



City of Richmond

Report to Committee

To: Planning Committee

Date: January 6, 2010

From: Cathryn Volkering Carlile
General Manager - Community Services

File:

Re: 2009 Annual Report/2010 Work Program:
Richmond Community Services Advisory Committee

Staff Recommendation

That, as per the General Manager, Community Services report dated January 6, 2010, entitled "2009 Annual Report and 2010 Work Program/Budget: Richmond Community Services Advisory Committee", the Richmond Community Services Advisory Committee 2010 Work Program (**Attachment 1**) be approved.

Cathryn Volkering Carlile
General Manager - Community Services

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER
Affordable Housing	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> <i>MC</i>	NO <input type="checkbox"/>	REVIEWED BY CAO
			DEPUTY <i>MC</i> 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-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 2009 Annual Report and proposed 2010 Work Program and Budget.

Findings Of Fact

1. 2009 Annual Report

The highlights of RCSAC 2009 activities are described in **Attachment 1**. Activities included hosting a provincial All Candidates Meeting, creating an Addictions and Mental Health Subcommittee, conducting a second Space Needs Survey, contributing definitions to the revised City Grant Program and conducting a Financial Health Survey of member agencies.

2. 2010 Work Program and Budget

The RCSAC 2010 Work Program and Budget are also described in **Attachment 1**. The Work Program is based on the results of a 2008 strategic planning workshop, modified by subsequent member input, and identifies five key action areas: housing, youth, support for families, service development and addictions and mental health.

The RCSAC currently receives an annual operating budget of \$9,200. Due to a higher volume of work undertaken, the RCSAC is requesting a budget increase of \$1,200 to bring its operating budget to a total of \$11,000 for 2010.

Analysis

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 by undertaking a second space needs survey, encouraging mentorship among member agencies, raising the profile of social and community service issues through all-candidates meetings, as well as facilitating valuable ongoing information exchange and networking opportunities. Staff recommend that the proposed 2010 RCSAC Work Program be endorsed.

The RCSAC recently requested a 2010 budget increase of \$1,800 to cover administrative assistant expenses. This position provided increased support to the RCSAC in 2010. In addition to supporting the monthly Executive and General meetings and coordinating membership-related

activities, the administrative assistant provided a weekly e-mail of member and related news, assisted in drafting the second Space Needs Survey and conducting the Financial Health Survey, and organized special events such as the All Candidates Meeting.

This request missed the deadline for 2010 additional level consideration.

Financial Impact

The RCSAC receives an annual operating grant of \$9,200 as part of the approved 2010 base budget.

Conclusion

Staff recommend that the RCSAC 2010 Work Program be approved.



Lesley Sherlock
Social Planner
(604-276-4220)

LS:ls



RCSAC | **Richmond Community Services
Advisory Committee**

2009 Annual Report 2010 Work Plan and Budget

Approved: December 10, 2009
Approved by Richmond City Council:

Executive Committee Report

2009 Executive Committee Membership:

Kim Winchell, Richmond Family Place	Co-Chair
Judy Valsonis, Touchstone Family Association	Co-Chair
Dave McDonald, Canadian Mental Health Association	Treasurer
Gerry Browne, Richmond Family and Youth Court Committee	Member-at-Large
Richard Lee, Salvation Army Richmond (Exited April 2009)	Member-at-Large
Belinda Boyd, Vancouver Coastal Health (Joined April 2009)	Member-at-Large
Councillor Linda Barnes	City Council Liaison
Lesley Sherlock	City Staff Liaison

Kim Winchell completed a two-year term as Co-Chair in 2009, and along with Gerry Browne and Dave MacDonald, stepped down at the Annual General Meeting in November 2009. Judy Valsonis enters 2010 in her second year as Co-Chair accompanied by newly-elected Co-Chair Brenda L. Plant. The 2009 AGM also saw the election of Kim Winchell to the position of Treasurer, and Jennifer Larsen to the position of Member-at-Large. With the approval of the membership, Belinda Boyd graciously agreed to rejoin the Executive Committee in April 2009 as a Member-at-Large following Richard Lee's departure.

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 2009, as well as welcoming the new members.

The Executive Committee also acknowledges our City Staff Liaison, Lesley Sherlock, and our City Council Liaison, Linda Barnes, for their contributions and support while working with the RCSAC during 2009. Their insight and assistance at every juncture was appreciated.

Executive Committee Summary of 2009 Activities:

- Hosting and organization of an All Candidates Meeting for the ridings of Richmond East, Richmond Centre, and Richmond-Steveston in advance of the B.C. Provincial Election
- Increasing our net membership by one over 2008 to 31 members
- Adjusting the structure of General Meetings to accommodate a growing amount of business addressed each month by the RCSAC
- Receiving monthly presentations from a variety of professionals in the areas of health demographics and the Richmond Public Agency Partners Group, employment resource centres, and the Olympic Games

- At the suggestion of the Richmond Seniors Advisory Committee (RSAC), transforming the Seniors Subcommittee from an formal RCSAC subcommittee to a monthly check-in from the RSAC
- The creation of the Addictions and Mental Health Subcommittee to continue the work of the Richmond Integrated Comprehensive Addictions System (RICAS; formerly the Richmond Substance Abuse Task Force)
- In conjunction with City staff, designing and delivering a second Space Needs Survey capturing the logistical details and needs of member agencies who are expanding or relocating
- Contributing content revisions to the 2009 City Grant Report
- Designing and implementing an ongoing Financial Health Survey that assesses the impact of the economic downturn on member agencies. Results collected from 23 participating agencies in November 2009 suggest that:
 - While funding levels in 2009-10 remained the same or decreased compared to 2008-09 for the majority of respondents (16 agencies), all agencies reported an anticipated increase in the demand for services offered for the same period
 - Fourteen respondents had received new program funding from some source within the previous 12 months
 - More than half of respondents (12 agencies) reported that the economic downturn has had a negative impact on fundraising revenues in 2009
- Maintaining open communications with various departments of the provincial and federal governments through letters inviting their participation in the affairs of the RCSAC
- 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.

Over the last several years, the volume of work taken on and in-kind contributions of time and meeting space provided by the RCSAC has increased, in particular in the area of emerging needs. In our commitment to keep Council accurately apprised of such needs and to continue working with Council to mitigate these needs, we are seeking additional revenue. In addition to the raising of our annual membership dues for member agencies by 100 percent this year, we are requesting a modest funding increase from the City of \$1,800, from \$9,200 to \$11,000 for 2010.

The completed 2009 Work Plan, beginning on the next page, details the body of issues and concerns identified as relevant, the corresponding strategies and actions developed in response, and finally, the tangible results of any actions undertaken.

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
<p>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.</p> <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 	<ul style="list-style-type: none"> - invite the RAHC to attend meetings quarterly and provide updates, provide RAHC with ongoing feedback - 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 	<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 join 	<ul style="list-style-type: none"> - successful implementation of the Affordable Housing Strategy (AHS) - 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 	<ul style="list-style-type: none"> - Turning Point Recovery Society (TPRS): Brenda L. Plant - Chair - Richmond Mental Health Consumers & Friends Society (RCFC) - Richmond Health Services (RHS) - Susan Rechel & Belinda Boyd - Richmond Poverty Response Committee (RPRC) 	<ul style="list-style-type: none"> - RCSAC members - City - Aileen Cormack (Mar 09) 	<ul style="list-style-type: none"> - Committee membership established for 2009 (Jan 15/09) - Update on the Affordable Housing Strategy (AHS) from Joan D'Angola (Jan 09, Mar 09) - Initiation of the Community Circles Project for Housing (Jan 09) - Letter of concern regarding St. Albans Emergency Shelter execution sent to Mayor and Council (Jan 09) - Presentation from Deborah Procter on the City's response and future plans concerning St. Albans and emergency weather shelter logistics in Richmond (Feb 09) - Housing Study Circles Project launched (Mar 09) - Housing Study Circles Project concluded with an Action Forum; themes developed and work groups identified (May 09)

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
<ul style="list-style-type: none"> support projects that provide for the delivery of this continuum Increase community housing providers representation on RCSAC 	<ul style="list-style-type: none"> 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"> number of presentations made to RCSAC membership number of presentations made to RCSAC membership by RAHC 	<ul style="list-style-type: none"> Richmond Women's Resource Centre (RWRC) 		
<ul style="list-style-type: none"> 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"> 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 	<ul style="list-style-type: none"> increased collaboration and partnership between youth serving agencies new programs to meet the needs and provide additional 	<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 	<ul style="list-style-type: none"> Richmond Addiction Services (RAS): Christa Mullaly - Chair Touchstone Family Association (TFA) 	<ul style="list-style-type: none"> RCSAC City RCMP Richmond School District (SD 38) Ministry of Children and Family 	<ul style="list-style-type: none"> Committee membership established for 2009 (Jan 15/09) Site visit to Broadway Youth Resource Centre and interview with Executive Director, Bob Daley; report submitted (Jun 09) Information collected from Settlement Workers In Schools (SWIS) (Oct 09) Received copy of report "Where Kids Thrive" collected from City Roving Leaders

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
	<p>(SWIS) to present</p> <ul style="list-style-type: none"> • Invite Richmond Collaborative Committee on Children and Youth (RCCCY) 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) 	<p>capacity</p>	<ul style="list-style-type: none"> - number of presentations made to RCSAC membership - number of presentations made to RCSAC Youth Services Coordinator 	<ul style="list-style-type: none"> - Volunteer Richmond Information Services (VRIS) - Richmond Youth Services Agency (RYSA) 	<p>Development (MCFD)</p> <ul style="list-style-type: none"> - Richmond Health Services (RHS) - Volunteer Richmond Information Services (VRIS) 	<p>(Oct 09)</p> <ul style="list-style-type: none"> - Synopsis of current initiatives and membership list received from the Richmond Youth Network (Oct 09) - Initial contact made with Marie Therese Davies from the City regarding youth access to Leisure Access Passes; awaiting response with information regarding process and number of youth served in Richmond (Oct 09)

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
<ul style="list-style-type: none"> - Support for Families: Ensure community based services are family focused and that they strive to meet the diverse needs of families. - 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 be the best place in North America to raise children and youth - 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 SWIS workers to 	<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"> - Family Services of Greater Vancouver (FSGV): Sylvia Tremblay - Chair - Richmond Family Place (RFP) - Touchstone Family Association (TFA) - Richmond Children First (RCF) - Turning Point Recovery Society (TPRS) - Richmond Health Services (RHS) - SUCCESS 	<ul style="list-style-type: none"> - Richmond School District (SD 38) - Ministry of Children and Family Development (MCFD) - City - Richmond Child Care Advisory Committee (RCCAC) 	<ul style="list-style-type: none"> - Committee membership established for 2009 (Jan 15/09) - Endorsed Richmond Poverty Response Committee's (RPRC) announcement to produce a new Poverty Report Card for Richmond (Jun 09) - Supported RPRC in their application to the Vancouver Foundation for funding for the Poverty Report Card Project (Aug 09) - Supported a process for recognizing the needs of refugee families in Richmond (ex. The Early Years Bridging Project) - 687 low income residents, many of whom are families, accessed the City Recreation Fee Subsidy Program

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
<p>4. Seniors: Coordinate services that assist the isolated/frail.</p> <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"> - present - invite B.C. Council for Families to present - 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 	<ul style="list-style-type: none"> - Seniors Advisory Committee (RSAC) - Volunteer Richmond Information Services (VRIS) 	<ul style="list-style-type: none"> - Community Health Advisory Committee - RCSAC - City - Richmond Addiction Services (RAS) - SUCCESS 	<ul style="list-style-type: none"> - Committee membership established for 2009 (Jan 15/09) - Motion passed to collapse this subcommittee and defer these objectives to the Richmond Seniors Advisory Committee (RSAC) (Feb 09) - Monthly reports from the RSAC heard at General Meetings when available

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
<p>S. Service Development: Identify method of continually updating service needs for Richmond</p> <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 Settlement Workers in Schools (SWIS) 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 	<p>Coordinator</p> <ul style="list-style-type: none"> - number of new programs for seniors initiate 	<p>Richmond Health Services (RHS): Belinda Boyd - Chair</p> <ul style="list-style-type: none"> - Family Services of Greater Vancouver (FSGV) - Richmond Caring Place Society (RCPS) - Richmond Youth Services Agency (RYSA) - Turning Point Recovery Society (TPRS) 	<p>RCSAC</p> <ul style="list-style-type: none"> - City 	
	<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"> - Richmond Health Services (RHS): Belinda Boyd - Chair - Family Services of Greater Vancouver (FSGV) - Richmond Caring Place Society (RCPS) - Richmond Youth Services Agency (RYSA) - Turning Point Recovery Society (TPRS) 	<p>Richmond Health Services (RHS): Belinda Boyd - Chair</p> <ul style="list-style-type: none"> - Family Services of Greater Vancouver (FSGV) - Richmond Caring Place Society (RCPS) - Richmond Youth Services Agency (RYSA) - Turning Point Recovery Society (TPRS) 	<p>RCSAC</p> <ul style="list-style-type: none"> - City 	<ul style="list-style-type: none"> - Committee membership established for 2009 (Jan 15/09) - Mentoring Resource List revised and approved for circulation to groups and agencies outside the RCSAC membership (Mar 09) - Letter to Mayor and Council sent requesting City assistance in better understanding City processes for the benefit of social service agencies (Apr 09) - Resulting 'Richmond 101' workshop organized and delivered by City Staff for the benefit of social service agencies (Jun 09) - Financial Health Survey organized and delivered (Oct 09) - Utilized the RCSAC Communications Tool twice to collect member feedback for formal letters to Council (Jan & Apr 09) 	

RCSAC Website

The website continues to be administered by the Executive Secretary. Meeting minutes are posted on the site for members and the public to access at www.rcsac.ca. In 2009 a calendar feature allowing members to have their fundraising events posted was added. The content on a number of site's pages was also rearranged in 2009 to simply layout and eliminate any areas of inconsistent or redundant information.

Membership 2009

Organization	Representative(s)
Big Brothers of Greater Vancouver	Melissa Drabik
Boys and Girls Club Comm. Services of Delta/Richmond	Sandra Gebhardt/John Thornburn
Canadian Mental Health Association (Richmond)	Dave MacDonald
CHIMO Crisis Services	Stephen LeBlanc
City Appointee	Donna Lee
City Appointee	Samina Bashir
City Liaison (Non-Voting Member)	Lesley Sherlock
Council Liaison (Non-Voting Member)	Linda Barnes
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
Multicultural Helping House Society	Evelyn Uy
RCMP Richmond	Ronda Rempel
Richmond Addictions Services Society	Jacqueline Hewitt/Christa Mullaly
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 Mental Health Consumer & Friends Society	Barb Bawlf
Richmond Multicultural Concerns Society	Parm Grewal/Kaynaaz Dholoo
Richmond Poverty Response Committee	David Reay/Lynda Brummitt
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	De Whalen/Florence Yau
Richmond Youth Service Agency	Marshall Thompson
Salvation Army (Richmond)	Richard Lee/Brad Smith
S.U.C.C.E.S.S.	Francis Li
THEO BC	Brian Pulham
Touchstone Family Services	Judy Valsonis, Co-Chair
Turning Point Recovery Society	Brenda L. Plant
Vancouver Coastal Health	Belinda Boyd/Susan Rechel/Vince Batistelli/April Lewis
Volunteer Richmond Information Services	Jocelyn Wong/Muffet Chambers

Financial Statement 2009

	2009 BUDGET	2009 ACTUALS
Balance Brought Forward	4,452.53	4,452.53
Revenue		
City of Richmond	9,200.00	9,200.00
Membership Dues	1,200.00	1,465.00
Bank Interest	10.00	7.35
All Candidates Sponsorship	0.00	1,500.00
2009 Revenue	10,410.00	12,172.35
Total Revenue	14,862.53	16,624.88
Expenses		
Admin Assistant	8,200.00	6,310.15
Admin Expenses	600.00	424.74
Forums/Meetings – General	1,500.00	1,014.00
Website	750.00	646.19
Special Projects	2,500.00	0.00
Volunteer Appreciation	250.00	120.83
All Candidates Meetings	0.00	3,979.54
Total Expenses	13,800.00	12,495.45
Surplus (Loss)	1,062.53	4129.43
Balance Carried Forward	1,062.53	4129.43

Respectfully submitted,

Kim Winchell, Co-Chair

Judy Valsonis, Co-Chair

RCSAC 2010 Budget and Work Plan

	2010 Budget	2010 Actual
Balance Brought Forward	4129.83	
Revenue		
City of Richmond	11,000.00	
Membership Dues	1,400.00	
Bank Interest	10.00	
2010 Revenue	12,410.00	
Total Revenue	16,539.83	
Expenses		
Admin Assistant	10,000.00	
Admin Expenses	600.00	
Forums/Meetings	1,700.00	
Website	160.00	
Volunteer Appreciation	350.00	
Special Project	3,000.00	
Total Expenses	15,810.00	
2009 Balance	4,129.43	
Total Balance	729.83	

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<p>City Planning Processes</p>	<ul style="list-style-type: none"> - Participate in the Official Community Plan consultation process - Participate in the Social Planning Strategy consultation process 	<ul style="list-style-type: none"> - RCSAC's perspective incorporated into the OCP - RCSAC's perspective incorporated into the Social Planning Strategy 	<ul style="list-style-type: none"> - Social services' recommendations implemented - Social services' recommendations implemented 	<ul style="list-style-type: none"> - RCSAC Executive Committee 	<ul style="list-style-type: none"> - City Staff 	-
<p>Housing: Collaborate with City of Richmond Affordable Housing Coordinator and Community Services Department to identify, advance, and support to completion, housing projects and programs that meet the spectrum of affordable housing needs.</p>	<ul style="list-style-type: none"> - Meet with Affordable Housing Coordinator (AHC) to discuss information forum on housing needs in Richmond - Meet with representatives of Richmond Poverty Response Committee (RPRC) Affordable Housing and Faith Housing Group to review initiatives and develop a communication tool for joint submission to City staff and councillors about initiatives in Richmond - Work with AHC, Community 	<ul style="list-style-type: none"> - Increased community awareness of housing continuum in Richmond - Regular communication to city staff and council regarding affordable housing initiatives in Richmond - Materials will be available for use at presentations to city staff and council regarding Affordable 	<ul style="list-style-type: none"> - Forum held for public; community informed and engaged - Communication tool developed and implemented, City council and staff appraised regularly of ongoing initiatives and housing needs in Richmond - Power Point presentation and other informational materials 	<ul style="list-style-type: none"> - Turning Point Recovery Society (TPRS): Brenda L. Plair – Chair - Richmond Mental Health Consumers & Friends Society (RCFC) - Richmond Health Services (RHS) – Susan 	<ul style="list-style-type: none"> - RCSAC members - City 	-
<ul style="list-style-type: none"> - Plan and host a community forum on the continuum of housing needs 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 - Develop an overview of housing needs, projects and rationale for the need to be proactive in implementing 	<ul style="list-style-type: none"> - Meet with Affordable Housing Coordinator (AHC) to discuss information forum on housing needs in Richmond - Meet with representatives of Richmond Poverty Response Committee (RPRC) Affordable Housing and Faith Housing Group to review initiatives and develop a communication tool for joint submission to City staff and councillors about initiatives in Richmond - Work with AHC, Community 	<ul style="list-style-type: none"> - Increased community awareness of housing continuum in Richmond - Regular communication to city staff and council regarding affordable housing initiatives in Richmond - Materials will be available for use at presentations to city staff and council regarding Affordable 	<ul style="list-style-type: none"> - Forum held for public; community informed and engaged - Communication tool developed and implemented, City council and staff appraised regularly of ongoing initiatives and housing needs in Richmond - Power Point presentation and other informational materials 	<ul style="list-style-type: none"> - Turning Point Recovery Society (TPRS): Brenda L. Plair – Chair - Richmond Mental Health Consumers & Friends Society (RCFC) - Richmond Health Services (RHS) – Susan 	<ul style="list-style-type: none"> - RCSAC members - City 	-

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<ul style="list-style-type: none"> affordable housing to use to inform city staff, council, corporate and community. Produce this overview in a power point presentation and hard copy package Propose City website content on the continuum of housing, how to access housing, FAQ's etc. Develop a job description for a pest management coordinator and advocate for resources to implement position. Keep City apprised of concerns in the community Work collaboratively with AHC on the implementation of Richmond's Affordable Housing Strategy 	<ul style="list-style-type: none"> Services, and community partners to assemble information regarding housing continuum and needs in Richmond Meet with AHC to identify updates required for the housing section on the city's web site. Work with city staff to implement recommended changes Meet with community agencies, partners affected by pests to develop job description for Outreach Worker. Seek funding sources. Advise city of situation Meet with AHC quarterly to discuss initiatives in progress 	<ul style="list-style-type: none"> Housing in Richmond Community will have immediate access to information regarding housing and housing services via the city web site Community will have access to information and on the prevention and treatment of pests Housing Subcommittee will be aware of changes, revisions or developments regarding Affordable Housing Strategy 	<ul style="list-style-type: none"> completed and available for distribution to city staff, council and community at large Web site established with appropriate linkages to services and additional information Funding for a pest management coordinator or similar service identified and secured AHC presents/submits quarterly updates 	<ul style="list-style-type: none"> Rechel & Belinda Boyd Richmond Poverty Response Committee (RPRC) Richmond Women's Resource Center (RWRC) Richmond Seniors Advisory Committee (RSAC) 		
<ul style="list-style-type: none"> Youth: Identify opportunities to support integrated youth service delivery models that accommodate the health, social, and recreational needs of Richmond youth. Create a comprehensive print and online resource manual for Richmond youth to access community information, services, and support that will increase and promote their well being, health and success 	<ul style="list-style-type: none"> Utilize Richmond Collaborative Committee on Children and Youth (RCCCY) report for continuum of service that currently exists in Richmond as well as for identifying gaps in service 	<ul style="list-style-type: none"> Community information and resources will be made accessible to youth in Richmond across the continuum of care 	<ul style="list-style-type: none"> Number of youth that access the resources Number of financial and in-kind contributions from RCSAC members and broader community 	<ul style="list-style-type: none"> Richmond Addiction Services (RAS): Christa Mullaly – Chair Touchstone 	<ul style="list-style-type: none"> 2 Richmond Youth City Roving Leaders Richmond School District (SD) 	-

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<ul style="list-style-type: none"> - Promote and profile new and existing programs or initiatives to the RCSAC as needed 	<ul style="list-style-type: none"> - Recruit 2 youth for sub-committee - Extend committee membership to other stakeholders (RSB, Youth Probation, MCFD, City Roving Leaders, Child and Youth Mental Health, RYSA, public health nurses) - Collate existing materials (Couchsurfers Guide, Survival Manual, Guide to Flying Solo, and other relevant resources) - Recruit youth volunteers to manage online resources – receive service/programs/materials update - Promotion of resource to youth in community via RCSAC membership as well as local media outlets, community centers, high schools, non-profits, and others - Solicit funding sources for in-kind support for manual production and website as well as ongoing development - Provide program information to the RCSAC membership from youth programs (RCCCY Committee, TFA Day Program, Street Smart Program, YES, Peer 2 Peer, 		<ul style="list-style-type: none"> - Materials collated (Couchsurfers Guide, Survival Manual, Guide to Flying Solo, and other relevant resources) 	Family Association (TFA)	38) <ul style="list-style-type: none"> - Ministry of Children and Family Development (MCFD) - Richmond Health Services (RHS) - Youth Probation 	

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<p>Support for Families: Ensure community based services are family focused and that they strive to meet the diverse needs of families.</p> <ul style="list-style-type: none"> - Advocate for increased services for families at risk to provide support that will retain and build resiliency in the family structure - Ensure that service providers are aware of what services for families are provided in Richmond - Identify gaps in services for families and advocate to fill these gaps - Stay current and be responsive to needs as they come forward from other service providers and members of the community at large in Richmond 	<ul style="list-style-type: none"> - Leisure Access Passes, Child & Youth Committee lead by Chris Salgado (RHS), and others as identified) 	<ul style="list-style-type: none"> - At least 2 presentations given at RCSAC meetings as requested by the RCSAC membership - Attendance of Sub-committee membership at relevant community meetings to participate and bring back information to share with RCSAC members - Community and government decision makers are more aware of current issues relating to the needs of families in Richmond 	<ul style="list-style-type: none"> - Sub-committee coordinates a presentation to the RCSAC on the current status of childcare in BC and in Richmond, including reference to the Child Care Needs Assessment, and possibly the assistance of SD 38 - Sub-committee coordinates a presentation to the RCSAC on the integration of immigrant and refugee families in Richmond 	<ul style="list-style-type: none"> - Family Services of Greater Vancouver (FSGV): Sylvia Tremblay – Chair - Richmond Family Place (RFP) - SUCCESS - Turning Point Recovery Society (TPRS) - Richmond Health Services (RHS) 	<ul style="list-style-type: none"> - School District 38 (SD 38) - Ministry of Children and Family Development (MCFD) - City of Richmond - Child Care Advisory Committee (CCAC) - Richmond Children First (RCF) 	-

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<p>5. Service Development: Identify methods of continually updating service needs for Richmond</p> <ul style="list-style-type: none"> - In conjunction with City staff establish 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"> - Implement annual staff/RCSAC dialogue forum to discuss identified gaps and plan for solutions - Monthly reminders to members to utilize Communication tool to identify and communicate issues as they arise - Update Mentor tool annually to build capacity of agencies to gain assistance and build skills to support clients - Work with RCSAC Executive to embed time for members to share best practices and learning 	<p>families in Richmond</p> <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 - new learning that expands capacity of agencies to meet growing demands for services 	<p>by the SWAS Workers and the RIAC</p> <ul style="list-style-type: none"> - Increased funding for family support programs - Letters of endorsement and advocacy sent to government in support of initiatives that support families and youth 	<ul style="list-style-type: none"> - Touchstone Family Association (TFA) 		
<ul style="list-style-type: none"> - In conjunction with City staff establish 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"> - Implement annual staff/RCSAC dialogue forum to discuss identified gaps and plan for solutions - Monthly reminders to members to utilize Communication tool to identify and communicate issues as they arise - Update Mentor tool annually to build capacity of agencies to gain assistance and build skills to support clients - Work with RCSAC Executive to embed time for members to share best practices and learning 	<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 - new learning that expands capacity of agencies to meet growing demands for services 	<p>provision of services that are reflective of changing community needs</p> <ul style="list-style-type: none"> - number of times the Communication Tool for Council was used - number of member agencies reporting that they gave or received mentoring in 2009 - number of general meetings that include best practice learning 	<ul style="list-style-type: none"> - Richmond Health Services (RHS): Belinda Boyd – Chair - Richmond Youth Services Agency (RYSA): Marshall Thompson - Family Services of Greater Vancouver (FSGV): Sylvia Tremblay 	<ul style="list-style-type: none"> - RCSAC - City of Richmond 	

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<p>6. Addictions and Mental Health (A&MH): To work in an advisory capacity to the City of Richmond on issues related to A&MH. To enhance the continuum of A&MH services in Richmond. To develop partnerships and identify funding sources for the implementation of A&MH working group's initiatives.</p> <p>- To advocate for and support initiatives that provide for easy access to a comprehensive and appropriate range of services for individuals with addiction and mental health issues</p> <p>- To support initiatives that seek to reduce barriers to treatment</p>	<p>For the purposes of this plan VCH refers to Richmond Health Services and includes the Mental Health & Addictions Coordinating Committee (MH&ACC), and the Drug & Alcohol Resource Team (DART)</p> <p>- Work with Community Services Department and Vancouver Coastal Health (VCH) on the development and implementation of programs and services for residents wanting to access Addictions and Mental Health (A&MH) services in Richmond</p>	<p>- Community will know what services are available and how to access services along the Addictions and Mental Health (A&MH) continuum</p> <p>- Community will</p>	<p>- Community engagement worker and outreach team in place to support residents to access A&MH services</p> <p>- Established range of services for A&MH that span the continuum</p>	<p>- Turning Point Recovery Society (TPRS): Brenda Plant - Co-Chair Richmond Addiction</p>	<p>- RCSAC members</p> <p>- Vancouver Coastal Health - Richmond Health Services</p>	-

RCSAC 2010 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)	Prospective Partners	Status & Date Achieved
<ul style="list-style-type: none"> - To support and provide education and prevention initiatives - To make recommendations that inform the development of a City response pertaining to addiction and mental health services in Richmond - In conjunction with the RCSAC Housing Subcommittee, City of Richmond Affordable Housing Coordinator (AHC), A&MH services providers and other Affordable Housing groups, ensure that the housing needs specific to this population are identified and supported - To support the coordinated development of an integrated addictions and mental health service delivery plan for Richmond 	<ul style="list-style-type: none"> - Work with VCH, Richmond Addiction Services (RAS) to deliver public information sessions about A&MH services in the City of Richmond - Work with VCH, RAS, Canadian Mental Health Association (CMHA) and other community partners to develop and/or update existing educational materials on A&MH for public distribution - Collect and submit data and statistics regarding A&MH in Richmond to aid in the development of City responses pertaining to A&MH - Work with AHC of the Community Services department and VCH to identify housing needs of A&MH population, develop continuum and identify areas of greatest need - Work with VCH, RAS and other community partners to identify service and delivery needs for A&MH population in Richmond 	<ul style="list-style-type: none"> - understand A&MH issues pertaining to treatment needs of these populations - Educational opportunities will be available for the community to access information on A&MH - The city will have established responses pertaining to A&MH services in Richmond - A&MH housing providers will know what opportunities are available in Richmond and how to access options - A service delivery plan will be developed and implemented 	<ul style="list-style-type: none"> - of need - A Study Circles project on A&MH developed in partnership with VCH and other community stakeholders scheduled - Presentation to RCSAC, city staff, council and community regarding A&MH; materials widely distributed in community and linked to city web site - Responses posted on city web site with links to A&MH provider organizations - A&MH housing will be identified and accessible - Residents requiring housing will be placed - A status report regarding services and delivery presented to RCSAC 	<ul style="list-style-type: none"> Services (RAS): Jacqueline Hewitt – Co-chair - Vancouver Coastal Health – Richmond Health Services (VCH: RHS) - RCMP - Family Services of Greater Vancouver (FSGV) - Touchstone Family Association (TFA) - CHIMO Crisis Services (CHIMO) - Heart of Richmond AIDS Society (HORAS) 	<ul style="list-style-type: none"> (VCH-RHS): Lawrence Hoeschel - City of Richmond 	