

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE: GENERAL ADMINISTRATION –  
 CHIEF ADMINISTRATIVE OFFICER**

**POLICY NUMBER: ADMIN - 200**

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2013-082, 2015-309	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 26, 2021

**Policy:**

Responsibility for preparing and implementing the following Policies is delegated to the Chief Administrative Officer (CAO). The CAO will ensure the policies are in keeping with Council’s general direction, and will provide periodic reports to Council on changes, as required . Additionally, Council will review the policies at appropriate intervals.

- Exempt Staff - Gratuity Pay
- Salary
- Expenses
- Benefits
- City Employees - Vacations
- Attendance at Courses, Seminars, Conventions
- Use of Municipal Vehicles
- Employment - Status during long term disability
- Physically challenged persons

It is the policy of the City of White Rock that Exempt Staff compensation is commensurate with other municipalities in the region. This City will remain competitive with other municipalities – in doing so it will have neither the “best” nor the “worst” remuneration and benefits.

**Rationale:**

The City has to compete with other municipalities to attract and retain staff. In order to do so it must be able to provide an appropriate level of compensation including benefits. At the same time, the finances of the City are such that the City is not in a position to offer the best salary or the best benefits.