City of Richmond

Report to Committee

To:	Planning Committee	**Date:**	January 2, 2014
From:	Cathryn Volkering Carlile General Manager, Community Services	**File:**	01-0100-20-RCSA1-01
Re:	Richmond Community Services Advisory Committee 2013 Annual Report and 2014 Work Program		

Staff Recommendation

That the Richmond Community Services Advisory Committee's 2014 Work Program be approved.

[signature]

Cathryn Volkering Carlile
General Manager, Community Services

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Staff Report

Origin

The mandate 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-appointed 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 2013 Annual Report and proposed 2014 Work Program (Attachment 1), which supports the following 2011 – 2014 Council Term Goals regarding Community Social Services:

2.1 Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners and the public in order to appropriately target resources and help manage expectations.

2.3 Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

2.4 Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

2.5 Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

2.6 Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Analysis

1. 2013 Annual Report

In 2013, the RCSAC Work Program was based on 2011 – 2014 Council Term Goals. Highlights include contributing to the Social Development Strategy; conducting the Community Social Services Survey about service agency's funding status (Appendix A to the Annual Report, Attachment 1); completing a Community Table/Committee Inventory (Appendix B to the Annual Report, Attachment 1); finalizing and distributing a "Gap Analysis on Mental Health and Addiction Support Services"; participating in the Richmond Homelessness Coalition; and supporting Richmond Children First and the Richmond School District on initiatives to

understand and address child poverty in Richmond. Membership has increased from 30 to 33 with the addition of Employment Services (Avia Employment and Pacific Community Resources), Richmond Food Security Society and the Richmond School District.

2.   2014 Work Program

In 2014, the RCSAC's plans include advising Council regarding Social Development Strategy implementation; initiating next steps identified in the "Gap Analysis on Mental Health and Addiction Support Services"; implementing the annual Community Social Services Survey; providing input to the Youth Strategy Update; maintaining/revising the Community Table/Committee Inventory; hosting a MLA Information Session; and continuing to apprise Council of matters affecting community agencies and Richmond residents.

Financial Impact

The RCSAC operating budget reflects the existing funding plan, as budgeted.

Conclusion

The RCSAC will continue to provide advice to Council reflecting 2011 – 2014 Council Term Goals. The RCSAC will also continue to support the community service sector by fostering collaborative working relationships, identifying trends and emerging concerns, and providing information exchange and networking opportunities. The RCSAC 2014 Work Program will remain flexible to reflect new Council Term Goals once adopted, and to address emerging issues impacting the community.

Lesley Sherlock
Social Planner
(604-276-4220)

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RCSAC | **Richmond Community Services**
Advisory Committee

2013 Final Report
2014 Work Plan and Budget

RCSAC Approvals:

2013 Final Report endorsed November 14, 2013

2014 Work Plan endorsed December 12, 2013

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Executive Committee Report

2013 Executive Committee Membership:

Rick Dubras, Richmond Addiction Services Society	Co-Chair
Lisa Whittaker, Family Services of Greater Vancouver	Co-Chair
Richard Lee, Citizen Appointee	Treasurer
Belinda Boyd, Vancouver Coastal Health	Member-at-Large
Brenda L. Plant, Turning Point Recovery Society	Member-at-Large
Parm Grewal, Richmond Multicultural Community Services	Member-at-Large
Pam Khinda, Richmond Youth Services Advisory (resigned from member agency March 2013)	Member-at-Large
Councillor Linda McPhail	City Council Liaison
Lesley Sherlock	City Staff Liaison

Results of Executive Elections at the November 13, 2013 Annual General Meeting

As documented in the RCSAC Operating Policies and Procedures members on the executive, with the exception of the Co-Chair positions, hold their positions for a period of one year. Elections are held at the November Annual General Meeting (AGM) to elect/re-elect committee members to their respective executive roles. A nominating committee was struck to fill vacant positions. At the November 2014 AGM, after nominations were put forward, the following individuals were elected to executive positions:

Co-Chair	Lisa Whittaker, Family Services of Greater Vancouver (2nd year)
Co-Chair	Colin Dring, Richmond Food Security Society
Treasurer	Rick Dubras, Richmond Addiction Services Society
Members-at-Large	Richard Lee, Citizen Appointee
	Janice Barr, Richmond Society of Community Living
	Daylene Marshall, Richmond Youth Services Agency
	De Whalen, Richmond Poverty Response Committee

Belinda Boyd, VCH-Richmond, Brenda Plant, Turning Point Recovery Society and Parm Grewal, Richmond Multicultural Community Services completed their terms on the Executive Committee and decided not to stand for re-election. They were acknowledged for their years of service on the executive committee at the RCSAC annual meeting.

The Executive Committee, on behalf of the membership, wishes to acknowledge and thank all exiting members of the Executive Committee for their dedication and leadership throughout 2013, as well as welcoming new members. The Executive Committee also acknowledges our City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Linda McPhail, for their contributions and support while working with the RCSAC during 2013.

Executive Committee Summary of 2013 Activities:

Membership

❖ Membership increased in 2013. Avia Employment Centres, Richmond Seniors Network, School District 38 and Richmond Food Security Society joined the committee in 2013.

❖ There are two Citizen Appointee positions each with 2 year terms. The incumbents of these positions are: Richard Lee (appointed: December 2010), Hamid Ghanbari (appointed: March 2011). Both Citizen Appointees' terms were extended until fall 2014.

RCSAC Hot Topics:

The RCSAC identified the following hot topics and action groups in 2013:

- School Age Children and Youth Task Group

This hot topic task group including Richmond Children First, RCSAC and the School District 38, was formed as follow up on a presentation on School District 38's report on child poverty. After some initial discussion, the establishment of the Child and Youth Poverty Task Group has been put on hold.

- Seniors Affordable Housing and Affordable Housing Inventory Inquiry

Dena Kae Beno, Affordable Housing Coordinator at the City of Richmond, is invited to provide an inventory of affordable housing in February 2014.

- Hoarding and Emergent Alzheimer's situations

Currently work is being done on these two important topics by groups in the community. The ultimate goal is to have a coordinated strategy to respond to these situations. Updates are provided to the RCSAC by Heather Hall, RCMP as required.

Communications with City of Richmond

At the request of the City of Richmond, the RCSAC submitted individual agency feedback on the draft of the Social Development Strategy.

The Community Social Services survey was administered for a 3rd year. The 2013 Community Social Services Survey results are reported as an appendix to the 2013 Work Plan and Report. The committee will consider forming a task group to review the 2011 – 2013 survey results and report findings. This task group will also be asked to review the survey questions and determine if any revisions are necessary for 2014.

Presentation Updates from the City of Richmond were provided as follows:
- Social Development Strategy, John Foster
- Courtney Miller, Sustainability Project Manager, presented on the Energy Efficiency Resources available to qualifying residents in Richmond. An overview of two programs was provided: 1) the Energy Savings Kit and 2) the Energy Conservation Assistance Program.
- Lesley Sherlock and Evelyn Dawson, Business Systems Analyst, presented a demonstration of the 2013 City of Richmond online grant application.

Technology:

- The RCSAC website – the number of visits to the RCSAC website were tracked and in the 30,000 range. Details are available in the last section of the 2013 Work Plan and Report.

Financial

A 2013 financial report and proposed 2014 budget was drafted by the Treasurer and approved by the membership at the November AGM.

The RCSAC is projecting a surplus this year. There are some important reasons that we are projecting a surplus of more than $6400. It was our intention at budget time last year that the RCSAC would again host an All Candidates meeting however, the RCSAC did not and therefore the $2000 dollars set aside was not utilized as well as the additional labour that would have cost the RCSAC. We also have had an increase in membership that resulted in more fees this year which has also buoyed our income. Our expenses have also been reduced as Administration costs and IT costs were nearly $500 less each from predicted at budget time last year.

Perhaps this surplus comes at the right time however, as our task groups will be glad to know that we will have enough funds to help with initiatives that are being planned for 2014. We also wish to use some of the surplus to afford a pay increase of 3% for our Executive Secretary who has not had a raise since her hiring in 2010. We will also be using some of this money to help us support continued website and IT support as well as support for our Youth Webpage.

This year's budget will allocate $5000 for Task Group work in the community. This will allow the community partners and the Executive to work together to use up the surplus and return our committee to a balanced budget for the end of next year.

Together with the Executive committee, we respectfully submit the 2014 budget found on page 34. Please refer to page 33 and 34 of the report for details regarding the 2013 financials and proposed 2014 budget.

2013 Reports and 2014 Work Plans

Please note the 2013 Work Plans are documented in a new template making them easier to read and have been written to reflect and support the 2011-2014 Council Term Goals. For the 2013 Report the work of the RCSAC has been organized by using the Council Term Goals that were relevant to the committee. Under each goal are the headings Objectives and Actions. These two headings reference the specific work plan set out for the year. The accomplishments of the RCSAC for 2013 can be found under each goal in the section "Outcomes/Indicators of Success".

The 2014 Work Plan was approved at the December 12, 2013 RCSAC General Meeting as a working document that will be revisited throughout the year and revised as necessary.

RCSAC | Richmond Community Services Advisory Committee

2013 Final Report

For the 2013 year the RCSAC has chosen to link its annual work plan initiatives to the Richmond City 2011-2014 Council Term Goals. The 2013 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC focussed on providing advice on Council's following priorities, with actions reported under "Outcomes / Indicators of Success".

Council Term Goal 2.1

Completion of the development and implementation of a clear social services strategy for the City that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives:

- To support and provide input to the Social Development Strategy
- To advise City Council on Social Development Strategy implementation plans once adopted

Actions:

- Review Social Development Strategy and form Task Groups as needed
- With respect to addiction and mental health services, advise Council regarding
  - Addiction and Mental Health Services Gap Analysis outcomes and implementation plan
  - Housing needs for this population
  - Stakeholder roles and responsibilities to address gaps
  - Proposed City supports considering City's role, priorities and policies, including advocacy to senior levels of government
- Mental Health and Addictions Action Team continue, and others as required
- Continue to implement annual Social Services Survey to inform Council of changes in social service programs and corresponding funding structures that will impact the City
- Identify initiatives that reduce barriers to accessing services

Outcomes/Indicators of Success:

- Provide comments on Social Development Strategy
  1) February 2013 – AT RCSAC General Meeting members were provided with draft Social Development Strategy and questions for consideration.
  2) March 2013 – At RCSAC General Meeting each agency/group was given 5 minutes to provide feedback to the City regarding the draft Social Development Strategy. Members of RCSAC provided to the City submissions by individual agencies that included input and recommendation on the strategies presented. These submissions were provided to the City.

- Community Social Services Survey and Report completed
    1) June – Community Social Services Survey Report Completed. Draft of next survey completed.
    2) September 2013 – New Community Social Services Survey approved and posted on City Website for completion. One additional question included. This question was added to look at funding shifts within the City of Richmond – for example one agency may have lost funding dollars but the service might not have been lost to the Community
    3) October 2013 – Analysis of responses to social services survey completed – these results are attached to this report (Attachment A). A task group was formed to begin an examination and evaluation of the survey results over multiple years.

- Communication Tools to Council as required
    1) March 2013 – Addictions and Mental Health Action Groups findings on identifying Gaps in Service Report finalized.
    2) April 2013 - A Communication Tool sent to City Council requesting: (1) That Council utilize the identified gaps to inform community planning (Social Development Strategy, Action 53) for services and supports to be directed to residents living with mental illness and addictions. (2) That Council authorize the RCSAC to share this report, as appropriate, with internal city departments, other statutory agencies, provincial and federal levels of government and service providers to advocate for increased services, resources (housing, food security) to support residents living with mental illness and addictions.
    3) City Council received the report for information, approved the RCSAC to distribute the report to provincial and federal governments, Richmond MLA's, MP's and other stakeholders for information and that the implementation plan be forwarded to City staff upon completion. A task group has been formed including to do further work which will include the input of consumers.
    4) Reports were distributed as outlined above. Requests for receipt of confirmation and feedback re: report was sent to MLA's and MPP's.
- Identify initiatives that reduce barriers to accessing services
    1) May 2013 - The Addictions and Mental Health Wallet Card was completed, production plan implemented with distribution to follow.
    2) May – September – 1000 wallet cards distributed and 1000 additional cards have been ordered.
    3) September 2013 – Due to success of wallet cards another 1000 were printed and distributed. More cards have been requested.
    4) October 2013 – Additional cards distributed at general meeting.

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objectives:

- Continue to identify changes in space needs by non-profit societies within Richmond

Actions:

- Form action group if required, building on previous Space Needs Surveys and related correspondence

Outcomes/Indicators of Success:

- Communication Tools to Council as required
1) Task group initially formed to look at space needs for non-profit groups
2) After analysis – task group put on hold

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objectives:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies
- To provide RCSAC members with an opportunity to meet and connect with provincial candidates

Actions:

- Completion of annual Social Services Survey to provide information to Council on provincial and federal funding decisions affecting the delivery of social services
- Consider roles of senior governments in Addiction and Mental Health Services Gap Analysis results

Outcomes/Indicators of Success:

- Community Social Services Survey completed and report submitted to Council

1) June – Community Social Services Survey Report Completed. Draft of next survey completed.
2) September 2013 – New Social Services Survey approved and posted on City Website for completion. One additional question included. This question was added to look at funding shifts within the City of Richmond – for example one agency may have lost funding dollars but the service might not have been lost to the Community.
3) October 2013 – Analysis of responses to social services survey completed – these results are attached to this report (Attachment A).   A task group was formed to begin an examination and evaluation of the survey results over multiple years.
4) Report Completed – see Council Term Goal 2.1 above

- Communication Tools to Council as required, including requests for advocacy to senior levels of government
  1) March 2013 – Addictions and Mental Health Action Groups findings on identifying Gaps in Service Report finalized.
  2) April 2013 - A Communication Tool sent to City Council requesting: (1) That Council utilize the identified gaps to inform community planning (Social Development Strategy, Action 53) for services and supports to be directed to residents living with mental illness and addictions. (2) That Council authorize the RCSAC to share this report, as appropriate, with internal city departments, other statutory agencies, provincial and federal levels of government and service providers to advocate for increased services, resources (housing, food security) to support residents living with mental illness and addictions.
  3) City Council received the report for information, approved the RCSAC to distribute the report to provincial and federal governments, Richmond MLA's, MP's and other stakeholders for information and that the implementation plan be forwarded to City staff upon completion. A task group has been formed including to do further work which will include the input of consumers.
  4) Reports were distributed as outlined above. Requests for receipt of confirmation and feedback re: report was sent to MLA's and MPP's.

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

and

Council Term Goal 2.8

Development of a continuously updated catalogue of affordable housing projects coming on stream for easy reference.

Objective:

- Continue to support implementation of the Affordable Housing Strategy

- Participate in the 2013 Affordable Housing Strategy Update process
- Support the development of a catalogue of affordable housing projects

Actions:

- Work collaboratively with Richmond housing organizations, advocates and the City to identify, prioritize and highlight affordable and supportive housing needs and projects in Richmond
- Provide information as required for the catalogue
- Action Team formed if necessary
- Propose a housing page on the city website including content on the housing continuum, how to access, FAQ's etc.

Outcomes/Indicators of Success

- Stakeholders' report on housing needs, current projects and proactive approaches completed
  1) Report on Seniors at Risk of Homelessness. Dialogue conducted November 1, 2012. Members participated in the Richmond Homelessness Coalition, which reported that: an increase of homeless seniors and priorities of safety, socialization, isolation, lack of transportation options, need for coordination of resources including integration of health, social and outreach services, lack of preventative or early intervention and lack of data to support the need for more services
  2) Drop in Centre opened in October 2012 and in January 2013 data became available regarding people attending and services required. Drop-in is an entry point to system. Gaps in service identified as specialized services for increased number of seniors who are homeless and needs of long-term marginalized people who are homeless and unable to access services – need for low barrier housing.
  3) Termination of service agreements for Co-op Housing - speaker from Cooperative Housing Federation of BC. There are 17 co-operative housing developments in Richmond representing 989 units (many are senior households). The termination of service agreements will mark the end of subsidized housing for low income households. Termination agreements with each co-operative will happen over next few years and it is uncertain what the impacts will be and how each co-operative housing development will deal with this. It could mean overnight, the disappearance of many existing affordable housing units.

- Communication Tools to Council as required
  1) None submitted to date. Regular updates provided to Council via staff representations on the committee and Richmond Homelessness Coalition.

- RCSAC perspective incorporated into 2013 Affordable Housing Strategy Update
  1) 2013 Affordable Housing Strategy update to date has included changes approved by Council to increase the income thresholds for low income market rental with the ability to increase threshold annually according to Consumer Price Index. The RCSAC Affordable Housing Working Group through the work of the Richmond Homelessness Coalition has participated in the discussions leading up to these changes.

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective:

- Support Council in the development of an updated Youth Strategy

Actions:

- Continue to work with existing youth committees
- Form a Youth Action Team if required to provide input on the Youth Strategy Update
- Recommend the establishment of a Youth Page to provide one stop access to information, including a comprehensive, regularly updated online resource manual, and who should host

Objectives/Indicators of Success:

- RCSAC perspective incorporated in the updated Youth Strategy
  This will take place in following year.
- Youth website page established and resource manual completed
  1) Youth page completed on RCSAC website. Page includes events for youth available in Richmond
  2) June – September 2013 – To assist with the Youth Page the Richmond Youth media lab program facilitator created a posting for a volunteer youth to regularly update this page.
  3) October 2013 – RCSAC Executive approved honorarium for youth volunteer to encourage participation with this position and to recognize the work necessary to keep page up to date.
- Communication Tools to Council as required
  1) February 2013 – Youth Task Group Completed "Feedback Report on Issues Affecting Youth". This report looked at the change in School District 38 that occurred from having Youth Support Workers in each Secondary School to the current Youth Adolescent Support Team.
  2) March 2013 – Communications tool sent to council with report attached.
  3) April 2013 – RCSAC Co-chairs meet with school board representatives to discuss report and potential for greater collaboration with RCSAC. Formal invitation was sent to School District and representative assigned to RCSAC.

Council Term Goal 7.2 Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives:

- Continue to support and work with the Richmond Children First (RCF) committee on their City Centre Early Childhood Development Report

Actions:

- Follow-up on Communication Tool sent to Council about the City Centre Report
- Review RCF progress reports

Outcomes/Indicators of Success:

- Regular RCF reports at RCSAC
  1) Regular monthly reports provided to RCSAC by RCF.
  2) RCF City Centre report was completed and released by October 2012. At that time it was hoped that Richmond might receive My Neighbourhood-My Future funding in 2013 but that funding was awarded to Tri-Cities and Surrey.
  3) As a result of the report, Richmond Children's First recommended that 2013-2014 United Way of the Lower Mainland (UWLM) ECD funds be directed to City Centre programs, which was approved by UWLM.
  4) Although there has been interest expressed by a number of organizations to work together on a place-based approach, as stated in the report, ..."a place-based approach takes time, resources and a cross-sectoral commitment." The Social Development Strategy identifies a short term goal (0-3 years) in Action 32 to "Implement the City Centre Area Plan Policy of exploring opportunities to establish multi-use, multi-agency community service hubs in appropriate locations in the City Centre, while also pursuing other types of agency space, as appropriate, throughout Richmond" with the following proposed partners:
     -Richmond Community Services Advisory Committee
     -Non-profit Agencies
     - Child Care Providers
     - Child Care Development Advisory Committee
     - Community Committees

Council Term Goal 8.2 Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives:

- Examine issues of food security in relation to community and social services in Richmond

- Support the City as it advocates for a coordinated regional approach to enhance local food security

Actions:

- Receive presentation related to food security and intersection with community and social services
- Action teams formed as necessary to meet objectives
- Potential gap analysis undertaken
- Communication Tool to Council as required

Outcomes/Indicators of Success:

- Communication Tools to Council as required
  1) May 2013 – Richmond Food Security Society Executive Director Colin Dring presented at RCSAC general meeting. This presentation included information and discussion regarding the connection between food security and community social services.
  2) Richmond Food Security Society currently developing community food charter and will be engaging public and community agencies from a diversity of demographics to help frame food values and issues that citizens in Richmond face.
  3) November 2013 – RCSAC members provided additional presentation on Richmond Food Charter. Members were engaged in "Kitchen Table Talk" and provided feedback that will be incorporated into food charter. RCSAC members encouraged to host a Kitchen Table Talk with their clients/staff.

Additional RCSAC Work Plan Activities

Objectives:

- Increase connections within RCSAC members
- Increase information RCSAC members can access to plan and promote social service events and activities
- Increase administrative efficiency for RCSAC

Activities:

- Website developed so members can easily access calendar to post activities and events
- Create members log-in section on RCSAC website so members can access minutes, agendas, reports, etc.
- Support on-going updates to website

Outcomes/Indicators of Success:

- Members-only log in page created – deferred to 2014
- Website utilization increased

- Increased number of events and program information posted to website

  1) Membership of the RCSAC was increased to 33. There were three additional agencies who joined the committee in 2013: Employment Services (Avia Employment and Pacific Community Resources), Richmond Food Security Society and the Richmond School District.

  2) Number of visits to the RCSAC website from November 2012 to October 2013 was 30999. (Generally, a visit occurs when some remote site makes a request for a *page* on your server for the first time.) In the same time period the website had 301309 hits (hits represent the total number of requests made to the server during the given time period).

  3) June 2013 Community Table/ Committees worksheet developed. See Appendix #B. This document provides information on of all of the community tables and groups known by the RCSAC that are meeting to support/provide community social services in Richmond. The worksheet will be updated regularly.

  4) February 2013 to June 2013 - Richmond City Council / RCSAC / Communications Chart and a Decision Tree - Councillor McPhail, in partnership with City Staff and the RCSAC, developed documentation of the decision flow and communications process between City Council and the RCSAC. These documents will be incorporated to the RCSAC Policy and Procedure manual.

  5) March 2013 to October 2013. Revisions to RCSAC policy and procedure manual were completed and changes were approved by the committee at the October General Meeting.

  6) Written reports are now requested in advance by community groups who have a member of the RCSAC sitting at the community group table. These notes are included in the monthly General meeting minutes available on the RCSAC website.

  7) Presentations Completed:

     a. Avia Employment Services –presented on the BC Work Initiative providing Employment Services to Richmond. It was identified reaching youth in Richmond is a challenge.

     b. Richmond Public Health - Manager, Community and Family Health provided a presentation on services provided to new mothers and fathers in the community of Richmond.

     c. School District 38 Report on Child Poverty – Donna Sargent and Monica Pamer submitted this report to the RCSAC and requested SD38 work in partnership with the RCSAC to review the report in detail and follow up with recommendations. A hot topic is suggested for this project.

     d. Richmond Food Security – Colin Dring presented on work of Richmond Food Security and the intersection between food security and community social services.

     e. Courtney Miller, Sustainability Project Manager from the City of Richmond, presented on the Energy Efficiency Resources available to qualifying residents in Richmond. The City of Richmond is connecting the community with offerings and programs provided by BC Hydro and Fortis BC. As a result, the initiatives have been completely funded and require no payment from residents who qualify by nature of their income. An overview of two programs was provided: 1) the Energy Savings Kit and 2) the Energy Conservation Assistance Program.

     f. Lesley Sherlock and Evelyn Dawson, Business Systems Analyst from the City of Richmond, presented a demonstration of the 2013 City of Richmond online grant application.

     g. Carol Dickson, Volunteer Richmond Information Services, presented information on the Better at Home Program.

Appendix A

2013 Community Social Services Survey Results Summary

October 2013

As indicated in the 2013 Work Plan and Report, the Community Social Services Questionnaire was completed and the results are summarized below.

There were thirty one (31) RCSAC member agencies were identified as "funded agencies" which made them eligible to complete the survey. The survey was posted on the City of Richmond website with a two (2) week period to complete it. There were 14 responses to the survey.

A summary of the results can be found below:

1. Populations served in Richmond cover the range from birth to death (ages 0-seniors)
   a. 6 of 14 agencies report that there have been changes to funding in the community that impact services.
   b. 2 out of 6 identify service reductions, 6 out of 6 identify services added and 2 out of 6 report growth of services.

2.
   a. 3 who added comments reported that external funding through grants or through community partnerships were the reasons they were able to offset increased labour or program costs.
   a. Only 1 agency responded that the service was no longer available in the community.

3. Services that exist in Richmond focus on a number of special populations which include:
   a. Children, families, immigrants/refugees, seniors, homeless, people with addictions, people with disabilities, people with mental illness

4. 3 of the 14 agencies identified removing or reducing programs or services reported impacting families, people with disabilities, seniors, people with mental illness and immigrants/refugees

5. 12 out of 14 are planning for an increased demand for services
   a. 6 out of the 12 added staff to existing programs
   b. 4 out of the 12 identified adding new programs
   c. 3 out of 12 identified adding additional space
   d. 4 out of 12 reported establishing waitlists
   e. 1 out of 12 were decreasing service to one client group to meet the demand of another client group
   f. 1 out of 12 identified using practicum students to meet the demand
   g. 1 out of 12 identified changing service delivery model from individual to group based services

6. In response to the question regarding the impact of the current economic environment agencies listed the following:
    a. 12 of 14 report that the current economic environment is impacting service delivery
    b. 5 of 12 report direct cuts to funding
    c. 6 of 12 report increase lobbying efforts to provincial and municipal governments
    d. 5 of 12 report increased working with partners to leverage funding opportunities
    e. 7 of 12 report using grants as becoming an alternative in raising funds
    f. 3 of 12 report shifting resources from one service group to another to meet demands
    g. 8 of 12 report using fundraising activities to increase operating funds

7. All agencies are planning to making several requests for support
    a. 11 out of 14 require more staff to support programs and services
    b. 10 identify funding
    c. 7 identify require tools or equipment
    d. 2 identify space needs

8. Agencies are looking to all level of governments, funding bodies i.e., foundations, United Way, grants and private or corporate donors

Appendix B   Community Table / Committee Inventory

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Richmond Child Care Alliance	Promotes the development and delivery of quality child care and education services	Caring Place 6:30 - 8:30 p.m. last Tuesday of each month	Marcia McKenzie	mmackenzie@volunteerrichmond.ca	Children
Richmond Advisory Council on Perinatal Issues	To provide the advisory council input on perinatal issues	Depends on the need	Kathy Hydamaka, PHN, Program Leader, Healthy Babies and Families	Community and Family Health, 8100 Granville Ave, Richmond BC Tel 604 233-3121	Children
Richmond Autism Interagency Committee (RAIC)	Will serve as a networking and information-sharing platform for professionals and community members working and/or living with children with Autism Spectrum Disorder.	RSCL Boardroom 12:30 - 2:00 p.m. 1st Tuesday of each month	Llaesa Brownridge	lbrownridge@rscl.org	Children
Richmond Child Care Development Advisory Committee (RCCDAC	Provides advice and recommendations to Richmond City Council regarding the planning and development of quality child care	City Hall 7:00 - 9:00 p.m. 1st Tuesday of each Month	Coralys Cuthbert	ccuthbert@richmond.ca	Children

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Richmond Child Care Training Committee (RCCTC	Facilitates professional development opportunities for the child care community, works in partnership with the child care community to develop, facilitate and offer professional development opportunities for child care providers and, will provide leadership to organizations in Richmond seeking to provide professional development for the child care community.	South Arm Community Centre 1st Tuesday of each month	Joyce Branscombe	joyceeab@shaw.ca	Children
Richmond Early Intervention Network (REIN):	promotes sharing of ideas and resources as well as collaboration between early years service providers within the community	Caring Place 12:30 - 2 p.m. 2nd Wednesday alternating months	Judit Spence	Judit.Spence@bc-cfa.org	Children
Richmond Infant Development Program Local Advisory Committee	An advisory body established to guide and support the IDP agency and staff in the delivery of the Infant Development Program. The IDP is accountable to the community through its LAC	Caring Place 3:30 - 5:00 p.m. 3 times per year	Annie Hung IDP Coordinator	ahung@rscl.org	Children
Richmond Supported Child Development Program Local Advisory Committee	An advisory body established to guide and support the SCDP agency and staff in the delivery of the Supported Child Development Program. The SCDP is accountable to the community through its LAC	Caring Place 9:30 - 11:30 a.m. Mondays 3-4 times per year	Carrie McLellan-Haqq SCDP Coordinator	cmclellan@rscl.org	Children

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Safer Relationships, Safer Children	To provide oversight and direction to the Richmond Pilot Project, which is part of the provincial project to implement Recommendation #1 of Action Plan prepared by Provincial Office of Domestic Violence (PODV). Goal is to develop adult health care and child service systems that promote child safety/family wellbeing in families affected by untreated mental illness, problematic substance use and/or domestic violence.	As required	Sonja Sinclair	sonja.sinclair@vch.ca or 604-612-2193	Children
RCCCY	1.1 To foster a collaborative leadership role in facilitating and coordinating care and services seamlessly across child & youth* services in Richmond. 1.2 The mandate for services defined as "youth services" may differ across agencies. Some agencies serve youth up to age 19 years as youth, and others up the 24 years. Members will participate in committee initiatives as appropriate with their service delivery mandate	Every second month on the third Tuesday	Richard Dubras	rick@richmondaddictions.ca or 604-270-9220	Children, Youth
Richmond Learning and the Brain Conference Organizing Committee	To organize an annual educational event to the residents in Richmond School District	Monthly	Sarah Loat, Richmond School District	Tel 604 233 0521 Email: sloat@sd38.bc.ca	Children, Youth

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
The Richmond Public Agency Partners Group includes Vancouver Coastal Health Richmond; City of Richmond; Richmond School District; Ministry of Children and Family Development; and the RCMP.	Increase coherence amongst the five major public agencies in Richmond in promoting the physical, mental, social and emotional wellness of children and youth in our community. Commit to use an asset development philosophy. Support the PAPC to the children and youth of Richmond	3 times per year	James Lu, Richmond Health Services	james.lu@vch.ca	Children, Youth
Richmond Community Action Team	group of local service providers who meet to increase awareness and education on the issue of sexual exploitation of children and youth	approx 6-8 times a year	Kate Rudelier, Youth Services Coordinator	Kate.Rudelier@richmond .ca	Children, Youth
Supporting Families With Parental MH and/or Addictions Committee	The program aims ultimately to foster a family-centered approach to service delivery at Richmond Mental Health and Addictions. It aims to provide parents dealing with mental illness or addictions relevant insight into their condition, and tools and strategies for successful parenting. For children and youth, Supporting Families provides information on disorders, access to services and access to others going through the same thing. Rather than focusing on the disorder itself, Supporting Families functions as a resiliency-building program to help children and families cope with disorders.	Monthly 3rd Thursdays	Roz Walls	604-732-0710 or 604-270-9220	Children, Youth and Families

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Richmond Transition Committee for students with disabilities	Richmond Transition Committee for Students with Disabilities				Youth
YCD Network	To build capacity across the system of services and supports in British Columbia to address youth and families affected by youth concurrent mental health and substance use problems.	Quarterly	Richard Dubras	rick@richmondaddictions.ca or 604-270-9220	Youth
Youth Network	anyone who works with youth is welcome	every three months	Deb Brow	debbis.brow@vch.ca	Youth
Advisory Design Panel	To look at universal accessibility and environmental features and all issues of urban designs in building permit applications	Every second week on Wednesday at Richmond City Hall	Diana Nikolic	604-276-4040	Disability
Community Living Leadership Network Meeting	A group of agencies providing services to people with developmental disabilities in Richmond. Collaborative education/training is the focus (there is an educational speaker every meeting and info shairing of common ideas, interests, issues).	4-6 times/year	Donna Cain, Chair; Carolyn Koehle, Bethesda	dcain@develop.bc.ca richmondhome@bethesdabc.com	Disability
Richmond Arthritis Support Group	To educate and support persons in the community with various forms of arthritis	3rd Thursday of each mnth	Joan Lu, Facilitator	604-271-2915	Health and Well-Being

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Community Living BC (CLBC) Community Council	To ensure self-advocates, families, community members and service providers play a major role in achieving CLBC's vision of fostering good lives in welcoming communities	Monthly meeting at Richmond CLBC Office, usually on third Tuesday of the month	Chair: Ruth Shannon	prshannon@telus.net	Health and Well-Being
Community Meals Round Table		3/year	Alex Nixon		Health and Well-Being
Fetal Alcohol Syndrome FASD roundtable	a community initiative that builds FASD awareness through preventive education	Touchstone Family Association 1:00 – 2:30 p.m. 3rd Thursday(4 times/year)	Cheryl Penner	cpenner@touchfam.ca	Health and Well-Being
Film Partnership					Health and Well-Being
Gilwest Clinic Community Advisory Group	The Mandate of the Community Advisory Group to the Gilwest Clinic is to support the Clinic's vision and goals. The Clinic's Goal is to promote, protect and maintain the health of the population of Richmond by providing prevention and treatment services for Hepatitis C and HIV/AIDS care.	Three scheduled meetings per year (January, April, September)	Kim Bourhill, Program Leader - Communicable Disease and Early Childhood Program	kim.bourhill@vch.ca	Health and Well-Being

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
MHACC	The Senior Executive Team of Vancouver Coastal Health (VCH) has established a Mental Health and Addictions Coordinating Committee (MHACC) to address issues related to the regional coordination of strategic direction, access, capacity, people/patient flow and sustainability. Working together with the VCH MHACC, the Mental Health and Addictions Coordinating Committee–Richmond (MHACCR) will be responsible and accountable for ensuring and guiding an integrated approach to the implementation of mental health and addictions strategic directions in Richmond. These strategic directions, and subsequent initiatives, will be part of the annual Richmond mental health and addictions service plans.	Quarterly	Natalie McCarthy, Director Mental Health and Addictions, Residential Care	natalie.mccarthy@vch.ca	Health and Well-Being
RCSAC AMH Task Group	Creating/implementing Gap Analysis Report on Addictions and Mental Health. Includes consumers - works on projects that emerge from the RCSAC work plan that relate to AMH ie. distribution and implementation of the Gaps report.	as required	Brenda Plant	bplant@turningpointreco very.com	Health and Well-Being
Richmond Caring Place Tenants Council	To discuss issues related to tenant occupancy and to make recommendations to the Operating Committee and Richmond Caring Place Society Board of Directors	Quarterly	Sandy McIntosh, Administrative Manager, Richmond Caring Place Society	Tel 604 279-7000 email: admin.caringplace@shaw .ca	Health and Well-Being
Richmond Community Peace Labyrinth	to provide a spiritual tool to the Richmond community to assist people with health problems, grief issues, to calm the mind and find peace and comfort	meets as necessary to maintain and promote the	Pastor, Margaret Cornish, St Albans Church	604-278-2770	Health and Well-Being

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
		labyrinth			
Richmond Falls Prevention Network	The Richmond Falls Prevention Network has membership from City of Richmond, Vancouver Coastal Health Richmond, Richmond Fire Rescue, community based organizations, that focus on identifying and preventing the cause of falls in our community. The Richmond Vial of Life sub committee came out of RFPN and once they implemented. VRIS has now come back under RFPN as a regular agenda item	Monthly 3rd Tuesday 9:30 - 11:00 am	Rishma Dhalla, Vancouver Coastal Health	Tel. 604-233-3208 Fax 604.233.3198 Rishma.dhalla@vch.ca	Health and Well-Being
Richmond Family Violence Prevention Network	Through collaboration, implement initiatives and enhance system responsiveness that improve the quality of services available in the community that lead to a reduction and prevention of family violence.	Bi-Monthly 4th Tuesday 1000-1200	Belinda Boyd, Vancouver Coastal Health Richmond	Tel: 604-244.5101 Fax: 604-244-5222 belinda.boyd@vch.ca	Health and Well-Being
Richmond Food Security Action Team	share information about food security activities and issues coming up in Richmond, to create working groups to address specific issues or develop informational/research materials, and to connect different service providers and their clients to services outside their capacity or jurisdiction.	every third Thursday of the month	Colin Dring	Tel: 604 244 7377 Email: director@richmondfoods ecurity.org	Health and Well-Being
Richmond Intercultural Advisory Committee	To enhance intercultural harmony and strengthen intercultural co-operation in Richmond.	Monthly meeting at Richmond City	City Liaison: Alan Hill	ahill@richmond.ca	Health and Well-Being

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
		Hall			
Richmond Literacy Now Committee	To discuss strategy and progress in our goals to connect the community to literacy initiatives. We aim to outreach to new immigrants, youth, seniors, and disadvantaged individuals. Through our goals, we assist them to be more active participants in society by developing competencies in a broad range of life skills	monthly	Marg Dixon, Richmond School Board 604-668-6191	604 668 6191	Health and Well-Being
Richmond Orchestra and Chorus	To be leaders in music education and training for musicians in the Richmond community and to strive for excellence in concert performance. To create an environment to share talent, services, resources within the Richmond Community	concerts 5 – 6 times per year at various church venues in Richmond	Paul Dafour	604-276-2747	Health and Well-Being
Richmond VIAL of Life Committee	To educate the public on VIAL program and connect clients with the VIAL program	Quarterly	Belinda Boyd	belinda.boyd@vch.ca	Health and Well-Being
The Gambling Steering Committee in Richmond	To network and strategize around issues that are concerning problem gambling in the City of Richmond	Quartley	Richard Dubras	rick@richmondaddictions.ca or 604-270-9220	Health and Well-Being
Affiliation of Multicultural Societies and Services Agencies in Richmond	Provides support for immigrant serving agencies and their programs including settlement services, information on upcoming events such as the Multicultural Health Fair, AMSSA website provides settlement staff with useful information on community resources for the delivery of	Monthly	Wendy McCulloch, Program Director AMSSA	Tel: 604-718-2780 or 1-888-355-5560 Fax: 604-298-0747	Immigrant Services

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
BC (AMSSA)	settlement services provides a variety of publications and resources that are related to the delivery of settlement.				
Richmond Settlement & Integration Service Partners Co-ordinating Committee	To provide settlement services co-ordination & collaboration among service partners within the funding contract	Quarterly	Francis Li, Centre Manager, SUCCESS Rmd Service Centre	604-279-7184 Email: francis.li@success.bc.ca	Immigrant Services
Settlement Workers In School Advisory Committee.	To provide advice to Richmond School Board on the delivery of SWIS program in the school district.	Twice/Year	Marilyn Turbull, Principal, McKay Elementary School	64 668 6470, email: mturnbull@sd38.bc.ca	Immigrant Services
Welcoming Community Project Advisory Committee	To provide advice to the Host Organization (RMCS) on the involving the community organizations (both profit or non-profit) to support newcomer's integration in the community.	Depends on the need	Stefanie Johnston, Communications Specialist, RMCS	P: 604.248.0433 F: 604.248.0434	Immigrant Services
Metro Vancouver Living Wage Committee municipality sub-committee	The Living Wage for Families Campaign raises awareness about the negative impact of low-wage poverty on families and communities in Metro Vancouver, advocating that the key solution to low-wage poverty is to pay families a living wage – enough to cover basic living expenses such as food, clothing, shelter, transportation and child care. The 2013 living wage rate for Metro Vancouver is $19.62/hour.	Bi-monthly (Jan, Mar, etc) 3rd Monday 3-4 pm Family Services of Greater Vancouver, Vancouver	De Whalen	de_whalen@hotmail.com or 604.230.3158	Poverty (Reduction)

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
		office			
Richmond Homelessness Coalition (RHC) - Homes for All	Drop In Centre sees an increase in visitors/guests, outreach workers, service providers are providing guests with access to info, services, housing and referrals on a regular basis. The Drop In Centre is a point of entry for many homeless & precariously housed to services in Richmond. Rental Connect an on-going initiative to connect landlords with prospective tenants. The group planning for the next phases of the initiative, will focus on continued program development and implementation.Homeless Connect an annual one-day event to connect individuals experiencing homelessness with services & supports. Service and supports continue to be provided thru the year at the Drop In CentreBusiness Community Engagement will include a series of initiatives and relationship building opportunities with the local business community to increase awareness, support and engagement in homelessness and affordable housing issues.Research and Development is an on-going initiative, which both supports the RHC working groups and the on-going communications and work of the RHC community stakeholder table.Women's Supportive Housing Working Group is continuing to work on the development of our concept plan and feasibility study. Several models for	At City Hall monthly	Dena Kae Beno, Brenda Plant	bplant@turningpointreco very.com	Poverty

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Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
	operation are being explored.				
Richmond Poverty Response Cmtee (PRC)	A coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research projects and public education. Includes PRC Transportation Task Force	monthly	De Whalen	info@richmondprc.org	Poverty
Rmd Seniors Network	Supports the vision of the United Way of the Lower Mainland (UWLM) seniors' priority area in the City of Richmond: "Seniors Staying Strong- Helping Seniors Stay Independent and Engaged in Community and, by seniors for seniors."	monthly	Louise Young	richmondseniorsnetwork @shaw.ca	Seniors

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RCSAC | **Richmond Community Services**
Advisory Committee

Membership and Budget Information

RCSAC Membership 2013

Organization	Representative(s)
Avia Employment Centres	Brandon Gorin
Pacific Community Resource Services	Kay Sarai
BC Responsible and Problem Gambling	Jenn Fancy de Mena
Boys and Girls Club of South Coast BC	Jason Lee
Canadian Mental Health Association (Richmond)	Dave MacDonald
CHIMO Crisis Services	Lisa Westermark
City Appointee	Richard Lee
City Appointee	Hamid Ghanbari
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Linda McPhail
Developmental Disabilities Association	Danielle White /Donna Cain
Family Services of Greater Vancouver	Lisa Whittaker
Heart of Richmond AIDS Society	Brian Wardley
Individual Member	Jennifer Larsen
RCMP Richmond	Heather Hall
Richmond Addictions Services Society	Rick Dubras, (Co-Chair)
Richmond Caring Place Society	Sandy McIntosh
Richmond Children First	Helen Davidson
Richmond Centre for Disability	Ella Huang/Eileen Kalshoven
Richmond Family and Youth Court Committee	MaryAnne Schulz
Richmond Family Place Society	Kim Winchell
Richmond Food Bank Society	Margaret Hewlett/Alex Nixon
Richmond Food Security Society	Colin Dring
Richmond Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Community Services	Parm Grewal
Richmond Poverty Response Committee	Lynda Brummitt
Richmond School District #38	Monica Pamer
Richmond Seniors Advisory Committee	Corisande Percival-Smith
Richmond Society for Community Living	Janice Barr
Richmond Therapeutic Equestrian Society	Frances Clark
Richmond Women's Resource Centre	De Whalen/Florence Yau
Richmond Youth Service Agency	Daylene Marshall
Salvation Army (Richmond)	Brad Smith
S.U.C.C.E.S.S.	Francis Li
Touchstone Family Services	Judy Valsonis
Turning Point Recovery Society	Brenda L. Plant
Vancouver Coastal Health	Belinda Boyd
Volunteer Richmond Information Services	Elizabeth Specht /Jocelyn Wong

RCSAC Financial Report and Statement as of November 14th, 2013

RCSAC Annual Report

	BUDGET	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec*	Annual Total
Revenue														
Carry Over	$3,600.00	$5,044.66												$5,044.66
Membership Dues	$1,200.00			$1,000.00	$365.00		$100.00			$170.00				$1,635.00
Richmond Grant	$11,000.00			$11,000.00										$11,000.00
Bank Interest	$10.00	$0.11	$0.09	$0.40	$0.56	$0.55	$0.50	$0.50	$0.49	$0.45	$0.43	$0.24	$0.24	$4.56
Sponsorship	$350.00													
Total Revenue	$16,160.00	$5,044.77	$0.09	$12,000.40	$365.56	$0.55	$100.50	$0.50	$0.49	$170.45	$0.43	$0.24	$0.24	$17,684.22
Expenses														
Admin Assistant	$10,000.00	$770.33	$753.94	$803.11	770.33	$458.92	453.94	$0.00	$344.19	786.72	$737.55	$852.28	$850.00	$7,581.31
Admin Expenses	$500.00				$1.89			$18.83				$22.40		$543.12
Meetings/Forum	$1,500.00		$124.71	$124.71	$249.42	$93.98	$93.98			$93.98	$93.98		$250.00	$2,624.76
Webs + IT	$1,000.00		$328.16	$67.20	$462.56	$63.00	$246.75	$63.00	$67.16	$67.16	$67.16	$67.16	$67.16	$2,633.67
Volunteer Appreciation	$500.00											$169.99		$169.99
Post Office Box Renewal	$157.00							$157.50						$314.50
Website Training	$500.00													
Sub Committees	$2,000.00									$299.45	$183.48			
Youth – Carry over from 2011														
Total Expenses	$16,157.00	$1,098.49	$945.85	$995.02	$1,484.20	$615.90	$794.67	$239.33	$411.35	$1,247.31	$1,082.17	$1,111.83	$1,167.16	$11,193.28
Balance (surplus/defecit)														$6,490.94 Surplus

* projected

Respectfully Submitted by:
Co-Chairs, Rick Dubras and Lisa Whittaker

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2014 RCSAC Budget

Balance Projected to be brought Forward December 31, 2013	$6,490.94
Revenue	
City of Richmond	$11,000.00
Membership Dues	$ 1,400.00
Bank Interest	$ 5.00
Sponsorship	
Total Revenue	**$19,068.33**
Expenses	
Admin Assistant	$10,450.00
Admin Expenses	$200.00
Forums/Meetings	$1,000.00
Website + IT	$1,500.00
Website Training/Calendar	$500.00
Post Box Renewal	$158.00
Volunteer Appreciation	$250.00
Sub Committee/printing/events	$5,000.00
Total Expenses	**$19,058.00**
Total Balance	**$10.33**

2014 Work Plan

2014 RCSAC Work Plan

For the 2014 year the RCSAC has chosen to continue to link its annual work plan initiatives to the Richmond City 2011-2014 Council Term Goals. The 2014 Work Plan is designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC will focus on providing advice on Council's following priorities that are scheduled for implementation in 2014.

It is understood that the Council Term Goals will be revisited from time to time. The RCSAC will take the opportunity to review this plan in conjunction with any revisions to the Council Term Goals. In addition, The RCSAC considers this plan to be a working document that will also be modified to include topics and projects that are timely for review and implementation during the 2014 year.

Council Term Goal 2.1

Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives:

- To advise City Council on the implementation plans of the Social Development Strategy.
- In conjunction with City Staff and Council, establish methods for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services.

Actions:

- Presentation to RCSAC on Social Development Strategy implementation.
- RCSAC review Social Development Strategy implementation plan and form Task groups as needed.
- Determine the need for further service gaps analysis in service areas additional to Addictions and Mental Health.
- Build on success of Mental Health and Addiction services wallet card. Determine potential need for other similar service cards in the community.
- Continue to implement RCSAC Community Social Services Survey. Identify to Council changes in social service programs and corresponding funding structures that will have impact to the city of Richmond
- Complete a multi-year analysis of Community Social Services Survey results
- Support initiatives that reduce barriers to accessing services

Outcomes/Indicators of Success:

- Appropriate action teams formed around pertinent elements of Social Development Strategy implementation as required.
- Community Social Services Survey and Report Completed
- Communication Tools to Council
- Final report on successful actions completed

Council Term Goal 2.2

Completion of an updated Older Adults Service Plan to address the growing needs of older adults in the community, including services and facilities for active older adults, the development of a volunteer base to serve the older adult population, as well as to provide opportunities for volunteering for this population.

To be included after further information received by Council in 2014.

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objectives:

- The RCSAC continues to be active in working with the City to identify changes in space needs by non-profit societies within Richmond

Actions:

- Form action group as required
- Action group to build on previous work which included a review of:
  - Space Needs Survey (2008)
  - Richmond 101 (2009)
  - Redraft of Space Needs Survey (2009)
  - 3 step process proposed by City but was felt to be too cumbersome (2010)
  - Letter sent to Mayor and Council requesting an implementation strategy to allow for the creation of community service space for non-profits (2010)
  - Information on use of School Gym Space initiative, City Centre Strategy, potential use of Neighbourhood Learning Centre space
- Reports to RCSAC as needed
- Communication Tools to Council

Outcomes/Indicators of Success:

- Action team formed
- Communication Tool to Council
- Final report on successful outcomes completed

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objectives:

- To provide Council with information re: impact of provincial and federal funding decisions on social services agencies

Actions:

- Completion of annual Community Social Services Survey and Report – provide information to Council on provincial and federal funding decisions that may affect the delivery of social services in Richmond
- Completion of multi-year analysis of Community Social Services Survey
- Membership will submit Communication Tools regarding changes in relationships with federal and provincial government
- MLA Information Session

Outcomes/Indicators of Success:

- Communication Tools submitted as necessary
- Community Social Services survey completed and report submitted to Council
- Final report on successful outcomes completed

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Objective:

- Continue to support the implementation of an Affordable Housing Strategy
- Support implementation of Affordable Housing Program 2014-2018

Actions:

- Work collaboratively with Richmond Homeless Coalition – Homes for All, Richmond housing organizations, advocates and the City to identify and highlight affordable and supportive housing needs and projects in Richmond.
- Work collaboratively with Richmond housing organizations and advocates to craft regular communication, which highlights housing needs and projects, to city staff and Council

Outcomes/Indicators of Success:

- Action Team formed as required
- Communication Tool to Council as required
- Regular updates presented to RCSAC General Committee meeting
- Final report on successful outcomes completed

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective:

- To provide input and support into the development of the Youth Strategy.
- To continue to support and ensure updating of the RCSAC Youth web page to provide a one-stop access for activities and events of interest to youth in the City of Richmond.

Actions:

- Continue to work with existing youth committees
- Provide input on youth strategy
- Engage youth volunteer to ensure youth web page is regularly updated
- Communication Tools to Council as required

Objectives/Indicators of Success:

- Input provided to youth strategy
- Youth volunteer engaged and youth website page completed and regularly updated
- Communication Tools developed
- Final report on successful outcomes completed

Council Term Goal 7.2

Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives:

- The RCSAC continues to support and work with the Richmond Children First committee on their City Centre Early Childhood Development Report
- The RCSAC to receive reports and provide feedback as part of the City's public consultation on needs when determining plans for the new Aquatic and Older Adult Centre and any other community amenity.
- Supporting the City's 2014 Community Needs Assessment

Actions:

- RCSAC to continue to follow Communications Tool sent to Council on City Centre Report
- Reports from Children's First on progression of report recommendations
- Presentations from the City's representatives on the new Aquatic / Older Adult Centre planning and the 2014 Community Needs Assessment.

Outcomes/Indicators of Success:

- Regular reports at RCSAC
- Feedback from Council on submitted Communication Tool
- Final report on successful actions completed

Council Term Goal 8.2

Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives:

- The RCSAC will examine issues of food security and its inter-relation to community and social services in Richmond (e.g. intersection of food with physical and mental health, disease prevention, emergency food relief)
- Support the City as it advocates for a coordinated regional approach to enhance local food security
- Support the development of a food charter for the City of Richmond

Actions:

- RCSAC members to have a presentation on Food Charter for City of Richmond
- Action teams formed as necessary to meet objectives
- Potential gaps analysis undertaken
- Communication Tool developed for Council

Outcomes/Indicators of Success:

- Presentation from Richmond Food Security on final Food Charter
- Action team formed
- Communication Tools to Council completed as needed
- Final report on successful actions completed

Additional RCSAC Work Plan Activities

Objectives:

- To increase connections within RCSAC members
- To increase information RCSAC members can access to plan and promote social service events and activities
- To review membership of the RCSAC committee and invite organizations providing social services in the Richmond community to join the committee.
- To increase administrative efficiency for RCSAC

Activities:

- Maintain Community Table/Committee Inventory and provide update to Council in 2014 final report
- Create members log-in section on RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to website
- Form action team to review membership of RCSAC and determine organizations to receive invitation to learn more about the RCSAC.

Outcomes/Indicators of Success

- Members only log- in page created
- Website utilization continues to be increased
- Increased number of events and program information posted to website
- Potential new memberships joining the RCSAC
- Final report on successful outcomes completed