

The Corporation of the  
CITY OF WHITE ROCK



Water Community Advisory Panel  
REVISED AGENDA

Tuesday, January 12, 2021, 4:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

**\*Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: [www.whiterockcity.ca](http://www.whiterockcity.ca)

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

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	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
RECOMMENDATION THAT the Water Community Advisory Panel adopt the agenda for January 12, 2021 as circulated.	
3. ADOPTION OF MINUTES	3
RECOMMENDATION THAT the Water Community Advisory Panel adopts the minutes of the December 15, 2020 meeting as circulated.	
*4. COUNCIL COMMITTEE ROLE	7
The Chief Administrative Officer to attend to discuss this item.	
5. OTHER BUSINESS	
6. INFORMATION	
6.1. STRATEGIC PLAN UPDATE/TIMELINES	11

An update on the review of the billing structure for the Water Utility.

**6.2. COMMITTEE ACTION TRACKING**

12

**7. 2021 MEETING SCHEDULE**

The following meeting schedule was approved by the Panel and is provided for information purposes:

- February 9; and
- March 9

**8. CONCLUSION OF THE JANUARY 12, 2021 WATER COMMUNITY ADVISORY PANEL MEETING**

**PRESENT:** S. Johnson (Chairperson)  
K. Jones (Vice-Chairperson)  
D. Bower  
S. Doerksen  
I. Lessner (entered meeting at 4:05 p.m.)  
D. Stonoga

**COUNCIL:** Councillor Trevelyan (Council Liaison)

**STAFF:** J. Gordon, Director of Engineering and Municipal Operations  
C. Ponzini, Director of Financial Services  
J. Brierley-Green, Manager of Revenue Services  
D. Kell, Manager of Communications and Government Relations  
K. Sidhu, Committee Clerk  
D. Johnstone, Committee Clerk

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**1. CALL MEETING TO ORDER**  
The meeting was called to order at 4:02 p.m.

**2. ADOPTION OF AGENDA**

2020-WCAP-033 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel adopt the agenda for December 15, 2020 as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

2020-WCAP-034 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel adopt the minutes of the November 10, 2020 meeting as circulated.

**CARRIED**

**Note:** I. Lessner entered the meeting at 4:05 p.m.

**4. CODE OF CONDUCT FOR ELECTRONIC MEETING**  
Corporate Administration staff provided an overview on the Code of Conduct for electronic meetings.

**5. UPDATE ON THE WATER TREATMENT PLANT**  
The Director of Engineering and Municipal Operations summarized water data results from the City website. A private testing company runs the tests twice a month and the City receives the results.

It was noted the Arsenic levels are rising slightly and that staff will be keeping a close eye on this. The two (2) key test results are of Manganese and Arsenic and they are below the Guideline limit. The City will be regenerating the filters again when the

Arsenic levels get up to two (2) mg/L. The most recent test results for Manganese are less than one (1) mg/L which is below the detection limit.

There was concern raised on the cost of regenerating the filters. It was clarified that the funding is already in the budget for the water rates calculation which was previously approved by Council.

## **6. DISCUSSION ON WATER RATES**

The Director of Financial Services attended the meeting and provided an overview on the Water Utility 2021 Rates report dated November 23, 2020 that was provided to Council. She clarified the differences between water rates and rate structure design and noted the rate structure would be designed with input from the Panel. The rates must be incorporated into the Financial Plan to make sure the utility operates and supports itself through the user rates, maintenance, operations and reserves.

The Water Utility 2021 Rates report was further summarized, and a background was provided on the financials that were included in the November 23 report.

It was noted the City is looking for input from the Panel on ways to set the rate structure to be equitable to all users with a consumption-based component providing an incentive for users to lower their water usage.

Concerns were raised by the panel about the increase in water rates and the water utility long-term debt. It was questioned if there were funds available from elsewhere to fund the water utility. It was clarified that funds can only be borrowed from other funds if the funds are available and that they would have to be paid back with interest.

The Director of Financial Services clarified that the water utility would have to fund itself. As per the November 23 report, the City will have to have annual rate increases of 6.5% for 5 (five) years in order to build the reserves up for the utility. It was reiterated that the panel discussion topic for water rates involves moving from a structure that is using a different rate for different pipe sizes of connections to moving towards a rates that would have a fixed-cost that is the same for all users across the board, including some regular fixed costs, that is the same for all users, and ideas on how to implement this.

A member of the Panel expressed they would like to incorporate a fixed-base rate structure that is equitable for all users that takes in account the charge for each unit in a multi-complex as a base for the unit and incorporate the usage of the water to raise the remainder of the money that is needed for the budget.

Staff noted they understood the Panel's desire to move away from the current structure which has variable rates with different pipe sizes to moving towards one fixed cost but there are different ways of doing this that may not be fair or equitable. Staff noted there are two (2) ways to look at fixed costs, by account and by unit. It was also noted the final rate structure is not developed yet as there are changing variables that need to be built into the model in order to come up with rates and impacts. It was further noted by staff that the rates should promote water conservation and be equitable to relate to the

cost of the service. It was also noted it would be beneficial to have an incentive to encourage residents to limit their water usage.

The Panel discussed having a report come forward on implementing a rate structure that would charge for water consumption on top of a fixed rate for the next meeting. Staff confirmed it would not be possible to bring a report forward on this by the next meeting due to their workload, however they may be able to bring something forward late February.

2020-WCAP-035

**IT WAS MOVED AND SECONDED**

THAT the Water Community Advisory Panel recommend that Council direct staff to bring forward a report, to the next meeting, on the implementation of charging for water consumption on top of a fixed rate where the rest of the billing would be based on consumption.

**DEFEATED**

S. Johnson, D. Bower and I. Lessner voted in the negative

**Action item:** Staff to provide information on consumption and fixed rate structure models for the Water Community Advisory Panel Meeting on March 9, 2021.

7.

**LATEST WATER BILL**

Vice-Chairperson Jones requested this item be added to the agenda for discussion. There were concerns raised with the deadline date, City Hall closure dates and grace period. Staff clarified the information and confirmed that required corrections were included and attached to the agenda package.

There was an additional concern noted regarding water meter replacements. It was suggested that communication on this (through a notice or on the water bill) would be helpful to make residents aware of the change. Staff confirmed they will review this and work with the communication department. It was also noted by staff that this may not be appropriate to add to the water bill but they will investigate the possibility of a notice drop-off when water meters are replaced.

8.

**PUBLIC COMMUNICATIONS**

Vice-Chairperson Jones requested this item be added to the agenda for discussion. There was concern raised with the annual statement and a pamphlet for the water bill and that neither was provided to the panel prior to distribution. In addition, it was noted the November 23, 2020 Water Rates report and the water budget for Council was not provided to the panel prior to going to Council.

The Council Liaison clarified the Panel function is not an oversight of all things related to water, not everything would come to this Panel. It was further clarified by staff that the panel does not pre-approve but provides advice to Council as per the Terms of Reference.

**Action item:** Staff to Advise the panel when future water-related documentation is expected to go to Council so the panel can review the agenda for information purposes.

- 2020-WCAP-036 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel meeting be extended by fifteen minutes.  
**CARRIED**  
D. Stonoga voted in the negative

**9. OTHER BUSINESS**  
None

**10. INFORMATION**  
The Action Tracking Document was provided to the Panel for information.

**11. WATER COMMUNITY ADVISORY PANEL MEETINGS**

- 2020-WCAP-037 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel adopt the 2021 meeting schedule as presented:

- January 12;
- February 9; and,
- March 9.

**CARRIED**

**12. ELECTION OF CHAIRPERSON FOR 2021 (JANUARY-MARCH 31)**

- 2020-WCAP-038 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel appoint the following member as Chairperson for the remainder of the Panel term (January – March 31, 2021):  
Ken Jones

**CARRIED**

- 2020-WCAP-039 **IT WAS MOVED AND SECONDED**  
THAT the Water Community Advisory Panel appoint the following member as Vice-Chairperson for the remainder of the Panel term (January – March 31, 2021):  
Dorothy Bower

**CARRIED**

**13. CONCLUSION OF THE DECEMBER 15, 2020 WATER COMMUNITY ADVISORY PANEL MEETING**  
The Chairperson declared the meeting concluded at 6:12 p.m.

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S. Johnson, Chairperson

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K. Sidhu, Committee Clerk

### **Standing committees of council**

- 141** (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

### **Select committees of council**

- 142** (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- (2) At least one member of a select committee must be a council member.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

### **Municipal commissions**

- 143** (1) A council may establish and appoint a commission to do one or more of the following:
- (a) operate services;
  - (b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
  - (c) manage property and licences held by the municipality.
- (2) [Repealed 2012-29-50.]



### “Buying a car”

- Buyer is Council
  - Sales Expert is Staff
  - A Friend’s advise is your role
- 
- “What do you think of this car?” – friends' role is to advise the buyer beyond sales expert recommendation





**POLICY TITLE:** TERMS OF REFERENCE:  
WATER COMMUNITY ADVISORY PANEL

**POLICY NUMBER:** COUNCIL - 157

<i>Date of Council Adoption: February 25, 2019</i>	<i>Date of Last Amendment: October 5, 2020</i>
<i>Council Resolution Number: 2020-155; 2020-</i>	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee: October 5, 2020</i>

#### Mandate

The purpose of the Water Community Advisory Panel is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- Rate structure proposals
- Infrastructure improvement proposals
- Communication with the community

Committees may consider, inquire into, report and make recommendations to Council about matters referred to Committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

#### Definition:

Advisory Body means any committee, sub-committee, task force, board or panel that has been established by Council.

Member means those appointed by Council to an Advisory Board.

#### Mandate

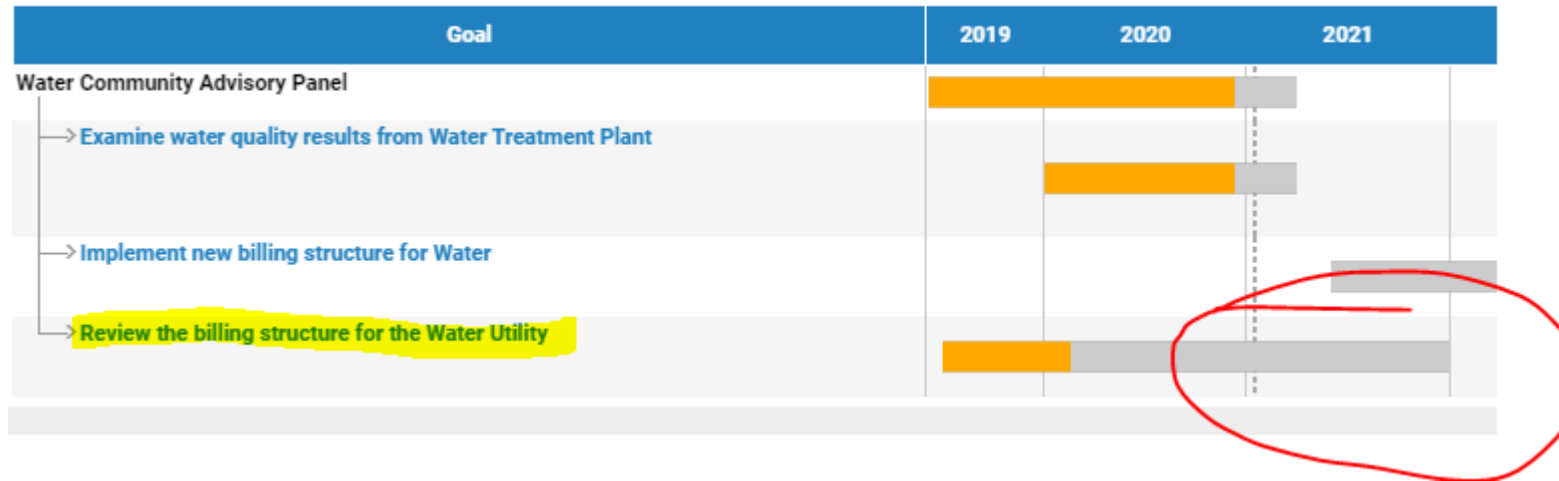
The purpose of the Water Community Advisory Panel is to advise City Council on White Rock water issues such as:

- Water quality (source and treated)
- Distribution system
- **Rate structure proposals**
- Infrastructure improvement proposals
- Communication with the community

→ IN THE PLAN !

Committees may consider, inquire into, report and make recommendations to Council about **matters referred to Committee by Council**, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are aligned with the Committee's mandate/Terms of Reference.

## GOAL



Latest Update	Current Completi...
The Committee mandate was extended by Council until the end of March 2021.	83%
New dashboard displaying key metal test results is now on the City website. Staff continue to discuss ongoing test results at WCAP meetings. The dashboard and the improved reporting format were discussed at the December WCAP.	75%
Depending on the outcome of a review of the Water Utility rate structure, implementation to move to a new structure would likely be staged over multiple years.	0%
Water Community Advisory Panel - Review possible new billing structures that would try to align with water consumption.	25%

## GOAL

Goal	2019	2020	2021	2022	2023	2024	Latest Update	Current ...
<b>Water Community Advisory Panel</b>							An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th	83%
→ Examine water quality results from Water Treatment Plant							An improved reporting format is developed and also a dashboard displaying results and trends. This is planned to be presented to the next WCAP meeting on November 9th	39%
→ Implement new billing structure for Water							Depending on the outcome of a review of the Water Utility rate structure, implementation to move to a new structure would likely be staged over multiple years.	0%
→ Review the billing structure for the Water Utility							Water Community Advisory Panel - Review possible new billing structures that would try to align with water consumption.	25%

## 2019/ 2020/2021 WATER COMMUNITY ADVISORY PANEL MEETING ACTION TRACKING

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
2019-06-11	2019-WCAP-004	Item 7 – Water Quality Testing Results	THAT the Water Community Advisory Panel requests that the water rate structure be discussed at the September 10, 2019 Panel meeting, and that the Director of Financial Services attends the meeting to provide information to the Panel on this matter.	Director of Financial Services	Provided at the October 8 Panel meeting
2019-06-11	Action item	Item 7 – Water Quality Testing Results	Staff to prepare the following information for the next Panel meeting agenda: <ul style="list-style-type: none"> <li>• An introduction to water distribution;</li> <li>• Potential for surrey water hook-up;</li> <li>• Emergency scenarios through the distribution system; and,</li> <li>• Provide the 5 (five) Year Water Master Plan for information on pipe replacement potential (previous system upgrades and areas to be replaced city map with age of pipe etc.).</li> </ul>	Director of Engineering and Municipal Operations	Provided at the July 9 Panel meeting
2019-07-09	2019-WCAP-008	Item 4 – Water Distribution	THAT the Water Community Advisory Panel (WCAP) continues the discussion surrounding the Emergency Fire System at their October 8, 2019 meeting.	The Panel for discussion	Discussed October 8. Will invite Fire Chief early 2020
2019-07-09	2019-WCAP-009	Item 4 – Water Distribution	THAT the Water Community Advisory Panel (WCAP) requested that Council consider in addition to water rates, Financial Services provides information to the Panel regarding current projects and their associated costs in the Capital Plan and to determine the total costs for upgrades not already included in the budget.	Council/ Director of Financial Services	Provided at the October 8 Panel meeting
2019-09-10	2019-WCAP-012	Item 5 – Water Distribution Rate Structure	THAT the Water Community Advisory Panel (WCAP) suggests that Council investigate a consumption based funding rate structure to provide better equity for the City and that there be, at some measure, an increased fee for higher consumption so that there would be a measure of water conservation.	Council	September 30 Council meeting, endorsed

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2019-09-10	2019-WCAP-013	Item 5 – Water Distribution Rate Structure	THAT the Water Community Advisory Panel (WCAP) suggests that Council consider that the fire protection rates be taken out of the current utility rate structure, and added into part of the general costs for city services so it can be deferred by seniors.	Council / Director of Financial Services	September 30 Council meeting, endorsed To be discussed with water rate proposals
2019-10-08	2019-WCAP-016	Item 3 – Adoption of Minutes	THAT the Water Community Advisory Panel (WCAP) recommends that consistent with their Terms of Reference the Panel evaluate the various proposed water utility rate structures prior to them being provided to Council.	Council	October 21 Council meeting, endorsed
2019-10-08	2019-WCAP-017	Item 4 – Update of the Water Treatment Plant	THAT the Water Community Advisory Panel (WCAP) recommends that Council consider that the fencing of the Oxford Water Treatment Plant be the minimum requirement to meet the protection of each of the water facilities.	Council	October 21 Council meeting, endorsed
2019-10-08	2019-WCAP-018	Item 6 – Emergency Fire System, Emergency Preparedness and the City's Emergency Plan	THAT the Water Community Advisory Panel (WCAP) defers the topic of emergency fire system, emergency preparedness and the City's emergency plan to the November meeting, with the hope that Fire Chief is able to attend, and there be a report from the fire underwriters provided for information. <u>Note:</u> Fire Underwriters report confidential and not intended for release.	Staff	Discussed at March 10 meeting.
2019-10-08	2019-WCAP-019	Item 4 – Update on the Water Treatment Plant	THAT the Water Community Advisory Panel (WCAP) requests that the Communications department works with Engineering staff and Council to develop a communication strategy educating the public regarding the current status of the water system	Director of Engineering and Municipal Operations/ Communications	In progress
2019-11-12	ACTION ITEM	Item 4 –Update on the Water Treatment Plant	Staff to provide information on the City website regarding the incorrect data entered with respect to arsenic levels, and to show the corrected numbers.	Director of Engineering and Municipal Operations	Completed

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2019-11-12	ACTION ITEM	Item 4 –Update on the Water Treatment Plant	Staff to forward the information provided to Council with respect to this matter to the Panel for information	Director of Engineering and Municipal Operations/ Communications	Sent to Panel members via email
2019-11-12	ACTION ITEM	Item 5 – Water Distribution Rate Structure	Staff to look into and provide additional information on a flat fixed rate rather than charging by pipe size. <b>Note:</b> Report provided. To continue to be discussed with water rates by the Panel.	Director of Financial Services	On the agenda for Feb 11, 2020 committee meeting
2019-11-12	2019-WCAP- 023	Item 5 – Water Distribution Rate Structure	THAT the Water Community Advisory Panel (WCAP) endorses the presented “end-state” of the proposed water service user fee structure.	Council/ Director of Financial Services	December 2, 2019 Council meeting – RECEIVED for information
2019-11-12	2019-WCAP- 024	Item 5 – Water Distribution Rate Structure	THAT the Water Community Advisory Panel (WCAP) supports that 2020 water rates be based on the current water service user fee structure.	Council/ Director of Financial Services	December 2, 2019 Council meeting – RECEIVED for information
2019-11-12	2019-WCAP- 025	Item 5 – Water Distribution Rate Structure	THAT the Water Community Advisory Panel (WCAP) will continue working with staff on examining phasing options and making a recommendation on a planned phased approach to implementing the proposed water service fee structure.	Council/ Director of Financial Services	December 2, 2019 Council meeting – RECEIVED for information
2020-01-14	ACTION ITEM	Item 5 – Update on the Water treatment Plant	Staff to provide the Panel with the most recent Water Treatment Plant test results.	Director of Eng. & Municipal Operations	Ongoing. Standing Item on committee agenda.

Meeting Date	Motion #/ Action Item	Agenda Item # & Title	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
2020-01-14	2020-WCAP-04	Item 7 – 2020 Work Plan	<p>THAT the Water Community Advisory Panel adopt their 2020 work plan as follows:</p> <ol style="list-style-type: none"> <li>1. Consumption-based model – graduated plans, alternative fixed/consumption ratios, communication plan.</li> <li>2. Emergency fire system, emergency preparedness and the City's emergency plan.</li> <li>3. Review of comparable water rates in other cities and their proposed water rate increases over the next four (4) years.</li> <li>4. Proposed water rate increases in White Rock over the next four (4) years.</li> <li>5. Miss-Use of the Water System.</li> <li>6. General Public Communication.</li> <li>7. Water Conservation Initiatives.</li> </ol>	Staff/ the Panel	January 27, 2020 Council meeting, endorsed
2020-02-11	2020-WCAP-08	Item 5 – Consumption-Based Model	THAT the Water Community Advisory Panel request that staff provide the panel, for discussion, models based on a simplified rate, focused on consumption, with fixed base fees being the same for all meter sizes (with no consumption included).	Staff	Information provided at March 10 meeting. Further discussion on this item likely required.
2020-02-11	ACTION ITEM	Item 5 – Consumption-Based Model	Add to the next agenda: Communication plan under consumption-based model.	Committee Clerk	Added to the March 10, 2020 agenda. Deferred to next scheduled meeting due to time constraints.

Meeting Date	Motion #/ Action Item	Agenda Item #	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date <i>(Red indicates Completed Items)</i>
2020-03-10	2020-WCAP-012	Item 4 -Emergency fire system, emergency preparedness & the city's emergency plans	<p>THAT the Water Community Advisory Panel requests that Council consider requesting the 2018 Fire Underwriters Report; and,</p> <p>THAT the report be provided to the Panel for information.</p>	To Council	Discussed by Council at the April 20 meeting/ Motion from Council: <b>That Council directs staff to work with the authors of the 2018 Fire Underwriters Report and bring back what can be made public.</b>
2020-03-10	2020-WCAP-013	Item 5 - Water fee revenue projections – 2021 to 2024	<p>THAT the Water Community Advisory Panel recommends that Council requests staff to look into options to use borrowing as a source of funds in order to amortize long-term capital spending over an appropriate asset life; and,</p> <p>THAT these options be provided back to the Panel for information.</p>	To Council / Financial Services	Endorsed by Council at April 20 meeting. Staff to provide a report to the Panel at a future meeting.
2020-03-10	2020-WCAP-019	Item 9 – Update on the Water Treatment Plant	<p>THAT the Water Community Advisory Panel defer the following items to their next scheduled meeting:</p> <ul style="list-style-type: none"> <li>• DCC Bylaw Amendment Update;</li> <li>• Communications Plan;</li> <li>• Update on Recommendations to Council;</li> <li>• New Business;</li> <li>• Action Tracking;</li> </ul>	Committee Clerk	To be added to next scheduled meeting



Meeting Date	Motion #/ Action Item	Agenda Item #	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2020-06-15	Regular Council Meeting 2020-346	From Council to WCAP	THAT Council endorses staff forwarding the “2018 City of White Rock Fire Underwriters Survey” as reviewed and redacted by SCM - Opta Information Intelligence – information provider to the Water Community Advisory Panel for information purposes.		Document provided to the Committee at the October meeting.
2020-10-14	2020-WCAP-022	Item 5 – Panel Check In	THAT the Water Community Advisory Panel requests that Council approve one (1) additional Panel meeting in December 2020.	To Council for their November 9 meeting	Endorsed
2020-10-14	2020-WCAP-023	Item 5 – Panel Check In	THAT the Water Community Advisory Panel requests that Council consider extending their current term for one (1) additional year (term would then end December 31, 2021).	To Council for their November 9 meeting	Panel’s membership extended to March 31, 2021
2020-10-14	2020-WCAP-024	Item 6 – Update on the water treatment plant	THAT the Water Community Advisory Panel requests that Council direct staff to provide a report on why lead and copper levels are higher at various measuring stations than they are at the source treatment plant.	To Council for their November 9 meeting	Endorsed. Director of Engineering and Municipal Operations to provide report
2020-10-14	Action item	Item 6 – Update on the water treatment plant	Staff to provide information on disinfection byproducts and surface water comparisons to the Panel for information	Director of Engineering and Municipal Operations	Sent to Panel via email
2020-10-14	aCTION ITEM	Item 6 – Update on the water treatment plant	Staff to report back on question surrounding the relationship between manganese and chloramine – with the reduction of manganese has the City been able to reduce the amount of chloramine?	Director of Engineering and Municipal Operations	Sent to Panel via email
2020-10-14	2020-WCAP-025	Item 7 – DCC Bylaw amendment update	THAT the Water Community Advisory Panel recommends that Council consider in the interim until a Development Cost Charges (DCC) Bylaw for the water utility is finalized that the water DCCs be made ratable to Parks and Highways in the current DCC Bylaw.	To Council for their November 9 meeting	Referred back to the Panel for further clarification- rec updated at November 10 meeting

Meeting Date	Motion #/ Action Item	Agenda Item #	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2020-10-14	2020-WCAP-025	Item 7 – DCC Bylaw amendment update	THAT the Water Community Advisory Panel recommends that Council consider in the interim until a Development Cost Charges (DCC) Bylaw for the water utility is finalized that the water DCCs be made ratable to Parks and Highways in the current DCC Bylaw.	To Council for their November 9 meeting	Referred back to the Panel for further clarification- rec updated at November 10 meeting
2020-10-14	2020-WCAP-026	Item 8 – Other Business	THAT the Water Community Advisory Panel requests that Council direct staff to provide a report back to the Panel at their next meeting to look into the concept of eliminating water meter sizing in the pricing structure.	To Council for their November 9 meeting	Referred back to the Panel for further clarification/ better understanding on what is being asked by staff- discussed at November 10 meeting
2020-10-14	2020-WCAP-027	Item 8 – Other Business	THAT the Water Community Advisory Panel requests that Council direct staff to provide a report back to the Panel at their next meeting that would outline building a pricing model based on the Kerr Wood Leidal Consulting engineering model from the 2017 Water Master Plan. Amendment: Report to be provided to the Panel at an upcoming meeting when the information is available from staff.	To Council for their November 9 meeting	Discussed at the November 10 Meeting
2020-10-14	2020-WCAP-028	Item 8 – Other Business	THAT the Water Community Advisory Panel recommends that Council direct staff to create an easily accessible webpage with simplified information on water quality on the City website.	To Council for their November 9 meeting	Endorsed. In progress
2020-10-14	aCTION ITEM	Item 8 – Other Business	Director of Financial Services to be invited to the next scheduled meeting	Committee Clerk to extend invite	Invited for November 10th meeting
2020-10-14	aCTION ITEM	Item 8 – Other Business	2021 Water Rates to be added to the agenda for the next scheduled meeting.		Added for November 10th meeting

Meeting Date	Motion #/ Action Item	Agenda Item #	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2020-11-10	Action Item	Item 4 – Update on the Water Treatment Plant	Staff to provide information on the most recent water results, graphical representation of metal results and disinfection byproducts to the Panel for information at the first WCAP meeting following receipt of the regularly scheduled test results.	Director of Municipal Operations	Sent to Panel via email
2020-11-10	2020-WCAP-031	Item 5 – Update on Recommendation to Council	<p>THAT the Water Community Advisory Panel recommends that Council direct staff to expedite the process for the Development Cost Charges Bylaw for the water system separate from the other items to ensure that something is in place for upcoming development</p> <p>Amended motion from Council to Staff:</p> <p>THAT Council refers back to staff the recommendation by the Water Community Advisory Panel in regard to Development Cost Charges so they can report back as to what staff cannot complete in order to move this project forward at this time.</p>	To Council	Provided to Council at their December 7 meeting.
2020-11-10	Action Item	Item 5 – Update on Recommendation to Council	Staff to provide information on the scenario of eliminating water meter sizing in the price structure back to the Panel for discussion at the next meeting.	Director of Financial Services	discussed at December 15 meeting
2020-11-10	Action item	Item 5 – Update on Recommendation to Council	Staff to provide previous reports on water rates to the Panel for information/ review.	Committee Clerk	Link to agendas and previous reports provided to the Committee with December 15 agenda package

Meeting Date	Motion #/ Action Item	Agenda Item #	Committee recommendation/ Action item	Staff/ Member Assigned	Status or Completion Date (Red indicates Completed Items)
2020-11-10	2020-WCAP-032		<p>THAT the Water Community Advisory Panel defers the following agenda items to the next scheduled meeting:</p> <ul style="list-style-type: none"> <li>• Item 6 -Discussion on Water Rates;</li> <li>• Item 7 -Information;</li> <li>• Item 7.1 - Latest Water Bill; and,</li> <li>• Item 7.2 – Public Communication.</li> </ul>	Committee Clerk	Items added to December 15 meeting
2020-12-15	Action Item	Item 6 – Discussion on Water Rates	Staff to provide information on consumption and fixed rate structure models for the Water Community Advisory Panel Meeting on March 9, 2021.	Director of Financial Services	To be provided on the March 9, 2021 Meeting
2020-12-15	Action Item	Item 8 – Public Communications	Staff to Advise the panel when future water-related documentation is expected to go to Council so the panel can review the agenda for information purposes.	Staff	In progress