The Corporation of the
CITY OF WHITE ROCK

Internal Community Hub Steering Committee
AGENDA

Thursday, April 3, 2025, 3:00 p.m.

City Hall Boardroom

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

    RECOMMENDATION
    THAT the Internal Community Hub Steering Committee adopts the agenda
    for the April 3, 2025 meeting as circulated.

3. ADOPTION OF MINUTES   3

    RECOMMENDATION
    THAT the Internal Community Hub Steering Committee adopts the minutes
    of the March 6, 2025 meeting as circulated.

4. UPDATE FROM SOURCES MEETING

    CAO to provide an update following his meeting with representatives from
    Sources, regarding the potential inclusion of their Youth Foundry within the
    Community Hub project.

5. SENIOR PROJECT MANAGER PRESENTATION

    Senior Project Manager to provide a presentation including updates on
    communication strategy, potential funding sources, partnerships, and
    stakeholder engagement updates.

6. ANALYSIS OF AFFORDABLE HOUSING INCLUSION IN COMMUNITY
    HUB PROJECT

    Committee to discuss next steps for the financial feasibility analysis on
    affordable housing inclusion in the Community Hub project.

7. PUBLIC CONSULTATION PLAN

Committee to discuss next steps for implementation of the public consultation plan.

8.   OTHER BUSINESS

9.   INFORMATION

9.1   COMMITTEE ACTION TRACKING   8

Corporate Administration updates the action and motion tracking document after each meeting and provides it to the Committee for information.

10.   2025 MEETING SCHEDULE

The following meeting schedule was previously approved by the Committee and is provided for information purposes:

- May 8, 2025;
- June 5, 2025;
- July 3, 2025;
- September 4, 2025;
- October 2, 2025; and,
- November 6, 2025.

All meetings are scheduled to take place from 3:00 p.m. to 4:30 p.m.

11.   CONCLUSION OF THE APRIL 3, 2025 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING

Internal Community Hub Steering Committee

Minutes

March 6, 2025, 12:30 p.m.
City Hall Boardroom (and via electronic means)
15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

COUNCIL (VOTING):	Councillor Bill Lawrence, Chairperson
	Councillor Ernie Klassen, Vice-Chairperson
STAFF (VOTING):	Guillermo Ferrero, Chief Administrative Officer
	Jim Gordon, Director of Engineering and Municipal Operations
	Anne Berry, Director of Planning and Development Services
	Candice Gartry, Director of Financial Services
STAFF (NON-VOTING):	Janessa Auer, Committee Clerk
PUBLIC:	2

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1. CALL TO ORDER

Due to audio challenges with the Chairperson's Microsoft Teams connection, the Chief Administrative Officer (CAO) assumed the role of Chairperson and called the meeting to order at 12:34 p.m.

2. ADOPTION OF AGENDA

Motion Number 2025-ICHSC-003: It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the agenda for the March 6, 2025 meeting as circulated.

Motion CARRIED

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3. **ADOPTION OF MINUTES**

    Motion Number 2025-ICHSC-004: It was MOVED and SECONDED

    THAT the Internal Community Hub Steering Committee adopts the minutes of the February 6, 2025 meeting as circulated.

    Motion CARRIED

4. **SENIOR PROJECT MANAGER RECRUITMENT UPDATE**

    The CAO advised that Darcy Dupont has been appointed as the Senior Project Manager for the Community Hub project and will be starting with the City on March 17, 2025. In this role, Mr. Dupont will oversee the planning and execution of the Community Hub to ensure it aligns with the City's strategic goals.

5. **ANALYSIS OF AFFORDABLE HOUSING INCLUSION IN COMMUNITY HUB PROJECT**

    The CAO provided an overview of the financial feasibility analysis on affordable housing inclusion within the Community Hub project, as well as plans for facilitation of the public consultation process, both of which Urban Systems consulting firm has provided the City with a cost quote for. He suggested that it would be ideal to have the new Senior Project Manager review these plans prior to moving forward with further direction from Council.

    Councillor Lawrence resumed Chairing duties at 12:41 p.m.

    Motion Number 2025-ICHSC-005: It was MOVED and SECONDED

    THAT the Internal Community Hub Steering Committee recommends that Council wait until the Senior Project Manager begins his role before proceeding with further direction on the Urban Systems quote for the analysis and consultation process.

    Motion CARRIED

6. **UPDATES FROM EXTERNAL ORGANIZATION MEETINGS**

    The CAO shared updates following his meetings with representatives from three (3) external organizations, regarding their potential inclusion within the Community Hub project. He noted that discussions are very high-level at this time and that no formal commitments have been made.

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The following updates were provided:

<u>White Rock Museum & Archives:</u>

- Not in support of relocating to the Community Hub

- Do support relocating archives to the hub, which would require 2500 square feet, a climate-controlled storage room, and an office for the Coordinator

- It was noted that inclusion of the archives was not included in the initial financial analysis for the Community Hub project, which would need to be considered going forward.

<u>Evergreen Childcare Centre:</u>

- In support of relocation to hub and prefer Scenario Three (3)

- Need to ensure new space meets Fraser Health's regulatory requirements

- Committed to continue providing daycare services in the new hub

<u>White Rock Library:</u>

- In support of Community Hub project and modern library design trends; prefer Scenario Three (3)

- Emphasized the importance of shared spaces for community programming

- Recommended more square footage than what is being proposed, and shared additional requirements/priorities, as follows:
  - Ground floor access
  - Noise control and accessibility
  - Flexible spaces for programming
  - Adequate cabling for technology
  - Sufficient parking

- Interested in participating in the next phase of needs assessment and concept refinement

The CAO noted that he is scheduled to meet with Sources next week, following their expressed interest in inclusion in the hub during a recent presentation to Council. He plans to bring forward further updates at the next meeting.

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7. CORRESPONDENCE - RECEIVED FOR INFORMATION

Motion Number 2025-ICHSC-006: It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee receives correspondence item 7.1 and on-table correspondence item 7.2 as circulated.

Motion CARRIED

7.1 LETTER OF SUPPORT FROM SURREY BOARD OF TRADE AND SOUTH SURREY & WHITE ROCK CHAMBER OF COMMERCE

Letter dated February 7, 2025, to Mayor and Council from Indra Bhan, Interim CEO & COO, Surrey Board of Trade, and Acting ED, South Surrey & White Rock Chamber of Commerce, expressing support for the Community Hub project.

7.2 LETTER OF SUPPORT FROM KENT STREET EXECUTIVE COMMITTEE

On-table letter dated March 5, 2025, to Mayor and Council from Bernie Blessman, Chairperson, Kent Street Executive Committee, expressing support for the Community Hub project.

8. OTHER BUSINESS

None

9. INFORMATION

9.1 COMMITTEE ACTION TRACKING

The CAO provided an update on the status of action items noted in the Committee's action and motion tracking document.

10. 2025 MEETING SCHEDULE

The following meeting schedule was previously approved by the Committee and was provided for information purposes:

- April 3, 2025;

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- May 8, 2025;

- June 5, 2025;

- July 3, 2025;

- September 4, 2025;

- October 2, 2025; and,

- November 6, 2025.

All meetings are scheduled to take place from 3:00 p.m. to 4:30 p.m.

11. **CONCLUSION OF THE MARCH 6, 2025 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING**

The meeting was concluded at 1:00 p.m.

Councillor Lawrence, Chairperson	Janessa Auer, Committee Clerk

Term: November 2023 – completion of mandate
Updated: March 10, 2025

ACTION ITEMS

ACTION ITEM	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
CAO to inquire with the Urban Systems team as to when they anticipate having the requested report completed, and to report back to the Committee to advise if an additional meeting is necessary.	8. 2024 Meeting Schedule	2024-06-27	CAO	COMPLETED
CAO to determine a successful candidate for the Community Hub Project Manager position.	4. Next Steps Discussion	2025-02-06	CAO	COMPLETED
CAO to contact Urban Systems to request additional analysis be completed regarding incorporation of affordable housing at the Community Hub site.	4. Next Steps Discussion	2025-02-06	CAO	COMPLETED
CAO to meet with Sources representative(s) to further explore Youth Foundry inclusion within the Community Hub project.	4. Next Steps Discussion	2025-02-06	CAO	COMPLETED
CAO to meet with White Rock Library representative(s) to discuss the library's inclusion and requirements at a high level.	4. Next Steps Discussion	2025-02-06	CAO	COMPLETED

CAO to meet with White Rock Museum & Archives representative(s) to explore potential inclusion within the Community Hub project.	4. Next Steps Discussion	2025-02-06	CAO	COMPLETED

MOTIONS

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
2023-ICHSC-002: THAT the Internal Community Hub Steering Committee approves the following 2024 schedule of meetings (taking place from 2:00 p.m. to 3:30 p.m. in the City Hall Boardroom) as follows: • January 18, 2024; • February 8, 2024; • March 7, 2024; • April 4, 2024; • May 2, 2024; • June 6, 2024; • July 4, 2024; • September 5, 2024; • October 3, 2024; and, • November 7, 2024.	10. 2024 Meeting Schedule	2023-11-29	Committee	ENDORSED
2023-ICHSC-005: THAT the Internal Community Hub Steering Committee recommend that Council approve award of the proposal from Urban Systems, to be funded from the Community Hub reserve.	4. Redevelopment Options – Discussion with Urban Systems Team	2024-01-18	Council	ENDORSED (February 12, 2024 Regular Council meeting)

2023-ICHSC-008: THAT the Internal Community Hub Steering Committee provides the following feedback to Council: • The proposed location is suitable if the space provided can meet the needs of a 35,000 square foot finished City Hall facility, plus staff and customer parking.	4. Initial Review of 1513 Johnston Road	2024-05-09	Council	Included on May 27, 2024 Regular Council agenda ENDORSED
2023-ICHSC-009: THAT the Internal Community Hub Steering Committee considers the needs of a seniors' center as presented to Council within the Community Hub design.	5. Kent Street Activity Centre Needs Assessment Study	2024-05-09	Council	Included on May 27, 2024 Regular Council agenda ENDORSED
2023-ICHSC-014: THAT the Internal Community Hub Steering Committee receives the Urban Systems report and defers a recommendation to Council to the Committee's next meeting in November.	4. Urban Systems Report	2024-10-10	Committee	ENDORSED
2023-ICHSC-017: THAT the Internal Community Hub Steering Committee refers the Urban Systems report presented at the October 10, 2024 meeting to Council for consideration, and invites Urban Systems to an upcoming Council meeting to present their findings.	4. Urban Systems Report	2024-11-07	Council	Included on November 25, 2024 Regular Council agenda ENDORSED (Report and Urban Systems presentation provided at December 9, 2024 Regular Council meeting)

2023-ICHSC-018: THAT the Internal Community Hub Steering Committee approves the 2025 schedule of meetings as follows:
    • January 9, 2025;
    • February 6, 2025;
    • March 6, 2025;
    • April 3, 2025;
	8. 2025 Meeting Schedule	2024-11-07	Committee	ENDORSED

- May 8, 2025; - June 5, 2025; - July 3, 2025; - September 4, 2025; - October 2, 2025; and, - November 6, 2025.				
2025-ICHSC-005: THAT the Internal Community Hub Steering Committee recommends that Council wait until the Senior Project Manager begins his role before proceeding with further direction on the Urban Systems quote for the analysis and consultation process.	5. Analysis of Affordable Housing Inclusion in Community Hub Project	2025-03-06	Council	Included on March 31, 2025 Regular Council agenda
2025-ICHSC-006: THAT the Internal Community Hub Steering Committee receives correspondence item 7.1 and on-table correspondence item 7.2 as circulated.	7. Correspondence	2025-03-06	Committee	ENDORSED