



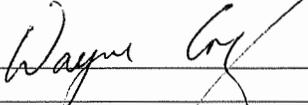
To: Planning Committee **Date:** January 5, 2024
From: Kim Somerville **File:** 01-0100-30-RCSA1-01/2024-Vol
 Director, Community Social Development 01
Re: **Richmond Community Services Advisory Committee 2023 Annual Report and
 2024 Work Program**

Staff Recommendation

That the Richmond Community Services Advisory Committee’s 2023 Annual Report and 2024 Work Program, as outlined in the staff report titled “Richmond Community Services Advisory Committee 2023 Annual Report and 2024 Work Program”, dated January 5, 2024, from the Director, Community Social Development, be approved.

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

Att. 2

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

Staff Report

Origin

The Richmond Community Services Advisory Committee (RCSAC) was established in 1987 to act as a resource and to advise City Council by providing information on social policies and community services that contribute to the well-being and quality of life of Richmond residents.

This report supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This report also supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

Analysis

While the RCSAC is a City Council advisory body, only two citizen representatives are Council-appointed. The majority of members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a City Council Liaison and a Staff Liaison.

2023 Annual Report

The activities undertaken by the RCSAC in 2023 are outlined in the 2023 Annual Report (Attachment 1). Highlights of the Committee's work include:

- Updated the RCSAC Charter to indicate who would be able to represent their organization at the RCSAC, the term limits for members of the Executive Committee, and the minimum number of members present to reach quorum;
- Conducted the RCSAC Space Needs Survey from June to October 2023 in order to gather information about the real estate needs and challenges affecting non-profit organizations delivering social services in Richmond; and
- Participated in a presentation about the Community Services Pop-up events, which aim to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

The RCSAC collects an annual membership fee of \$50.00 from each organizational and individual member. These funds are used for work program initiatives. In 2023, the City allocated an operating budget of \$11,000.00 for RCSAC. These funds were used for administrative expenses and \$10,240.00 was utilized in 2023. Unspent funds from the City will be returned to the City's operating budget.

2024 Work Program

At the Annual General Meeting held on November 9, 2023, the RCSAC approved for City Council's consideration the proposed 2024 Work Program (Attachment 2), which builds on previously identified actions and identifies new initiatives, including:

- Participating in consultations regarding the development and/or implementation of City plans, initiatives and policies that are relevant to the RCSAC's mandate;
- Updating the RCSAC Operating Policies and Procedures for Council's consideration; and
- Continuing to apprise Council of matters affecting community agencies and Richmond residents.

The 2024 Work Program will be revised throughout the year as necessary, based on emerging issues as well as future City Council priorities.

Financial Impact

None.

Conclusion

The RCSAC 2023 Annual Report provides a summary of the activities undertaken by the Committee during the 2023 calendar year. The RCSAC 2024 Work Program outlines the Committee's priorities in the coming year and is designed to advance strategic directions and actions outlined in Council-adopted strategies and plans related to social development. Staff recommend that the RCSAC 2023 Annual Report and 2024 Work Program be approved.



Dorothy Jo
Program Manager, Social Planning
(604-276-4391)

- Att. 1: Richmond Community Services Advisory Committee 2023 Annual Report
- 2: Richmond Community Services Advisory Committee 2024 Work Program



RCSAC | Richmond Community Services Advisory Committee

2023 Annual Report

Introduction

The Richmond Community Services Advisory Committee (RCSAC) was established by City Council in May 1987 to act as a resource and provide advice to City Council regarding social policies and community services that contribute to the general health, welfare and quality of life of Richmond residents. It also serves as a forum for community service agencies to meet on a regular basis in order to share information about issues of common interest and identify emerging needs in the community.

While the RCSAC is an advisory body to City Council, only two citizen representatives are Council-appointed. The majority of RCSAC members are representatives of non-profit social service agencies supporting Richmond residents, appointed by their own organizations. The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

The 2023 RCSAC Annual Report serves as a summary of the RCSAC's activities during the 2023 calendar year and is based on input from RCSAC members with support from the RCSAC Recording Secretary and City Staff Liaison.

Highlights of 2023

Highlights of the RCSAC meetings and events are outlined below:

1. City Council endorsed the updates to the RCSAC Charter in June 2023, which indicated that members of RCSAC shall have one designated representative and one designated alternate who can speak and make decisions on behalf of their organization; members of the Executive Committee shall be elected at the Annual General Meeting for a two-year term and may re-apply for another term for a maximum of two consecutive terms or four consecutive years; and a quorum is defined as a minimum of five members present.
2. The RCSAC Space Needs Survey was conducted from June to October 2023 to gather information about the real estate needs and challenges affecting non-profit organizations delivering social services in Richmond.
3. Melanie Burner, Program Manager, Social Development, presented on the Community Services Pop-up events, a partnership between the City of Richmond and the Richmond Public Library, which occurred on the second Thursday of each month at the Library's Brighthouse Branch. A number of RCSAC members participated in the Pop-up events. The goal of this initiative is to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

Guest Speakers and Organizational Presenters

Throughout 2023, guest speakers and organizational representatives presented at the RCSAC meetings on issues and topics of interest to Committee members.

January

City of Richmond Community Services Pop-Up Events, Melanie Burner, City of Richmond
Melanie Burner presented on the Community Services Pop-up events, a partnership between the City of Richmond and the Richmond Public Library, which occur on the second Thursday of each month at the Library's Brighthouse Branch. The goal of this initiative is to reduce and prevent poverty in Richmond by connecting specific groups with supports and resources, including navigational support for addiction services and affordable housing as well as application support for government assistance.

February

Census Data Richmond Demographics, Stella Mozin, City of Richmond
Stella Mozin presented the latest Census data on the general population, seniors and youth, immigrants, newcomers, refugees, people living on low income and people with disabilities living in Richmond.

March

Improving Pedestrian Safety in Richmond through Vision Zero Strategies, Athena Estremadura, Richmond Poverty Reduction Coalition
Athena Estremadura presented the results of the year-long project improving pedestrian safety using Vision Zero strategies. Vision Zero is a worldwide initiative highlighting the importance of proper road safety measures, emphasizing zero serious injuries, disabilities and deaths on the road.

Draft Richmond Youth Strategy Public Engagement, Diana Bulley and Katie Varney, Ideaspace
Diana Bulley and Katie Varney provided an overview of the Draft Youth Strategy including the vision, strategic priorities and actions. The draft vision, which was subsequently adopted by Council as part of the City of Richmond Youth Strategy (2022–2032), is that “all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.”

May

Social Development Strategy, Quixada Moore-Vissing and Kiera Vanderborne, MODUS
Quixada Moore-Vissing and Kiera Vanderborne facilitated a discussion on how the City can build a more inclusive and thriving community in Richmond as part of the updated Social Development Strategy public engagement process.

June

Human Trafficking, Cpl. Marlies Dick, RCMP
Cpl. Marlies Dick presented on human trafficking in Richmond and provided additional resources on this topic.

October

Child Care Strategy, Chris Duggan and Tiffany Mallen, City of Richmond
Chris Duggan and Tiffany Mallen led a discussion about child care in Richmond: what was going well, what could be improved, what are the most pressing needs and what an ideal child care system in Richmond would look like.

November

The City of Richmond Accessibility Plan, Melanie Burner, City of Richmond

Melanie Burner presented on the Draft Richmond Accessibility Plan 2023–2033, a framework that will guide the advancement of accessibility in Richmond and outline ways to identify, remove and prevent barriers experienced by people with disabilities when interacting with the City.

Members of the 2023 RCSAC Executive Committee

1. Sarah Louie, Atira Women’s Resource Society, Co-Chair
2. Janice Lambert, Richmond Family Place, Co-Chair
3. Ling Chu, S.U.C.C.E.S.S., Member-at-Large
4. Sue Street, Connections Community Services Society, Member-at-Large (January to August)
5. Ian Lai, Urban Bounty, Member-at-Large (January to August)
6. Daniel Remedios, Richmond Addiction Services Society, Member-at-Large
7. Councillor Bill McNulty, Council Liaison
8. Dorothy Jo, Program Manager, Social Planning, Staff Liaison

Members of the 2023 Richmond Community Services Advisory Committee

In 2023, there were 44 voting members of the RCSAC.

Organization	Representative(s)
Atira Women’s Resource Society	Sarah Louie
BC Responsible and Problem Gambling	Phyllis Chan
Boys and Girls Club of South Coast BC	Letah Addison
Chimo Community Services	Slinder Bhath
Citizen Appointee	Peter Cheung
Citizen Appointee	Ana Himani
Coast Foundation Society (Coast Mental Health)	Susan Hancock
Community Living BC	Vacant
Connections Community Services Society	Daniel Suen
Community Mental Wellness Association of Canada (CMWAC)	Ahlay Chin
Developmental Disabilities Association	Donna Cain, Kathy Moncalieri
Family Services of Greater Vancouver	Vacant
Individual Member	Neelu Kang Dhaliwal
Kehila Society of Richmond	Lynne Fader
Metro Vancouver Transit Police	Bruce Shipley
More Than A Roof Society	Venus Matuguina, Gerald Phang
Pacific Autism Family Centre Society	Bailey Stan
Pathways Clubhouse Richmond	Tanya Wheatley
RCMP Richmond Detachment Mental Health Liaison	Constable Wanda Marion
Regional Animal Protection Society	Vacant
Richmond Addiction Services Society	Clarence Chan, Daniel Remedios
Richmond Cares, Richmond Gives	Jocelyn Wong, Carol Dickson
Richmond Caring Place Society	Belinda Boyd, Dijana Lugonjic
Richmond Centre for Disability	Ella Huang
Richmond Division of Family Practice	Vacant

Richmond Family Place Society	Janice Lambert, Ruth Taverner
Richmond Food Bank Society	Hajira Hussain, Keith Yee
Richmond Mental Health Consumer & Friends Society	Cory Tymich
Richmond Multicultural Community Services	Parm Grewal, Ashok Rattan
Richmond Poverty Reduction Coalition	De Whalen, Athena Estremadura
Richmond Seniors Advisory Committee	Diana Leung
Richmond Society for Community Living	Shannon Crofton, Sue Graf
Richmond Women's Resource Centre	Florence Yau, Tammi Belfer
S.U.C.C.E.S.S.	Ling Chu, Jill Lee, Jenna Park
School District No. 38	Huey Wong
The Heart of Richmond AIDS Society	Carl Bailey
The Salvation Army	Prabath Pullay
The Sharing Farm	Leslie Williams
Touchstone Family Services	Judy Valsonis, Janice Kostiuk
Turning Point Recovery Society	Brenda Plant, Kassandra Pacheco, Rune Mikkelsen
Urban Bounty	Ian Lai (January to August); Vacant (August to December)
WorkBC	Eliza Chang, William Tan
YMCA of Greater Vancouver	Cathy Poole
YWCA of Metro Vancouver	Bobbi Sarai
Council Liaison (Non-Voting)	Councillor Bill McNulty
Staff Liaison (Non-Voting)	Dorothy Jo, Program Manager, Social Planning

Financial Summary

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. These funds are used for work program initiatives.

RCSAC Vancity Account Balance As of January 1, 2023	\$5,411.25
Revenue	
Membership Dues	\$50.00
Bank Interest	
Total Revenue	\$5,461.25
Expenses	
Zoom License Renewal	\$224.00
Total Expenses	\$224.00
Total Balance	\$5,237.25

In 2023, the City allocated an operating budget of \$11,000 for RCSAC. These funds were used for administrative expenses:

Revenue	
City funding	\$11,000.00
Expenses	
Executive Secretary	\$10,240.30
Balance	\$759.70*

*Unspent funds will be returned to the City's operating budget.

Conclusion and Acknowledgments

The RCSAC has been serving the City of Richmond for over 35 years. With the support of Councillor McNulty (Council Liaison) and Dorothy Jo (Staff Liaison), the RCSAC has been successful in its mission of encouraging and promoting social policies and community services that improve the quality of life for the residents of Richmond.

With the support of Dorothy Jo, Program Manager, Social Planning and Kim Somerville, Director, Community Social Development, City Council endorsed the updates to the RCSAC Charter in June 2023. The importance of this endorsement cannot be understated. It means that the RCSAC will continue to thrive as a table where community leaders bring forward the identified gaps, strengths and challenges we face in our collective work to support the general health, welfare and well-being of the residents of Richmond. Janice and I are so proud of the investment of time and energy the Executive Committee, City staff and the Membership-at-Large have put in to this work. As we both step down from our roles as Co-Chairs at the end of this term, we are grateful for the years we have both been able to lead the RCSAC and we feel confident that we have done our best to position the RCSAC for continued success in the years to come.

Janice and I would like to thank the City of Richmond Council and staff. Over the ten-plus years we have been part of the RCSAC, we have had the opportunity to be engaged in incredibly important work alongside Council members and City staff and to do our best to ensure the city we each call home provides the best quality of life for the residents who live here.

Prepared by:

Sarah Louie and Janice Lambert, Co-Chairs

Richmond Community Services Advisory Committee, November 2023



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2024 Work Program

The proposed 2024 Work Program supports the Richmond Community Services Advisory Committee's (RCSAC) mandate to act as a resource and provide advice to City Council regarding social policies and community services which contribute to the general health, welfare and quality of life of Richmond residents.

This Work Program supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This Work Program also supports City Council's Strategic Plan 2022–2026 Strategic Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

2024 RCSAC Work Program

The 2024 Work Program was approved at the RCSAC Annual General Meeting held on November 9, 2023. This year the committee will give priority to the initiatives outlined in the table below.

2024 RCSAC Work Program	
Initiative #1	<ul style="list-style-type: none"> Act as a resource and provide advice to Council regarding social policies and community services which contribute to the general health, welfare and quality of life of Richmond residents.
RCSAC Actions	<ul style="list-style-type: none"> Monitor social issues and emerging trends; Discuss social issues that come to the RCSAC's attention, consider related roles and actions that could be taken or recommended; Pass motions or resolutions; and Submit communication tools through the Staff Liaison informing Council of various issues of concern emerging from RCSAC discussions.
Expected Outcome(s)	<ul style="list-style-type: none"> Council will be informed about social issues in the community that may be pursued with senior levels of government and/or addressed at the local level.
Initiative #2	<ul style="list-style-type: none"> Participate in consultations regarding the development and/or implementation of City plans, initiatives and policies that are relevant to the RCSAC's mandate.
RCSAC Actions	<ul style="list-style-type: none"> At monthly meetings, provide the staff liaison with information and RCSAC's perspective on key social issues impacting Richmond residents; Participate in consultation on City plans, updates, strategies, initiatives and policies relating to social service matters; and

	<ul style="list-style-type: none"> Respond to Council referrals through the Staff Liaison.
Expected Outcome(s)	<ul style="list-style-type: none"> City Council and staff will be informed regarding RCSAC's perspective on the development and/or implementation of City strategies, initiatives and policies. RCSAC's advice is provided to City consultation processes that are relevant to its mandate.
Initiative #3	<ul style="list-style-type: none"> Provide a forum for social service providers to network with and learn from one another through information sharing, guest speakers and educational opportunities.
RCSAC Actions	<ul style="list-style-type: none"> Invite guest speakers to present on topics relevant to the membership and their clients; Present on initiatives from own organizations and/or other groups that address the unique challenges in Richmond; Share relevant educational opportunities offered by the City and community partners, such as the annual City of Richmond Diversity Symposium; Explore opportunities for RCSAC members to plan and promote community social service events and activities; and Include information sharing as a standing item on the agenda at every RCSAC meeting.
Expected Outcome(s)	<ul style="list-style-type: none"> A summary of key findings from the various presentations is included in the RCSAC Annual Report; Members are informed about best practices on social service issues; and Members are able to network with and learn from each other as well as from guest speakers.
Initiative #4	<ul style="list-style-type: none"> Participate in initiatives that address issues of concern in the membership.
RCSAC Actions	<ul style="list-style-type: none"> Monitor member agencies' needs through discussions at the monthly RCSAC meetings and other mechanisms, such as surveys and interviews; Participate in committees and/or task groups that align with the RCSAC's mandate; Update the RCSAC Community Table Inventory; and Continue to support initiatives that align with the RCSAC's mandate through participation, education and information.
Expected Outcome(s)	<ul style="list-style-type: none"> Members are able to bring up issues that concern them and the community; and Members are able to work together and collaborate on joint initiatives that align with the RCSAC's mandate.
Initiative #5	<ul style="list-style-type: none"> Update the RCSAC Operating Policies and Procedures.
RCSAC Actions	<ul style="list-style-type: none"> Review the RCSAC Operating Policies and Procedures and present recommended changes.
Expected Outcome(s)	<ul style="list-style-type: none"> A report will be submitted to the RCSAC membership regarding proposed updates to the RCSAC Operating Policies and Procedures.

2024 RCSAC Budget

The RCSAC collects an annual membership fee of \$50 from organizational and individual members. In addition, the RCSAC receives an annual operating budget of \$11,000 from the City of Richmond for administrative expenses.