

December 20, 2022

FOI No: 2022-27

Redacted S. 22

c/o Redacted S. 22

Dear Redacted S. 22,

Re: Request for Records
Freedom of Information and Protection of Privacy Act

The City of White Rock has reviewed your request for access to the following records pursuant to the Freedom of Information and Protection of Privacy Act (the "Act"):

- the list that the former city council was given by CAO Ferrero last spring

Access to these records is available, please see attached.

Please contact our office if you have any questions or concerns.

Sincerely,



Tracey Arthur
Director of Corporate Administration
604-541-2212

Att.

If you believe that the City of White Rock has been unreasonable in its handling of your request, you may ask the Information and Privacy Commissioner to review our response. You have 30 days from receipt of this notice to request a review by writing to:

Office of the Information and Privacy Commissioner
3rd Floor, 756 Fort Street
Victoria BC V8W 1H2

Should you decide to request a review, please provide the Commissioner's office with:

1. your name, address and telephone number;
2. a copy of this letter;
3. a copy of your original request sent to the City of White Rock; and
4. the reasons or grounds upon which you are requesting the review.

Department	Job Title	One Line Job Description from Managers
HR	DIRECTOR, HUMAN RESOURCES	Oversees all RCMP & Human Resources functions, providing strategic advice and direction on all areas of oversight and provides strategic direction on organizational development, Labour relations, compensation and collective bargaining.
HR	HEALTH & SAFETY ADVISOR	Provides strategic health and safety leadership, guidance, technical expertise, and advice to all levels within the organization, as well as, facilitating the corporate H&S training program, managing WorkSafeBC claims, leaves, appeals, improving health and safety culture and representing the City's interests to regulatory bodies, industry, and associations.
HR	HR ADVISOR	Provides strategic Human Resources leadership, guidance, technical expertise, and advice to all levels within the organization, as well as, facilitating the corporate Corporate & individual training program, Performance Management, LR & investigations and compliance issues, and representing the City's interests to regulatory bodies, industry, and associations.
HR	HUMAN RESOURCES ASSISTANT	Provides administrative support for the HR department, Employee Relations and new employee onboarding.
RCMP	CLERK TYPIST 2	Provides Casual Administrative Backup support to all departments.
RCMP	ADMIN ASSISTANT/EXHIBITS CUSTODIAN	Processing of police exhibits in preparation for court & for safe keeping.
RCMP	ADMINISTRATIVE SUPPORT/CPIC CLERK	Reviews police files for PRIME compliance.
RCMP	COURT SERVICES LIAISON	Liaises with provincial and federal Crown counsel to process police charges.
RCMP	ELECTRONIC DISCLOSURE CLERK	Compiles disclosure packages for court and external clients.
RCMP	FRONT COUNTER CLERK	Greets clients at RCMP office, switchboard operations and police file creation.
RCMP	MANAGER, RCMP SUPPORT SERVICES	Manager of support staff within the White Rock RCMP.
RCMP	POLICE RECORDS CLERK	Reviews police files for PRIME compliance.
RCMP	PRIME RECORDS SPECIALIST	Reviewing advanced police files for criminal code and PRIME compliance as determined by RCMP HQ.
RCMP	VICTIM SERVICES & CASEWORKER	Supports victims of crime & provides court accompaniment.
RCMP	VICTIM SERVICES COORDINATOR	Coordinating duties and functions within police Community Policing guidelines and oversees Victim Services.
RCMP	CUSTODIAL GUARD	Guard for RCMP Cells.
IT	BUSINESS SYSTEMS ANALYST	Business Application Analyst entails complex technical work in the analysis of business processes and the implementation of information technology solutions to business problems.
IT	GIS APPLICATIONS DEVELOPER	GIS Applications Developer - entails complex technical and analytical work including developing GIS applications and related integration and data translation routines and coordinates implementation.
IT	GIS SPECIALIST	The GIS Specialist is responsible for specialized technical work involving ongoing development and maintenance of the spatial data/related attributes, maps and GIS systems.
IT	MANAGER, INFORMATION SERVICES	Manager is responsible for the oversight of the city's IT and GIS infrastructure, support services, business applications and web platforms.
IT	NETWORK ADMINISTRATOR	Network Administrator is responsible for maintaining the performance of the City's mission critical systems and associated IT infrastructure, including ensuring the functionality and efficiency of local and wide area networks, telephony, cybersecurity, and water infrastructure.
IT	TECHNICAL SUPPORT SPECIALIST	This is moderately complex technical and skilled operational work in the provision of computer support and problem resolution services to the organization.
CORP ADMIN	CHIEF ADMINISTRATIVE OFFICER	The Chief Administrative Officer (CAO) of the City of White Rock, as described in the Community Charter, is appointed by Council to manage and direct all City employees.
CORP ADMIN	COMMUNICATIONS COORDINATOR	Delivers internal client service focussed on developing and coordinating assigned communications projects and initiatives to drive awareness of municipal programs, services, and events.
CORP ADMIN	DEPUTY CORPORATE OFFICER	Back up to the Director of Corporate Administration in regard to legislated support and meeting procedures to Council, standing committees and public hearings, and with the keeping of the City's bylaws and policies and the co-ordination of the local government elections and supervision of the Committee Clerks.
CORP ADMIN	DIGITAL & MEDIA COMMUNICATIONS ASSISTANT	Provides technical and administrative communications support including graphic design, website updates, coordinating and monitoring social media channels, and advertising and print production coordination.
CORP ADMIN	DIRECTOR, CORPORATE ADMINISTRATION	Oversees the Corporate Administration Department, legislated support and meeting procedure oversight of Council, standing committee meetings and public hearings, responsible to keep the City's bylaws and policies, oversight of City records management, the co-ordination of the local government elections, department budget and department human resources matters.
CORP ADMIN	EXECUTIVE ASSISTANT TO MAYOR & CAO	Provides administrative support to the Mayor and CAO.
CORP ADMIN	FOI & COMMITTEE CLERK	Staff support for the City's Select Committee meetings (set up, agenda, meeting regulations, minutes, work plan action summary and outflow correspondence), records management assistance, FOI assistance, weekly Council Bulletin and department reception.
CORP ADMIN	MANAGER, COMS AND GOVERNMENT RELATIONS	Identifies and drives communication priorities and strategy, oversight of the City's Communications Team of two (2) staff, provides expertise and counsel for community and intergovernmental engagement and partnerships, oversight of internal and external communications including social media, website, media relations, issues management, emergency communications, branding, graphic design, city advertising and communications budget.
CORP ADMIN	MANAGER, PROPERTY, RISK MANAGEMENT AND FOI	Manages risk including third party claims, City property matters including land title registration, sale and purchase and oversight of the City's leases and licences, submitted Freedom of Information requests and division budget.
FINANCE	ACCOUNTING CLERK	Responsible for monitoring the city's investments, assists with year end and month end, reconciliations, processes payroll remittances.
FINANCE	ACCOUNTS PAYABLE CLERK	Processes the city's accounts payable, assists with year end and other statutory reports.
FINANCE	CAPITAL ASSET ANALYST	Accounting, assists with contracts, year end, budgets.
FINANCE	CLERK TYPIST 2	Assists the public for general questions, property taxes, water utility billing and parking tickets, payment entry, data entry, parking ticket back end processing.
FINANCE	CLERK TYPIST 3	Assists the public for general questions, property taxes, water utility billing and parking tickets, payment entry, data entry, parking ticket back end processing.
FINANCE	FINANCIAL ANALYST	Monitors and analyzes expenditures and investigates budgetary variances; prepares various financial reports, statements; Assists with budgets and year end. Assists users in the cities financial software system.
FINANCE	FINANCIAL SERVICES CLERK	Processes all functions for water utility billing, including billing, adjustments, meter reading review, and customer service. Also prepares miscellaneous accounts receivable and supports Revenue Manger with miscellaneous processes.
FINANCE	MANAGER, BUDGETS AND ACCOUNTING	Responsible for payroll, accounts payable, supporting other city departments with financial analysis, coordinates and prepares annual financial plan, financial statement and various other statutory reports.
FINANCE	MANAGER, REVENUE SERVICES	Responsible for reception, parking ticketing processes, water utility billing, property tax billing, permissive tax exemptions, grants in aid and other miscellaneous accounting functions.
FINANCE	PAYROLL CLERK	Assists the Payroll Technician, in processing payroll, and payroll reconciliations.
FINANCE	PAYROLL TECHNICIAN	Responsible for processing payroll, managing benefit records maintenance for all city employees, and payroll reconciliations, and assists with year end.
FINANCE	PROPERTY TAX CLERK	Supports Revenue manager in preparing property tax bylaws and testing annual billing, processes all functions for property taxes including billing, adjustments, and customer service.
ENG & OPS	ADMINISTRATIVE ASSISTANT - OPERATIONS	Lead/assists public, costing, payments, data entry, and clerical support.
ENG & OPS	BACKHOE OPERATOR	Backhoe work and general road, and sewer maintenance activities.
ENG & OPS	DIRECTOR ENGINEERING & MUN OPERATIONS	Leads the Engineering & Municipal Operations Department.
ENG & OPS	DRIVER/SWAMPER	Drives and picks up solid waste, delivers to depot.
ENG & OPS	ENGINEERING AND FACILITIES CLERK	Contractor procurement for facilities, payments, data entry, liaises with members of the public.
ENG & OPS	ENGINEERING INSPECTOR	Inspects development work on right of ways, permits, and encroachments.
ENG & OPS	ENGINEERING TECHNOLOGIST	Projects, permits, transportation, signals, and development agreements.
ENG & OPS	ENGINEERING TECHNOLOGIST	Water and facilities projects, fibre optics, and master plans.
ENG & OPS	EQUIPMENT OPERATOR	Operates the sweeper and general road, sewer activities.
ENG & OPS	FACILITY MAINTENANCE WORKER	Carpenter, does facility work, carpentry inhouse/contract.
ENG & OPS	FACILITY MAINTENANCE WORKER	Plumber, does facility work, plumbing inhouse/contract.
ENG & OPS	FOREMAN, TRADES MECHANIC	Provides trades skills for vehicle maintenance and repair.
ENG & OPS	FOREMAN, WATER TREATMENT	Leads and operates the water operation plant.
ENG & OPS	IRRIGATION SYSTEMS WORKER	Operates and maintains irrigation system, miscellaneous parts duties.
ENG & OPS	LABOURER I (PARKS)	Planting, pruning, mowing, weeding and miscellaneous maintenance tasks, with supervision (first 6 months).
ENG & OPS	LABOURER II (PARKS)	Planting, pruning, mowing, weeding and miscellaneous maintenance tasks, with supervision.
ENG & OPS	LABOURER III (PARKS)	Planting, pruning, mowing, weeding and miscellaneous maintenance tasks.
ENG & OPS	LEADHAND - PARKS	Leads small crews in horticulture and landscape areas.
ENG & OPS	LEADHAND PARKS	Leads small crews including seasonal mowing crews.
ENG & OPS	MANAGER, PARKS	Leads Parks operations, horticulture, landscape, mowing, and hillsides.

ENG & OPS	MANAGER, PUBLIC WORKS	Leads maintenance and operations of water, storm sewer, sanitary sewer, roads, and solid waste.
ENG & OPS	OPERATIONS CLERK	Assists the public, costing, payments, data entry, and clerical support.
ENG & OPS	PROJECT ENGINEER	Miscellaneous projects, including stormwater and water, master plans, and grants.
ENG & OPS	PROJECT ENGINEER (facilities)	Leads Facilities Group plus facilities & misc. projects
ENG & OPS	PUBLIC WORKS FOREMAN	Provides daily supervision of roadworks, sewer works, and solid waste.
ENG & OPS	RECEPTIONIST-CLERK-TYPIST	Assists public, costing, payments, data entry, clerical support
ENG & OPS	TANDEM TRUCK DRIVER	Takes crew daily for sewer works, also roadworks.
ENG & OPS	TECHNICAL ASSISTANT	Driveway and other permits, development approvals, and assists the public.
ENG & OPS	TRADES MECHANIC II	Provides trades skills for vehicle maintenance and repair.
ENG & OPS	WATER FOREMAN	Leads the crew maintaining the water distribution system.
ENG & OPS	WATER OPERATOR I	Maintains and repairs pipes, valves, hydrants, and meters in the water system.
ENG & OPS	WATER OPERATOR II	Maintains and repairs pipes, valves, hydrants, and meters in the water system.
ENG & OPS	WATER OPERATOR IN TRAINING	Employee is in training program for Water Operator 1, EE learns to maintain and repairs pipes, valves, hydrants, and meters in the water system.
ENG & OPS	MANAGER, ENGINEERING	Leads infrastructure team, planning, design, construction, and permits.
ENG & OPS	SOLID WASTE COORDINATOR	Multi Family & Commercial solid waste implementation and administration.
ENG & OPS	GARDENER 2	Designs and leads installation and maintenance of horticulture areas and beds.
FIRE	ADMINISTRATIVE ASSISTANT- FIRE	Acts as administrative assistant to the Chief & Senior Staff of the Fire and Rescue Services Department. Prepares varied documents and complex statistical and narrative reports related to a wide variety of departmental operations, gathers and compiles related supporting information and statistics, and maintains a wide variety of records, files, correspondence and reports.
FIRE	AUXILIARY FIRE FIGHTER	Supplement the services of full-time firefighters by carrying a pager and responding to calls as needed.
FIRE	CAPTAIN	Commands single team responses to emergency fire, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment, makes determinations regarding requests for additional personnel, equipment and resources.
FIRE	DEPUTY FIRE CHIEF	Responsible for operations, training and equipment. Operations includes the development, review, and application of operational guidelines for emergency and non-emergency response activities, the scheduling of personnel and overseeing the Auxiliary Firefighter Program. Has overlapping responsibilities with Deputy Fire Chief (Fire Prevention) in areas of inspections, investigations and public education.
FIRE	FIRE CHIEF	Responsible for directing administrative and technical work in planning, organizing and coordinating all fire rescue operations, fire prevention programs and emergency planning in White Rock. The Fire Chief is responsible for the services and programs required to protect life, property and the environment from fire and natural or man made emergencies.
FIRE	FIRE FIGHTER	Respond to emergent and nonemergent situations and take appropriate steps to protect life and property from damage or loss.
P&DS	ARBORIST	Processing and monitoring all tree permits for private property, managing and overseeing all educational components and communication with members of public, point of contact for subsidized tree sales.
P&DS	ASSISTANT PLANS EXAMINER	Conducts review of permit applications and building plans, ensures compliance of bylaw and building code, answers public inquiries, and other miscellaneous administrative duties as required.
P&DS	BUILDING OFFICIAL I	Oversee and monitor plan reviews and inspect buildings to ensure compliance with applicable codes and bylaws for residential, structures; respond to inquiries.
P&DS	BUILDING OFFICIAL II	Oversee, monitor and inspect plan reviews and inspect buildings to ensure compliance with applicable codes and bylaws including residential, commercial, and industrial structures; respond to inquiries.
P&DS	BUILDING OFFICIAL III	Oversee, monitors and inspect plan reviews and inspect buildings to ensure compliance with applicable codes and bylaws including residential, commercial, and industrial structures; respond to inquiries, acts as mentor and team lead to other technical staff.
P&DS	BYLAW ENFORCEMENT OFFICER 1	Enforce bylaw and regulations, investigates bylaw complaints, and conducts inspections, patrols, and animal control.
P&DS	BYLAW ENFORCEMENT OFFICER 2	Investigates and inspects businesses to ensure compliance, investigates complaints, interpret and explain applicable bylaws to business owners and members of the public, conducts inspections, patrols, and animal control.
P&DS	BYLAW PATROLLER	Patrols designated areas, enforce bylaw and regulations.
P&DS	CLERK TYPIST 2	Performs necessary administrative support to Planning and Development Services, answers public inquiry, special projects as assigned.
P&DS	CLERK TYPIST 3 (PERMITS)	Processes and issues permits, monitors and responds to emails/phone calls, perform administrative duties related to permits.
P&DS	CLERK-TYPIST 2 (license)	Processes business/dog license applications, bylaw violations, payments, and issues receipts, prepares correspondence and miscellaneous administrative tasks.
P&DS	ECONOMIC DEVELOPMENT OFFICER	Service the Economic Development Advisory Committee
P&DS	LICENSE CLERK	Processes business license applications, bylaw violations, payments, and issues receipts, prepares correspondence and miscellaneous administrative tasks.
P&DS	MANAGER, BUILDING & BYLAW ENFORCEMENT	Oversees and manages the day-to-day operation of all building, bylaw, licensing and inspections in the City. Responds to ticket appeals and public complaints.
P&DS	MANAGER, PARKING SERVICES	Performs daily monitoring of various software's, responds to ticket appeals and public complaints, facilitates enforcement of Street and Traffic and Pay Parking Bylaws, event parking, issuance of contractor passes and provides guidance and support to Parking Patrolters and Senior Officer.
P&DS	PARKING PATROL OFFICER	Performs regulatory and enforcement work including towing of vehicles to ensure compliance of Street & Traffic and Pay Parking Bylaws, and performs coin collections, money transfers and routine maintenance on equipment.
P&DS	PLANNER	Processes development applications and services the Advisory Design Panel and Board of Variance.
P&DS	PLANNING & DEVELOPMENT ASSISTANT II	Supports Planner and Manager of Planning and provides technical assistance.
P&DS	PLANNING AND DEVELOPMENT ASSISTANT	Clerical administration of Planning Division, addressing and secretary of Board of Variance.
P&DS	SENIOR BYLAW ENFORCEMENT OFFICER	Investigates and inspects businesses to ensure compliance, investigates complaints, interpret and explain applicable bylaws to business owners and members of the public, conducts inspections, patrols, and animal control.
P&DS	SENIOR PARKING PATROL OFFICER	Acts as mentor and team lead to other technical staff. Manage scheduling for casual staffing.
REC & CULTURE	DIRECTOR OF RECREATION & CULTURE	Performs routine repairs and maintenance of parking equipment, regulatory signage and pavement markings and schedules, directs, oversees and participates in work and training of subordinates.
REC & CULTURE	ICEMAKER/MAINTENANCE WORKER	Oversees the management and delivery of Recreation and Cultural services in White Rock, City liaison to Library, tennis, sea festival, peach arch curling club, WWR museum, WR and Mann Park lawn bowling clubs and various council committees.
REC & CULTURE	MANAGER, COMMUNITY RECREATION	responsible for arena ice Maintenance & ice plant monitoring and safety and various custodial tasks.
REC & CULTURE	MANAGER, CULTURAL DEVELOPMENT	Oversees facility management of Centennial parks Leisure centre, Kent and activity centre, coordinates casual recreations staff at CPLC, KSAC or CAL. Assists with P&R budgeting, fee's and charges. Provides ESS as required.
REC & CULTURE	RECREATION FACILITY ATTENDANT	Oversees operations of WR community centre, pop up gallery and one building in centennial parks also oversees community events and filming.
REC & CULTURE	RECREATION FACILITY CLERK	building supervision and various set up and take down for program activities and events.
REC & CULTURE	RECREATION PROGRAMMER	clerical support for location staff, program registration for facility bookings, ice dry floor and outdoor recreation field bookings.
REC & CULTURE	RECREATION PROGRAMMER	Responsible for assessing community needs development, marketing and delivery of all fitness and adult recreation programs and events.
REC & CULTURE	RECREATION PROGRAMMER	Responsible for assessing community needs development, marketing and delivery of preschool, children and youth recreation and sport programs, summer camps and events held at CPLC, Centennial area, CAL and school.
REC & CULTURE	RECREATION PROGRAMMER	Responsible for assessing community needs development marketing and delivery of all older adult and lifelong learning programs and events.
REC & CULTURE	SITE SUPERVISOR- ARENA & SPECIAL EVENTS	Responsible for arena operations & facility management including ice maintenance, building maintenance and janitorial etc. responsible for set up and take down of City owned or rented equipment for City produced, coproduced or sponsored events and City hosted functions.
REC & CULTURE	SKATE ATTENDANT	monitor the use of the ice arena during public sessions to ensure safety and provide first aid as required.
REC & CULTURE	SPECIAL EVENTS COORDINATOR	Responsible for coordinating, marketing and delivery of City sponsored events including remembrance day and Canada day etc., responsible for film applications.