



## Internal Community Hub Steering Committee

### Minutes

November 7, 2024, 2:00 p.m.  
City Hall Council Chambers  
15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

COUNCIL (VOTING): Mayor Megan Knight, Chairperson  
Councillor Bill Lawrence, Vice-Chairperson  
(joined at 2:03 p.m.)

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: 4

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

The meeting was called to order at 2:02 p.m.

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

**Motion Number 2024-ICHSC-015:** It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the agenda for the November 7, 2024 meeting as circulated.

**Motion CARRIED**

The Vice-Chairperson joined the meeting at 2:03 p.m.

**3. ADOPTION OF MINUTES**

**Motion Number 2024-ICHSC-016:** It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the minutes of the October 10, 2024 meeting as circulated.

**Motion CARRIED**

**4. URBAN SYSTEMS REPORT**

The Chief Administrative Officer (CAO) reintroduced the report that was previously presented to the Committee on October 10, 2024. After having additional time to review the information, and considering the outcomes of the recent provincial election, it was suggested that the Committee proceed with making a recommendation.

**Motion Number 2024-ICHSC-017:** It was MOVED and SECONDED

**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.**

**Motion CARRIED**

**5. SENIOR PROJECT MANAGER RECRUITMENT UPDATE**

The CAO provided a brief update on the recruitment process for the Community Hub Senior Project Manager position.

**6. OTHER BUSINESS**

None

**7. INFORMATION**

**7.1 COMMITTEE ACTION TRACKING**

Corporate Administration provided the Action and Motion Tracking Document for information purposes.

8. **2025 MEETING SCHEDULE**

**Motion Number 2024-ICHSC-018:** It was MOVED and SECONDED

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


**Motion CARRIED**

9. **CONCLUSION OF THE NOVEMBER 7, 2024 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING**

The meeting was concluded at 2:08 p.m.

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Mayor Knight, Chairperson



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Janessa Auer, Committee Clerk