



City of Richmond

Report to Committee

To: Planning Committee
From: Terry Crowe
Manager, Policy Planning (4139)
Re: **Richmond Community Services Advisory Council 2003 Annual Report and
2004 Work Program**

Date: November 18, 2003
File: 4055-01

Staff Recommendation

That the Richmond Community Services Advisory Council 2004 Work Program be approved.

Terry Crowe
Manager, Policy Planning

Att. 1

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CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

The Richmond Community Services Advisory Council (RCSAC) is presenting its:

- Annual Report and Financial Statement for 2003;
- Proposed work plan and budget for 2004.

Findings Of Fact

1. RCSAC 2003 Activities

The highlights of the RCSAC's activities for the year 2003 are listed in **Attachment 1**.

2. RCSAC 2004 Work Program and Budget

The RCSAC 2004 Work Program and Budget are also presented in **Attachment 1**.

Analysis

1. Proposed 2003 RCSAC Work Program

- The proposed 2003 RCSAC Work Program continues the important role, services and advice which the RCSAC provides to the community.
- It is to be supported.
- The 2004 operating grant is recommended.

Financial Impact

1. Provision of the 2004 annual operating grant of \$9,200.00 to the RCSAC, subject to the 2004 budget. This allocation is routine and is in the City's base budget. No problems are anticipated in providing this grant.

Conclusion

The RCSAC continues to strengthen the social service network and the community through its activities and initiatives, and to advise Council on issues of concern. Continued support for their endeavours is recommended.


Lesley Sherlock

Social Planner

(4220)

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RCSAC | RICHMOND COMMUNITY SERVICES
ADVISORY COUNCIL

**2003 Annual Report
2004 Workplan and Budget**

Table of Contents

STEERING COMMITTEE REPORT	3
RCSAC PROJECTS, EVENTS AND MEETINGS.....	3
RCSAC PROJECTS, EVENTS AND MEETINGS (CONTINUED).....	5
RCSAC SUB-COMMITTEES	5
RICHMOND POVERTY RESPONSE COMMITTEE	5
RCSAC MEMBERSHIP	7
RCSAC FINANCIAL STATEMENTS 2003.....	9
REVENUE AND EXPENSES 2003 (INTERIM REPORT).....	9
RCSAC WORKPLAN 2004	11
BUDGET 2004	12

Steering Committee Report

The Steering Committee met monthly throughout 2003, with the exception of the month of August.

The following members served on the Steering Committee in 2003:

Vince Battistelli, Richmond Alcohol and Drug Addiction Team

Joan Cowderoy, Chimo Crisis Services

Helen Davidson, Richmond Family Place Society

Arlen Johnson (Treasurer), Richmond Committee on Disability

Francis Li, S.U.C.C.E.S.S

Michael McCoy (Co-Chair), Touchstone Family Association

Annie McKittrick, Individual Member

David Reay, Poverty Response Committee

Brenda Reynolds, Richmond Health Services

Elizabeth Specht (replaced by Lesley Richardson while Ms. Specht is on maternity leave),
Volunteer Richmond

Brian Wardley (Co-Chair), Heart of Richmond AIDS Society

Lesley Sherlock is the Staff Liaison for the City of Richmond. Her assistance and her conscientious work on our behalf are greatly appreciated.

Helen Davidson left the Steering Committee in June 2003, to assume a position with Richmond Children First. Arlen Johnson stepped down as Treasurer and we expect a new Treasurer to be in place shortly.

Councillor Derek Dang was the Richmond City Council Liaison to RCSAC.

RCSAC Projects, Events and Meetings

- *January 30, 2003 (RCSAC General Meeting): Round Table on Health Authority Changes*
The speaker was Dr. Heather Manson, Vice President, Health Services Integration, Vancouver Coastal Health Authority. The event was attended by 27 RCSAC members and members of their Agencies' Boards of Directors.
- *March, 2003: Gaming questionnaire*
A questionnaire was sent to agencies throughout Richmond to establish the effects of the new regulations on the distribution of gaming funds. Response was somewhat weak, probably because further significant changes had been implemented since the survey was completed.

Richmond Community Services Advisory Council

2003 Annual Report/2004 Workplan and Budget

- *April 22, 2003:* The Steering Committee invited Kate Sparrow, Director, Recreation and Cultural Services, to provide information about the Renewal of Parks, Recreation and Cultural Services Delivery System.
- *April 22, 2003:* Bruce Beairsto and Chris Kelly, Richmond School District attended the same Steering Committee meeting to discuss the *Make Children First Initiative*, fee-paying kindergarten programs and the proposed Richmond Learning Community initiative.
- *May 22, 2003 (RCSAC General Meeting):* Forum with Richmond MLAs, Hon Linda Reid, Hon Greg Halsey Brandt, Hon. Geoff Plant.

RCSAC Projects, Events and Meetings (continued)

The Forum was attended by 30 RCSAC members and members of their Agencies' Boards of Directors, as well as City of Richmond staff members. All three MLAs have committed to making this an annual event, and representatives of the Steering Committee met with the MLAs in June to discuss the format and content of future forums. During this meeting, the MLAs observed that they regard the RCSAC as a valuable resource for information on local issues and activities, providing them with an opportunity to find out what they can do as advocates for our community. We feel that we have established a good working relationship with the local MLAs and we look forward to further contact.

- *May 28, 2003: Planning Session*
The RCSAC held a planning session with members of the Poverty Response Committee. The session, which focussed on clarifying the relationship of the PRC with the Richmond Community Services Advisory Council, was facilitated by Gavin Perryman.
- *May, 2003: Social Services Inventory and Analysis*
The RCSAC was asked to prepare an inventory of social services, in order to provide City Council, City staff, Agency staff and Richmond residents with information about social services in Richmond, and the agencies and organizations that provide these services. The inventory also contains contacts, and program descriptions.
- *October 2, 2003: Annual General Meeting.*
The Keynote speaker was George Duncan, Chief Administrative Officer for the City of Richmond. Mr. Duncan discussed the changing structure at City Hall, and the rôle of the RCSAC under this new structure.
- *City Committee Representation:*
The RCSAC continued to be represented on the following City committees: The Homelessness Committee, The Substance Abuse Task Force, and the Intercultural Advisory Committee. In addition, this year, the RCSAC was asked to send a representative to the Parks, Recreation and Cultural Services Renewal Community Working Group, and to the Richmond Children First Committee.

RCSAC Sub-Committees

Richmond Poverty Response Committee

The Poverty Response Committee had a busy year as we pursued the recommendations and plan of action that had been established and sent to Council early in 2003.

Richmond Community Services Advisory Council

2003 Annual Report/2004 Workplan and Budget

The Committee and its Task Forces have continued to engage more organizations and individuals in their work. This year, the Committee was pleased to support the work of Gilmore Park United Church in holding a lunch and auction in support of projects helping people living in poverty in Richmond. This event typified the activity for which the Committee was established. Through the connections made on the Committee, the Richmond Food Bank was able to find a location for food distribution in East Richmond. Presently the Committee is discussing how to meet the projected increased needs in the community as the changes in provincial assistance begin to take effect in April 2004.

Current Projects:

- The Gift Giving and Access to Recreation Task Force is revising the brochure produced last year listing organizations providing gifts and hampers to those in need.
- The same task force is continuing to explore the possibility of a sports locker where sports equipment could be stored for children who could not afford to participate in community sports unless they are provided with equipment.
- The Food Security Task Force is exploring the possibility of establishing a food policy council in Richmond, supporting the development of more community kitchens and working closely with the East Richmond Community Development Project.
- The Advocacy Project is continuing to explore how it can establish a program in Richmond to provide legal support and advice on poverty, tenant and other legal issues.
- The Poverty Response Committee, together with Volunteer Richmond, Family Services of Greater Vancouver and the Richmond Library is developing a guide of low cost or free services.
- The Affordable Housing Task Force is working with City staff in exploring the possibility of a City Advisory Committee on housing and has planned a forum and exhibits on housing for the week of November 17, 2003. This very active task force is making contacts with groups throughout the Lower Mainland.

The Committee has contracted with Robin Winskell to provide administrative support and with Theresa Harding to manage its projects.

We wish to thank the RCSAC for its support over the past year, and Council for its donation of funds.

Annie McKittrick
Chris Salgado
Co-chairs

RCSAC Membership

Steering Committee	
Richmond Alcohol Drug Action Team	Vince Battistelli
Chimo Crisis Services	Joan Cowderoy
Richmond Committee on Disability (RDC)	Arlen Johnson
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Association	Michael McCoy, (Co-Chair)
Individual Member	Annie McKitrick
Richmond Health Services	Brenda Reynolds
Volunteer Richmond Information Services	Elizabeth Specht/Lesley Richardson
City of Richmond Staff Liaison	Lesley Sherlock
Heart of Richmond AIDS Society	Brian Wardley (Co-Chair)
General Membership: Organization	Representative
Big Sisters of BC Lower Mainland	Irene Leung
Cdn Mental Health Association (Richmond Branch)	Dave MacDonald
City of Richmond Appointee	Error! Reference source not found.
City of Richmond Appointee	Sam Lam
Family Services of Greater Vancouver	Ethel Whitty
Individual Member	Theresa Harding
Individual Member	Louise Hudson
Individual Member	Annie McKitrick
Individual Member	Everett MacKenzie
Ministry for Children & Family Development	David Phillips
Richmond Family Court Society	Christine Brodie
Richmond Family Place Society	Kim Skinner
Richmond Food Bank Society	Margaret Hewlett
Richmond Multicultural Concerns Society	Zarina Mosaheb
Richmond Seniors Advisory Council	Pat Kaspro
Richmond Women's Resource Centre	Karen Martin
Richmond Youth Service Agency	Denise Coutts

Richmond Community Services Advisory Council

2003 Annual Report/2004 Workplan and Budget

Society of Richmond Children's Centres	Nicola Byres
Turning Point Recovery Society	Viki Engdahl
Richmond City Centre Community Association	Kuo Wong
Child Care Development Board	Nicola Byres

Richmond Community Services Advisory Council
2003 Annual Report/2004 Workplan and Budget

RCSAC Financial Statements 2003

* Revenue and Expenses 2003 (Interim Report to October 31, 2003)

	\$
Balance Brought Forward	4374.27
Revenue	
City of Richmond	9225.00
Memberships	505.00
Bank Interest	2.97
Total Revenue	9732.97
Expenses	
Admin Assistant	4479.90
Admin Expenses	49.02
Telephone	235.71
Forums/Meetings	531.76
Volunteer Appreciation	
Web site costs	161.52
Honoraria/Miscellaneous	
Total Expenses	5457.91
Surplus	8649.33

* Please note that expenditures in the first 10 months of 2003 have been less than anticipated. Some of these missed expenditure items will occur in late 2003 or early in 2004. In particular, there will be costs in restructuring RCSAC during 2004. The Budget for 2004

shown on page 9 was prepared some time ago and we will be prepared to adjust it once the final figures for 2003 are available.

RCSAC Workplan 2004

Discussion on re-examining the structure of the RCSAC, in response to changing conditions within the community was initiated at a special meeting of the Steering Committee in September, 2003; we wish to regain the former position of the RCSAC as a coordinating body for local agencies when making representations to Council. At our December, 2003 General meeting, we plan to begin this process with the participation of RCSAC members at large. Restructuring will include a review of the terms of reference, with a view to augmenting and improving them from an operational perspective.

Community Meetings/Forums

These events will be subject to the outcome of discussions on restructuring, but we plan at least four community meetings in 2004, including a forum with the MLAs and our Annual General Meeting, at which we will take the opportunity to hear from a speaker on community issues.

Inventory of Social Services

We look forward to participating in any follow-up work and any further studies that may result from the Social Services Inventory report.

Strengthening Community Partnerships

This will be also be examined and undertaken through the review of the RCSAC structure and rôle.

Poverty Response Committee

The final report of the Poverty Response Committee is expected in June, 2004.

Children and Family Committee

In the past year, changes to the structure of the Ministry of Children and Family Development have been instituted. The RCSAC Steering Committee intends to follow the impacts of the new services redesign within the community. Currently, the RCSAC is represented on the *Make Children First Initiative* for Richmond.

RCSAC Website

The RCSAC website is accessible at www.rcsac.org. Further development is planned in 2004, once restructuring of the RCSAC is complete.

Richmond Community Services Advisory Council**2003 Annual Report/2004 Workplan and Budget****Budget 2004**

	\$
Balance Brought Forward	4,135.70
Revenue	
City of Richmond	9,200.00
Membership Dues	600.00
Bank Interest	5.00
Total Revenue	9,805.00
Expenses	
Admin Assistant	7,000.00
Admin Expenses	600.00
Telephone	700.00
Forums/Meetings	1,000.00
Web Site Upgrade & Maintenance	1,000.00
Volunteer Appreciation	100.00
Honoraria/Miscellaneous	200.00
Total Expenses	10,600.00
Surplus	(795.00)
Balance Carried Forward	3,340.70