

Sunshine Coast Housing Action Table
Terms of Reference, June 2021

Purpose:

The purpose of the Housing Action Table (HAT) is to coordinate the collective and collaborative efforts of individuals, housing providers, community organizations, and local governments to provide access to safe, affordable and appropriate housing that meets the diverse and changing needs of the communities on the southern Sunshine Coast.

In pursuit of collective impact, HAT Members agree to:

- Take meaningful, incremental actions as outlined in the Housing Needs Assessment Implementation Framework before the end of 2021.
- Ensure that all actions we take are done through a lens of decolonization, health and well-being, equity and inclusion, racial and social justice, and ecological integrity.
- Empower our communities and use our role as leaders to create opportunities for shared understanding, connection, and community building.
- Facilitate the construction and use of homes to house everyone in our community, regardless of their socioeconomic status.
- Leverage the interconnection of issues and look for opportunities to solve complex challenges that generate multiple benefits and solutions.
- Invest our collective resources and experiences to deliver short and long-term solutions that will have the greatest impact and help us go further, faster together.
- Share our accomplishments and challenges with the greater community.

While this Table's mandate is confined to housing, this does not discount or invalidate the interconnection of systemic challenges related to poverty, access to care, food insecurity, injustice, and fundamental human rights. The HAT shares and affirms the vision of a broader movement for community wellbeing and a "healthy region".

Accountability & Responsibilities:

HAT Members are accountable to one another and to the broader communities they represent. Members' participation is guided by the principles detailed in the Call to Action and informed by shared values of transparency, accountability, collaboration, collective action, and social justice.

Key responsibilities of the HAT during the development stage include:

- Review and provide input on the HAT framework.
- Identify who is missing at the table.
- Develop a workplan with clear targets and a monitoring framework.
- Share resources, time and expertise to help achieve workplan deliverables.
- Support the priorities, needs and activities of the working groups.
- Advocate as a group for priority housing developments that are experiencing barriers to completion.
- Identify and secure the necessary resources to support near- and long-term Table coordination (e.g., funding for a Housing Program Manager).
- In the absence of a Housing Program Manager, identify and bring forward issues that directly impact the local housing systems.

Membership:

In recognition that this initiative has been established to address an Emergency Housing Crisis on the Sunshine Coast that is (1) impacting all sectors and (2) requires both immediate, long-term and systemic change, it is imperative that Community Leaders with access to resources and with the ability to make systemic change sit at Members at this table.

Membership should include a broad spectrum key stakeholders from across sectors and across the Coast:

- Government, business and community leaders who have access to and willingness to share resources – time, financial, expertise.
- People with lived and living experience of homelessness and/or housing instability; specifically those members of our community who are under-resourced.
- Social service organizations
- Business and economic development associations
- Housing providers (organizations or private landlords), developers and industry professionals
- Residents who have a passionate interest in improving housing conditions on the souther Sunshine Coast

Governance:

Action Levels

Working Groups - this is where the work happens; groups will form and sunset as required; working groups will form around key priority areas identified and endorsed by Housing Action Table; working groups will be defined by Terms of Reference including Purpose, Membership and Governance;

*Current Working Groups:

1. Communications
2. Rental Incentives
3. Emergency Housing

*Completed and disbanded Working Groups:

1. Housing Program Manager Job Description

*Proposed Working Groups:

1. Local Government

Housing Action Table - this is the convening body of our collective efforts; a cross-sectoral and diverse collection of community and institutional representatives who share a common commitment to advancing the recommendations of the Sunshine Coast Housing Needs Report Implementation Framework; the Table serves as a venue for coordinated planning and strategic intervention; Terms of Reference for the Table include a formal mechanism for entrenched participation of Persons with Lived and Living Experiences of Poverty, whether as Table Members or in an advisory capacity;

Steering Committee - effectively serves as an executive committee of the Table, providing oversight and managing direction of the Table; the Committee works in collaboration with leadership from the Working Groups to ensure Table priorities have the necessary resources and support for successful implementation; the Committee is composed of appointed Housing Action Table members and is governed by its own Terms of Reference

Staff Support

Program Manager - Accountable to the Host Organization and reporting to the Steering Committee, the Housing Program Manager has responsibility for delivering on the priorities of the Housing Action Table; the Program Manager has a job description and annualized work plan that is informed by any relevant funding obligations and approved by the Steering Committee;

Project Coordinator(s) - accountable to their respective Working Group and reporting to the Program Manager, Project Coordinators work under contract to deliver specific actions arising from Working Group priorities;

Communication

Community issues and opportunities that arise from groups or individuals will go through the Housing Coordinator and be brought to the HAT for information, discussion and action.

Action can include:

- the establishment of a working group
- Advocacy/support from the group
- New opportunity

Meetings:

During the forming stage, the HAT will meet every 6-8 weeks or as deemed necessary by the Steering Committee. Meetings will take place virtually until such time as health guidelines are in place to accommodate large groups. The Steering Committee will ensure that there is accommodation made for Members who would prefer to participate virtually.

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

HAT Meeting agendas will be set by the Steering Committee but will include certain standing items, including:

- Report out from Working Groups – tied to recommendations in Housing Needs Report
- Sharing of opportunities that would address recommendations or support new housing – for information, action, workgroup development
- Report from the Housing Program Manager
- Updates from the Steering Committee
- Updates from Local Governments

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.