



## Internal Community Hub Steering Committee

### Minutes

May 15, 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): Janessa Auer, Committee Clerk

PUBLIC: 2

---

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

The meeting was called to order at 3:00 p.m.

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

**Motion Number 2025-ICHSC-013:** It was MOVED and SECONDED

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

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**Motion Number 2025-ICHSC-014:** It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the minutes of the April 16, 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.

**Action Item:** Senior Project Manager to complete the Community Hub Needs Assessment and present it for Committee review at the next meeting.

5. **OTHER BUSINESS**

The Chief Administrative Officer (CAO) addressed the recent resignation of former Council member, Ernie Klassen, who was the Vice-Chairperson of this Committee. He advised that Council could appoint a new Vice-Chairperson immediately to fill the vacancy, but may choose to wait until the fall when a new Community Hub committee (which will include community members) is established and a new membership appointed.

**Action Item:** CAO to consult with the Mayor and explore whether any other Council members wish to assume the Vice-Chairperson role at this time.

6. **INFORMATION**

6.1 **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.

7. **2025 MEETING SCHEDULE**

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

- 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.

8. **CONCLUSION OF THE MAY 15, 2025 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING**

The meeting was concluded at 3:18 p.m.



---

Councillor Lawrence, Chairperson

---

Janessa Auer, Committee Clerk