

April 6, 2020

FOI No: 2020-15

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 re-reviewed your request for access to the following records pursuant to the *Freedom of Information and Protection of Privacy Act* (the “Act”):

- *Copies of all employment and/or personal services contracts and/or agreements between White Rock CAO Dan Bottrill and the City of White Rock.*

Access to this record is available. However, some of the information is excepted from the disclosure requirements of the Act pursuant to section 22. I have severed the excepted information so that I could disclose the remaining information in the record as attached.

Severing under section 22 is necessary to avoid disclosing 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

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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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.

March 19, 2012

Mr. Dan Bottrill

Redacted S. 22

Dear Dan:

RE: EMPLOYMENT OFFER - CHIEF ADMINISTRATIVE OFFICER

It is my pleasure to write this letter outlining the City of White Rock's offer of regular full-time employment as Chief Administrative Officer commencing Wednesday, March 21, 2012. This position reports and is directly responsible to the Mayor and City Council.

Your salary will commence at \$165,000 per year. Upon successful completion of a six-month probation period, your salary will rise to \$172,115 per year. On September 21, 2013, your salary will increase to the top of the salary scale, \$179,225 per year. This salary will be adjusted in accordance with any general increases awarded to the Exempt staff.

As this is a senior managerial position, your hours of work require flexibility. There will be no additional compensation for hours worked in excess of the minimum thirty five (35) hours per week except as outlined in Human Resources Exempt Staff Policy Directives. General hours of work are 8:30 a.m. to 4:30 p.m., Monday to Friday.

The City values and encourages ongoing professional development. As such, the City will provide funding to you for professional development or membership in appropriate professional organizations in an amount to be approved by the Mayor and City Council.

The City offers a full range of benefits, as outlined in the HR Staff Policy Directives. Further particulars of each benefit are available for your review. Your current entitlement is outlined below:

- **Sick Leave:** Sick leave credits are added to your bank in a lump sum for the first calendar year (18 days) and thereafter in monthly increments of 1.5 days. These credits may be drawn upon for paid time off when necessary due to illness or injury with the provision of satisfactory medical evidence.
- **MSP, Life Insurance, AD&D, LTD, Extended Health, and Dental:** The City pays benefit premiums in full. Coverage is subject to the policy terms and will commence April 1, 2012.

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- **Vacation:** Your vacation date is established as 2012. As a result, you will be provided twenty five (25) days of vacation per year which will be prorated for the year 2012.
- **Additional Time Banked:** On January 1, 2013, you will be awarded 52.5 hours for the 2012 calendar year. Thereafter, you will receive ten (10.0) days or seventy (70.0) hours per calendar year.
- **Overtime:** As a Group 2 Exempt Employee, you will be awarded five (5) days or thirty-five (35.0) hours per year in lieu of overtime which is to be used by December 31st each year. Your 2012 entitlement will be prorated.
- **Time Off in Lieu of Council Meetings:** You will be provided ten (10) days per year in lieu of time spent attending meetings of Council. Your 2012 entitlement will be prorated.
- **Pension:** Your pension contributions will continue uninterrupted.
- **Car Allowance:** You will be entitled to a car allowance in the amount of \$506.00 per month, and subject to Human Resources Exempt Staff Policy Directive E5, Exempt Reimbursement for Personal Vehicle Use.
- **Employee and Family Assistance Program:** Upon the successful completion of your probation period, you and your household are entitled to participate in our Employee Assistance Program. Our current provider is Sources Community Resource Centre.
- **Active Living:** Each season you may register for up to two approved Leisure Services programs after paying their annual nominal registration fee. Details are available on the employee website or through Leisure Services.

Your employment with the City may be terminated by Mayor and City Council, without notice, for just cause. In the event Mayor and City Council terminate your employment without cause, payment in lieu of notice will be as follows:

Within 6 consecutive months of employment	Payment in lieu of notice as prescribed by the BC Employment Standards Act
6 months to 2.5 consecutive years of employment	Six months' notice
Greater than 2.5 consecutive years of employment	Six months' notice plus one additional month's notice per year of employment, to a maximum 12 months' notice

The notice or pay in lieu of notice as noted above is full and final compensation to you with respect to the termination of your employment, and the City will have no further obligation or liability to the Employee



Handwritten initials: DRB

of any kind, including without limitation, any claim, action or demand, whether in equity, at common law, or under any legislation from time to time applicable and in force or otherwise for damages or loss sustained by the Employee arising out of the employment of the Employee by the City or the termination or cessation of that employment.

The terms of employment are outlined in more detail in the City policies. To indicate your acceptance of these terms, please sign in the space below.

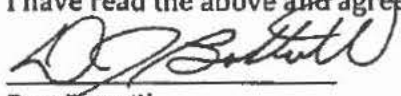
Congratulations Dan and welcome!

Yours truly,



Jacquie Johnstone
Director, Human Resources

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


Dan Bottrill

MARCH 19, 2012
Date