



City of Richmond

Report to Committee

To: Planning Committee  
From: Cathryn Volkering Carlile  
General Manager - Parks, Recreation &  
Cultural Services  
Re: **New Location for Richmond Family Place**

*to Planning - Nov. 21, 2006.*  
Date: November 9, 2006  
File: 03-1000-14-138.

**Staff Recommendation**

That:

1. Debeck House located at 8660 Ash Street be designated as the new location for Richmond Family Place;
2. Staff be directed to prepare a sub-licence agreement for the exclusive use of Debeck House by Richmond Family Place Society for a period of not less than five (5) years in accordance with the terms and conditions contained in this report as well as such other terms and conditions as may be acceptable to the General Manager – Parks, Recreation & Cultural Services in consultation with the City Solicitor;
3. The General Manager, Parks, Recreation & Cultural Services be authorized to execute the sub-licence agreement contemplated by these recommendations as well as such other documentation including plans as are necessary to ensure compliance with these recommendations;
4. That the offer to Richmond Family Place Society for exclusive use of Debeck House be subject to the Society occupying the premises by December 31, 2007, and;
5. Staff be authorized to prepare correspondence under the Mayor's signature in support of Richmond Family Place fundraising initiatives.

Cathryn Volkering Carlile  
General Manager - Parks, Recreation & Cultural Services  
(4068) Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY					
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>		
Facility Management.....	Y	<input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>[Signature]</i>		
Parks .....	Y	<input checked="" type="checkbox"/> N <input type="checkbox"/>			
Policy Planning .....	Y	<input checked="" type="checkbox"/> N <input type="checkbox"/>			
Law.....	Y	<input checked="" type="checkbox"/> N <input type="checkbox"/>			
<b>REVIEWED BY TAG</b>	YES	NO	<b>REVIEWED BY CAO</b>	YES	NO
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## **Staff Report**

### **Origin**

At the meeting of January 13, 2003, Council received a report on locational options for Richmond Family Place (Attachment 1). Staff were directed at that time with the following resolution:

“That the Parks, Recreation and Cultural Services Master Park Planning process incorporate a permanent site for Richmond Family Place.”

This report is in response to the resolution.

### **Background**

Richmond Family Place Society (RFPS) identified very specific locational criteria in 2002 for a permanent home. A site in the downtown of Richmond, in close proximity to the Minoru Park recreation facilities and transit hubs was identified as preferred, but was not able to be identified.

The facility issues which prompted the 2002 study have continued for RFPS, although they have been able to address some of their capacity shortfalls with outreach programs which are more difficult and costly to provide and administer. They are effective in meeting some neighbourhood based needs but are not effective for many programs. In the meantime, the physical condition of their current site continues to deteriorate.

RFPS initiated a long-term planning process in 2006 and has provided a second draft of “Richmond Family Place Moving to the Future” (Attachment 2) in which they examine use and travel patterns of their clientele resulting in a revision to the original locational criteria. This revision has given staff the opportunity to look at centrally located facilities that are accessible, but outside of the downtown core.

Discussions between City staff, RFPS staff and Society representatives identified Debeck House at 8660 Ash Street as a possible permanent location. RFPS confirmed their interest in Debeck House by way of letter dated November 1, 2006 (Attachment 3).

### **Analysis**

#### **Location**

Debeck House, at 8660 Ash Street is near the Garden City-Blundell Shopping Centre. It is easily accessible by car and within 400 metres of a transit stop. The facility is owned by the Richmond School District and the City has use of the building known as Debeck House as per a licence agreement with a term ending on December 31, 2090.

#### **Building**

RFPS have identified Debeck House as a suitable building as a “home base” and for the core of their programs. At 3800 ft<sup>2</sup> it is more than double the size of their current location and the room configuration allows appropriate sized spaces for a range of programs including their “Thrift Shop”. All renovations must be approved in writing by Facility Management Planning & Construction prior to the commencement of any work or issuance of any permits.

### School District Consultation

The agreement with the School District states that the City may operate Debeck House as a "leisure and recreation facility for the term of this agreement". The School District has been consulted with regard to the impact of RFPS permanently occupying Debeck House (which is located adjacent to Debeck Elementary School) and have agreed that use of Debeck House by RFPS is permitted under the terms of the agreement inclusive of the existing Thrift Shop and fund-raising activities. Access and parking are on School District property so alterations to those, if needed, will require approval of the School Board.

### Current use of Debeck House

The use of Debeck House over the past two (2) years has been averaging six (6) to seven (7) bookings per month. In 2004 the city's job evaluation committee used one room extensively. Senior City staff have been canvassed for possible uses but no need was identified. The current level of use can be accommodated in other City facilities with minimal impact.

### Zoning

The property is zoned School Public Use (SPU) which is the same as at the current location in Minoru Park. No use changes are planned.

### Traffic and Parking

Traffic and parking have been identified by the School District as potential issues particularly around the beginning and end of the school day (9:00 am and 3:00 pm). RFPS have confirmed that they will consider this when setting their program times and conditions will be included in any agreement to ensure co-operative uses.

### **Financial Impact**

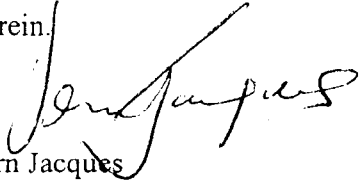
#### Capital & Operating Costs

RFPS have indicated their willingness to pay for the cost of any renovations which would be required to meet their occupancy and program needs. They are also willing and able to cover the ongoing operating costs for heat, light and building maintenance. Historically this has been approximately \$10,000 per year, but could be higher with additional use.

### **Conclusion**

All of the facility and location issues identified by both City and RFPS staff have been addressed. Debeck House can provide good service as a permanent home for Richmond Family Place and good use can be made of what has been, in recent years, an under-used facility.

Staff request approval to prepare and execute a sub-licence agreement with Richmond Family Place Society for the building known as Debeck House with a term of not less than five (5) years commencing on or before December 1, 2007 at a nominal licence fee and the provision that Richmond Family Place Society will pay all costs for renovation which would be required to meet their occupancy and program needs, utilities and building maintenance. The City of Richmond will continue to hold the head licence and be bound by the obligations contained therein.



Vern Jacques  
Manager, Projects and Programs  
(4158)  
VRJ:jh



City of Richmond

Report to Committee

To: General Purposes Committee *To General Purposes - Dec 16, 2002*  
 From: Terry Crowe Date: November 28, 2002  
 Manager, Policy Planning File: 1000-14-015  
 Re: **LOCATIONAL OPTIONS FOR RICHMOND FAMILY PLACE (RFP)**

**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

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<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
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 31<sup>st</sup>, 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 31<sup>st</sup>, 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"> <li>- Add another 1,924 sq. ft. for a total of 4,500 (two floors)</li> <li>- Increase building footprint by approx. 400 sq. ft.</li> </ul>
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"> <li>- playroom,</li> <li>- sitting room,</li> <li>- 2 offices,</li> <li>- kitchen,</li> <li>- thrift shop</li> </ul>	All existing uses plus: <ul style="list-style-type: none"> <li>- larger playroom</li> <li>- 2 more offices</li> <li>- more storage</li> </ul>	Total: <ul style="list-style-type: none"> <li>- expanded playroom,</li> <li>- sitting room,</li> <li>- 4 offices,</li> <li>- kitchen,</li> <li>- thrift shop,</li> <li>- meeting room</li> <li>- more storage</li> <li>- more parking</li> </ul>

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 "2<sup>nd</sup> 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 "2<sup>nd</sup> 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.*

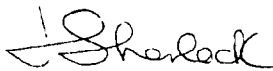
**Financial Impact**

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



# Richmond Family Place

## Moving Forward to the Future

**An overview of and update on Richmond's Family Resource Program  
October 2006**

**DRAFT II**

# **Richmond Family Place Moving Forward to the Future**

## **An Executive Summary**

Richmond Family Place(RFP) is a Family Resource Program(FRP), one of many in British Columbia but the only one within the City of Richmond. The central purpose of a Family Resource Program is to develop and support healthy parent-child interaction through relationship building, parent/child attachment support and through building a community's capacity to care for its children. Family Resource Programs are a source of information on child development, discipline and life skills and are open to all families in the community.

RFP has been located on Gilbert Road just south of Westminster Hwy for 28 years. At this location it offers drop-in programs as well as a variety of targeted registered programs for parents and caregivers of children aged 0-6, 6 days a week. In addition, it offers outreach programs in partnership with other community institutions such as the Cambie library, Hamilton and Steveston Community Centres to bring access closer to home for families across Richmond.

RFP serves a diversity of families that mirrors the diversity of our community. 60% of our families have English as a second language and many of our families live below the poverty line. Most of the parents involved are mothers but increasingly we are seeing fathers/male caregivers and grandparents take advantage of our programs and we continue to adjust and make new offerings to meet these needs.

As the city of Richmond has grown, so to has Richmond Family Place. In fact, we have outgrown the space at the Gilbert location, given a 53% increase in the drop-in program in the last year, and need to find a new home immediately. Too often we turn families away from the drop-in programs due to lack of space. The eight staff that work at Gilbert Road and at the outreach programs share three small offices and our kitchen does not allow for community kitchen and food safe programs badly needed by our families.

Over the years, RFP has given much to families in the community and has been well-supported by community service groups, businesses and grant agencies such as United Way, the Richmond Foundation and the Vancouver Foundation. We are now at a time and place where we need to say goodbye to our 'little brown house' and move to a larger physical plant. To do this we look to the City to assist us in identifying a suitable location and in re-locating so we may continue our support to families as we have in the past and respond to the greater demands for our services and support today and the increase we will see in the future.

## **Richmond Family Place, a family resource program Moving Forward to the Future:**

### **Purpose of this document**

This document is designed to provide concise information about and forward vision for Richmond Family Place (RFP). It is intended to assist staff, the board and the community in understanding the mandate and role of this organization. It is anticipated that over the next year there will be need for significant changes in Richmond Family Place in response to increased use of our facilities by families and growth of programs in response to community needs. In addition to the need for a larger central location to accommodate daily use by the community, the infrastructure and staff required to respond to the proliferation of outreach programs across the community and the partnerships/integration of services with other Early Childhood Development (ECD) organizations has strained the capacity of the current facility.

### **What is a family resource program?**

Family resource programs have as their central purpose the development and support of healthy parent-child interaction. As families attend drop-in sessions or specific programs offered at a family place, relationships develop between the staff and parents/caregivers and between the families who attend as they share the joys and challenges of their experiences raising children. Skilled staff facilitates these connections and ensure the program operates smoothly. Staff is able to identify issues and assist with parent-child relationships and other family related problems before they become critical. Family resource programs are also a source of information on child development, discipline and life skills. Staff makes referrals to other services and agencies when appropriate.

Family resource programs have 3 unique features that promote positive outcomes for families and communities:

- *Promote relationship building* – statistics show that families voluntarily attend an average of two times weekly for 18 months. This provides an extended period of time to form long-term connections within one's communities.
- *Promote parent/child attachment* – programs are family-focused in contrast to child-focused and view the connection between the parent and the child as the essential target of service.
- *Build community capacity* – programs are community-based, reflecting the socio-economic texture of their neighbourhoods. They serve as community hubs for families with diverse backgrounds.

Research on the long-term effectiveness of various programs that promote early childhood development and provide family support clearly indicates that the most effective program models are those that target and promote both early childhood development and family support/parenting development. Only these multi-targeted programs have long-term effects and wide ranging positive outcomes.

Richmond Family Place is committed to sustaining the identified best practices for family

resource programs as identified in Working to Make a Difference: Guidelines for Best Practices in Family Resource Programs (BC Association of Family Resource Programs, 2004). Effective, quality programs reach multiple targets: children, adult, family and community. They:

- Provide support in natural settings (physical space and design);
- Are controlled by families and the local community (governance);
- Are built on and build respectful, trusting and empowering relationships;
- Promote personal development for children and parents/caregivers;
- Respect and respond to diversity;
- Have well-trained, competent, quality staff;
- Evaluate their services through collaborative or participatory assessment;
- Offer programs shown by research to be effective.

### **Richmond Family Place – A short history**

Richmond Family Place has offered support to families in the Richmond Community since 1979. It began as a collaborative effort of a number of partners, including the city of Richmond, Women's Resource Centre, Jewish Women International and the Richmond Jaycees and continues in its original mission of supporting Richmond's young children and their families. RFP is one of the largest and oldest resource programs in BC. The programs offered in the current location on Gilbert Road and in the outreach programs located around Richmond operate from a solid foundation because we involve our families and the community in:

- determining relevant programming,
- ensuring programs reflect the culture and values of families,
- establishing relationships with other community services, and
- developing an integrated service delivery model.

#### *Staffing*

Currently, RFP employs (8) staff, (6) full-time and (2) part-time, as well as a number of skilled facilitators and part-time childcare workers. Staff reflect the multicultural diversity of the community, 75% of the staff were born outside of Canada and speak a total of 5 different languages: English, Cantonese, Mandarin, Spanish and French. Recent professional development has included workshops in grant writing, team performance, facilitation training, promotion, domestic violence and attachment theory.

Staff are also actively involved in various Early Childhood Development committees and working groups including Richmond Children First, Richmond Early Years Committee, City Center Health Advisory Committee, Poverty Response Committee, Richmond Community Services Advisory Council, Ministry for Children and Family Development Leads meeting for the Early Years, and the United Way Success by Six Speaker's Bureau.

#### *Governance*

A ten member Board of Directors directs the operation of RFP as a not-for-profit association. Board members reflect the diversity of the community and represent a variety of professional fields, skills and interests beneficial to the organization. As a group they are committed to enabling the continued growth of RFP to meet the demonstrated needs of the community by

working in partnership with other organizations and community members.

### *Volunteers*

RFP could not operate if it were not for the countless hours of support and service from an impressive number of volunteers. Currently RFP has 50 active volunteers doing approximately 160 hours per month of volunteer work in the thrift store and playroom. Our volunteers bring a range of skills and great energy to compliment the work of staff by operating the Thrift Store, providing support during parenting groups and playing with children in the drop-in program among many other valued tasks.

### **Who do we serve?**

Richmond Family Place provides innovative prevention programs to all families with children 0-6 years of age living in the Richmond area. Although we are located in city center we have successfully implemented outreach satellite programs in the most vulnerable areas of Richmond: East Richmond and Hamilton. We serve over 900 different families per year in our main site and outreach programs. Approximately 2000 children, parents and caregivers visit and attend our programs monthly.

Richmond Family Place serves all different types of families. Families cover the spectrum of income level, family size, ethnicity and composition. Many of the families that attend Family Place programs are living below or near the poverty line. The majority of parents we serve are women, however this past year has seen an increase in the number of fathers/male caregivers attending the programs (22%). An increasing number of grandparents are accessing services with their grandchildren and our Saturday drop-in program and evening workshops have seen a significant increase in working parents (25%).

Approximately 60% of the families we serve have English as their second language. Although many Asian families do access our services, their numbers are not representative of the number of Asians in the community. In fact our families are extremely diverse, over 27 languages are spoken by our clients. We also extend settlement services through welcoming a number of newcomer families and refugees.

Richmond Family Place has grown significantly over the past year in terms of its programming and the number of families attending programs as the comparative statistical information contained in *Appendix A* will confirm. These statistics reflect an overall 53% increase in families attending the drop-in program at the main site from 2005 to 2006, a trend that has been noticeable over several years.

Furthermore these comparative statistics show a steady increase in the number of new families that attended the drop-in program at Richmond Family Place. In 2005, 349 new families accessed programs and services at Family Place, and so far in 2006, 373 new families have attended programs and we are a little more than  $\frac{3}{4}$  of the way through the year.

Richmond Family Place has developed a strategic outreach strategy to continue to find and reach out to vulnerable families and to make all families aware of the programs and services

that are offered to them. It is our goal that we will continue meeting the needs of this diverse community and grow in the number of families served by Family Place.

### **What do we offer?**

RFP provides a continuum of innovative prevention programs for families with children 0-6 years of age including playroom drop-ins, parent education, parent mentoring program, family support, linkages, resources and referral. Programs and services are provided at the main site as well as at 5 other Richmond locations, including Cambie Library, Cambie Community Center, Hamilton Community Center, South Arm Community Center and Steveston Community Center. The programs all focus on building family strengths and respect the uniqueness of each family and the interdependent nature of families. Please see *Appendix B* for a detailed list of programs and services offered by RFP.

In addition to these on-going programs, RFP facilitates many special events including; seasonal field trips for families, multicultural pot lucks, family nights and dinners, parent conferences, nutrition days, monthly visits by health nurses, librarians and speech and language pathologists, and seasonal celebrations.

RFP provides families with informal family support, resources and referral when necessary. There are two trained staff members available at the main site and outreach site to facilitate this service.

### **Our Current Situation**

Our current building and location provides approximately 1000 square feet used as follows:

- 3 office areas, of approximately 100 square feet, each occupied by 2 staff.
- A Thrift Store of 250 square feet
- A playroom of approximately 350 square feet
- A family meeting of approximately 100 square feet, housing the library and instructional activities,
- A kitchen area that is too small to allow for community kitchen or food security programs, and
- An outdoor play area of approximately 700 square feet with movable outside toys and structures, 100 square feet of which is covered play area.

RFP uses about 25-30 parking spots per day for staff, families and customers of the Thrift Store. With the exception of staff, this fluctuates according to the time of day. Results from a recent survey show that 80% of families are driving to Richmond Family Place.

### **A 'Vision' for moving forward**

- A new central location for RFP
- Continued establishment of outreach programs around the city
- Focus on innovation in programming in response to families' needs
- Appropriate integration of services and partnerships with other agencies to maximize service delivery and resources

To support our current level of service and allow for some expansion of services RFP

requires:

- a larger structure, ideally 2000 square feet or larger interior room for programs and to house staff,
- a location that is within 3-4 blocks of transit and in the area bounded by Gilbert and #4 Road, Westminster and Williams.
- 2. • a kitchen area that will support community kitchens and food security programs,
- 3 to 4 separate gathering areas for programming, including playroom and meeting space,
- ✓ • an outdoor play area of 700 square feet or larger, and
- ✓ • a room of 300 square feet or larger with a separate entrance to accommodate the Thrift Store.

The Ministry of Children and Families has designated RFP as the 'Lead Agency' for services to children 0-6 years of age in Richmond. This leadership designation recognizes the pivotal role that RFP plays in the community in building healthy families and its role as the gateway to additional family services if necessary. RFP is engaged in continuous sampling and evaluation of the needs of young children and families and designs programs that are centrally located as well as an impressive number of programs located in neighbourhoods around the city – RFP's Outreach Programs. We continually scan for isolated families with the assistance of other community agencies such as Public Health and actively work to bring them to RFP's programs.

Due to the scope of these activities and the escalating use the community makes of these services, RFP has outgrown the available space in its current location on Gilbert Road. While this has been an ideal location and a much cherished 'little brown house', it no longer has the physical space needed to meet the increased numbers of families using the space, nor the needs of an increased staff to administer the growth of both central and outreach programs. In addition, after supporting RFP in this location for almost 30 years, the city has signaled its wish to utilize this location for other purposes. Consequently, RFP staff and board are looking to the city at this time to identify and support a re-location of RFP to a suitable site. The board and staff are eager to re-locate and to engage in negotiations and acquisition of funding to move this forward in the very near future.

Debeck House will provide us with the room in a suitable site for our programs for from 3 to 5 years. It is anticipated with the growth in the City Centre area, and the move within social services to 'hub' models of co-location and congruent service provision, that within this timeframe service providers will be re-organizing to better utilize facilities and infrastructure that should come available in some of the many construction projects currently underway or anticipated. Richmond Family Place makes a significant contribution to the desirability of the community to families and contributes to the livability of the city. It is our intention to continue to do so and to expand this contribution as the city grows.



**APPENDIX A**

**Richmond Family Place: Comparable Statistical Growth, 2004 to 2006**

<b>January</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004								
2005	23	50.5	181	230	411	177	18	18
2006	25	56.5	369	458	813	321	32	33

<b>February</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	24	54	291	384	675	288	27	28
2005	23	53.5	243	311	554	235	26	24
2006	24	54	357	427	784	329	49	33

<b>March</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	25	56.5	290	381	711	294	15	28
2005	28	65	337	425	762	320	29	27
2006	28	62.5	440	506	866	374	51	31

<b>April</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	25	56	251	341	592	246	17	24
2005	23	57.5	256	320	576	242	14	25
2006	25	56	481	564	1045	430	49	42

<b>May</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	24	53.5	234	300	534	223	8	22
2005	25	56	229	325	604	233	22	24
2006	30	60	534	598	1163	490	52	42

<b>June</b>								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	21	48.5	216	296	512	220	22	24
2005	28	60	345	467	812	317	44	36
2006	25	56.5	369	458	813	321	32	39

July								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	24	56	298	382	540	253	30	23
2005	19	49.5	224	285	509	234	21	27
2006	27	56	568	639	1207	509	46	45

August								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	25	58.5	307	429	736	280	19	29
2005	27	69	491	619	1110	439	48	41
2006	32	66	661	743	1404	596	51	44

September								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	23	51.5	268	364	614	256	29	27
2005	24	50	409	502	911	380	37	38
2006								

October								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	24	54	338	442	780	316	22	33
2005	29	58.5	382	480	862	351	37	30
2006								

November								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	23	52	259	334	593	249	17	26
2005	24	56	404	482	886	370	44	37
2006								

December								
	# Sessions	# Hours	# Adults	# Kids	Total	# Family Visits	# New Families	Average #/sessions
2004	17	38	126	147	273	116	4	16
2005	15	32.5	206	237	443	182	9	30
2006								

## **APPENDIX B**

### **Richmond Family Place Programs & Services:**

#### **Playroom Drop-in**

- Outdoor and indoor play
- Crafts, songs, stories, and family support
- 15 sessions weekly, at the Main Site, Cambie Community Center, Cambie Library and Hamilton Community Center.

#### **Baby & Me**

- Rhymes, songs and stories for families with children 0-2 years of age
- Provided at the main site, Cambie library and Steveston Community Center

#### **Play to Learn/School Readiness**

- Parents/Caregivers learn how to support their children through interacting and modeling
- Children 3-5 years of age learn how to socialize, play and learn in a structured environment
- 2-12 week sessions are offered two times per year at the main site.

#### **Make the Connection**

- Parents/Caregivers learn how to interact and enjoy their baby's first year based on the attachment theory
- Songs, stories, play and family support
- Located at the main site, Cambie Community Center and East Richmond Hall
- Program is provided in English and Cantonese, and is offered on the weekends.

#### **Nobody's Perfect Parenting Group**

- Six week parenting group where parents share interests and concerns on a variety of topics
- Four sessions per year at the Main site & at Hamilton Community Center

#### **Parent Power Education Series**

- Monthly fun educational workshops for parents and children on a variety of topics
- Provided at the Main site and Cambie Library

#### **Parent Connections**

- Parents are trained to facilitate early childhood activities in their community
- Parents receive on-going support to deliver ECD activities in the community of Richmond
- Currently 15 parents are trained per year to offer 7 different parent facilitated groups through out Richmond. These groups include weekly Spanish Parent Group, Arts and Crafts group at South Arm, Time for Fun group at Hamilton, Gardening Club at the Terra Nova Sharing farm, Mommy to Be group, Dad's group and a Cambie library storytelling group.



November 6, 2006

Vern Jacques  
 Manager, Projects and Programs  
 City of Richmond, Parks, Recreation & Cultural Services  
 5599 Lynas Lane, Richmond, BC, V7C 5B2

Dear Mr. Jacques:

**Re: Relocation Richmond Family Place**

Thank-you for your most recent correspondence on October 31<sup>st</sup>, 2006 regarding the relocation of Richmond Family Place to Debeck House. We appreciate the time and energy you and your staff have dedicated to Family Place's proposed relocation plan.

Richmond Family Place is strongly committed to moving from its present location on Gilbert Street to Debeck House on Ash Street. Both myself, the Board of Directors and the staff of Family Place have had the opportunity on several occasions to tour Debeck House and feel that it meets the needs of our programming and services. We remain very satisfied with the location of Debeck House and are enthusiastic to relocate there as soon as possible.

In terms of funding the relocation of Family Place to Debeck House, we have a reserve fund set aside of \$40,000.00 for a portion of the renovation costs and are committed to finding other sources of funding and fundraising in order to fulfill our financial obligations. We look forward to sitting down with yourself and City staff in order to determine the total cost of the project for Family Place. In addition to this we have the funds necessary for the operational costs projected at \$10,000.00 per year, although we would like a further breakdown of those cost with respect to heat, light, utilities and maintenance for a comparison analysis of our current budget.

Unfortunately upon a discussion with Patrick Tehave from the BC Gaming Agency, Richmond Family Place requires a lease document of five years to access capital gaming funds. They will not accept a license to occupy as it is not a legally binding document. As you know Richmond Family Place is planning to apply for a Capital Gaming grant in the amount of \$40,000 to \$50,000 to support this relocation plan. Without the ability to apply for these funds Family Place would need to come up with an alternative plan for replacing those funds and this would inevitably take time and cause great delay. A sub-lease would satisfy gaming's expectations. I look forward to hearing back from you with regard to this

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issue and how we can go about rectifying it. In addition to the lease documents, Family Place would require the following items from the City in order to move forward with this grant application due on November 30<sup>th</sup>, 2006:

1. Total Cost of the Project
2. Proposed Start Date of the Project
3. Letter from the registered owner of the land approving the use, operation, and maintenance of the land and building for the purposes of providing Early childhood development programs.

I thank-you for your assistance in providing Family Place with these required documents and I look forward to speaking with you about the possibility of a lease agreement.

In the hopes of moving things along regardless of the lease issue, Family Place is committed to coordinating and adjusting our programming that coincides with the co-located School's hours of operations. We also understand that permission will be needed from the Richmond School District to make alterations to the entrance, exit and parking, as those areas lie on School Board property. In addition we understand and acknowledge that the School District will need to provide in writing that Richmond Family Place activity complies with their long-term lease agreement with the City of Richmond.

I look forward to continuing to work with you on the successful relocation of Richmond Family Place to Debeck House. Again I want to reiterate on behalf of the Board of Directors our commitment to move from our present location on Gilbert Street to Debeck House on Ash Street.

If you require any further documentation from Family Place or have any questions please don't hesitate to contact me at 604-278-4336 or by email at [kimwinchell@richmondfamilyplace.ca](mailto:kimwinchell@richmondfamilyplace.ca).

Sincerely,

Kim Winchell  
Executive Director

Pc. Maureen McDermid, Chair Richmond Family Place Society

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