



To: Parks, Recreation and Cultural Services Committee
From: Kate Sparrow
 Director, Recreation & Cultural Services
Re: Funding Agreement for the Disability Resource Centre

Date: April 8, 2002
File: -

Staff Recommendation

1. That the Agreement for funding of the Disability Resource Centre between the Richmond Committee on Disability and the City of Richmond be approved and that staff be authorized to proceed with the signing of the agreement.
2. That staff report back on the Pilot Project in September 2003.

K Sparrow

Kate Sparrow
Director, Recreation & Cultural Services

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ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>[Signature]</i>
Policy Planning	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Law.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Staff Report

Origin

At the March 25, 2002 Council meeting, the following motion was adopted:

That the developmental of an operating agreement and implementation plan, prior to funding, be authorized that (i) outlines the terms and conditions of the funding, and (ii) includes a clause stating that a comprehensive evaluation of the benefits of funding the program would be initiated prior to funding future years beyond 2004.

Findings of Fact

The Richmond Committee on Disability (RCD) is a registered society that operates in Richmond. One of the programs of the RCD is a Disability Resource Centre (DRC). The DRC is a not-for-profit community based resource center. It offers a variety of specialized information, resources and programs that assist people with disabilities/chronic health problems to achieve greater control over the decisions that affect their lives and to achieve the goal of living independently or more independently.

Council supported a staff recommendation to provide funding on a 2-year pilot project basis with a full evaluation to be undertaken as part of the process of applying for future funding. The pilot project will provide \$70,000 per year of funding toward the DRC.

Analysis

Staff researched a variety of agreements that currently exist with organizations in the community, as well as examples in other communities. A draft agreement was developed containing terms and conditions of the funding as well as a clause regarding a comprehensive evaluation prior to any future funding requests.

Operating principles are outlined in an Agreement between the City and Disability Resource Centre and includes the following:

- City to provide funding towards facility and a portion of other operating expenditures.
- RCD bears full responsibility for the delivery of the DRC programs and services.
- RCD is responsible for all additional expenses and revenues related to the DRC programs and services.
- RCD to provide an Annual Report to the City, outlining programs and services provided, number of clients and an audited financial statement. The annual report will also contain a more detailed description of the DRC program, it's goals and programs established to meet those goals.
- City of Richmond appoints a staff and/or council liaison to meet with the RCD's Board of Directors. Currently a council liaison is appointed to the RCD and the Co-ordinator, Special Needs liaises with the RCD on recreation related issues.
- Future access to the City grant process is denied for the duration of the pilot project term.

Staff met with the RCD to discuss the draft agreement. Included in this discussion was input from the RCD on how the City would be able to best measure the outcomes achieved by the Disability Resource Centre. Staff will be evaluating the programs and services offered to determine the value being offered to citizens. Schedule A of the Agreement shows the performance measures to be used in the evaluation. The RCD have agreed to the terms of this agreement.

A timeline for evaluation was established with staff recommending that an appropriate time to report back to Council would be in 2003. This would allow for the evaluation process to be completed and any future funding be considered for the 2004 budget year.

Funding should be provided in one payment per year of \$53,000 in 2002 (this amount is \$70,000 less the \$17,000 already received through the grants program) and \$70,000 for 2003 on the date in the Agreement.

Financial Impact

\$53,000 for 2002 to be taken from 2002 Casino Gaming Revenues with \$70,000 for 2003 to be taken from the same source. For 2002, the \$53,000 amount is in addition to the \$17,000 already received by the RCD through the annual grant process.

Conclusion

A significant demand has been shown for these services and City support for this two-year pilot project will help to provide a valuable service in the community.



Sean Davies
Special Needs Coordinator

SD:sd

CITY OF RICHMOND CONTRIBUTION AGREEMENT

This agreement dated the _____ day of _____, 2002 at the City of Richmond, British Columbia

BETWEEN: the **CITY OF RICHMOND**
6911 No. 3 Rd,
Richmond, British Columbia, V6Y 2C1
(hereafter referred to as the "City")

AND: the **RICHMOND COMMITTEE ON DISABILITY**
(Incorporation #S-0034547)
160-5726 Minoru Blvd.
Richmond, British Columbia, V6X 2A9
(hereafter referred to as the "RCD")

WHEREAS: the City and the RCD are committed jointly to achieving the intent of the operating budget fund;

WHEREAS: the RCD will operate the Disability Resource Centre (DRC) to provide programs and services to persons with disabilities in Richmond and bears full responsibility for delivery;

WHEREAS: the RCD is responsible for all expenses and revenues related to the DRC programs and services;

WHEREAS: the City will provide funding towards facility and a portion of other operating expenditures for the DRC, in exchange for the RCD providing certain services; and,

WHEREAS: the parties to this Agreement agree to the terms and conditions outlined herein;

In exchange for the mutual promises, the parties hereby agree that:

THE RCD SHALL:

1. Operate the DRC, which will provide programs and services to residents of Richmond. The DRC is a not-for-profit community based resource center. It offers a variety of specialized information, resources and programs that assist people with disabilities/chronic health problems to achieve greater control over the decisions that affect their lives and to achieve the goal of living independently or more independently.

The programs provided by the DRC assist people with disabilities to become more active, to participate in the community as consumers, employers, employees and/or volunteers,

to live independently within their own environment as well as develop individual decision making skills which leads to a more improved quality of life.

Schedule A shows more detailed information about the DRC programs and services.

2. Reporting

The RCD will provide an annual report during each year of this agreement, within two months of the close of the RCD's operating period. Each annual report will contain:

- (a) A brief description of the RCD, it's goals, and the programs established to attain those goals and a description of the DRC program, it's goals, programs established to meet those goals and performance measures as detailed in Schedule B.
- (b) Information on interaction between residents and populations that are in partnership or served by the DRC.
- (c) A description and analysis of all major activities undertaken by the DRC.
- (d) A breakdown of resource allocation (i.e.: employees) for the DRC program.
- (e) A statement outlining the RCD's plans and objectives for the following year and specific plan's and objectives for the DRC.
- (f) A financial report that will include:
 - a separate revenue line showing all monies received from the City
 - a separate and detailed disbursement breakdown with respect to use of funding from the City.
 - comparative financial information with the previous year.
 - the date the statement was prepared.

3 Financial Management

- (a) RCD will only use the funds contributed under this Agreement for the purposes of DRC facility costs and other operating expenditures.
- (b) RCD will maintain financial records and statements that pertain to the funds contributed under this agreement.
- (c) RCD will obtain prior written approval from the City for budget reallocations. Approval of adjustments remain with the City.
- (d) During the pilot project term of the agreement, RCD agrees not to apply for any further funding or grants from the City.

4 Access to Records

- (a) Upon the City's request, the RCD will provide access to the financial records and statements, which pertain to the funds contributed under this Agreement.

5 Amendment to Project Plan

- (a) RCD will submit any changes proposed in the program outlined in this Agreement to the City for consideration and approval prior to the implementation of such changes.

6 Acknowledgment of City of Richmond Operating Budget Funding

- (a) RCD will include in any publication related to the project an acknowledgment of this financial contribution made by the City under this Agreement including:
 - City logo on publications
 - City logo on website

THE CITY SHALL:

1 Contribution Funding

- (a) The City will provide the RCD with a financial contribution of \$70,000 per year for the duration of the agreement.
- (b) The City will provide this contribution to the RCD in 2 annual payments on or before June 18 of each year commencing June 18, 2002, provided the RCD is not in breach of any of the terms of the Agreement.

2 Liaison

- (a) The City may appoint a staff representative and/or a council liaison to meet with the Board of Directors.

3 Evaluation

- (a) Both parties acknowledge that as part of the process of the RCD applying for future funding, a comprehensive evaluation of the benefits of funding the program will be initiated.
- (b) Evaluation terms are outlined in Schedule B
- (c) Evaluation and a report to Council will take place in September 2003

GENERAL:

1 Termination

- (a) In writing by the RCD at the first anniversary date with no funds being provided for year two. All reports and performance evaluation criteria must still be met by the RCD.

- (b) With cause by the City giving the RCD four weeks notice, if in the opinion of the City, the RCD fails to comply with any terms or conditions herein. All reports must still be filed by the RCD.

2 Return of Unexpended or Improperly Expended Financial Contribution

- (a) Any financial contribution provided through this Agreement which is unexpended as of the termination of the Agreement, or which is not properly expended for the purposes of the Agreement, shall constitute a debt due to the City and shall be repaid forthwith by the Applicant to the City.

This Agreement shall be deemed to have come into effect on _____ and shall be effective to _____ inclusive.

Witness

City of Richmond
Representative

Date

Witness

Authorized Applicant
Representative

Date

Schedule A

The Richmond Committee on Disability (RCD) is a registered society that operates in Richmond. One of the programs of the RCD is a Disability Resource Centre (DRC). The DRC is a not-for-profit community based resource center. It offers a variety of specialized information, resources and programs that assist people with disabilities/chronic health problems to achieve greater control over the decisions that affect their lives and to achieve the goal of living independently or more independently.

These programs assist people with disabilities to become more active, to participate in the community as consumers, employers, employees and/or volunteers, to live independently within their own environment as well as develop individual decision making skills which leads to a more improved quality of life.

Independent Living becomes a reality for individuals through the support offered by the DRC. The centre strives to empower individuals with any type of disability to live independently in a number of ways:

INFORMING AND EDUCATING – the DRC is a resource centre for persons with disabilities and for the general community, offering information on programs, products, services and much more that enable the entire community to have access to cross-disability information. Businesses and agencies in the community can also learn more about accessibility issues.

INDEPENDENT LIVING SKILLS/ INDIVIDUAL ADVOCACY – When people with disabilities face barriers in their lives, the centre will offer assistance to enable them to represent themselves and to encourage governments, businesses, services and the general public to address these barriers.

SUPPORTING – Peers with disabilities are there to offer advice, moral support and encouragement at every step of the journey to a full and independent life. Sometimes the best advice and ideas individuals can get come from other people with disabilities who face similar situations in their lives.

PROGRAMS – The centre offers a number of unique programs that support individuals with disabilities in learning and developing skills. The Canada wide Independent Living Centre network provides an array of programs such as employment and socialization skills that are geared to supporting and enabling people with disabilities to fully integrate and participate in their communities.

Schedule B

Performance Measures

Informing and Educating:

The DRC will operate and maintain their information website containing relevant and current information concerning people with disabilities.

Performance Measures will include:

- the number of hits to the website
- the growth in number of hits over the term of the agreement.
- whether information is kept up to date

The DRC will provide information to consumers through their information and referral program.

Performance Measures will include:

- the number of consumers served – (phone calls and walk-ins)
- the number of referrals from other sources
- the number of referrals from the City.

The DRC, with Tourism Richmond, will hire a student in the summer of 2002 to research restaurants and tourist sites for customer accessibility. A report containing a summary of this information will be shared with local businesses, the city, Tourism Richmond as well as being located on the DRC website.

Performance measures will include:

- providing the report to the City and what improvements or changes did businesses make as a result of the findings.

The DRC will produce multi-lingual brochures designed to reach audiences whose first language is not English.

Performance Measures will include:

- how many languages were brochures published in
- how many residents approached the centre in response to the brochures and what opportunities did that contact create for the individual.

The DRC will offer basic computer skills courses to their consumers.

Performance measures will include:

- the number of users
- the number of Richmond residents.

The DRC will offer programs designed to improve opportunities for socialization and improve social skills.

Performance measures will include:

- the number of programs offered
- the number of participants
- the number of Richmond residents
- anecdotal information from parents and participants.

Independent Living Skills

The DRC will provide a one on one service to empower individuals to help themselves. Participants will be educated on their rights and responsibilities, provided "how to" instructions and information that they may need to help them be their own advocate.

Performance measures will include:

- the number of participants
- the number of Richmond residents.

Supporting

The DRC will run parent and children's peer support groups.

Performance measures will include:

- the number of groups established
- the number of participants
- the number of Richmond residents
- anecdotal stories.

Programs

The DRC will run a Navigating the Waters Program that provides information and assistance to potential employees, employers, volunteers or individuals just seeking to be involved in the community.

Performance measures will include:

- the number of participants
- the number of Richmond residents
- the types of activities that individuals seek assistance on and how the DRC was able to provide assistance.

The DRC will run a Parking Permit Program that will provide handicapped parking permits to Richmond residents.

Performance measures will include:

- the number of participants
- the growth over the agreement time period.

The DRC will offer a Pre-self Employment Skills Training program that will offer a more advanced computer training program, how to set up a business plan, marketing skills and how to develop a financial plan.

Performance measures will include:

- the number of participants
- successful completion of the program, as well as how many graduated on to bank loans programs.

The DRC will host a Pan Western Canada entrepreneurial workshop for people with disabilities.

Performance measures will include:

- the number of participants including where they came from
- and spin-off benefits for local business/hotels
- financial management of the event (debit/profit).

The DRC will explore additional partnership opportunities to expand and increase program delivery.

Performance measures will include:

- how many opportunities are tried and developed
- who the partnerships were with
- what benefit residents received out of this partnership agreement.

The DRC will offer opportunities for volunteer involvement.

Performance measure will include:

- the number of volunteers
- the total hours contributed by those volunteers
- list of training opportunities provided for volunteers.

Funding:

The DRC will continue to seek funding from other sources.

Performance measures will include:

- a listing of new revenue sources in the financial report and a listing, within the annual report, of grant and project funding applied for.

In all cases , written comments from customers is encouraged and provided by the DRC to assist the City with its evaluation.