

- Leading and supporting a regional network to implement solutions to the Housing Crisis on the Sunshine Coast.
- Acting as conduit for internal and external communication.
- Deciding on issues and setting agendas for HAT meetings.
- Providing two co-chairs for HAT meetings.
- Overseeing the Housing Program Manager
- Selecting and holding accountable a host organization for administration of HAT activities.

The SC will provide regular updates to the Housing Action Table, summarizing the Committee's performance against delegated responsibilities.

**Membership:**

- Any member of the HAT is eligible to put themselves forward for membership on the Committee.
- SC Members will commit to a 2 year term.
- SC Members can participate for up to 3 terms. Consecutive terms are encouraged.
- The SC will have 5 members, selected by the HAT.
- At least 1 member will bring knowledge and expertise that includes experience of having lived or currently living with the impact of the lack of safe, affordable and dignified housing on the Sunshine Coast.
- When additional expertise is required the SC will invite ad hoc participation from relevant individuals and organizations. Subject matter experts are not required to be HAT Members.

**Governance:**

SC leadership will be fluid and shared by the SC Members. Administrative support for the SC will ultimately be provided by the HAT Program Manager but for an interim period will be shared on a rotating basis by SC Members - this will include taking minutes and circulating them to the membership after meetings.

**Meetings:**

During the forming stage, the SC will meet weekly at a location agreed upon by the SC Members. Accommodation will be made for Members who would prefer to participate virtually. Members will notify the Committee if they are not able to attend. Failure to notify the Committee of an absence from three consecutive meetings can be considered as a withdrawal from the SC at the discretion of the Committee.

**Term:**

This Terms of Reference is effective from June 2021 and will be ongoing. A review of the terms of reference will take place in September 2021 by the HAT and annually thereafter.