

Community Safety Committee

Thursday, September 11th, 2003

6. LOCATION OF PAY AND DISPLAY PARKING METERS

(Report: Aug. 28/03, File No.: 6455-05-01) (REDMS No. 1050412)

It was moved and seconded

- (1) *That the recommendations (in the report dated August 28, 2003, from the Manager, Community Outreach), titled "Location of Pay and Display Parking Meters", relating to the removal of parking meters and the installation of parking signage in those areas where the meters are being removed, be endorsed, and*
- (2) *That the future purchase of pay and display meters be in accordance with the City's Purchasing practices and policies.*

The question on the motion was not called, as Mr. Pearson circulated a revised map of the City's parking meters. Questions were raised about the rationale for eliminating five meters from the east side of Buswell Street, and advice was given that the east side would now be for permit parking to allow those individuals who work in the area to park close to their businesses. Further advice was given that with regard to pay meters, parking would be free after 8:00 p.m.

The question on the motion was then called, and it was **CARRIED**.

7. RICHMOND SUBSTANCE ABUSE TASK FORCE WORK PLAN

(Report: Aug. 19/03, File No.: 3000-09/0100-20-RSA1-01) (REDMS No. 1055721)

The Manager, Community Safety Planning, Shawn Issel, introduced Mr. Brian Wardley, and Ms. Christa Mullaly, members of the Substance Abuse Task Force. She also circulated to Committee members, a revised Financial Impact table, a copy of which is on file in the City Clerk's Office.

Reference was made to the unspent portion - \$50,000, and the suggestion was made by the Mayor that the funds should be transferred to Council Provision Account with the hope that it would be put into one of the City's reserve accounts.

Discussion then ensued among Committee members and staff on:

- the need, if any, for the proposed staff position and the work which this individual would oversee as part of the substance abuse strategy
- whether there had been any attempt to secure matching funds with other stakeholders to ensure that the City was not bearing the burden of the cost of implementing the strategy
- the amount of funding which had been set aside for the original Mayor's Task Force on Drugs and Crime, and whether this amount had been formally approved by Council
- the rationale for changing the Terms of Reference to increase the membership

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- the role of the City in the implementation of the various strategies outlined in the work plan.

During the discussion on the question of securing financial assistance from stakeholders in the project, advice was given that letters of support for the implementation of the substance abuse strategy had been received from the Richmond School District, the Richmond Alcohol & Drug Action Team (RADAT), Turning Point, the Vancouver Coastal Health Authority and the Heart of Richmond Aids Society. Copies of this correspondence are on file in the City Clerk's Office.

Discussion then focussed on the need for financial support, whether such support could be obtained from the stakeholders, and whether there had been any discussion on what would happen if City funding for the strategy was not approved. Comments were made during the discussion that many of the stakeholders were already taking an important role in providing education to the community and its youth to make better and more appropriate choices on the use of drugs and alcohol, without asking the City to provide financial assistance.

Reference was made to the proposed project manager position, and in response to questions, advice was given that the individual in that position would oversee the implementation of the strategy as outlined in the work plan, and would be in the position until April, 2005, the planned completion date for implementation of the strategy. Discussion then took place on whether the strategy could be implemented in the event that the position was not filled.

Questions were raised about the amount of staff time which would be required, and advice was given that Ms. Issel that staff time would be approximately six to eight hours per month, with support staff time being approximately six hours per month.

Discussion continued on the issue of financing for the strategy, whether the stakeholders had been asked to provide any financial assistance, and the outcome if the City chose not to continue with the work. Concern was expressed that the financial contributions of the City could be even more than the amount now being proposed, due to the support provided by City staff, the continuing responsibilities of the manager, and other City support. Reference was made to the number of agencies mandated to provide assistance in this field, while the City, which had no such mandate, was taking on the additional expense to implement the program and to hire a consultant to oversee the project.

In concluding the discussion, the Chair expressed support for the proposed recommendations, stating that the City should not let the momentum for the project cease. She noted that there was a very specific time period and that a key point was the fact that a person from outside the organization with a specific contract, would be overseeing the project.

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Cllr. Barnes referred to the suggestion made earlier that the various stakeholders be requested to provide financial support for the strategy, and stated that many of the individual agencies did not have the ability to provide financial assistance. Also, she suggested that a project coordinator would be able to implement more of the strategy than individual agencies, because of their limited resources.

It was moved and seconded

- (1) *That the Terms of Reference for the Richmond Substance Abuse Task Force be approved;*
- (2) *That \$96,000 in program funding for implementing the Richmond Substance Abuse Strategy (as outlined in the report Richmond Substance Abuse Task Force Work Plan from the Manager, Community Safety Planning, dated August 19, 2003), be approved; and*
- (3) *That the funding come from the casino revenues set aside by Council as part of the Mayor's Task Force on Drugs and Crime.*

The question on the motion was not called, as the request was made that the recommendations be dealt with separately.



The question on Part 1 of the resolution was then called, and it was **CARRIED**.

The question on Part 2 of the resolution was not called, as discussion ensued on the issue of program funding; the project coordinator position; whether the development of a web-based information source could be completed in-house; and the development of a performance management system to indicate where the program was now and where it would be at the end of the term.

The question on Part 2 was then called, and it was **DEFEATED** on a tied vote, with Mayor Brodie and Cllr. McNulty opposed.

It was moved and seconded

That a six month portion of the Substance Abuse program proceed on the basis that the City would provide one-half of the \$52,000 in funding, and that the balance of \$26,000 would be provided through financial or in-kind contributions from the other partners and stakeholders.

The question on the motion was not called, as discussion ensued on (i) whether the other partners and stakeholders should be expected to provide additional funding, and (ii) the impact to the strategy and work plan if the total amount of funding could not be obtained from these agencies. As a result of the discussion, the following **referral** motion was introduced:

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It was moved and seconded

That the motion, "That a six month portion of the Substance Abuse program proceed on the basis that the City would provide one-half of the \$52,000 in funding, and that the balance of \$26,000 would be provided through financial or in-kind contributions from the other partners and stakeholders", be referred to staff and to the Richmond Substance Abuse Task Force for their comments .

Prior to the question on the motion being called, staff were requested to confirm with the stakeholders the level of support which the agencies could provide.

(Cllr. Sue Halsey-Brandt left the meeting at 5:51 p.m., and did not return.)

The question was then called on the referral motion, and it was **CARRIED**.

*

The Chair directed that Part 1 of the recommendation would not go forward to Council until such time as the referral to staff had been dealt with.

It was moved and seconded

That the \$50,000 in unspent funds from the Mayor's Task Force on Drugs and Crime be referred to the Finance Select Committee for a discussion on how these funds should be disposed of.

CARRIED

8. MANAGER'S REPORT

The Chair referred to a memorandum received from Supt. Clapham regarding a recent tour of Richmond massage parlours to determine if there were any bylaw infractions occurring. She noted that previous reports had always indicated whether there were issues which had to be addressed by Council, and expressed concern that this memo had provided no such indication.

Discussion ensued among Committee members and staff on this matter, as a result of which, the General Manager, Community Safety, Chuck Gale, indicated that he request Supt. Clapham to provide more detailed information.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:59 p.m.).

CARRIED



City of Richmond

Report to Committee

To: Community Safety Committee
From: Shawn Issel
Manager, Community Safety Planning
Re: Richmond Substance Abuse Task Force Work Plan

To Community Safety - Sept 11 103
Date: August 19, 2003
File: '3000-09
0100-20-RSABT-01

Staff Recommendation

1. That the Terms of Reference for the Richmond Substance Abuse Task Force be approved, and
2. That \$81K in program funding for implementing the Richmond Substance Abuse Strategy as outlined in the report Richmond Substance Abuse Task Force Work Plan from the Manager, Community Safety Planning, dated August 19, 2003 be approved, and
3. That the funding come from the casino revenues set aside by Council as part of the Mayor's Task Force on Drugs and Crime.

Shawn Issel
Manager, Community Safety Planning
(4184)

Att. 1 (REDMS #1028473)

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CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

The Richmond Substance Abuse Strategy was approved at the July 28, 2003 Council meeting. In the strategy under **Goal #4 – Interagency Cooperation, Recommendation #2** the RSATF recommends that the Terms of Reference for the Task Force be amended to ensure ongoing support for the strategy, and that a City staff resource be dedicated part time to the coordination of the Richmond Substance Abuse Strategy. Council referred the issue of a dedicated staff resource and the finalized Terms of Reference for the Richmond Substance Abuse Task Force to the September meeting of the Community Safety Committee.

This report presents the revised Terms of Reference for the RSATF (Richmond Substance Abuse Task Force) and how the need for a dedicated resource to support the implementation of the Richmond Substance Abuse Strategy could be addressed.

Background

The Richmond Substance Abuse Strategy is the culmination of a year's work by the Richmond Substance Abuse Task Force, which included:

- producing a needs assessment of current trends in drug use and drug related activity in Richmond, the ability of existing agencies to address these problems, and the need for additional services
- holding focus group sessions to gauge the level of understanding and acceptance by the community on substance abuse issues
- RSATF meetings and workshops to develop the strategy
- undertaking a consultation process with stakeholder agencies and the community to gather feedback on the draft strategy

Their work builds on the work of the previous Mayor's Task Force on Drugs and Crime.

During the development of the substance abuse strategy a staff working group was responsible for liaising with the RSATF, and support staff were used to schedule meetings, prepare agendas and take minutes. The overall staff time commitment required was approximately 20 hours per month - 12 hours for the staff working group and 8 hours for support staff.

Problem/Opportunity

The RSATF is planning to have the strategy substantially implemented by April, 2005. However, there are two issues which need to be addressed.

1. The mandate of the RSATF has been, up until now, to develop a Richmond specific substance abuse strategy. In order for the strategy to be implemented the Terms of Reference for the task force need to be revised.
2. The RSATF is an advisory group, whose role is to provide direction and expert advice in the implementation of the strategy. They need funding for additional resources to carry out the tasks associated with implementation.

Analysis

Revised Terms of Reference

Based on the input from the stakeholder and community consultation the revised Terms of Reference (*Attachment 1*) propose to increase the membership to include representation from the Richmond Chamber of Commerce, Richmond District Parents Association, the Richmond Intercultural Advisory Committee and SUCCESS. Additionally, the objectives were revised to reflect strategy implementation.

Funding Request

The RSATF is proposing to assign small sub-committees to each of the five goals in the strategy. Their priorities are to begin work in the following areas before the end of the year:

- having the revised Terms of Reference approved by Council and the task force reconstituted with additional members.
- proceeding with the Richmond Drug Prevention and Treatment Coalition
- launching the awareness campaign
- working with the City and other agencies regarding youth services
- working with the School District regarding substance abuse in or near schools and to expand education programs targeting substance use
- beginning the development of a single web-based information source on programs and services related to the substance abuse
- developing an outcomes measurement tool based on the indicators in the strategy and compiling the data as it is collected

Staff have identified the following tasks associated with the RSATF's priorities and the overall implementation:

- recruit and provide orientation for new RSATF members
- launch and provide support to the Richmond Drug Prevention and Treatment Coalition
- develop and implement the awareness campaign
- overseeing the development of an outcomes measurement tool based on the indicators and compile the data as it is collected
- investigating the development of the web-based information source
- develop a work plan which identifies specific tasks and timelines
- oversee the program budget
- writing correspondence, reports, briefing papers, program updates and the concluding report to Council
- coordinate and provide support to the RSATF subcommittees
- monitor the implementation of strategy to ensure timeline and outcomes are maintained
- liaise with City support staff in the preparation of RSATF meetings, including agendas, minutes, room scheduling and refreshments

Staff anticipate further tasks will be identified in the 2004 to April 2005 portion of the work plan. It is estimated that the time required to complete these tasks would be approximately 50 hours per month, excluding staff liaison and support staff time.

Staff in consultation with the RSATF estimate the cost to implement the strategy is \$96K. The following table breaks down the costs into the major components:

Public Awareness Campaign	\$30,000
Develop and implement outcomes measurement tool	8,000
Web based single information source	10,000
Administrative support	5,000
Miscellaneous Costs	3,000
Project Management	40,000
Total	\$96,000.00

There are a number of options available to Council to implement the strategy:

1. Approve the full program funding (\$96K). This would include the cost of contracting the project management for the tasks staff identified (50hrs/month x 18 months). The staff that are currently involved in the strategy would continue to be responsible for specific tasks but would no longer provide project management.
2. Approve a six month portion of the program funding (\$52K) and assess the program's progress in April, 2004, before approving the remainder of the funding (\$44K). The six month portion would include the full cost of the awareness campaign. The staff that are currently involved in the strategy would continue to be responsible for specific tasks but would no longer provide project management.
 1. Have the Staff Working Group continue to work with the RSATF, and approve the funding for the awareness campaign, the outcomes measurement, web based information source and administrative/miscellaneous costs (\$56K)
 2. Do not approve funding for the program

There are three criteria Council may wish to consider in determining the request for funding:

1. The Needs Assessment demonstrated Richmond has substance abuse issues and there are gaps in the continuum of services and programs. A basic premise of the strategy is to promote interagency cooperation in order to get the most out of existing services and programs, and to develop an interagency body that can effectively influence other levels of government. If the strategy is not implemented substance abuse issues will grow and gaps in service will continue to exist.
2. Council identified a comprehensive drug strategy in their "Council Priorities 2003-2005" for Community Safety. Although the City is not a direct service provider, it has provided leadership and coordination in developing the strategy. If the strategy is not implemented the perception may be created that a comprehensive drug strategy is no longer a priority.
3. Continued support from stakeholder agencies. A considerable amount of time and effort has been spent in developing the strategy. This is the second task force asked to work on substance abuse issues. The previous Mayor's Task Force on Drugs and Crime developed a

one year work plan that was not implemented. If this strategy is not implemented the stakeholder agencies represented by the RSATF may question the City's commitment.

The following table demonstrates how each of the four options meets the decision criteria.

	Council's Priority Met	Substance Abuse Issues Addressed	Ongoing Support from Stakeholder Agencies
1. Full Program Funding	Yes	Yes	Yes
2. Six Month's Funding	Partially	Partially	?
3. Awareness Campaign/ Staff Working Group	Partially	?	?
4. No Funding	No	No	No

Option 1 – All the criteria are met.

Option 2 – If the remainder of the funding was not approved two of the criteria would be partially met, but it is difficult to determine whether the stakeholder agencies would continue to support the strategy. If the remainder of the funding were approved then all criteria would be met.

Option 3 – Project management would fall to the Staff Working Group. Currently the total time spent by the Staff Working Group is 12 hours a month. Their staff time would have to be increased substantially or the strategy implementation would be delayed well past April, 2005. This may be perceived by the RSATF as a lack of support for the program.

Option 4 – none of the criteria are met.

Impacts

Financial – Capital and Operating

The following table outlines the original amount of funding set aside by Council as a result of the previous Mayor's Task Force on Drugs and Crime. The amount currently in the account and the amount that would remain if the program funding were approved.

In Apr 23, 2001 Council approved	\$230,000
Substance Abuse Strategy Development	-42,000
Funding transferred by Finance Select Committee – April 24, 2003	-38,000
Casino Funding Current Balance	\$150,000
Richmond Substance Abuse Program Funding request	-96,000
Surplus Casino Funding	\$54,000

Community and Social

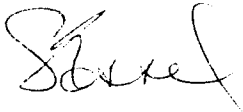
The focus group research and the community consultation feedback indicate the community believes Richmond has substance abuse issues and are receptive to implementing a comprehensive substance abuse strategy.

Conclusion

A great deal of time and effort has been spent in developing the Richmond Substance Abuse Strategy. It is a comprehensive strategy which if implemented would meet Council's priority, and would provide a structure for the different agencies in Richmond to work together towards the combating substance abuse issues.

Implementation

If the program funding is approved an RFP for the project management will be held. The RSATF will work with staff to recruit additional members to the RSATF and work will begin on the Awareness Campaign.



Shawn Issel
Manager, Community Safety Planning
(4184)

TERMS OF REFERENCE

RICHMOND SUBSTANCE ABUSE TASK FORCE

Purpose

The purpose of the RSATF (Richmond Substance Abuse Task Force) is to provide Council with recommendations regarding the development and implementation of the Richmond Substance Abuse Strategy based on the expertise of their respective areas.

Principles

The Richmond Substance Abuse Strategy will be tailored to meet Richmond's needs.

The RSATF will use a comprehensive approach in their review of the Richmond Substance Abuse Strategy – keeping in mind interagency cooperation, as well as the four pillars of education and prevention, treatment, harm reduction, and enforcement.

The RSATF will use the framework from the FCM Municipal Drug Strategy as a reference in developing the Richmond Substance Abuse Strategy.

For purpose of this strategy, the RSATF will define substance abuse as illicit drug use.

Membership

Members will initially be canvassed from the following areas, however provision will be made to include other stakeholder groups as deemed necessary:

- Policy Planning, City of Richmond
- RADAT
- RCMP (2)
- RCSAC (1 or 2)
- Richmond Chamber of Commerce
- Richmond District Parents Association
- Richmond Health Services
- Richmond Intercultural Advisory Committee
- Richmond School District
- SUCCESS
- Turning Point Recovery Society
- Youth representative (2)

The term of the Task Force appointment will be for the duration of the implementation of the Richmond Community Substance Abuse Strategy which, is expected to be completed by April, 2005.

A member of Council will be appointed as Council Liaison. A staff member from the Community Safety Division will be appointed to act as a liaison for the RSATF.

Objectives

The Task Force will:

1. Develop a work plan for the Richmond Substance Abuse Strategy.
2. Work with key stakeholders to implement the Richmond Substance Abuse Strategy.
3. Expert advice to Council on issues related to substance abuse, including options and recommendations for priority actions.
4. Provide support to the Richmond Drug Prevention and Treatment Coalition.
5. Advocacy for the Richmond Substance Abuse Strategy to the community and stakeholder agencies.

Procedures

The RSATF will receive administrative staff support services from the Community Safety Division, for the preparation of agendas and minutes.

The RSATF will report to Council through the staff liaison to the Community Safety Committee and then to Council.

Any communications from the RSATF will be coordinated through the staff liaison.

Meetings

The Task Force will elect a chair.

Meetings will be at the call of the Chair. It is expected that regular monthly meetings will be established.

The Task Force will provide biannual reports to the Community Safety Committee regarding the status of the work plan.

The Task Force will provide a concluding report regarding the work and processes of the Task Force, which will be submitted to the Community Safety Committee.