



Internal Community Hub Steering Committee

Action & Motion Tracking Document

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

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>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:</p> <ul style="list-style-type: none">• 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	APPROVED
<p>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.</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>2023-ICHSC-008: THAT the Internal Community Hub Steering Committee provides the following feedback to Council:</p> <ul style="list-style-type: none"> 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
<p>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.</p>	5. Kent Street Activity Centre Needs Assessment Study	2024-05-09	Council	Included on May 27, 2024 Regular Council agenda ENDORSED
<p>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.</p>	4. Urban Systems Report	2024-10-10	Committee	APPROVED
<p>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.</p>	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)

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p>2023-ICHSC-018: THAT the Internal Community Hub Steering Committee approves the 2025 schedule of meetings as follows:</p> <ul style="list-style-type: none"> • 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. 	8. 2025 Meeting Schedule	2024-11-07	Committee	APPROVED
<p>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.</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>2025-ICHSC-006: 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>2025-ICHSC-011: 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 th Council meeting)

to Council at their next scheduled meeting (April 28, 2025).				
2025-ICHSC-012: 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 ENDORSED
2025-ICHSC-017: THAT the Internal Community Hub Steering Committee: <div><div>1. Receive the Needs Assessment Report for White Rock City Hall for information; and,</div><div>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.</div></div>	5. City Hall Needs Assessment Report	2025-06-05	Council	Included on June 23, 2025 Regular Council agenda ENDORSED

ADDITIONAL COUNCIL MOTIONS RELEVANT TO COMMUNITY HUB PROJECT

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
<p>2024-132: 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"> • \$1M for the Pier; • \$2M for the Community Hub Project; and • \$200,000 to be placed in unallocated surplus. 	2023 General Fund Operating Surplus Allocation	2024-04-13	Finance	ENDORSED
<p>2024-132: 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	ENDORSED (Discussed by Committee at May 9, 2024 meeting – recommendation to Council, as shown in above table)
<p>2025-027: 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>2025-028: 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>2025-029: 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
2025-030: THAT Council direct staff to initiate discussions with Library staff regarding the selected site.	Community Hub Development Options	2025-01-27	CAO	ENDORSED
2025-031: 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
2025-032: 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
2025-117: THAT Council: <ol style="list-style-type: none"> 1. Receive the April 14, 2025, corporate report from the Director of Financial Services, titled “Estimated 2024 General Fund Operating Surplus Allocation;” and 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 3. Direct staff to distribute the balance of the estimated Unallocated General Fund Surplus to the Community Hub Reserve fund. 	Estimated 2024 General Fund Surplus Allocation	2025-04-14	Finance	ENDORSED

RECOMMENDATION	AGENDA ITEM	DATE	ASSIGNED MEMBER	STATUS
2025-118 : 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