



To: Community Safety Committee
From: Shawn Issel
Manager, Divisional Programs
Re: FCM Municipal Drug Strategy Update

Date: March 25, 2002

File: -

Staff Recommendation

- 1) That the implementation plan for a Richmond Substance Abuse Strategy be approved, and
- 2) That the Terms of Reference for the Richmond Substance Abuse Task Force be approved, and
- 3) That \$15,000 in funding associated with the Implementation Plan be approved, as specified in the attached staff report.

Shawn Issel
Manager, Divisional Programs

Att. 2

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CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

This report is an update on the activities undertaken by the Staff Working Group on behalf the FCM Municipal Drug Strategy – Pilot Project.

Based on the framework for the FCM Municipal Drug Strategy - Pilot Project, the Draft Work Plan from the Mayor's Task Force on Crime and Drugs and discussion at the February 12, 2002 Community Safety Committee meeting, the Staff Working Group developed an implementation plan for completing the pilot project.

The key tasks outlined in the implementation plan include:

- the formation of a Richmond Substance Abuse Task Force this Spring
- carrying out an informal Needs Assessment over the summer
- conducting focus group sessions with appropriate community groups in the fall

This report outlines the purpose of the implementation plan focussing on the three key tasks identified above.

Analysis

Implementation Plan

The Staff Working Group held a planning session in February to develop an implementation plan for completion of the Pilot Project. The implementation plan (Att.1) is based on the following assumptions:

- the need for technical advice and expertise from relevant stakeholder groups
- the need to solicit community input
- using the previous Task Force plan as a foundation
- incorporating the framework from the FCM Municipal Drug Strategy

The overall objective of the implementation plan is to establish a process for the development of a Richmond Substance Abuse Strategy.

The implementation plan describes the specific tasks to be undertaken from April until January, 2003. It incorporates the need for community input, advice from experts in the field of the substance abuse, and finally the need for and role of, an ongoing stakeholder group once the FCM Pilot Project is complete.

Richmond Substance Abuse Task Force (RSATF)

The Staff Working Group was assembled by the General Manager, Community Safety to guide the **process** for the FCM Pilot Project. However, the Staff Working Group are not experts in the area of substance abuse. Recognizing this, the group is recommending the appointment of a

Richmond Substance Abuse Task Force (RSATF). The stakeholder groups identified in the Terms of Reference would be asked to appoint a representative to the RSATF.

The purpose of this task force is to provide Council with recommendations in the form of a Richmond Substance Abuse Strategy, as well as providing expert advice on issues related to substance abuse. The Terms of Reference for the Task Force (Att. 2) provide detail on the roles and responsibilities for this group.

Focus Groups

Committee will note the task force does not include community representation. Given the short timeframe for completion and the specific focus of the task force, which is to provide ‘expert’ advice, the Staff Working Group looked for alternative means of obtaining community input. A series of focus group sessions is recommended to be held in the fall.

The focus group sessions would provide a much greater range of community input than what could be achieved through appointing community members to the Task Force. Possible sessions could be held with targeted groups such as high school students, specific youth groups, seniors, the District Parent Advisory Association, the Chamber of Commerce, and the Intercultural Advisory Committee. The RSATF would be included in the development of the focus group sessions and in identifying sectors of the community for involvement. The sessions would be facilitated by staff.

Needs Assessment

The FCM Pilot Project has listed as one of its deliverables the completion of a needs assessment. The Staff Working Group recommends carrying out a Needs Assessment based upon information already available, particularly from the RSATF stakeholder groups, rather than engaging in an in-depth study.

There are several options for carrying out the needs assessment:

Option	Comment
1. hiring a graduate student in an appropriate field of study	A student in the appropriate field of study would have the background knowledge and expertise necessary to carry out the assessment under the direction of staff.
2. in-house using staff resources	There are no staff resources, with the requisite background, available for the two to three months needed to conduct the needs assessment.
3. retaining a consultant	The scope of the assessment does not require the expertise, and associated cost of a consultant.

Staff are recommending the first option. Hiring a UBC graduate student from either the Department of Health Care and Epidemiology, or the School of Community and Regional Planning would give the City a good overall assessment of needs in the community. The student

would be tasked with gathering and analyzing statistical data available from RSATF members and other sources, and preparing a report with the findings.

FCM Municipal Drug Strategy – Roundtable

The next roundtable is scheduled for June 13-15, 2002 at Richmond City Hall. An invitation is extended to members of Council that wish to attend all or part of the proceedings. A similar invitation will be extended to the RSATF once they have been appointed.

Financial Impact

Staff estimate funding of up to \$15K will be required to meet the costs of:

- hiring a graduate student for two to three months to carry out the Needs Assessment
- part time clerical support to assist with the Needs Assessment, focus group sessions, and RSATF meetings
- miscellaneous expenses, such as refreshments and office supplies for the Implementation Plan, in particular the Needs Assessment, focus group sessions, and RSATF meetings

Part of this will be offset by the \$8,500 grant from FCM for the pilot project, however staff are requesting that the balance be taken from the Casino funding set aside for the previous Mayor's Task Force on Crime and Drugs.

Conclusion

The Staff Working Group is continuing to work on the FCM Municipal Drug Strategy – Pilot Project. An implementation plan has been developed, which identifies the key components – a Task Force of key stakeholders, focus group sessions for community input and a needs assessment, needed to conclude the FCM Pilot Project and to deliver a substance abuse strategy specific to the needs of the Richmond community.



Shawn Issel
Manager, Divisional Programs

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Implementation Plan

	Actions	Deliverable	Completion Date	Person Responsible
April	<p>Identify stakeholder groups to be included on RSATF</p> <ul style="list-style-type: none"> notify stakeholder groups of Task Force proposal <p>Write report to appoint Richmond Substance Abuse Task Force</p> <ul style="list-style-type: none"> include FCM meeting in June <p>Investigate possibility of using UBC Health Care and Epidemiology summer student to assist with needs assessment research and analysis</p> <p>Request representation from stakeholder groups to RSATF</p>	<p>Terms of Reference for RSATF</p> <p>Report presented to Community Safety meeting</p> <p>Decision about whether to use UBC student</p> <p>Letter to Stakeholder groups</p>	<p>complete</p> <p>April 9/02</p> <p>mid April</p> <p>late April</p>	<p>SWG Hilda Ward</p> <p>Shawn Issel</p> <p>Heather Evans</p> <p>Hilda Ward</p>
May	<p>Appoint Task Force Members</p> <ul style="list-style-type: none"> Give Task Force members package of background info. <p>Develop agenda and process for first meeting with Task Force</p>	<p>RSATF formed</p> <p>Information memo to Community Safety Committee</p> <p>Agenda sent to members</p>	<p>early May</p> <p>early May</p>	<p>SWG Shawn Issel</p> <p>SWG</p>

	Actions	Deliverable	Completion Date	Person Responsible
	Hold first meeting with Task Force <ul style="list-style-type: none"> • Roles & Expectations • Review FCM Pilot Project • Review previous task force work plan 	Task Force members understand roles and expectations, briefed on FCM	mid May	SWG
	Develop agenda and process for Task Force Meeting	Agenda sent to members	late May	SWG
June	Task Force Meeting <ul style="list-style-type: none"> • Review LMMA Plan and how to integrate Richmond’s plan with LMMA • Identify needs assessment data required and source • Identify needs assessment data stakeholders would be able to provide 	Response to LMMA formulated Needs Assessment data identified	early June	RSATF
	FCM meeting <ul style="list-style-type: none"> • held at Richmond City Hall • RSATF to attend • all Pilot Project Communities 	Update on other communities progress	June 13-15	SWG

	Actions	Deliverable	Completion Date	Person Responsible
July	Gather needs assessment data from stakeholders	Work started on Needs Assessment		SWG
August	Gather needs assessment data from stakeholders	Needs Assessment complete	late August	SWG
September	Prepare report containing needs assessment findings <ul style="list-style-type: none"> • Draft report to Task Force for final comments 	Report to Community Safety Committee	early October	SWG
	Prepare agenda for RSATF meeting	Agenda sent to Members	early September	SWG
	Hold RSATF Meeting <ul style="list-style-type: none"> • Focus Group Sessions: Identify target groups and areas for discussion • review needs assessment report 	Method for receiving community input identified Needs Assessment report finalized	mid September	RSATF

	Actions	Deliverable	Completion Date	Person Responsible
	Solicit community input Identify sectors of the community to participate, e.g.: <ul style="list-style-type: none"> • Intercultural Advisory Committee • youth – at risk, average, 13-15 years and 16-18 years • District Parent Association • Seniors • Business 	Community input received for inclusion in plan	late October	RSATF/ SWG
October	Hold RSATF meeting <ul style="list-style-type: none"> • review focus group results • identify actions to incorporate into plan 	Input for draft plan	late October	RSATF
November	Draft Richmond Substance Abuse Plan	Plan drafted	late November	SWG
December	Hold RSATF meeting <ul style="list-style-type: none"> • Review draft with RSATF 	Plan finalized	early December	SWG
January	Present draft plan to CSC	Report approved by Council	mid January	SWG/RSATF

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 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

The members of this Advisory Task Force are appointed by City Council, in accordance with Council Policy 1014 – “Advisory Body Appointments”. There are up to 8 members on the Task Force. Members will be canvassed from the following areas:

- Richmond School District
- Health
- RCMP
- Policy Planning, City of Richmond
- RADAT
- RCSAC
- At-large Youth representative (2)

The term of the Task Force appointment will be for the duration of the development of the Richmond Community Substance Abuse Strategy which, is expected to be completed by January, 2003.

A staff member from the Municipal Drug Strategy Staff Working Group will be appointed to act as a liaison for the RSATF.

The staff working group appointed by the General Manager, Community Safety will not be members of the RSATF, but may attend meetings at the request of the Staff Liaison.

The role of the Staff Working Group is provide staff support to the RSATF in the development of the Richmond Substance Abuse Strategy by facilitating the work process.

Objectives

The objectives of the RSATF are to provide:

1. A Richmond Substance Abuse Plan. This plan will be built on the work of the previous Mayor's Taskforce on Crime and Drugs.
2. The plan will contain:
 - a) data regarding the existing inventory and needs within the City from their respective areas of expertise.
 - b) input from the community regarding specific substance abuse issues identified by the RSATF and the Staff Working Group.
3. Expert advice to Council on issues related to substance abuse, including options and recommendations for priority actions.
4. A recommendation regarding the need for, and role of an ongoing stakeholder group.
5. Advocacy for the Richmond Substance Abuse Strategy.

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.

The staff liaison will facilitate the meetings of RSATF. Any communications from the RSATF will be coordinated through the Staff Working Group.

Meetings

Meetings will be at the call of the staff liaison.