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**To:** Richmond City Council  
**From:** Harold Steves  
Chair, Planning Committee  
**Date:** March 23<sup>rd</sup>, 2006  
**File:** 01-0100-20-RCSA1-  
01/2006-Vol 01  
**Re:** **RICHMOND COMMUNITY SERVICE ADVISORY COMMITTEE – 2005 ANNUAL  
REPORT, 2006 WORK PROGRAM AND BUDGET**

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The Planning Committee, at its meeting held on Tuesday, March 21<sup>st</sup>, 2006, considered the attached report, and recommends as follows:

**Committee Recommendation**

*That, as per the report (dated March 6, 2006 from the Manager, Policy Planning), the Richmond Community Services Advisory Committee 2006 Work Program be approved subject to the inclusion of how the RCSAC may address large social vision model and gaps in social services for the City into their 2006 Work Program.*

Harold Steves, Chair  
Planning Committee

Attach.

VARIANCE

Please note that staff recommended the following:

That, as per the report (dated March 6, 2006 from the Manager, Policy Planning), the Richmond Community Services Advisory Committee 2006 Work Program be approved.

## Staff Report

### Origin

This report presents the Richmond Community Services Advisory Committee (RCSAC) Annual Report to Council, describing RCSAC activities and accomplishments for the year 2005, as well as the proposed RCSAC 2006 Work Program and Budget.

### Findings Of Fact

#### 1. RCSAC 2005 Annual Report

The highlights of RCSAC 2005 activities are described in **Attachment 1**.

In 2005, the RCSAC sponsored two workshops for its members:

- Integrating the Asset Building Philosophy into Community Services Delivery, conducted by Keith Pattinson, Search Institute Trainer
- Inter-Sectoral Collaboration Workshop, conducted by Kathleen Waxer, Director of Community and Family Services for the Municipality of Jasper.

The RCSAC also finalized their new Charter, adopted by the RCSAC at their October 2005 AGM. This Charter will also be presented to Planning Committee for endorsement on March 21, 2006.

#### 2. RCSAC 2006 Work Program and Budget

The RCSAC 2006 Work Program and Budget are described in **Attachment 1**.

### Analysis

#### 1. RCSAC 2006 Work Program and Budget

One of the key challenges for the RCSAC in 2006 will be the implementation of their new Charter, in particular the establishment of the Policy Advisory Committee (PAC) consisting of Board members of RCSAC member organizations, whose key role will be to advise and make recommendations to Council, through the RCSAC, on social policy and community services.

In 2006, the RCSAC aims to:

- Continue to develop the "Community Asset Building" model
- Raise awareness of emerging service needs
- Establish the role of the RCSAC in community service planning
- Advise on community issues (e.g., housing)
- Advise on Olympic initiatives re: social issues.

The RCSAC will also continue to provide networking opportunities for its members through monthly meetings, forums, workshops, etc.

2. Staff Comments

On which topics will the RCSAC provide advice to Council?

Currently, regarding social issues, Council receives advice from a variety of social groups, e.g., :

- RCSAC,
- Child Care Development Advisory Committee,
- Richmond Seniors Advisory Committee,
- Richmond Intercultural Advisory Committee,
- Richmond Committee on Disability.

Staff may also advise Council directly on social issues.

It is suggested that the RCSAC could focus their advisory role by providing advice to Council on topics that no other existing committee provides advice, for example:

- Existing, proposed and needed provincial and federal policies and programs,
- Constructive, practical approaches to broad social issues in Richmond,
- New social and community service delivery models, and
- Other.

The issues that the RCSAC will advise on each year can be approved in RCSAC annual work programs, which may also be affected by current events that may arise during the course of a year.

This matter may be discussed when the RCSAC presents its proposed 2006 Work Program.

**Financial Impact**

None.

The RCSAC annual operating grant of \$9,2000.00 is in the City's 2006 operating base budget.

**Conclusion**

The RCSAC continues to strengthen the social and community service sector in Richmond through its structure and activities, and provides a resource for Council seeking advice on social and related issues.

Staff recommend that the Richmond Community Services Advisory Committee 2006 Work Program be approved.



Lesley Sherlock  
Social Planner  
(4220)

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**RCSAC** | RICHMOND COMMUNITY SERVICES  
ADVISORY COUNCIL

**2005 Annual Report  
2006 Workplan and Budget**

**Draft**

**Richmond Community Services Advisory Council**  
**2005 Annual Report/2006 Workplan and Budget**

## **Steering Committee Report**

The Steering Committee met monthly throughout 2005, with the exception of the summer months.

The following members served on the Steering Committee in 2005:

1. Vince Battistelli, Richmond Alcohol and Drug Addiction Team
2. Belinda Boyd, Richmond Health Services
3. Joan Cowderoy, Chimo Crisis Services
4. Arlen Johnson, Richmond Committee on Disability
5. Francis Li, S.U.C.C.E.S.S
6. Michael McCoy (Co-Chair), Touchstone Family Association
7. Annie McKittrick, Individual Member
8. Elizabeth Specht (Treasurer) (replaced by Muffet Chambers while Ms. Specht is on maternity leave), Volunteer Richmond
9. Brian Wardley (Co-Chair), Heart of Richmond AIDS Society
10. Sheila Resels, Family Services of Greater Vancouver (Ms. Resels left the Steering Committee in May, on her relocation to Montreal).

Lesley Sherlock is the staff liaison for the City of Richmond. Lesley's assistance and timely advice are always very much appreciated.

Councillor Derek Dang was the Richmond City Council Liaison to RCSAC, and we appreciate his efforts to maintain communications between Council and the RCSAC.

## **Executive Committee**

On the adoption of the new RCSAC Charter, the Steering Committee was dissolved and replaced by the Executive Committee, which comprises the following:

1. Michael McCoy, Co-Chair
2. Brian Wardley, Co-Chair
3. Elizabeth Specht, Treasurer
4. James Musgrave, Member-at-large
5. One Member-at-large (vacant)
6. Councillor Derek Dang, Council Liaison (non voting)
7. Lesley Sherlock, City Staff Liaison (non voting)

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## Membership 2005

There was a modest increase in membership over 2004.

Organization	Representative
1. Big Sisters of BC Lower Mainland	Irene Leung
2. Canadian Mental Health Association (Richmond Branch)	Dave MacDonald
3. Child Care Development Board	Lesley Richardson
4. Chimo Crisis Services	Joan Cowderoy
5. Family Services of Greater Vancouver	James Musgrave
6. Heart of Richmond Aids Society	<b>Brian Wardley – Co-Chair</b>
7. Ministry of Children & Family Development	David Phillips
8. Richmond Addictions Services Society	Vince Battistelli
9. Richmond City Centre Community Association	Kuo Wong
10. Richmond Committee on Disability (RDC)	Arlen Johnson
11. Richmond Family Court Society	- Hafeez Jessa, - Farina Reinprecht, - Sonia Nijar
12. Richmond Family Place Society	Letizia Myers
13. Richmond Food Bank Society	Margaret Hewlett
14. Richmond Health Services	Belinda Boyd
15. Richmond Multicultural Concerns Society	Parm Grewal
16. Richmond Poverty Response Committee	May-Liz Vahi
17. Richmond Seniors Advisory Council	Gail Thompson
18. Richmond Society for Community Living	Janice Barr
19. Richmond Therapeutic Equestrian Society	Frances Clark
20. Richmond Women's Resource Centre	Linda McNab
21. Richmond Youth Service Agency	Marshall Thompson
22. S.U.C.C.E.S.S.	Francis Li
23. Society of Richmond Children's Centres	Nicola Byres
24. Touchstone Family Association	<b>Michael McCoy – Co-Chair</b>
25. Turning Point Recovery Society	Kim Patrick
26. United Way of the Lower Mainland	Linda Western
27. Volunteer Richmond Information Services	Elizabeth Specht
<b>Individual</b>	<b>Member</b>
28. Individual Member	Annie McKitrick
29. Individual Member	Everett MacKenzie
<b>City</b>	<b>Appointee</b>
30. Citizen Appointee	Kathy Ring,
31. Citizen Appointee	David Reay
<b>City Liaison</b>	
<input type="checkbox"/> Council Liaison	Derek Dang
<input type="checkbox"/> Staff Liaison	Lesley Sherlock

## **RCSAC Projects, Events and Meetings**

- **Integrating the Asset Building Philosophy into Community Services Delivery. Workshop conducted by Keith Pattinson.**

In keeping with the City of Richmond's endorsement of the Asset Building Philosophy, the RCSAC organized an all-day event for members, led by Keith Pattinson, Search Institute Trainer. Mr. Pattinson delivered a challenging and entertaining workshop to 32 agency staff and board members. We were gratified that Mayor Brodie was able to attend briefly, to address the participants.

- **Provincial Election All Candidates meetings**

Three meetings, one in each riding, were held in order to give constituents the opportunity to meet each of the candidates standing for election in their particular riding, and to address their questions. Having three separate meetings also gave the candidates an opportunity to hear about the particular issues affecting each riding. We had full participation from the candidates, and we were pleased with the attendance, in particular with the meeting at the Steveston Community Centre, which was filled to capacity, possibly because it was the one held closest to the date of the election. At each meeting, there was a lively discussion, with all candidates given equal opportunity to state their positions.

These meetings were held in collaboration with three other Richmond groups/agencies: Richmond Committee on Disability, Richmond Seniors Advisory Committee, and the Richmond Society for Community Living, all of which contributed financial and other support.

- **Municipal Election All Candidates meeting**

This meeting, held at the Radisson President Hotel was very well attended by the public and all but three of the candidates participated. Questions were limited to social issues, and again, candidates were left in no doubt as to the priorities of Richmond residents.

- **Inter-Sectoral Collaboration Workshop, conducted by Kathleen Waxer**

Kathleen Waxer, Director of Community and Family Services for the Municipality of Jasper, gave a workshop on the Jasper model of inter-sectoral collaboration in the delivery of programs and services to the community. The RCSAC intends to integrate the ideas introduced at the workshop, in our work plan for 2006.

- **New RCSAC Charter Completed**

Work continued throughout the year, on updating and amending the RCSAC Charter, which will be forwarded to Council for ratification.

## **Richmond Community Services Advisory Council**

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#### **RCSAC General Meetings**

General meetings were held in April, May, October (AGM) and November 2005. At our April 2005 meeting, Michael McCoy reported on the Restorative Justice project; Wayne Yee, Department of Parks, Recreation and Culture gave an update on the City's Youth Development Strategy. Kathleen Waxer was the speaker at our Annual General meeting on October 27, 2005. At this meeting, final approval was given to the updated RCSAC Charter. The Steering Committee having now been disbanded, an Executive Committee will be formed, comprising the Co-Chairs, Treasurer, two Members at Large, and City Council and Staff Liaisons.

A substantial portion of every meeting is committed to information sharing, with each member having an opportunity to apprise other members of achievements, current projects, and forthcoming events and to request or offer support when appropriate.

#### **RCSAC Participation in Other Committees**

The RCSAC was active in the City's Parks, Recreation and Culture Committee that saw its report presented to Council. The report is recommending new and innovative ways of delivering services while advocating continued community involvement.

The RCSAC continues its involvement on the Children's First Committee and its work on child development issues in Richmond.

The RCSAC continues to be represented on the Richmond Substance Abuse Task Force and the Richmond Intercultural Advisory Committee.



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**RCSAC Financial Statement 2005**

<b>Balance Brought Forward From 2004</b>	<b>10,267.22</b>
<b>Revenue</b>	
City of Richmond	7,000.00
Membership Dues	705.00
Bank Interest	15.54
<b>Total Revenue</b>	<b>7,720.54</b>
<b>Expenses</b>	
Admin Assistant	5,550.00
Admin Expenses	238.44
Telephone	488.98
Forums/Meetings	3,753.20
Website	116.07
Volunteer Appreciation	88.73
<b>Total Expenses</b>	<b>10,235.42</b>
<b>Surplus/Loss</b>	<b>&lt;2,514.88&gt;</b>

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**RCSAC Budget 2006**

<b>Balance Brought Forward From 2005</b>	<b>7,752.34</b>
<b>Revenue</b>	
City of Richmond	9,200.00
Membership Dues	700.00
Bank Interest	15.00
<b>Total Revenue</b>	<b>9,915.00</b>
<b>Expenses</b>	
Admin Assistant	6,000.00
Admin Expenses	300.00
Telephone	100.00
Forums/Meetings	3,295.00
Website	120.00
Volunteer Appreciation	100.00
<b>Total Expenses</b>	<b>9,915.00</b>
<b>Surplus</b>	<b>00.00</b>

**\* Note:**

- The RCSAC did not spend its entire budget in the period 2002–2004 and a significant surplus accumulated.
- However, in 2005 the RCSAC expenses were high because of All Candidates Meetings and a Workshop resulting in a loss of \$2,515.
- In 2006 we propose to request the regular amount of \$9,200 from the City.
- It is necessary to carry a fairly large balance forward at the end of each year, since the funding from the City is not usually received until well into the new financial year.

## Richmond Community Services Advisory Council

### 2005 Annual Report/2006 Workplan and Budget

#### RCSAC Workplan 2006

- Continue to develop the “Community Asset Building” Model. Work with RCSAC members and City Council to continue to innovate ways of integrating this working model into planning and decision-making from a City service and citizen perspective that facilitates cooperation to meet service needs.
- Raise awareness on emerging service needs and continue to create awareness as identified through members and Council.
- Work with Council on confirming the present and future role of the RCSAC in community service planning.
- Institute ways of developing and maintaining continuing research and information on specific community issues (e.g. Housing) to the community of Richmond and advise Council on those issues.
- Develop and maintain working relationships with various Olympic initiatives and ensure that related social issues are being addressed.

Respectfully submitted,  
Michael McCoy  
Brian Wardley  
Co-Chairs