BC Co-op Developers Community of Practice
Terms of Reference
September, 2020

Purpose
   a. To support the development of a transparent, streamlined and effective intake and referral system for co-op development enquiries in the province. BCCA to act as a broker utilizing co-op developer profiles.
   b. To create a forum for active and emerging co-op developers and other stakeholders involved in supporting existing and new co-ops to stay connected, learn from one another, collaborate in meeting the demand for services and to build the capacity to support co-op development in BC.
   c. To mentor and support new co-op developers.

Composition
The group shall be composed of co-operative developers and representatives of agencies (identified below) who have a high level of interest, experience, and desire to provide hands-on co-op development support. Other members may be added as determined to be appropriate. These include:
   • Experienced developers, i.e. independent consultants actively engaged in co-op development work in BC who provide a full range of co-op development services
   • New developers, i.e. people who are keenly interested in engaging in the practice of co-op governance and business development support and have participated in the CoopZone training program, *Cooperate Now* sessions and/or have been involved in establishing a co-op in which they are a member and/or have provided other services to new or existing co-ops, e.g. accounting, legal support, etc.
   • Representatives from BCCA
   • Representatives from Vancity

Activities
   • Updates from BCCA on referral cases, pattern to requests, opportunities surfacing, news, co-op questions coming up, etc.
   • Updates from Vancity on upcoming co-op development opportunities and *Cooperate Now,* etc. with the intent of building stronger links between those program/opportunities and developers
   • Developers sharing updates on current or recent projects they are working on
   • Discussion and sharing effective practices on various aspects of co-op development
   • Developing a hands-on mentoring program with graduates from CoopZone and *Cooperate Now* through liaison with both programs, BCCA, and Vancity
   • Sharing, consolidating, and revising co-op development resources
   • Other activities of interest to the group

Coordination, Meetings and Process
- Bi-monthly meetings coordinated and facilitated by BCCA
- Standing agenda: 1) updates from BCCA, 2) updates from Vancity, 3) updates from developers on projects, 4) sharing practices and discussion, 5) mentoring items, and 6) new items.
- Notes recorded and distributed by BCCA.

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Accountability in Co-op Development Contracts
- BCCA/Vancity will facilitate links between clients and developers. For Vancity projects, a simple contract will be drafted by the developer with three parties (funder, developer and co-op). The intention is to build in more accountability from the co-op group than simply as a recipient of funds for the process. The group will be asked to make an investment of between 10% and 30% of total costs. The contract will include the anticipated time frame and any other commitments by the co-op, e.g.to join BCCA for a minimum of two years.
- The contract will also include: anticipated activities, hours, timeframe, fee and how costs will be shared between the funder and co-op group. The lead developer is accountable to the funder and to the co-op group. The lead developer is responsible for the project and will invoice the funder and the co-op for their portion of fees.
- When mentoring is involved, experienced developers will take the lead in determining standards of care, approach, range of mentoring activities, etc. for incorporations or other collaborative projects. If higher levels of collaboration are appropriate (such as involving an additional consultant) agreement about areas of responsibility will be set out at the beginning of the project by the different parties involved.