

The Corporation of the  
CITY OF WHITE ROCK



Water Community Advisory Panel  
AGENDA

Tuesday, June 8, 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	
<b>RECOMMENDATION</b> THAT the Water Community Advisory Panel adopt the agenda for June 8, 2021 as circulated.	
3. ADOPTION OF MINUTES	3
<b>RECOMMENDATION</b> THAT the Water Community Advisory Panel adopts the minutes of the May 18, 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	6
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 updated Water Fee Structure Based on Meter Sizing Corporate Report.

**RECOMMENDATION**

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

The recommendation for Council would be:

THAT Council direct staff to implement a new water use fee rate structure based on either Option 1 or Option 2 as outlined in this report.

**RECOMMENDATION**

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

**6. OTHER BUSINESS**

**7. INFORMATION**

**7.1. COMMITTEE ACTION TRACKING**

18

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**

No further meetings scheduled.

**9. CONCLUSION OF THE JUNE 8, 2021 WATER COMMUNITY ADVISORY PANEL MEETING**



## Water Community Advisory Panel

### Minutes

May 18, 2021, 4:00 p.m.

City Hall Council Chambers

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

PRESENT:	K. Jones, Chairperson
	S. Doerkson, Committee Member (departed the meeting at 5:15 p.m.)
	J. Holm, Committee Member
	M. Pedersen, Committee Member
	D. Stonoga, Committee Member
COUNCIL:	Councillor C. Trevelyan (non-voting)
ABSENT:	D. Bower, Vice-Chairperson
	I. Lessner, Committee Member
STAFF:	J. Gordon, Director of Engineering and Municipal Operations
	C. Ponzini, Director of Financial Services
	J. Brierley-Green, Manager of Revenue Services
	C. Richards, Committee Clerk

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#### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 4:00 p.m.

#### 2. **ADOPTION OF AGENDA**

**Motion Number: WCAP-2021-017** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopt the agenda for May 18, 2021 as circulated.

**Motion CARRIED**

3. **ADOPTION OF MINUTES**

**Motion Number: WCAP-2021-018** It was MOVED and SECONDED

THAT the Water Community Advisory Panel adopts the minutes of the April 13, 2021 meeting as circulated.

**Motion CARRIED**

4. **UPDATE ON 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.

5. **WATER UTILITY RATES RECOMMENDATIONS TO COUNCIL**

The Water Community Advisory Panel continued their discussion on the Water Utility Rates.

The Director of Financial Services started the discussion on the Water Fee Structure Based on Meter Sizing corporate report. The Manager of Revenue Services shared an updated version of the Water Fee Structure Based on Meter Sizing corporate report and continued summarizing the document.

The Committee conducted a roundtable discussion to provide any feedback regarding the corporate report. Based on the comments, Finance staff will adjust the corporate report and provide a final version at the next Water Community Advisory Panel meeting, taking place June 8, 2021.

S. Doerksen departed the meeting at 5:15 p.m.

**Motion Number: WCAP-2021-019** It was MOVED and SECONDED

THAT the Water Community Advisory Panel (WCAP) receive the Corporate report dated May 18, 2021 from the Director of Financial Services, titled "Water Fee Structure based on Meter Sizing" for information.

**Motion CARRIED**

**Motion Number: WCAP-2021-020** It was MOVED and SECONDED

THAT the Water Community Advisory Panel recommend staff to move forward on preparing the report for Council, that would have both options and would have the pros and cons listed. The report would then be brought back to the Panel at the next Water Community Advisory Panel meeting, taking place June 8, 2021, at which time the report would be refined to present it to Council at a June or July Council meeting.

**Motion CARRIED**

**6. OTHER BUSINESS**

None

**7. INFORMATION**

**7.1 COMMITTEE ACTION TRACKING**

Corporate Administration provided an 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**

The Chairperson declared the meeting concluded at 5:13 p.m.

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K. Jones, Chairperson



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C. Richards, Committee Clerk

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
CORPORATE REPORT



**DATE:** June 8, 2021

**TO:** Water Community Advisory Panel

**FROM:** Colleen Ponzini, Director, Financial Services

**SUBJECT:** Two Water User Fee Rate Options for Council

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**RECOMMENDATION**

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

The recommendation for Council would be:

THAT Council direct staff to implement a new water use fee rate structure based on either Option 1 or Option 2 as outlined in this report.

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**EXECUTIVE SUMMARY**

The City's water user fee structure is largely based on the structure used by Epcor prior to the City's purchase of the water utility from them in 2015. Over the past few years, work has been done to move to a fee structure that was based more on consumption. Council had set up a Water Community Advisory Panel that was in part tasked with working with staff to develop such a model for Council's consideration.

On Dec 2, 2019, a new fee structure was presented to Council with the WCAP's recommendation to have the WCAP continue working with staff to examine options to implement the changes to the structure in a phased approach. Since then, the new Director of Finance was hired and the Covid-19 pandemic was declared. Work continued with the WCAP later in 2020 to update the model with current figures and to phase in the impacts over time.

In March of 2021, the WCAP resolved to seek Council's approval to have two alternatives for Council's consideration which was approved on April 12, 2021. This report provides Council with the two options that have been developed and provides Council with some opinions of the WCAP members and staff on the pros and cons of each option.

### **PREVIOUS COUNCIL DIRECTION**

<b>Motion # &amp; Meeting Date</b>	<b>Motion Details</b>
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 City's water user fee structure is largely based on the structure used by Epcor prior to the City's purchase of the water utility from them in 2015. The structure is partially fixed and partially variable. The fixed base fees include usage of up to certain maximum amounts of water. A further variable rate is charged for additional water that is consumed. Some users have shared concerns that they pay too much for their water as their water consumption is well below the levels allowed in the fixed base fees.

Council set up a Water Community Advisory Panel that was in part tasked with working with staff to develop such a model for Council's consideration. Over the past few years, work has been done to move to a fee structure that would correlate the amount paid for water to the amount of water used, and subsequently encourage water conservation.

The water user fees are the main source of revenue used to build, maintain and operate the Water Utility. The total amount of fees to be recovered through the water user fees is determined through the annual financial planning process. The following schedule shows the 5-year financial plan for the City's Water Utility that is included in the City's Consolidated 2021 - 2025 Financial Plan Bylaw No. 2377, 2021 with the related revenues highlighted in blue.

**CORPORATION OF THE CITY OF WHITE ROCK  
WATER FUND BUDGET**

	2021 Budget	Budget Projections			
		2022	2023	2024	2025
<b>REVENUE</b>					
Utility Rates	\$ 5,605,500	\$ 5,969,900	\$ 6,357,900	\$ 6,771,200	\$ 7,211,300
Utility Service Connection Fees	300,000	305,000	310,000	315,000	320,000
Grants from Other Governments	-	-	-	333,300	333,300
Capital Contributions and DCC's	129,900	110,000	100,000	293,000	110,000
Other Revenue	161,900	184,800	208,400	232,800	257,900
Interest and Penalties	5,000	5,000	5,000	5,000	5,000
<b>Total Revenues</b>	<b>6,202,300</b>	<b>6,574,700</b>	<b>6,981,300</b>	<b>7,950,300</b>	<b>8,237,500</b>
<b>EXPENSES</b>					
Operating Expenses	2,782,000	3,140,900	2,688,800	2,797,600	3,308,300
Interest and Bank Charges	681,300	681,300	681,300	681,300	681,300
Amortization	1,173,000	1,204,000	1,247,000	1,296,000	1,296,000
<b>Total Expenses</b>	<b>4,636,300</b>	<b>5,026,200</b>	<b>4,617,100</b>	<b>4,774,900</b>	<b>5,285,600</b>
<b>INCREASE IN TOTAL EQUITY</b>	<b>1,566,000</b>	<b>1,548,500</b>	<b>2,364,200</b>	<b>3,175,400</b>	<b>2,951,900</b>
<b>Reconciliation to Financial Equity</b>					
Amortization of Tangible Capital Assets	1,173,000	1,204,000	1,247,000	1,296,000	1,296,000
Capital Expenses	(3,696,000)	(2,875,000)	(1,863,000)	(2,925,000)	(2,430,000)
Debt Retirement	(709,800)	(732,700)	(756,200)	(780,600)	(805,800)
Transfer from/(to) Other Funds	(39,800)	305,800	(112,600)	(112,900)	(113,300)
Internal Charges	(489,000)	(499,000)	(509,000)	(519,000)	(529,000)
<b>CHANGE IN FINANCIAL EQUITY (Reserves)</b>	<b>(2,195,600)</b>	<b>(1,048,400)</b>	<b>370,400</b>	<b>133,900</b>	<b>369,800</b>
Financial Equity , beginning of year	5,786,048	3,590,448	2,542,048	2,912,448	3,046,348
<b>FINANCIAL EQUITY (Reserves), end of year</b>	<b>\$ 3,590,448</b>	<b>\$ 2,542,048</b>	<b>\$ 2,912,448</b>	<b>\$ 3,046,348</b>	<b>\$ 3,416,148</b>
<b>WATER FUND CAPITAL BUDGET</b>					
<b>CAPITAL EXPENSES</b>					
Water Infrastructure	\$ 3,696,000	\$ 2,875,000	\$ 1,863,000	\$ 2,925,000	\$ 2,430,000
<b>Total Capital Expenses</b>	<b>\$ 3,696,000</b>	<b>\$ 2,875,000</b>	<b>\$ 1,863,000</b>	<b>\$ 2,925,000</b>	<b>\$ 2,430,000</b>
<b>FUNDING SOURCES</b>					
Reserve Funds	\$ 3,566,100	\$ 2,765,000	\$ 1,763,000	\$ 2,298,700	\$ 1,986,700
Development Cost Charges	20,000	10,000	-	93,000	10,000
Grants from Other Governments	-	-	-	333,300	333,300
Contributions	109,900	100,000	100,000	200,000	100,000
<b>Total Capital Funding</b>	<b>\$ 3,696,000</b>	<b>\$ 2,875,000</b>	<b>\$ 1,863,000</b>	<b>\$ 2,925,000</b>	<b>\$ 2,430,000</b>

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 two options are presented.

### Option 1

Each account is charged a fixed fee that is meant to cover the costs of administering the invoice, including meter reading. All water consumption would be charged at the same rate.

### Option 2

Each account is charged a fixed fee that would be related to the size of the meter. All water consumption would be charged at the same rate.

The two options are similar in that they both have a fixed fee and a water consumption fee. The main difference is that one has a fixed fee based on administrative costs and the other has a fixed fee based on meter size.



### ***Determining the Fixed Fees Portions***

#### **Option 1**

For this model, each account is charged a fixed fee that is meant to cover the costs of administering the invoice, including meter reading. Using 2020 figures, the fixed fee per billing account to cover the administrative costs of billing, including the meter reading would have been \$22 per account. This would equate to approximately eight percent (8%) of the total annual water user fee revenues.

#### **Option 2**

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 percent (15%) of total annual water user fee revenues.

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

### ***Phased Approach***

Prior reports to Council and the Committee had introduced fee structures that would result in some customers having large changes in their Water Utility bills. The direction was to phase in the changes to the new structure over a period of a few years to soften the impact. It was recommended that the phasing in take place over three years such that by year four, the new fee structure would be in place. The following describes the phasing approach for each option. Note that all figures used in this report reflect costs and rates based on 2020 figures.

#### **Option 1**

It is proposed that the current water user fee rates be changed by 25% each year for three years so that by year four the rate structure would be the same for all customers. The following table shows the proposed changes to the current rates to get to the proposed flat fee and consumption-based model.

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

### Option 2

It is proposed that the current water user fee rates be changed by 20% each year for three years and then in year four, implement the proposed water user fee rate structure based on meter sizing as outlined above. The following table shows the proposed changes to the current rates to get to the proposed flat fee and consumption-based model.

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 Proposed	0	0.0580

For both options, the Water Utility would recover less revenues over time from the base charge by removing the assumed water consumption that is currently included and would recover more from a consumption based water rate.

### Impacts

#### Percentage of Revenues Per Customer Group

Once the change is fully rolled out in year four, the percent of revenue charged per customer group shifts compared to the current fee structure. In both options, the percent of total consumption revenues is directly related to actual consumption as both options have one consumption rate. The following tables show the changes per option.

#### Option 1

The total percent of revenue charged per customer group will be distributed to align closer with total consumption.

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%

## Option 2

The total percent of revenues charged per customer group reflects the number and size of the meters per customer group.

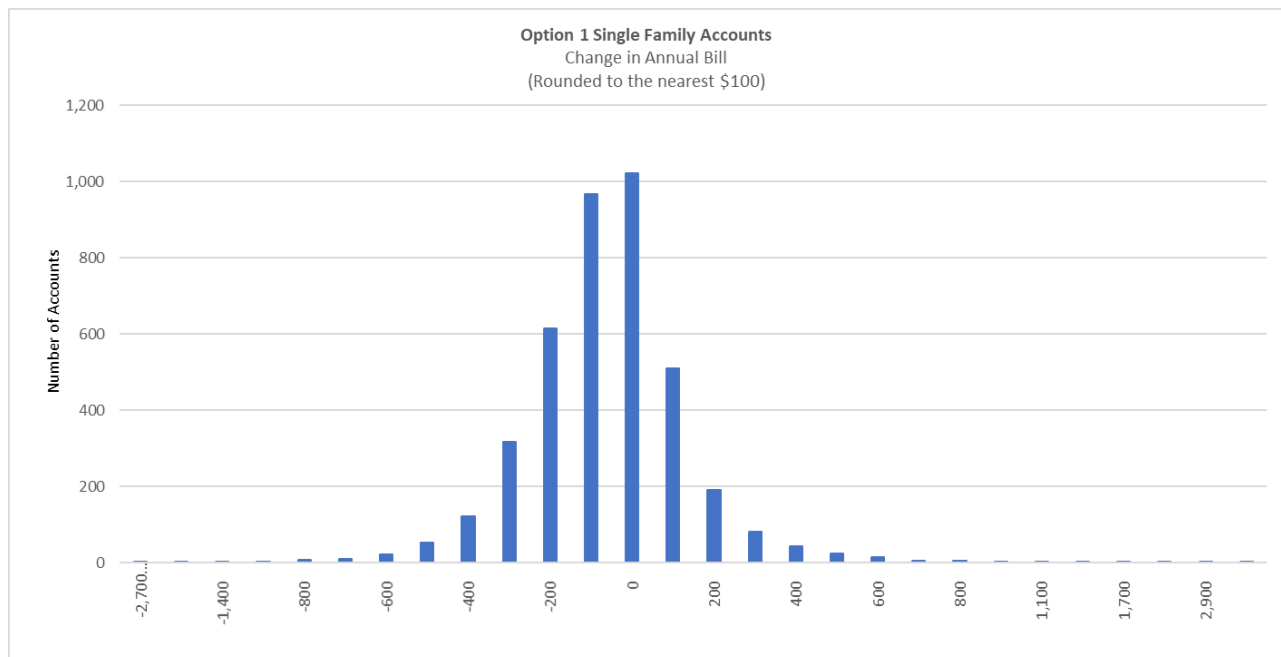
Customer Group	Current % of total consumption	Current % of total revenues	Proposed % of total revenues	Proposed % of total consumption revenues
Single-Family	49%	56%	54%	49%
Multi-Family	33%	29%	30%	33%
Commercial	17%	15%	16%	17%

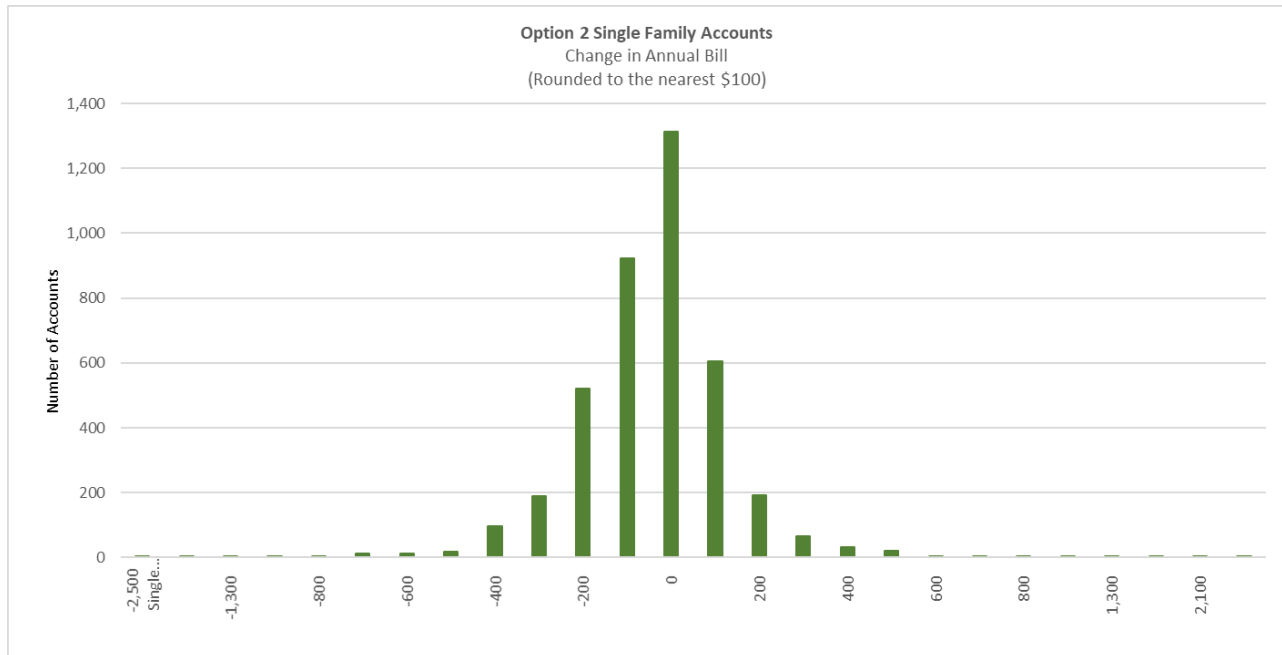
## Impacts on Single-Family Residences

The following two graphs illustrate the changes in the annual fees for single family residences under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and (the impacts from Option 2 shown in brackets and in red).

Of the 4,031 single family accounts, 25% (33%) are projected to remain virtually the same, 24% (23%) decrease by approximately \$100, and 13% (15%) increase by approximately \$100 annually. A further 13% (21%) decrease more than \$100, and 8% (8%) increase between \$200 and \$500, while 1% (1%) increase more than \$500 (34 accounts / 14 accounts).



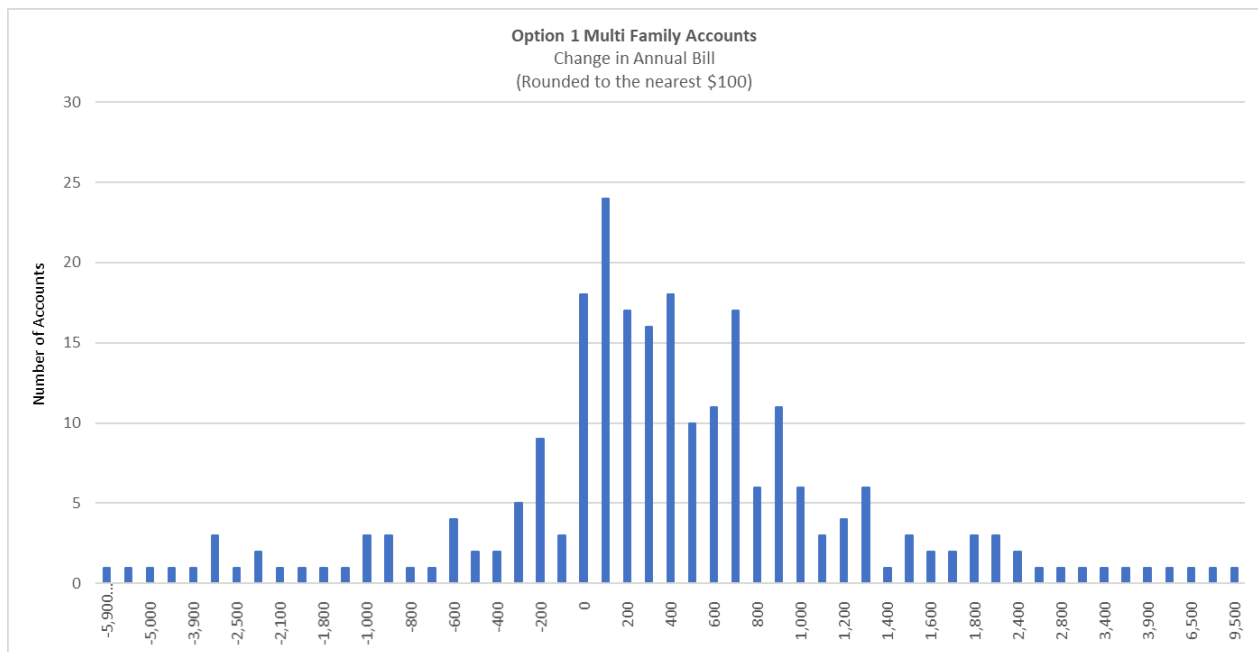


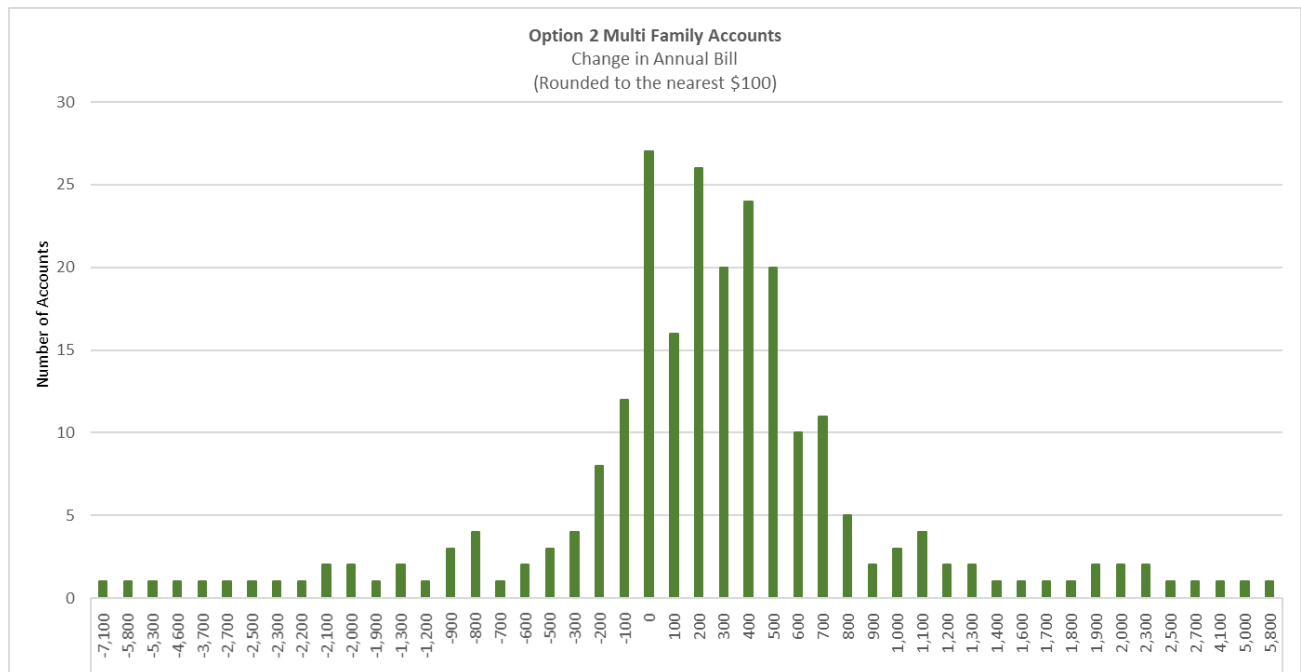
### *Impacts on Multi-Family Residences*

The following two graphs illustrate the changes in the annual fees for multi-family residences under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and (the impacts from Option 2 shown in brackets and in red).

Of the 241 multi-family residents 27% (34%) remain the same or decrease annually; 35% (44%) increase up to \$500 annually; and 21% (13%) increase between \$600 and \$1,000 annually. A further 16% (10%) increase more than \$1,000 annually (39 accounts / 23 accounts).



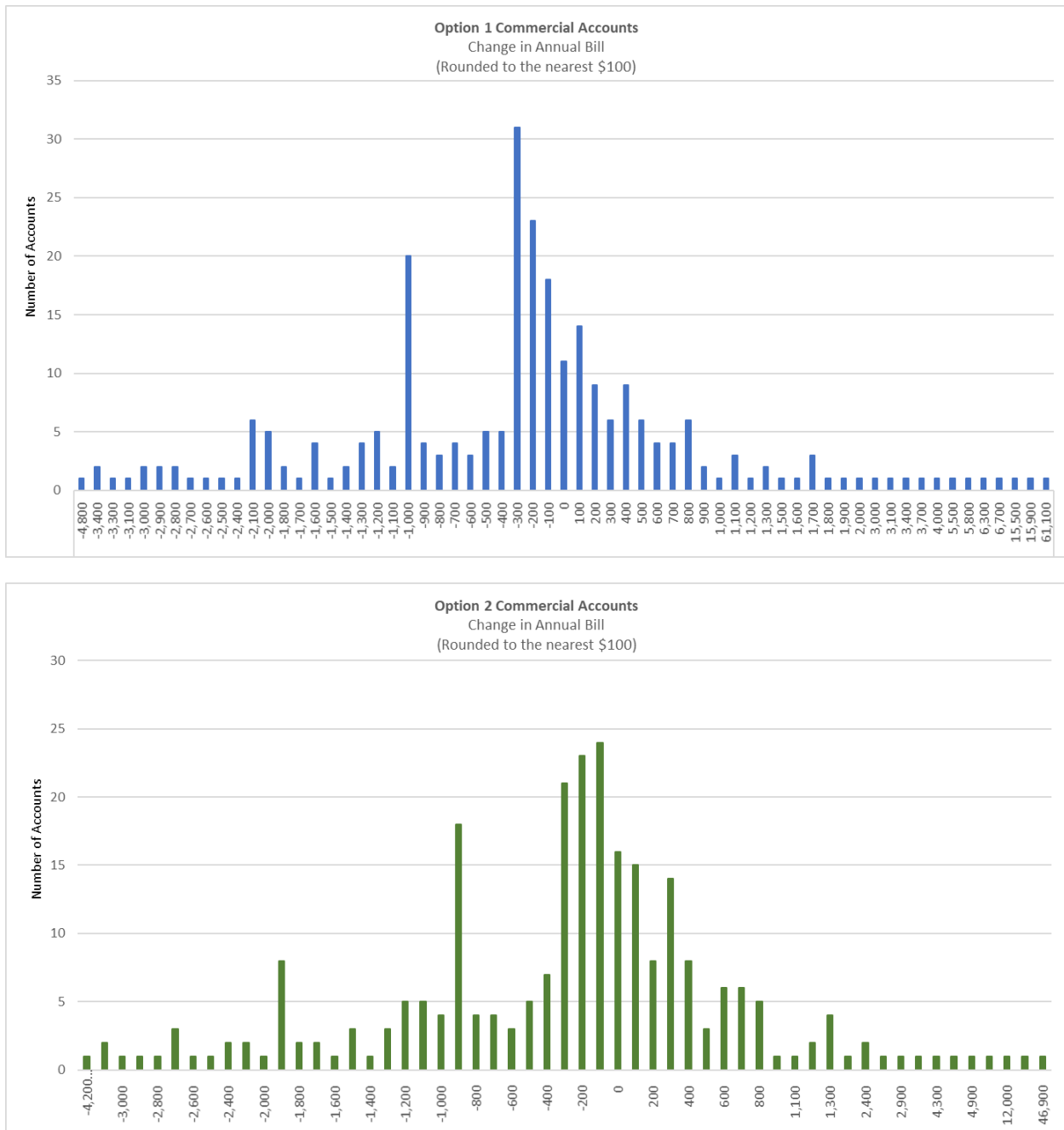


### ***Impacts on Commercial Properties***

The following two graphs illustrate the changes in the annual fees for commercial properties under each option if total consumption remained the same and assuming 2020 figures.

This summary of the graphed data shows the impacts from Option 1 and (the impacts from Option 2 shown in brackets and in red).

Of the 262 commercial accounts, 66% (67%) remain the same or decrease annually; 17% (18%) increase up to \$500 annually; 7% (7%) increase between \$600 and \$1,000 annually. A further 10% (8%) increase more than \$1,000 annually (27 accounts / 20 accounts)



### Quarterly Bill Comparisons

The following table shows a sample of customer quarterly bills comparing the City’s current rate structure with that of Options 1 and 2. The averages were calculated based on 2020’s consumption data and 2020 rates. Note that some customers will be below the average and some will be above as is shown in the graphs in the previous sections of this report.

Account Type	Number of Accounts	Average Consumption *	Current Charges	Option 1	Option 2
Single Family 5/8" Meter	3,850	2,238 cubic feet	165	163	168
Single Family 1" Meter	169	3,394 cubic feet	272	236	239
Multi Family 1 1/2" Meter	41	13,767 cubic feet per account	791	891	864
Multi Family 1 1/2" Meter	41	1,059 cubic feet per unit	61	69	66
Multi Family 2" Meter	126	24,096 cubic feet per account	1,407	1,542	1,486
Multi Family 2" Meter	126	1,004 cubic feet per unit	59	64	62
Multi Family 3" Meter	33	48,069 cubic feet per account	2,826	3,055	2,991
Multi Family 3" Meter	33	981 cubic feet per unit	58	62	61
Commercial 5/8" Meter	110	2,831 cubic feet	157	201	202
Commercial 1" Meter	58	4,574 cubic feet	285	311	307
Commercial 1 1/2" Meter	48	9,269 cubic feet	587	607	603

\* Average consumption based on 2020 consumption data

### ***Pros and Cons of the Two Options***

There are a number of issues and concerns for each option that could be seen as pros or cons that are listed in the following table that have been identified by various members of the WCAP and staff who have been involved with the WCAP. Please note that these are high level comments that may not be agreed to by all as interpretation depends on a person's perspective.

Issue / Concern	Option 1	Option 2
All water consumption is based on one rate	X	X
Easy to explain to customers	X	X
Removes assumed consumption from the base rates	X	X
Promotes water conservation	X	X
Rates are comparable with neighbouring municipalities that have metered water.		X
Aligns revenues with consumption	X	
Graduating scale reflects the relative costs of maintaining the system		X
Higher % of customers have less overall impact		X
Higher water consumption rate encourages more conservation	X	
All water invoices are charged the same fee	X	
Increased revenue stability with higher percentage of revenues from a fixed fee		X
Instability of revenues based on consumption	X	X

### **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 changes in the proposed rate structures, 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 which would be in effect for 2022 to inform all customers to allow sufficient time for customers to plan for potential financial impacts.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

Not applicable.

### **CLIMATE CHANGE IMPLICATIONS**

There is a potential to decrease water consumption in the community.

### **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**

This report introduces two options for a new water user fee structure that would be phased in over three years so that by year four the new structure would be in place.

**Option 1)** Implement a phased in approach to a new water user fee structure where each account is charged a fixed fee that is meant to cover the costs of administering the invoice, including meter reading. All water consumption would be charged at the same rate.

**Option 2)** Implement a phased in approach to a new water user fee structure where each account is charged a fixed fee that would be related to the size of the meter. All water consumption would be charged at the same rate.

Alternatively, **Option 3)** would be to continue to use the current water user fee rate structure which is viewed by some as inequitable due to the inclusion of assumed consumption in the rates.

### **CONCLUSION**

Council set up a Water Community Advisory Panel that was in part tasked with working with staff to develop a new water user fee rate structure. The understanding of the goal was to implement a rate structure that aligns water consumption to water utility costs and promotes water conservation, in a phased approach.



This report provides Council with two options for a new water user fee rate structure and includes some opinions of the WCAP members and staff on the pros and cons of each option.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Colleen Ponzini', with a stylized flourish at the end.

Colleen Ponzini  
Director of Financial Services

## 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. <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"> <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	<p>Discussed by Council at the April 20 meeting/ Motion from Council:</p> <p><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></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"> <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

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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



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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	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	Presented at May 18, 2021 Committee meeting
2021-05-18	WCAP-2021-019	Item 5 – Water Utility Rates Discussion	THAT the Water Community Advisory Panel (WCAP) receive the Corporate report dated May 18, 2021 from the Director of Financial Services, titled “Water Fee Structure based on Meter Sizing” for information.	Committee	
2021-05-18	WCAP-2021-020	Item 5 – Water Utility Rates Discussion	THAT the Water Community Advisory Panel recommend staff to move forward on preparing the report for Council, that would have both options and would have the pros and cons listed. The report would then be brought back to the Panel at the next Water Community Advisory Panel meeting, taking place June 8, 2021, at which time the report would be refined to present it to Council at a June or July Council meeting.	Staff	To be presented at the June 8, 2021 meeting