



**City of Richmond**

**Report to Committee**


**To:** Planning Committee  
**From:** Terry Crowe  
 Manager, Policy Planning (4139)  
**Re:** **RICHMOND COMMUNITY SERVICES ADVISORY COUNCIL 2002 ANNUAL REPORT AND 2003 WORK PROGRAM**

*To Planning - Apr 8, 2003*  
**Date:** March 24, 2003  
**File:** *0100-20-RCSA1-01*

**Staff Recommendation**

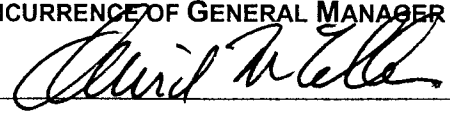
That, as per the Manager of Policy Planning Report dated March 24, 2003:

1. the Richmond Community Services Advisory Council (RCSAC) 2003 Work Program be approved;
2. \$10,000 be provided to Policy Planning for the preparation of a Social Services Inventory.

  
 Terry Crowe  
 Manager, Policy Planning (4139)

TTC:ls

Att. 2

FOR ORIGINATING DIVISION USE ONLY		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Budgets .....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

## **Staff Report**

### **Origin**

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.

The RCSAC is presenting its:

- Annual Report and Financial Statement for 2002;
- Proposed work plan and budget for 2003.

### **Findings Of Fact**

#### **1. RCSAC 2002 Activities**

The highlights of the RCSAC's activities for the year 2002 are listed in **Attachment 1**.

#### **2. RCSAC 2003 Work Program and Budget**

The RCSAC 2003 Work Program and Budget are presented in **Attachment 1**.

### **Analysis**

#### **1. Proposed 2003 RCSAC Work Program**

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

## 2. Social Services Inventory

### (1.) Background:

This analysis pertains to the preparation of a Social Services Inventory for social services offered within Richmond.

On February 10, 2003 Council referred the following motion to staff for discussion with the RCSAC:

*“That Social Planning staff (RCSAC staff liaison) to work with RCSAC to provide an inventory of social services in Richmond and outline a strategy ensuring co-ordination among social service groups in the delivery of services and the procurement of funds prior to September 1<sup>st</sup>, 2003”.*

The RCSAC proposes that two documents be developed:

- an inventory of social services, and
- a document identifying the service targets of various agencies.

The final report will also include information about the context in which social service agencies are currently operating (e.g., provincial funding cuts, organizational restructuring) and may include recommendations for the City Grants program.

### (2.) Funding to prepare the Social Services Inventory:

In their 2003 proposed Work Plan, the RCSAC notes that funds will be needed to ensure the development of a comprehensive inventory.

Funding is required because neither the RCSAC nor City staff have time to undertake the work.

Staff estimate that approximately \$10,000.00 will be required for the completion of the inventory based on the following:

Coordinator	\$8,000.00
GST	\$ 600.00
Staff Overtime	\$1,000.00
Expenses	\$ 400.00
<b>Total</b>	<b>\$10,000.00</b>

The Coordinator’s fee of \$8,000 is based on an hourly rate of \$50.00 for 20 days.

The 20 days would be allocated roughly as follows:

- 8 days - researching organizations (30+) and services, gathering information
- 4 days - preparing the inventory
- 4 days - analysis based on the different service targets, discussion of social services context

- 2 days - meeting with the Project Steering Committee consisting of City Staff and RCSAC representatives
- 2 days - report preparation, possibly to include recommendations

(3.) RCSAC/Staff Roles:

As indicated in **Attachment 1**, the RCSAC would like to act in an advisory capacity in the preparation of the social service inventory. A Project Steering Committee will be established with approximately six members (Finance and Customer Services staff, Policy Planning staff, four RCSAC representatives). The service contract would be managed by the Policy Planning Department.

(4.) Time-frame:

Month (2003)	Tasks
April	Funds received Terms of Reference finalized Request for Proposals issued
May	Interviews conducted Contract signed Information gathering begins
June	Information gathering completed Inventory completed
July	Service target analysis completed Draft report completed
August	Report finalized Report presented to General Purposes

(5.) Recommendations:

- (i.) Staff recommend that \$10,000 be transferred from the remaining 2003 City Grants budget (approximately \$22,000 remains following the 2003 allocations) to the Policy Planning department for completion of this project.
- (ii.) To proceed, the \$10,000 should, it is suggested, be provided now.

Pros:

- The social services inventory will assist City Finance and Customer Service staff and Council in grants-allocation decisions, including identifying gaps and overlaps.
- Analysis of social services will enable all parties to better understand social services and establish partnerships.
- The initial inventory and analysis will provide a framework for revised versions in subsequent years.
- Recommendations may be presented that will improve the City Grants program.

Cons:

- Cost to the City of \$10,000.00

**3. Poverty Response Committee**

See the separate report from the Manager of Policy Planning dated March 25, 2003.

**4. RCSAC Website**

See **Attachment 2** for the "Home" and "About Us" pages.


**Financial Impact**

1. Provision of the 2003 annual operating grant of \$9,200.00 to the RCSAC
2. Provision of \$10,000.00 from the approximately \$22,000 that remains in the City Grants budget following the 2003 allocations

**Conclusion**

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

The RCSAC welcomes the opportunity to advise on the development of a social service inventory. Funding to the Policy Planning Department for this undertaking is also recommended.



Lesley Sherlock  
Social Planner (4220)

LS:cas



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ADVISORY COUNCIL

**2002 Annual Report  
2003 Workplan and Budget**

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## **Steering Committee Report**

The following members served on the Steering Committee, which continues to meet once a month:

Helen Davidson (Co-Chair)

Louise Hudson

Arlen Johnson (Treasurer)

Francis Li

Michael McCoy

Annie McKittrick (Co-Chair)

Brenda Reynolds

Lesley Sherlock is the staff liaison for the City of Richmond. We gratefully appreciate her work on our behalf.

At the Annual General Meeting held in September 2002, Michael McCoy and Brian Wardley were elected Co-chairs, and Vince Battistelli (RADAT) and Joan Cowderoy (CHIMO) joined the Steering Committee.

Councillor Lyn Greenhill was the Richmond City Council Liaison on RCSAC until November 2002, and we are grateful for her support. Ms. Greenhill has now been replaced by Councillor Derek Dang.

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

- David McLellan, General Manager, Urban Development attended the February 2002 meeting to discuss the Community Charter.
- Mayor Malcolm Brodie attended the May 15, 2002 meeting to discuss his vision for the City of Richmond.
- A forum with all three of Richmond's MLAs was held on July 5, 2002.
- An All-candidates meeting was held on November 6, 2002.
- A Community Consultation session, facilitated by Jim Allaway, of the Ministry of Children and Family Development, was held on November 20, 2002.
- An RCSAC website has been developed.
- The RCSAC Steering Committee assisted in drafting the terms of reference for the City of Richmond's Intercultural Advisory Committee.



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- The RCSAC was represented on four City committees: The Group Homes Task Force, The Homelessness Committee, The Substance Abuse Task Force, and the Intercultural Advisory Committee.

## **RCSAC Sub-Committees**

### **Richmond Poverty Response Committee**

Membership consists of RCSAC members and community members. Initially, a Connecting Committee served as the organizing committee of the Poverty Response Committee, and represented key interests relating to poverty in Richmond. However, for greater effectiveness, this group has now merged into the Poverty Response Committee.

The Poverty Response Committee has established four task forces, each of which focuses on specific areas related to poverty:

- Housing
- Advocacy
- Access to Recreation
- Families

The Task Forces report to the Poverty Response Committee and the RCSAC. The Task Forces comprise community volunteer residents and professionals.

The general mandate of the task forces is:

- To understand poverty better in the context of Richmond.
- To develop a continuing set of goals and targets for alleviating poverty in Richmond
- To communicate openly with the Richmond public, by sharing information, providing education and raising consciousness about the effects of poverty in our community.

In January of 2002, the Poverty Response Committee presented a report to City Council outlining a series of recommendations for action on poverty related issues in the community. It is the goal of the Poverty Response Committee to further develop, refine and facilitate the implementation of these recommendations for action, and the Committee continues to work toward these objectives.

### **Poverty Response Committee Activity**

#### ***Housing Task Force***

- The Housing Task Force comprises ten active members and meets monthly.
- A display board and information binders have been developed for the purpose of education, and the Task Force has attended a number of community events with this display.
- The Housing Task Force has been involved in policy discussions. They have held educational presentations and plan to hold more as time allows.
- The Housing Task Force continues to advocate for housing that is accessible and affordable.

***Advocacy Task Force***

The Advocacy Task Force received funding from the United Way of the Lower Mainland to undertake a feasibility study for a legal advocate in Richmond. Their report, *Advocacy and Legal Services for People Living in Poverty in Richmond*, is to be presented to the City of Richmond in April 2003.

The Advocacy Task Force successfully hosted a workshop for Richmond's Front-line Workers in June, where information on BC benefits, tenants rights, disability benefits and family law was provided to approximately 45 workers. Future workshops for other members of the community are planned.

***The Gift Giving Task Force***

Formerly known as the Christmas Hampers project, this group will tie in with Access to Recreation activities and will be active throughout the year. The next project is to form a task force for networking within community agencies.

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**RCSAC Membership**

<b>Executive Committee</b>		
Michael McCoy	Co-Chair	Touchstone Family Association
Brian Wardley	Co-Chair	Heart of Richmond Aids Society
Arlen Johnson	Treasurer	Richmond Committee on Disability
Vince Battistelli		Richmond Alcohol Drug Action Team
Joan Cowderoy		Chimo Crisis Services
Helen Davidson		Richmond Family Place Society
Francis Li		S.U.C.C.E.S.S.
Annie McKitrick		Community Member
Brenda Reynolds		Richmond Health Services
Lesley Sherlock		City of Richmond Staff Liaison
<b>General Membership</b>		
Big Sisters of BC Lower Mainland		Irene Leung
Canadian Mental Health Association		
City of Richmond Appointee		Karen Adamson
City of Richmond Appointee		Sam Lam
Community Member		Therea Harding
Community Member		Louise Hudson
Community Member		Everett Mackenzie
Family Services of Greater Vancouver		Ethel Whitty
Greater Vancouver Youth For Christ		Eric Ens
Ministry of Children & Family Development		David Phillips
Richmond Family Court Society		Christine Brodie
Richmond Food Bank		Margaret Hewlett
Richmond Multicultural Association		Zarina Mosaheb
Richmond Women's Resource Centre		Karen Martin
Richmond Youth Service Agency		William Scott
Society of Richmond Children's Centres		Nicola Byres
Volunteer Richmond Information Services		Elizabeth Specht

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**RCSAC Financial Statements 2002**

**Revenue and Expenses 2002**

	\$
<b>Balance Brought Forward</b>	4,464.84
<b>Revenue</b>	
City of Richmond	9,200.00
Membership Dues	560.00
Bank Interest	4.02
Bank Interest (Poverty Project)	1.43
<b>Total Revenue</b>	<b>9,765.45</b>
<b>Expenses</b>	
Admin Assistant	5,885.00
Admin Expenses	333.04
Telephone	649.80
Forums/Meetings	1,444.56
Volunteer Appreciation	40.00
Web Site Start Up Costs	1,366.19
Honoraria/Miscellaneous	136.00
Admin Support (Poverty Project)	240.00
<b>Total Expenses</b>	<b>10,094.59</b>
<b>Surplus</b>	<b>(329.14)</b>
<b>Balance Carried Forward</b>	<b>4,135.70</b>

**Richmond Community Services Advisory Council**  
**2002 Annual Report/2003 Workplan and Budget**

**Balance Sheet as of December 31<sup>st</sup>, 2002**

<b>Assets</b>	
RCSAC - Current Assets (HSBC)	6611.67
Poverty Project – Current Assets (HSBC)	2,135.59
<b>Total Assets</b>	<b>8,747.26</b>
<b>Liabilities &amp; Equity</b>	
<b>RCSAC:</b>	
Liabilities – Accounts Payable	2,237.40
Equity – Opening Balance	4,464.84
<b>Poverty Project:</b>	
Liabilities – Accounts Payable	0.00
Equity – Opening Balance	2,374.16
Current Surplus	(329.14)
<b>Total Liability &amp; Equity</b>	<b>8747.26</b>

## **RCSAC Workplan 2003**

The RCSAC will continue with the new structure that was introduced last year. In preparing the Workplan for 2003 we have tried to recognize and respond to the emerging needs of the community. The Workplan for 2003 is summarized as follows:

### **Community Meetings/Forums**

There will be four community meetings in 2003:

- Health Forum (held January 30<sup>th</sup>)
- MLA Forum
- Annual General Meeting (topic to be decided)
- The Outcomes of the Richmond Substance Abuse Task Force

### **Inventory of Social Services**

The RCSAC will actively support and participate in the development of an inventory of social services within Richmond. The RCSAC believes that in order to accomplish this, funds will need to be made available to ensure that a comprehensive inventory is completed. With its historical knowledge of service development within the Richmond community, the RCSAC would be the resource group for the consultant. The RCSAC feels that this inventory also needs to be accompanied by an additional document, which would detail the different service targets of the various agencies.

### **Strengthening Community Partnerships**

We will strengthen ties with the Richmond Community including closer liaison with the City, the Chamber of Commerce and the Richmond Foundation. RCSAC is represented on the Richmond Substance Abuse Task Force and the Richmond Intercultural Advisory Committee. We will continue to seek out new opportunities to work with the community at large.

### **Poverty Response Committee**

The RCSAC Steering Committee will continue to support the Poverty Response Committee. In order to ensure the maximum progress in this area, a joint planning meeting between the Steering Committee and the Poverty Response Committee is planned for the near future at which the relationship between the two groups will be clarified.

### **Children and Family Committee**

## **Richmond Community Services Advisory Council**

### **2002 Annual Report/2003 Workplan and Budget**

This committee will be re-activated. We feel that this is a very important step in light of the changes in funding from the Ministry of Children and Family Development.

#### **RCSAC Website**

The RCSAC website is fully activated and is accessible at [www.rcsac.org](http://www.rcsac.org). Further development is planned in 2003.

#### **Gaming Funds**

The RCSAC is concerned about the changes being made by the BC Gaming Commission to Direct Access Funding. A number of our member agencies have already had cutbacks in funding and new rules are going to be imposed which will make qualification for funding more difficult. The RCSAC has launched a survey of its members on this subject. City Council will be advised of the outcome.



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**Budget 2003**

	\$
<b>Balance Brought Forward</b>	<b>4,374.27</b>
<b>Revenue</b>	
City of Richmond	9,200.00
Membership Dues	600.00
Bank Interest	5.00
<b>Total Revenue</b>	<b>9,805.00</b>
<b>Expenses</b>	
Admin Assistant	6,500.00
Admin Expenses	600.00
Telephone	800.00
Forums/Meetings	1,400.00
Volunteer Appreciation	100.00
Honoraria/Miscellaneous	300.00
<b>Total Expenses</b>	<b>9,700.00</b>
<b>Surplus</b>	<b>(105.00)</b>
<b>Balance Carried Forward</b>	<b>4,479.27</b>

**Note:** As of 2003, the finances of the Poverty Response Committee have been separated out from the RCSAC and will be reported independently.



# RCSAC RICHMOND COMMUNITY SERVICES ADVISORY COUNCIL

Richmond, BC: Your City ~ Your Community ~ Your Council

RCSAC - Richmond Community Services Advisory Council

Serving the Richmond Community since 1979

## Richmond Community Services Advisory Council



The Richmond Community Services Advisory Council, which is funded by the City of Richmond, is an advisory body to Richmond City Council on social, Health and community matters.

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The RCSAC brings together a broad and diverse group of government, community and agency representatives concerned about community and social issues and the well-being of the community.

### Our Objectives

To advise the City of Richmond on social policies and community planning issues. To identify and address emerging community issues by:

- i. Creating awareness and educating appropriate organizations, government and the community about community issues and concerns.
- ii. Sharing information and providing networking opportunities for the members.

To advise other government bodies, both federal and provincial, and organizations as appropriate.

To support community-based local initiatives.

To undertake such special tasks or projects as may be appropriate throughout the year.



# RCSAC RICHMOND COMMUNITY SERVICES ADVISORY COUNCIL

Richmond, BC: Your City ~ Your Community ~ Your Council

Serving the Richmond Community since 1979

## About Us | Steering Committee | Participation on other committees

Three to six community meetings are held per year, including Forums and an Annual General Meeting. Meetings are scheduled to accommodate as many members as possible; at present, two meetings are held in the morning and two in late afternoon. Forums centre on a theme, with guest speakers and/or facilitators.

A Steering Committee plans meetings and oversees operations. A number of task forces and committees have been formed to address specific community issues.

### Recent initiatives and achievements include:

- i. Restructuring of the Council in response to the changing needs of the social service community and the larger community of Richmond.
- ii. The Poverty Report Card Project
- iii. Appointments to the City of Richmond's Homelessness Committee, the Group Homes Task Force, the Intercultural Advisory Committee and the Substance Abuse Task Force
- iv. Co-sponsorship of the Child, Youth and Family Forum.
- v. Meeting with Malcolm Brodie, Mayor, City of Richmond, at which the Mayor was invited to share his vision for the City, and to discuss the expected effects of cuts in provincial funding.
- vi. Forum with Hon. Greg Halsey-Brandt, MLA Richmond Centre and Minister of State for Intergovernmental Relations; Hon. Geoff Plant, MLA Richmond-Steveston and Attorney General and Minister Responsible for Treaty Negotiations; and Hon. Linda Reid, MLA Richmond East and Minister of State for Early Childhood Development.

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