



City of Richmond

Report to Committee

To: Planning Committee
From: Joe Erceg, MCIP
General Manager, Planning & Development
Re: 2008 Annual Report, 2009 Work Program
Richmond Community Services Advisory Committee

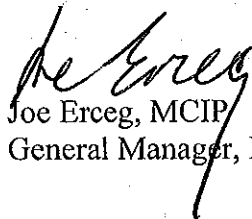
To Planning - Jan 20, 2009
Date: January 5, 2009

File: 01-0100-20-RCSA1-01

Staff Recommendation

That, as per the General Manager, Planning and Development report dated January 5, 2009, entitled "2008 Annual Report and 2009 Work Program/Budget: Richmond Community Services Advisory Committee",

1. the Richmond Community Services Advisory Committee 2009 Work Program (**Attachment 1**) be approved;
2. the RCSAC Charter (**Attachment 3**) be endorsed, and
3. City staff be directed to assist the RCSAC in further studying community space needs.


Joe Erceg, MCIP
General Manager, Planning and Development

Att. 4

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	
Real Estate Services.....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG		REVIEWED BY CAO	
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

Staff Report

Origin

The mission of the Richmond Community Services Advisory Committee (RCSAC) is to encourage and promote social policies and community services that contribute to the well-being and quality of life of Richmond residents, and to develop the capacity of the community service sector.

While an advisory body, the RCSAC is not a City committee (i.e., only two citizen representatives are Council-appointed). The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

This report presents the RCSAC 2008 Annual Report, the proposed 2009 Work Program and Budget, a proposed RCSAC Charter revision and the RCSAC Community Services Space Needs Survey Report (Note: The Survey is presented under separate memo to reduce the bulk of this report).

Findings Of Fact

1. 2008 Annual Report

The highlights of RCSAC 2008 activities are described in **Attachment 1**. Activities included establishing a Charter separate from administrative procedures, as advised by Planning Committee in May 2008 (existing Charter, **Attachment 2**; revised Charter, **Attachment 3**); completion of the Space Needs Survey (see memo) including a follow-up workshop on space use models; hosting municipal all-candidates meetings; and completion of a mentorship survey whereby member agencies willing to mentor agencies seeking to increase their organizational capacity, and those seeking such assistance, are identified.

2. 2009 Work Program and Budget

The RCSAC 2009 Work Program and Budget are described in **Attachment 1**. The Work Program is a continuation of work based on the results of a strategic planning workshop held with member agencies and City staff in January 2008. Action plans are proposed in five key areas: housing, youth, support for families, seniors and service development.

3. Revised RCSAC Charter

As advised by Planning Committee in May 2008, the RCSAC has removed operational matters (e.g., operating policies, membership requirements, RCSAC structures, nominating policies) from their existing Charter (**Attachment 2**) so that any amendments to them do not require Council approval. The RCSAC is seeking Council's endorsement of this revised Charter (**Attachment 3**).

4. RCSAC Community Services Space Needs Survey and Follow-Up Workshop

In 2007, the RCSAC initiated a Community Services Space Needs Survey of member organizations to determine immediate and long-term needs for facility space for community service organizations in Richmond. The need for this survey arose out of RCSAC discussions about planned growth in the City Centre and the commensurate need to increase community group organizational capacity to meet growing social and community needs.

The RCSAC has provided a summary of key points and follow-up actions as a preface to the Survey. Results indicate that 14 agencies will need additional space, and 7 will need an additional location, in 5 years or less. These facts present significant challenges to agencies, given that many lack secure funding, the rising cost of leasing premises, and the lack of suitable office space. Survey results have been shared with Real Estate Services staff who are aware of such space needs. Note: The need to establish community service hubs (e.g., co-located facilities) in the City Centre has also been identified in the recently updated City Centre Area Plan.

In 2008, the RCSAC implemented their first proposed follow-up action to this Survey by conducting a workshop for members interested in further exploring their space needs. Different models of tenure and governance were identified, the pros and cons of each explored, and next steps identified. For 2009, the RCSAC has prioritized exploring the establishment of a youth service hub.

Analysis

General

The RCSAC continues to strengthen the social and community service sector in Richmond through its structure and activities, and provides advice on social and related issues. The RCSAC is to be commended for increasing sector capacity, including undertaking a space needs survey and follow-up workshop, encouraging mentorship among member agencies, and raising the profile of social and community service issues through all-candidates meetings, in addition to the ongoing information exchange and networking opportunities provided.

2009 Work Program

Highlights of the proposed Work Program include advocating for the establishment of a youth service hub; exploring best practices in family services; fostering collaboration in seniors' services; and continuing to encourage agency mentorship. Staff recommend that the proposed 2009 RCSAC Work Program be endorsed.

Charter

Staff recommend that Council endorse the Charter revision, as it simplifies RCSCA administration, for the City and the RCSAC.

RCSAC Community Services Spaces Needs Survey - Preliminary Comments

Staff have the following preliminary comments regarding the Survey. The RCSAC's survey will assist all parties as they strive to secure space. The Survey provides a generic 15 year snapshot of the overall needs of the 22 responding agencies. It does not identify each agency's specific needs in detail. The Survey is to be regarded as preliminary as more work and review is needed by the RCSAC members, community partners and the City.

The next steps regarding the Survey, as proposed by the RCSAC, are: to hold several workshops for their members to better identify their needs and co-ordinate their efforts; to further study the quality and type of affordable housing needed in Richmond; and to conduct a separate feasibility study to determine opportunities for funding partnerships, tenant agencies and shared space. Staff recommend that the RCSAC undertake these initiatives.

Staff point out that, at this time, no additional City-owned land or facilities are available for community space. Opportunities to address community space needs will continue to be monitored by Real Estate Services staff. As well, staff suggest that the City with its limited resources will not be able to provide many of the community space needs and that senior government funding, inter-agency partnerships and private sector co-operation will be required to address the challenges which will be a long term effort. Real Estate staff will lead the City's assistance in exploring solutions.

Financial Impact

The RCSAC receives an annual operating grant of \$9,200 as part of the approved 2009 base budget.

Conclusion

Staff recommend that the RCSAC 2009 Work Program be approved, the revised RCSAC Charter be endorsed, and that staff be directed to further assist the RCSAC in exploring member agencies' space needs.



Lesley Sherlock
Social Planner
(604-276-4220)



Terry Crowe
Manager, Policy Planning
(604-276-4139)

LS:cas



RCSAC | Richmond Community Services Advisory Committee

January 15, 2009

Mayor and City Councillors
City of Richmond
6911 No. 3 Road
Richmond, B.C.
V6Y 2C1

Dear Mayor and Council:

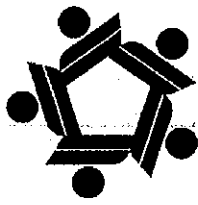
Please find the attached package containing the following documents for your review:

- 2008 RCSAC Annual Report
- 2009 RCSAC Work Plan
- RCSAC Charter -- Amended and Approved by the Membership September 11, 2008: Splitting the original document into two documents, one entitled *Charter* and one entitled *Operating Policies and Procedures*.
- RCSAC Community Services Space Needs Survey and Summary and Follow Up Actions Document

Respectively submitted,

Kim Winchell
Co-Chair

Judy Valsonis
Co-Chair



RCSAC

**Richmond Community Services
Advisory Committee**

**2008 Annual Report
2009 Work Plan and Budget**

Executive Committee Report

Executive Committee Membership:

Belinda Boyd, Richmond Health Services	Co-Chair
Kim Winchell, Richmond Family Place	Co-Chair
Dave McDonald, Canadian Mental Health Association	Treasurer
Gerry Browne, Richmond Family and Youth Court Committee	Member-at-Large
Eve Chuang, City of Richmond (Exited June 2008)	Member-at-Large
Councillor Derek Dang	City Council Liaison
Lesley Sherlock	City Staff Liaison

At the Annual General Meeting in November 2007 the Executive Committee was confirmed as above for 2008.

The 2008 year saw Belinda Boyd complete the second year of her two year term as Co-Chair. Belinda was an effective mentor for Kim Winchell's first year as a Co-Chair, and the Executive Committee wishes to express their gratitude to Belinda for her leadership in this capacity. With respect to other human resources, 2008 also saw the Executive Committee hire a new Executive Secretary.

The Executive Committee elections at the Annual General Meeting in November 2008 resulted in the approval of Judy Valsonis as Co-Chair and Richard Lee as Member-at-Large. Dave MacDonald and Gerry Browne retained their positions as Treasurer and Member-at-Large respectively; Kim Winchell enters 2009 in her second year as Co-Chair.

The Executive Committee also wishes to acknowledge our City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Derek Dang, for their contributions and support while working with the RCSAC during 2008. Their insight and assistance was appreciated.

Executive Committee Summary of 2008 Activities:

- Implementation of the Work Plan template for identifying, tracking, and completing tasks in the areas of housing, seniors, support for families, youth, and service development
- Formation of subcommittees around each of the five areas of the Work Plan
- Completion of the Space Needs Survey including follow-up workshop identifying useful models for sharing space
- Separation of the Charter from the Operating Policies and Procedures to accelerate the approval process on operations changes and improve the overall efficiency and responsiveness of the RCSAC

- Hosting and organizing two All Candidates Meetings for Mayoral, Councillor, and School Trustee Candidates in advance of the 2008 municipal elections
- Receiving monthly presentations from a variety of professionals in the areas of homelessness, affordable housing, provincial rental assistance, youth, leisure services access, parental mental illness, seniors, population demographics, civic engagement, and emergency preparedness
- Collecting data and establishing a network for member agencies to provide and receive mentoring in the areas of board governance, strategic planning, fundraising and fund development, risk management, volunteer development and management, and financial management and planning
- Maintaining open communications with various departments of the provincial and federal governments through letters requesting information or advocating for action on various issues
- Evaluating and approving an increase in the annual membership dues of RCSAC member organizations from \$25.00 to \$50.00.
- Fostering an ongoing sense of community among social service agencies through our monthly meetings by providing a venue for information sharing and collective problem solving

The completed 2008 Work Plan, beginning on the next page, details the body of issues and concerns that were identified as needing our attention, the corresponding strategies and actions developed in response, and finally, the tangible results of any actions undertaken.

RCSAC 2008 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All)	Status & Date Achieved
1. Housing: Work in collaboration with City to address the need for stable housing and emergency shelters for the hard to house and those at risk of homelessness.						
<ul style="list-style-type: none"> - Through regular communication and full cooperation with Richmond Affordable Housing Coordinator (RAHC), support the identification of needs and opportunities to expand current housing inventory - Work with service providers to create a more collaborative and integrated continuum of services - Advocate for new co-op housing - Work with RAHC and the City of Richmond to identify what a continuum of housing would look like and support projects that provide for the delivery of this continuum 	<ul style="list-style-type: none"> - invite RAHC to attend monthly meetings and provide updates, and receive feedback from members - meetings between RCSAC committee member agencies and affordable housing member agencies to discuss initiatives for the city - when consensus of membership is reached advocate for housing proposals/projects that address needs of residents - involve the RAHC in member agency applications for funding i.e. planning; letter of support - raise housing issues at 	<ul style="list-style-type: none"> - raised awareness by RAHC of the housing needs in Richmond - expression of support for proposed projects - increased awareness among elected officials of the needs of community as they relate to stable housing 	<ul style="list-style-type: none"> - successful implementation of the Affordable Housing Strategy - construction of additional affordable housing units - creation of additional specific needs housing 	<ul style="list-style-type: none"> - City - Poverty Response Committee (PRC) - Salvation Army (May 12/08) - Richmond Mental Health Consumers & Friends Society (RCFC) (Jun 12/08) - Turning Point Recovery Society (TPRS) - Lynn Wood 	<ul style="list-style-type: none"> - RCSAC members - Richmond Mental Health Team (Apr 10/08) - Vancouver Coastal Health – Richmond Health Services (VCH-RHS) 	<ul style="list-style-type: none"> - Kari Huhtala presentation on the Homeless Count (Feb 08) - Joan D'Angola presentation on the Affordable Housing Coordinator position (May 08) - Poverty Response Committee (PRC) applies to BC Healthy Communities for NIMBY to YIMBY project: If successful RCSAC may be brought in (May 8/08) - Evelyn Kislig presentation on Rental Assistance Program (Oct 08) - Update from BC Housing on usage of Rental Assistance Program (RAP) in April 2009 (Oct 9/08) - RCSAC co-host screening of <i>Unnatural Causes</i> with VCH (Oct 15/08) - Richmond Civic Engagement Network (RCEN) Meetings on Supportive Housing begin (Nov 6/08) - Supported Richmond Women's Resource Centre (RWRC) and Family Services of Greater

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- Increase community housing providers representation on RCSAC	MLA Forums and All Candidates meetings - send out letters of invitation to all housing providers in the municipality, accompanied with housing work plan for coming year					Vancouver (FSGV) in advocating for women's emergency shelter (Spring 08) - Raised housing as a topic of questioning at the Municipal All Candidates Meetings (Nov 5 & 6/08)

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2. Youth: Identify opportunities to support integrated youth service delivery models that accommodate the health, social, and recreational needs of Richmond youth.						
	<ul style="list-style-type: none"> - invite Youth Service providers to present to RCSAC membership on current and future service delivery plans - support strength-based ASSET Development initiatives for youth - gather information from RCSAC youth networking gathering members - form a committee to look at gaps in services for youth and to make a recommendation 	<ul style="list-style-type: none"> - increased collaboration and partnership between youth serving agencies - a city wide Youth Week event 	<ul style="list-style-type: none"> - number of partnerships created 	<ul style="list-style-type: none"> - Richmond Youth Services Agency (RYSA) - Touchstone Family Association (TFA) - Richmond Addiction Services (RAS) - FSGV - CHIMO Crisis Services 	<ul style="list-style-type: none"> - RCSAC - City - RCMP - Richmond School District (SD 38) - Ministry of Children and Families (MCFD) - VCH 	<ul style="list-style-type: none"> - Attendance at School District 38 Inclusion Workshops (Spring 08) - Attendance at School District 38 Asset Development Workshop (Feb 08) - Wayne Yee presentation on Richmond Youth Services Plan (Mar 08) - Sean Davies presentation on Leisure Access Cards and Fee Subsidy Program (Jun 08) - Letter to the Prov. Gov't sent requesting specific disability funding allocation info. (Jul 08) - Letter to the Fed. Gov't sent requesting info on employment programs for disabled persons (Feb 08) - Participation in the Depression and Anxiety Education Screening Day (Oct 08)

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3. Support for Families: Ensure community based services are family focused and that they strive to meet the diverse needs of families.						
<ul style="list-style-type: none"> - Work with Child Care delivery agencies to advocate for affordable, accessible daycare facilities in Richmond - Advocate for raises in income assistance, handicap pensions and income supplements that will further support families - Advocate for increased services for families at risk to allow support of parents and children that will retain and build resiliency in the family structure 	<ul style="list-style-type: none"> - contribute data and research that provides direction and support to the City's declaration to <i>be the best place in North America to raise children and youth</i> - host a meeting of the child care providers in the community to identify needs and focus on advocacy - use these identified needs to seek support for provision of services that support families - communicate these needs at MLA Forum and All Candidates Meeting - provide a forum for best practices to be shared and discussed - invite Child Care Coordinator to RCSAC at least once per quarter 	<ul style="list-style-type: none"> - increased number of quality, inclusive child care spaces - knowledge transfer and implementation of best practices in community 	<ul style="list-style-type: none"> - number of new child care spaces - increased funding to family support programs - a city wide Youth Week event 	<ul style="list-style-type: none"> - Richmond Family Place (RFP) - FSGV - TFA - Richmond Society for Community Living (RSCL) - Volunteer Richmond Information Services (VRIS) Child Care Resource & Referral (Apr 10/08) 	<ul style="list-style-type: none"> - SD38 - MCFD - VCH - City - Child Care Advisory Committee 	<ul style="list-style-type: none"> - Sean Davies presentation on Leisure Access Cards and Fee Subsidy Program (Jun 08) - Letter to the Prov. Gov't sent requesting specific disability funding allocation info. (Jul 08) - Roz Walls presentation on parental mental illness (Sep 08) - RCSAC co-host screening of Unnatural Causes with VCH (Oct 08) - De Whalen presentation on Living Wage Campaign (Oct 08) - Letter of support for a Living Wage sent to City Council (Dec 08) - Letter to the Fed. Gov't sent requesting info on employment programs for disabled persons (Feb 08)

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Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All)	Status & Date Achieved
4. Seniors: Coordinate services that assist the isolated/trail.						
<ul style="list-style-type: none"> - Develop a system to manage the scope and reach of available services and ensure those persons delivering senior-specific services are coordinating their efforts - Advocate for financial and social supports for caregivers to build the capacity of loved ones to care for our seniors 	<ul style="list-style-type: none"> - look at existing tables and meetings that focus on seniors services and ascertain if they are comprehensive and ensuring collaboration 	<ul style="list-style-type: none"> - implementation of strategies for older adults: e.g. City of Richmond Aging Well Strategy 	<ul style="list-style-type: none"> - UBCM Pilot Project: "Decreasing Barriers, Increasing Services" 	<ul style="list-style-type: none"> - Seniors Advisory Committee - VRIS (Apr 10/08) 	<ul style="list-style-type: none"> - Community Health Advisory Committee - RCSAC - City 	<ul style="list-style-type: none"> - Eva Busich-Veloso presentation on the Aging Well Strategy (Mar 08) - Sean Davies presentation on Leisure Access Cards and Fee Subsidy Program (Jun 08) - Letter to the Prov. Gov't sent requesting specific disability funding allocation info. (Jul 08) - RCSAC co-host screening of Unnatural Causes with VCH (Oct 15/08)

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Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All)	Status & Date Achieved
5. Service Development Identify method of continually updating service needs for Richmond						
<ul style="list-style-type: none"> - In discussion with City staff determine best method for ongoing identification of service needs based on feedback of RCSAC members - Strengthen links between RCSAC member agencies to increase the reach and capacity of all RCSAC member agencies 	<ul style="list-style-type: none"> - add to agenda of general meetings discussion time to identify gaps in service and create a communication mechanism to report to Mayor and Council - survey the RCSAC membership to determine existence of expertise in specific areas and levels of capacity to share such expertise with member agencies requesting assistance 	<ul style="list-style-type: none"> - timely identification of needs and issues - better informed planning - an established list of who can mentor and who requires mentoring from which connections can be made 	<ul style="list-style-type: none"> - provision of services that are reflective of changing community needs - a number of RCSAC members reporting that they have either mentored or been mentored by the end of 2008 	<ul style="list-style-type: none"> - Volunteer Richmond - any RCSAC members who indicated that they have the capacity to mentor in a given area 	<ul style="list-style-type: none"> - RCSAC - City 	<ul style="list-style-type: none"> - Peter Liang presentation on Stats Can 2006 Census (Mar 08) - Space Needs Survey completed and submitted to City Staff (April 08) - Space Needs Workshop conducted (Jun 12/08) - Letter to the Prov. Gov't sent requesting specific disability funding allocation info. (Jul 08) - RFP mentored RMCS in the area of grant writing (Sep 08) - TFA mentored RFP in the area of policies/procedures and governance (May 08) - City Grant how-to workshop held (Sep 11/08) - Michael Yue presentation on civic engagement (Sep 08) - Mentoring Survey issued, results collected, and resulting reference sheet circulated (Jun 08) - Municipal All Candidates Meetings held (Nov 5 & 6/08)

RCSAC Website

The website is administered by the Executive Secretary. Meeting minutes are posted on the site for members and the public to access at www.rcsac.ca. A number of minor formatting and content changes were undertaken in 2008 to maintain pace with the ongoing work and focuses of the RCSAC. Further plans for 2009 are in place to reorganize the site, including the addition of a calendar feature.

Membership 2008

Organization	Representative
Big Brothers of Greater Vancouver	Melissa Drabik
Boys and Girls Club Comm. Services of Delta/Richmond	Lynda Brummitt/Sandra Gebhardt
Canadian Mental Health Association (Richmond)	Dave MacDonald
Child Care Development Advisory Committee	Linda Shirley
CHIMO Crisis Services	Stephen LeBlanc/Joan Cowderoy
City Appointee	Eve Chuang
City Appointee	Catherine Yau
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Derek Dang
Developmental Disabilities Association	Danielle White/Tasia Alexis
Family Services of Greater Vancouver	Sylvia Tremblay
Heart of Richmond AIDS Society	Brian Wardley/Lori Montgomery
Individual Member	Jennifer Larsen
Individual Member	Lynn Wood
Multicultural Helping House Society	Evelyn Uy
Richmond Addictions Services Society	Jacqueline Hewitt
Richmond Caring Place Society	Sandy McIntosh
Richmond Children First	Helen Davidson
Richmond Centre for Disability	Ella Huang
Richmond Family and Youth Court Committee	Gerry Browne
Richmond Family Place Society	Kim Winchell, Co-Chair
Richmond Food Bank Society	Margaret Hewlett
Richmond Health Services	Belinda Boyd, Co-Chair/Susan Rechel/ Vince Battistelli
Richmond Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Concerns Society	Parm Grewal/Gurrinder Roy
Richmond Poverty Response Committee	David Reay/June Humphrey
Richmond Seniors Advisory Committee	Gail Thompson
Richmond Society for Community Living	Janice Barr
Richmond Therapeutic Equestrian Society	Sandra Evans/Frances Clark
Richmond Women's Resource Centre Association	De Whalen/Florence Yau
Richmond Youth Service Agency	Marshall Thompson
Salvation Army (Richmond)	Richard Lee/Kam Tang
Society of Richmond Children's Centres	Nicola Byres
S.U.C.C.E.S.S.	Francis Li/Tung Chan
Touchstone Family Services	Judy Valsonis
Turning Point Recovery Society	Brenda L. Plant
Volunteer Richmond Information Services	Jocelyn Wong/Muffet Chambers

Financial Statement 2008

	2008 BUDGET	2008 ACTUAL\$
Balance Brought Forward		10,430.94
Revenue		
City of Richmond	9,200.00	9,200.00
Membership Dues	600.00	679.40
Bank Interest	15.00	7.92
All Candidates Sponsorship	0.00	3,950.00
2008 Revenue	9,815.00	13,837.32
Total Revenue	9,815.00	24,268.26
Expenses		
Admin Assistant	5,610.00	7,146.04
Admin Expenses	600.00	750.19
Forums/Meetings – General	2,755.00	1,275.56
Website	250.00	72.10
Special Projects	0.00	5,339.25
Volunteer Appreciation	600.00	75.88
All Candidates Meetings	0.00	5,157.21
Total Expenses	9,815.00	19,816.23
Surplus (Loss)		4,452.03
Balance Carried Forward		4,452.03

Respectfully submitted,

Kim Winchell, Co-Chair

Judy Valsonis, Co-Chair

RCSAC 2009 Budget and Work Plan

	2009 Budget	2009 Actual
Balance Brought Forward	4,452.03	
Revenue		
City of Richmond	9,200.00	
Membership Dues	1,200.00	
Bank Interest	10.00	
2009 Revenue	10,410.00	
Total Revenue	14,862.03	
Expenses		
Admin Assistant	8,200.00	
Admin Expenses	600.00	
Forums/Meetings	1,500.00	
Website	750.00	
Volunteer Appreciation	250.00	
Special Project	2,500.00	
Total Expenses	13,800.00	
2009 Balance	(3,390.00)	
Total Balance	1,062.03	

RCSAC 2009 Work Plan

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1. Housing: Work in collaboration with City to address the need for stable housing and emergency shelters for the hard to house and those at risk of homelessness.						
<ul style="list-style-type: none"> - Through regular communication and full cooperation with Richmond Affordable Housing Coordinator (RAHC), support the identification of needs and opportunities to expand current housing inventory - Work with service providers to create a more collaborative and integrated continuum of services - Advocate for new co-op housing - Work with RAHC and the City of Richmond to identify what a continuum of housing would look like and support projects that provide for the delivery of this continuum - Increase community housing providers representation on RCSAC 	<ul style="list-style-type: none"> - invite RAHC to attend monthly meetings and provide updates, and receive feedback from members - meetings between RCSAC committee member agencies and affordable housing member agencies to discuss initiatives for the city - when consensus of membership is reached advocate for housing proposals/projects that address needs of residents - involve the RAHC in member agency applications for funding i.e. planning; letter of support - raise housing issues at MLA Forums and All Candidates meetings - send out letters of invitation to all housing providers in the municipality, accompanied with housing work plan for coming year 	<ul style="list-style-type: none"> - raised awareness by RAHC of the housing needs in Richmond - expression of support for proposed projects - increased awareness among elected officials of the needs of community as they relate to stable housing - invite the Richmond Mental Health Team to become a member of the RCSAC 	<ul style="list-style-type: none"> - successful implementation of the Affordable Housing Strategy - construction of additional affordable housing units - creation of additional special needs housing - number of advocacy letters sent to government to change housing policies - number of endorsements made in support of various housing initiatives - number of presentations made to RCSAC membership - number of presentations made to RCSAC membership by Affordable Housing Coordinator 	<ul style="list-style-type: none"> - City - Poverty Response Committee (PRC) - Salvation Army - Richmond Mental Health Consumers & Friends Society (RCFC) - Turning Point Recovery Society (TPRS) - Richmond Health Services (RHS) – Susan Rechel - Richmond Poverty Response Committee (RPRC) 	<ul style="list-style-type: none"> - RCSAC members - Richmond Mental Health Team - Vancouver Coastal Health – Richmond Health Services (VCH-RHS) 	

RCSAC 2009 Work Plan

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Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
2. Youth: Identify opportunities to support integrated youth service delivery models that accommodate the health, social, and recreational needs of Richmond youth						
- Explore the idea of a youth service hub for Richmond	<ul style="list-style-type: none"> - invite Youth Service providers to present to RCSAC membership on current and future service delivery plans <ul style="list-style-type: none"> • Invite Broadway Youth Resource Centre to present • Invite Settlement Workers in Schools (SWIS) to present • Invite Child & Youth Committee to present • Invite City Roving Leaders to present • Invite Richmond Youth Network (RYN) to present - support strength-based ASSET Development initiatives for youth - gather information from RCSAC youth networking members - advocate for youth-centralized services - advocate for youth access to Leisure Access Passes - gather info on Child & Youth Committee lead by Chris Selgado (RHS) 	<ul style="list-style-type: none"> - increased collaboration and partnership between youth serving agencies - new programs to meet the needs and provide additional capacity 	<ul style="list-style-type: none"> - number of advocacy letters sent to government to change youth policies - number of endorsements made in support of various youth initiatives - number of presentations made to RCSAC membership - number of presentations made to RCSAC membership by Youth Services Coordinator 	<ul style="list-style-type: none"> - Richmond Youth Services Agency (RYSA) - Touchstone Family Association (TFA) - Richmond Addiction Services (RAS) - Family Services of Greater Vancouver (FSGV) - CHIMO Crisis Services - Richmond Centre for Disability (RCD) 	<ul style="list-style-type: none"> - RCSAC - City - RCMP - Richmond School District (SD 38) - Ministry of Children and Family Development (MCFD) - RHS - Volunteer Richmond Information Services (VRIS) - RAS 	-

RCSAC 2009 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
3. Support for Families: Ensure community based services are family focused and that they strive to meet the diverse needs of families.						
<ul style="list-style-type: none"> - Advocate for affordable, accessible daycare facilities in Richmond - Advocate for raises in minimum wage, income assistance, handicap pensions and income supplements that will further support families - Advocate for increased services for families at risk to allow support of parents and children that will retain and build resiliency in the family structure 	<ul style="list-style-type: none"> - contribute data and research that provides direction and support to the City's declaration to <i>be the best place in North America to raise children and youth</i> - use identified needs to seek support for provision of services that support families - communicate needs at MLA Forum and All Candidates Meetings - be the forum for current practices to be shared and discussed - advocate for family access to Leisure Access Passes - invite Child Care Coordinator to present - invite SWISS workers to present - invite B.C. Council for Families to present 	<ul style="list-style-type: none"> - knowledge transfer and implementation of best practices in community 	<ul style="list-style-type: none"> - increased funding to family support programs - number of families that apply and receive Leisure Access Passes - number of advocacy letters sent to government to change youth policies - number of endorsements made in support of various family and childcare initiatives 	<ul style="list-style-type: none"> - FSGV - Richmond Family Place (RFP) - TFA - Richmond Society for Community Living (RSCL) - VRIS Child Care Resource & Referral - Middle Childhood Committee 	<ul style="list-style-type: none"> - SD38 - MCFD - RHS - City - Child Care Advisory Committee 	-

RCSAC 2009 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
4. Seniors: Coordinate services that assist the isolated/frail.						
<ul style="list-style-type: none"> - Advocate for a system to manage the scope and reach of available services and ensure those persons delivering senior-specific services are coordinating their efforts - Advocate for financial and social supports for caregivers to build the capacity of loved ones to care for our seniors 	<ul style="list-style-type: none"> - look at existing tables and meetings that focus on seniors services and ascertain if they are comprehensive and ensuring collaboration - be the forum for current practices to be shared and discussed - communicate the needs of seniors to all levels of government - invite Seniors Services Coordinator to present - invite Council of Senior Citizens Organizations (COSCO) to present 	<ul style="list-style-type: none"> - implementation of strategies for older adults: e.g. City of Richmond Aging Well Strategy 	<ul style="list-style-type: none"> - UBCM Pilot Project: "Decreasing Barriers, Increasing Wellness" - number of advocacy letters sent to government to change seniors policies - number of endorsements made in support of various seniors initiatives - number of presentations made to RCSAC membership - number of presentations made to RCSAC membership by Seniors Services Coordinator - number of new programs for seniors initiated 	<ul style="list-style-type: none"> - Seniors Advisory Committee - VRIS 	<ul style="list-style-type: none"> - Community Health Advisory Committee - RCSAC - City - RAS - SUCCESS 	

RCSAC 2009 Work Plan

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

Strategy/Initiative	Actions/Steps	Expected Outcome of Actions	Indicator of Success	Lead/Sub-Cte (RCSAC Members)	Partners (Open to All Interested Parties)	Status & Date Achieved
5. Service Development: Identify method of continually updating service needs for Richmond						
<ul style="list-style-type: none"> - In discussion with City staff determine best method for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services - Strengthen links between RCSAC member agencies to increase the reach and capacity of all RCSAC member agencies - Facilitation of knowledge transfer on processes, practices, and emerging issues 	<ul style="list-style-type: none"> - add to agenda of general meetings discussion time to identify gaps in service and create a communication mechanism to report to Mayor and Council - survey the RCSAC membership to determine existence of expertise in specific areas and levels of capacity to share such expertise with member agencies requesting assistance - invite SWISS workers to present 	<ul style="list-style-type: none"> - timely identification of needs and issues - better informed planning - an established list of who can mentor and who requires mentoring from which connections can be made 	<ul style="list-style-type: none"> - provision of services that are reflective of changing community needs - number of times the Communication Tool for Council was used - number of member agencies reporting that they gave or received mentoring in 2009 	<ul style="list-style-type: none"> - VRIS - any RCSAC members who indicated that they have the capacity to mentor in a given area 	<ul style="list-style-type: none"> - RCSAC - City 	



RCSAC

**Richmond Community Services
Advisory Committee**

Charter of the
RICHMOND COMMUNITY SERVICES
ADVISORY COMMITTEE

November 2, 2005

Amended: October 20, 2006

Amendments Approved by Richmond City Council February 20, 2007

Amended: November 23, 2007

February 14, 2008

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I. MISSION STATEMENT OF THE RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

II. HISTORY

The Richmond Community Services Advisory Committee, hereinafter referred to as "RCSAC", received formal recognition as an advisory body to Richmond City Council and its appropriate Committees on May 25, 1987¹.

It builds on the information gathering and sharing strengths of the Richmond Community Services Council, which served the community in a similar but less formal capacity from April, 1978 to its evolution as the RCSAC in September, 1987.

During several years of Community services as a voluntary collaborative of non-profit, government and private agencies and organizations in the field of social and related community services, the Richmond Community Services Council and its member organizations were instrumental in the development and establishment of:

- The municipally funded RCMP Youth Intervention Program;
- A municipal social planner position;
- Richmond Child Protection Network;
- Richmond Family Place;
- An open referral in-the-home parenting program (lost with others during the 1983 restraint measures imposed by major government funding sources);
- Collaboration in preparation of the report Preparing for a Livable Future: Recommendations by the City Center Steering Committee;
- Improved Municipal Grant application and appeal processes;
- The Child Care Advisory Committee;
- The Inventory of Social Services in Richmond
- The Richmond Intercultural Advisory Committee

An RCSAC Poverty Response Committee was established, and reports were submitted to Council. This has now become an independent committee.

Representatives from the RCSAC

- participated in the Community Parks, Recreational & Cultural Working Group to assist in providing City Council with a Master Plan;
- currently participate in the Substance Abuse Task Force; and
- the Richmond Intercultural Advisory Committee.

¹ See Appendix I

III. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) IN BRIEF

1. Advises Richmond City Council, and/or the appropriate Council Committee.
2. Makes representations to other policy-making bodies on social policy and community services matters.
3. Provides informed comment and advice to Richmond City Council on implications for policies and services being changed and introduced.
4. Undertakes its work at the request of Richmond City Council, the RCSAC membership, and the community at large.
5. Provides a strong and active role in overall social policy and community services decisions for community representatives and nonprofit society boards.

IV. RCSAC ROLES

1. The Richmond Community Services Advisory Committee (RCSAC) is a forum for community service* agencies to meet on a regular basis in order to share information and ideas about issues of common interest, and to identify emerging needs.
***Community Services:** defined as those covering the general areas of health, social services, education, and other related service where the overall intent is to improve the quality of life for Richmond residents.
2. The RCSAC will foster the development of services, through an asset building² approach, to meet those needs.
3. The RCSAC will establish and monitor Task Forces to undertake activities deemed by the RCSAC to be necessary and consistent with the objectives of the RCSAC. All Task Forces will be time limited with both start and end dates, and will produce a written report.
4. The RCSAC may employ and hire such staff as deemed necessary to assist in the operation of the RCSAC, including all Task Forces. All employees will report directly to the Co-Chairs of the Executive Committee.
5. The RCSAC will provide a leadership and educational role in social issues affecting community services.
6. The RCSAC strives to work cooperatively and in a complementary manner with other City advisory committees.

² See Appendix II

V. MANDATE

Section A

The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:

1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;
2. Social issues/concerns that have an impact community services, special needs groups and the quality of life in the community;
3. Community impact of governmental changes to policies and/or programs affecting Richmond's community services; and
4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.

Section B

1. Coordination of activities and information sharing between the voluntary and public sector.

VI. OPERATING POLICIES AND PROCEDURES

1. General

- a) At a general meeting of members, each member organization represented by a recognized delegate shall have one vote.
- b) A quorum shall be 51% of the membership.
- c) All meetings of the RCSAC, its committees and Task Forces are open to the public.
- d)
 - Recommendations and reports to Richmond City Council and other policy-making bodies are researched and developed by short-term Task Forces.
 - These Task Forces are established by the RCSAC, who will submit the final report with the PAC (Policy Advisory Committee) to City Council or its Planning Committee.
 - If additional work is requested, the RCSAC may undertake such work, subject to the availability of appropriate budget, staff resources and members' time.

2. Preparation and Submission of Reports/Recommendations

All completed reports and recommendations are prepared and submitted to the PAC (Policy Advisory Committee) and then to the RCSAC for final approval.

All reports and recommendations to Richmond City Council and other policy-making bodies:

- (a) Are submitted in the name of the RCSAC; and
- (b) Must be consistent with the objectives and mandate of the RCSAC.
- (d) Should varying opinions arise between the RCSAC and City Staff, the RCSAC may review the issue with their City Council Liaison.

3. Amendment Procedures to the RCSAC's Charter

- (a) Proposals for amendments to this document shall be submitted in writing to the Executive Committee of the RCSAC.
- (b) Any proposals for amendments to this document must be signed by two (2) or more members.
- (c) The Executive Committee shall circulate the Notice of Motion to amend this document to the general membership and amendments shall be considered at the Annual General Meeting and/or any general meeting.

4. Review/Evaluation

The RCSAC's operations and procedures and staffing support will be reviewed for such changes as may prove necessary at intervals decided by the Executive Committee. The findings and recommendations will be shared with the Richmond City Council, and appropriate committees of Council.

5. Letters of Support Requested By Member Agencies for Community Based Services or Programs

The RCSAC believes in promoting the development of community services within the City of Richmond that will benefit residents and may determine to support a proposed program or service by writing a letter of support.

Procedure:

- 1. Determine that the organization(s) requesting a letter of support is an active and contributing member as defined in the Charter, and in good standing with the RCSAC.
- 2. The member requesting support will submit all relevant information regarding the project/proposal three weeks prior to the meeting of the committee as a whole at which the request is an agenda item.
- 3. At the designated meeting the organization will have representation to provide an overview of the request, propose a motion to write the letter of support and respond to members questions.
- 4. A majority vote of members present will be used to determine if a letter of support is written.

Exceptions:

If there are time limitations the RCSAC executive will be empowered to make a decision that will be reviewed at the next general meeting of the membership.

6. Awarding Contracts

Circumstance may require engagement of individuals or services with expertise needed to manage projects/issues

Procedure:

Contracts over \$3000 shall be tendered.

The Executive Committee shall review and process applications and make candidate recommendation to the membership as a whole.

Upon selection, a letter of engagement will be prepared that will include:

1. Value of contract
2. Method of Payment
3. Confidentiality
4. Copyright
5. Indemnity
6. Conditions of Work
7. Termination
8. Revenue Canada's criteria
9. Provide proof of liability insurance, if required.
10. Contractor(s) will pay own expenses.

Exceptions:

Contracts of \$3000 or less may be directly awarded.

VII. MEMBERSHIP

RCSAC membership consists of:

- Recognized non-profit community service organizations or a government agency, ministry/department;
- Individual Members;
- Two (2) Citizens at Large appointed by Richmond City Council;
- City of Richmond non-voting liaisons: 1) a Richmond City Councilor; and
2) a City of Richmond Staff member.

(There will be a maximum of five (5) City appointments, including the two (2) Citizens at large).

Fees are set by the general membership at the Annual General Meeting. As the City of Richmond is RCSAC's primary funder, City appointees and liaisons are exempt from paying membership fees.

Applications for RCSAC membership should be addressed to:

Richmond Community Services Advisory Committee

6911 No. 3 Road

Richmond BC V6Y 2C1

Organizational/Individual Members: Applications should include a brief description of the community services provided or supported by the applying organization/individual, and contact information. Where appropriate, a copy of their constitution and a list of their current Board of Directors must accompany applications from non-profit organizations.

1. Eligibility Requirements for Membership may include the following:

Organizational members:

- (a) Will be a recognized non-profit community service organization or a government agency, ministry or department;
- (b) Will have a mandate or constitutional goals and objectives consistent with those of the RCSAC;
- (c) If applicable, will be licensed to provide a community service in Richmond;
- (d) Will be providing a continuing service to Richmond residents;
- (e) If a non-profit organization, will be accountable to a Board of Directors;
- (f) Will have a recognized record of service in Richmond established over a year or more;
- (g) Will accept the RCSAC's goals and objectives and be willing to contribute a share of staff/volunteer time and expertise to the work of the RCSAC, its Committees and Task Forces;
- (h) Will pay membership dues within six (6) weeks of notice (or otherwise lose membership status); and
- (i) Will have a designated staff person/volunteer attend regular meetings regularly.
- (j) May be a staff or Board member, as appointed by the organization's Board.

Individual Members:

- (a) Will accept the RCSAC's goals and objectives and contribute a share of volunteer time and expertise to the work of the RCSAC, its Committees and Task Forces;
- (b) Will attend meetings regularly;
- (c) Will pay their membership dues within six (6) weeks of notice (or otherwise lose their membership status);
- (d) Must reside in Richmond and have a demonstrated interest/involvement in social policy and community services matters; and
- (e) Will have a minimum of two (2) letters of support from (voting) members in good standing, or be voted in by the majority of the General Committee.

Final approval of all applications rests with the RCSAC as a whole, and is guided by the recommendations of the Executive Committee.

Elected representatives of elected public bodies may not be voting members, but may attend meetings as non-voting members (e.g., liaisons) and may participate in discussions.

Elected representatives of elected public bodies may not hold office in the RCSAC.

2. Citizens at Large

The two (2) Citizens at Large, appointed to the RCSAC for two-year terms by Richmond City Council are, by virtue of that appointment, also full (voting) members of the RCSAC.

3. Appointment Eligibility Criteria

Citizens at Large must reside in Richmond and have a demonstrated interest/involvement in social policy and community services matters.

4. Voting (Full Members only)

Member organizations have only one (1) designated voting member and one (1) identified alternate, to be identified in writing at the time of application for membership.

5. Termination of Membership

An organization/individual desiring to terminate its/their membership in the RCSAC shall notify the RCSAC in writing.

6. Involuntary Termination of Membership

An organization will be informed in writing when its representative has missed two (2) consecutive regular meetings without appropriate reasons being given to the RCSAC Co-Chairs, through the Executive Secretary; and that its membership will be terminated if three (3) consecutive regular meetings are missed.

The RCSAC reserves the right to terminate an organization's membership at any time for acts of omission or commission found detrimental to the work or reputation of the RCSAC as a whole, or of any of its committees and Task Forces and/or failing to meet the requirements of membership.

Any member facing termination will be made aware of the concern(s) and be provided opportunity to address the issues. Following this, the Executive Committee will make a recommendation to the general membership, where a simple majority vote will determine the final decision.

7. Non-Member Participation

- (a) Non-members may attend all meetings of the RCSAC as observers but must request permission of the Co-Chairs in advance to participate.
- (b) Interested citizens or groups may make presentations to the RCSAC on request.
- (c) Interested non-members may request to receive Membership Mailings at cost.

Membership of the RCSAC does not preclude member agencies/organizations from submitting their own positions and reports directly to Richmond City Council and/or their appropriate committees.

VIII. CITY LIAISON

Liaison with the City of Richmond will be provided by:

- One (1) non-voting Richmond City Council Liaison, and
- One (1) non-voting City Staff Liaison, provided by the Policy Planning Department.

Council and Staff Liaisons may participate in the Executive Committee, Standing Committees, and/or *Ad Hoc* Committees.

IX. STRUCTURE

The RCSAC will consist of:

1. The General Committee
2. The Policy Advisory Committee
3. The Executive Committee
4. Any other *Ad Hoc* Committees as appropriate

The General Committee

This committee meets nine (9) times per year, with a meeting schedule determined at the Annual General Meeting.

1. Committee Responsibilities

- (a) Information sharing, identifying and researching primarily on unmet needs, service delivery concerns and other service/resource related issues.
- (b) Developing reports and policy recommendations.
- (c) Forming and setting terms of reference for its specific Task Forces/Working Groups.
- (d) Presentations by any special guests.

All meetings are alternately chaired by one of the Co-Chairs.

2. The Co-Chairs

- (a) Chair all meetings of the full Committee.
- (b) Are ex-officio members of Committee Task Forces and sub-committees.

- (c) Co-chair the Executive Committee.
- (d) Prepare agenda in consultation with the Executive Committee.
- (e) Represent the RCSAC at meetings of Richmond City Council and its appropriate committees when required/requested.
- (f) Act as main communication links between the community and City Council.
- (g) Preferably, there will be one (1) community representative (preferably a board member from an agency), and one (1) agency representative.
- (h) Are elected for two (2) years, in alternating years.

3. Responsibilities of General Members:

- (a) Regularly attend and participate in all general meetings.
- (b) Serve on Task Forces and sub-committees.
- (c) Become knowledgeable of issues under consideration and provide feedback and input within the scope of the RCSAC.
- (d) Study, review and approve reports and recommendations.
- (e) Ensure reports, recommendations and Task Force/Working Groups undertakings are in line with RCSAC's objectives/mandate.
- (f) As required:
 - (i) Assist with development and preparation of reports going forward to City Council and other policy-making bodies; and
 - (ii) Interpret the aims and objectives of the RCSAC to community groups and the public in general.
- (g) Elect an Executive comprising two (2) Co-Chairs, one (1) Treasurer and two (2) Members at Large.

The Policy Advisory Committee (PAC)

This is a standing committee, which advises and makes recommendations on social policy and community services matters.

The PAC is representative of non-profit policy makers with a demonstrated interest/involvement in social policy and community services matters. Membership is open to all Board members of any member organization.

- The PAC comprises no fewer than five (5) members. No agency shall have more than one (1) member on the PAC, each assigned a three-year term.
- There is one (1) vote per agency. The designate can be a Board member or a representative officially endorsed by the Board.
- The Board of any non-profit member in good standing agency can appoint their representative to the PAC through the Executive Committee.

- Individual members may be nominated and appointed by the vote of the General Membership.
- The PAC aims for consensus, but in the event of contentious issues a simple majority will render a decision.
- The PAC reports to the RCSAC membership through the Executive Committee, and to Richmond City Council through the appropriate City Council Committee.
- This committee shall be reactivated as needed.

1. PAC Responsibilities

- (a) Advises and makes recommendations on social policy and community services matters.
- (b) Studies and comments on matters referred from other bodies.
- (c) Receives reviews and responds to reports of task forces, and sub-committees.
- (d) Ensures reports are compatible with supporting documentation, and considers all known implications.
- (e) Meets a minimum of two (2) times per year, or as required.

2. Responsibilities of Individual PAC Members

- (a) Become knowledgeable of the issues under consideration and provide advice and counsel within the scope of the Committee.
- (d) Study and review reports and recommendations.
- (e) Ensure reports, recommendations and Committee undertakings are in line with the objectives and mandate of the RCSAC.
- (f) Assist with the development, preparation and presentation of reports going forward to Richmond City Council and other policy-making bodies.
- (g) Be knowledgeable of the aims and objectives of the RCSAC.

The Executive Committee

This Committee is the administrative point of contact for the RCSAC and the PAC. It is responsible for the overall direction of the RCSAC. The Executive Committee comprises RCSAC's Co-Chairs, Treasurer, two (2) members at large; chairs of any Task Forces/Special Projects, for the period of the task/special project; and City liaisons. The Executive Committee:

- Meets once a month and/or in advance of the regular general meetings;
- Plans and monitors the work of the RCSAC;
- Provides guidance for committees, sub-committees and task forces;
- Reviews any recommendations coming to the RCSAC to ensure they are compatible with RCSAC goals and objectives;
- Assumes responsibility for the hiring and supervision of all contract staff;

- Ensures that the known or projected fiscal requirements are determined and included in the RCSAC's annual grant application;
- Prepares an annual report and proposed work program and budget for the coming year for submission to the City of Richmond (and other funding applications as required);
- Draws up the regular meeting agenda of both committees for circulation prior to those meetings;
- Receives and refers to the appropriate Working Group/Task Force requests/referrals from Richmond City Council and its appropriate committees;
- Determines that all requests referred correspond with the RCSAC's mandate and objectives. Some items may be referred to the general membership for a decision if determined to be questionable;
- Ensures that sufficient funds are requested for fulfilling the known and projected commitments and budget requirements of the RCSAC and its current standing committees and Task Forces;
- Approves and monitors all expenditures; reviews reports on financial matters; reviews and approves budgets of special projects when appropriate;
- Reports to the full RCSAC membership on all financial matters deemed appropriate by that membership; and
- Attends meetings regularly.

Term of Office

With the exception of the City Council Liaison and the City Staff Liaison, members of the RCSAC Executive Committee shall be elected at the Annual General Meeting, for a one-year, renewable term and shall be comprised as stated in the Charter.

Administrative Support

Administrative support is provided by the RCSAC's Executive Secretary. Duties include³:

- Coordinating the activities and work schedules of the RCSAC when requested;
- Ensuring all business connected with Annual General Meetings, and general and extraordinary meetings are attended to;
- Receiving and drafting responses to correspondence, in conjunction with the Co-Chairs;
- Attending meetings regularly; and
- When needed, resource persons may be called in for assistance.

RCSAC Ad Hoc Committees

Ad hoc committees are accountable to the RCSAC.

³ See Appendix III

1. Requirements of Ad Hoc Committees

(a) Establishment

Committees are established by a resolution of the General Committee, which will define the objectives and time scale for the group/sub-committee.

(b) Structure and Representation

All committees of the RCSAC are chaired by an RCSAC member, and may include non-member resource persons from government, private agencies and appropriate organizations serving the community.

Unless otherwise directed by the Executive Committee, all committees will automatically dissolve upon acceptance of final reports.

(c) Reports and Reporting Responsibilities

The RCSAC will prepare reports to City Council. The Staff Liaison may provide advice and will prepare cover reports for Council when required

Reporting responsibilities rest with the Committee Chair or designate. One (1) of the two (2) shall be present to respond to questions at all meetings at which its reports are received for discussion and/or decision.

Written reports requiring a decision shall include:

- Summarized reasons for establishment of the committee;
- Terms of reference (original and amendments, if any);
- Summary of steps leading to findings, conclusions and recommendations;
- Names of members and agencies/organizations participating and those of resource people assisting; and
- Chair and Vice-Chair names and contact information.

Written reports longer than three (3) pages should be prefaced with a cover sheet listing the report's major recommendations.

A summary of activities shall be submitted in writing by each committee for inclusion in the RCSAC's annual report.

(d) The committee will keep minutes, notes or appropriate records.

RCSAC Nominations to External Committees

There are two (2) styles of nomination to external committees⁴:

1. Nominations of persons to represent RCSAC on that committee; and

⁴ See Appendix IV

2. Nominations of persons who are considered by RCSAC to be appropriate to be members of that committee, but who would not be representatives of RCSAC.

X. NOMINATING COMMITTEE: POLICY AND EXECUTIVE COMMITTEES

A Nominating Committee, consisting of two (2) Executive Committee members shall be struck two (2) months prior to the Annual General Meeting to prepare a slate of candidates for the Policy and Executive Committees elections at the Annual General Meeting.

No agency shall have more than one (1) representative on the Nominating Committee.

The Nominating Committee report shall be presented to the membership at the Annual General Meeting. Additional nominations will be accepted from the floor at the Annual General Meeting only if the nominee is present or a letter indicating the Nominee's willingness to stand is filed with the Nominating Committee.

The Nominating Committee is responsible for nominating candidates for the Executive Committee:

- Two (2) Co-Chairs;
- The Treasurer; and
- Two (2) members in good standing.

APPENDIX I

An Oral History of RCSC, later to become RCSAC

(Delivered by Olive Bassett at the RCSAC General meeting of December 8, 2003)

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Thank you.

M. Olive Bassett

APPENDIX II

40 DEVELOPMENTAL ASSETS

Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

External Assets

Category Asset Name and Definition

Support

1. Family Support-Family life provides high levels of love and support.
2. Positive Family Communication-Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
3. Other Adult Relationships-Young person receives support from three or more non-parent adults.
4. Caring Neighborhood-Young person experiences caring neighbors.
5. Caring School Climate-School provides a caring, encouraging environment.
6. Parent Involvement in Schooling-Parent(s) are actively involved in helping young person succeed in school.

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7. Community Values Youth-Young person perceives that adults in the community value youth.
8. Youth as Resources-Young people are given useful roles in the community.
9. Service to Others-Young person serves in the community one hour or more per week.
10. Safety-Young person feels safe at home, school, and in the neighborhood.

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15. Positive Peer Influence-Young person's best friends model responsible behavior.
16. High Expectations-Both parent(s) and teachers encourage the young person to do well.

Constructive use of time

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35. Resistance Skills-Young person can resist negative peer pressure and dangerous situations.
36. Peaceful Conflict Resolution-Young person seeks to resolve conflict nonviolently.

Positive Identity

37. Personal Power-Young person feels he or she has control over "things that happen to me."
38. Self-Esteem-Young person reports having a high self-esteem.
39. Sense of Purpose-Young person reports that "my life has a purpose."
40. Positive View of Personal Future-Young person is optimistic about her or his personal future.

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APPENDIX III

Job Description for RCSAC Executive Secretary

The Executive Secretary reports to the Executive Committee of the RCSAC. Direction or specific instructions are given through the Co-Chairs. The position is for a maximum average amount of hours over the calendar year, of not more than 20 hours per month.

1. Prepare meetings/forums as directed by the Executive Committee or other RCSAC committees.
2. Prepares minutes of executive and membership business meetings. Minutes to include:
 - a. attendance, absence and regrets
 - b. date, location, time held
 - c. chair of meeting
 - d. adoption/amendments to previous minutes, agenda
 - e. motions made and whether the motion is carried.
 - f. record of any direction given/action to be undertaken
 - g. record of any item announced by members
 - h. record of committee and financial reports
 - i. other items as directed by chair of the meeting or Co-Chairs of RCSAC
3. Distribute minutes to all those who attended meeting and all members of RCSAC.
4. Keep membership records (on a database) for RCSAC, prepare invoices and receipts and notices of membership renewals.
5. Deposit cheques and other funds in bank account
6. Prepare monthly financial statements for the approval of the Treasurer.
7. Prepare cheques for signature of Treasurer/Co-Chairs.
8. Retrieve phone messages from voice mail and respond to messages or forward them to the appropriate RCSAC person.
9. Retrieve mail at least once a week from City Hall mailbox and distribute for action or information to the appropriate RCSAC person/committee.
10. Prepare annual general report as directed by the Executive Committee.
11. Undertake follow-up actions to forums and meetings as directed by the chairs of Committees and/or Co-Chairs of RCSAC
12. Maintain the minutes of meetings in a binder and other information required for the functioning of the RCSAC, i.e. financial, correspondence sent to Council, etc.
13. Writing and distribution of (2) update/newsletters.
14. Draft letters, press releases etc., for the approval of the Co-Chairs.
15. Ensure the rooms for the meetings (business steering, etc.,) are booked, refreshments ordered and material prepared.
16. Assist other RCSAC committees as directed.

17. Perform administrative tasks necessary for the functioning of the RCSAC as per the job description.
18. Make preparations for the AGM and all-candidates meetings.
19. Maintain the RCSAC website.

APPENDIX IV

RCSAC Nominations to External Committees

There are two styles of nomination to external committees*:

1. Nominations of persons to represent RCSAC on that committee
2. Nominations of persons who are considered by RCSAC to be appropriate to be members of that committee, but who would not be representatives of RCSAC

The processes for these two styles would be somewhat different, but some aspects would be the same.

Process:

In all cases in which RCSAC is asked for nominations to external committees, information about the position will be circulated to all member organizations/members and nominations will be requested.

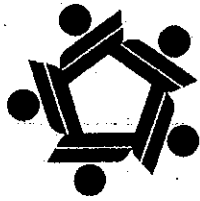
The Executive Committee will consider the nominations received, and the most appropriate candidate will be chosen and nominated. The Executive Committee may interview candidates if it deems that to be necessary.

If no suitable candidates are found using this process, the Executive may call for nominations from the general community.

If applications are received from the general community, for style 1 positions, the Executive will interview candidates to determine their general understanding and support of RCSAC principles and goals. For Style 2 positions, the Executive Committee may interview candidates if they believe it is necessary.

In all cases, details of appointments will be announced at the Next General Committee meeting.

* The word "committee" is used in this document but the procedure will apply to appointments to any external organization.



RCSAC | **Richmond Community Services
Advisory Committee**

Charter

September 11, 2008

Approved by Richmond City Council:

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I. MISSION STATEMENT OF THE RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

II. HISTORY

The Richmond Community Services Advisory Committee, hereinafter referred to as "RCSAC", received formal recognition as an advisory body to Richmond City Council and its appropriate Committees on May 25, 1987¹.

It builds on the information gathering and sharing strengths of the Richmond Community Services Council, which served the community in a similar but less formal capacity from April, 1978 to its evolution as the RCSAC in September, 1987.

During several years of Community services as a voluntary collaborative of non-profit, government and private agencies and organizations in the field of social and related community services, the Richmond Community Services Council and its member organizations were instrumental in the development and establishment of:

- The municipally funded RCMP Youth Intervention Program;
- A municipal social planner position;
- Richmond Child Protection Network;
- Richmond Family Place;
- An open referral in-the-home parenting program (lost with others during the 1983 restraint measures imposed by major government funding sources);
- Collaboration in preparation of the report *Preparing for a Livable Future: Recommendations* by the City Center Steering Committee;
- Improved Municipal Grant application and appeal processes;
- The Child Care Advisory Committee;
- The Inventory of Social Services in Richmond
- The Richmond Intercultural Advisory Committee

An RCSAC Poverty Response Committee was established, and reports were submitted to Council. This has now become an independent committee.

Representatives from the RCSAC

- participated in the Community Parks, Recreational & Cultural Working Group to assist in providing City Council with a Master Plan;
- currently participate in the Substance Abuse Task Force; and
- the Richmond Intercultural Advisory Committee.

¹ See Appendix I

III. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) IN BRIEF

1. Advises Richmond City Council, and/or the appropriate Council Committee.
2. Makes representations to other policy-making bodies on social policy and community services matters.
3. Provides informed comment and advice to Richmond City Council on implications for policies and services being changed and introduced.
4. Undertakes its work at the request of Richmond City Council, the RCSAC membership, and the community at large.
5. Provides a strong and active role in overall social policy and community services decisions for community representatives and nonprofit society boards.

IV. RCSAC ROLES

1. The Richmond Community Services Advisory Committee (RCSAC) is a forum for community service* agencies to meet on a regular basis in order to share information and ideas about issues of common interest, and to identify emerging needs.
***Community Services:** defined as those covering the general areas of health, social services, education, and other related service where the overall intent is to improve the quality of life for Richmond residents.
2. The RCSAC will foster the development of services, through an asset building² approach, to meet those needs.
3. The RCSAC will establish and monitor Task Forces to undertake activities deemed by the RCSAC to be necessary and consistent with the objectives of the RCSAC. All Task Forces will be time limited with both start and end dates, and will produce a written report.
4. The RCSAC may employ and hire such staff as deemed necessary to assist in the operation of the RCSAC, including all Task Forces. All employees will report directly to the Co-Chairs of the Executive Committee.
5. The RCSAC will provide a leadership and educational role in social issues affecting community services.
6. The RCSAC strives to work cooperatively and in a complementary manner with other City advisory committees.

² See Appendix II

V. CITY LIAISON

Liaison with the City of Richmond will be provided by:

- One (1) non-voting Richmond City Council Liaison, and
- One (1) non-voting City Staff Liaison, provided by the Policy Planning Department.

VI. MANDATE

Section A

The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:

1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;
2. Social issues/concerns that have an impact community services, special needs groups and the quality of life in the community;
3. Community impact of governmental changes to policies and/or programs affecting Richmond's community services; and
4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.

Section B

1. Coordination of activities and information sharing between the voluntary and public sector.

APPENDIX I

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