



CITY OF RICHMOND

REPORT TO COUNCIL

TO: Richmond City Council
FROM: Councillor Malcolm Brodie, Chair
Planning Committee
DATE: July 19, 2001
FILE:
RE: GROUP HOME TASK FORCE – CORRESPONDENCE/ISSUES

The Planning Committee, at its meeting held on Tuesday, July 17, 2001, considered the above matter and recommends as follows:

COMMITTEE RECOMMENDATION (Councillor McNulty opposed to Part 4 only)

- (1) *That the issue of studying Provincial group home funding not be considered a part of the mandate of the Group Home Task Force;*
- (2) *That an extension for the Group Home Task Force report deadline, to October 31, 2001, be granted; and*
- (3) *That the work plan as presented in the letter to Council, dated July 13, 2001 from the Group Home Task Force, be accepted with any changes or efficiencies to be the responsibility of the Group Home Task Force.*
- (4) *That an additional funding amount of \$60,000, from a source to be identified prior to the next regular Council meeting, be approved.*

Councillor Malcolm Brodie, Chair
Planning Committee

Attach.



City of Richmond

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July 13, 2001

To: Council

From: Group Home Task Force

Re: Request For:

- An Extension to Report Deadline To Council;
- Additional Funding.

Purpose

The purpose of this report is to request:

- An extension of the Group Home Task Force report deadline from September 30, 2001 to October 31, 2001;
- Additional funding of \$ 71,187 (including GST) for the Group Home Task Force budget.

Attached please find:

- A proposed work program to October 31, 2001, for the Group Home Task Force;
- Assumptions and budget information.

Reasons

The reasons for these requests are that:

- The initial Council authorized budget of \$50,000 was established without the benefit of a work program;
- The Task Force has had to take a longer time in getting oriented and in team building than was expected, given its diverse membership;
- The Task Force has now prepared a Work Program by which it will do the necessary work;
- Consultants are needed to do the identified work because City staff is busy with other assignments;
- Media and translation consultant services are needed due to the communication requirements surrounding this issue;
- The Task Force has seriously reviewed the budget and work program and reduced costs in all areas where practical;
- Other options were considered ranging from \$103,000 to \$90,000 before submitting the enclosed request;
- Without additional dollars and timeline extension, the mandate from Council (eg. public meetings) cannot be met.

The Group Home Task Force would appreciate any comments from Council regarding any part of this submission.

Your co-operation is appreciated.

For clarification, please contact the Task Force c/o Don Cameron, Facilitator, at 276-4208.

Yours truly,

Don Cameron, Facilitator

cc: Group Home Task Force Members
Janet Lee, Planner, Policy Planning Department
Kari Huhtala, Senior Planner, Policy Planning Department
Ted Townsend, Manager, Communications and Public Affairs

Assumptions for Revised Work Program - Group Home Task Force

Purpose: The following assumptions have been agreed to by the Task Force in order for it to meet its mandate (eg. public meetings) by October 31, 2001:

1. **Background**
 - The initial \$50,000 will not be adequate due to extra time to get oriented, team building and the hiring of a second consultant
 - Assume existing contracts for:
 - Don Cameron Associates \$34,140
 - Chinese Informedia Consultants = \$13,860
 - Incidentals (courier, beverages) = \$2,000
 - Total = \$50,000
2. **Task Force Meetings**
 - Task Force meets in July, Sept and October
 - Task Force does not meet in August
 - Task Force meets up to 5 times from September 6 to October 31
3. **Task Force Meeting Minutes**
 - Assume shorter minutes (i.e. minutes to include topic, a short discussion, recorded vote) from now on for Task Force Meetings:
 - From July 12 onward, this will save \$5,940
 - Full Minutes would have cost \$8,910 from now to Oct 31
 - Shorter Minutes will cost only \$2,970
4. **By July 31**
 - Task Force finalizes the survey of group home neighbours
 - Task Force finalizes the Table of Contents for the public information package
 - Task Force finalizes the number and place of all public meetings
5. **In August**
 - Don Cameron Associates work partly in August
 - Survey sent out in 1st week of August
 - Survey back by Aug. 17
 - Survey analyzed by Aug 31
 - Public information package prepared
 - Public information package sent to Task Force before Sept 6th (minimal changes anticipated)
6. **September 6th Meeting**
 - Task Force Meeting of Sept 6:
 - TF reviews public information package and finalizes it (minor changes only)
 - Public information package translated and copies run off
 - Public meeting agenda finalized and TF and consultant roles determined.
7. **Public Meetings Assumptions**
 - No more than 4 public meetings in total.
 - These public meetings can be all in September, or spread over Sept and October.
 - The budget shows these meetings as if they were all in Sept but there is no budget change if they are spread out over Sept and Oct.
8. **In October**
 - The Task Force prepares report and recommendations to Council.
 - TF meetings for this (= 3 meetings @2hours = 6 hours total for TF meetings in October)

9. City Staff's Role

City staff's role is to, within Council's guidelines:

- monitor the approved work program and budget
- provide Council, Planning Committee and the Task Force with information, options and recommendations regarding the work program and budget
- assist in ensuring that the approved work program and budgets are followed

10. Summary

Task Force to manage work program and dollars carefully.

Revised Work Program to October 31, 2001 Group Home Task Force							
Week	May	June	July	August	September	October	November, 2001
Monthly Work Themes	Task Force (TF): (1) Orientation, (2) Team building (3) Learning	(1) TF Orientation (2) Data Gathering	(1) Data Gathering (2) Organizing Community Meetings (3) Prepare Public Handouts	(1) Consultant Works (2) Translate Handout	(1) Up to 4 Community Consultation Meetings (2) Public Translation	Write Final Report & Recommendations	Present Report To Council
Week 1	NA	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- send out survey prepare public handout	- TF meetings hold community meetings	- Start drafting Report	Report forwarded to Council
Week 2	NA	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- finalize public handout	- hold community meetings	- TF meetings - Edit draft Report - Complete all Community Meetings	Task Force presents its findings to Council.
Week 3	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- survey analysis and findings - translate handout	- hold community meetings	- TF meetings - Edit draft Report	
Week 4	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- Mail out info to TF	- TF meetings hold community meetings	- TF meetings - Finalize Report - Send Report to Council - All consultant work done	The presentation date to Council has yet to be determined.

GROUP HOME TASK FORCE BUDGET SUMMARY

1. EXPENSES TO DATE:

	Don Cameron Associates	Chinese InforMedia Consultants	Incidental Expenses (e.g. courier, refreshments)	Totals
Total Allocated	\$34,140	\$13,860	\$2,000	\$50,000
Billed to Date	\$23,002	Est. \$10,005	\$233	\$33,240
Remaining	\$11,138	\$3,855	\$1,767	\$16,760
Funds Used Up By	August 6	mid-July		

2. ADDITIONAL FUNDS NEEDED

	Don Cameron Associates		Chinese InforMedia Consultants		Totals	
	Total Hours	Total Cost	Total Hours	Total Cost	Hours	Cost
Task Force Meeting Attendance (9 mtgs)	60	\$3,300	54	\$6,210	114	\$9,510
Task Force Meeting Minutes (9 sets of short version minutes)	54	\$2,970	-	-	54	\$2,970
Work Outside of Meeting Attendance	442	\$24,310	158	\$18,020	600	\$42,330
Public Meeting Attendance (4 mtgs)	48	\$2,640	24	\$2,760	72	\$5,400
Public Meeting Minutes (4 sets)	24	\$1,320	-	-	24	\$1,320
Sub-Total	628	\$34,540	237	\$26,990	864	\$61,530
Advertising in Chinese Media						\$5,000
Total Cost						\$66,530
GST						\$4,657
Total Cost incl. GST						\$71,187

Prepared by:
Policy Planning Department
City of Richmond

Additional Dollars for Group Home Task Force:

Cost Estimates (Detailed)							
Item	Per Meeting	July	August	September	October	Totals	Total
1. Task Force Meeting Attendance:		4 TF meetings	No TF Meetings	2 TF Meetings	3 TF meetings	9 TF Meetings	
Don Cameron Associates @ \$55.00/hr assume each TF meeting is 4 hours long (1 hr prep, 2 hrs meeting, 1 hr wrap up)	3 persons X (4 hrs X \$55) = \$660	budgeted	-	24 hrs X \$55 = \$1,320	36 hrs X \$55 = \$1,980	60 hrs X \$55 = \$3,300	
	Sub-Total \$660	-	-	\$1,320	\$1,980	\$3,300	\$3,300
Chinese InforMedia Consultants							
- Cliff Cheng @ \$100.00/hr	3 hrs X \$100 = \$300	12 hrs X \$100 = \$1,200	-	6 hrs X \$100 = \$600	9 hrs X \$100 = \$900	27 hrs X \$100 = \$2,700	
- John Barr or Mina Laudan @ \$130.00/hr	3 hrs X \$130 = \$390	12 hrs X \$130 = \$1,560	-	6 hrs X \$130 = \$780	9 hrs X \$130 = \$1,170	27 hrs X \$130 = \$3,510	
	Sub-Total \$690	\$2,760	-	\$1,380	\$2,070	\$6,210	\$6,210
2. Task Force Minutes							
Shorter Minutes (6 hrs per meeting X \$55/hr = \$330)	\$330 per meeting	\$330 X 4 = \$1,320	-	\$330 X 2 = \$660	\$330 X 3 = \$990	\$330 X 9 = \$2,970	\$2,970
3. Advertising for Public Meetings in Chinese media				\$5,000		\$5,000	\$5,000
4. Public Meeting Attendance				4 public meetings		4 Public Meetings	
Don Cameron Group @ \$55.00/hr assume each meeting is 4 hrs long (0.5 hr prep, 3 hrs meeting, 0.5 hr wrap up)	3 persons X (4 hrs X \$55) = \$660	-	-	48 hrs X \$55 = \$2,640			
	Sub-Total \$660	-	-	\$2,640	-	\$2,640	\$2,640
Chinese InforMedia Consultants:							
- Cliff Cheng @ \$100.00/hr	3 hrs X \$100 = \$300	-	-	12 hrs X \$100 = \$1,200	-	\$1,200	
- John Barr @ \$130.00/hr	3 hrs x \$130 = \$390	-	-	12 hrs X \$130 = \$1,560	-	\$1,560	
	Sub-Total \$690	-	-	\$2,760	-	\$2,760	\$2,760
5. Public Meeting Minutes (4 sets of minutes)						(4 sets of minutes)	
Shorter Minutes (6 hrs per meeting X \$55/hr = \$330 per meeting)	\$330 per meeting			24 hrs X \$55 = \$1,320		\$1,320	\$1,320

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Item	Per Meeting	July	August	September	October	Totals	Total
Additional Work (Outside of Meeting Attendance and Minutes)							
Don Cameron Group @ \$55.00/hr From Existing Contract, there are 278 left - Survey, research, coordination and administration, public phone and email enquiries, preparation of packages for public meetings, etc.		42 extra hours needed; 42 hrs X \$55 = \$2,310	120 hrs X \$55 = \$6,600	120 hrs X \$55 = \$6,600	160 hrs X \$55 = \$8,800	442 hrs X \$55 = \$24,310	
		\$2,310	\$6,600	\$6,600	\$8,800	\$24,310	\$24,310
Chinese InforMedia Consultants							
- For Cliff Cheng (media inquiries, translation, etc.)	40 hrs per month (incl. TF meetings)	28 hrs X \$100 = \$2,800	-	34 hrs X \$100 = \$3,400	22 hrs X \$100 = \$2,200	84 hrs x \$100 = \$8,400	
- For John Barr (media relations, etc.)	40 hrs per month (incl. TF meetings)	28 hrs X \$130 = \$3,640	-	24 hrs X \$130 = \$3,120	22 hrs X \$130 = \$2,860	74 hrs X \$130 = \$9,620	
		\$6,440	-	\$6,520	\$5,060	\$18,020	\$18,020
Totals (Both Consulting Teams)		\$12,830	\$6,600	\$28,200	\$18,900	\$66,530	\$66,530
Total = \$66,530 + GST(\$4,657) = \$71,187							

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