



City of Richmond

Report to Committee

To: General Purposes Committee
From: Terry Crowe
Manager, Policy Planning
Re: **LOCATIONAL OPTIONS FOR RICHMOND FAMILY PLACE (RFP)**

To General Purposes - Dec 16, 2002
Date: November 28, 2002
File: 1000-14-015

Staff Recommendation

That, as per the report dated November 28, 2002, from the Manager, Policy Planning:

1. the existing lease between the City and Richmond Family Place at 6560 Gilbert Road extend to August 31, 2005,
2. Richmond Family Place be permitted to expand at its existing location with temporary structures (e.g., modular), subject to the City's approval, and
3. the Parks, Recreation and Culture Master Park Planning process incorporate a permanent site for Richmond Family Place.

Terry Crowe
Manager, Policy Planning

Att. 9

TTC:ls

FOR ORIGINATING DIVISION USE ONLY

ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Facility Management.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Facilities, Planning & Construction.....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Lands & Property	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Parks Design, Construction & Programs..	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Recreation & Cultural Services	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Staff Report

Origin

1. *This report is the same report presented to Council on November 12, 2002, except that:*
 - (i) *the requested new information is presented in italics.*
 - (ii) *some sections have been deleted for efficiency.*
2. *On November 12, 2002, Council was presented with the report "A Location for Richmond Family Place (RFP)", dated October 31st, 2002, from the Manager, Policy Planning Department, and passed the following motion:*

"that the existing lease between the City and Richmond Family Place at 6560 Gilbert Road, be extended from August 23, 2003 to August 31, 2004", at a cost of \$10 per annum (as outlined in the report dated October 31st, 2002, from the Manager, Policy Planning Department)".

In addition, the following was passed:

"that the issues of (i) not permitting an expansion of the existing Richmond Family Place building on the current site; and (ii) the City assisting in finding a future permanent location of the Richmond Family Place, be referred to staff for report to the General Purposes Committee, and that staff address:

- a) the interim expansion of Richmond Family Place at the existing site; and*
 - b) the designation of the current site as the permanent home for Richmond Family Place, or an alternate site in a park-like, centrally located setting".*
- (iii) *When discussed at General Purposes Committee on November 4, 2002, staff were directed to include information on the type of temporary expansion proposed (including design and construction materials) as well as a plan for the permanent structure.*

Findings Of Fact

1. *Interim expansion:*

In a letter dated November 13, 2002 (Attachment 1), RFP:

- *reiterates their urgent need to expand, as they are turning away over 200 people per month and this number is expected to grow; and*
- *emphasizes that a lease extension to August 2005 would help to justify the substantial cost of whatever temporary expansion to the existing structure may be approved by the City.*

2. *Permanent location:*

The permanent location of RFP was discussed at General Purposes on November 2, 2002.

- *There was general agreement that the City should provide a permanent location for Richmond Family Place at their present site.*
- *It was also pointed out that their location should be considered as part of the City-wide master park planning process and not finalized until that process is complete.*

3. *Type of temporary expansion/permanent structure (see Attachment 2):*

Temporary expansion:

- *RFP is proposing two options for temporary expansion as described in Attachment 2.*
- *RFP will not undertake temporary expansion if the cost of the project is too high in relation to the length of the lease (i.e., if the lease is only extended to 2004).*

Permanent structure:

- *A design has not yet been developed because of the uncertainty of the permanent location.*
 - *Elements of the ideal facility are outlined in Attachment 2.*
 - *Any permanent building design would have to be approved by the City and the Design Review Panel.*
-

1. History

Richmond Family Place has been located at 6560 Gilbert Road for 23 years.

2. Site Ownership

The City owns the site and leases a portion of it to Richmond Family Place.

3. Building Ownership

Richmond Family Place owns and paid for the existing building.

4. Lease

- The Richmond Family Place had a long-term land lease with the City which expired in 1999.
- At that time, a short-term lease agreement was signed with a termination date of August 22, 2002 (**Attachment 3**). As indicated in this lease, if a six-month written notice to vacate was not received by the termination date, the lease would be extended on a year-to-year basis.
- As a notice to vacate was not served, the present termination date is August 22, 2003.

5. Need For a Richmond Family Place Permanent Site and Facility

(1.) Site

Richmond Family Place is in need of a permanent **site** because:

- the current lease of 6560 Gilbert Road expires on August 22, 2003, and
- uncertainty regarding their future location severely limits their ability to plan ahead and effectively meet evolving community needs.

(2.) Facility

Family Place also needs an expanded or new **facility** because current space needs far exceed those available in the existing structure (1,876 sq. ft.), where families seeking help (including those facing multiple risks) are frequently turned away due to insufficient space.

6. RFP Immediate Short Term Facility Needs

- RFP has an immediate need for an additional approximately 1,000 sq. ft., (see **Attachment 4**) for:
 - a larger playroom,
 - two offices (e.g., for a coordinator of outreach programs in East Richmond, Hamilton and Ironwood) and
 - storage
- even with this expansion, RFP would still have to limit programming;
- as well, the present building is in need of constant repair. Current major repairs include replacing the roof of the existing building and the fence;
- the existing building is not structurally sound enough to be moved to another location.

7. RFP Long-Term Location and Facility Needs

(1.) Location:

Family Place emphasizes their need for a central location within the boundaries of Gilbert, Granville, Minoru and Westminster Highway (**Attachment 5 and 6**) because:

- 65% of children ages birth to 5 years and 75% of families served by RFP live in the Thompson, Steveston and Town Centre areas. A central location is easily accessed from these neighbourhoods and is on public transit routes;
- it is within walking distance for many young families; and
- of proximity to community resources that families need to access, including Richmond Health Services, Richmond Public Library, Minoru Park, recreation facilities and Caring Place agencies.

(2.) Facility:

Richmond Family Place long-term facility needs (**Attachment 5 and 6**), are:

- a total size of approximately 4,500 square feet,
- a sizeable enclosed backyard, and
- ample parking.

(3.) RFP Finances:

- The RFP has not yet raised all its money for its short and long term needs.
- In the short term, RFP needs approximately \$150,000 for its proposed renovations at their present facility. RFP currently has \$80,000 for short-term space requirements.
- For the long term, once a permanent location has been established, RFP would embark on a capital campaign to raise funds to finance a new structure, should this be required. RFP estimates that a new building of approximately 4,500 square feet would cost approximately \$400,000 to \$500,000 (excluding land costs).
- A new cost estimate would be required if Family Place and Gateway Academy were to co-locate.

(4.) Temporary expansion:

*On November 28, 2002, RFP presented estimates for a temporary expansion (**Attachment 2**).*

8. Revised Summary Of Richmond Family Place Needs

Current Site At 6560 Gilbert:			
Item	Building and Site Needs		
	Existing Situation	Short Term 2002 - 2005	Long Term (2005 and beyond)
Land owner	City	City	City
Building Owner	Richmond Family Place	Same	Same
Building Cost	Richmond Family Place	Same	Same
Building Size	1,876 (one floor)	an additional 700 sq. ft. for two offices and an expanded playroom	<ul style="list-style-type: none"> - Add another 1,924 sq. ft. for a total of 4,500 (two floors) - Increase building footprint by approx. 400 sq. ft.
Site Size for: - building, and - playground		Slightly larger	Slightly larger
OCP Designation	School & Public Use	Same	Same
Zoning	School & Public Use District	Same	Same
Building Use	<ul style="list-style-type: none"> - playroom, - sitting room, - 2 offices, - kitchen, - thrift shop 	All existing uses plus: <ul style="list-style-type: none"> - larger playroom - 2 more offices - more storage 	Total: <ul style="list-style-type: none"> - expanded playroom, - sitting room, - 4 offices, - kitchen, - thrift shop, - meeting room - more storage - more parking

9. City Needs and Considerations

(1.) General

- Originally:
 - the existing location for RFP was considered temporary
 - RFP would be relocated either to Caring Place or another appropriate facility, when available,
 - RFP chose not to locate in the Caring Place.
- Currently, the RFP location at 6560 Gilbert Road is regarded as temporary.

(2.) City Master Park Planning Considerations

- To date, there have been numerous requests to expand uses in Minoru Park, including for lawn bowling, the field house, seniors facilities, tennis and Gateway Theatre. A decision regarding all these requests has been deferred until a parks concept and plan for Minoru Park have been determined.
- A City-wide Parks, Recreation and Culture Master Planning process, which will include Minoru Park and its facilities and features, is scheduled to begin in late 2002 and will take at least until late 2003 to complete.
- While trying to accommodate RFP needs, City staff are concerned that any short term RFP building expansion at their present leased site may:
 - jeopardize the upcoming park planning process, and
 - make it harder to relocate RFP, should it be necessary, after August 2004.

Analysis

1. Temporary Location

Terms of City-RFP lease extension:

- *A lease extension to August 31, 2005 would provide greater benefit to RFP because it would better enable RFP to justify their expenditures on temporary expansion.*

Parks Planning Process and Implementation:

- *The Parks and Recreation Master Planning Process will take at least until the end of 2003 to complete.*
- *While the implementation time-frame is unknown, it is reasonable to predict that assuring RFP their present location until August 31, 2005 would not seriously jeopardize Master Plan implementation or any other City interests.*

2. Permanent location

Minoru Park and 6931 Granville:

- *At Council on November 12, 2002, direction was given to staff to consider a permanent location for RFP, either at their present location or at an alternate park-like, centrally located setting.*
- *At this time, the most appropriate sites appear to be in Minoru Park (somewhere) and 6931 Granville Ave.*

Other sites:

- *Accordingly, at this time, other possible permanent RFP sites are not emphasized.*

3. Time Frame (Short and Long Term Location Options, Attachment 7)

- *The time factors and limitations of options in respect to both a temporary expansion and a permanent location for RFP are represented in Attachment 7.*

4. General Considerations

- *The RFP must address its short and long term building and locational needs.*
- *The City's park planning and Gateway expansion plans should not be jeopardized.*
- *A balanced solution needs to be found.*

5. Location Options for Richmond Family Place:

(1.) Minoru Park Locations:

A. 6560 Gilbert Road (present Family Place location) (Attachment 8):

- Description
 - Family Place would prefer to stay in their present location for the short and long term (see **Attachment 1 and 2**).
 - To meet Short Term space requirements:
 - RFP wants to stay, and renovate and expand the existing structure;
 - renovations and expansions to their existing building would only partially address their space needs;
 - the City could sign a one year extension lease with Richmond Family Place for their use of the existing City site to August 31, 2004;
 - RFP may have to spend over \$100,000 renovating a building with no long-term value for short-term use.
 - Note: It is noted, that to address City concerns regarding to the possibility that RFP may eventually be required to relocate, RFP has indicated that it will agree to:
 - use temporary buildings, (e.g., modular)
 - have temporary buildings designed to the City's satisfaction, and
 - relocate, if requested.
 - To meet Long-Term space requirements:
 - RFP would raise funds for the construction of a new facility on the present site (they would have to temporarily relocate to an as yet undetermined location during the construction of the new building).
 - RFP proposes to construct a two-story structure in their existing footprint on the present site, thereby occupying minimal parkland (only 400 +/- sq. ft. more than their present allocation).
- Pros:
 - For RFP
 - Short Term
 - could accommodate some of their short term needs, particularly if temporary building expansion is allowed.
 - may be satisfactory, as the RFP has not yet raised all the necessary money to meet its short term needs
 - may be partially satisfactory until the City's Master Park planning process is completed and the Gateway expansion plans are finalized (e.g., late 2003)
 - Other services and amenities that RFP clients frequent are in walking distance, including Richmond Health Services, Caring Place agencies, Richmond Public Library, Minoru Park, and recreation facilities.
 - A stable, familiar setting benefits clients who face many uncertainties.
 - A park setting benefits families who live in high-density dwellings, or in crowded conditions.

- RFP occupies a very small portion of park space and keeping to approximately the same footprint would only minimally infringe further onto parkland.
- The existing backyard size, which would be maintained, would meet the needs of an expanded clientele.
- Long Term
 - RFP would prefer to build a new facility in its present location because it is ideally situated (easily accessed, on transportation routes, close to services/facilities and in a park setting) and known to clients.
 - Richmond Family Place and the Gateway Academy may be able to co-locate.
 - may allow RFP to benefit from its short term investment on the site
 - would allow time for the RFP to raise money for a final location and full facility.
- For City
 - Short Term
 - would partially accommodate a longstanding community service
 - allows City to plan its future park and Gateway expansion needs
 - City could involve RFP in long term park and Gateway planning.
 - Long Term
 - may accommodate RFP long term needs and commitments.
- Cons:
 - For RFP
 - Short Term
 - if temporary expansion is not allowed, RFP will have problems in meeting client needs
 - Long Term
 - continued uncertainty as a solution can not be finalized until the city's Master Park planning process is completed and the future of Gateway is determined
 - none, if allowed to remain and fully expand
 - For City
 - Short Term
 - any RFP building or playground expansion may jeopardize City park and Gateway future plans
 - Long Term
 - Parks, Recreation and Culture have identified other possible priority uses for the space.
 - If allowed to expand, it may become more difficult to relocate RFP, if necessary, because of their increased investment in the site.
 - The feasibility study of co-locating Richmond Family Place and the Gateway Academy has not yet been approved for funding.
 - Until the Master Park Planning process for Minoru Park and the Gateway Theatre expansion are completed, a long term location for RFP cannot be determined.

- Conclusion
 - This site has limited short term and uncertain long term merit for locating RFP.

B. 7191 Granville (“Minoru Pavilion”) (Attachment 9):

- Description
 - The main floor of the Minoru Pavilion will be vacated by the Minoru Fitness Association in 2005.
 - The main floor is approximately 4,000 square feet.
 - This location is well situated for RFP because of its central location and park setting.
 - Its proximity to the existing RFP would cause minimal disruption to clients.
- Pros:
 - For RFP
 - Short Term - none because the facility will not be available until 2005
 - Long Term
 - few benefits because the facility is smaller than that required to meet long-term Family Place needs.
 - For City
 - Short Term - none - not available
 - Long Term - none - does not meet RFP long term needs
- Cons:
 - For RFP
 - Short term - not available
 - Long Term - does not meet needs
 - For City
 - Short Term
 - jeopardizes existing City commitment to Minoru Fitness Association
 - Long Term
 - City is considering alternate uses (e.g., recreation)
 - The Master Park Planning process for Minoru Park will identify priority uses for this facility.
 - Parks, Recreation and Culture staff have indicated that the facility will continue to be used for recreational purposes once vacated by the Minoru Fitness Association.
 - A fenced playground would have to be constructed.
- Conclusion
 - Site has no short term merit and little long term merit
 - Not recommended

C. Locations Bordering Preferred Boundaries

A. 6931 Granville Ave (“Family Court House”) (Site Map, Attachment 10)

- Description
 - This facility has approximately 10,820 square feet.
 - RFP would use less than half of this (approximately 4,500 sq. ft.)
 - This property was purchased by the City in July 2002.

- The property is currently being leased back to BC Buildings Corporation (the former owner) until the Family Court is relocated to 7577 Elmbridge (a maximum of 2 years from date of purchase = mid 2004).
 - The lifespan of the building is estimated at another 10-15 years.
 - This 1.03 acre site in the City Centre is designated as "Community Institutional" in the OCP. To accommodate Family Place, the site would have to be rezoned from the current "Public Administration" uses to "School and Public Use District" (this possibility was presented to Closed Council, report dated May 29, 2002 from the Manager of Lands and Property). This rezoning is currently underway to accommodate such a range of uses.
 - The above report also identified the possibility of accommodating Richmond Family Place and/or a "Caring Place" type of project at this location.
 - If this location is selected, Richmond Family Place would prefer a long-term lease.
- Pros:
 - For RFP
 - Short Term (to August 2004)
 - RFP would want, at least, a 15-year lease on the Family Courthouse site
 - only partial benefits as the full facility will not be available until mid 2004
 - There is currently unused office space at the building that RFP could rent for two offices until the Family Court Offices vacate.
 - RFP would not have to spend over \$100,000 on a temporary solution (i.e., renovating 6560 Gilbert) and their funds could go towards renovating the Family Courthouse building to suit their requirements.
 - alternatively, RFP could undertake its short term building improvements at 6560 Gilbert Road if necessary.
 - Long Term
 - This site has many advantages because:
 - it is centrally located and near the present Family Place site
 - it is near City Hall, Caring Place, Health Services, Minoru Park, recreation facilities and the future Community Safety Headquarters.
 - there is an inner courtyard that would serve well as a secure playground
 - there is adequate parking space.
 - RFP could begin long-range planning if it were assured that, after the lifespan of the building, they could construct a new facility on the site (e.g., 40 – 60 yr. land lease), perhaps as part of a "2nd Caring Place", or an early childhood development /family services centre.
 - For City
 - Short Term - acceptable
 - Long Term
 - acceptable
 - good long term location for RFP
 - Note: This site has good potential for a needed "2nd Caring Place" or early child development /family facility with RFP

- Note: The development of a family services centre was recommended in the Poverty Response Report which was presented to Planning Committee in January 2002.

- Cons:

- For RFP
 - Short Term
 - requires a two step solution which would not be accomplished until 2004
 - RFP would also have to continue in its present facility until the Family Court vacates (e.g., in 2004)
 - Long Term - few problems
- For City
 - Short Term
 - few problems unless the City uses the building for another use (e.g., to temporarily accommodate the No.1 Fire Hall occupants while the new Community Safety Headquarters is being constructed, requiring approximately 7,000 sq. ft. until 2008).
 - For Long Term
 - few problems unless the City uses the building for another permanent use
 - the City would forego market rents for the expected lifespan of the existing structure (15 years).
 - the City would forego revenue from selling the property (2002 assessment for land and improvements is \$1,415,000).

- Conclusion

- Site has limited short term merit and good long term merit.

6. Costs to the City:

(1.) Minoru Park Locations:

- (a) 6560 Gilbert Road (present Family Place location)
 - Continued maintenance of surrounding grounds as per present lease.
 - No other known costs at this time.
 - Demolition Costs
 - The City Lands & Property staff indicate that the City would be responsible for the demolition costs (e.g., \$20,000) of the existing building should Family Place be given notice to vacate their present site.
- (b) 7191 Granville ("Minoru Pavilion")
 - costs unknown

(2.) Locations Bordering Preferred Boundaries

- (c) 6931 Granville Ave ("Family Court House")
 - The City would forego the cost of leasing the building at market rates and the opportunity to sell the land for 15-20 years (2002 assessment for land and improvements is \$1,415,000).
 - *The City would be responsible for structural maintenance costs as per other City-owned building lease agreements.*

7. Recommendation

Based on the necessity to balance the needs of Richmond Family Place with those of the City, it is recommended that:

1. *the existing lease between the City and Richmond Family Place at 6560 Gilbert Road extend to August 31, 2005,*
2. *Richmond Family Place be permitted to expand at its existing location with temporary structures (e.g., modular), subject to the City's approval, and*
3. *the Parks, Recreation and Culture Master Park Planning process incorporate a permanent site for Richmond Family Place.*

Financial Impact

The recommended option has the following implications for the City:

1. Lease Extension and Temporary Expansion:
Minimal Costs - Continued maintenance of surrounding grounds as per present lease at 6560 Gilbert Road.
2. Permanent Location
 - *If the RFP stays at its present or another Minoru Park location or is relocated to 6931 Granville Avenue, there are unknown costs, as future park and Gateway plans and expenses may be affected.*
 - *The City will incur demolition costs (e.g., \$20,000) of the existing RFP building should RFP be given notice to vacate its 6560 Gilbert Road location.*
 - *Should RFP move to the Family Court House, structural maintenance costs as per other City-owned building lease agreements would be incurred. These costs would be determined and negotiated at that time.*

Conclusion

- Richmond Family Place:
 - needs a permanent home in an easily accessed, central location,
 - prefers to stay in their present location, where the natural setting and easy access to services and amenities further contributes to the well being of the families they serve.
- The Parks, Recreation & Culture Master Planning Process will be completed by December 31, 2003 and will take RFP location needs into consideration.
- Several options and a recommendation are presented for Council's consideration.



Lesley Sherlock
Social Planner
LS:cas



November 13, 2002

Mayor and Council
 City of Richmond
 6911 No. 3 Road
 Richmond V6Y 2C1

Dear Mayor and Council:

We want to express our appreciation for the interest and concern you have expressed over the needs of Richmond Family Place.

We are pleased that the majority of Council supports a permanent location for Richmond Family Place in a centrally located setting. We also appreciate that you see the need for a temporary expansion and that you have referred this item back to staff. Richmond Family Place continues to turn away over 200 people on a monthly basis and it looks as though these numbers will only increase.

One item we will be discussing with City staff as recommendations are developed regarding a temporary expansion is the possibility of extending the lease to August 2005. We want to be fiscally responsible with our donors' dollars and feel that if we are going to be putting a substantial amount of money into a temporary expansion we want a good return on the investment. Our understanding is that a lease to August 2005 would not impinge on the Minoru Park planning process.

Please feel free to call our executive director, Helen Davidson, or myself if you have any questions or would like further information.

Sincerely,

DD for Diane Brow

Diane Brow
 Co-Chair

City of Richmond
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CAO's OFFICE

cc. David McLellan, Urban Development
 Cathryn Carlile, Parks, Recreation & Cultural Services

6560 Gilbert Road • Richmond • V7C 3V4 • 278-4336 • Fax: 278-4433 • rfp@vcn.bc.ca



A United Way Member Agency

Charitable Donation No. 107895179 R001

November 28, 2002

Richmond Family Place

Temporary Expansion

In our initial correspondence we had indicated that we wanted to add approximately 1,000 square feet to our existing building. This expansion, consisting of an expanded playroom and the addition of 3 offices, would meet our short-term needs for 3-5 years.

Since the City Council meeting of November 12, 2002 we have gathered some further information on the type of temporary expansion that might work for us.

Option 1

- A separate modular unit (approx 20'x14'), installed in the front yard that would provide two offices.
- A modular expansion of the playroom, adding 294 square feet to the north of the playroom.

Pros:

- Easier to move a small modular unit into the backyard as opposed to the larger unit in Option 2

Cons:

- More expensive because two modular units would be installed

Option 2 (preferred by RFP)

- A modular unit (approx 50'x14') added to the north of the building into the backyard. This unit would provide two offices and expand the playroom by 434 square feet.

Pros:

- Less expensive to install one modular unit
- Aesthetically more pleasing, would not change front of building
- Provides more square footage

Cons:

- Would decrease amount of play space in backyard.

The modular unit would have a wood frame. The exterior would match the existing building. The interior finish would be vinyl covered chip rock and the floor would be carpeted. The unit would be heated by existing electrical heat and electric baseboards.

Option 2 is the preferred one for Richmond Family Place. There are several concerns attached to both options.

Accessibility: The backyard is completely enclosed by a fence and trees. The only way of moving a modular unit into the backyard seems to be by crane.

Foundation: The backyard has a partial concrete foundation. Again, because of the fencing and trees it may be difficult to move excavation equipment into the yard to extend the foundation.

Cost: Although we are willing to fund the expansion ourselves we also want to be fiscally responsible with our donors' dollars. This raises several issues. One, this project is not feasible unless we can get a longer lease. We would like to request a lease extension to at least August 2005. Two, we want to keep the cost as minimal as possible. The cost of the modular unit would be approximately \$80/square feet. There could be a considerable added cost depending on the City's requirements. Before we decide to move ahead with this project we would need to know what those added costs would be.

Time Frame: We would want to have the expansion completed by July 2003.

Permanent Location

As stated in our report, **Home Sweet Home**, Richmond Family Place needs a permanent facility that is at least "4,500 square feet. It would need a sizeable backyard, ample parking, proximity to community services, accessibility and within walking distance for families with young children."

We are flexible in the design of the facility, although we do want it to look warm and inviting. We have no preference between land for building a new facility or an existing building that would need renovations. Frankly, renovating an existing building would mean a considerable saving. We are also open to co-locating but would want to ensure that it is a workable partnership.

We have not yet developed a design for a permanent location because of the uncertainty of where this facility may be. We have done some brainstorming as to our *ideal* facility. Some of the elements we included are:

Outside Space

- Ample parking
- Drop off area
- Stroller parking
- Natural, park-like setting
- Large outdoor area
 - Quiet/active play areas
 - Small garden
 - Shed space
 - Picnic area
- Proximity to bus routes

Design

- Lots of windows
- Natural light
- Residential look
- Wheelchair accessible

- Thrift store attached

Inside space

- Large playroom with small office
- Baby room
- Energy room (indoor room for active play)
- Library/Quiet room
- Living room
- Meeting room
- Kitchen with seating area
- Laundry room
- Children's Washroom
- Adult washroom w. shower
- Counselling Office/Room
- Six offices
- Storage room: programs
- Storage/Office equipment room

Prepared by:

Helen Davidson
Executive Director
Richmond Family Place
November 28, 2002

THIS AGREEMENT made the _____ day of _____ 1999

BETWEEN:

CITY OF RICHMOND, a municipal corporation under the Municipal Act and having its offices at 7577 Elmbridge Way, Richmond, B.C. V6X 2Z8

(hereinafter called the "City")

of the first part

RICHMOND FAMILY PLACE SOCIETY, a society incorporated pursuant to the Societies Act of British Columbia (Incorporation #14,834) and having offices at 6560 Gilbert Road, Richmond, B.C. V7C 3V4

(hereinafter called the "Society")

of the second part.

Whereas:

- A. The Society has occupied the City's premises under an agreement dated February 22, 1980; and which agreement terminates February 22, 2000.
- B. The City wishes extend the term of occupancy to the Society under a new lease agreement.
- C. The following are the terms and conditions to extend the current lease:
 1. **PREMISES**
The Premises include the land and buildings having a civic address of 6560 Gilbert Road, Richmond the (the "Premises") and shown cross hatched on attached Schedule A.

In addition, the City will permit the Society the use of a further part of Minoru Park adjacent to Premises (hereinafter called the "adjacent land") and outlined in heavy outline on Schedule A.
 2. **TERM**
The term of this Lease is two years and six months; with a termination date of August 22, 2002, PROVIDED that unless cancelled pursuant to paragraph 4, the Lease shall be renewed on a year to year lease.
 3. **RENT**
The Society shall pay a rent of \$10.00 per year.

4. NOTICE TO VACATE

The Society may give the City six months' written notice to vacate.

The City may give the Society six months' written notice to vacate PROVIDED that the Society, not being in default, no notice is effective until August 22, 2002.

5. USE OF THE PREMISES and ADJACENT LAND

The Society shall use the Premises as a drop in centre for parents and their preschool age children and to provide those parents and children with counselling, parent support and planned recreational activities, in accordance with the Society's Constitution.

The Adjacent Land shall be used for the purposes of a recreational area for the users of the Premises.

6. SUBLET

The Society shall not have any rights to sublet all or any portion of the Premises or Adjacent Lands.

7. MANAGEMENT OF THE PREMISES AND ADJACENT LAND

(a) The City shall be responsible for maintaining the Adjacent Land.

(b) The Society shall be responsible for repairing, replacing, and maintaining the Premises.

(c) The Society shall be responsible for payment of

(i) property taxes

(ii) utilities expense

(iii) telephone expense

(iv) heating, ventilation of the Premises

(v) cable expense

(vi) and any other expenses in connection with the use and maintenance of the Premises.

8. INSURANCE

The Society shall maintain or cause to be maintained, at its sole expense, Comprehensive Liability Insurance in the amount of at least Five Million (\$5,000,000.00) Dollars in a form acceptable to Richmond, with an insurance company licensed to carry on business in the Province of British Columbia and acceptable to Richmond, and providing the following coverage:

(a) The Society and the City will be protected against all claims arising out of:

(i) death or injury to person; and

(ii) damage to, or loss of use of, any property of third persons.

- (b) Every policy of insurance required by this paragraph shall:
 - (i) name "CITY OF RICHMOND" as an additional insured; and
 - (ii) state that the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured; and state that the policy cannot be cancelled, lapsed or materially changed without at least ten (10) days written notice to Richmond, delivered to the City of Richmond's City Clerk at 6911 No. 3 Road, Richmond, B. C. V6Y 2C1.

The Society shall file with the City, as a condition precedent to the commencement this Lease certificates of all insurance policies required under this Lease.

9. INDEMNITY

The Society shall indemnify and save harmless the City against and from any and all actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought by reason of the execution of the Lease and all such claims recoverable from City, or the property of Richmond, or any property which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain, during the term of the Agreement, will be paid by the Developer; and if recovered from the City shall together with any costs and expenses incurred in connection therewith be charged to the Developer;

10. ALTERATION TO PREMISES

The Society agrees that it will not alter the Premises without the written consent of Richmond and the Society will be responsible for obtaining all required permits and pay any fees or costs required.

11. DESTROYED BY FIRE

If the building is destroyed by fire or other, this lease shall be deemed to be terminated.

12. MISCELLANEOUS

(a) The Society and the City acknowledge that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming a part of or in any way affecting or relating to this Lease save as expressly set out in this Lease, and that this Lease constitutes the entire Lease between the Society and the City and all amendments to this Lease shall be in writing and executed by both parties.

(b) This Lease shall be interpreted, construed and enforced in accordance with the laws of the Province of British Columbia.

(c) Except as otherwise provided in this Lease, this Lease shall not be assigned by either party without the express consent of the other party.

(d) All notices to be sent to either party shall be deemed to have been properly given or served by depositing the same in the Canadian Mail, addressed to the party, postpaid, to the following respective addresses:

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

Richmond Family Place Society
6560 Gilbert Road
Richmond, B.C. V7C3V4

or such other addresses as the parties may in writing stipulate by way of notice to the other party and all such notices shall be deemed to have arrived at their destination five (5) days after the date of mailing.

(e) If either party believes that the other party has breached any provision of this Lease, then, before taking any other or further action, shall notify the other party of such breach and such other party shall have thirty (30) days from the date of the receipt of such notice to rectify or cure such breach, and the party giving such notice shall not take any further or other action until such period has expired. If the party in default rectifies or cures such default within such period, then such default shall be deemed not to have occurred.

(f) This Lease shall enure to the benefit of and be binding upon the parties hereto, their executors, administrators, successors and assigns, respectively.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

The Corporate Seal of the)
CITY OF RICHMOND was hereunto)
affixed in the presence of:)

Mayor)

City Clerk)

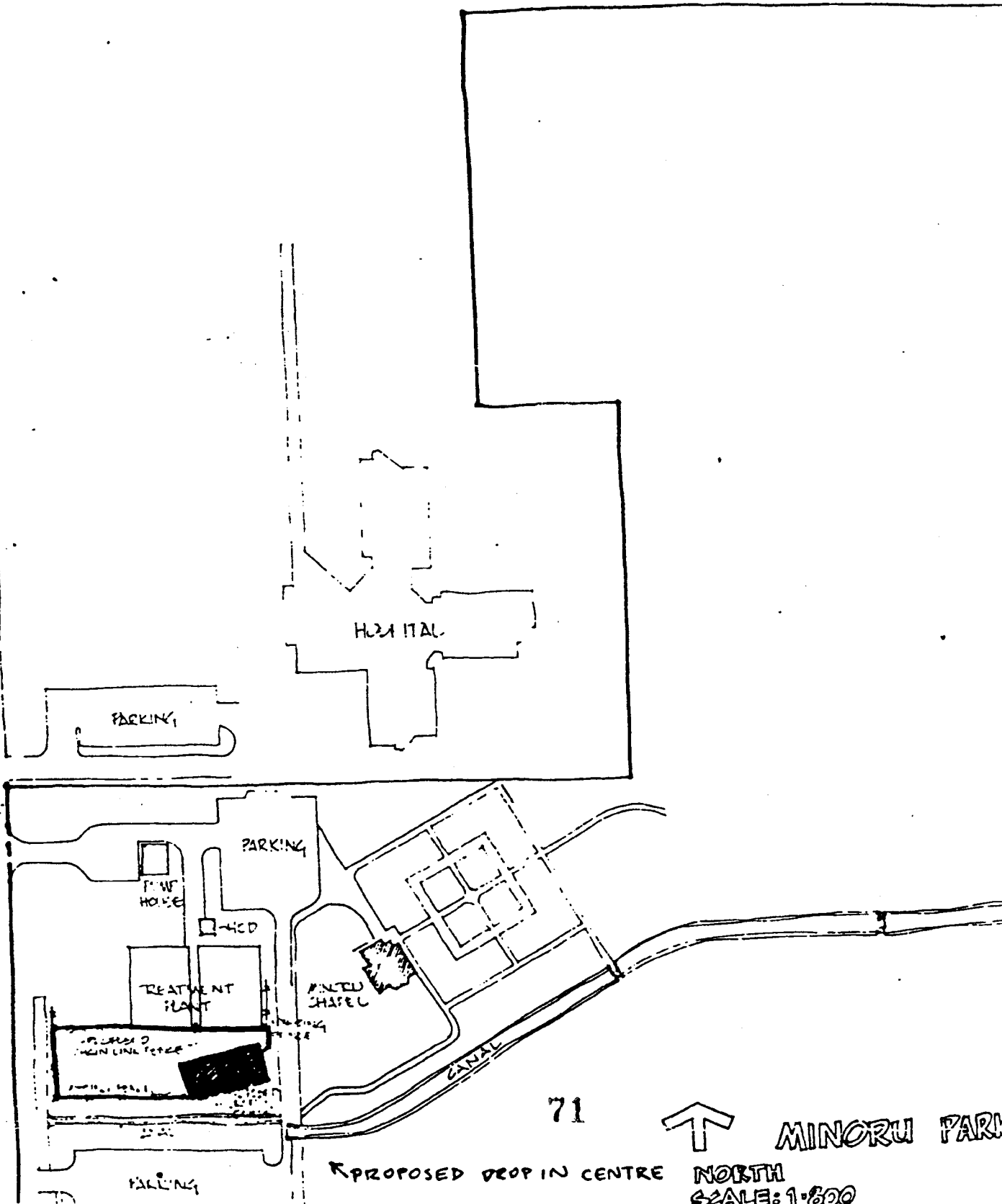
The Corporate Seal of RICHMOND FAMILY)
PLACE SOCIETY)
was hereunto affixed in the)
presence of its duly authorized)
signing officers:)

WESTMINSTER HIGHWAY

SCHEDULE A

SCHEDULE "A" to Agreement made between The Corporation of the Township of Richmond and Richmond Family Place Society

GILBERT KOAL





July 25, 2002

Lesley Sherlock
 Urban Development
 City of Richmond
 6911 No. 3 Road
 Richmond, BC V6Y 2C1

Dear Lesley,

Further to our conversation last week, please find attached a before and after diagram of the expansion we are proposing for our present location.

The expansion would see us adding approximately 1,000 square feet to our existing building. This expansion would provide increased space in the playroom and additional office space for staff. The building would remain within the present footprint we have.

PLAYROOM

The expansion would increase the size of the playroom from 530 square feet to 1,450 square feet and would allow us to increase the capacity from 48 to 80 people. Initially we had planned to expand the playroom by about 20% but we are hopeful that this can be increased. The Playroom Coordinator would be given an office attached to the playroom.

OFFICES

Three offices (including the one for the Playroom Coordinator) would be added to accommodate two new programs recently undertaken by Richmond Family Place.

We have consulted with an architect in developing this design and have been told that this would be a fairly simple project as the building is quite modular. Internally there are no significant changes except that an additional entry would be created to the playroom. Also, Office 3 may have two half-walls

6560 Gilbert Road ▪ Richmond ▪ V7C 3V4 ▪ 278-4336 ▪ Fax: 278-4433 ▪ rfp@vcn.bc.ca



A United Way Member Agency

The expansion would see the building being expanded to the front (south) and side (west). The size of the front yard would be decreased but this space is presently not being used. An expansion to the west would mean taking out 3 trees. These are not heritage trees and their removal would also give us the added benefit of increased sunshine into a backyard that sees frequent use.

I hope this information is sufficient at this stage of the process. Please find attached a layman's drawing of our present facility and the desired expansion and a copy of the architect's letter outlining details. We would be happy to provide you with a preliminary design prepared by an architect if that would be helpful.

I'm happy to hear that long-term plans for Richmond Family Place will also be part of the report City staff will be preparing for Council. I hope we can meet later this summer to discuss this further.

Lesley, I can be reached after I return from holidays on August 14th. Hope you had a great holiday.

Sincerely,

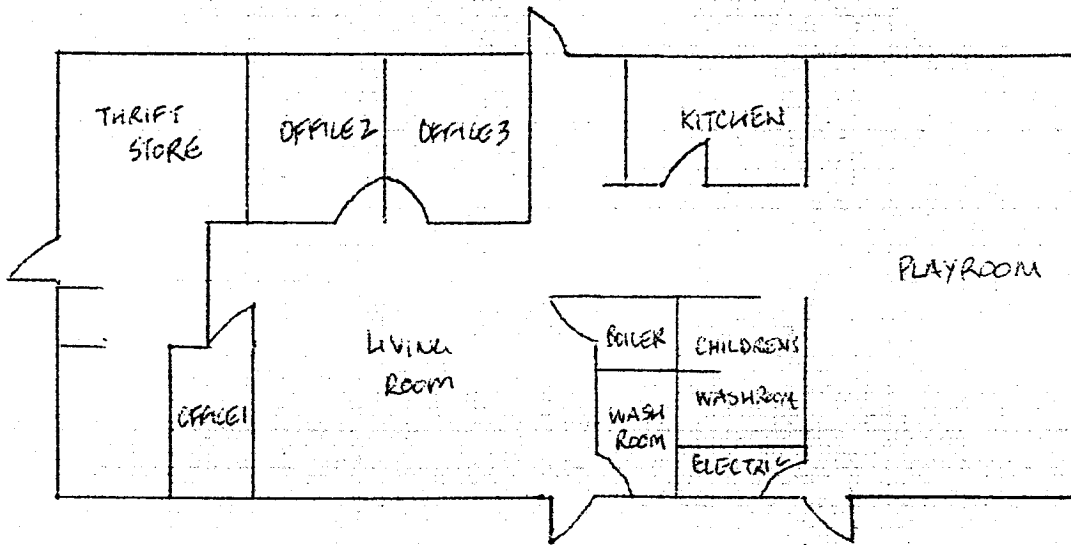
A handwritten signature in black ink that reads "H. Davidson". The signature is written in a cursive, flowing style.

Helen Davidson
Executive Director

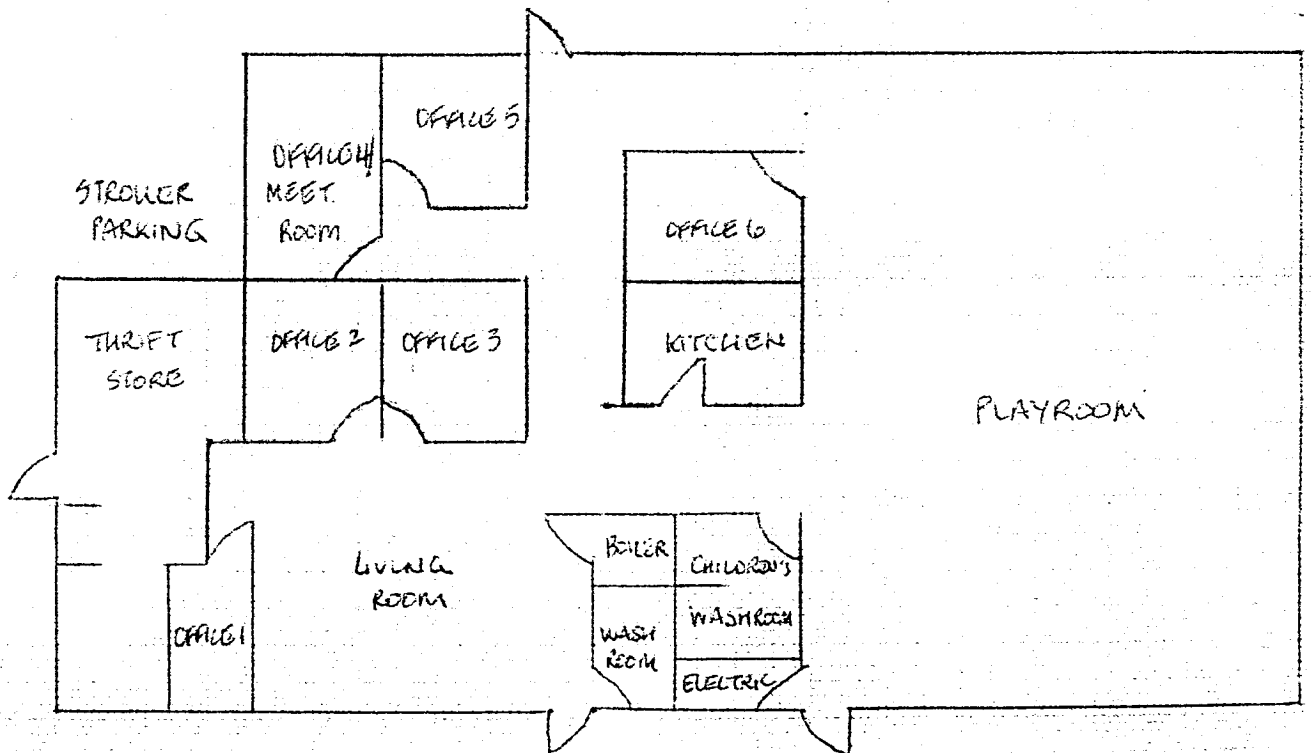
Attachs.

RICHMOND FAMILY PLACE - NOW

1 SQ = 5 FT



RICHMOND FAMILY PLACE EXPANSION





Chandler Associates
Architecture Inc.

Fourth Floor
543 Granville Street
Vancouver BC
V6C 1X8
Tel 604 687 3390
Fax 604 687 3325
e-mail caa@intergate.bc.ca

PRINCIPAL
Sheldon H. Chandler
B ARCH, MAIBC, MAAA, MRAIC

ASSOCIATES
Christopher Block
M ARCH, MAIBC
Philip D. Street
DES. B ARCH, MAIBC, MAAA, MRAIC
Wally K. Ewert
B ARCH, MAIBC

June 13, 2002

Richmond Family Place
6560 Gilbert Road
Richmond BC V76 3V4

Attention: Helen Davidson
Executive Director

Re: Proposed Building Expansion
Our file no: 2016

Dear Helen:

Following up on our recent meeting, we are pleased to submit our fee proposal for architectural services for your proposed expansion.

Terms Of Reference:

The following is our understanding of your needs and objectives.

1. The existing playroom is in need of expansion to accommodate from 48 to 60 children- i.e. approximately 20% increase to the maximum possible within the constraints of the site.
2. There is a need for a small Co-coordinator's office directly off the Playroom. It could be a 'cubby' with half glazing for viewing. Preferably, the room should not be part of the 'square' shape of the playroom in order to have total visibility of the overall room. The size can be approximately half the 80 sq.ft. area of your existing office.
3. Also required are two additional offices away from the Playroom and the 'hubub' of the Living Room for more quiet. One of the offices would be for a counselor, size 9ft. x 11ft. The other would be for you, possibly a bit larger.

4. Also needed is a meeting room to accommodate 12 to 15 people. Possibly by providing a larger office space for the counselor as contiguous space for a useful function such as a baby's room, an appropriate space can be achieved and justified by being multifunctional.
5. At first glance the Playroom could expand to the west to the line of existing trees, possibly further if permission can be obtained to cut one to three trees some 12 ft away from the building. Because of their configuration within the large clump of tall existing trees, permission may in fact be possible.
6. An expansion of approximately 30ft wide x 14ft. deep approximately to the south could accommodate three new offices. The Secretary's area would be immediately north facing the foyer and separated by the main living room by a half wall for a degree of security.

The constraints of the site were noted during a recent site visit during which critical dimensions were taken together with photographs of the exterior.

You advised that your current Capital Fund is \$70,000 to \$80,000, and you acknowledged that more is required, particularly if the new expansion area is approximately 900 sq.ft. You noted that a funding drive is being considered to raise the additional capital.

You indicated that a preliminary design package was required to present to City Council together with a related cost budget.

You emphasized your desire to proceed with the preliminary design work as soon as possible and required a fee proposal to present to your Board for your upcoming meeting Thursday afternoon.

Scope of Work:

The following is an outline of the tasks involved.

1. **Phase One:**
 1. Preliminary Design: Preparation of a preliminary design package to include site plan, floor plan, revised building exterior, elevations and sections. Related measurements, finishes and architectural character of the building would be illustrated in sufficient detail to enable a coloured presentation rendering to be carried out. The drawings would form a presentation package for City Council. A construction cost budget would be prepared in conjunction with a local contractor to accompany the drawings.
 2. Application Approvals: Upon approval, an application would be made to City Planning for formal approval, probably a Development Permit as required. Meetings with the planning officers are anticipated with some degree of interface expected, possibly a presentation to the Design Advisory Panel. The exact approval process needs to be confirmed.

2. Phase Two:

Construction Drawings: Preparation of working drawings to include architectural drawings augmented by required structural drawings. There may be a need for a mechanical and electrical drawing related to utilities. These documents would be prepared with sufficient details for an Invited Tender to a pre-selected list of general contractors. We would assist you in the awarding of the contract.

3. Phase Three:

Contract Administration

- Attendance at site meetings as required.
- Coordination with the general contractor during the course of construction.
- Approval of construction draws expected each month.
- Substantial and Final inspections with Deficiency follow up and Letters of Assurance.

It is expected that the operation of your facility would continue during the construction with minimum disruption.

FEE PROPOSAL:

We propose that our fees would be according to the minimum suggested fee schedule of the Architectural Institute of British Columbia. (See attached excerpt). The majority of the work is architectural however; a structural engineer would be required for the design of the footings and structural integration of the building addition, including site inspections of those components during construction. Minor electrical and mechanical input is expected, but a simple drawing from each is expected.

The minimum recommended fee by the AIBC for an addition of this nature is approximately 15% based on a construction estimate of \$130,000, which totals \$19,500.

Phase One: Preliminary Design Package

This would include all meetings with you and provisions for the preliminary presentation package to City Council. We propose that this work be carried out on a time basis to a fixed maximum fee of **\$6,500**.

Phase Two: Working Drawings

For the production of the working drawings, including coordination with structural consultant and mechanical and electrical designers, as well as assistance with tendering, fees to be **\$10,000**.

Phase Three: Contract Administration

We estimate the course of construction to run approximately two months. Fees for work during this period to be **\$3,000**.

Total Architectural Fees: \$19,500

In order to keep fees to a minimum we have made the following assumptions:

- The tendering process will be streamlined to a number of selected contractors. Public Tendering is not anticipated.
- Mechanical and electrical packages will be prepared by the general contractor's sub-contractors as "design-build" contracts. The sub-contractors will carry out submissions to the City for building permit.
- Landscaping will be through a design-build contractor.

Some additional costs to complete the entire design and construction package will include the following:

- Structural design: anticipated fees would be in the order of **\$1,000**.
- Site survey: This will be required early on in the design process to establish the existing building location in relation to the property lines. An additional survey will be required to locate the new concrete foundation upon completion. Fees for both surveys would be approximately **\$800**.
- Coloured Rendering: Cost will be approximately **\$750**.

Disbursements

For out-of-pocket expenses for items such as photocopying, plotting, printing, courier, fax, travel, etc. will be charged at cost plus 10% for administration.

Invoices would be rendered monthly in relation to the percentage of the work that is carried out. GST would be added in accordance with government regulations. Interest on overdue accounts may be charged at 2% per month.

Revisions to the design, or work not outlined in this letter will be treated as extra scope items, which would be carried out on per diems, or to an agreed fee.

Our per diem rates are as follows:

i) Principal	\$130.00
ii) Senior Architect	\$ 85.00
ii) Intermediate Architect	\$ 75.00
iv) Senior Technologist	\$ 75.00
v) Intermediate Technologist	\$ 65.00

Our fee has been based on our assessment of the time involved for each task and our understanding of the terms of reference set out above. Should the terms change, our fees for Phases Two and Three may require adjustment.

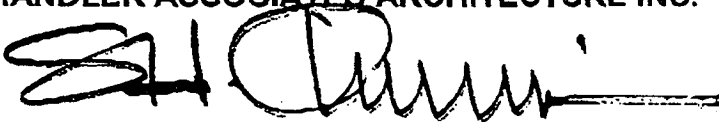
We have worked extensively with Richmond Planning Department including two current projects. We are very knowledgeable with their approval process, and have an excellent relationship with their key officials.

We are confident that we can assist you to make this project successful and we are in a position to start work immediately.

We hope that you find this satisfactory and consistent with your requirements. We look forward to reviewing this proposal with you personally.

Very truly yours,

CHANDLER ASSOCIATES ARCHITECTURE INC.

A handwritten signature in black ink, appearing to read 'SH Chandler', with a long horizontal flourish extending to the right.

Sheldon H. Chandler, MAIBC



Home Sweet Home

June 2002

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EXECUTIVE SUMMARY

WHAT WE KNOW

We know that Richmond Family Place requires a physical space that can support the increasing number of families requiring the services of Richmond Family Place.



WHAT WE WANT

- To remain in central Richmond
- To continue our long standing partnership with the City of Richmond



WHAT WE DON'T KNOW

- The terms of a new lease with the City of Richmond
- The future plans for our current location

WHAT WE NEED TO KNOW

- The feasibility of remaining at our current location
- Options for relocation
- Definitive answers and timelines

WHAT WE NEED

Richmond Family Place has been located in the little brown house on the edge of Minoru Park for the last 23 years. Three years ago our long-term lease expired and we began a long-range planning process that focused on two areas; one, determining how we could best serve evolving community needs, and two, researching the best possible physical location for Richmond Family Place. The long-range plan involved the Board, staff, families and the larger community.



Lola (left), a summer student, helps Trinity and her mother Lindsay with a craft during the drop-in program.

During these last three years the demand for our programs has climbed dramatically. Attendance has increased by 46% to over 14,000 visits a year. We are bursting at the seams and turning people away! We presently have the resources to provide more programs for more families but our space confines us.

These last three years have not been idle ones on our part. We have met with city staff to discuss relocation. There are presently no city buildings that meet our needs. We have met with other agencies to discuss potential co-location. There are no imminent projects that meet our needs. We have considered working with a developer to incorporate a family place into a future development. Unfortunately these developments tend to impose too many limitations on our needs.

What We Need

What do we need? We need a permanent home. It is not good for Richmond Family Place to be in a state of flux, as the community demands more of us. We need the security of a permanent location that will allow us to expand our space to meet the needs of our growing clientele and to support our outreach programs. We need a location that will meet our long-term needs.

Investing in the Early Years

At Richmond Family Place we have seen first hand the importance of investing in the early years. We know that young children who spend time in the safe and stimulating environment we provide for play and learning, demonstrate higher language and intellectual skills and are better socialized for kindergarten-entry. The importance of investing in the early years has recently been substantiated through extensive research. Programs such as ours are now recognized for the contribution they make to child development and family capacity building.



Books are always popular at Richmond Family Place. A librarian visits regularly to talk to parents about the joys and importance of reading.

child development. The mandate of Richmond Family Place is to serve children, their parents and the community in exactly this capacity. Investing in the lives of young children is also fiscally responsible. For every dollar spent on children in the early years, \$7 can be saved over the next 20 years.

What We Need From You

We have now reached a point where we need definitive answers and timelines. We need immediate help with our short-term needs. We also need you to work with us on meeting our long-term needs.

The years from conception to age 5 are considered the investment phase for child development. These first years of life dramatically affect health, the ability to learn and the ability to cope with life's challenges. To give children the best possible start in life requires early childhood education, supports to parents and strong community networks. Children need opportunities to explore, play and socialize to attain optimum development. Parents need education and support as their parenting skills are directly linked to the ability of young children to learn, interact, cope with change and build their emotional health. A strong sense of community and social cohesion have also been shown to support optimal

A CENTRAL LOCATION

We want to remain exactly where we are. A location within the boundaries of Gilbert, Granville, Minoru and Westminster Highway will allow us to continue providing services to the majority of families with children ages birth to 5 years. We are aware that this location was never meant as a permanent home for Richmond Family Place but we now have a 23 year history here and we know that this is the best location for us.

The desire to stay at this location comes partly from the heart. This is our home, our history. Over 10,000 families have passed through our doors. We have touched the lives of an incredible number of children in this little brown house on the edge of Minoru Park. This is also the best location to reach out to the largest number of young children in Richmond.

Where Do Young Children Live?

The majority of these children ages birth to 5 years live in the Richmond core surrounding Richmond Family Place. Sixty-five percent (65%) of all children from birth to five years live in the Thompson, Steveston and Town Centre areas. Seventy-five percent (75%) of the families we serve live in these areas. We are easily accessible to the largest number of families with young children.

	Percentage of Children Ages Birth to 5 Years	Geographical Distribution of Families Visiting Richmond Family Place
Richmond Area		
Steveston Area	17 %	21 %
South Arm Area	15 %	10 %
Thompson Area	29 %	27 %
Town Centre Area	19 %	22 %
Bridgeport/Cambie Area	12.5 %	14 %
E. Richmond/Hamilton Area	7 %	4 %
Sea Island Area	5 %	2 %

Central Location

Richmond Family Place is in close proximity to the many community resources within the city core, making it easy for families to connect with other services. We are within walking distance of the park, the health department, speech therapy department, library, pool and agencies at Caring Place - all resources used regularly by our families. A number of our families can be seen during the warmer months picnicking in the park after visiting Richmond Family Place. Mothers schedule appointments at the health department for their babies to fit with their visit to Richmond Family Place. Picking up new books at the library is often coupled with a visit to Richmond Family Place.

Transportation and Parking

Richmond Family Place's central location also makes it easily accessible for families to reach us by bus. The 401, 406 and 407 buses, serving the Steveston and Thompson areas, all stop within minutes from our front door. All other buses stop at the Richmond exchange, which is also within close proximity.

About half the families who visit Richmond Family Place live within walking distance. Over 35% only drive between 5-10 minutes to reach us. Through our partnership with the City of Richmond all the families who attend our programs can park for free. The three parking spots reserved for the Richmond Family Place thrift store customers are also well utilized and have helped to provide a steady increase in sales.

A Base for Outreach Programs

As part of our long range plan, Richmond Family Place has been working towards developing programs for families who cannot access our agency. We have raised \$70,000 for an 18-month pilot project that will provide programming to other areas of Richmond. East Richmond, Hamilton and Ironwood will be the first areas receiving programs. Phase 2 will involve training and supporting parents to develop programs in their own neighbourhoods. All indications are that we will be able to find sustainable dollars to continue this program.

Although these are outreach programs, we need office space in our present facility for the staff who will be coordinating these programs. This will allow the outreach programs to be strongly linked to the other services we provide and will also allow staff and volunteers to work together effectively.

WHY YOU SHOULD SUPPORT US

What better use of space and resources could you find to serve families with young children in Richmond? Over 1,200 parents and children pass through our doors every month, not including the many customers who shop in the thrift store. An expansion would allow us to serve upwards of 1,600 individuals per month.

We are willing to be flexible and accommodating in securing a permanent home for Richmond Family Place. We want to stay here, whether alone or in partnership. We have three concepts we are willing to consider.

FREESTANDING FAMILY PLACE ON PRESENT SITE	LOCATION WITHIN BOUNDARIES OF Gilbert, Granville, Westminster & Minoru	PARTNERSHIP ON PRESENT SITE
<p>Pros</p> <ul style="list-style-type: none"> ◇ Lowest cost for expansion ◇ Easiest model to manage ◇ Would meet immediate needs ◇ Maintains our identity 	<p>Pros</p> <ul style="list-style-type: none"> ◇ Maintains our identity ◇ Opportunity for partnership(s) 	<p>Pros</p> <ul style="list-style-type: none"> ◇ Multi-services under one roof ◇ Long term cost could be lowered ◇ Efficient use of space ◇ Unique partnership could be appealing to funders.
<p>Cons</p> <ul style="list-style-type: none"> ◇ Community space is limited and one agency/ one space may not be an efficient use of land. 	<p>Cons</p> <ul style="list-style-type: none"> ◇ Larger capital campaign ◇ Possible parking challenges ◇ Longer process to establish 	<p>Cons</p> <ul style="list-style-type: none"> ◇ Larger capital campaign. ◇ Longer process to establish. ◇ Partnership model would take research. ◇ Challenge to pull together partners with different mandates.

Alternative Uses for Existing Site

Two uses for the land have been discussed that do not include Richmond Family Place - one, an expansion of the Gateway Theatre and two, additional parking and a drop off site for the Gateway Theatre.

Gateway Theatre Expansion

Originally, when the expansion of the Gateway Theatre to include a concert hall threatened our location, there was absolutely no relationship between Richmond Family Place and the Gateway Theatre. In 2001, a dialogue between the two was initiated which involved staff and Board representatives. The Gateway Theatre Board and staff do not have a proprietary interest in the land we are situated on. The Gateway Theatre's present need for a Gateway Academy to accommodate their growth mirrors our needs. We feel strongly that we could work together to create a viable space that can meet the needs of both partners. Presently, an expansion of the Gateway Theatre has been deferred. It is unfair to put Richmond Family Place's lease on hold until the future of the Gateway Theatre is decided. We are willing to work together to build a home for us both.

Additional Parking and Drop-Off Site

Every now and then, rumours surface that this land is slated for a drop off site for the theatre and for additional parking. Present use of the parking lot located beside Richmond Family Place and the Gateway Theatre indicates that there is no need for additional parking. At no time during the day is the parking lot full except for those times when the Gateway Theatre has performances during the hours that Richmond Family Place has programming. The overflow can then be easily accommodated through free parking at the tennis club and paid parking at Richmond Hospital. Yes, the parking lot is absolutely filled to capacity during evening performances at the Gateway Theatre. Creating 20 additional parking spots on our site will not alleviate the overflow. The Richmond Hospital parkade is underutilized during the evenings and there is already an existing arrangement between the Gateway Theatre and the Richmond Hospital for use of the parkade. This arrangement more than accommodates the Gateway Theatre's needs.

A safe, accessible drop off site would be beneficial both to the Gateway Theatre and Richmond Family Place. This can be incorporated into future expansion plans and again should not necessitate the removal of Richmond Family Place.

FACILITY NEEDS

Short Term Needs

We have an immediate need to expand our facility to create a larger playroom and add two offices and storage. We are presently filled to capacity 75% of the time and are turning families away. The addition of the Family Outreach Program also makes it necessary to add office space. The expected expansion would be approximately 800 - 1,000 square feet. We also need some major repairs - our fence and roof need replacing and our backyard has serious drainage problems. We set up a Capital Fund last year and with some additional capital fundraising this year, we would be able to carry out all this work by early 2003. With this small expansion our present building would allow us to meet our needs for up to 5 years although we would have to limit our programming.

Long Term Needs

Our present building is reaching the end of its useful existence; it is in need of constant repair. We need to expand so we can not only meet the needs of our growing clientele but so we can offer multiple programs simultaneously. We will need a new building by 2007. We expect a new facility would need to be approximately 4,500 square feet. It would need a sizeable backyard, ample parking, proximity to other community resources, accessibility and be within walking distance for families with young children. Rough estimates indicate that a new building on our present site would cost in the vicinity of \$ 400,000 to 500,000. This cost could be higher if we relocated.

We have not yet consulted with an architect on what this facility would look like. The uncertainty surrounding our future location presents us with too many unknowns to make any plans. The same holds true with embarking on a capital campaign. We are committed to raising funds for a new building and have begun the groundwork to develop a Capital Campaign but we need a solid concept before we can ask for financial support.

We need to know now what the City of Richmond's commitment is to providing land for Richmond Family Place.

support networks amongst themselves. Families often build informal networks that continue outside of programs. This informal networking strengthens local neighbourhoods.

Empowerment

Many of the parents we meet who feel disempowered, learn through our programs that they have valuable strengths and skills to contribute. This may be as simple as asking a parent to prepare a snack or take care of a baby. We also recruit volunteers from our parents and they realize they can contribute. We build on the strengths that our families have. Participation in our programs leads to other changes in their lives. They join ESL classes, attend employment training, look for volunteer opportunities and become part of the larger community.



A nursing student facilitates a workshop for parents on choking.

Support Counselling

A number of parents need some extra support to cope with the issues they are facing in their lives. We have a full time parent support counselor on staff who offers free support to Richmond parents unable to afford counseling. This support also links parents to other resources within the community and helps parents integrate into the community.

Information

The workshops offered at Richmond Family Place are given by professionals from the community who volunteer their time. Parents not only broaden their knowledge at these workshops, they also learn about the larger community.

The librarian who comes to discuss the importance of reading to children also informs parents of the many programs and services available at Richmond's libraries. The health nurse who speaks to them about child development also leaves information on clinics and baby groups. Providing information on the community is an important part of what we do – how to find a doctor, how to get a subsidy for a recreation program, how political representatives can help them with their concerns, how to register their children for school – the list is endless!

WHAT WE CAN OFFER YOU

Stability

Family resource programs began as a grassroots movement almost 30 years ago - we are here to stay. Our movement has spread to the far corners of our country. There are over 300 family resource programs across the province. In this time of provincial cutbacks, family resource programs are one of the only social services slated for additional dollars, in recognition of the beneficial prevention programs they provide to families and communities.

Richmond Family Place is known both locally and provincially for the tremendous contribution we have made to our community. We are recognized as one of the best family places in the province. We are admired for our location, collaborative partnerships and programming variety. Locally we are supported not only by the many families who have visited us but also by an ever-growing number of residents and professionals who have seen how families have benefited from our services.

Our staff, volunteers and Board of Directors are all dedicated to the agency. The majority of staff have been with the agency over 5 years; most of our volunteers have been with us more than 10 years. Our experienced Board of Directors and Executive Director are committed to remaining involved with the agency through its expansion and growth.

Financial Security

In the last 5 years, Richmond Family Place has increased its revenue by 114%. Our diverse funding base provides us with a strong foundation. Over the last three years we have been working hard to gain recognition and to develop partnerships in the community. This year we will be implementing a community fundraising program to augment the Family Outreach Program. We are now also ready to embark on a capital campaign that we are confident will succeed.

The recent change in provincial government, which has raised valid concerns about funding for social services, should have little or no impact on Richmond Family Place. In fact, the newly established Ministry of State for Early Childhood Development supports the work of programs such as ours. There is a strong possibility that our funding may increase to serve a larger segment of the Richmond population.

	1989-99	1999-00	2000-01	2001-02	2002-03
Fundraising and Grants	9%	18%	7%	10%	19%
BC Gaming Commission	18%	20%	19%	19%	19%
Municipal Government	11%	7%	6%	5%	4%
Provincial Government	27%	25%	45%	40%	35%
Self Generated Income	18%	15%	14%	14%	14%
United Way	17%	15%	12%	12%	10%
TOTAL REVENUE	\$ 185,500	\$ 255,000	\$ 322,285	\$ 345,046	\$ 395,166

Supports for Families in Richmond

A community is strengthened by the involvement of its constituents. People need to feel involved in their community in order to participate; they need a sense of belonging. We know that marginalized people often feel excluded from life in their community; this has been substantiated by the report, Poverty in Richmond: A Sense of Belonging. Families who come to Richmond Family Place often feel disconnected from the larger community. Many of these families are new to Richmond. Some have few or no social supports. Some are disempowered and feel they have no skills to contribute. Others lack the tools to integrate into the community –language, transportation, disposable income or lack of knowledge on community opportunities.

Family resource programs engage in community building. Richmond Family Place not only supports families in their parenting but also works at enabling families to integrate into their community. We do this in a number of ways.

Social Support

All our programs offer opportunities for parents to get to know each other. Families are introduced to each other and encouraged to develop friendships and



Beatriz and Karina can speak in their native Spanish or practice English while they visit.

support networks amongst themselves. Families often build informal networks that continue outside of programs. This informal networking strengthens local neighbourhoods.

Empowerment

Many of the parents we meet who feel disempowered, learn through our programs that they have valuable strengths and skills to contribute. This may be as simple as asking a parent to prepare a snack or take care of a baby. We also recruit volunteers from our parents and they realize they can contribute. We build on the strengths that our families have. Participation in our programs leads to other changes in their lives. They join ESL classes, attend employment training, look for volunteer opportunities and become part of the larger community.



A nursing student facilitates a workshop for parents on choking.

Support Counselling

A number of parents need some extra support to cope with the issues they are facing in their lives. We have a full time parent support counselor on staff who offers free support to Richmond parents unable to afford counseling. This support also links parents to other resources within the community and helps parents integrate into the community.

Information

The workshops offered at Richmond Family Place are given by professionals from the community who volunteer their time. Parents not only broaden their knowledge at these workshops, they also learn about the larger community.

The librarian who comes to discuss the importance of reading to children also informs parents of the many programs and services available at Richmond's libraries. The health nurse who speaks to them about child development also leaves information on clinics and baby groups. Providing information on the community is an important part of what we do – how to find a doctor, how to get a subsidy for a recreation program, how political representatives can help them with their concerns, how to register their children for school – the list is endless!

Referrals

When families need services that do not fit within our mandate, we link them with resources in the larger community. This can range from referrals, to connecting families with their neighbours, to accompanying a parent to family court. We support families as they move on to other services and ensure that they are accessing the appropriate services.

Community Building

Richmond Family Place instills the value of community building in all aspects of its services. Families who come to Richmond Family Place often take on responsibility for those who live around them. About 60% of our families hear about us through word of mouth. Every day, at least one parent arrives with a neighbour or someone they met in the park who can benefit from our programs. Parents ask us to connect with families they are concerned about in their local neighbourhoods. Staff develop partnerships with other agencies and groups to deliver services that meet community needs. Richmond Family Place space is also made available to others for meetings, community kitchens, support groups and classes.



Parents build friendships at Richmond Family Place for themselves and their children.

WHY YOU SHOULD PARTNER WITH US

We realize we are asking you for a large commitment. Land is valuable and this site is a prime location. The service we provide is also valuable. This partnership will benefit Richmond residents and enhance the community. This partnership will ensure that Richmond Family Place continues to be the best family resource program in this province. This partnership will bring attention to the City of Richmond for its commitment to families with young children.

Vision, Mission and Values

As the City of Richmond moves towards becoming the most appealing, livable and well-managed community in Canada, Richmond Family Place continues to respond to community needs by improving its quality programming for families. We are also well-managed and are continually striving towards being the best that we can be.

We are leaders in our field and are strongly committed to the work we do. We work closely as a team and are respectful of each other's strengths. We have an ongoing dialogue with each other, our families and the community.

We continually strive towards excellence in our programming, partnerships, accomplishments and people. We evaluate ourselves on a daily basis and are always looking towards improvement.

We believe in the families we serve. We are responsive to their individual and community needs and respect their diversity. We involve families and the community in developing our services. We support our staff and volunteers to grow and take on new challenges.

We are proactive in our planning and rather than dwelling on past mistakes, we use them as lessons for improvement. We are willing to try innovative approaches and we take calculated risks.

Financial Sustainability

We have a strong, diverse funding base that continues to support the expanding services we provide. We are presently exploring corporate partnerships and strengthening our community fundraising base.

Quality Service

Our longevity, our growing clientele and the ongoing support of our funders all prove that we provide this community with quality programming and services. Family resource programs are recognized around the world for their innovative, grassroots approach to working with families. We are a leader amongst those programs across British Columbia.

Responsive to Change

The future holds both challenges and opportunities for all sectors in Richmond - government, corporate and non-profit. Richmond Family Place is pro-active in facing the future as we implement our long-range plan to develop innovative approaches to meeting the changing needs and demographics of our clientele and as we explore working relationships that will involve the community at all levels.

Impacts on the Community

Richmond Family Place is an integral part of the community and poses no negative impacts. We are a good neighbour. Over half our families walk here and we create no traffic problems. Our programs are quiet except for the occasional children's voices and laughter floating out of the backyard. We take nothing away from local businesses through the services we provide and our presence is not a financial imposition on anyone. Due to the uncertainty of our location we have done minimum maintenance on our building. We know our building can be improved aesthetically and we plan to make these improvements when our location is finalized.

WHO WE ARE

Richmond Family Place has offered support to families in our community for nearly 23 years. Richmond Family Place began through the collaborative effort of a number of partners, including the City of Richmond, who understood the need for supporting families with young children. The mission of Richmond Family Place was the same then as it is now – supporting young children and their families in Richmond (Appendix 1). Richmond Family Place was the first fully inclusive family focussed agency in Richmond.

Richmond Family Place is one of the largest and oldest family resource programs in the province of B.C. The services we offer exemplify the principles inherent to family resource programs. Our programs have a solid foundation because we involve our families and the community in:

- Determining relevant programming
- Ensuring program relevance to the culture and values of families
- Establishing relationships with other community services
- Developing an integrated service delivery model

Our Families

This survey, conducted in 2000, revealed that families who attend programs at Richmond Family Place differ quite significantly from the average Richmond family.

	Richmond Economic Family Census (1996)	Richmond Family Place Survey (2000)
Lone Parent Families	12%	16%
Lone Parent Families Headed by Women	82%	81%
Average Household Income	\$ 53,899	\$ 27,500
Families Below Poverty Line	23%	42%
Mother Tongue: English	52%	47%
Residence: Detached	56%	31%
Townhouse	16%	34%
Apartment	28%	35%
House: Owned	70%	25%
Rented	30%	75%

Our families also reflect the diversity of our community. Families cover the spectrum of income level, family size, family composition and language of origin. Many of our families live below the poverty line. The majority of these families are part of the city's working poor. These are families who hold a number of low paying part time jobs to make ends meet.

The majority of our parents are women, 16% are single parents. The number of fathers attending our programs has increased significantly (13%), some are single parents. An increasing number of grandparents are visiting with their grandchildren. We are also seeing a growing ratio of parents to children. In 1996, the ratio of parents to children was 6:10; in 2000 it was 8:10.

Client Needs

In 2001, over 800 families visited Richmond Family Place for a total of 14,404 visits. We maintain a core membership of approximately 400 families who visit the Healthy Start Drop-in program on a regular basis. The remaining families come for specific time-limited programs such as workshops, classes and parenting support.

Many families initially come to Richmond Family Place because they are isolated in the community (45%) and are looking for opportunities for their children to socialize with other children (95%). Approximately 37% of families come to us through referrals from community health nurses, social workers and other agencies. This number is increasing. Many live in rented accommodations, often crowded, and it is difficult for both parents and children to network and make friends.



Real fixes Cathy tea while she holds their son Andre. They have been coming to Richmond Family Place since Andre was born.

Our survey indicated that parents are also looking for parenting information (50%). A number of families are facing major life changes, including unemployment (32%) and separation or divorce (10%) and need extra support.

Nearly all the families who come to Richmond Family Place attend our drop-in program (84%). We have also seen an increase in the number of parents who receive parent support counselling (31%) and who receive information and support through workshops and classes (56%).

Ethnicity

Only 4% of our families have always lived in Richmond. Forty-four percent (44%) of families have always lived in Canada. Over half our families speak a language other than English as their first language (53%). Their countries of origin are as diverse as the families themselves. Although many Asian families attend our programs, their numbers are not representative of the number of Asian families in the community. We serve a truly multicultural community – our families speak over 25 different languages. We are also seeing an increase in refugees from war-torn countries.

Our Staff

Richmond Family Place employs 8 staff, 4 full-time and 4 part-time. Staff reflect the multicultural diversity of the Richmond community. Nearly all of Richmond Family Place's staff were born outside of Canada and together speak a total of 6 languages. Staff members are well qualified for their jobs and regularly take the opportunity to attend workshops and classes to improve their skills. Recent professional development has included workshops in ethics, financial sustainability, play therapy, safety, and training to offer specific parenting programs. Staff are also actively involved on committees and task forces which work to identify and address the needs of families and to help build community capacity.

Our Board

An eight member Board of Directors directs the operation of Richmond Family Place. Over the last few years we have worked on ensuring that the Board better reflects the needs of the agency and its membership. The majority of Board members are professionals with areas of expertise beneficial to the agency. The present Board of Directors has expertise in the fields of education, social work, health, human resources and early childhood development.

Our Volunteers

Richmond Family Place believes in utilizing the skills of community members in delivering services to families. Approximately 30 volunteers complement the work of staff by working in the thrift store, to providing support during parenting groups, to playing with children in the drop-in program.

WHAT WE DO

Programs Based On Community Needs

One of the inherent principles of family resource programs is that we believe that just as children develop within the context of a family, families develop within the context of the community. Our programs are based on the uniqueness of our community's changing needs. While all our programs fall within our mandate, the delivery of these programs change in response to our changing community. This can mean offering parent support in Mandarin, targeting a parenting class to families with babies or offering workshops on brain development in the early years. We respond to the community's needs and interests.

Our Programs

The Healthy Start Drop-In Program
The Healthy Start Drop-In Program continues to be the focal point of the agency. The drop-in is open for eight sessions a week and is available to parents and their children ages birth to 5 years. Staff are trained to work with a variety of needs and it is not unusual to see children in the program who have developmental delays or behavioural challenges. Children enjoy educational toys, circle time, crafts and snack time. Activities also stress multicultural themes. Staff model positive parenting and provide parents with support and information and referrals to other community services. The drop-in receives over 1,200 visits a month.



Many families do not have access to backyards. Here, siblings Marla (left), Emma and Peter enjoy the backyard at Richmond Family Place.

Family Support Program

The Family Support Program responds to issues facing parents through parent education, counselling, support groups, and information and referral. Although programs change to serve the changing needs of families, several programs are presently ongoing:

The Healthy Start Education Series

Weekly workshops on topics related to child development, parent-child interaction and personal growth for parents. Workshops are offered by professionals from the community who volunteer their time.

The Richmond Parent-Child Mother Goose Program

This program focuses on bonding and attachment using the pleasure and power of stories and rhymes to develop positive family patterns.

Nobody's Perfect Parenting Program

For parents overwhelmed and isolated by the challenges of parenting young children, this free program includes transportation, childcare, snacks and parenting books. Parents learn the basics of health, safety, behaviour and self-care.

Parent Support Counselling Program

The Parent Support Counselling Program addresses parenting issues and concerns. Services are provided through individual counselling and couple counselling. Telephone support and informal counselling also contribute to the success of the program.

Parent Partnership Program

This program, funded by the Vancouver Coastal Health Authority, has allowed us to develop programs during non-traditional hours. These programs, which have been operating at capacity since they began, are offered on Saturday morning and Thursday evening. We are presently re-focusing the mentorship component of this program, which will see parents being involved in the planning and delivery of the program. Parents will receive training and support to deliver some components of the program and support teach other.

Resource Library

Richmond Family Place maintains a lending library of books and videos on parenting and self help topics. Information and referrals are also available to the many programs and services available in the community through brochures and other written materials.

Richmond Family Place Thrift Store

Volunteers staff the thrift store, which provides clothing free of charge for families staying at Nova House and to refugees referred through Jewish Family Services. The rest of the community can purchase items at very low prices. Not only does the store provide a service to the many low-income families who shop there, it also provides a significant source of income for our programs. A recent expansion has seen a 30% increase in sales. Money raised in the thrift store accounts for about 10% of our total revenue.

Community Partnerships

Building strong, healthy communities is also part of the mandate of family resource programs. Richmond Family Place works closely with a number of community partners to respond to the needs of families and to strengthen community. Joint projects have included parent support groups, community kitchens, parenting classes and drop-in programs. Partners we have worked with include Family Services of Greater Vancouver, Volunteer Richmond, PIRS, the Infant Development Program, Richmond Health Services, and Richmond Youth Service Agency.

Innovative Approaches to Programming

During our long-range planning process, conducted in 2000, we strategized on how to respond to community needs in new ways. Two directions were incorporated into our long-range plan:

Phase 1: Family Outreach Program

Twenty-three years ago, when Richmond Family Place first began serving the community, central Richmond was the community. Since that time Richmond has grown and expanded. Community services have not kept pace with this growth. Richmond Family Place has recently received project funding which is enabling us to go out into the community. We are now developing satellite programs in East Richmond, Hamilton and Ironwood with a number of community partners. These programs will be unique to the needs of these specific neighbourhoods. While this is only project funding we are confident that we will be able to secure ongoing funding to continue this outreach program.

Phase 2: Family Outreach Program

Phase 2 of the Family Outreach program will provide training and support to parents and volunteers to empower them to run drop-ins and playgroups in local neighbourhoods with limited staff resources.

Future Projects

In response to evolving community needs we are always looking ahead as to how we can enhance programs for families. There are several new directions we are focussing on:

Early Learning Program

Over 50% of children starting kindergarten do not have the necessary skills to embark on their education. We are exploring how we can work with 4 and 5 year old children and community partners to better prepare them for this major transition.

Early Childhood Development Centre

An Early Childhood Development Centre would ensure that all families will have access to effective, core early year services. These services could include early learning activities, parent resources and training, outreach services, early literacy and links to other early year services. Our present provincial government is committed to early year initiatives and it is our long-range goal to work in partnership with the community to look at the feasibility of establishing an Early Childhood Development Centre in Richmond.

APPENDIX 1: MISSION STATEMENT





September 17, 2002

David McLellan
 Urban Development Division
 6911 No. 3 Road
 Richmond, BC V6Y 2C1

Dear Dave:

At our recent Board of Directors meeting, our Board was pleased to hear that City staff are working to find a long-term location for Richmond Family Place. During our discussion, several questions and comments arose that they have asked me to convey to you.

One, our Board of Directors would like a definitive answer as to the feasibility of remaining at our current location. We believe we make very good use of this land, serving over 400 parents and children every week who live in the core of Richmond. We have a strong community focus and play an important role in serving Richmond families. What better use could you find for this land?

Two, the Board of Directors would like to reiterate our facility needs, as outlined in the report, **Home Sweet Home**. As stated, we want to remain in central Richmond and, *"...the facility would need to be approximately 4,500 square feet. It would need a sizeable backyard, ample parking, proximity to community resources, close to public transportation and accessibility..."*

Lastly, the Board of Directors is concerned about the delay in getting this before City Council. The initial time frame had the staff report going to Council at the beginning of September. We are now looking to the beginning of November. Additional delays in decision making create major frustrations for us. We turn people away every day. We cannot provide additional programming because of space limitations. We have had to postpone our long range planning because of location uncertainties. Our fundraising committee has been put on hold until we can determine our capital needs. We would like to fast track this process if possible. We also want to ensure that City staff will continue to work in consultation with us to ensure that staff recommendations reflect our needs.

Dave, we're very appreciative of the support Richmond Family Place receives from the City of Richmond. But we're now reaching a point where action is needed. I look forward to hearing from you.

Sincerely,

Diane Brow
 President, Board of Directors

cc. Cathy Carlile, Parks, Recreation and Cultural Services
 Lesley Sherlock, Urban Development

CITY OF RICHMOND

SEP 19 2002

RECEIVED

6560 Gilbert Road ■ Richmond ■ V7C 3V4 ■ 278-4336 ■ Fax: 278-4433 ■ rfp@vcn.bc.ca

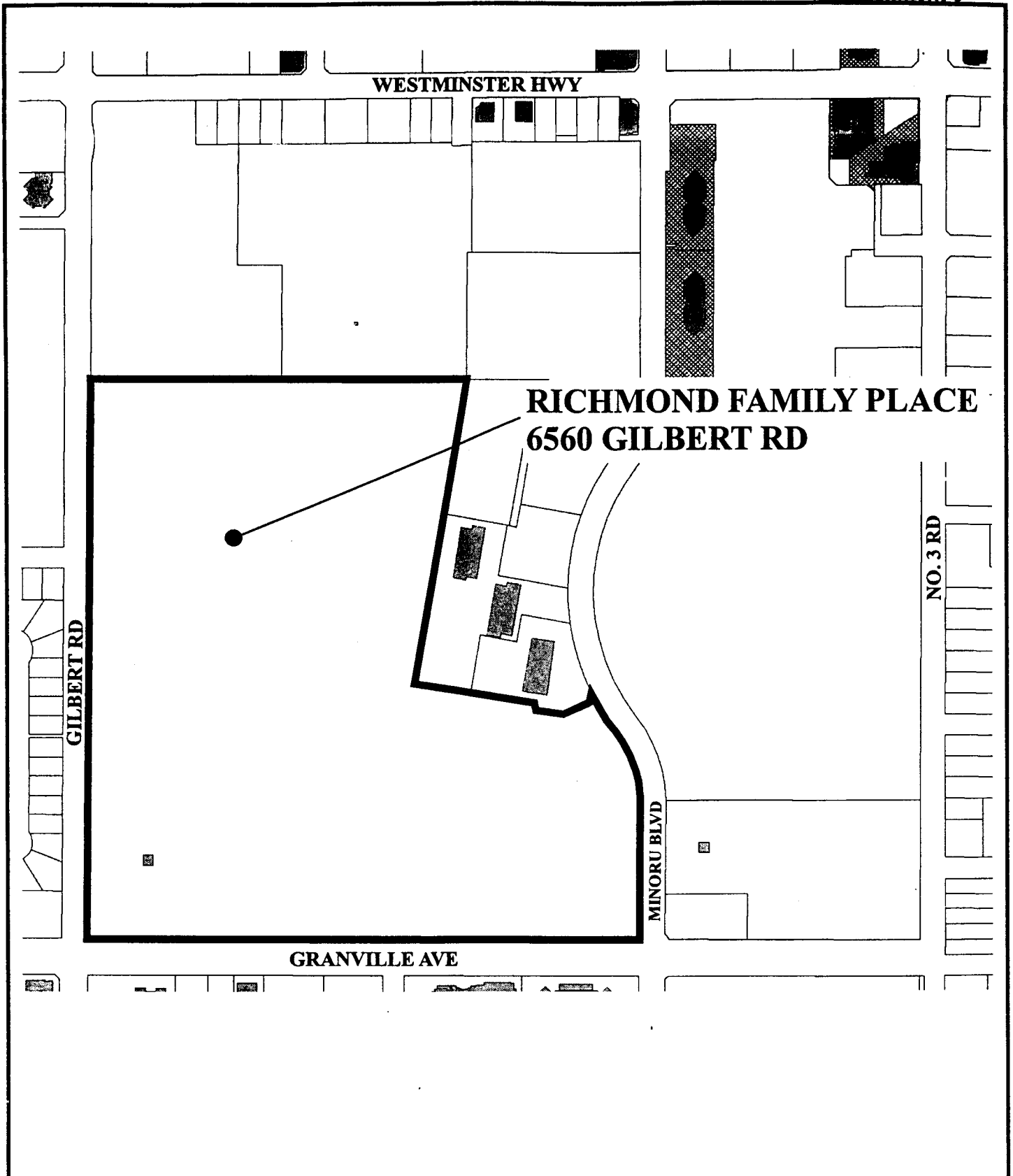


A United Way Member Agency

105

Charitable Donation No. 107895179 R001

Time-Frame Considerations: Temporary and Permanent RFP Location Options							
Item	2002	2003	2004	2005	2006	2007	2008 & onwards
RFP Request for a home		Recommended Temporary Lease to be reviewed by December 31, 2003 after Park Master Plan is completed				Permanent Home	
Present site		Current lease ends (August 23)	Council-proposed lease ends	RFP request (Nov 22, 2002)	RFP would like a long-term lease at their present site		
City Minoru Park Planning		<ul style="list-style-type: none"> - Park planning process ends by Dec. 31, 2003 - City can make a decision to locate RFP either: <ul style="list-style-type: none"> - in Minoru Park - somewhere, or at the Family Court Building site, or - at another site 					
Family Court House (6931 Granville Ave.) Availability		Used by Province until July 2004			No 1 Fire Hall staff - possible temporary home (approx. 7,000 sq.ft.)		Fire Hall Staff move to Community Safety Headquarters RFP may relocate to 6931 Granville Ave.



**RICHMOND FAMILY PLACE
6560 GILBERT RD**

GILBERT RD

WESTMINSTER HWY

MINORU BLVD

NO. 3 RD

GRANVILLE AVE



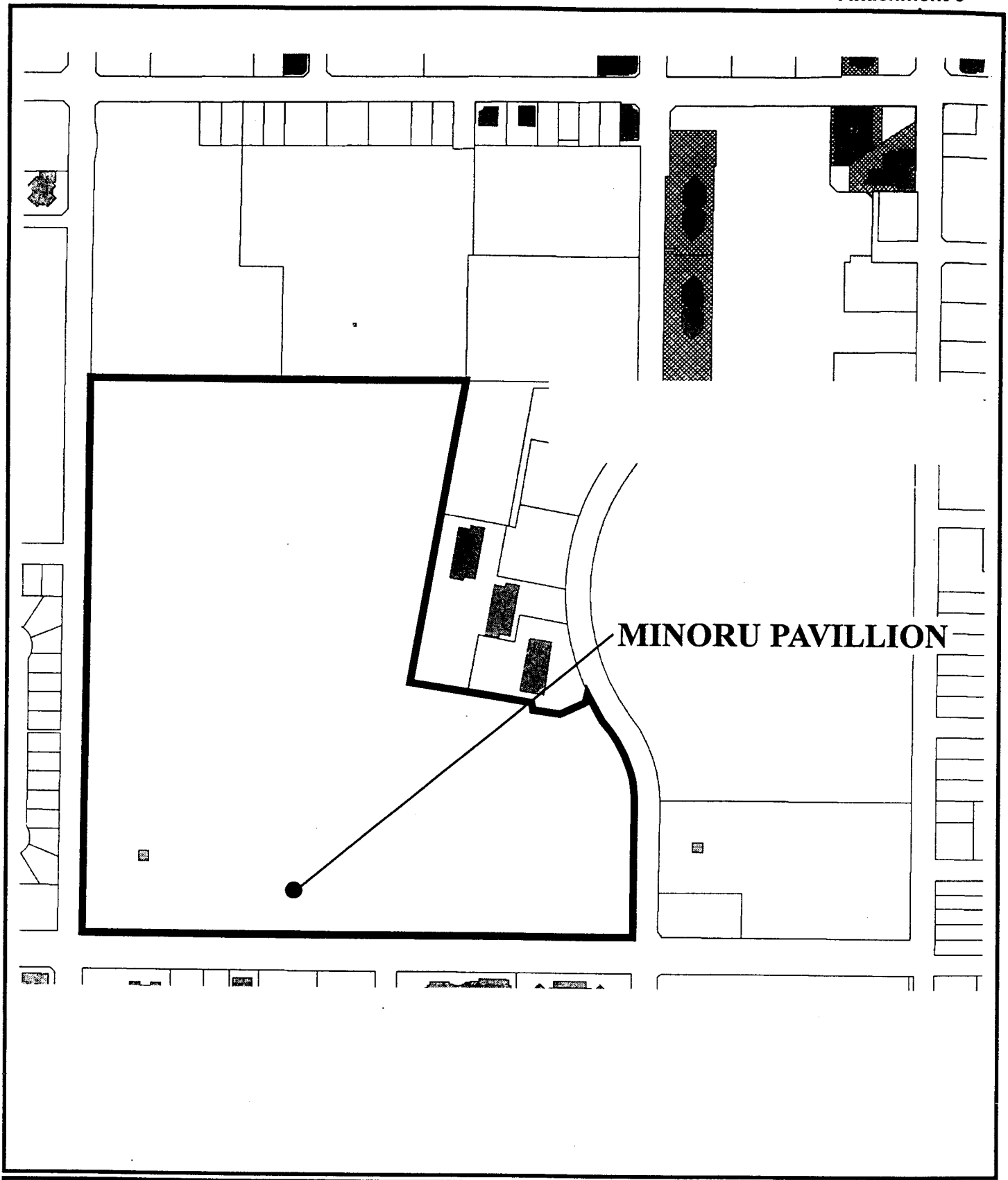
**Richmond Family Place
Present Site**

6560 Gilbert Road 107

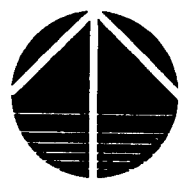
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Note: Dimensions are in METRES



MINORU PAVILLION

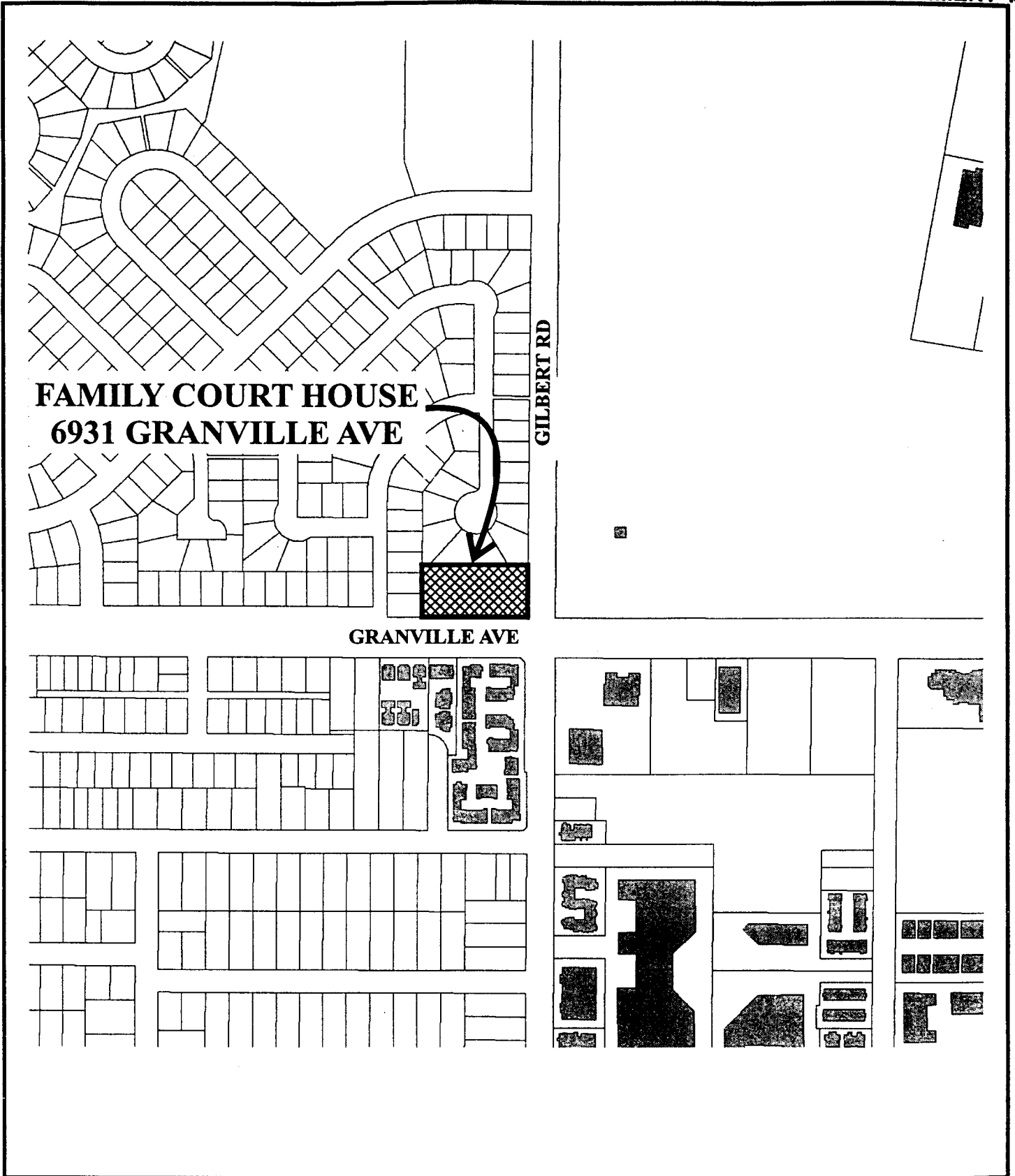


Minoru Pavillion
108

Original Date: 09/03/02

Revision Date:

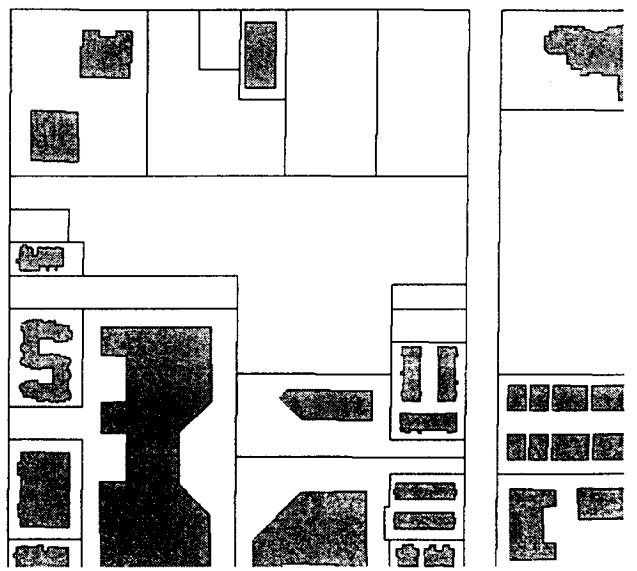
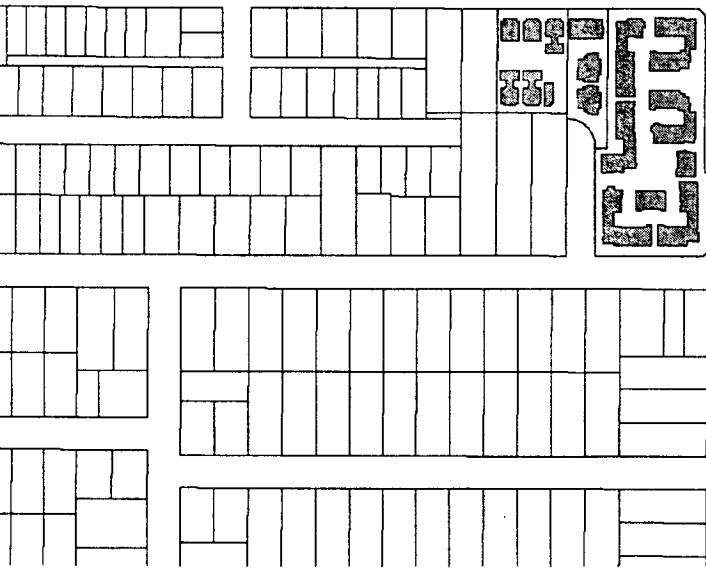
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FAMILY COURT HOUSE
6931 GRANVILLE AVE

GILBERT RD

GRANVILLE AVE



Family Court House

109

Original Date: 09/03/02

Revision Date:

Note: Dimensions are in METRES