

Terms of Reference

Surrey Accessibility Leadership Team (SALT)

Background

Originally established in 2008, the Surrey Accessibility Leadership Team (SALT), formerly the Measuring Up Committee, is a network of community leaders dedicated to full inclusion and accessibility across all stages of life. Many of the committee members are persons living with a disability, and thus perspectives are informed by rich and diverse lived experiences.

The form and function of the group has shifted and changed over the years. In 2007-08, the Committee was formed to support decision making and administration of the Legacies Now grants in partnership with the Surrey Association for Community Living. By 2009, the Measuring Up Committee developed an Accessibility and Inclusiveness Assessment for the community of Surrey, and began work on 14 identified strategies to improve accessibility and inclusion. Subsequent rounds of strategic planning, in consultation with Measuring Up, have helped to inform the direction and focus of the group's work.

The Accessible BC Act was introduced in 2021 to make BC more accessible. The purpose is to create a culture where organizations and institutions are actively working to identify and remove barriers to accessibility. Under the Act, the Province, as well as organizations (such as local governments), are required to:

- a) Establish an accessibility committee;
- b) Create strategies to improve accessibility in their communities and/or organizations; and
- c) Receive feedback on how those actions are affecting people with disabilities.

The purpose of SALT is to provide input on the City of Surrey's Accessibility Action plan and help make City of Surrey buildings and services more accessible and inclusive by embracing all abilities. This includes engaging the group's diversity and resources to create inclusive environments, remove barriers, develop relationships, and promote accessibility and inclusion. SALT meets the membership requirements of the Accessible BC legislation for an accessibility committee.

Mandate

The Surrey Accessibility Leadership Team (SALT) enhances inclusion and accessibility by helping to inform the City of Surrey's Accessibility Action Plan and associated implementation plans. SALT is a network of community leaders with the mission to make Surrey an accessible and inclusive community that welcomes and values all abilities.

Role

As passionate community leaders for accessibility, members of SALT work together to:

- Provide input to interdepartmental staff on the Accessibility Action Plan and associated implementation plans;
- Advise on corporate wide accessibility initiatives and projects related to the Accessibility Action Plan;
- Work collaboratively with the City's Internal Accessibility Advisory Committee related to the Accessibility Action Plan; and
- Advise the City of Surrey on enhancing access and how to remove and prevent barriers for individuals.

Applicant Criteria

The Accessible BC Act requires all local governments (and other prescribed organizations) to establish a committee to assist in identifying barriers to interacting with the organization and advise on the removal or prevention of barriers. At least half of the committee members will be people with disabilities, or individuals who support persons with disabilities. The membership must also reflect the diversity of persons with disabilities in BC and include at least one Indigenous person.

Additionally, in the City of Surrey, all members must be residents of Surrey, work in Surrey, or volunteer in Surrey. There will be at least eight members and no more than eleven.

Members may include:

- a) Individuals with lived experience of disability;
- b) Family members or caregivers of persons with a disability;
- c) Individuals representing community organization related to the work of SALT; and
- d) Indigenous community members.

Membership Term:

1. Initially, membership is for a term of 2 years.
2. After the initial 2-year term, members have the option to opt-in for another 2 years or opt-out.
3. The maximum consecutive membership duration is 4 years.

Members will have to apply to SALT in the following cases:

1. New members
2. After 2 consecutive terms (4 years)
3. Have left for a term

Membership in SALT will be terminated if absent for more than three consecutive meetings, without providing prior communication of their absence, or more than half of the meetings in a year. Members who have been terminated can reapply.

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act for this purpose and for contacting appointed persons with information regarding meetings.

Selection process

City of Surrey staff will solicit applications annually. Applications are received and processed by City of Surrey, Healthy Communities Staff. City staff will review applications and invite all applicants for a City of Surrey volunteer interview. All members must meet all of the City's requirements to be accepted as City of Surrey volunteers. City of Surrey staff will review applications and interview notes and Committee appointments will be made based on best fit in accordance with the Accessible BC Act and the SALT Applicant Criteria.

Full member list of SALT members (Appendix A)

General Terms and Code of Conduct

- a) As City of Surrey volunteers, all members are required to review and sign a copy of the volunteer Confidentiality Agreement, Appearance Release Form and Personal Information Form, as well as complete any mandatory volunteer training as a part of the onboarding process.
- b) Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate and be respectful, considerate of others' thoughts and opinions. This includes using respectful language and tone during meetings and in all communication.
- c) Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR").
- d) Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee or the City.
- e) Committee members are supposed to consider the public interest, not their own interests, in their work on the Committee.
- f) Publicly, Committee members should be supporting the City's position on specific issues.
- g) It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media by Committee members must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- h) Members will not record or film during meetings.

- i) Professionalism: Committee members who engage in activities regarding the City of Surrey or Committee initiatives, projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency and values of the City of Surrey.
- j) All Committee volunteers must either be a resident of Surrey, work in Surrey or volunteer in Surrey. Vacancies will be filled through outreach to community members and partners; applications received will be reviewed by Healthy Communities- City of Surrey staff.
- k) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members. A conflict of interest exists if a Committee member is a director, member, or employee of an organization seeking to benefit from the City, or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions, and must refrain from voting on the topic. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).
- l) To ensure consistency and promote two-way communication, SALT and the City's Internal Accessibility Advisory Committee will have at least one shared City of Surrey staff member attending their meetings and have at least one joint meeting annually.

Meetings

Regular meetings are held 4-5 times annually based on operational need. Additional meetings may be called to liaise with the City or to plan activities or events. All meetings (regular and special) will be coordinated by the chair

Member Responsibilities during meetings

- Attend and actively participate in meetings as scheduled.
- Be prepared for meetings (reading agenda material prior to meetings).
- Engage in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations.
- Maintain an open mind, allowing for a variety of opinions to be heard.
- Notify the Chair or Co-Chair in a timely manner if they are unable to attend a scheduled meeting.

SALT Roles & Responsibilities

- a) Effective sharing of information between the City, SALT, and external networks;
- b) Providing input into the planning and implementation of the City's Accessibility Action Plan;
- c) Providing suggestions and recommendations on the recruitment of members;
- d) Providing guidance and support in the evaluation of the Accessibility Action Plan's implementation;
- e) Orienting and training new members; and
- f) Providing input and reflection on the overall function and performance of SALT.
- g) Attendance at regularly scheduled meetings.

The City of Surrey will support members of SALT with appropriate accommodation to ensure that members can fully participate in the work of SALT, including ASL and other types of interpreters and accessibility needs.

Compensation

Committee members are volunteer positions. Successful candidates serve on the Committee without compensation. Joining a committee, commission or board is not equal to – and does not lead to – employment at the City of Surrey. If SALT members engage in supplementary initiatives beyond Committee meetings to support SALT, they may be eligible for honoraria in accordance with the City of Surrey's Honoria Guidelines.

Recognition

SALT members are registered City of Surrey volunteers. They will be recognized accordingly for their time and contributions through the following:

- a) **Tracking of Hours** - SALT members' hours will be tracked to acknowledge their commitment and dedication to serving the community of Surrey;
- b) **Public Recognition** - Opportunities for public acknowledgment of SALT members' contributions to improving accessibility in Surrey for all; and
- c) **Recognition Events** – SALT Members will be invited to City of Surrey volunteer appreciation events where SALT members can connect with one another and with other City of Surrey volunteers and be publicly acknowledged for their contributions. Invitations to dedicated events are a token of appreciation for SALT's commitment to volunteering.

Chairs

SALT Chair: City of Surrey staff representing Equity, Diversity, Inclusion and Accessibility.

For the first year of this newly formed Committee, SALT will be overseen by City of Surrey staff person serving as chair. During this year, staff and the SALT committee will work on a co-chair model and

process. The role of the chair is to:

- a) Oversee meeting administration including facilitation, scheduling, agendas and communication;
- b) Provide regular relevant updates to the Committee;
- c) Ensure the Committee does not deviate from the agenda for the meeting;
- d) Encourage participation in discussion topics and questions;
- e) Encourage open-minded discussions and allow for a variety of opinions to be heard;
- f) Work alongside Co-Chair to guide the Committee towards fulfilling tasks/projects identified in the Accessibility Action Plan and presenting reports to Council, as applicable;
- g) Work with the committee to set timelines for deliverables identified in the Accessibility Action Plan and associated implementation plans;
- h) Support the Committee to abide by the requirements of the Accessible BC Act;
- i) Build capacity within SALT through member support and effective facilitation;
- j) Maintain strong connection to the City's Internal Accessibility Advisory Committee and suggest opportunities for collaboration and information sharing;
- k) Connect with SALT members outside of regular meetings to support follow-through;
- l) Ensure documentation of process and decisions for succession planning; and
- m) Orient new members by reviewing the Accessibility Action Plan, SALT terms of reference and other relevant materials.

Sub-Groups

Sub-Groups of SALT may be developed to work on areas of focus as identified by SALT and in relation to the City's Accessibility Action Plan. Their meetings will occur as needed. These groups will dissolve after their purpose is achieved.

Reporting

SALT members will provide input on an annual report, written by City of Surrey staff, to Mayor and Council on the topic of SALT and the City's Accessibility Action Plan outlining the work done in the previous year and the work planned for the following year.

Appendix A*Current members*

Name	Organization Affiliation	Role
Kimberly Wood		Member
Sylvain Formo	Canucks Autism Network	Member
Susan Bains	Accessibility Advocate	Member
Kiran Aujlay	Surrey School District and Equal Access Collective	Member
Nathan Shipley	Rolling with Nathan	Member
Amit Sharma		Member
Uli Egger	Rick Hansen Foundation	Member
Aaron Nartey	Mainland Community Services	Member
Kim Egger		Member
Anne Mok	Accessibility Advocate	Member