

Vancouver Island Regional Planning Committee

Annual Report

October 2002 – October 2003



Planning for Today's Children, Tomorrow's Adults

Programs and Services for Children and Families

Vancouver Island Region

Our Children, Our Vision

Vancouver Island Regional Planning Committee

Vancouver Island Regional Planning Committee

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The Vancouver Island Regional Planning Committee (VIRPC) was appointed in the fall, 2002. The current members are:

Chairs

| | |
|-------------------|--------------|
| FOXCROFT, Debra - | Port Alberni |
| GEDDES, Ann - | Victoria |

Members

| | |
|--------------------|-----------------|
| BURROWS, Lee - | Comox Valley |
| DWYER, Carol Ann - | Campbell River |
| HUNT, Pearl - | Alert Bay |
| JIMMY, Barbara - | Cowichan Valley |
| MOFFAT, James - | Nanaimo |
| REBER, Patrick - | Victoria |
| ROBINSON, Lorie - | Victoria |
| SIVERTSON, Lorne - | Victoria |
| SUMMERS, Shirley - | Nanaimo |
| WONG, Michelle - | Victoria |

Vancouver Island Regional Planning Committee

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INTRODUCTION

We are pleased to present the first Annual Report of the Vancouver Island Regional Planning Committee (VIRPC). We have completed an exciting year of work as we prepare the 'road' for regional governance. Regional governance means local control over necessary services for children, youth and families on Vancouver Island. This Report is intended to provide an accounting of our work over this past year for our service partners, community members, and the Ministry for Children and Family Development. And, it is an acknowledgement of the dedication and commitment of the Committee members and service partners to achieve the goal of serving our children and families well, through regional governance.

As we began this work we knew it was important to be clear about our mission, vision, values and principles. The full text of these is included as Appendix 1.

Our Mission will guide all our work and we remain committed to **promote the safety and well-being of children and youth on Vancouver Island by developing trust and building the capacity of families and communities.**

We are further committed to joint and collaborative work with our Aboriginal colleagues on the Vancouver Island Aboriginal Transition Team (VIATT). A working agreement was created and this Joint Protocol brought together Ministry of Children and Family Development staff, the VIRPC and the VIATT under a common framework. Our joint planning work continues and each month both Planning Committees meet together to ensure collaboration and integration of our work where appropriate.

Finally, we want to thank our Interim Chief Executive Officer for her support and leadership. As she remains responsible for the Ministry's operations and we plan for the future, a collaborative working relationship has been essential and we are delighted that it has been so. As we work through this transition phase we look forward to continuing to work together.

Vancouver Island Regional Planning Committee

MAJOR WORK OF 2002 – 2003

During this past year we have undertaken three (3) major areas of work: preparation of our Business Plan; determining our Governance Model; and, creating a Fiscal Accountability Framework. The following is a brief summary of the work completed in each area.

Business Plan

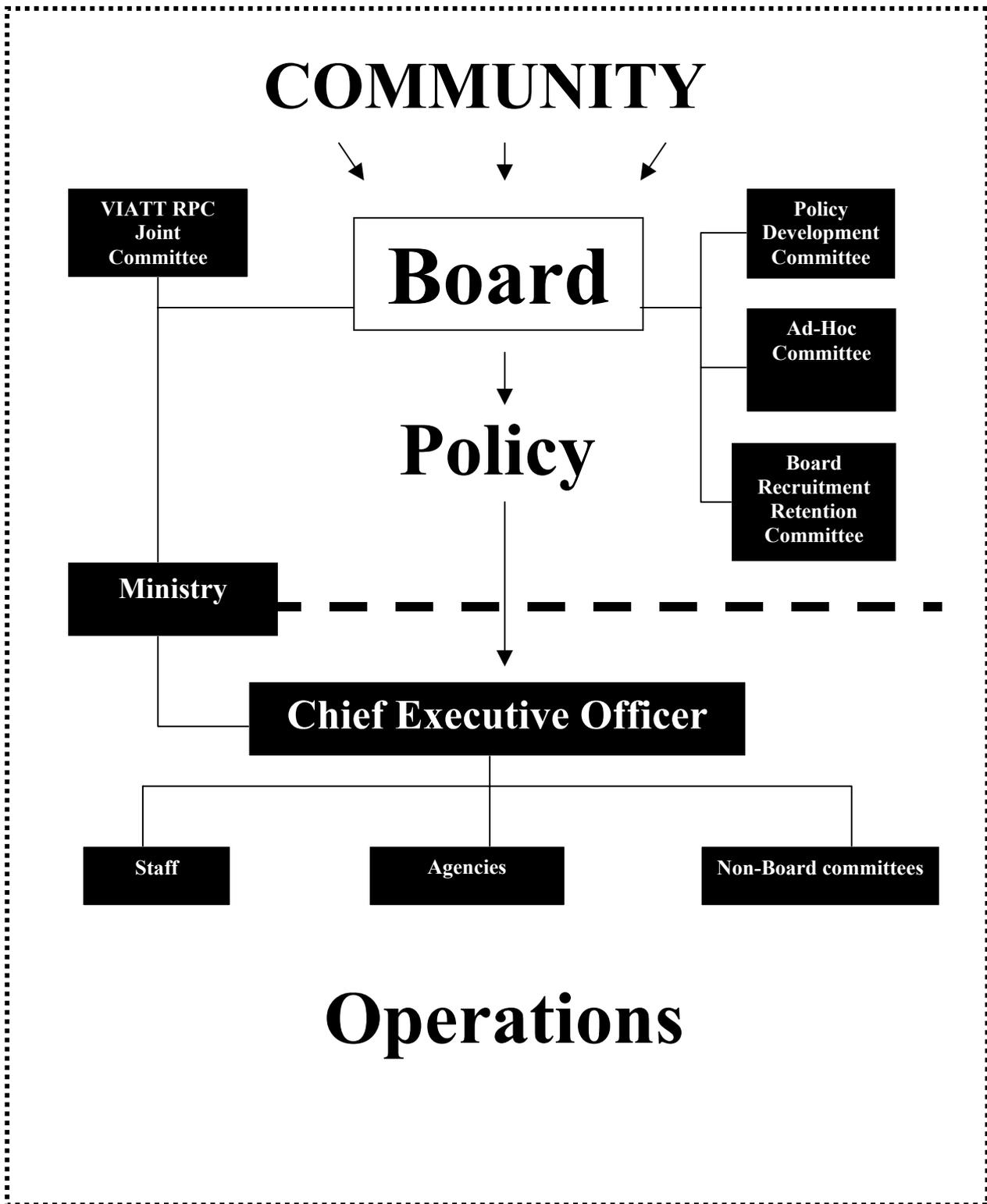
- In completing our first task, the preparation of a business plan, consultations were held in communities from Port Hardy to Victoria. The participants included those in receipt of services, those providing services, families, and interested community members attending town-hall sessions.
- The community consultation process started in November 2002 and over a four-month period there was approximately 40 meetings and 690 participants and approximately 70 responses to a community consultation questionnaire. All of the community feedback documents are posted for public information at the VIRPC web page (www.mcf.gov.bc.ca/change/vi/regions_vi.asp).
- The business plan was written and submitted to the Minister in the spring of 2003.
- The business plan – *Community Challenge: Planning for Today's Children, Tomorrow's Adults* – has been published and a distribution plan has been prepared. Transition staff are in the process of distributing the plan to the participants of the community consultation process and making the plan accessible to the entire community through the Internet, at: www.mcf.gov.bc.ca/change/vi/regions_vi_business_plan.htm
- Also, the VIRPC produced and distributed a number of public information materials, including news releases and a brochure, as a means of keeping the community informed about our progress in meeting our goals.

Governance Model

- The Regional Planning Committee is committed to good governance. We recognize the need to define both the role of the Board of the future Authority and to clearly state how the Board will conduct its business.
- The Regional Planning Committee is committed to being open, transparent, and accountable in all its work.
- Following the creation of a vision and a set of guiding principles for community governance in The Vancouver Island region, the VIRPC defined and confirmed the Vancouver Island model for governance. A graphic presentation of the model is attached.

Vancouver Island Regional Planning Committee

Vancouver Island Governance Model - May 2003



Vancouver Island Regional Planning Committee

Fiscal Accountability

- The day to day operational budget of the Vancouver Island Region is the responsibility of the Interim Chief Executive Officer. The Regional Planning Committee receives regular updates from the ICEO as she moves to introduce necessary changes to achieve budget stability and service transformations.
- The Regional Planning Committee receives an annual budget to support their work. Expenses include community consultation costs, members travel costs, chairs compensation, staff support, operating materials and consulting costs.
- A budget for the RPC allocation was prepared and is attached at the end. As well the financial statement for the month of September 2003 is attached.
- Fiscal accountability is of prime importance to us both for the committee operations, but also for the operations that will be the Authority's responsibility. Our business plan highlighted our commitment to accountable, responsible performance in the section entitled Credibility.

NEXT STEPS – GETTING READY

During the next 18 to 24 months, the VIRPC will focus on those tasks that must be completed to ensure that all systems and structures are in place to assume full responsibility of services for children, youth and families no later than September 2005. The Ministry for Children and Family Development has created readiness criteria to guide this work. The VIRPC is also committed to creating good governance structures and strong community linkages.

In our Business Plan (March 2003) we outlined six core project areas. These have been and will remain the focus of our work; a co-ordinated communications strategy will weave through all six areas.

1. *Governance*

Our governance work has focused principally in two areas – creation of a governance model and accompanying policies, and the creation of our community linkages strategy and implementation plan. This work is underway and will remain a focus over the next 12 months.

We will also remain focused on our commitment to joint and collaborative work with VIATT. We have begun working with our Joint Protocol by holding a joint Aboriginal/Regional committee meeting and holding a “joint executive” meeting monthly between the full committee meetings.

Vancouver Island Regional Planning Committee

2. Service Delivery

3. Operations

Service Delivery and Operations are two task areas that are closely linked and will be receiving consideration in the next 14 months in order to meet the readiness criteria.

The Regional Planning Committee is responsible to develop a future oriented service delivery plan. The Ministry for Children and Family Development, under the leadership of the ICEO, is introducing service transformations and implementing a budget reduction strategy to achieve budget stability. These activities must be co-ordinated and carried out in a conjoint way to achieve good outcomes for children and families.

The Interim Chief Executive Officer meets on a monthly basis with the Regional Planning Committee to update her work on service transformations and introducing budget reductions.

Our joint task over the next year is to define appropriate involvement of the Regional Planning Committee, especially in the area of engaging communities in this essential change process.

4. Credibility

Credibility means being both believable and reliable – meaning what you say and doing what you mean. The Regional Planning Committee is committed to continuous quality improvement, a best practices approach to all operational work, outcome based evaluation, and regular communication with communities – service users and providers, and community members.

Over the next year the Regional Planning Committee will further develop the Committee members' knowledge and understanding of outcome-based evaluation, continuous quality improvement, and accreditation.

Further, the RPC is developing Ends Policies – statements of the effect this organization seeks to have on the world outside itself. These policies described the desired results, for whom and at what cost.

5. Readiness

6. Transfer

Readiness and Transfer are closely linked tasks.

The Ministry for Children and Family Development have created Readiness Criteria, which is a listing of those tasks that must be completed in order for a Vancouver Island Authority to be established and assume full responsibility.

Vancouver Island Regional Planning Committee

The governance tasks outlined in this document will be the focus of the Regional Planning Committee over the next year. The operational tasks will be addressed, in collaboration with Ministry staff, in the 2004-2005 workplan. More specifically the governance and operational tasks are to:

- create the organization structure and operating model with policies;
- develop the Board membership policies with recruitment, orientation, training, operating standards for conflict of interest, ethics, code of conduct;
- develop the communication plan policies for general purposes, special issues;
- develop the community linkage plan policies;
- implement the Aboriginal/Regional planning Joint Protocol;
- develop credibility policies;
- develop the financial plan and policies;
- develop the service delivery plan and policies;
- prepare service transfer plan with its strategy; and,
- consider the recruitment of a CEO

ADDITIONAL PLANNING COMMITTEE TASKS

- We have been strengthening our associations with elected officials, particularly municipal and provincial as well as with School Districts. The chair has met with the chair of the Health Authority in March and agreed to begin meeting at least annually once Interim Authority Status was granted.
- Planning committee members have held informal meet-and-greet sessions for service providers and elected officials to highlight that the plan is submitted, the government is committed to the service shifts and working partnerships and the budget was reduced from a 23% reduction to an 11% reduction.
- The transition staff has been working with Aboriginal Co-ordinators and regional counterparts to ensure that there is efficiency of completion of tasks with little duplication while maximizing the capacity of region resources both paid and volunteer.
- The CEO recruitment consideration is at the earliest stage of preparing a recruitment budget line in the transition allocation with some thoughts on qualifications. But, essentially this requires more clarity about the Ministry next steps.

Vancouver Island Regional Planning Committee

Appendix

Vancouver Island Regional planning Committee - Transition Budget Fiscal Year 03/04

Transition Staff costs

| | |
|---------------------------------------|---------------------|
| Salaries & Benefits | \$351,515.65 |
| Travel - staff \$4875x12 | \$30,000.00 |
| Total Staff costs (see note 1) | \$381,515.65 |

Board Expenses

| | |
|--|---------------------|
| Chairs - Contracts (see note 2) | \$54,000.00 |
| Board Meetings - effective Aug. 1 | |
| Per Diems for chair @ \$250.00 per day | \$3,000.00 |
| Per diem for board members at \$175 per day | \$21,000.00 |
| Board consultation/committee meetings (see note 3) | |
| 55 days with 2 members per meeting | \$19,250.00 |
| Board Travel | |
| 12x4x180x12 | \$103,680.00 |
| Total Board Expenses | \$200,930.00 |

Business Expenses

| | |
|-----------------------------------|---------------------|
| Building Occupancy charges | \$55,212.00 |
| Expenses - Internal - \$1000x12 | \$12,000.00 |
| Expenses - External - \$1000x3x12 | \$36,000.00 |
| Total Business Costs | \$103,212.00 |

Consultants (see note 4)

| | |
|----------------|--------------|
| Staff costs | \$381,515.65 |
| Board costs | \$200,930.00 |
| Business costs | \$103,212.00 |
| Consultants | \$150,000.00 |

Total

| | |
|-----------------|--------------|
| 15% contingency | \$125,250.00 |
|-----------------|--------------|

Projected Budget (see note 5)

\$960,907.65

Approved: Ann Geddes **Date:** June 21, 2003

Chairperson

Vancouver Island Regional Planning Committee

Notes to 03/04 Transition Budget

Note 1 The Transition Team provides support to VIATT as described in project charter. We currently are not sharing these costs with VIATT

Note 2 Co - Chairs contracts extended until September 30/03 - will terminate when Interim Authority established

* Board compensation - amount determined by date of appointment of Interim Authority

* Board Travel - based upon known costs of board meetings - introduction of business plans, consultations and community linkages estimations only.

Note 3 Predicated on 40 - 1/2 day consultation meetings, 25 days of committee meetings and a 10 day contingency fund

Note 4 Consultant costs - 1) board coaching and development of community linkages, 2) developing draft organizational structures, 3) community consultation
Estimated expenditures to date \$30,000.00

Note 5 The contingency fund and surplus is targeted at CEO recruitment. The budget will be reviewed in mid fiscal year