

Municipal Government Representatives for Poverty Reduction (MGR CoP)

Terms of Reference

Date created: April 16, 2019

What is a Community of Practice

"A Community of Practice (COP) is a group of individuals with a common area of practice, who come together to enable a process of professional self-development through collaboration and sharing of learning-related ideas, skills and experience."

Statement of intent

The aim of the MGR CoP is to bring together committed individuals who have a desire to work collaboratively to learn, share and build the capacity of its members.

Our Purpose

The purpose of the MGR CoP is to create structured opportunities for municipal representatives responsible for or directly involved in poverty reduction efforts to:

- **Interact**, share information and exchange knowledge and experience respecting local poverty reduction strategies in Canada;
- **Share** emerging findings and research in the area of poverty reduction including effectiveness and impact;
- **Foster** opportunities for collaboration amongst participants;
- **Consider** advocacy opportunities with other municipal bodies as agreed upon by the group.

Our Goal

To learn about and share information about issues and challenges that influence and/or affect the ways that municipal staff engage in planning, community engagement and evaluation for poverty reduction.

Objectives

The objectives of this community of practice are to:

- Provide a system of support and ongoing professional development for individuals who are working on poverty reduction at the municipal level
- Support and encourage the development and extension of specialist knowledge
- Keep abreast of and participate in leading best practice
- Identifying potential areas for research and development
- Mentoring to build capability of less experienced practitioners
- Provide opportunities to demonstrate best practice employed within individual organizations
- Provide a facilitated communication channel
- Create a link with other networks and Communities of Practice
- Provide the opportunity for participants to have exposure and a 'user experience' of a variety of online technologies.

Activities and frequency of meetings

- The MGR CoP shall meet bi-monthly by conference call;
- Members shall advise Tamarack no later than two weeks prior to each meeting of the issues they wish to include on the agenda of the said meeting;
- Tamarack shall circulate the agenda to members one week prior to each meeting;
- Members may wish to organize additional activities with or without the support of Tamarack as they deem fit.

Eligibility and Membership

- Membership in the MGR CoP is open to municipal and regional government staff members who are responsible for or directly involved in poverty reduction efforts in their official governmental capacity;
- If members are not employed by a municipal government, they must work closely with municipal staff on poverty reduction efforts in a professional capacity.

Roles and responsibilities

Chair – we are looking for a volunteer chair person(s), please let Elle (elle@tamarackcommunity.ca) know if you're interested in chairing this CoP.

- Attends each call to facilitate and encourage discussion from the members
- Supports the creation/finalization of the meeting agendas in advance of the call dates

Administrator (Tamarack)

- Supports the Chair and provides administrative support to the CoP in pursuit of its purpose and objectives
- Sets up the technology needed for the meeting
- Takes minutes
- Organizes meetings
- Circulates agendas and papers
- Prepares and maintains CI CoP records
- Agrees to serve as convenor and organizer of the MGR CoP including organizing the activities Stipulated above, carry out those other mandates the MGR CoP confers upon it and that it is able to accept and abide by the Confidentiality provision articulated herein.

Members

- Contribute to the effective and efficient achievement of the team's purpose and objectives
- Contribute to (and/or take the lead on) tasks in the annual learning agenda
- Provide timely comment on draft meeting record, papers and submissions

Amendments and Evaluation

These Terms of Reference shall be reviewed by the membership once per year and amended as required on a consensus basis. It is acknowledged that this is a living document and may be amended at any time by its members.

Effectiveness of the CoP will be assessed every year by means of electronic survey. The results will be collated, analyzed and a report posted/distributed for discussion by community members.

Approval Date: April 16, 2019

Review Date: January 2020

The following will be assessed:

- the total number of participants;
- level of participation;
- member satisfaction with the Community and the perceived value over the stated period.

Confidentiality

Members agree that, unless expressly stated otherwise, all sensitive discussions, exchanges and information flowing from MGR CoP activities shall be treated as private and confidential. Information that is sensitive will be indicated before being shared. Items presented in the minutes are available to be shared within local networks

Membership

Chair: TBD each meeting

Administrator: Tamarack Institute

Members: (member list)

2019 Meeting Schedule

Date	Topic/Agenda	Meeting Chair(s) and/or content leads/speakers	Notes
Tues., April 16, 1:00 - 2:00 pm ET	Group relaunch; Terms of Reference review	Kirsti	Circulate ToR to group
Tues., June 11, 1:00 – 2:00 pm ET	How do we engage individuals with lived/living experience to lead on poverty-reducing work?	Sean McIntyre (Toronto)	
Tues., August 13, 1:00 – 2:00 pm ET	How are municipalities evaluating their impact and communicating this with stakeholders?		
Tues., October 15, 1:00 – 2:00 pm ET	What are effective strategies to engage municipal leaders so that we get our issue on the agenda?		
Tues., December 17, 1:00 – 2:00 pm ET	How do we get buy in and engage the business sector over the long term?		

Outstanding topics – to carry into the next year?

- What are best practices for collective impact backbone?
- How do we determine where/ on whom to focus our supports?
- Bring forward an example from a regional municipality and how to work effectively across several municipalities with competing interests.