

The Corporation of the
CITY OF WHITE ROCK



Water Community Advisory Panel
AGENDA

Tuesday, May 18, 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

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

	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
RECOMMENDATION THAT the Water Community Advisory Panel adopt the agenda for May 18, 2021 as circulated.	
3. ADOPTION OF MINUTES	3
RECOMMENDATION THAT the Water Community Advisory Panel adopts the minutes of the April 13, 2021 meeting as circulated.	
4. UPDATE ON WATER TREATMENT PLANT	
The Director of Engineering and Municipal Operations to summarize water data results from the City website. A private testing company runs the tests twice a month and the City receives the results.	
5. WATER UTILITY RATES RECOMMENDATIONS TO COUNCIL	7
The Water Community Advisory Panel to continue their discussion on the Water Utility Rates.	

C. Ponzini, Director of Financial Services, to lead a discussion on the Water Fee Structure Based on Meter Sizing Corporate Report.

RECOMMENDATION

THAT the Water Community Advisory Panel (WCAP) receive this report for discussion.

6. OTHER BUSINESS

7. INFORMATION

7.1. COMMITTEE ACTION TRACKING

17

Corporate Administration provides the action-tracking document to the Task Force for information. This spreadsheet will be updated after each meeting and provided to members for information.

8. 2021 MEETING SCHEDULE

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

- June 8, 2021

9. CONCLUSION OF THE MAY 18, 2021 WATER COMMUNITY ADVISORY PANEL MEETING



Water Community Advisory Panel

Minutes

April 13, 2021, 4:00 p.m.

City Hall Council Chambers

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

PRESENT:

- K. Jones, Chairperson
- D. Bower, Vice-Chairperson
- S. Doerksen, Panel Member
- I. Lessner, Panel Member (entered the meeting at 4:15 p.m.)
- D. Stonoga, Panel Member (entered the meeting at 4:05 p.m.)
- J. Holm, Committee Member
- M. Pedersen, Committee Member

COUNCIL: Councillor C. Trevelyan (non-voting)

STAFF:

- J. Gordon, Director of Engineering and Municipal Operations
- C. Ponzini, Director of Financial Services
- J. Brierley-Green, Manager of Revenue Services
- K. Sidhu, Committee Clerk
- C. Richards, Committee Clerk

1. CALL TO ORDER

The Chairperson called the meeting to order at 4:01 p.m.

2. **ADOPTION OF AGENDA**

Motion Number: WCAP-2021-12 It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the agenda for April 13, 2021 as circulated.

Motion CARRIED

3. **ADOPTION OF MINUTES**

Motion Number: WCAP-2021-13 It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopts the minutes of the March 9, 2021 meeting as circulated.

Motion CARRIED

4. **UPDATE ON WATER TREATMENT PLANT**

The Director of Engineering and Municipal Operations summarized water data results. A private testing company runs the tests twice a month and the City receives the results.

D. Stonoga entered the meeting at 4:05 p.m.

5. **WATER UTILITY RATES DISCUSSION**

The Water Community Advisory Panel continued their discussion on the Water Utility Rates. The Panel compared and discussed ideas from a proposed Water Rate Structure Model provided by Panel Member, J. Holm.

I. Lessner entered the meeting at 4:15 p.m.

Motion Number: WCAP-2021-14 It was MOVED and SECONDED

THAT the Water Community Advisory Panel recommend that Council direct staff along with the report provided by the Director of Financial Services to consider a base of 20% on a unit basis and the remaining would be consumption-based.

Motion DEFEATED

**Panel members D. Bower, J. Holm,
M. Pedersen, and I. Lessner voted in the negative**

Motion Number: WCAP-2021-15 It was MOVED and SECONDED

THAT the Water Community Advisory Panel request that staff draft a model that is meter-based with a fixed cost higher than the administrative cost that is currently in place.

Motion CARRIED

Panel members K. Jones, D. Stonoga and S. Doerksen voted in the negative

6. OTHER BUSINESS

None

7. INFORMATION

7.1 COMMITTEE ACTION TRACKING

Corporate Administration provided an action-tracking document to the Panel for information. This spreadsheet is updated after each meeting and provided to members for information.

8. 2021 MEETING SCHEDULE

At the March 15, 2021 Special Council Meeting, Council endorsed a recommendation to extend the current term of the Water Community Advisory Panel for three (3) additional meetings.

The following tentative meeting schedule was provided for consideration:

- April 13, 2021
- May 11, 2021
- June 8, 2021

Note: Council has noted that these meetings would focus only on the water utility rates discussion. Once this item has been completed, the Panel will no longer be required to meet.

Motion Number: WCAP-2021-16 It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the following 2021 meeting schedule:

- April 13, 2021
- May 18, 2021
- June 8, 2021

Motion CARRIED

9. **CONCLUSION OF THE APRIL 13, 2021 WATER COMMUNITY ADVISORY PANEL MEETING**

The Chairperson declared the meeting concluded at 6:02 p.m.



K. Jones, Chairperson

K. Sidhu, Committee Clerk

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 18, 2021

TO: Water Community Advisory Panel

FROM: Colleen Ponzini, Director, Financial Services

SUBJECT: Water fee structure based on meter sizing

RECOMMENDATION

THAT the Water Community Advisory Panel (WCAP) receive this report for discussion.

EXECUTIVE SUMMARY

At the March 9, 2021 meeting of the WCAP resolved to have Council direct staff to have another option for water rates that would include charging a fixed fee by meter size and a consumption fee for water used. The model would have a fixed fee that would increase by meter size to approximate the impact on the system by the different kinds of customers which would reduce reliance on consumption-based revenues. Staff were directed by Council to help create this other rate structure as an option for Council consideration.

This model requires two pieces of information: 1) the scale for charging the fixed fee and 2) the amount to be charged as the fixed fee. The scale was created through a review of the rates of other municipalities with similar rate structures (Surrey, Richmond, West Vancouver, Chilliwack, Maple Ridge, and Vancouver). Based on the review, the scale was determined to be an average of the rates imposed by these municipalities. The model was then created with the total amount to be charged as the fixed fee set to thirty (30%) of total annual water user fee revenues. However, when comparing the fixed fee that was needed to generate this amount of revenue, the City's fees ended up being double the average of the comparative municipalities' rates. In order to bring the fixed fee rates more in line with the comparative municipalities, the model was changed to have the fixed fee set to recover fifteen (15%) of total annual water user fee revenues.

PREVIOUS COUNCIL DIRECTION

Motion # & Meeting Date	Motion Details
April 12, 2021	THAT Council direct staff to continue to work on finalizing a water rate structure with alternatives with the Panel and report back to Council.

INTRODUCTION/BACKGROUND

The water rate structure based on meter sizing resulted in the following fixed fees per meter size (using 2020 figures):

Meter Size	White Rock Fixed Fee	Comparative municipalities' average
5/8 inch	38.30	36.70
1 inch	42.10	37.74
1 1/2 inch	65.10	60.28
2 inch	88.10	87.38
3 inch	203.00	203.47
4 inch	268.10	275.26
6 inch	455.80	453.68

If this method was used in 2020, the water consumption rate would have been \$5.80 per 100 cubic feet, instead of \$4.10.

Proposed Rate Structure and Timeline

The following table shows the proposed change in the water rates between years one and three to get to the proposed water rate structure based on meter sizing as outlined above. Over time, the Water Utility would recover less water user fee revenues from the current base charge by removing the assumed water consumption that is currently included and would recover more from a consumption-based water rate.

Year	Base Charge	Included consumption	Water Rate (using 2020 budget)
1	80% of 2020 base charge	80% of 2020 included consumption	0.0501
2	60% of 2020 base charge	60% of 2020 included consumption	0.0583
3	40% of 2020 base charge	40% of 2020 included consumption	0.0633
4	As above	0	0.0580

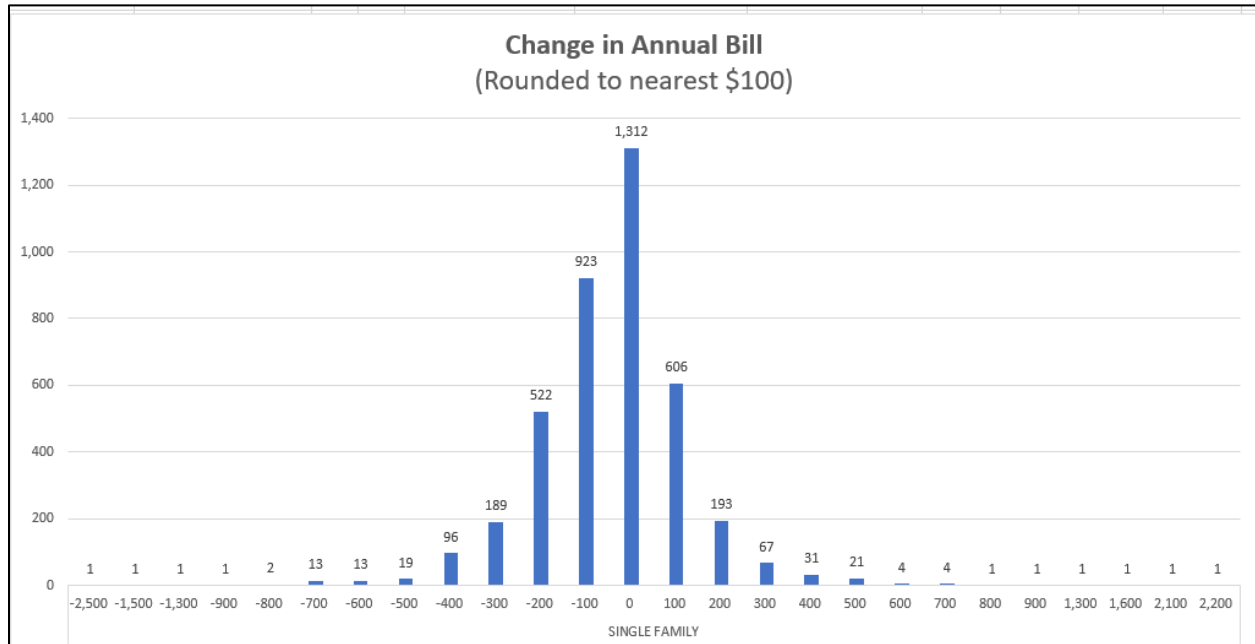
Impact

Once the change is fully rolled out in year 4, the percent of revenue charged per customer group shifts compared to the current fee structure. Under this water rate structure based on meter sizing the distribution of revenues would change, with 5% more total water user fee revenues coming from single-family homes. The shift is due to the change in the fixed fee as most of the City's water utility accounts are within the single-family home customer group (4,031 of 4,536). The following table shows the current and proposed percentages.

Customer Group	Current % of total consumption	Current % of total revenues	Proposed % of total revenues	Proposed % of total consumption revenues
Single-Family	49%	56%	54%	49%
Multi-Family	33%	29%	30%	33%
Commercial	17%	15%	16%	17%

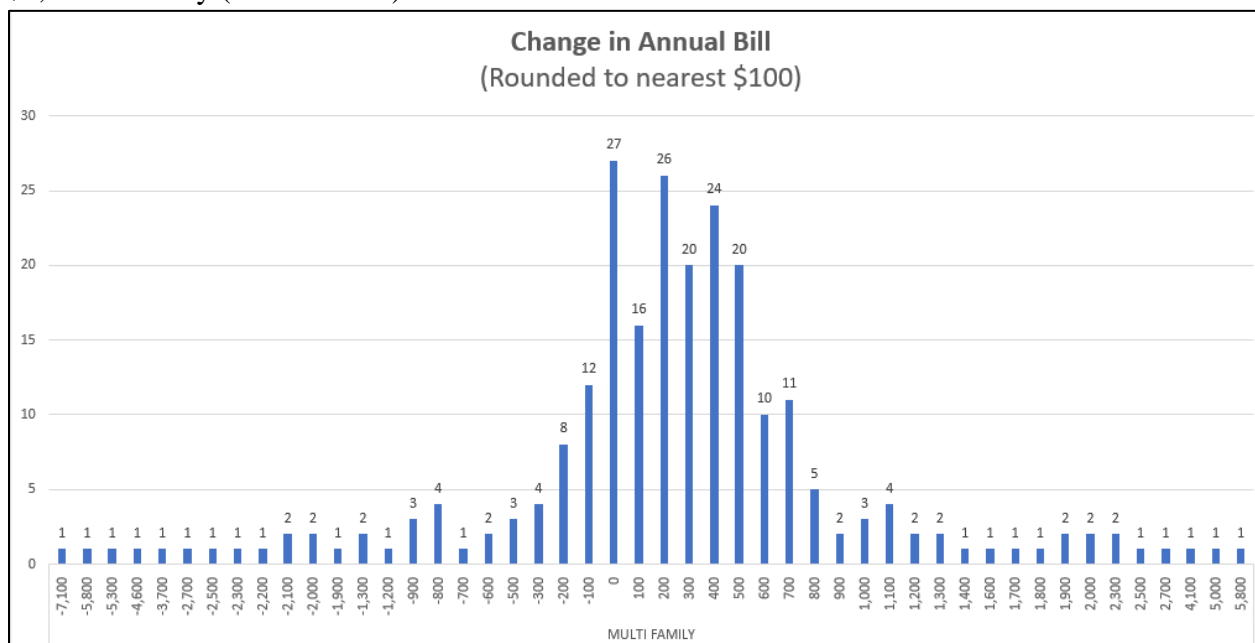
Impact on Single-Family Residences

Of the 4,031 single family (SF) accounts, thirty-three percent (33%) are projected to remain virtually the same, twenty-three percent (23%) decrease by approximately \$100, and fifteen percent (15%) increase by approximately \$100 annually. A further twenty-one percent (21%) decrease more than \$100, and eight percent (8%) increase between \$200 and \$500, while less than one percent (1%) increase more than \$500 (14 accounts).



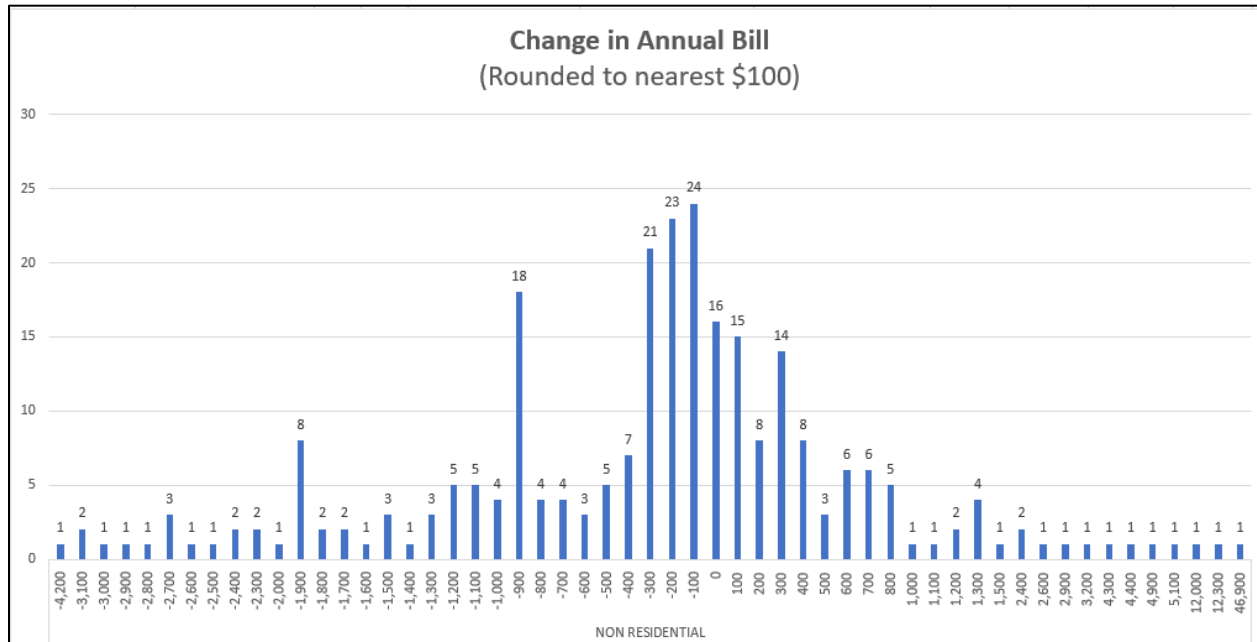
Impact on Multi-Family Residences

Of the 241 multi-family (MF) accounts, thirty-four percent (34%) remain the same or decrease annually. Forty-four percent (44%) increase up to \$500 annually. Thirteen percent (13%) increase between \$600 and \$1,000 annually. A further ten percent (10%) increase more than \$1,000 annually (23 Accounts).



Impact on Commercial Properties

Of the 262 commercial accounts, sixty-seven (67%) remain the same or decrease annually. Eighteen percent (18%) increase up to \$500 annually. Seven percent (7%) increase between \$600 and \$1,000 annually. A further 8% increase more than \$1,000 annually (20 Accounts).



FINANCIAL IMPLICATIONS

The intent of the changes to the water rates structure is to redistribute the costs to operate the Water Utility to customers based on consumption of water with the expectation that the rates would help to incentivize water conservation. The rates in and of themselves does not change the total water user fee revenues, just the distribution of who pays those revenues. While most accounts are not expected to be impacted by the change in the water rate structure, those accounts that are currently on the outer edge of the rate structure will.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Communication will need to be carried out in advance of any new rate implementation to inform all customers to allow sufficient time for customers to plan for potential financial impacts.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Not applicable.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

One of City Council's strategic priorities is to review the current water rate structure to align the fees with water consumption.

OPTIONS / RISKS / ALTERNATIVES

Not applicable.

CONCLUSION

This report provides information on an alternate water rate structure by meter size as requested by the WCAP on March 9, 2021.

Respectfully submitted,



Colleen Ponzini
Director of Financial Services

Appendix A: March 9, 2021 WCAP report titled "Revised Water Fee Structure and Impacts for Discussion"

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: March 9, 2020

TO: Water Community Advisory Panel

FROM: Colleen Ponzini, Director, Financial Services

SUBJECT: 2021-03-Proposed changes to the Water Rates Structure.docx

RECOMMENDATION

THAT the Water Community Advisory Panel (WCAP) receive this report for discussion.

EXECUTIVE SUMMARY

The City's water rates structure, which was inherited when it purchased the Water Utility, has varying rate categories that are tied to the size of the meter used in the connection to a property. The different rate categories also have different assumed water consumption that is billed in the base fee. The current rate structure is not equitable when comparing the percentage of the revenues and the percentage of consumption used. Over the years, the City has tried to determine what modifications were needed to make the rate structure more equitable while serving to incentivize people to conserve water.

A model had been developed in the past and has been updated with 2020 figures for this proposal, that shifts the current water rates categories into one category that would be applied for all accounts. There would be one flat rate fee for the administrative costs to issue a bill and one water consumption rate applied to all consumption.

Prior reports to Council and the Committee had introduced a similar structure as presented in this report which will result in some customers having large changes in their Water Utility bills. The direction was to therefore stage the changes to the new structure over a period of a few years to soften the impact. It is therefore recommended that we incrementally change the rates by 25% each year for three years so that by year four we would have a rate structure that is the same for all. Note that the figures used in this report reflect costs and rates based on 2020 figures.

INTRODUCTION/BACKGROUND

There are numerous approaches to changing the current water rate structure and reasons that support making one change over another. Understanding that the goal is to implement a rate structure that aligns water consumption to water utility costs and promotes water conservation, in a phased approach, the following methodology is presented. This methodology has been discussed in the past and the figures have been updated with 2020 figures.

Proposed Rate Structure and Timeline

- Implement a fixed fee per billing account to cover the administrative costs of billing. In 2020 that would have been \$22 per account. The rest of the revenue would come from the water consumption charge. If this method was used in 2020, the water rate would have been \$6.31 per 100 cubic feet, instead of \$4.10.
- Once the switch to the new consumption-based rate structure is complete (year 4) then each account would be billed the \$22 fee. Note that for multi-family (MF) accounts there is only one meter and therefore only one bill and only one administrative fee.

The following table shows the proposed change in the water rates to get to the proposed flat fee and consumption-based model. Over time, the Water Utility would recover less revenues from the base charge by removing the assumed water consumption that is currently included and would recover more from a consumption based water rate.

Year	Base Charge	Included consumption	Water Rate (using 2020 budget)
1	75% of 2020 base charge	75% of 2020 included consumption	0.0529
2	50% of 2020 base charge	50% of 2020 included consumption	0.0612
3	25% of 2020 base charge	25% of 2020 included consumption	0.0657
4	\$22	0	0.0631

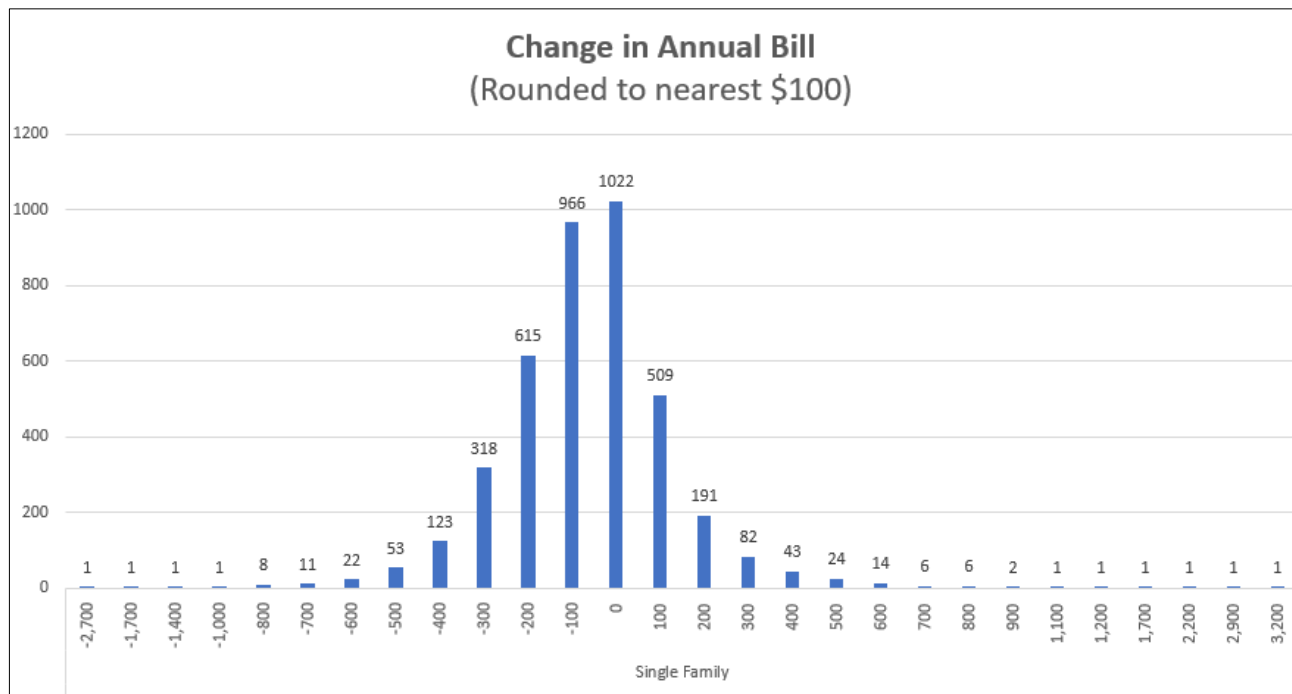
Impact

Once the change is fully rolled out in year 4, the percent of revenue charged per customer group will be more fairly distributed to align with consumption. The following table shows the current and proposed percentages.

Customer Group	Current % of total consumption	Current % of total revenues	Proposed % of total revenues	Proposed % of total consumption revenues
Single-Family	49%	56%	52%	49%
Multi-Family	33%	29%	31%	33%
Commercial	17%	15%	17%	17%

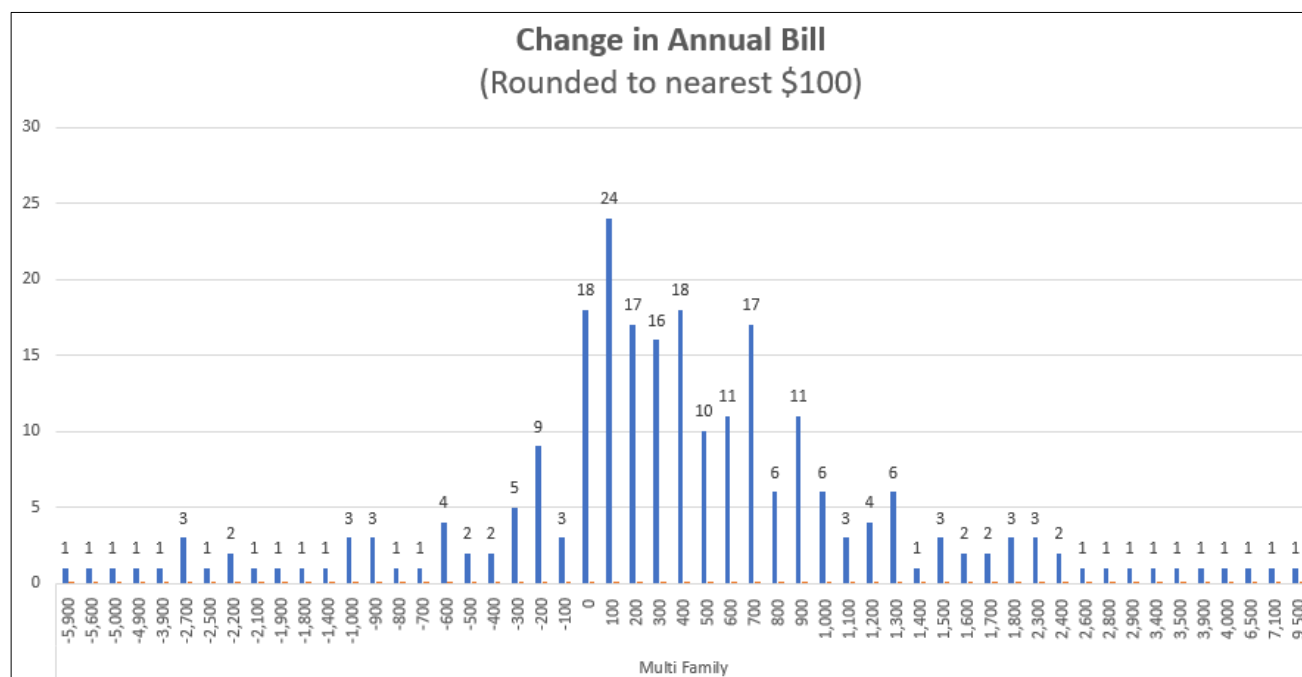
Impact on Single-Family Residences

Of the 4,031 single family (SF) accounts, 25% are projected to remain virtually the same, 24% decrease by approximately \$100, and 13% increase by approximately \$100 annually. A further 13% decrease more than \$100, and 8% increase between \$200 and \$500, while 1% increase more than \$500 (34 accounts).



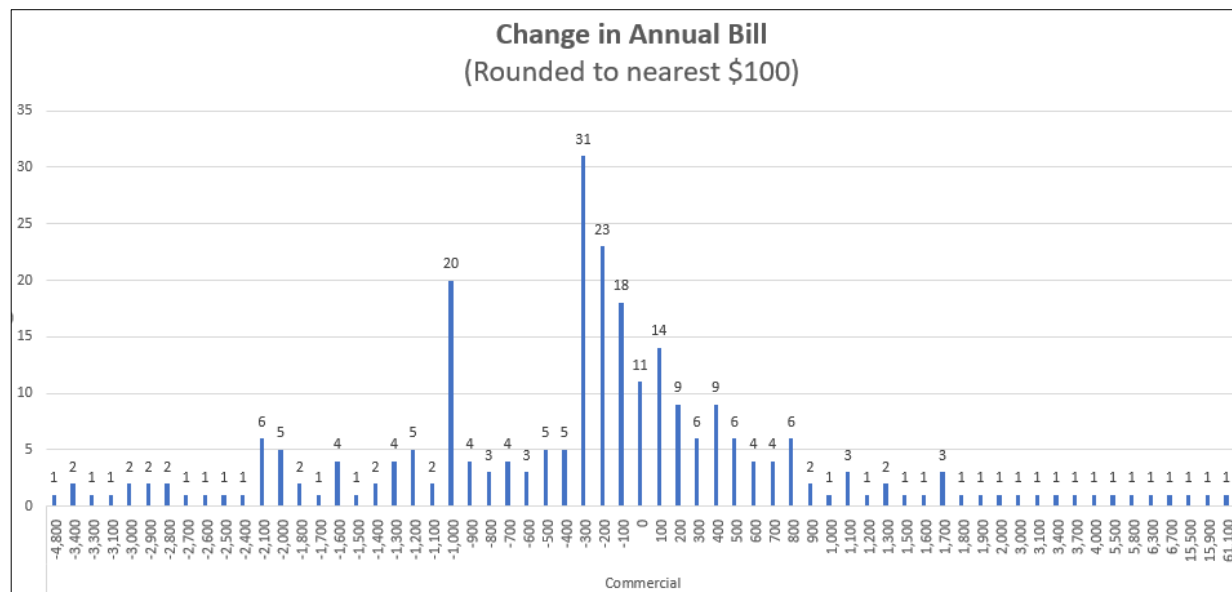
Impact on Multi-Family Residences

Of the 241 MF accounts, 27% remain the same or decrease annually. Thirty-five percent (35%) increase up to \$500 annually. Twenty-one percent (21%) increase between \$600 and \$1,000 annually. A further 16% increase more than \$1,000 annually (39 Accounts).



Impact on Commercial Properties

Of the 262 commercial accounts, 66% remain the same or decrease annually. Seventeen percent (17%) increase up to \$500 annually. Seven percent (7%) increase between \$600 and \$1,000 annually. A further 10% increase more than \$1,000 annually (27 Accounts).



FINANCIAL IMPLICATIONS

The intent of the changes to the water rates structure is to redistribute the costs to operate the Water Utility to customers based on consumption of water with the expectation that the rates would help to incentivize water conservation. The total amount of revenues to be collected by the Water Utility is dependent on the costs to operate it. The rates in and of themselves does not change the total revenues, just the distribution of who pays those revenues. While most accounts are not expected to be impacted by the change in the water rate structure, those accounts that are currently on the outer edge of the rate structure will.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Communication will need to be carried out in advance of any new rate implementation to inform all customers to allow sufficient time for customers to plan for potential financial impacts.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Not applicable.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

One of City Council's strategic priorities is to review the current water rate structure to align the fees with water consumption.

OPTIONS / RISKS / ALTERNATIVES

Not applicable.

CONCLUSION

This report provides the proposed water rates structure for comment from the Water Community Advisory Panel. The model is essentially the same as has been previously recommended and has been updated to reflect 2020 figures. The changes are proposed to be implemented over the next three years so that by year four the rates will have a base administrative fee and water consumption rates will be the same for all customers.

Respectfully submitted,

Colleen Ponzini
Director, Financial Services

Comments from the Chief Administrative Officer

I concur with the recommendation of this corporate report.

Guillermo Ferrero
Chief Administrative Officer

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"> • An introduction to water distribution; • Potential for surrey water hook-up; • Emergency scenarios through the distribution system; and, • 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.). 	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 <i>(Red indicates Completed Items)</i>
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. <u>Note:</u> 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"> 1. Consumption-based model – graduated plans, alternative fixed/consumption ratios, communication plan. 2. Emergency fire system, emergency preparedness and the City's emergency plan. 3. Review of comparable water rates in other cities and their proposed water rate increases over the next four (4) years. 4. Proposed water rate increases in White Rock over the next four (4) years. 5. Miss-Use of the Water System. 6. General Public Communication. 7. Water Conservation Initiatives. 	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	<p>Discussed by Council at the April 20 meeting/ Motion from Council:</p> <p>That Council directs staff to work with the authors of the 2018 Fire Underwriters Report and bring back what can be made public.</p>
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	<p>Endorsed by Council at April 20 meeting.</p> <p>Motion passed at the February 22, 2021 Council meeting to not proceed with this motion</p>
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"> • DCC Bylaw Amendment Update; • Communications Plan; • Update on Recommendations to Council; • New Business; • Action Tracking; 	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"> • Item 6 -Discussion on Water Rates; • Item 7 -Information; • Item 7.1 - Latest Water Bill; and, • Item 7.2 – Public Communication. 	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	Provided at 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	Ongoing
2021-01-12	Action Item	Item 4.1 – Update on the Water Treatment Plant	The Director of Engineering and Municipal Operations to provide a breakdown of all sample numbers to the Panel.	Director of Municipal Operations	Sent to Panel on January 15, 2021
2021-02-09	2021-WCAP-05	Item 6.1 – Water Conservation	THAT the Water Community Advisory Panel recommend that Council direct staff to investigate ways to conserve City water usage such as tuning sprinklers and purchasing water storage.	Staff	At the February 22, 2021 Council meeting, Council chose to not proceed forward with this recommendation
2021-02-09	2021-WCAP-06	Item 6.1 – Water Conservation	THAT the Water Community Advisory Panel recommend that Council direct staff to investigate subsidizing water saving products such as rain barrels to White Rock residents	Staff	At the February 22, 2021 Council meeting, Council chose to not proceed forward with this recommendation
2021-02-09	2021-WCAP-07	Item 8.1 – Information	<p>THAT the Water Community Advisory Panel recommend that Council direct staff to provide a follow up report from the previously ratified motion:</p> <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>	Staff	Motion passed at the February 22, 2021 Council meeting to not proceed with this motion

2021-03-09	WCAP-2021-11	Item 6 – Proposed Water Rate Model	THAT the Water Community Advisory Panel recommend that Council direct staff to continue to work on finalizing a water rate structure with alternatives with the Panel and report back to Council.	Staff	Endorsed at the April 12, 2021 Council Meeting
2021-04-13	WCAP-2021-15	Item 5 – Water Utility Rates Discussion	THAT the Water Community Advisory Panel request that staff draft a model that is meter-based with a fixed cost higher than the administrative cost that is currently in place.	Staff	