

**Terms of Reference**  
**Task Force: Richmond, BC**

**Project Title:** Collaborative Knowledge Building and Action for VISIBLE Housing in Canadian Cities (“Visibility Project”)

**Funder:** Government of Canada's Social Development Partnerships Program — Disability Component

**Organization:** Canadian Centre on Disability Studies (CCDS)

**Project Period:** 3 years from May 1, 2013 to March 31, 2016

### **Background**

This project intends to promote VISIBLE housing for all Canadians, including persons with disabilities and seniors. The project objectives are:

1. To increase understanding of VISIBLE housing by highlighting lived experiences and reviewing current policies and practices, impacts, barriers, and best practices;
2. To develop and implement strategies to promote VISIBLE housing among buyers, builders, policy makers, and other stakeholders; and
3. To increase the awareness of VISIBLE housing by highlighting the positive impacts, such as safety, social inclusion and active living of residents, inclusive community building and sustainable housing.

Visibility is “a movement to change home construction practices so that virtually all new homes — not merely those custom-built for occupants who currently have disabilities — offer a few specific features making the home easier for mobility-impaired people to live in and visit” (Concrete Change, 2012). Three essential features are commonly identified for visible housing:

- A zero-step entrance at the front, back or side of the house
- Wide doorways on all main floor doors: minimum 32” (813 mm) with a clear door opening
- A wheelchair accessible bathroom on the main floor

### **Role and Responsibilities of CCDS Project Team**

The CCDS project team is responsible for the planning, implementation and reporting of the overall project, including the financial management. The project team will conduct research, develop resources, and disseminate and mobilize knowledge on VISIBLE housing at the national level. Key project activities that the project team will undertake include:

- Research on VISIBLE housing (e.g., literature review, environmental scan, interviews with stakeholders)
- Creation of a resource list
- Online campaign to promote VISIBLE housing
- Creation of provincial inventories of private businesses that provide products and/or services related to VISIBLE housing
- VISIBLE housing design contest
- Project dissemination activities, including a VISIBLE website, VISIBLE Facebook group, and a media campaign (national and regional)

One of the most important components of the project involves task forces, which will promote VISIBLE housing in several municipalities and in First Nations across Canada. The project team will support task force activities by providing:

- National coordination of task forces,
- Information and resources related to VISIBLE housing,
- Facilitation of collaboration and information sharing among task forces, and
- Input and oversight on task force activities.

### **Task Forces in Canadian Municipalities**

The task forces' main goal is to promote VISIBLE housing in their municipality. Task forces will develop strategies to promote VISIBLE housing in their municipality and implement identified strategies in the municipality.

### **Task Force Members**

A task force consists of three groups of stakeholders:

- 2-3 representatives of consumers (e.g., home buyers, people with disabilities, older adults),

- 3-5 representatives of housing professionals (e.g., land developers, homebuilders, realtors, architects), and
- 1-2 representatives of policy makers

One of the task force members plays the role of coordinator in the group.

### **Task Force Activities and Timeline**

While the Visitability Project is undertaken over a period of three years from from May 1, 2013 to March 31, 2016, task force activities will take place for only part of the project period, from November 2013 to September 2015. The anticipated time commitment for each task force member is 1-2 days per month during this time period. However, each task force member will determine their level of time commitment to task force activities. Also, whenever possible, it is encouraged to incorporate task force activities into their routine business. Task force activities are divided into two phases.

#### **Phase I (November 2013 – July 2014)**

In Phase I task force members:

- Review current policies and practices related to VISIBLE housing in the municipality;
- Share the concept of and information about VISIBLE housing with other stakeholders; and
- Brainstorm strategies (e.g., policies, practices, awareness) to promote VISIBLE housing in the municipality with task force members and other stakeholders within their network.

#### **Phase II (September 2014 – September 2015)**

In Phase II task force members:

- Determine strategies that they would like to work on to promote VISIBLE housing in the municipality, and
- Develop and carry out an action plan to implement the identified strategies.

Specific task force activities are to be determined by each task force. Some example strategies that task forces may consider are:

- Development or amendment of policies
- Introduction of the term and concept of 'Visible Housing' in policy documents, government websites, business/organization websites, social networks, educational and

information materials for housing professionals

- Awareness campaign (e.g. transit advertisement, posters, social networks)
- Home shows
- Presentations at public/professional events
- Development and dissemination of leaflets
- Seminars and workshops

### Roles and Responsibilities of Task Force Members

Task force members determine their own activities based on the roles and responsibilities outlined below. Task force members may undertake some activities together as a team and also have individual tasks or activities. Task forces will meet approximately once per month to plan for task force activities, and share their progress and outcomes. Each task force has a coordinator who ensures the task force is meeting its objectives.

Individual task force members are responsible for the following:

<b>Task Force Members</b>	<b>Roles</b>	<b>Responsibilities</b>
Task force coordinator	Coordinate task force activities and report on the progress and outcomes	Arrange monthly Task Force meetings Coordinate task force team activities Participate in task force coordinators' virtual meetings (quarterly) Provide Task Force meeting reports (monthly) Provide Financial reports (record of hours, in-kind contributions, receipts and invoices) (quarterly) Collect and forward individual task force member reports (quarterly) from policy makers, consumers, and building professionals Participate in the Project's national activities (e.g. Facebook, online campaign, Visitable housing design contest, information dissemination) Provide a task force action plan for Phase I (= Report of the first task force meeting in Phase I)

Task Force Members	Roles	Responsibilities
		<p>Provide a task force action plan for Phase II (= Report of the first task force meeting in Phase II)</p> <p>Provide the final report on task force activities and outcomes (= Report of the last task force meeting)</p>
Policy makers	Increase awareness of Visitable housing within the government and promote policy development for Visitable housing	<p>Participate in monthly task force meetings</p> <p>Review relevant policies in the municipality</p> <p>Share the concept of and information about Visitable housing within the government and stakeholders within their network</p> <p>Make policy recommendations to promote Visitable housing</p> <p>Develop and implement strategies to realize some of the recommendations in collaboration with other personnel within the government</p> <p>Participate in task force team activities and assist activities by other task force members</p> <p>Participate in the Project's national activities (e.g. Facebook, online campaign, Visitable housing design contest, information dissemination)</p> <p>Collect and submit receipts for the expenses incurred for task force activities</p> <p>Provide individual task force member reports (quarterly)</p>
Housing professionals	Increase awareness of Visitable housing within the housing industry and promote Visitable housing in the business practice	<p>Participate in monthly task force meetings</p> <p>Identify housing professionals or businesses that provide services or work on Visitable housing or accessible housing in the municipality</p> <p>Identify housing professionals or businesses who will be involved in carrying out task force activities</p> <p>Share the concept of and information about Visitable housing with housing professionals and businesses in</p>

Task Force Members	Roles	Responsibilities
		<p>the municipality and beyond</p> <p>Develop and implement strategies to raise awareness of Visitable housing among housing professionals and businesses in the municipality and to promote Visitable housing in the housing industry in the municipality</p> <p>Participate in task force team activities and assist activities by other task force members</p> <p>Participate in the Project's national activities (e.g. Facebook, online campaign, Visitable housing design contest, information dissemination)</p> <p>Collect and submit receipts for the expenses incurred for task force activities</p> <p>Provide individual task force member reports (quarterly)</p>
Consumer representatives	Increase public awareness of Visitable housing	<p>Participate in monthly task force meetings</p> <p>Examine consumer groups (e.g., social housing advocate organizations, seniors organizations, disability organizations) in the municipality that the task force can focus to raise awareness of Visitable housing</p> <p>Identify other consumer stakeholders who will be involved in carrying out task force activities</p> <p>Share the concept of and information about Visitable housing with stakeholders within their network and beyond</p> <p>Develop and implement strategies to raise public awareness of Visitable housing in the municipality</p> <p>Participate in task force team activities and assist activities by other task force members</p> <p>Participate in the Project's national activities (e.g. Facebook, online campaign, Visitable housing design contest, information dissemination)</p> <p>Collect and submit receipts for the expenses incurred</p>

Task Force Members	Roles	Responsibilities
		for task force activities  Provide individual task force member reports (quarterly)

### Resources and Budget

Funding will be provided in the form of an honorarium to support task force work. Each task force will receive \$900 per month from the month of their first meeting to the month of their last meeting (within the period from November 2013 to September 2015). The following is suggested allocation of the monthly funding:

- \$100 for monthly task force meeting,
- \$400 for the task force coordinator in honorarium
- \$400 for the rest of the task force members in honorarium

The funding can be spent on the following:

- Hours of work,
- Equipment and materials,
- Meeting space,
- Food and beverages for meetings, and
- Local travel

Separate budget is available for accommodations (e.g., attendant care, accessible transportation, and interpretation fees) related to disabilities. Approval will be granted based on availability of project funds. Requests for funding for disability accommodations should be made in advance including justification for the request.