



**City of Richmond**

**Report to Committee**

**To:** Planning Committee  
**From:** Terry Crowe  
Manager, Policy Planning  
**Re:** **RICHMOND COMMUNITY SERVICES ADVISORY COUNCIL (RCSAC) AND  
RCSAC POVERTY RESPONSE COMMITTEE 2004 ANNUAL REPORT AND  
2005 WORK PROGRAM**

To Planning- Mar 22, 2005  
**Date:** February 8, 2005  
**File:** 01-0100-20-RCSA1-01

**Staff Recommendation**

That, as per the Manager, Policy Planning report dated February 8, 2005,

- the Richmond Community Services Advisory Council 2005 Work Program be approved, and
- City Hall meeting rooms be made available for the Poverty Response Committee and its task forces for 2005.

Terry Crowe  
Manager, Policy Planning  
(4139)

Att. 4

<b>FOR ORIGINATING DIVISION USE ONLY</b>		
<b>CONCURRENCE OF GENERAL MANAGER</b>		
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>REVIEWED BY CAO</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Staff Report

### Origin

#### RCSAC

The objectives of the Richmond Community Services Advisory Council (RCSAC) are:

- To advise the City of Richmond on social policies and community planning issues;
- To identify and address emerging community issues by:
  - Creating awareness and educating appropriate organizations, government and the community about community issues and concerns;
  - Sharing information and provide networking opportunities for the members;
- To advise other government bodies, both federal and provincial, and organizations as appropriate;
- To support community-based local initiatives; and
- To undertake such special tasks or projects as may be appropriate throughout the year.

#### RCSAC – Poverty Response Committee

The objectives of the RCSAC Poverty Response Committee (PRC) are:

- To raise awareness of poverty in Richmond, and of poverty reduction programs and services.
- To develop ongoing goals for poverty reduction in Richmond.
- To be inclusive and open to Richmond community members by providing information, education, and opportunities to be involved with the PRC.

The purpose of this report is to present:

A. the RCSAC:

- 2004 Annual Report and Financial Statement;
- 2005 Proposed Work Program and Budget.

B. the PRC:

- 2004 Annual Report and Financial Statement;
- 2005 Proposed Work Program.

### Findings Of Fact

#### A. RCSAC

##### 1. RCSAC 2004 Activities

- The highlights of the RCSAC's 2004 activities are listed in **Attachment 1**.
- The RCSAC will soon be presenting a revised RCSAC Charter to Council.
- Note: As of the RCSAC AGM on September 29, 2004, the Poverty Response Committee (PRC) is no longer a sub-committee of the RCSAC. Due to its large mandate and work program, the PRC now functions as an independent committee. PRC 2004 Activities and 2005 Work Program are addressed in Part B below.

## **2. RCSAC 2005 Work Program and Budget**

- The RCSAC 2005 Work Program and Budget are presented in **Attachment 1**.

## **B. RCSAC Poverty Response Committee**

### **1. RCSAC PRC 2004 Activities and Budget**

- The highlights of the RCSAC's PRC 2004 activities and 2003/2004 budget are listed in **Attachment 2**.
- As of the RCSAC AGM on September 29, 2004, the PRC is no longer a sub-committee of the RCSAC. Due to its large mandate and work program, the PRC now functions as an independent committee.

### **2. PRC 2005 Work Program**

- The PRC (no longer part of the RCSAC) 2005 Work Program is presented for information in **Attachment 2**.
- Recommendations presented by the PRC to Planning Committee in 2002 are listed in **Attachment 3**, along with:
  - PRC progress to date,
  - proposed PRC next steps, and
  - proposed City role regarding each recommendation.

## **Analysis**

### **A. RCSAC**

#### **1. Proposed 2005 RCSAC Work Program**

- A revised RCSAC Charter for a re-structured RCSAC will be presented to Council in 2005 for endorsement.
- The proposed 2005 RCSAC Work Program continues the important role, services and advice which the RCSAC provides to the community and is to be supported.
- The 2005 operating grant, which is in the City's operating budget, is recommended.

### **B. PRC**

#### **1. History**

##### **Poverty Report Card**

- In 2000 the RCSAC prepared a report, "Poverty in Richmond: A Sense of Belonging", also known as "The Poverty Report Card", with funding from the United Way.
- The Poverty Report Card provided quantitative and qualitative data about poverty in Richmond but contained no recommendations.
- The report was received for information by the Community Services Committee on November 29, 2000.
- The RCSAC indicated that recommendations would be developed following community consultation.

##### **RCSAC Poverty Response Committee**

- As follow-up to the Poverty Report Card, the PRC was established by the RCSAC in 2001.

- The RCSAC received \$10,000 of City Casino Funds in 2001 to conduct community consultations and develop recommendations to address poverty in Richmond
- The Poverty Response Committee presented recommendations to Planning Committee in February, 2002. The report was referred to staff for further review, including exploring the availability of a \$10,000 operating budget.
- In April, 2003, Council approved \$15,000 of Casino funds to the RCSAC to continue working on the recommendations put forward in the PRC 2002 Report.
- The Poverty Response Committee has continued to work to address the recommendations and develop new initiatives.

**Independent Poverty Response Committee**

- As of the RCSAC AGM on September 29, 2004, the PRC is no longer a sub-committee of the RCSAC. Due to its large mandate and work program, the PRC now functions as an independent committee.
- The PRC is now sponsored by the Richmond Food Bank Society, who has volunteered to hold the finances of the PRC.
- The PRC has applied to become a registered non-profit society, under the name of "Richmond Poverty Response Society".

**3. Organization**

- From 2001 to 2004, as a sub-committee of the RCSAC, the PRC was organized as shown in **Attachment 2**, Appendix 1.
- As a separate body, the PRC is organized as shown in **Attachment 2**, Appendix 2.
- Social and community service agencies, statutory organizations and members of the public participate in the PRC Steering Committee and its Task Forces.

**4. Funding (City and Other Sources)**

PRC Funding	City sources	Other sources
<b>As RCSAC Sub-Cte.</b>		
1999	N.A.	- \$10,000 from United Way to RCSAC for Poverty Report Card
2001	\$10,000 Casino Funds to RCSAC for follow-up work; PRC & Task Forces established	
2002	N.A.	- \$15,000 from United Way for coordination - \$5,000 from United Way for research on advocacy
2003	\$15,000 Casino Funds to RCSAC for Poverty Response Coordination	- \$15,000 from United Way for Coordination - \$450 from Richmond Health Services for children's safety helmets - \$1,000 from Coast Capital for Housing Forum advertising
2004	N.A.	- \$3,000 from Coast Capital for development of low income directory

PRC Funding	City sources	Other sources
<b>As Independent Committee</b>		
2005	Requesting in-kind supports: <ul style="list-style-type: none"> <li>- photocopying, staff liaison, meeting rooms</li> </ul>	<ul style="list-style-type: none"> <li>- \$2,000 from Richmond Health Services for bookmark competition for Richmond Food Bank Project, "Feed the body, feed the mind".</li> <li>- Applications submitted to:                             <ul style="list-style-type: none"> <li>o Coast Capital Savings, \$9,000 for 3 years to develop and maintain the Low Income Resource Directory</li> <li>o CMHC Seed Funding for Affordable Housing, \$10,000</li> </ul> </li> <li>- Applications under development to:                             <ul style="list-style-type: none"> <li>o Coast Capital Savings for Affordable Housing Education Awareness and society development</li> <li>o Vancity Community Partnership Program re: operational costs</li> <li>o United Way re: organizational effectiveness</li> </ul> </li> <li>- Further applications may be submitted to Royal Bank, BC Gaming, SCPI, Richmond Foundation, Vancouver Foundation, Fraser Institute, BC Hydro</li> </ul>
2006	When incorporated as a society, may apply for City Grant	To be determined

**5. Other City Support for the PRC**

**(1) Past City Support**

As a sub-committee of the RCSAC, the City has provided the PRC with a staff liaison, meeting space, and use of a photocopier.

**(2) Future City Support**

- As the PRC is no longer a sub-committee of the RCSAC, the City no longer has a direct role in supporting the committee.
- The City cannot provide full support to the now separate PRC because of limited staff time, overtime and budget resources. However, some form of continued support for the PRC is recommended because:
  - the PRC has forged new partnerships among community agencies, statutory organizations, and community members,
  - partnerships are required to address poverty,
  - the PRC has several poverty alleviation initiatives underway, and
  - if support from the City can be demonstrated, the PRC will be in a better position to leverage funding from non-City sources.
- The PRC has requested the following City support for 2005 (**Attachment 4**):
  - Staff liaison
  - City meeting space
  - Use of photocopier
- The following table outlines PRC requests and proposed City responses.

City Support for Poverty Response Committee		
City Support	Provided 2001 – 2004 (as part of RCSAC)	Proposed for 2005 & ongoing (as independent committee)
Staff liaison	Regularly attended monthly PRC Steering Cte. meetings	Discontinue due to limited staff overtime and budget
City meeting space	Monthly: - PRC Steering Committee (4:30 – 6:30) - Housing Task Force (4:30 – 6:30) - Advocacy Task Force (4:30 – 6:30) - Recreation/Gift Giving (4:00 – 6:00) - Food Security (10:00 – 12:00)	Monthly: - PRC Steering Committee (4:30 – 6:30) - Housing Task Force (4:30 – 6:30) - Food Security (10:00 – 12:00) - Access to Recreation/Gift Giving (infrequent ad hoc meetings)
Use of photocopier	- The Administrative Assistant used a photocopier in the Production Centre for monthly meeting materials and reports, approximately 3,500 pages/year - The PRC supplied approximately 1,000 of these pages themselves	Discontinue
Funding	- \$10,000 provided in 2001 - \$15,000 provided in 2003	- 2005 – None - 2006 & ongoing – once the PRC becomes a registered non-profit society, will apply for funding through the City Grants program

**6. Recommended City Support**

(i) City Meeting Space:

It is recommended that City meeting space continue to be provided for the PRC because:

- the PRC Steering Committee and the Housing Task Force meet during hours of low demand (the Food Security Task Force would be asked to re-schedule to hours of low demand), and
- the contribution of meeting space is a significant in-kind contribution that may help the PRC to leverage funding from other sources (e.g., United Way).

**Financial Impact**

**A. RCSAC**

- The RCSAC annual operating grant of \$9,200 is in the City’s operating base budget.
- In 2005, the RCSAC requires \$7,000.
- \$9,200 has already been allocated for the RCSAC for 2005.
- The remaining \$2,200 will be held for the RCSAC by the Policy Planning Department should any additional funding requirements emerge during the year.

**B. Poverty Response Committee**

- None

**Conclusion**

**A. RCSAC**

- 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.
- Support for their 2005 Work Program is recommended.

**B. Poverty Response Committee**

- The PRC is now an independent body with no assured funding source.
- PRC initiatives have increased community capacity to alleviate poverty in Richmond and several projects are currently underway.
- City assistance in the form of making meeting rooms available to the PRC for 2005 is recommended.



Lesley Sherlock  
Social Planner  
(4220)

LS:cas



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ADVISORY COUNCIL

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## Steering Committee Report

The Steering Committee met monthly throughout 2004, with the exception of the month of August.

The following members served on the Steering Committee in 2004:

Vince Battistelli, Richmond Alcohol and Drug Addiction Team  
Belinda Boyd (on the retirement of Brenda Reynolds) Richmond Health Services  
Joan Cowderoy, Chimo Crisis Services  
Arlen Johnson, 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  
James Sullivan (Treasurer), Richmond Committee on Disability  
Brian Wardley (Co-Chair), Heart of Richmond AIDS Society  
Ethel Whitty, Family Services of Greater Vancouver

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

Brenda Reynolds left the Steering Committee in June 2004, on her retirement from Richmond Health Services

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

## RCSAC Projects, Events and Meetings

- *March 25, 2004 (RCSAC General Meeting)*  
Christa Mullaly, of Richmond Alcohol and Drug Action Team made a presentation on RADAT and the activities planned for National Addictions Awareness Month.
- *June 10, 2004: MLA Forum*  
The Forum was planned as an opportunity for the MLAs to learn directly about gaps in services, and the issues affecting the community. Members of the Steering Committee led the discussion on the following topics:
  - Child Care (Lesley Richardson)

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- Agency fragility (pressures on social services agencies resulting from budget cuts)  
(James Sullivan)
- Housing/Poverty  
(Annie McKittrick and David Reay)
- Health/Addictions  
(Brian Wardley)

Participants joined in the discussion, with the MLAs responding to questions and comments. The forum was attended by 27 members and members of their Boards of Directors. The MLAs have suggested making this a quarterly event, and another Forum has been arranged for December 2004. All three MLAs have observed that these events provide them with an excellent opportunity for dialogue with representatives of social services agencies in the community, and a means of keeping themselves informed.

*September 29, 2004: Annual General Meeting*

Kate Sparrow gave a presentation on the Parks, Recreation and Cultural Services Renewal Working Group; the process of reorganization, the methods employed, the progress made to date, and the results the City hopes to achieve. The draft revised RCSAC Charter was presented for discussion.

*December 7, 2004: Dialogue with Richmond MLAs*

At the request of the MLAs, the format of the meeting was altered somewhat, to provide an opportunity for a more informal dialogue. The principal topics of discussion were:

- Assisted living units for Seniors;
- The need for safe housing for young families outside of the Downtown Eastside;
- Funding for housing for youth;
- Keeping children and adolescents with their families;
- Consolidation of services within the MCFD and the difficulty of accessing support for families until abuse or neglect has actually occurred;
- The "Ready, Set, Learn" program for pre-school children providing parents with tools to identify hearing, speech, and learning problems;
- The need to provide programs to support community development of Volunteerism, in particular for the 2010 Olympics;
- The alcohol and drug abuse strategy for Richmond, and the need for funding for programs and prevention and treatment centres in parts of the province other than the Vancouver Downtown Eastside;
- Gambling Addiction;
- The growing need for affordable child-care spaces; safety and liability concerns regarding the push towards license-not-required centres.

We intend to maintain the good working relationship we have now established with the MLAs.

- *Representation on City of Richmond Committees:*  
The RCSAC continued to be represented on the following City committees/task forces: The Homelessness Committee, The Substance Abuse Task Force, the Intercultural Advisory

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Committee, the Parks Recreation and Cultural Services Renewal Community Working Group, and the Richmond Make Children First Committee.

## **RCSAC Sub-Committees**

### **Richmond Poverty Response Committee**

The following statement was approved by the RCSAC membership at their Annual General Meeting on 29 September 2004:

“The Richmond Community Services Advisory Committee recognizes that, as of 29 September 2004, the Poverty Response Committee will become a separate entity, which will be sponsored by the Richmond Food Bank Society. All monies currently in bank accounts for the Poverty Response Committee and any cash in hand will become the property of the Poverty Response Committee.

The RCSAC thanks the Poverty Response Committee for the work it has done and wishes it continuing success in the future. The RCSAC will welcome the Poverty Response Committee if it chooses to apply for membership of the RCSAC”.

### **Restructuring Committee**

A major task for 2004 was restructuring the RCSAC and redrafting the Charter. A committee was struck in January 2004, to examine the Charter; to suggest improvements in the structure, and to change and update the Charter accordingly. The committee held several face-to-face meetings, in addition to work conducted by electronic mail. The committee included the following:

Denise Coutts (RYSA); Michel McCoy (Touchstone Family Services); David Reay, (Poverty Response Committee); Brian Wardley (HORAS); Ethel Whitty (Family Services of Greater Vancouver). It is anticipated that the revised Charter will be forwarded to City Council for approval within the next month.

### **MLA Forum Planning Committee**

Brian Wardley, Lesley Richardson, David Reay and James Sullivan met to plan the format and presentations for the June MLA Forum.

*We thank those members of the RCSAC who have contributed to the work of the sub-committees during the past year.*

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## RCSAC Membership, 2004

Membership increased slightly over 2003.

<b>Steering Committee</b>	
Richmond Alcohol Drug Action Team	Vince Battistelli
Chimo Crisis Services	Joan Cowderoy
Richmond Committee on Disability (RDC)	James Sullivan (Treasurer)/Arlen Johnson
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Association	Michael McCoy, (Co-Chair)
Individual Member	Annie McKitrick
Poverty Response Committee	David Reay
Richmond Health Services	Brenda Reynolds/Belinda Boyd
Volunteer Richmond Information Services	Elizabeth Specht/Lesley Richardson
City of Richmond Staff Liaison	Lesley Sherlock
Heart of Richmond AIDS Society	Brian Wardley (Co-Chair)
Family Services of Greater Vancouver	Ethel Whitty
<b>General Membership: Organization</b>	<b>Representative</b>
Big Sisters of BC Lower Mainland	Irene Leung
Cdn Mental Health Association (Richmond Branch)	Dave MacDonald
Individual Member	Everett MacKenzie
Ministry for Children & Family Development	David Phillips
Richmond Family Court Society	Maria Malewska-Majblat
Richmond Family Place Society	Valerie Atyeo
Richmond Food Bank Society	Margaret Hewlett
Richmond Multicultural Concerns Society	Chau Tran
Richmond Seniors Advisory Council	Olive Bassett
Richmond Society for Community Living	Deb Pierce/Janice Barr
Richmond Women's Resource Centre	Eleanor Carstens
Richmond Youth Service Agency	Denise Coutts
Society of Richmond Children's Centres	Nicola Byres
Turning Point Recovery Society	Peter Stanger
Richmond City Centre Community Association	Kuo Wong

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Child Care Development Board	Lesley Richardson
Richmond Therapeutic Equestrian Society	Frances Clark

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**RCSAC Financial Statement 2004**

	\$
<b>Balance Brought Forward</b>	<b>7,170.81</b>
<b>Revenue</b>	
City of Richmond	9,200.00
Membership Dues	605.00
Bank Interest	3.40
<b>Total Revenue</b>	<b>9,808.40</b>
<b>Expenses</b>	
Admin Assistant	5068.82
Admin Expenses	137.19
Telephone	701.13
Forums/Meetings	765.09
Website	92.61
Volunteer Appreciation	40.08
<b>Total Expenses</b>	<b>6804.92</b>
<b>Surplus</b>	<b>3003.48</b>
<b>Balance Carried Forward</b>	<b>\$10,174.29</b>

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**RCSAC Budget 2005**

	\$
<b>Balance Brought Forward</b>	<b>10,174.29</b>
<b>Revenue</b>	
City of Richmond	7,000.00*
Membership Dues	600.00
Bank Interest	5.00
<b>Total Revenue</b>	<b>7,605.00</b>
<b>Expenses</b>	
Admin Assistant	6000.00
Admin Expenses	300.00
Telephone	700.00
Forums/Meetings	2,500.00
Website	500.00
Volunteer Appreciation	100.00
<b>Total Expenses</b>	<b>10,100.00</b>
<b>Surplus</b>	<b>(2495.00)</b>
<b>Balance Carried Forward</b>	<b>\$7,679.29</b>

\* Note: The RCSAC has not spent its entire income for the last few years, and a significant surplus has accumulated. In 2005 expenses will increase but we propose, for this year only, to request \$7,000 from the City instead of the regular \$9200. 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 financial year.



## **RCSAC Workplan 2005**

### **1. Coordination**

We will continue to move towards enhancing the RCSAC as a coordinating body for local agencies when making representations to Council.

### **2. Consultation**

With the continuing involvement and participation of RCSAC members at large, this year will also include consultation with Council and statutory agencies.

### **3. Terms of Reference**

Work will continue on refining and clarifying the RCSAC terms of reference.

### **4. Community Meetings/Forums**

Dialogue with the Richmond MLAs will continue, as these meetings have proven to be both a useful and practical exchange around community issues.

### **5. Community Asset Building**

The RCSAC has adapted this philosophy as a way to approach service development in Richmond. The RCSAC will host a number of education forums to provide the general membership and public with the intent of achieving a community-wide base of support as an initiative in Richmond. There will be some cost for these forums but we believe that it will be a good investment in our community.

### **6. Strengthening Community Partnerships**

This year will see the RCSAC reconvene the past practice of information and agency updates as a significant portion of our general meetings. In doing so, we will begin the process of adopting an asset-based approach to community service delivery by clearly understanding what exists and what can be integrated, and what are the areas needing development and support.

### **7. Children and Families**

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.

## **8. Youth**

The RCSAC will be assisting the City to update and improve a Youth Strategy for Richmond. As a participant in the last strategy development in 1996, we would like to provide suggestions as to how to make this a reality.

## **9. RCSAC Website**

The RCSAC website is accessible at [www.rcsac.org](http://www.rcsac.org). Further development is planned in 2005, once restructuring of the RCSAC is complete.

Respectfully submitted,  
Michael McCoy  
Brian Wardley  
Co-Chairs



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ADVISORY COUNCIL

20 December 2004

Planning Council  
City of Richmond  
6911 No. 3 Road  
Richmond, BC

Dear Planning Council Members:

The report of the Poverty Response Committee is submitted as presented to the RCSAC.

For your information, a motion to approve the following statement was carried at the RCSAC Annual General Meeting, held December 29, 2004.

“The Richmond Community Services Advisory Committee recognizes that, as of 29 September 2004, the Poverty Response Committee will become a separate entity, which will be sponsored by the Richmond Food Bank Society. All monies currently in bank accounts for the Poverty Response Committee and any cash in hand will become the property of the Poverty Response Committee.

The RCSAC thanks the Poverty Response Committee for the work it has done and wishes it continuing success in the future. The RCSAC will welcome the Poverty Response Committee if it chooses to apply for membership of the RCSAC”.

We look forward to working with the Poverty Response Committee in their new status as a member of the RCSAC.

Yours sincerely

Michael McCoy  
Co-Chair

Brian Wardley  
Co-Chair

# **Richmond Poverty Response Committee**

## **2004 Progress Report and 2005 Work Program**

### **1. Introduction**

The Poverty Response Committee (PRC) was established in 2001, as an RCSAC sub-committee to respond to recommendations in the RCSAC research report, "Poverty in Richmond: A Sense of Belonging", also known as "The Poverty Report Card" (1999).

The PRC is comprised of local social service and community organizations, and members of the public. The PRC had four task forces from 2001 - 2004, namely:

- ★ Housing,
- ★ Poverty Law Advocacy,
- ★ Access to Recreation/Gift Giving, and
- ★ Food Security.

The PRC has achieved several poverty reduction objectives, developed a dynamic community-wide network, and has initiated many new projects and relationships aimed at further poverty-reduction in its 2004-2005 year.

The PRC acts as Steering Committee for the Task Forces activities, administers funds and manages two part-time contracts. It also oversees the development of the Low Income Resource Directory (LIRD), which does not fall under the domain of any one Task Force.

It is the goal of the PRC to further develop, refine, and facilitate the implementation of the recommendations made in the Poverty Report Card. To achieve this goal, the four task forces are guided by three objectives:

- ★ To raise awareness of poverty in Richmond, and of poverty reduction programs and services.
- ★ To develop ongoing goals for poverty reduction in Richmond.
- ★ To be inclusive and open to Richmond community members by providing information, education, and opportunities to be involved with the PRC.

Following up on the activities and achievements described in last year's PRC Report to Council, the four Task Forces have accomplished much. Its achievements have made the Richmond Poverty Response Committee well known for community driven poverty reduction throughout the Lower Mainland.

### **2. Affordable Accessible Housing Task Force**

- Established in August 2001, the Affordable Accessible Housing Task Force, works to increase the availability of affordable, accessible housing in Richmond, and has engaged in many objectives during 2003-2004. It hosted Richmond's very successful 2003 Affordable Housing

Week that opened public discussion on legalization of secondary suites, with four guest speakers, during the November 17, 2003 event held at City Hall. It again hosted Affordable Housing Week, November 21 – 27, 2004, including a awareness building partnership with BC Non-Profit Housing Association at their Annual Conference.

- The Housing Task Force invited City staff from the planning department and zoning by-laws to learn about policies and zoning regarding affordable housing and issues on illegal and legalizing secondary suites. Discussions on this topic during Affordable Housing Week demonstrated community support for this change. The legalization of secondary suites has been referred by Council to staff for further information, including consultation with the Poverty Response Committee.
- The Housing Task Force participated in Homelessness Strategy discussions, and remains open to amalgamating the two task groups. The Housing Task Force will seek to fund and implement a Homelessness Prevention Program developed by the PRC Projects Coordinator in accordance with the City's Homelessness Strategy Report.
- It continues to remain open to participating in City initiatives to achieve affordable, accessible housing, as first discussed with Planning staff in 2003. The objective is to establish affordable accessible housing over the next several years as the City grows (e.g., 2010 Olympics, RAV line and Speed Skating Oval).
- In response to the need for affordable accessible housing, the Housing Task Force will explore the feasibility of establishing a Richmond Non-Profit Housing Society for the purpose of facilitating the construction of affordable, accessible housing.
- The Housing Task Force has raised public awareness on the need for affordable accessible housing via community forums, presentations to city committees, newspaper articles, and other avenues for public awareness and affordable housing advocacy.
- There were 20 members of the Housing Task Force this past year; six members have been regular contributors.

An update as of December 2004, finds that:

- As per City Council directive Sept 13/04, City staff will obtain comments from the Poverty Response Committee regarding secondary suites:

“That the report (dated September 2, 2004 from the Manager, Policy Planning), regarding Secondary Suites: An Overview, be referred to staff for further review and report to the General Purposes Committee.”

... staff were requested to:

(7) obtain comments from the Poverty Response Committee of the Richmond Community Services Advisory Council on this matter...”

- Early 2005, this Task Force will hold a strategy meeting to set priorities and actions for the next three years.

### 3. Poverty Law Advocacy Task Force

This past year, the Poverty Law Advocacy Task Force (Advocacy Task Force) succeeded in the establishment of poverty law advocacy services for low-income residents of Richmond. In partnership with the Richmond Women's Resource Services, the Advocacy Task Force recruited and trained six community members to provide volunteer advocacy services. Operating one day per week since April 2004, primarily on the basis of word of mouth advertising, the number of clients has been increasing and now outstrips the capacity of services, which has seen the number of volunteers fall to two over the summer. During April, May, and June 2004, 26 clients were served: 21 women, 5 men; the youngest was 25 years old and the oldest was 89. Once the program was established, the next goal identified by the Advocacy Task Force was to find a local agency to "own and operate" the service. After discussions with a number of local agencies, it appears this task has been achieved by CHIMO Crisis Services agreeing to adopt the program, with the proviso that they are successful in their applications to fund it. Three factors were key considerations for CHIMO in their decision to adopt the Advocacy Task Force poverty law services program:

- ★ That it is a volunteer-run program.
- ★ That it can be more accessible to people living in poverty by providing the services at a location in East, West, and Central Richmond.
- ★ That it augments and complements CHIMO's current advocacy services related to its violence against women programming.

With an estimated timeline of September to December, the PRC Projects Coordinator will continue to work with CHIMO in its pursuit for funding, and to facilitate the transition of the advocacy services to CHIMO. The two members of the Advocacy Task Force most responsible for establishing the poverty law advocacy services, Linda McNab and Mary Phillips, will be available for consultation during the transition.

The Advocacy Task Force will be meeting:

- ★ To identify a new Chair and Co-Chair; a new poverty law focus and set of objectives;
- ★ To strategize on recruitment; and on how best to support CHIMO's poverty law advocacy service.

This past year, the Advocacy Task Force has had six regularly attending members, many occasional members, and some invited guests.

An update as of December 2004 finds that:

- With the achievement of their goal and completion of all its objectives, the Advocacy Task Force has dissolved.
- CHIMO has secured funding for developing and operating a volunteer based integrated specialized information, referral, and services advocacy resource service for Richmond that will be integrated with their existing services. To learn about who might be accessing the service and what issues might be addressed, a community consultation session was held

with over forty government, non-profit, and private community and service organizations from Richmond.

#### **4. Access to Recreation/ Gift Giving Task Force**

The Access to Recreation/ Gift Giving (R&G) Task Force came together over the summer of 2003, holding its first meeting in September of that year. Since then, it has:

1. Researched the concept of a sports equipment locker for use by children and youth from low-income families. They have been involved in discussions with the BC Sports Council regarding the availability of used and less expensive sports equipment, as well as participant registration fees. They distributed a survey to minor sports groups for input/feedback.
2. Prepared a pilot project for submission to one of the community associations. The project involves the promotion and availability of outdoor use equipment at a community centre to encourage free family or individual play in its surrounding park areas.
3. Updated the directory of the 2003 Christmas assistance programs that is used by service providers in the community. This is an easy reference guide to ensure information is available for those providers who refer people who need assistance at Christmas, and to minimize duplications and gaps in assistance.
4. Developed a website that promotes gift giving and sharing of community resources. It will allow citizens to make donations (e.g., furniture, appliances, sporting goods), that will be posted to a password protected website. Service providers would be able to access the site and search for items that their clients may need. This can be expanded beyond donations of goods to donation of services and volunteers. A business plan for this website will be developed.

This past year, eight people have been regularly involved in the Access to Recreation/ Gift Giving (R&G) Task Force.

#### **5. Food Security Task Force**

In 2002 the PRC identified food security as a priority and the Food Security Task Force was established and included the Advisory Committee for Community Kitchens that had met regularly since 1999. Today it is comprised of Richmond residents – many who have not previously participated in community committees; representatives of faith communities; students; nonprofit, and government agency staff members.

Its goal is to raise awareness on, and address, food security issues in Richmond by supporting present and future initiatives to promote local, sustainable food production that will increase access to nutritious foods for all residents.

The activities, events, and achievements of this task force in 2004 are:

1. Canning project piloted in 2002 and again in 2003 with support of the Fruit Tree Sharing project, Richmond Food Bank, Community Kitchens, and East Richmond Healthy Community Project.
2. Food security brochure developed in 2004.
3. Food security newsletter developed.

4. Promotion of "Plant a row, Grow a row": a flyer and free seeds were distributed to people who wanted to grow things to donate to the Food Bank.
5. Promotion of the "Feed the body, Feed the mind": a Healthy Snacks program linked literacy and nutrition with children ages 2-6 who attend the Food Bank.
6. Promotion of Community Kitchens, including two potluck Open House events yearly since 2000 that were open to everyone in the community.

The Food Security Task Force plans to continue supporting existing services and events, including the Farmers Market in East Richmond; to collaborate and network on new initiatives; and to explore enterprising nonprofit ideas and funding opportunities. The Task Force has created new resources previously not available to Richmond residents, and links to the work of the Vancouver Food Security Committee.

This past year, the Food Security Task Force has had ten regularly active members and numerous others involved in its many activities and events.

An update as of December 2004 finds:

- A commitment to strengthen the Farmers Market in 2005.
- A resolution to partner with KAIROS Richmond (Canadian Ecumenical Justice Initiatives) and OXFAM Richmond on World Food Day 2005 education and actions.

## **6. The Poverty Response Committee**

The Poverty Response Committee was also supported by the work of two contract workers:

### **1. Administrative Assistant**

An Administrative Assistant attended all PRC meetings and those of the four task forces, and was responsible for minute-taking and distribution; meeting and event room booking; communications central for incoming and outgoing information regarding the PRC, its Task Forces, and all poverty related events, services, and workshops, etc, in Richmond, and the Lower Mainland.

### **2. Projects Coordinator**

A Projects Coordinator working under direction of the PRC:

- ★ Established community partnerships to develop a Richmond-based low income resources directory; applied for and received \$3000 from Coast Capital Savings for this project which is ongoing, and when fully developed will be adopted by Volunteer Richmond Information Services.
- ★ Found a home at CHIMO for the poverty law advocacy program (see Poverty Law Advocacy Task Force above).



- ★ Researched funding opportunities for the PRC; submitted unsuccessful application for the poverty law advocacy program; established fundraising sponsorship relationships, and developing relationships with potential funders for 2004-2005 funding.
- ★ Attended fundraising and poverty-related conferences and workshops; prepared and distributed written reports on each.
- ★ Developed a Homelessness Prevention Program for Richmond for consideration by the Housing Task Force in Fall 2004.
- ★ Participated in the 2003 and 2004 fundraising campaigns of United Way of the Lower Mainland, speaking about poverty in Richmond, and the successes of the PRC.

The Poverty Response Committee is Co-Chaired by Annie McKittrick and Chris Salgado. Another key member is Margaret Hewlett, of the Richmond Food Bank, the PRC's Funding sponsor.

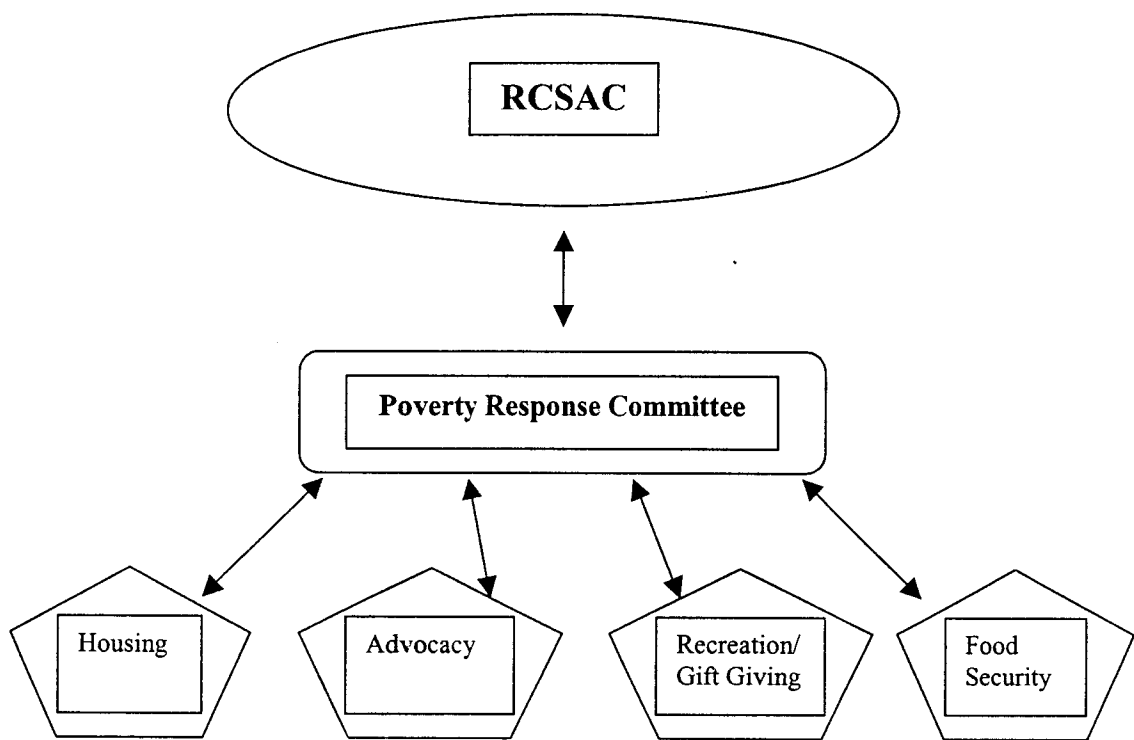
The cumulative hours given by PRC and Task Forces members is 894, gives a total value of \$14,040 given to the community of Richmond toward public awareness and education, events, programs, and services aimed at reducing poverty in our community.

An update as of December 2004 finds that:

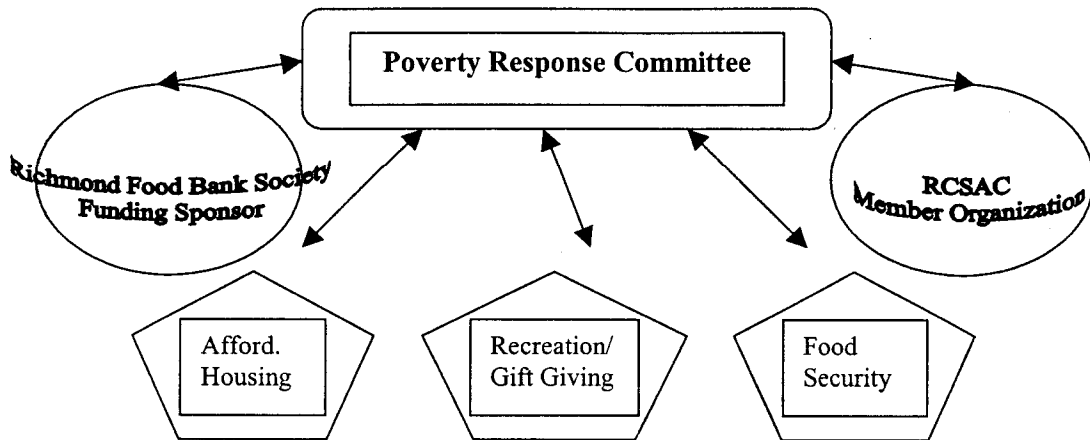
- A new home has been found for the Low Income Resource Directory, at Volunteer Richmond Information Services.
- During 2005 the vision and work of the Poverty Response Committee will be introduced to Richmond's diverse faith community for opportunities of engaging in activities toward common goals.
- A celebration of the accomplishments and partnerships will be held for all members, partners and friends of the Poverty Response Committee December 8, 2004.
- In acknowledgement of three years of formative support by the RCSAC, and based on the successes and strengths of this Committee, a timely request for independent status was submitted by the Poverty Response Committee and accepted by the RCSAC at its 2004 AGM. The Poverty Response Committee has subsequently applied for membership in the RCSAC.
- The Poverty Response Committee will be applying for registration as a non-profit Society, under the name, Richmond Poverty Response Society. This will enable the Poverty Response Committee's poverty reduction goals, objectives, and activities, whether related to housing, food security, recreation and or areas, to be managed and funded under the one mandate and vision of the Richmond Poverty Response Society.
- January 26, 2005 the Poverty Response Committee will be holding a vision and strategy meeting to establish the Committee's goals and objectives for the next three years, including the constitution and by-laws for registering as a non-profit society.

<b>2003 - 2004 POVERTY RESPONSE PROJECT BUDGET</b>			
Total funds received			
March 2002	United Way funds		15,000.00
February 2003	RCSAC funds		2,135.59
March 2003	United Way funds		15,000.00
dedicated helmets fund - June 2003	Richmond Health Services		450.00
June 2003	City of Richmond		15,000.00
housing forum advertizing - December 2003	Coast Capital Savings		1,000.00
low income directory - May 2004	Coast Capital Savings		3,000.00
funds held by the City for Affordable Housing, from Coast Capital Savings			10,000.00
			<b>\$ 61,585.59</b>
<b>August 2003 - September 2004 Budget</b>			
			28,000.00
	Coast Capital funds for housing forum		1,000.00
	Health Services - helmets fund		450.00
			29,450.00
	<b>Housing forum</b>		1,000.00
			-585.00
	balance available		415.00
	<b>Helmets fund</b>		450.00
			-58.85
	balance available		391.15
	<b>Coordinator's salary</b>		13,000.00
			-5,810.00
	balance available		7,190.00
	<b>Meeting expenses</b>		2,000.00
			-1,535.67
	balance available		464.33
	<b>Projects &amp; task forces support</b>		13,000.00
			-4,644.96
	balance available		8,355.04
	total expenses for 2003/2004 budget		-12,634.48
<b>Balance of August 2003 Budget to September 2004 Budget</b>			<b>\$ 16,815.52</b>

2001 – 2004 Organizational Diagram



2005 (New Independent) Organizational Diagram



Poverty Response Committee  
2005 Work Program

Recommendations in the 2002 RCSAC Poverty Response Committee Report	RCSAC Poverty Response Committee 2002 – 2004 Progress to Date	2005 - Proposed PRC Next Steps	City of Richmond 2005 – Proposed Role
<p><b>1. Housing Task Force</b></p> <p>(1.) The City of Richmond, in conjunction with BC Housing, create a Housing Registry and Database that will compile lists of available residences for rent. This Database should include name &amp; numbers of apartments and co-ops, but should also provide a means by which potential landlords could advertise available residences. This registry would be located at City Hall for people to access or as a link to the City's web page.</p>	<p>2002 – 2004 Progress to Date</p> <ul style="list-style-type: none"> <li>Explored registry proposal with BC Housing, decided against pursuing further due to lack of resources.</li> <li>BC Housing was working to:                             <ul style="list-style-type: none"> <li>include co-ops, GVHC, Affordable Housing and other non-market providers on their current registry (no plans to expand the Registry to private landlords).</li> <li>develop policies and procedures regarding decentralized access points such as those proposed.</li> </ul> </li> </ul>	<p>2005 - Proposed PRC Next Steps</p> <p>No plans to further pursue housing registry.</p>	<p>N/A</p>
<p>(2.) The City budget funds to assist with the creation of this registry. The Housing Task Force is willing to also seek funding for this from an outside resource if this will help in achieving this goal.</p>	<p>As above</p>	<p>No further action</p>	<p>N/A</p>
<p>(3.) The City adopt a standard of maintenance. This standard would include the key characteristics in a model bylaw prepared by the former Ministry of Municipal Affairs and Housing.</p>	<p>Community Bylaws staff have had an initial meeting with the Task Force</p>	<p>Task Force to determine specifically what issues it would like such a bylaw to address (e.g., safety, public health, upkeep)</p>	<p>Further PRC consultation with City staff.</p>
<p>(4.) The City advocate through the Federation of Canadian Municipalities for increased funding commitments from the Federal government and through the Union of British Columbia Municipalities for maintaining funding from the Provincial government for affordable housing.</p>	<p>PRC was seeking input from other community groups, then to draft letters</p>	<p>PRC not pursuing this recommendation</p>	<p>N/A</p>
<p>(5.) The City establish an Affordable Housing Task Force as a standing committee to assist the City and community groups in the building and maintenance of affordable housing.</p>	<p>PRC Housing Task Force was represented on the Homelessness Strategy Implementation Steering Cte.</p>	<ul style="list-style-type: none"> <li>PRC Housing Task Force is ready to participate in an Affordable Housing Strategy review</li> <li>PRC Housing Task Force recommends the review commence within the first quarter of 2005</li> </ul>	<ul style="list-style-type: none"> <li>Affordable Housing Strategy deferred due to other City priorities (e.g., City Centre Plan, RAV)</li> <li>City continues to explore affordable and accessible housing initiatives</li> </ul>

Poverty Response Committee  
2005 Work Program

Recommendations in the 2002 RCSAC Poverty Response Committee Report	RCSAC Poverty Response Committee and Task Forces		City of Richmond
	2002 – 2004 Progress to Date	2005 - Proposed PRC Next Steps	
(6.) The City report annually on their progress in providing affordable housing.	N/A	N/A	City staff reports progress to Council by periodic updates
(7.) The City adopt the following definition of accessible housing: "Housing the design of which allows a person with a disability, without assistance, to approach, enter, and make full use of all areas in and features of the unit."	N/A	N/A	<ul style="list-style-type: none"> <li>Current OCP definition: "Housing that can be approached, entered, used, and occupied by persons with physical or sensory disabilities"</li> <li>Currently, the City, the Richmond Committee on Disability and UDI are working together to identify mutually agreeable actions</li> <li>City will await outcome of these discussions</li> </ul>
(8.) New shelters and emergency services for women and children in transition, and young men in crisis be developed.	<ul style="list-style-type: none"> <li>The PRC Housing Task Force made efforts to amalgamate with the Homelessness Task Force to maximize outcomes</li> <li>A separate Community Services Centre Working Group was formed to pursue new shelter, etc., in City Centre</li> </ul>	<ul style="list-style-type: none"> <li>No plans to pursue amalgamation of task forces</li> <li>PRC task force remains open to participation</li> </ul>	Staff continue to seek opportunities for expanded emergency shelters & social services centre
<b>2. Poverty Law Advocacy Task Force</b>			
(1.) The City support the Advocacy Task Force while it undertakes its feasibility study for a legal advocate located in Richmond. This advocate would assist residents to access the benefits they are entitled to and to work with tenants who face substandard housing conditions.	<ul style="list-style-type: none"> <li>A volunteer-based advocacy service delivery model has been developed;</li> <li>CHIMO Crisis Services has agreed to own and operate the poverty law advocacy program</li> </ul>	Task Force has disbanded because advocacy service has been established	N/A
(2.) Poverty law workshops for community workers and residents be held in Richmond.	<p>Two workshops held:</p> <ul style="list-style-type: none"> <li>Tenants' Rights</li> <li>Poverty Law Advocacy</li> </ul>	No further workshops planned at this time	N/A

Poverty Response Committee  
2005 Work Program

RCSAC Poverty Response Committee and Task Forces		City of Richmond
Recommendations in the 2002 RCSAC Poverty Response Committee Report	2002 – 2004 Progress to Date	2005 - Proposed PRC Next Steps
(3.) Community groups are supported so that they can mobilize for positive change in Richmond.	Community agency representatives: <ul style="list-style-type: none"> <li>attended Tenants' Rights and Poverty Law Advocacy workshops,</li> <li>participated in monthly Task Force meetings</li> </ul>	N/A – Service has been established N/A
<b>3. Access to Recreation/Gift Giving Task Force</b>		
(1.) The City endorse the idea of the community sports equipment locker and consider providing financial support for this initiative through the grant application process (either Casino funding or the City's grant process).	<ul style="list-style-type: none"> <li>Key support from City Recreation staff</li> <li>Researched concept of sports equipment locker involving discussions with Sports Council re: availability of used and less expensive equipment and registration fees</li> <li>Survey was circulated to minor sports groups for their feedback and input</li> <li>Preparing a pilot project involving promotion and availability of outdoor use equipment, available at a community centre, that encourages free play and physical activity in surrounding park areas and neighbourhoods</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop a pilot project with a community association, e.g., City Centre, Cambie</li> <li>Sports equipment locker initiative now merged into website, currently under development, to promote gift-giving and sharing of community resources (see 3(2) below)</li> </ul>
(2.) Development of other recommendations as identified: <ul style="list-style-type: none"> <li>Collaboration of organizations and groups that sponsor Christmas hampers/donations programs in Richmond through ongoing discussions</li> </ul>	<ul style="list-style-type: none"> <li>Developed and updated a directory of Christmas Assistance Programs to assist service providers in making appropriate referrals for those in need at Christmas</li> <li>Developed a website that promotes gift giving and sharing of community resources, enabling citizens to make donations (furniture, appliances, sporting goods, etc.) which service providers can access for their clients</li> </ul>	<ul style="list-style-type: none"> <li>Continue to have key role in city-wide Christmas giving program coordination;</li> <li>Up-date directory;</li> <li>Promote year round giving strategy and food donations;</li> <li>Develop a business plan for the website</li> </ul>

Poverty Response Committee  
2005 Work Program

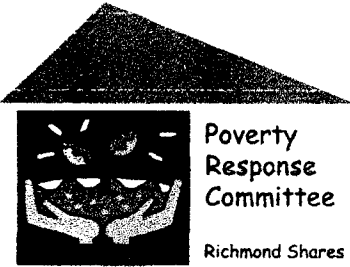
Recommendations in the 2002 RCSAC Poverty Response Committee Report	RCSAC Poverty Response Committee and Task Forces		City of Richmond
	2002 – 2004 Progress to Date	2005 - Proposed PRC Next Steps	
<p><b>4. Food Security Task Force (Formerly Families Task Force)</b></p> <p>(1.) A co-ordinated centre for counselling, self-help programs, advocacy, referrals, networking, and information services for families living in poverty be established in Richmond.</p> <p>(2.) A universal breakfast program for all Richmond schools be initiated (potentially funded by the business sector).</p> <p>(3.) Funding for family services in East Richmond be maintained and additional services be added.</p> <p>(4.) The City encourage the provincial government to maintain support for childcare in Richmond.</p> <p>(5.) Support is provided for people to develop employment/entrepreneurial skills that are suited to the Richmond community.</p>	<p>As CHIMO has envisioned the Poverty Law Advocacy Program, it will eventually fulfill these objectives</p> <p>With generous support from Gilmore Church, a breakfast program has been established at Gilmore Elementary</p> <p>Community initiatives since 2002:</p> <ul style="list-style-type: none"> <li>• Richmond Food Bank established depot in East Richmond</li> <li>• Richmond Family Place offers outreach programs in East Richmond</li> </ul> <p>2001-2006 Child Care Needs Assessment Report &amp; Recommendations sent to Provincial Government, asked to consider stakeholder recommendations</p> <p>Explored role of City – City does not offer skills or business development programs</p>	<p>N/A</p> <p>Will continue partnership with Gilmore Church and support for the breakfast program and annual fund-raising auction</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>City continues to support work of the Child Care Development Board</p> <p>N/A</p>



Poverty Response Committee  
2005 Work Program

Recommendations in the 2002 RCSAC Poverty Response Committee Report	RCSAC Poverty Response Committee and Task Forces		City of Richmond
	2002 - 2004 Progress to Date	2005 - Proposed PRC Next Steps	2005 - Proposed Role
(6.) New food security initiatives (arising independently of 2002 recommendations)	<ul style="list-style-type: none"> <li>• Canning project (2002 &amp; 2003) with Fruit Tree Sharing Project, Richmond Food Bank, Community Kitchens and East Richmond Healthy Community Project</li> <li>• Food security brochure developed</li> <li>• Food security newsletter published</li> <li>• Promotion of "Plant a Row, Grow a Row" - information flyer and free seeds distributed to interested people to grow produce to harvest/ donate to Food Bank</li> <li>• Promotion of "Feed the Body, Feed the Mind" - healthy snacks and children's books program linking literacy and nutrition for children aged 2-6, distributed by Richmond Food Bank</li> <li>• Promotion of Community Kitchens - had Open House potlucks twice a year, open to everyone in community</li> </ul>	Work on these initiatives will continue. Other initiatives will be considered as they arise.	N/A

Prepared by:  
Poverty Response Committee and  
Policy Planning, City of Richmond  
January 2005



January 26, 2005

Mr. Terry Crowe Manager  
 Policy Planning Department City of Richmond  
 6911 No.3 Rd  
 Richmond, BC V6Y 2C1

Dear Terry,

We are writing to you to request of Richmond City Council, on behalf of the Richmond Poverty Response Committee, that the City continue providing the following three in-kind supports to our Committee's activities on poverty reduction recommendations endorsed by Council in 2002:

1. Staff Liaison
2. Use of rooms in City Hall for the monthly meetings of the Committee and its three Task Forces, and for occasional special events, such as the Affordable Housing Week event
3. Use of the photocopier with our own paper

We would like these supports to continue until the City's Fall 2005 community grants allocations for 2006 have been determined. Although we are starting the process of applying for society status, we have important benchmarks to complete (constitution, by-laws, board recruitment), and expect this to take many months. Once we are a Society, we will be applying for a grant as the Richmond Poverty Response Society, to continue poverty reduction projects and partnerships, and we hope to retain Council's support through a grant and the current in-kind supports.

Yours truly,

*A. McKittrick*

Annie McKittrick,  
 Co-Chair  
 Richmond Poverty Response Committee

Chris Salgado  
 Co-Chair  
 Richmond Poverty Response Committee