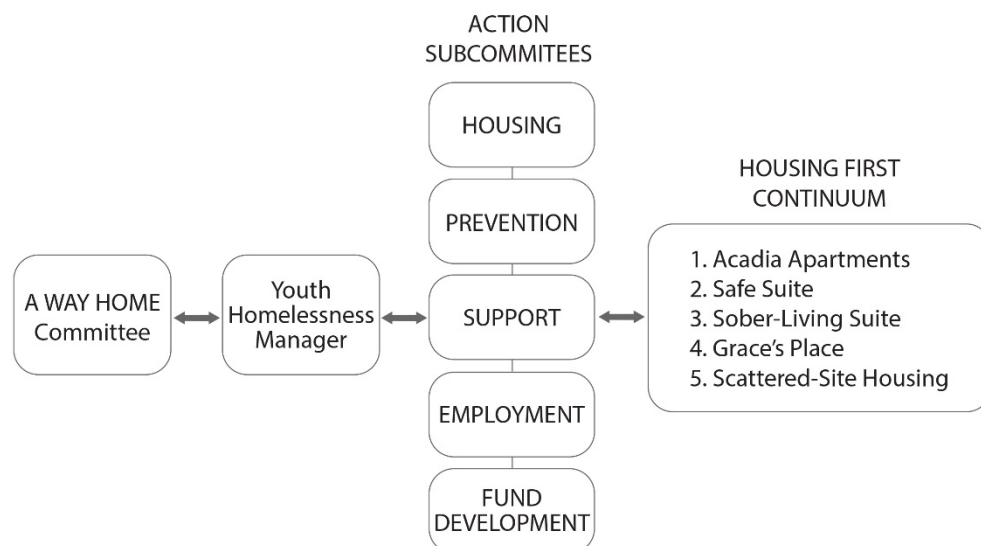


Terms of Reference- August 2016

1. Definitions:

- a. In these Terms of Reference:
 - i. Youth: A young person between the ages of 14 – 25 who is experiencing or at risk of homelessness.
 - ii. Supportive Housing: Housing which provides wrap-around support to ensure a successful transition to independent living. Program participants have a formalized agreement that is based on a mutually agreed-upon plan, with goals to be achieved with the support of staff.
 - iii. Program participant agreement: Where housing is attached to a program agreement rather than the Residential Tenancy Act; the service provider is the “landlord”; the client agrees to participate in programming, with housing contingent on participation.
 - iv. Involvement with MCFD: Having an open file at some point in their youth with the Ministry of Children and Family Development.
 - v. Homelessness: Without affordable or appropriate accommodation; may include staying in shelter, in provisional housing, couch-surfing or sleeping rough.
 - vi. A Way Home: the plan to end youth homelessness in Kamloops, resulting from 2 years of research led by the City of Kamloops, Thompson Nicola Cariboo United Way, the Kamloops Homelessness Action Plan, and the Kamloops Aboriginal Friendship Society in partnership with Eva’s Initiatives, the Canadian Housing and Renewal Association, and the Catherine Donnelly Foundation.
 - vii. Steering Committee: The overall larger A Way Home committee group that meets on a monthly basis.
 - viii. Advisory Committee: Community supports that act as advisors to the A Way Home committee based on their different areas of expertise.
 - ix. Action Teams: The action teams within A Way Home: Housing, Prevention, Supports, Employment & Education, Fund Development, and Youth Against Youth Homelessness. Other working groups may be ad hoc.
 - x. Kamloops Youth Housing First Wrapforce: the Housing Action team that provides a centralized housing intake system for a full continuum of housing for youth with the supports needed to maintain housing.

A WAY HOME GUIDING STRUCTURE



2. Establishment:

In early 2014, a community group emerged that was focused on the issues of youth homelessness and youth transitioning out of foster care, called the Former Youth in Care Housing Committee. Concurrently, a great deal of research was being undertaken in the community, led by the City of Kamloops, examining the local context for youth homelessness - the specific challenges, the causes, and the service gaps.

In June 2014, when this research was released as a full report called *A Way Home*, the grassroots Former Youth in Care Housing Committee made the decision to take ownership of the plan. Their intent is to guide its implementation and to lead the work to end youth homelessness in Kamloops. *A Way Home* will also act as a partner committee to HomeFree.

3. Mandate

The Mission of this committee is to focus on the Implementation of *A Way Home: A Plan to End Youth Homelessness in Kamloops*, which focuses on the 3 areas of Prevention, Housing & Support with the overall purpose of reducing youth homelessness in Kamloops. The Committee operates under the Housing First approach, understanding the need for a continuum of support services that promotes the healthy development and successful transition of youth to adulthood. Our committee will collaborate, plan and monitor the success of the Implementation Plan. Our core values include being rooted in action and "we are the community raising a child."

4. Goals:

A Way Home Collective:

- 1) Increase meaningful participation of key stakeholders for the A Way Home Collective
- 2) Establish a benchmark of the number of youth experiencing homelessness and what issues they face in Kamloops.
- 3) Advocate for policy changes that reduce systemic barriers for youth experiencing homelessness.
- 4) End Youth Homelessness in Kamloops!

Housing Action Team- Kamloops Youth Housing First Wrapforce:

- 1) Increase the number of units of housing available for homeless youth in Kamloops
- 2) Enhanced collaboration and coordinated supports for youth accessing Wrapforce housing.
- 3) Youth sustain housing for a minimum stay of 12 months through different housing options.
- 4) All Kamloops Youth have a continuum of safe and secure housing options with the supports needed to sustain it.

Employment & Education Action Team:

- 1) Increase access to post-secondary education with holistic supports for youth involved with A Way Home.
- 2) Increase representation of key stakeholders on Employment & Education team.
- 3) Increase opportunities for employment and education for youth within Wrapforce housing.
- 4) Increased access and success for youth in areas of employment & education.

Prevention Action Team:

- 1) Increase opportunities for youth in care to develop natural supports and centralized resources for education, career development, trauma, addictions, and life skills.
- 2) Increase communication and community awareness for professionals who are helping youth transition.
- 3) Improved access to reliable data on the number of youth in care.
- 4) By 2020, youth aging out of care have improved access to community supports, natural supports, housing and life skills to succeed and avoid homelessness.

Supports Action Team:

- 1) Increase awareness about the issue of youth homelessness and best practices providing service.

- 2) Increase natural supports for homeless and at risk youth to support community integration
- 3) Improved service delivery and supports for at risk youth that integrate them into community.

5. Duties & Responsibilities:

- a. The group will:
 - i. Act as the Steering Committee that guides the implementation of *A Way Home: A Plan to End Youth Homelessness in Kamloops*.
 - ii. Continuously plan, set goals and carry out the action items determined by the Committee membership
 - iii. Ensure the Committee membership includes stakeholders from a variety of sectors such as: all 3 levels of government, non-profits, schools, health authorities, police/corrections, private sector, and potential funders.
 - iv. Ensure the Committee includes a strong youth voice through Youth Against Youth Homelessness, to ensure Committee actions are grounded in the experience & unique needs of youth.
 - v. Form a partnership with the HomeFree Council as a Partner Committee, sharing information and expertise and attending Council meetings as needed
 - vi. Abide by consensus decision making and governing strategy that committee members will abide by
 - vii. Anually review and clarify its Terms of Reference to reflect the goals of the Committee and the implementation plan of *A Way Home: A Plan to End Youth Homelessness in Kamloops*
 - viii. Secure funds through a variety of means for projects and initiatives for plan implementation.
 - ix. Evaluate the progress & and outcomes of the Committee, Coordinator, and their collective work; make changes where necessary
 - x. Support the development of Wrapforce youth housing projects.
 - xi. Establish ways to remove systemic barriers to providing supportive housing for youth.
 - xii. Publicly speak and advocate for the needs of homelessness or at-risk youth and inform the community of Committee progress.
 - xiii. Network with other agencies and projects within other communities that support youth.
 - xiv. Support the work of agencies that provide services focused on preventing youth homelessness.
 - xv. Collect data through an annual Youth Homelessness Count and programming to provide community outcomes.
 - xvi. Participate in action team goals.

Membership:

- a. Current membership includes representatives from:
 - i. Interior Community Services
 - ii. Phoenix Center
 - iii. AXIS Family Resources
 - iv. Secwepemc Child and Family Services
 - v. City of Kamloops
 - vi. Provincial government
 - vii. Ministry of Children and Family Development
 - viii. Bladerunners
 - ix. Boys and Girls Club
 - x. ASK Wellness Society
 - xi. White Buffalo Health Society
 - xii. Interior Health
 - xiii. School District 73
 - xiv. Thompson Rivers University
 - xv. Work BC
 - xvi. Ministry of Social Development and Innovation
 - xvii. Community Living of B.C.
 - xviii. Salvation Army

- xix. Thompson Rivers University
- xx. Twin Rivers Education Center
- xxi. Foster parents
- xxii. Canadian Mental Health Association
- xxiii. Child and Youth Mental Health
- xxiv. LMO Family and Community Services
- xxv. United Way
- xxvi. Elizabeth Fry Society
- xxvii. AXIS Family Resources
- xxviii. Alliance Church
- xxix. Community Living B.C.
- xxx. Family Tree
- xxxi. Volunteer Kamloops
- xxxii. Kamloops Native Housing Society
- xxxiii. Kamloops Regional Correction Center
- xxxiv. Kamloops Community Corrections
- xxxv. Kamloops Sexual Assault Center
- xxxvi. Kamloops Food Bank
- xxxvii. RCMP
- xxxviii. Business Sector
- xxxix. Landlords/ Real Estate Agents
- xl. Community Members

- Agencies will determine who will be their voting member (1 voting member to represent each agency)
- There will be a minimum number of meetings that folks need to attend to maintain voting rights

b. Composition

- i. The group shall be comprised of members, representing the following sectors or organizations:
 - i. Youth-serving agencies, including those offering mental health, addictions, life skills, outreach and housing services
 - ii. Ministry of Children and Family Development
 - iii. Education
 - iv. Aboriginal organizations
 - v. Foster parents
 - vi. Government
 - vii. Businesses
 - viii. Landlords
 - ix. Youth who have experienced homelessness (aged 14 – 18 and 19 – 25)
- ii. The membership will identify sectors, organizations or key stakeholders who need to be engaged in the work of A Way Home to ensure the membership is robust and effective. Identified stakeholders will be introduced to the Youth Homelessness Manager who will provide a membership orientation and introduction to an appropriate working group.

6. Appointment:

- a. Appointments to the group shall be made as follows:
 - i. Any member of any community organization that serves youth or prevents homelessness may apply to the group for membership through the Youth Homelessness Manager. They will be accepted if they have a commitment to the cause and committee.
 - ii. The committee will focus on increasing representation to include key stakeholders, including private sector, schools, funders, provincial ministries, and police or corrections.

- b. If a vacancy should occur during the term of any member for any reason, the Committee shall immediately appoint a person to fill the vacancy for the balance of the said term. Ideally, each member will select an appropriate alternate representative from their respective organization.

7. Term:

- a. The term of each Member shall be a minimum of 2 years up to a lifetime. The committee will meet once a month.

8. Governance:

- a. The group meets monthly or more as necessary
- b. 50% of voting members shall constitute a quorum. For instances when a member is not in attendance, on issues where the memberships names will be attached to actions these individuals will be contacted for consent
- c. Action teams have their own decision making power where 50% of the smaller working group needs to be in attendance to vote.
- d. Minutes of the meetings must be taken by the Chair/Coordinator/Recording Secretary and must be:
 - i. approved by the group at the following meeting,
 - ii. archived by the Chair/Coordinator, and
 - iii. made available to the public upon request

8. Working Committees:

- a. Appointed by the Youth Homelessness Manager, from the membership or from the community at large
- b. Working Committees may solicit information and guidance from the A Way Home committee or individual members, other Working Committees or community members at large
- c. Working Committees can be permanent, of significant duration, or ad hoc
- d. Working Committee roles may include:
 - i. Undertaking specific tasks of limited or indefinite duration
 - ii. Activities or projects as determined by the A Way Home committee
 - iii. Creating opportunities for interested community members to participate in activities that create impact and align with the values and goals of A Way Home
 - iv. Acting as an advisory group providing feedback and expertise to the HomeFree Council, or a working group taking on specified tasks to achieve identified outcomes