



## **Introduction**

We acknowledge, and respect, that the work of the Saskatoon Poverty Reduction Partnership (SPRP) happens on Treaty 6 Territory and the traditional Homeland of the Métis. We work to create conditions which enable all members of our community to develop their talents and abilities, to have the choice to actively participate in economic, cultural and social life and to enjoy a good standard of living on a sustainable basis.

In June 2017, the SPRP leadership team committed to the development of a Saskatoon Poverty Reduction Strategy. Direction was provided to the coordinator and management team to create and convene an Action Team that would be responsible for developing a plan to build a Poverty Free Saskatoon.

In February 2019, the SPRP launched “[12 Bold Ideas to Eliminate Poverty in Saskatoon.](#)”

Over the course of the 2020-current pandemic response, the SPRP partners have been focused on how the COVID response included many of the recommendations from the 2019 12 Bold Ideas.

In December 2021, SPRP re-launched the [12 Bold Ideas to Eliminate Poverty in Saskatoon - lessons learned during COVID.](#)

The following document is meant to guide the collective actions of the SPRP towards the goals and actions outlined in this document.

## **Guiding Principles**

- We work collaboratively. We recognize that meaningful outcomes are possible only through working together.
- We are multi-partisan. Everyone can contribute to meaningful change. All political views are welcome.
- We strive to create awareness about poverty and advocate for the actions that can be taken to address and prevent it.
- We are open about our agenda. We believe poverty elimination is possible and urgent.
- We are adaptive and innovative. We respond to issues as they emerge.
- We believe in the power of community. We believe we have the knowledge, power and strength to build a healthy community for all.
- We believe in including people with diverse perspectives and knowledge (e.g. culture, gender, age, sexual orientation, ability). We believe there is strength and resiliency in diversity.
- We believe in the inclusion of people living in poverty (first voice). Including those most impacted by poverty is essential in working toward understanding and creating the solutions that eliminate poverty. This will also include agencies that provide programs/services/supports for vulnerable citizens in Saskatoon.

## **Purpose**

The primary purpose of the SPRP is to implement the 12 Bold Ideas to Eliminate Poverty, in partnership and collaboration with sector leaders (in Saskatoon) in order to manage identified priorities, work with evidence, best practices and policy options that will reduce, eliminate and ultimately prevent members of the community from living in poverty.

## **Duration/Commitment**

***The SPRP Leadership team*** convenes quarterly (or as needed) as a visioning and guiding team that directly influences priorities and the day-to-day operations of the coordinator and action teams.

***The SPRP Management team*** meets monthly to ensure accountability of the coordinator and connection to the funders, evaluation and accountability frameworks.

***The SPRP Action Teams*** meet as needed at the call of the members who convene to do the work.

***The SPRP Coordinator*** is an active member on all teams of the SPRP and can act as a conduit to/between teams and other community partners/collaborations.

## **Membership**

New members are welcome to join the SPRP. They are responsible for orienting themselves to the work and decisions that have been made by the group. Minutes, strategic plans and orientation to the work will be provided to all partners using the SPRP google drive. Depending on the types of files and expectations of the team members - access to these files may be read only, comment only or full editor access. Connect with the coordinator for access.

Previous decisions, priorities and directions for the work that have already been made will not be revisited in order to be able to ensure the group is able to meet our timelines and achieve the deliverables that have been agreed to. Conflict associated with previous work should be directed to the co-chairs and/or the management team.

To ensure diversity in representation and voices throughout the process, the coordinator will be tasked with ensuring adequate, appropriate and diverse voices are represented at all levels of the work. Reporting on membership gaps and/or needs will be provided to both the Management and Leadership teams as needed. Partners are encouraged to identify new partners and/or gaps in the partners by emailing the coordinator.

## **Roles and Responsibilities**

### **Leadership Team**

#### **Appointment of the Co-Chairs**

- The leadership team approves the appointment of the Co-Chairs, as needed, preferably with staggered terms to encourage consistent transfer of leadership.
- At least 1 of the Co-Chairs should represent a community based organization
- Terms Appointed in June, to commence in September 01 – August 31

**Co-Chair Responsibilities:**

- Facilitate/chair leadership meetings.
- Develop an agenda for Leadership and Management team meetings with Coordinator (as needed)
- Support and advise coordinator as needed
- At least 1 Co-Chair will be an active member on the management team.
- Work to develop consensus on decisions.
- Provide mentorship to new leadership team partners, as needed.
- Serve as spokesperson for the partnership at media events (as outlined in the media guidelines)

**Management Team:**

- Work with Coordinator to develop process for implementation of leadership direction
- Coordinate funding; oversee budget
- Negotiate coordinator contract deliverables
- Secure funding for coordinator contract
- Oversee and provide support to coordinator

**Action Teams:****Convener/s: (In conjunction with the SPRP Coordinator)**

- Send out agendas and facilitate meetings.
- Coordinate funding; oversee budget (except FV funding).
- Facilitate workplan development and monitor.
- Facilitate workplan reviews quarterly and after key milestones
- Report to SPRP leadership as needed

**Secretary:**

- Organize monthly meeting scheduling, room bookings and minutes (could be rotating)
- Provide access to the google drive folders for the action team
- Manage the google drive folders and content as needed, with the SPRP Coordinator

**Specific Action Leads:**

- Organize the work for the focus area, convening meetings as required.
- Monitor workplan progress for the focus area.
- Report progress monthly (or as needed) to the Action Team.

**Lived Experience Support Person:**

- Coordinate payments and supports.
- Provide printed copies of documents, as needed.
- Communicate regarding team matters by phone, as needed.
- Provide support regarding questions or concerns including pre meeting preparations, post meeting debriefs

**Team Members:**

- Attend scheduled meetings
- Come prepared to meetings (e.g. read documents)
- Carry out tasks agreed to by the group
- Respond to emails and communication in a timely manner

- Ensure collaborative work aligns with SPRP Media Guidelines
- Ensure the google drive folders, meeting notes and supporting documentation are in good working order and accessible to all (share features, commentary and version histories)

#### **Coordinator Responsibilities:**

- Meet the deliverable outlined in the contract
- Report implementation and operations of the SPRP to the teams
- Support partners with lived experience
- Convene and lead new action work as needed
- Support and direct Action team work as needed
- Identify and include new partners as needed
- Identify potential resource supports
- Act as a community liaison to other collaborative teams (across sectors)
- Act as a media spokesperson, if requested by the Management team, in accordance with the Media Guidelines

#### **Collective Impact Model - Backbone Responsibilities:**

- Provide financial oversight and management of the SPRP operations
  - manage the payment of the Coordinator Contract
  - manage payments of expenses associated with SPRP operations
  - manage SPRP partners' annual funding contributions
- Provide support for the leveraging of outside resources including but not limited to grants, donations and other funding sources
  - Approve applications for funding (that have been approved by the management team in principle)
  - Oversee and approve, when required, all financial reporting to funders
- Support action teams, if appropriate with financial management
- Hold an active membership with the SPRP management team, SPRP leadership team and Action teams (if appropriate, including allocation of support staff if more appropriate)
- Participate in the negotiations of the coordinator contract for services

***\*\* Currently, backbone responsibilities are held by the Saskatoon Food Bank and Learning Centre***



**Decision making process:**

- Encourage the participation and empowerment of all group members;
- Be transparent, open and clear;
- Provide opportunities for exchanges of learning that draw on skills and knowledge of group members;
- Maintain accountability to SPRP Leadership Team
- Achieve consensus, as described below
- Utilize a majority vote if consensus cannot be achieved, with one representative from each organization voting. First voice representatives not with organizations will each be allowed a vote.

**Consensus:**

- A process that allows the entire group to be heard and to participate in decision-making.
- The goal is to find common ground, exploring issues until everyone's opinions are voiced and understood.
- Aim to bring the group to mutual agreement by addressing all concerns
- Does not require unanimity, but that everyone can agree they can "live with" the decision.
- Ends in re-stating the agreements made and determining the next steps in implementing the decision.

**Conflict Resolution Process:**

**Assumptions about conflict**

- **CONFLICT IS OKAY.** Conflict is a natural and inevitable part of life. In itself, conflict is neither bad nor good. There can be win/win resolutions when the focus is on problem solving.
- **PEOPLE HAVE CHOICES IN HOW THEY RESPOND TO CONFLICT.** Each party can contribute by listening and speaking respectfully.
- **PEOPLE CAN SOLVE THEIR OWN CONFLICTS.** The most appropriate resolution typically comes from those involved in the conflict.
- **I ONLY HAVE PART OF THE STORY -** Understanding what has happened requires every voice in the conflict to be heard.
- **CONFLICT RESOLUTION IS POSSIBLE IN A WIDE RANGE OF SITUATIONS.** It is possible to work through issues and find mutual understanding even in situations of long-standing conflict.
- **NOT ALL CONFLICT MUST BE RESOLVED.**

## **Conflict Resolution Process**

Conflicts are a normal and healthy part of working together. Disagreements don't necessarily require a conflict resolution process. The issue may not be important to you or may be easily resolved in the discussion. If disagreements are interfering with your ability to work with others on a group then the conflict resolution process is available to help resolve the conflict.

- Decide whether the conflict or issue is important to address or not. If you believe it is important to address than:
  - Try to raise the issue with the person you are in conflict with. If you need support for this step you could approach someone from the group or outside the group to assist you.
  - If raising the issue yourself is not working bring in a third person you are both comfortable with to help resolve the conflict.
  - If a third person is unable to resolve the conflict look at accessing a mediator outside the group

Everyone is welcome to attend meetings as long as they are able to be respectful to each other. Conflicts won't be discussed during meetings as there is a process to resolve it outside meetings. The conflict resolution process is not intended for disagreements about the content of the plan. These disagreements will be settled by the decision making process.

***SPRP partners who feel that conflict and/or decision making processes are not managed well are encouraged to speak with the SPRP coordinator and/or the Co-Chairs.***