



POINT-IN-TIME COUNT *Toolkit*

USING THIS RESOURCE

A PiT Count Committee will help plan, coordinate and implement your PiT Count. A Terms of Reference, which sets out the objectives, roles and responsibilities and the structure of the Committee, should guide your PiT Count Committee. The sections listed below are a guide; your community should add, remove, and/or amend the sample Terms of Reference to suit your local context.

PIT COUNT COMMITTEE: TERMS OF REFERENCE

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Mission

The *mission* describes the general purpose of the committee. That is, ‘why does the committee exist?’ The example provided below is an illustration.

Example

To plan and implement a successful Point-in-Time Count in 2016 in order to better understand the extent of homelessness in [community name].

Goals & Objectives

In this section, the goals and objectives of the committee are specified. Goals are broad level objectives that guide the work of the PiT Count Committee. Objectives are the measurable tasks that the Committee must do to accomplish these goals. The following list is not exhaustive. The size and composition of your committee will dictate the goals and objectives.

Example

Goals	Objectives
Support the PiT Count Coordinator	<ul style="list-style-type: none"> • Maintain regular communication with the PiT Count Coordinator • Provide the PiT Count Coordinator with connections to key stakeholders
Promote awareness about the PiT Count and its results	<ul style="list-style-type: none"> • Develop a communication plan to build public support for the PiT Count—and more generally—all local homelessness initiatives
Improve the accuracy of the PiT Count by promoting partnership with key stakeholders	<ul style="list-style-type: none"> • Monitor the composition of the PiT Count Committee to ensure that all local stakeholders are represented on the committee • Host community meetings, workshops, focus groups, and other forms of public engagement, to allow the community-at-large an opportunity to voice their opinions
Identify ways to improve the PiT Count	<ul style="list-style-type: none"> • Inform the development of the PiT Count methodology and Survey; consult relevant stakeholders, particularly those not represented on the PiT Count Committee • - Implement a post-count review that identifies successes, challenges and learning for subsequent counts

Membership

As indicated in the ‘Stakeholder Engagement’ part of the Point-in-Time Count Toolkit, there are a number of key groups that should be engaged during the planning process. Involving these key groups in the PiT Count Committee is perhaps one of the best ways to include their input into the planning process. This list, however, is not exhaustive and time should be spent considering what other stakeholders should be included. Ensure that your PiT Count Committee is of a reasonable size. You may decide to form Sub-Committees that focus on certain aspects of the count such as mapping or survey development.

Example

The PiT Count Committee will consist of a minimum of [number] members, including:

- [number of] local individuals with lived experience
- [number of] shelter providers and staff
- [number of] local non-profit service providers and staff
- [number of] Aboriginal community representatives
- [number of] health services staff
- [number of] corrections services staff
- [number of] police staff
- [number of] researchers
- [number of] government officials & funders
- [number of] individuals from the local business community

Term

This section is used to stipulate the length of term; how people are elected to the committee (i.e., by election); how often elections occur and when; who is eligible for the chair position; and whether there is a requirement for the turnover of members (i.e., a minimum of [number] new members each year).

While the majority of the Committee’s work occurs during the planning and preparation phases of the PiT Count, it is recommended that the Committee continue to meet after the PiT Count. For example, the PiT Count Committee should meet prior to significant milestones such as launching the final report and taking action on the results of the count. It is recommended that at least some of the PiT Count Committee members remain on the Committee for future counts; this continuity will improve the local capacity to conduct counts.

Example

All PiT Count Committee positions are for one year. The first PiT Count Committee will be appointed by the Community Entity. In subsequent years, PiT Count Committee members will be added by vote, at the discretion of the Chair and/or sufficient support from the PiT Count Committee. Original members of the PiT Count Committee may be removed by the Chair. Note that staff or elected officials of local, regional, provincial, or federal government are not eligible for the Chair position.

There will be an attempt, at minimum, to ensure that a new person joins the PiT Count Committee each year. Following the PiT Count, the Chair and the PiT Count Coordinator will review the composition of the Committee, identify gaps and make recommendations for subsequent years.

Meetings

This section is primarily used to outline how often the Committee is to meet (e.g., 2 times per month). Additional information such as when an extra meeting can be called; as well as if and how non-Committee members can attend a Committee meeting should be included.

Example

The PiT Count Committee will meet at least 2 times per month within 6 months of the PiT Count date. Outside of this time, the Committee will meet at the direction of the Chair. The Chair, at the request of the PiT Count Coordinator, may call additional meetings. Non-Committee or Sub-Committee members may attend meetings upon notification to the Chair and approval from the Committee.

Decision-making

This section describes when Quorum is met (i.e., if 50% or more of the members are present at a meeting). Furthermore, this section may also outline the decision-making framework (i.e., consensus and/or majority-rules framework) of the Committee.

Example

Quorum will consist of 50% of the PiT Count Committee members. The PiT Count Committee decision-making framework will be one of consensus (i.e. “you can live within the decision/idea”). If consensus cannot be achieved, the Committee will take a vote with a majority rules (50%+1) with quorum present. There shall be no proxy or email voting unless explicitly determine by the Committee in advance of a vote.

Minutes/Reporting

This section stipulates who takes the minutes at Committee meetings; when the minutes are approved (i.e. at subsequent meetings); and how long minutes will be kept and stored.

Example

The staff supporting the Committee shall take minutes at the Committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored for five years.