

Terms of Reference - Measuring Up Working Group

Introduction

Measuring Up is a network of community leaders that have a commitment to full inclusion and accessibility across the life span. The group is recognized by Mayor and Council of the City of Surrey for the important work accomplished to date. The group offers a hub of resources and referrals to community members and business organizations that believe inclusion and accessibility is the way forward in Surrey. In 2007, 2010 Legacies Now awarded grants to increase inclusion across the province of BC. The City of Surrey, in partnership with the Surrey Association for Community Living, was awarded \$25,000 under this funding initiative. In early 2008, the Surrey Association for Community Living and the Parks, Recreation and Culture Department formed a collaborative Measuring Up Working Group to guide this process.

In 2009, Measuring Up with the assistance of SPARC BC developed an Accessibility and Inclusiveness Assessment for the Community of Surrey, and began work on 14 identified strategies to improve accessibility and inclusion in Surrey. In 2013, the group revisited the identified strategies to determine priorities for their future work together. They worked together to develop a strategic plan that guided their work until 2016. In 2016, they developed a new strategic plan that guides their work until 2019. At the end of 2018, a new strategic plan was created to guide work through 2020.

Mission

Surrey: An accessible and inclusive community that welcomes and values all abilities.

Vision

We promote inclusion and accessibility and provide a hub of services and resources. We network, develop partnerships, and provide education and support across the community.

Purpose

The purpose of Measuring Up is to make Surrey the most accessible and inclusive community by embracing all abilities. This includes educating the community by using the group's diversity and resources to create inclusive environments, remove barriers, develop relationships and promote accessibility and inclusion. This includes the group's role to fulfill the defined outcomes and functional responsibilities through training programs, outreach to other community collaborators including businesses and by consulting to others.

Accountability

1. The Core Group is accountable to the funding agencies & sponsor for its overall actions;
2. The Core group is responsible for ensuring transparent communication with the funding agencies/fund holders and for ensuring all funding and reporting guidelines are achieved;

3. A not for profit agency (Surrey Association for Community Inclusion) is the current contract holder for all contractual arrangements, donations and sponsorships. Therefore all reports/deliverables and communication from contractors (should one be hired) will be shared transparently with the fund holder that holds the contract.
4. The Core Group is accountable for the work of contractors;
5. Decision-making occurs by consensus meaning general agreement. A time limit will be designated for the consensus process. If this cannot be achieved, a simple majority will be used with opposing views noted in minutes; and
6. The Core Group will define the rules of order at meetings.

Composition

The Core Group consists of organizations, agencies, groups and individuals in the Surrey area who seek to move the issues of diversity and inclusion forward in their organizations and in their communities.

Members may include, but are not limited to:

1. Local community inclusion organizations;
2. Health authorities;
3. Citizens;
4. Special interest groups focused on addressing inclusion or mental health;
5. Municipality of Surrey;
6. Faith organizations;
7. Individuals with lived experience; and
8. Educational institutions.

Terms

The core group members will serve a minimum of two years and there is no maximum length of involvement.

Meetings

Regular meetings are held every two months. Additional meetings may be required for planning special events. These special meetings are coordinated by the chair.

Current Members

Tara Cleave (Co-chair)	Manager, Support Services & Accessibility, City of Surrey
Karin Pasqua (Co-chair)	Accessibility and Universal Design Specialist, City of Surrey
Marco Pasqua	Accessibility Consultant/Rick Hansen Foundation Speaker/Motivational Speaker
Kiren Uppal	Kwantlen Polytechnic University

Coreen Windbiel	Executive Director of the Surrey Association for Community Living
Kimberly Ranger Wood	GV Association of the Deaf & Director at the BC Cultural Society for the Deaf
Pete Hohmann	Community Services Coordinator, City of Surrey
Ron Bergen	CNIB and Translink Accessibility Committee Member
Glenda Watson-Hyatt	Speaker/Communication Disabilities Access Now
Amit Sharma	South Fraser Active Living Group/Hawk Group of Companies
Anu Pala	Vision Loss Rehabilitation Specialist/Consultant
Kim Egger	South Fraser Active Living Group/Rick Hansen Foundation
Nathan Shipley	Community Member/Rolling with Nathan
Sylvain Formo	Community Member/Canucks Autism Network
Korine Deol	Fraser Health Authority
Tariq Mehboob	WorkBC
Sahra-Lea Tosdevine-Tataryn	City of Surrey - Age Friendly Strategy
Charmly Smith	Semiahmoo House Society
Jeevan Basra	Semiahmoo House Society – Self Advocate
Uli Hans Egger	Rick Hansen Foundation

Roles & Responsibilities

The Measuring Up Working Group will ensure effective governance through:

1. Creation of guidelines for members;
2. Recruitment and selection of suitable members;
3. Orientating and training new members; and
4. Evaluating the overall performance of the group.

Core Group

- Responsible for completing and implementing the strategic plan;
- Meet bimonthly to provide guidance, receive project updates and ensure that the project is moving toward accomplishing deliverables;
- Represent and communicate needs of the community;
- Have mechanisms to liaise, build relationships, and communicate with community;
- Be a resource to City staff, students, community researchers;
- Monitor project’s effectiveness at meeting the needs of the community while developing capacity for inclusion;
- Provide logistical support as necessary;
- Community/business outreach;
- Capacity building;
- If a member cannot attend a planned meeting every effort will be made to send a designate; and
- Core group members recruit and introduce new members.

Sub-Group Leads

This role profile identifies responsibilities specific to a Sub-Group Lead. This is in accordance to the most recent version of the Measuring Up Strategic Plan – Areas of Focus.

Purpose

To be the main point-of-contact for the sub-group areas of focus they've been assigned and to report back on the progress of those areas at MUP monthly meetings.

Key duties and responsibilities

- To lead the work of the sub-group and ensure it carries out its business effectively and efficiently within its terms of reference;
- To report back the progress of their assigned areas impartially and in such a way as to facilitate open discussion from all members;
- To demonstrate fair and open decision-making by, or on behalf of, the sub-group;
- To ensure that contributions by the public are facilitated and controlled in accordance with the agreed procedure approved by the group;
- To liaise with the MUP group co-chairs on the content of the agenda;
- To act as spokesperson for the sub-group and liaise with community groups, partners, outside bodies and the public on matters that fall within the remit of the MUP group / sub-group;
- To encourage the highest standards of behavior and probity;
- To monitor the outcome of sub-group decisions and follow up action points; and
- To raise issues with, and respond to, overview and scrutiny as appropriate

Key Skills and Knowledge

- Good leadership skills;
- Advanced chairing skills, including the ability to manage conflict and promote consensus;
- Advanced listening and questioning skills;
- Strong presentation and public speaking skills;
- Ability to build effective relationships within and outside the group;
- Ability to plan and prioritize the business of the group/sub-group; and
- Knowledge of ongoing local and national developments and their implications for the working of the group/sub-group

Co-Chairs

- Set agenda for, and facilitate meetings;
- Provide updates to core group and broader stakeholders group;
- Hire, supervise and provide guidance to members or contractors;
- Mentor new chairs during transition times;
- Develop a succession plan; and

- Orient new members by reviewing the strategic plan, terms of reference and attendance at one meeting to ensure a good fit.

Co-chairs Role

Currently Tara Cleave (City of Surrey), Karin Pasqua (City of Surrey) are co-chairpersons. These roles will remain consistent until one of the chairs or co-chairs left the position. At that time, the Core Group will nominate and vote on successors to the position(s).

Sub-Groups

Sub-Groups or adjunct groups of the working whole group may be developed to work on areas of focus in the strategic plan (i.e. a conference, outreach strategy to business etc.). Each member is expected to participate in at least one sub-group during their tenure. These groups will dissolve after their purpose is achieved.

A Sub-group leader will host and oversee special events planning meetings. These meetings will occur as needed.

Evaluation

The Core Working Group will ensure members are able to plan their activities with knowledge of the achievements, abilities, strengths, and limitations of current members and volunteers. The group should take steps to evaluate both the content of their work together as well as the relationships of its members by adding evaluation of the group itself as a regular agenda item.