



City of Richmond

Memorandum

To: Mayor Brodie and Members of Council
From: Group Home Task Force

Date: November 6, 2001
File: 0100-20-GHOM1-01

Re: Final Report and Recommendations

Attached is our Final Report and Recommendations, letter of presentation and a letter from Richmond Health Services supporting the approach we have recommended.

Within a few days, we expect the Chinese translation of the Final Report and Recommendations and both of the letters to be completed. At that time, the report and letters will be available on the City website in both languages.

Members of the Task Force will welcome the opportunity to present this report to Council, or a Committee of Council, at your pleasure.

Group Home Task Force



City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1
Telephone (604) 276-4000
www.city.richmond.bc.ca

October 31, 2001
File: 0100-20-GHOM1-01

Mayor Brodie and Members of Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mayor Brodie and Members of Council:

Re: Group Home Task Force Final Report and Recommendations

We are very pleased to submit our Final Report and Recommendations for your consideration.

We would like to thank you for the confidence you placed in us to review the group home issue and for providing us with the necessary time and funding to complete our work.

This was not an easy process for our Task Force. In many ways Task Force membership reflected the opposing views about group homes in our community. However, during this process, we developed a sense of trust and appreciation for the opinions each of us held and we are proud of the consensus and agreement we reached. We are encouraged to know that issues of this type can be addressed when there is a willingness to listen to all sides, to share perspectives, and to work cooperatively towards resolution.

Yours truly,

Members of the Group Home Task Force

Janet Corbett

Janet Corbett

Alexander Kostjuk

Alexander Kostjuk

Kelly Lam

Kelly Lam

Everett Mackenzie

Everett Mackenzie

Brenda Reynolds

Brenda Reynolds

Cecilia Tanne

Cecilia Tanne

Janet Tyler

Janet Tyler

Brian Wardley

Brian Wardley

John Wong

Yisong Yu

Yisong Yu



October 31, 2001

Final Report and Recommendations

City of Richmond Group Home Task Force

A. Purpose

The Group Home Task Force, a 10-member working group, was formed by a Council resolution on March 12, 2001 and held its first meeting on May 8, 2001.

This report presents the Task Force's recommended policy for new licensed group homes with 7-10 persons in care.

B. Summary

The Group Home Task Force recommends a comprehensive policy, unique to Richmond, and designed to address issues and concerns raised by all citizens. Recommendations for the policy are consistent with the City's vision and history, and supportive of community consultation, clear definition of stakeholder roles, and harmony within the City's multicultural community.

Task Force recommendations include:

- *Adding the term "Residential Care Facility" to the Zoning Bylaw* and ensuring that a location criterion for Residential Care Facilities is applied;
- *Implementing a neighbourhood information and notification process*, and consolidating the process with a *Protocol Agreement between the City of Richmond and Richmond Health Services*. The process includes the City soliciting comments from neighbours within a five-house radius of a proposed Residential Care Facility, and conveying those comments to Richmond Health Services for review with the Residential Care Facility operating team. The process also includes Richmond Health Services issuing a 1-year interim permit to operate a Residential Care Facility and the City conducting

a second neighbourhood notification and consultation process prior to the expiry of the interim permit;

- *Designating a City staff person* to manage the process of establishing Residential Care Facilities;
- *Establishing an Advisory Committee* to oversee the implementation of recommendations, and to monitor ongoing issues, as required;
- *Providing ongoing information* about Residential Care Facilities to Richmond residents through a revised "Group Homes in Richmond" publication;
- *Establishing a Cultural Relations Committee* to promote harmony within the City's multicultural community.

C. Process Followed by the Task Force

The Group Home Task Force retained the services of two consultant teams, one to provide overall support, and one to act as media liaison.

The Task Force met 26 times during the six month process. Highlights of the process followed by the Task Force include:

- Regular formal meetings, open to the public, where information was gathered and presentations were provided by group home operators and residents, representatives of Richmond Health Services, social planners, a member of the recovery community and neighbours of the Turning Point Recovery Home;
- Development of the "Group Homes in Richmond" publication to help inform the community about different aspects of group homes;

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- Public consultation meetings where an overview of information learned was presented and members of the public were invited to provide input;
- A series of informal Task Force workshops to develop the Final Report and Recommendations;
- Presentation of the Final Report and Recommendations to Council.

D. Background to the Recommendations

D.1. Support for the City Vision and History

The Group Home Task Force recommendations are consistent with:

- The City of Richmond vision identified in the Official Community Plan (page 3), that “the City of Richmond be the most appealing, liveable and well-managed community in Canada”;
- The City of Richmond tradition of inclusiveness and history of support for those with special needs.

D.2. Guiding Principles

The Group Home Task Force recommendations are consistent with the following guiding principles:

- Communication and consultation with the community on issues of concern to citizens is an important requirement of a “well-managed” City;
- A “well-managed” City is one where the responsibilities of the stakeholders, including the City, the community or neighbourhoods, and others who may be involved (in this case Richmond Health Services) are clearly defined;
- Although Richmond’s multicultural makeup is one of its strengths, ongoing efforts must be made by the City to ensure harmony within the community.

E. Recommendations

E.1. Zoning Bylaw

The Group Home Task Force recommends:

That the term “Residential Care Facility” be added to the Zoning Bylaw and defined as a licensed group home for 7-10 persons in care.

That Residential Care Facilities be allowed as permitted uses in all zones where residential uses are permitted, and that they be required to be located a minimum of 200 meters, lot to lot, from another Residential Care Home or Residential Care Facility.

E.2. City Process

The Group Home Task Force recommends:

That the following process be implemented by the City upon notification by Richmond Health Services that an application for a Residential Care Facility has been received:

City reviews proposed building for fire and health requirements, and location criterion as identified in the Zoning Bylaw.

City notifies neighbours within a five-house radius of the proposed Residential Care Facility, in writing, that an application for a Residential Care Facility has been received, and invites neighbour comments. Notification to also include:

- Invitation to an informal neighbourhood meeting, hosted by City staff and to include representatives from Richmond Health Services and appropriate Residential Care Facility operators. The purpose of the neighbourhood meeting is to provide information to area residents and to address possible concerns;
- Name and contact information for a designated member of the Residential Care Facility operating team;
- Fact Sheet about the Residential Care Facility with information about number of residents, type of facility and expected resident turnover, number of staff, level of supervision, hours of operation, referral process, funding, expected building alterations, parking provisions, and information related to any other expected physical changes or provisions to the property;
- An updated copy of the publication “Group Homes in Richmond”.

City conveys neighbour comments to Richmond Health Services for information and review with Residential Care Facility operating team.

Richmond Health Services may issue a 1-year interim permit to operate a Residential Care Facility.

Six weeks prior to expiry of the 1-year interim permit, City contacts neighbours within a five-house radius of the Residential Care Facility, in writing, for additional comments and feedback related to the operation of the Residential Care Facility. City may also wish to host an additional (optional) neighbourhood meeting to address any issues and concerns.

City conveys neighbour comments to Richmond Health Services for information and review with Residential Care Facility operating team.

Richmond Health Services may issue a full Community Care Facilities License to operate a Residential Care Facility.

In the event that issues and concerns emerge during the interim period and beyond, City may wish to establish a working group, with membership to include a City staff member, a representative of Richmond Health Services, and an area resident(s) to address issues of concern.

E.3. Protocol Agreement

The Group Home Task Force recommends:

That a Protocol Agreement between the City of Richmond and Richmond Health Services be prepared to formalize the process for establishing a Residential Care Facility as identified above.

That the specific responsibilities of the City of Richmond and Richmond Health Services, and the relationship between them, be defined.

E.4. Designated City Staff Person

The Group Home Task Force recommends:

That a City of Richmond staff person be designated to manage the process of establishing Residential Care Facilities and to serve as a point of contact for Residential Care Facility operators, Richmond Health Services, and members of the public.

E.5. Advisory Committee

The Group Home Task Force recommends:

That a Residential Care Facilities Advisory Committee be established to (1) oversee the implementation of the recommendations in this report, and (2) advise on issues related to Residential Care Facilities in Richmond, as required. Recommended membership on the Committee to include one representative of City Council, the designated City staff person, one operator of a Residential Care Facility, one representative of Richmond Health Services, and selected representatives of the Group Home Task Force.

E.6. Ongoing Information

The Group Home Task Force recommends:

That the “Group Homes in Richmond” publication (September 2001) be revised and made available to Richmond citizens as an information document.

E.7. Cultural Relations

The Group Home Task Force recommends:

That a Cultural Relations Advisory Committee be established to assist with ongoing efforts to promote understanding and harmony among the citizens of Richmond.

F. Acknowledgements

The Group Home Task Force would like to thank the following:

- City of Richmond Mayor and Council for the opportunity to participate in this process and for providing the necessary time and funding to complete the work;
- Richmond citizens for attending meetings and for their suggestions and submissions;
- Invited speakers at Task Force meetings for providing information and perspective;
- City of Richmond staff members for providing expertise and support;
- Richmond Health Services for providing information and feedback;
- Don Cameron Associates for providing administrative support, facilitation, writing and translation services;
- Chinese Informedia Consulting Group Inc. for providing media liaison services.

Acute Treatment
The Richmond Hospital

Community Care
Long Term Care
Home Care
Minor Residence
Richmond Lions Manor

Mental Health
Child and Youth Services
Adult/Older Adult Services

Population Health
Environmental Health
Health Promotion and
Prevention

The Richmond Hospital Site
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**Richmond
Health Services**

Part of the Vancouver/Richmond Health Board

October 31st, 2001

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

Dear Council Members:

Re: **Richmond Group Home Task Force Recommendations**

We have reviewed the last draft of the report from the Group Home Task Force with respect to policies for licensed homes with 7-10 persons in care. We understand that this report has received the full support of the Task Force and we commend them on reaching consensus on this important community issue.

We will be pleased to work with the City on the development of a protocol which addresses the concerns and recommendations expressed in the Task Force's final report. This is with the understanding that our participation on any proposed policy or issue will be guided by the requirements of the Community Care Facilities Act and Regulations .

We would like to acknowledge the Task Force members for their many hours of service, research and deliberation on this matter. We are supportive of the basic principles behind the work done to date, and look forward to working with the Residential Care Facility Advisory Committee.

Sincerely,

Ron Climenhaga,
Chief Operating Officer

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