



Internal Community Hub Steering Committee

Minutes

November 29, 2023, 3:00 p.m.
City Hall Boardroom
15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

COUNCIL (VOTING): Mayor Megan Knight, Chairperson
Councillor Bill Lawrence, Vice-Chairperson

STAFF (VOTING): Guillermo Ferrero, Chief Administrative Officer
Jim Gordon, Director of Engineering and Municipal Operations
Candice Gartry, Director of Financial Services
Wayne Berg, Deputy Director of Planning and Development

GUESTS: Bryan Teasdale, Chief Administrative Officer and Corporate
Officer, City of Rosland
Juli Halliwell, General Manager, Corporate Services, City of
Burnaby
J.P. Raulot-Lapointe, Urban Systems
Justin Barer, Urban Systems

STAFF (NON-VOTING): Kari Laing, Director of Human Resources
Janessa Auer, Committee Clerk

PUBLIC: 3

1. **CALL TO ORDER**

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

2. **ADOPTION OF AGENDA**

Motion Number 2023-ICHSC-001: It was MOVED and SECONDED

THAT the Internal Community Hub Steering Committee adopts the agenda for the November 29, 2023 meeting as circulated.

Motion CARRIED

3. **CITY OF ROSSLAND COMMUNITY HUB AND AFFORDABLE HOUSING PROJECT DISCUSSION WITH CAO, BRYAN TEASDALE**

B. Teasdale, City of Rossland, joined the meeting at 3:03 p.m.

J. Halliwell, City of Burnaby, joined at the meeting 3:04 p.m.

City of Rossland CAO and Corporate Officer, Bryan Teasdale, provided an overview of his organization's experience with their recent completion of a community hub and affordable housing project, followed by a roundtable discussion with the Committee.

The following key points were noted:

- Collaboration between the municipality and its local partners was very successful; the City worked to drive the project from the background, where possible, with their partnering organizations (BC Housing and Lower Columbia Housing Society) being more the face(s) of the project.
- City aimed to complete infrastructure upgrades required by the new community hub project within the same timeframe as the hub project itself, to avoid impacting neighbouring residents any longer than necessary.
- It was noted that reviewing and finalizing various operating agreements when working with partnering organizations was challenging and time-consuming, largely because municipalities and non-profit organizations tend to approach these agreements with very different perspectives.

B. Teasdale left the meeting at 3:30 p.m.

4. **VILLAGE OF ANMORE COMMUNITY HUB PROJECT DISCUSSION WITH FORMER CAO, JULI HALLIWELL**

Juli Halliwell, General Manager, Corporate Services, City of Burnaby (and former Village of Anmore CAO), provided an overview of the Village of Anmore's experience with their recent/near completion of a community hub project, and answered questions from the Committee.

The following key points were noted:

- City utilized an Integrated Project Delivery (IPD) method, which ensures every participant has a stake in the success of the project, and therefore acts as an effective motivator to keep everyone working equally to keep the project on, or under, budget.
- Public consultation was a very important component and started early in the process, seeking feedback around what types of uses/activities residents were interested in the community hub being designed to support. It was also important to report back to the public to share how their feedback had been incorporated in the project.
- Feedback from City staff was also invited, to provide insight into employees' needs/preferences for their work spaces.

J. Raulot-Lapointe and J. Barer, Urban Systems, joined at 3:36 p.m.

J. Halliwell left the meeting at 3:48 p.m.

5. **DISCUSSION REGARDING COMMUNITY HUB REDEVELOPMENT OPTIONS WITH URBAN SYSTEMS TEAM**

The CAO introduced this item and noted that Urban Systems has been invited to provide insight into the different potential scenarios by which the City could approach this project, and the intent at this time was for the Committee to consider the scenarios they presented and offer feedback.

J.P. Raulot-Lapointe and Justin Barer, Urban Systems, provided an overview of their proposed work plan to prepare a financial analysis on the different potential scenarios for this project. A roundtable discussion followed, and the Committee determined they would be interested in continuing to explore potential options with Urban Systems going forward.

J. Raulot-Lapointe and J. Barer left the meeting at 4:13 p.m.

6. OVERVIEW OF COMMITTEE MANDATE

The CAO provided a brief overview of the Committee's mandate and how it fits within the broader organization of the City.

7. SENIOR PROJECT MANAGER DRAFT JOB DESCRIPTION UPDATE

The CAO introduced this item and clarified that hiring for this position will be completed by staff. The Director of Human Resources then provided a brief overview of the Community Hub Senior Project Manager draft job description and received feedback from the Committee regarding additional applicant requirements/experience that should be included in the job description.

8. OTHER BUSINESS

None

9. INFORMATION

None

10. 2024 MEETING SCHEDULE

Motion Number 2023-ICHSC-002: It was MOVED and SECONDED

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:

- **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.

Motion CARRIED

11. **CONCLUSION OF THE NOVEMBER 29, 2023 INTERNAL COMMUNITY HUB STEERING COMMITTEE MEETING**

The meeting was concluded at 4:25 p.m.

Mayor Megan Knight, Chairperson


Janessa Auer, Committee Clerk