



To: Planning Committee **Date:** January 17, 2022
From: Kim Somerville **File:** 07-3190-01/2022-Vol 01
 Director, Community Social Development
Re: **Community Poverty Reduction and Prevention Table - Draft Terms of Reference**

Staff Recommendation

That the Terms of Reference for the Community Poverty Reduction and Prevention Table as outlined in the report titled “Community Poverty Reduction and Prevention Table – Draft Terms of Reference,” dated January 17, 2022 from the Director, Community Social Development, be endorsed.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

On December 6, 2021, City Council approved the *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*, which defines a range of actions designed to reduce and prevent poverty in Richmond. Action 1.1 of the plan provides for the establishment of a Community Poverty Reduction and Prevention Table to support the implementation of actions as outlined in the plan.

The purpose of this report is to present the proposed plans for implementation of the community table and to seek Council’s endorsement of the draft Terms of Reference. Pending Council endorsement, the initiative will be launched in February of 2022.

This report supports Council’s Strategic Plan 2018–2022 Strategy #6–Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond’s physical and social needs.

6.6 Growth includes supports and/or services for Richmond’s vulnerable populations, including youth, seniors, individuals with health concerns, and residents experiencing homelessness.

This report supports Council’s Strategic Plan 2018–2022 Strategic Focus Area #8–An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

8.1 Increased opportunities for public engagement.

This report also supports the following action in the *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*:

1.1 Create a Community Poverty Reduction and Prevention Table to support implementation of the Collaborative Action Plan.

Analysis

Poverty is a complex issue and cannot be solved by any single organization or level of government. Many stakeholders, including senior levels of government, non-profit community service organizations, public-sector agencies, the business community and residents, including residents with lived/living experience, have important roles to play in addressing the needs of Richmond residents at risk of or living in poverty. Within this context, the City is committed to playing a proactive leadership role in building partnerships and collaboration between key community stakeholders.

Community Poverty Reduction and Prevention Table

To enable continued collaboration, City staff propose that a Community Poverty Reduction and Prevention Table be created, as identified in Action 1.1 of the *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*. The community table will build on the work accomplished during the development of the Plan and will engage in a collective approach to addressing the complex range of social and economic factors that contribute to poverty.

Specific activities of the community table will include:

- Providing input regarding the development of initiatives to further actions identified in the *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*;
- Pursuing opportunities for collaboration between key stakeholders;
- Identifying emerging issues, trends, and best practices relevant to poverty in Richmond;
- Supporting data collection processes;
- Monitoring relevant funding programs offered by senior levels of government and other funding agencies and discussing plans for funding applications; and
- Hosting presentations from other groups in the community to learn about other initiatives and perspectives that relate to poverty reduction and prevention in Richmond.

City staff propose that the community table be comprised of representatives from stakeholder organizations that support residents at risk of or living in poverty and residents with lived/living experience. Membership for the community table will be finalized in March 2022 and will consist of approximately 12 members. Efforts will be made to recruit members who represent the diversity of Richmond’s population and reflect the broad range of population groups who are vulnerable to living in poverty. As appropriate, sub-committees that engage additional stakeholders and community members will be established to support the implementation of specific initiatives that advance actions in the Plan.

Proposed stakeholder organizations for the community table include representatives of not-for-profit community organizations that support residents at risk of or living in poverty (e.g. Richmond Food Bank, CHIMO and the Richmond Poverty Reduction Coalition) and public-sector agencies (e.g. Vancouver Coastal Health and the Richmond School District). Staff recommend that three positions on the community table be held by residents with lived/living experience, including one Indigenous community member. Residents with lived/living experience will hold a two-year term and will receive honorariums to recognize their time, effort and commitment on the community table.

A draft Terms of Reference has been developed for the community table for Council’s endorsement (Attachment 1).

Financial Impact

None. Any expenses will be managed within existing department budgets.

Conclusion

A collaborative approach that includes a wide range of stakeholder organizations and residents, including residents with lived/living experience is needed to reduce and prevent poverty in the community. By establishing the Community Poverty Reduction and Prevention Table, the City of Richmond will build on its ongoing commitment to work with stakeholders in the community to reduce and prevent poverty in Richmond over the next ten years.



Melanie Burner
Accessibility Coordinator
(604-276-4390)

Att. 1: Community Poverty Reduction and Prevention Table – Draft Terms of Reference

Community Poverty Reduction and Prevention Table – Draft Terms of Reference

Mandate

To support the implementation of the *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*.

Activities

The community table's main responsibilities are to:

- Support the implementation of actions identified in the Plan;
- Provide information and input to monitor the progress of the Plan;
- Assist in community data collection;
- Identify emerging issues, trends and best practices regarding poverty reduction and prevention and discuss potential application to Richmond;
- Provide advice regarding the development of new initiatives that meet the needs of individuals at risk of or living in poverty in Richmond;
- Monitor relevant funding programs offered by senior levels of government and other funding agencies and discuss plans for funding applications;
- Contribute to the development of key messages to guide community-wide advocacy initiatives that target the provincial and federal governments; and
- Organize and host presentations from other groups in the community, including representation from people with lived experience, faith-based organizations, and advocacy groups to learn more about the experiences of residents at risk of or living in poverty in Richmond.

Membership

Membership for the community table will consist of approximately 12 members and will be comprised of representatives from stakeholder organizations that support residents at risk of or living in poverty, including not-for-profit community organizations and public-sector agencies. Additionally, three positions on the community table will be held by residents with lived/living experience, including one Indigenous community member. Residents will hold a two-year term and will receive honorariums to recognize their time, effort and commitment to participating on the community table. Efforts will be made to recruit members who represent the diversity of Richmond's population and reflect the broad range of population groups who are vulnerable to living in poverty. As appropriate, sub-committees that engage additional stakeholders and

community members will be created to support the implementation of specific initiatives that advance actions in the Plan.

Governance and Administration

City of Richmond staff will lead the administration of the Community Poverty Reduction and Prevention Table and prepare agendas and meeting minutes. Community table meetings will be co-chaired by the City representative and a member from the community table. The specific role of the community table co-chairs is to facilitate meetings, to support preparation of meeting agendas and to help ensure that all community table members are engaged, reflect the terms of reference in their actions and support other related duties as needed.

Meeting Frequency

The Community Poverty Reduction and Prevention Table will meet bimonthly.

Code of Conduct

The following principles will govern the community table's code of conduct:

- **Respect:** Recognizing the unique strengths each individual and organization brings to the project. Acting in accordance with the City's Respectful Workplace Policy (Policy 6800);
- **Collaboration:** Fostering an inclusive and collaborative environment that encourages respectful dialogue and innovation. Actively participating in the implementation of actions as identified in the Plan. Building connections and partnerships to advance poverty reduction and prevention;
- **Transparency:** Ensuring that decisions and procedures can be explained and understood by all members;
- **Engaged:** Devoting the necessary time and effort to prepare for and attend meetings and provide feedback consistent with the community table's mandate; and
- **Confidentiality:** Not disclosing confidential information discussed at community table meetings—for example, confidential business matters pertaining to the community table or any of the member organizations or individuals.