

Oversight Committee Terms of Reference for the Affordable Housing Development Navigator Project

A. Background

Following the Social Innovation Lab on Housing, convened by Between the Bridges in In 2019, one of the “lab teams” moved forward to prototype what might be made possible through a strategic investment in an Affordable Housing Development Navigator in Dartmouth North. As several members of this lab team were involved with the Public Good Society of Dartmouth (PGS), a registered local charity already focusing on affordable housing, the PGS developed a proposal for funding. The proposal was submitted to and eventually approved by the [Community Housing Transformation Centre](#). These Terms of Reference, at a minimum will outline the purpose, scope and authority of the group.

B. Group Name

This group is called the Oversight Committee for the Affordable Housing Development Navigator Project.

C. Type

At the present time this committee is an Ad Hoc committee of the Public Good Society including additional members from the community, created for the sole purpose of working on the Affordable Housing Development Navigator project.

D. Purpose

This group is a voluntary entity. The primary purpose will be to steward this initiative in meeting the deliverables as outlined in the contract with Community Housing Transformation Centre. This includes providing strategic oversight and guidance to the Affordable Housing Development Navigator Team (“Navigator Team”), a coalition of 3 professionals working together. Additionally, to monitor progress, comply with all reporting requirements, disburse funds according to the contract parameters and liaison with community partners as needed.

E. Roles & Authority

The Oversight Committee will be responsible for the following:

- a. Provide ongoing strategic supervision and direction to the Navigator Team including creating effective processes for regular meetings, clarifying roles and responsibilities and identifying lines of communications;
- b. Providing initial introductions and ongoing liaison with the organizations that initially have expressed interest in being part of this initiative and introducing them to the Navigator Team;
- c. Receive and review regular progress reports from the Navigator Team and provide insights and feedback to the Navigator Team to support the success of the initiative;

- d. Receive and approve reimbursable expenses (up to a total of \$2500) submitted by the Navigator Team and submit to the Public Good Society for processing;
- e. Receive (from the Navigator Team or other related sources) recommendations and authorize expenditures from the Discretionary Fund for Project Costs (up to a total of \$15,000);
- f. Work closely with the Evaluation Lead to confirm the scope and focus of evaluation, and actively engage in any evaluation processes requiring the insights and experience of the Oversight Team;
- g. Ensure all required reports are complete and delivered to the funders on time, via the Evaluation Lead;
- h. Managing any other relational issues with and/or among stakeholders as they may arise.

F. Liaison to the Public Good Society

There will be an appointed member of the Public Good Society who will be responsible for chairing meetings, providing ongoing communications and progress reports to the Board of the Public Good Society and the funder. In the event they are unable to fulfill this role, they will delegate, as needed, to another member of the Public Good Society.

G. Membership

A minimum 5 and maximum 7 members to be recruited by the official liaison to the Public Good Society. The initial term to be for the 12 months of the project currently funded. Renewal of the Terms of Reference and membership may be revisited based on status of future funding.

The Membership of the Oversight Committee includes:

- i. Two (2) representatives of the Public Good Society, with one of these members to be the official liaison to the Public Good Society Board of Directors;
- ii. Two (2) members who bring information related to the local context of Dartmouth North and have an interest in affordable housing and this initiative; and,
- iii. Up to three (3) other members who bring skills, experience, relevant networks that can support the navigation and success of this initiative;
- iv. Between the Bridges will provide “backbone” support to the Oversight Committee in the cocreation of agendas, hosting and convening meetings, taking summarized notes and facilitating connections within the community as appropriate.

May provide community engagement support and/or insights and perspectives about the local context and processes as requested, however does not hold a decision-making authority;and,

- v. The Evaluation Lead will work actively with the Oversight Committee, based on the scope of the Evaluation Plan, however, does not hold a decision-making authority.

Additions to the Oversight Committee may be made as needed at the discretion of the committee, on a consensus basis.

H. Meeting Arrangements

The following structure will be initiated and adapted along the way as needed:

- Meetings of the Oversight Committee will take place biweekly for the first three months and may continue or move to monthly based on the decision of the group.
- Between the Bridges will provide convening support so all parties may focus on bringing their voices to the meeting.

I. Decision Making

The Oversight Committee will make decisions based on the following terms:

- The Board of Directors of the Public Good Society has delegated to the Oversight Committee all decisions that adheres to the principles/objectives of the Affordable Housing project funding agreement including financials.
- A consensus decision making process will be the preferred method and if not possible will work with a majority of 50% +1.
- Quorum for decisions will require a minimum of 3 members of the committee present with a minimum of 2 of the 3 members being from the Public Good Society.

J. Reporting

The Oversight Committee reports to:

- The Board of Directors of the Public Good Society on a regular basis as defined by the Board.
- The Project Funder, and in concert with the required timelines and format for providing progress updates against the funded deliverables.
- The Public Good Society has delegated to the Oversight Committee the responsibility of ongoing communications to the diversity of engaged stakeholders including the funder, partners from the social innovation lab, the broader community and other identified stakeholders.
- The Oversight Committee will, in consultation with the Navigation Team, have the sole authority to communicate with the diverse stakeholders/community on the substance, nature and participants involved, when deemed appropriate in a manner consistent with our principles of transparency, respect, privacy and accountability.

K. Evaluation

An Evaluation Framework will be co-created by the Evaluation Lead working with the Oversight Committee. This may include some form of self-evaluation for the Oversight Committee to monitor their own effectiveness.