

The Corporation of the  
CITY OF WHITE ROCK



Internal Community Hub Steering Committee  
AGENDA

Thursday, July 17, 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	
<u>RECOMMENDATION</u> THAT the Internal Community Hub Steering Committee adopts the agenda for the July 17, 2025 meeting as circulated.	
3. ADOPTION OF MINUTES	3
<u>RECOMMENDATION</u> THAT the Internal Community Hub Steering Committee adopts the minutes of the June 5, 2025 meeting as circulated.	
4. UPDATES FROM THE SENIOR PROJECT MANAGER	
Senior Project Manager to provide a presentation with updates on the status of the Community Hub project.	
5. OTHER BUSINESS	
6. INFORMATION	
6.1 COMMITTEE ACTION AND MOTION TRACKING	6
Corporate Administration updates the action and motion tracking document after each meeting and provides it to the Committee for information purposes.	
7. 2025 MEETING SCHEDULE	
The following meeting schedule was previously approved by the Committee and is provided for information purposes:	

- 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.

**8. CONCLUSION OF THE JULY 17, 2025 INTERNAL COMMUNITY HUB  
STEERING COMMITTEE MEETING**



## Internal Community Hub Steering Committee

### Minutes

June 5, 2025, 3:00 p.m.

City Hall Boardroom

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

COUNCIL (VOTING): Councillor Bill Lawrence, Chairperson

STAFF (VOTING): Guillermo Ferrero, Chief Administrative Officer  
Darcy Dupont, Senior Project Manager  
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): Debbie Johnstone, Deputy Corporate Officer

PUBLIC: 2

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#### 1. **CALL TO ORDER**

The meeting was called to order at 3:01 p.m.

#### 2. **ADOPTION OF AGENDA**

**Motion Number: 2025-ICHSC-015** It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the agenda for the June 5, 2025 meeting as circulated.

**Motion CARRIED**

**3. ADOPTION OF MINUTES**

**Motion Number: 2025-ICHSC-016** It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the minutes of the May 15, 2025 meeting as circulated.

**Motion CARRIED**

**4. UPDATES FROM THE SENIOR PROJECT MANAGER**

The Senior Project Manager shared updates regarding the community hub project, outlined in a PowerPoint presentation.

**5. CITY HALL NEEDS ASSESSMENT REPORT**

The Community Hub Senior Project Manager provided a summary of the City Hall Needs Assessment Report, included in the agenda package. It was noted that this report has been shared with consultants to inform their response to the Request for Proposals (RFP) for the site evaluation study.

The Committee acknowledged the importance of designing a facility that will remain functional and adaptable for many years, balancing current efficiency with the potential for future expansion. This balance will also be informed by jurisdictional comparisons and the expertise of the project team to determine an optimal and sustainable size for the facility.

**Motion Number: 2025-ICHSC-017** It was MOVED and SECONDED

**THAT the Internal Community Hub Steering Committee:**

1. **Receive the Needs Assessment Report for White Rock City Hall for information; and,**
2. **Recommend that Council consider the Moderate Growth Scenario (~25,500 sq. ft.) as the baseline for future design and feasibility planning related to the Community Hub or standalone City Hall redevelopment.**

**Motion CARRIED**

**6. OTHER BUSINESS**

The Chairperson inquired about where project-related information is being maintained and recorded. Staff confirmed that updates will be regularly posted on the City's website (whiterockcity.ca/communityhub) and the Talk White Rock platform. In addition, the Communications Department will continue to share information through social media channels and place future advertisements in the *Peace Arch News* to ensure broad and effective community outreach.

**7. INFORMATION**

**7.1 COMMITTEE ACTION AND MOTION TRACKING**

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

**8. 2025 MEETING SCHEDULE**

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

- 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.

**9. CONCLUSION OF THE JUNE 5, 2025 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING**

The meeting was concluded at 3:21 p.m.



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Councillor Lawrence, Chairperson

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Debbie Johnstone, Deputy Corporate Officer



## Internal Community Hub Steering Committee Action & Motion Tracking Document

Term: November 2023 – completion of mandate  
Updated: June 26, 2025

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### 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

ACTION ITEM	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
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
Senior Project Manager to complete the Community Hub Needs Assessment and present it for Committee review at the next meeting.	4. Updates from the Senior Project Manager	2025-05-15	Senior Project Manager	COMPLETED
CAO to consult with the Mayor and explore whether any other Council members wish to assume the Vice-Chairperson role at this time.	5. Other Business	2025-05-15	CAO	IN PROGRESS

MOTIONS

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p><b>2023-ICHSC-002:</b> 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:</p> <ul style="list-style-type: none"><li>• January 18, 2024;</li><li>• February 8, 2024;</li><li>• March 7, 2024;</li><li>• April 4, 2024;</li><li>• May 2, 2024;</li><li>• June 6, 2024;</li><li>• July 4, 2024;</li><li>• September 5, 2024;</li><li>• October 3, 2024; and,</li><li>• November 7, 2024.</li></ul>	10. 2024 Meeting Schedule	2023-11-29	Committee	APPROVED
<p><b>2023-ICHSC-005:</b> 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.</p>	4. Redevelopment Options – Discussion with Urban Systems Team	2024-01-18	Council	ENDORSED (February 12, 2024 Regular Council meeting)



RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p><b>2023-ICHSC-008:</b> THAT the Internal Community Hub Steering Committee provides the following feedback to Council:</p> <ul style="list-style-type: none"> <li>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.</li> </ul>	4. Initial Review of 1513 Johnston Road	2024-05-09	Council	Included on May 27, 2024 Regular Council agenda <b>ENDORSED</b>
<b>2023-ICHSC-009:</b> 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 <b>ENDORSED</b>
<b>2023-ICHSC-014:</b> 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	<b>APPROVED</b>
<b>2023-ICHSC-017:</b> 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 <b>ENDORSED</b> (Report and Urban Systems presentation provided at December 9, 2024 Regular Council meeting)

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p><b>2023-ICHSC-018:</b> THAT the Internal Community Hub Steering Committee approves the 2025 schedule of meetings as follows:</p> <ul style="list-style-type: none"> <li>• January 9, 2025;</li> <li>• February 6, 2025;</li> <li>• March 6, 2025;</li> <li>• April 3, 2025;</li> <li>• May 8, 2025;</li> <li>• June 5, 2025;</li> <li>• July 3, 2025;</li> <li>• September 4, 2025;</li> <li>• October 2, 2025; and,</li> <li>• November 6, 2025.</li> </ul>	8. 2025 Meeting Schedule	2024-11-07	Committee	APPROVED
<p><b>2025-ICHSC-005:</b> 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.</p>	5. Analysis of Affordable Housing Inclusion in Community Hub Project	2025-03-06	Council	Included on March 31, 2025 Regular Council agenda ENDORSED
<p><b>2025-ICHSC-006:</b> THAT the Internal Community Hub Steering Committee receives correspondence item 7.1 and on-table correspondence item 7.2 as circulated.</p>	7. Correspondence	2025-03-06	Committee	APPROVED
<p><b>2025-ICHSC-011:</b> THAT the Internal Community Hub Steering Committee recommends that the Community Hub Communications Plan be presented</p>	4. Community Hub Communications Plan	2025-04-16	Council	Included on April 28, 2025 Regular Council agenda ENDORSED (Plan presented at April 28 <sup>th</sup> Council meeting)

to Council at their next scheduled meeting (April 28, 2025).				
<b>2025-ICHSC-012:</b> THAT the Internal Community Hub Steering Committee recommends that the letter from CUPE Local 718, dated April 16, 2025, be placed on the April 28, 2025 Regular Council agenda for information.	5. Other Business	2025-04-16	Council	Included on April 28, 2025 Regular Council agenda <b>ENDORSED</b>
<b>2025-ICHSC-017:</b> THAT the Internal Community Hub Steering Committee: <ol style="list-style-type: none"> <li>1. Receive the Needs Assessment Report for White Rock City Hall for information; and,</li> <li>2. Recommend that Council consider the Moderate Growth Scenario (~25,500 sq. ft.) as the baseline for future design and feasibility planning related to the Community Hub or standalone City Hall redevelopment.</li> </ol>	5. City Hall Needs Assessment Report	2025-06-05	Council	Included on June 23, 2025 Regular Council agenda <b>ENDORSED</b>

## ADDITIONAL COUNCIL MOTIONS RELEVANT TO COMMUNITY HUB PROJECT

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p><b>2024-132:</b> THAT Council direct staff on the distribution of the remaining 2023 Unallocated General Fund Operating Surplus funds (following motion 2024-131) as follows:</p> <ul style="list-style-type: none"> <li>• \$1M for the Pier;</li> <li>• \$2M for the Community Hub Project; and</li> <li>• \$200,000 to be placed in unallocated surplus.</li> </ul>	2023 General Fund Operating Surplus Allocation	2024-04-13	Finance	ENDORSED
<p><b>2024-132:</b> THAT Council direct staff to refer the OCP and zoning bylaw amendment application at 1513 Johnston Road to the City’s Community Hub Steering Committee for consideration.</p>	Initial Review of 1513 Johnston Road	2024-04-29	Staff / Committee	<p>ENDORSED</p> <p>(Discussed by Committee at May 9, 2024 meeting – recommendation to Council, as shown in above table)</p>
<p><b>2025-027:</b> THAT Council direct staff to pursue Scenario #3A as presented in the corporate report, setting the location for the new Community Hub at 1510 Johnston Road.</p>	Community Hub Development Options	2025-01-27	CAO / Senior Project Manager	ENDORSED
<p><b>2025-028:</b> THAT Council direct staff to perform further analysis to incorporate affordable housing at the site.</p>	Community Hub Development Options	2025-01-27	CAO / Senior Project Manager	ENDORSED
<p><b>2025-029:</b> THAT Council direct staff to approach Sources to formally incorporate their Youth Foundry project into the Community Hub.</p>	Community Hub Development Options	2025-01-27	CAO	ENDORSED

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<b>2025-030:</b> THAT Council direct staff to initiate discussions with Library staff regarding the selected site.	Community Hub Development Options	2025-01-27	CAO	ENDORSED
<b>2025-031:</b> THAT Council direct staff to conduct public consultations to gather feedback on the selected option and refer the Community Hub Committee for further discussion and recommendations to Council.	Community Hub Development Options	2025-01-27	CAO / Senior Project Manager	ENDORSED
<b>2025-032:</b> THAT Council direct staff to prepare and initiate Official Community Plan (OCP) and zoning amendments for all necessary sites to make this project viable.	Community Hub Development Options	2025-01-27	CAO / Senior Project Manager / Planning	ENDORSED
<b>2025-117:</b> THAT Council: <ol style="list-style-type: none"> <li>1. Receive the April 14, 2025, corporate report from the Director of Financial Services, titled “Estimated 2024 General Fund Operating Surplus Allocation;” and</li> <li>2. Direct staff to distribute \$310K of the estimated 2024 Unallocated General Fund Surplus to the General Operating Fund Accumulated Surplus reserve to maintain a General Operating Fund accumulated surplus of 15%; and</li> <li>3. Direct staff to distribute the balance of the estimated Unallocated General Fund Surplus to the Community Hub Reserve fund.</li> </ol>	Estimated 2024 General Fund Surplus Allocation	2025-04-14	Finance	ENDORSED

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<a href="#">2025-118</a> : THAT Council direct staff to do a review of the financial modelling for the Community Hub Project in relation to Council direction to place the balance of the estimated Unallocated General Fund Surplus (\$5.5M) to the Community Hub Reserve fund.	Estimated 2024 General Fund Surplus Allocation	2025-04-14	Finance	ENDORSED