



HIPSJ Governance Committee

TERMS OF REFERENCE

The HIPSJ Governance Committee (the “Committee”) is comprised of organizations committed to the shared goal of reducing homelessness in Saint John. Members of the table operate under a common objective: service provision for individuals experiencing homelessness done primarily through data sharing in HIFIS and streamlining services under Coordinated Access. The HIPSJ Governance table provides oversight for the implementation of HIFIS and Coordinated Access.

Vision

A community where homelessness is rarely experienced and brief when it occurs.

Mission

Governing the implementation of HIFIS and Coordinated Access in Saint John.

Purpose

1. To know people experiencing homelessness by name and to understand their housing and support needs;
2. To prioritize individuals for housing supports and resources based on level of need and program eligibility;
3. To monitor progress toward achieving functional zero for homelessness;
4. To inform continuous improvement and to understand gaps and system pressure points;
5. To clearly demonstrate what resources are needed to functionally end homelessness in our community.
6. To implement HIFIS towards streamlined service-provision and data collection.

Core Activities

1. Discuss current apartment vacancies for BNL clients;
2. Identify available program spaces and offer supports and services to those prioritized;
3. Make Governance decisions regarding HIFIS and Coordinated Access.

Operations

The Coordinated Access Facilitator, employed through the Human Development Council, offers backbone support to the community to implement Coordinated Access.

The responsibilities of the Coordinated Access Facilitator are to:

- Coordinate By-Name List processes related to Coordinated Access.
- Prepare and update supporting documentation and Coordinated Access Process Guide.
- Provide education about homelessness and be a resource for partner agencies, community groups, and the community at large.

Chair

The position of Chair is for a two-year term. The Chair will preside at all meetings, and they will have the primary responsibility of communicating with the Committee and providing support in carrying out the mandate of the Committee. If the Chair is unable to attend a meeting or fulfill their obligations, the Coordinated Access Facilitator will fill the role as required.

Membership

Voting membership is limited to:

- 1) non-profit agencies that are committed to addressing issues related to homelessness;
- 2) organizations that adhere to the principles of Coordinated Access; and
- 3) agencies that commit targeted resources to Coordinated Access (resources may be in the form of housing, case management, or other dedicated staff time - e.g., completing BNL intakes).

Agencies must meet all the above criteria to become a voting member of the Committee.

Non-voting membership is open to government agencies (e.g., representatives of Social Development – Housing and Income departments), stakeholders in the housing sector (e.g., landlords), and the Human Development Council, which provides backbone support.

Applications for membership, either to be a voting member **or** a non-voting member (Appendix A and B), should be submitted to the Coordinated Access Facilitator for review.

Applications for new members will be brought forward to the Governance Committee at a regular meeting for consideration and approval. They will be selected based upon the established criteria for membership.

Applications for existing members will be renewed every September when a representative of the member agency signs a renewed membership form. Existing members do not need to be re-approved.

Member agencies will appoint one person to sit on the Committee; if a member is unable to attend, an alternate may be designated to attend on that member's behalf.

Membership will be reviewed annually at the first meeting in September.

Decision-Making

All members who serve on the committee as a voting member should have the authority of their respective agency to represent their service in any decision-making process by the network. All perspectives are valued, and all table members are encouraged to provide feedback and insight into issues related to Coordinated Access to inform the voting process.

The HIPSJ Governance Committee will operate in an open and transparent manner and ensure that decisions are made by consensus whenever possible. Where consensus is not possible, decisions will be made on a majority (75%) vote basis. (Note: A vote was held in Sep 2023 to change the majority to 51%. The vote's result was to keep it at 75%). Votes are submitted by email to the chair and can be anonymous (no other member will see a particular agency's vote) if the voting member chooses. Quorum (50% of voting membership) is required for a decision to be passed.

Meeting Times and Locations

The Committee will meet monthly on the 2nd Wednesday of every month from 2:00pm - 3:30pm.. Communication for meetings will be via email. If an agency is unable to attend a meeting, they are expected to email the Coordinated Access Facilitator (lee@sjhdc.ca) to inform them. The in-person meeting location is at the Social Enterprise Hub Boardroom or otherwise via Zoom.

Members are expected to attend 75% of the meetings throughout the year (at least 9 of the past 12 meetings) in order to fulfill the role of an active participant.

If a member is absent for more than three consecutive meetings without informing the Coordinated Access Facilitator (CAF) of their absence, the CAF will connect with the agency to discuss if they still desire to be an active member.

Homelessness Information Partnership Saint John (HIPSJ)

Voting Membership Application

As an applicant for voting membership for the HIPSJ Committee, please confirm that your agency meets all the following designated criteria (Check all that apply):

- Your agency is a non-profit committed to addressing issues related to homelessness.
- Your agency adheres to the principles of Coordinated Access.
- Your agency commits targeted resources to Coordinated Access (resources may be in the form of housing, case management, or other dedicated staff time - e.g., completing BNL intakes).

1) Agency Name:

2) What is your Agency's mission/mandate?

3) In what form do you contribute resources to Coordinated Access (housing units, case management, service navigation, operate as an access point, etc.)?

4) Telephone Number:

5) Email Address:

6) Main Representative:

7) Alternative Representative:

Appendix B

***Homelessness Information Partnership Saint John (HIPSJ)
General Membership Application***

- 1) Agency Name:

- 2) What is your Agency's mission/mandate?

- 3) Telephone Number:

- 4) Email Address:

- 5) Main Representative:

- 6) Alternative Representative: