

## 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

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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

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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.

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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.

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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

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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



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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