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