

November 5, 2020

FOI No: 2020-44

VIA E-MAIL – Redacted

Redacted

Dear Redacted

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"):

- *a copy of the employment contract for Carolyne Lantzen, the new Economic Development officer for White Rock*
- *copies of any emails sent between staff to the Council regarding the hiring process and information updates regarding Ms. Lantzen's hiring*

Access to these records is available. However, some of the information in the records is excepted from the disclosure requirements of the Act. I have severed the excepted information so that I could disclose to you the remaining information as attached.

The severed information is excepted from disclosure under section 22 of the Act. Severing is necessary to avoid disclosing any third-party personal information without permission.

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

Sincerely,



Ken Overton
Manager, Property, Risk Management, and FOI
604-541-2104

Att.

Corporate Administration
P: 604.541.2212 | F: 604.541.9348

City of White Rock
15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

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www.whiterockcity.ca

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.

From: [Guillermo Ferrero](#)
To: [Mayor and Council](#)
Cc: [Senior Management Team](#)
Subject: 2020-09-11 Weekly Activity Update
Date: Friday, September 11, 2020 1:55:06 PM
Attachments: [2020-09-11 Weekly Council Bulletin.pdf](#)
[Facility Reopenings - Master List - 2020 Sep 08.xlsx](#)

Hello Mayor and Council,

Please see this week's Activity Update as well as the Council Correspondence and a monthly update chart from Metrotown Regional District regarding facility reopenings.

Here is the list of activities for this week:

1. Recruitment Update in Planning and Development Services
2. Filming in White Rock: Marketing Initiatives Attracting Attention
3. Great Canadian Shoreline Cleanup
4. Installation and Operation of Online Arsenic Analyzer
5. Facility Reopenings Monthly Updates - CONFIDENTIAL
6. Update from the Fire Chief on COVID-19

1. Recruitment Update in Planning and Development Services

Department: Planning and Development Services

Summary: The City has hired its first-ever Economic Development Officer, Carolyn Latzen, who starts in the part-time role on Sept. 28. She has extensive retail and business experience in leadership roles, currently teaching in the marketing program at a private college in Surrey. Carolyn has been an active volunteer on the City's Economic Development Advisory Committee and as chairperson of the City's Marine Drive Task Force.

In collaboration with the Planning and Development Services team, the White Rock BIA, South Surrey-White Rock Chamber of Commerce and Explore White Rock, Carolyn will help the City with supporting businesses through the COVID-19 pandemic and refreshing the City's 10-plus-year-old Economic Development Strategic Plan.

Bylaw Enforcement

The Planning and Development Services Department is also recruiting casual Bylaw Enforcement Officers for vacation and sick-time coverage and for increased enforcement as necessary. The posting closes Sept. 22.

Contact: Carl Isaak

Key Messages:

- The City has hired its first-ever Economic Development Officer. Carolyn Latzen will help the City in supporting businesses and refreshing the City's Economic Development Strategic Plan.
- Recruitment is ongoing for additional casual Bylaw Enforcement Officers to increase enforcement if necessary and to ensure coverage for vacation and sick time for the City's full-time Bylaw Enforcement Officers.

2. **Filming in White Rock: Marketing Initiatives Attracting Attention**

Department: Recreation and Culture

Summary: The City of White Rock recently received a flurry of filming inquiries. While that didn't result in our City being chosen as a filming location, the film industry is talking now more than ever about White Rock as a destination for on-location filming.

To keep the buzz going, a new marketing tool, The [Film Location Story Map](#), has been created to market the City of White Rock to the film industry and showcase potential filming locations. It is also one more way the City is demonstrating its film-friendliness. During recent inquiries from Netflix and Hallmark, the City was thanked for its excellent customer service even though a different location was chosen.

Link: <https://whiterock.maps.arcgis.com/apps/Shortlist/index.html?appid=f6a65743508d416e994716fa4d071078>

Contact: Eric Stepura

Key Messages:

- A Film Location Story Map Marketing Tool is now live on the City's website.
- This marketing tool allows the film industry to see White Rock locations while showcasing the City's film-friendliness.
- There has recently been an increase in film inquiries and appreciation voiced by filmmakers for the City's customer service.
- Private property owners are encouraged to register their space with Creative BC's library.

3. **Great Canadian Shoreline Cleanup**

Department: Engineering and Municipal Operations

Summary: Teams from the Great Canadian Shoreline Cleanup will be removing garbage and debris from White Rock's beaches this weekend. Engineering and Municipal Operations, as well as Parking staff will be providing support. Two parking stalls at Finlay and two parking stalls at Bayview will be allocated for the shoreline clean up efforts. The Solid Waste crew will be providing garbage pickup services.

Contact: Jim Gordon

Key Messages:

- Teams from the Great Shoreline Cleanup will be removing garbage and debris from the shoreline on Saturday, Sept. 12 and Sunday, Sept. 13.
- Parking staff will reserve two stalls at Finlay and two stalls at Bayview for garbage pickup.
- Solid Waste crews will be providing garbage pickup services.

4. **Installation and Operation of Online Arsenic Analyzer**

Department: Engineering and Municipal Operations (Water Department)

Summary: The City of White Rock is the first in Canada to install the Online Arsenic Analyzer, a new technology. The HACH Arsenic EZ Analyzer 6200 provides online, real-time data to allow the City of White Rock's Water Department to maintain the performance of the Water Treatment Plant.

Sample collection and delivery is costly and requires the delivery of samples to the laboratory in Surrey. The analysis received from the lab takes four working days. The laboratory is closed on Sundays, statutory holidays and long weekends.

The available data from the online analyzer will allow the City to maintain the high performance of the Water Treatment Plant. Plant operation must stay within the Design Objective of having the treated water supplied to the distribution system to be at <0.002 mg/L (<2 µg/L or PPB).

Contact: Saad Jasim

Key Messages:

- The City of White Rock is the first in Canada to install the Online Arsenic Analyzer,

which is a new technology.

- The available data will allow the City to maintain the high performance of the Water Treatment Plant.
- Sample collection and delivery is costly and requires the delivery of samples to the laboratory in Surrey.
- The analysis received from the lab takes four working days. The laboratory is closed on Sundays, statutory holidays and long weekends.
- The online option greatly reduces the cost of a same-day sample, which costs 200 per cent more when done in the lab.

5. Facility Reopenings Monthly Updates – CONFIDENTIAL

Department: Human Resources

Summary: The City contributes monthly updates on the progress of facility reopenings throughout the Region to Metrotown Regional District.

Contact: Jacquie Johnstone

Key Messages:

- Metrotown Regional District canvases the region monthly in an effort to co-ordinate the reopening of municipal facilities.
- A template is distributed and shared with all member municipalities to populate and keep abreast of updates.
- A copy of the template for September is attached with the latest updates.

6. Update from the Fire Chief on COVID-19

Department: White Rock Fire Rescue

Summary: British Columbia reported a single-day record of 139 new cases of COVID-19 yesterday. The Province is now dealing with the highest ever number of active cases at 1,412. In total, B.C. has recorded 6,830 cases, with nearly 76 per cent of cases recovered. The number of new cases continues to accelerate. Earlier this week, Provincial Health Officer Dr. Bonnie Henry announced the closure of night clubs and banquet halls along with reduced serving hours for liquor in all bars, pubs and restaurants unless full meal service is being

provided.

The province's death toll now stands at 213, an increase of three over the last seven days.

The number of people isolating due to possible exposure has climbed to 3,109. The Province reports 42 people in hospital, with 14 of them in critical care.

Contact: Ed Wolfe

Key Messages:

- B.C. has now recorded 6,830 cases of the Coronavirus with 1,412 remaining active.
- 3,109 people are currently in isolation.
- Dr. Bonnie Henry announced an amended health order closing night clubs and limiting liquor service at bars and restaurants.

From: [Christopher Trevelyan](#)
To: [Guillermo Ferrero](#); [Mayor and Council](#); [Carl Isaak](#); [Jacquie Johnstone](#)
Subject: Re: Economic development officer
Date: Sunday, September 27, 2020 9:50:00 PM

Thank you.

Councillor Christopher Trevelyan

City of White Rock, B.C.
778-867-0267

From: Guillermo Ferrero <GFerrero@whiterockcity.ca>
Sent: September 24, 2020 9:45 AM
To: Mayor and Council <MayorandCouncil@whiterockcity.ca>; Christopher Trevelyan <CTrevelyan@whiterockcity.ca>
Cc: Carl Isaak <CIsaak@whiterockcity.ca>; Jacquie Johnstone <JJohnstone@whiterockcity.ca>
Subject: Re: Economic development officer

Hi Chris,

The hiring was done by following internal HR policies and Carolyn was recommended after a fair and equitable process took place. There is no conflict of interest in my view as she was hired by staff with no Council involvement at all.

Thanks,
G.

GUILLERMO FERRERO
Chief Administrative Officer, City of White Rock

Tel: 604.541.2133 | www.whiterockcity.ca

From: Christopher Trevelyan <CTrevelyan@whiterockcity.ca>
Sent: Thursday, September 24, 2020 9:08:42 AM
To: Mayor and Council <MayorandCouncil@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>
Subject: Economic development officer

Dear G,

I just want to confirm that there is no legal conflict of interest in the city hiring the current editors given she was a campaign director of ddwr which elected 5 out of 7 on the current council.

Thanks

C

Get [Outlook for iOS](#)

September 8, 2020

Carolyn Latzen

Redacted S. 22

Delivered via email: **Redacted S. 22**

Dear Carolyn,

RE: EMPLOYMENT OFFER – Casual Economic Development Officer

It is my pleasure to write this letter outlining the City of White Rock's offer of Casual employment as an Economic Development Officer in the Planning & Development Services Department effective September 28, 2020. You will report to Carl Isaak, Director, Planning & Development Services.

You will be paid at Pay Grade 23, step one, with an hourly wage rate of \$34.98 with eligibility for an increase to step two after 1820 hours has been worked. You will be expected to pay union dues in accordance with the constitution and/or by-laws of CUPE 402-01, which the City has agreed to forward to the Union.

Your work performance during your appointment will be reviewed on an on-going basis. As a Casual employee you will be offered work as the need arises by the Planning & Development Services Department. The days and times worked will vary to meet the needs of the position and may include evening and weekend shifts (Saturday and/or Sunday). The expected end date of this appointment is March 28, 2021 which may be shortened or lengthened depending on operational requirements.

The City offers a range of benefits which are detailed in the Collective Agreement and the HR Staff Policy Directives. These documents are available for review from Human Resources, your department, or our employee website. Here is an overview of your entitlements:

- **Vacation and Benefits:** As per the Collective Agreement, you will earn 11% in lieu of vacation and benefits
- **Pension:** Member contributions to the Municipal Pension Plan will commence once you meet *current eligibility requirements*. If you are a *current plan member*, your contributions will commence date of hire. Both the you and City contribute to the plan. Further information is available at <https://mpp.pensionsbc.ca>.
- **Employee and Family Assistance Program:** Following 910 hours, you and your household will be entitled to participate in our Employee Assistance Program.

Human Resources

P: 604.541.2158 | F: 604.541.2150

City of White Rock

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

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The terms of employment are outlined in more detail in the Collective Agreement and City policies. To indicate your acceptance of these terms, please sign in the space below. We are pleased to have you join our team!

Congratulations,



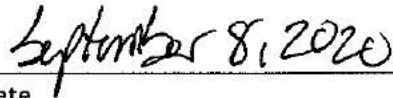
Danielle Paterson, CPHR
Human Resources Advisor

cc: Carl Isaak, Director, Planning & Development
CUPE 402-01

I have read the above and agree to the terms and conditions.



Carolyn Latzen



Date