

November 13, 2020

FOI No: 2020-45

VIA E-MAIL – Redacted

# Redacted

Dear Redacted

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

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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"):

- *all emails, correspondence, texts, and reports between the City of White Rock Staff and Council, Staff to Staff, and Councilors to Councilors regarding the alleged Code of Conduct Misconduct by Redacted*

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 note that the records are limited to those existing on or before the date of your request.

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

**WHITE ROCK**  
*City by the Sea!*

[www.whiterockcity.ca](http://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.

## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Thursday, September 24, 2020 7:56 AM  
**To:** Jacquie Johnstone  
**Subject:** Fwd: Code of Conduct violation by Redacted S. 22  
**Attachments:** 120 - Code of Conduct Committee For Members.pdf; 1.jpg; 2.jpg

Could you look into this matter please. I'm off today but please call me if needed. Does this post breaches the code of conduct? And if it does who enforce it at the committee level?

Thanks  
G

GUILLERMO FERRERO  
Chief Administrative Officer, City of White Rock

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

---

**From:** Anthony Manning <AManning@whiterockcity.ca>  
**Sent:** Thursday, September 24, 2020 7:44:41 AM  
**To:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Cc:** Darryl Walker <DWalker@whiterockcity.ca>  
**Subject:** Code of Conduct violation by Redacted S. 22

Good morning, Guillermo.

I was made aware of a post by Redacted S. 22 regarding the selection of Carolyn Latzen as Economic Development Officer. It disparages Ms. Latzen, the committee and council.

While Redacted S. 22 is entitled to his opinion, given the public forum he chose to express it in and his position on the committee, I believe he is no longer qualified to serve.

**Councillor Anthony Manning**  
City of White Rock  
15322 Buena Vista Avenue  
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## Redacted S. 22

Grapevine Mobile White Rock ...

Well, Redacted S. 22 here in White Rock. Democracy Direct just hired their Campaign Manager/Strategist for the plum Economic Development Officer Job. It was inevitable and you could see this coming two years ago when she did her first job interview in Council Chambers at a regular council meeting.

## Redacted S. 22



 Like

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## Redacted S. 22

There was some banky panky going on at the Economic Development Advisory Committee in January when discussion of this was shut down by the chair. We had been developing a motion to revise and update the 2009 Economic Development Study first. Almost half the committee could not attend because of the weather and sickness. So basically there is no blueprint in place for an EDO. It seems the rules apply to others, not this Council.



Read [Like](#) [More](#)

## Tracey Arthur

---

**From:** Jacquie Johnstone  
**Sent:** Thursday, September 24, 2020 9:30 AM  
**To:** Guillermo Ferrero  
**Subject:** RE: Code of Conduct violation by **Redacted S. 22**

Hi Guillermo,

I believe this Policy falls under Tracey's area, but I certainly can weigh in. This code of conduct certainly applies to **Redacted S. 22**. I have reviewed the Policy and I believe he has breached Sections c) and d).

I believe it was the Committee who made the recommendation to create the Economic Development Officer in the City. As way of next steps, you are to meet with **Redacted S. 22** and remind him of his obligations as a committee member, be clear that his conduct is unacceptable and in breach of Policy. Not sure if Council/Committee will be looking for corrective action. These steps are outlined at the bottom of page 1 of the Policy.

He likely will not be persuaded, but Council had no part in the recruitment of the successful candidate. Although the successful candidate was legitimately found to be the most qualified for the position, it is unfortunate that she publicly approached Council with the suggestion that the position be created in the first place. I am concerned that once Carolyn starts with the City, this could evolve into a Respectful Workplace matter (which falls under my area), if derogatory comments are directed at our employee.

Should this committee member disagree or refuse to comply with the Policy, Council can remove him as a committee member. As you already know, this will not prevent **Redacted S. 22** from continuing to criticize as it is his right under the Freedom of Speech. Hopefully you are able to sway him to understand that his actions only undermine the good work that the committee he sits on is striving to achieve.

I am available if you wish to discuss further.

Jacquie

**JACQUIE JOHNSTONE**  
Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**RESPECT** is a shared responsibility – bullying, harassment, aggressive language or any threats will not be tolerated.

**From:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Sent:** September 24, 2020 7:56 AM  
**To:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
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**GUILLERMO FERRERO**  
Chief Administrative Officer, City of White Rock

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

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**Sent:** Thursday, September 24, 2020 7:44:41 AM  
**To:** Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>  
**Cc:** Darryl Walker <[DWalker@whiterockcity.ca](mailto:DWalker@whiterockcity.ca)>  
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**Councillor Anthony Manning**  
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## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Thursday, September 24, 2020 9:45 AM  
**To:** Mayor and Council; Christopher Trevelyan  
**Cc:** Carl Isaak; Jacquie Johnstone  
**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](http://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](#)

## Tracey Arthur

---

**From:** Anthony Manning  
**Sent:** Thursday, September 24, 2020 9:47 AM  
**To:** Guillermo Ferrero  
**Cc:** Darryl Walker; Jacquie Johnstone  
**Subject:** Re: Code of Conduct violation by Redacted S. 22

Thank you, Guillermo. I look forward to HR's response.

A resident is entitled to share an opinion, but Redacted S. 22 is a committee member and s. 22 at that. He's undermining the EDO, EDAC and Council by calling into question Ms. Latzen's qualifications, the committee's intentions and Council's ethics.

---

**From:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Sent:** September 24, 2020 08:03  
**To:** Anthony Manning <AManning@whiterockcity.ca>  
**Cc:** Darryl Walker <DWalker@whiterockcity.ca>  
**Subject:** Re: Code of Conduct violation by Redacted S. 22

I'll look into it, my interpretation of the police is that applies at committee meetings, however I asked HR to do an assessment.

Thanks you  
G

Ps I'm off today back tomorrow

GUILLERMO FERRERO  
Chief Administrative Officer, City of White Rock

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

---

**From:** Anthony Manning <AManning@whiterockcity.ca>  
**Sent:** Thursday, September 24, 2020 7:44:41 AM  
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**Cc:** Darryl Walker <DWalker@whiterockcity.ca>  
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## Tracey Arthur

---

**From:** Jacquie Johnstone  
**Sent:** Thursday, September 24, 2020 11:30 AM  
**To:** Guillermo Ferrero  
**Subject:** FW: Policy 120 violations by committee member  
**Attachments:** 3JPG; 4.JPG

Hi Guillermo,

I left a voicemail with you to discuss. Given this is escalating, I recommend that you or Tracey take that step to contact **Redacted S. 22** and advise him he is in breach of policy. I have also left Tracey a message to advise of what is happening and inquiring if he has been warned before.

Jacquie

### JACQUIE JOHNSTONE

Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**RESPECT** is a shared responsibility – bullying, harassment, aggressive language or any threats will not be tolerated.

**From:** Anthony Manning <AManning@whiterockcity.ca>  
**Sent:** September 24, 2020 11:07 AM  
**To:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Cc:** Darryl Walker <DWalker@whiterockcity.ca>; Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Subject:** Policy 120 violations by committee member

**Redacted S. 22** continues to post disparaging remarks about Ms. Latzen and Council.

I've been forwarded a subsequent comment to his original post, as well as a new one.

**Councillor Anthony Manning**  
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**Redacted S. 22**

Grapevine Mobile White Rock ...

As far as I know, it is against the City's own hiring policies to hire former Campaign Managers, friends, and relatives but here we have Carolyn Latzen being hired by the DDWR Council.

Christopher Trevelyan Redacted S. 22 She is also

**Redacted S. 22**

She applied while still on City Committees as well.

Redacted S. 22

Is this a sign of things to come for DDWR Councilors.

**Redacted S. 22**

# Redacted S. 22

**Christopher Trevelyan** Redacted S. 22

Christopher, I wish you would not deny the truth every time it is inconvenient! It seems you always want to throw shade on revelations. Here. This is directly from Carolyn Latzen's LinkedIn page.

I have FOIRed the City's hiring policy as well as her contract.

It is pretty sad that I have to keep on doing this to get to the bottom of things especially since having to do the same with the White Rock Coalition.



**Election Campaign Manager**

Democracy Direct White Rock

Member

Profile

Designed and implemented a marketing campaign that was instrumental in having all the 2014 electoral candidates elected to office



## Tracey Arthur

---

**From:** Tracey Arthur  
**Sent:** Thursday, September 24, 2020 11:45 AM  
**To:** Jacquie Johnstone  
**Cc:** Guillermo Ferrero  
**Subject:** RE: Hiring Policies for the City of White Rock

Hi Jacquie, thanks good to know. I thought we would have responded.  
Yes I would forward what you had previously letting him know they have not changed. Thanks Jacquie

**From:** Jacquie Johnstone <[JJohnstone@whiterockcity.ca](mailto:JJohnstone@whiterockcity.ca)>  
**Sent:** Thursday, September 24, 2020 11:38 AM  
**To:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Cc:** Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>  
**Subject:** RE: Hiring Policies for the City of White Rock

Hi Tracey,

I had responded to this inquiry back in March (see attached). What do you recommend given it was sent prior, just point back to my initial response?

Jacquie

**JACQUIE JOHNSTONE**  
Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

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**From:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Sent:** September 24, 2020 10:37 AM  
**To:** Redacted S. 22 Jacquie Johnstone <[JJohnstone@whiterockcity.ca](mailto:JJohnstone@whiterockcity.ca)>  
**Cc:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>; Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>; Carl Isaak <[CIsaak@whiterockcity.ca](mailto:CIsaak@whiterockcity.ca)>  
**Subject:** RE: Hiring Policies for the City of White Rock

Hello Redacted S. 22 I am forwarding your inquiry to our Director of Human Resources, Jacquie Johnstone. She will be able to help with the inquiry.

Have a good day, Tracey Arthur

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 9:47 AM  
**To:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Cc:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>; Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>; Carl Isaak

<Clisaak@whiterockcity.ca>

**Subject: Hiring Policies for the City of White Rock**

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Ms.Arthur

A few months ago I emailed HR for a copy of the City of White rock's hiring policies regarding friends, relatives, business associates, and election Campaign Managers and Strategists of the current council and staff?

Could you provide me with a copy of the City's hiring policies regarding this issue as well as others?  
This request should not require a FOIR.

Regards

**Redacted S. 22**



## Tracey Arthur

---

**From:** Jacquie Johnstone  
**Sent:** Thursday, September 24, 2020 12:13 PM  
**To:** Redacted S. 22  
**Cc:** Clerk's Office; Guillermo Ferrero; Carl Isaak; Tracey Arthur  
**Subject:** FW: Hiring Policies for the City of White Rock  
**Attachments:** RE: Hiring Policies for friends,relatives,campaign workers of Current Council Members and Staff

Redacted S. 22

I have attached my response to your initial inquiry. There have been no changes since my response to your email of March 13, 2020.

Respectfully,

### JACQUIE JOHNSTONE

Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

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[LinkedIn](#) [Facebook](#) [Twitter](#)

**From:** Tracey Arthur <TArthur@whiterockcity.ca>  
**Sent:** September 24, 2020 10:37 AM  
**To:** Redacted S. 22; Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Cc:** Clerk's Office <ClerksOffice@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>; Carl Isaak <CIsaak@whiterockcity.ca>  
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**Cc:** Clerk's Office <ClerksOffice@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>; Carl Isaak

<CIsaak@whiterockcity.ca>

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



**POLICY TITLE: EMPLOYEE CODE OF CONDUCT**

**POLICY NUMBER: HUMAN RESOURCES - 404**

<i>Date of Council Adoption:</i> November 15, 2010	<i>Last Amendment:</i> December 10, 2018
<i>Council Resolution Number:</i> 2010-501, 2013-134, 2015-309, 2018-437	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> November 19, 2018

**Policy:**

**1.0 Purpose**

The purpose of this policy is to outline the requirements for appropriate employee conduct with the City of White Rock. Every action we take in the course of a business day should preserve and enhance the highest standards of honesty, fair dealing, faithful performance of contracts, and integrity. City employees are expected to conduct themselves at all times in accordance with the spirit and the letter of all applicable laws. If you are doubt about any aspect of this policy, you are directed to seek further information from your Department Head or the Chief Administrative Officer.

This policy applies to employees and officers of the City.

**2.0 Principles**

The City is committed to creating and maintaining a work environment where high standards of business and personal ethics are observed and practiced.

Employees who have concerns regarding administrative practices, misuse of public funds, or believe a situation results in danger to public health or safety will bring the matter to the attention of the Department Head or the Chief Administrative Officer.

This policy prohibits retaliation or reprisals against anyone who, in good faith, reports a violation of this policy, acts as a witness, or participates in a complaint investigation process. If any employee is found to have retaliated against another employee in such circumstance, disciplinary action will result up to and including immediate termination of employment.

Employees who believe they have been retaliated against may report this in writing to the Chief Administrative Officer. If the employee believes the retaliation involves the Chief Administrative Officer, they may report to the Mayor.

### **3.0 Conflict of Interest**

- 3.1 Employees will maintain their role as private citizens separate and distinct from their responsibilities as employees of the City and avoid *conflict of interest* or *potential or perceived conflict of interest* situations.

Employees owe a duty of loyalty to the City. As part of this duty, employees are required to avoid situations and activities where their personal interests or activities (financial or otherwise) conflict, appear to conflict, or have the potential to conflict with their duties to the City.

A conflict of interest can arise, for example, whenever:

- (a) an employee receives a benefit of a financial or other nature additional to that normally conferred by terms and conditions of employment, for the performance of the employee's duties, responsibilities or obligations as a City employee to the City or the public;
- (b) an employee acts in his or her own personal interest in the performance of the employee's duties contrary to the City's interests, thereby compromising the trust that the public and internal customers place in the City and/or the employee;
- (c) an employee takes advantage of his or her position to obtain or to provide inappropriate benefits to or for themselves, relatives, business associates, or friends;
- (d) an employee uses or authorizes the use of City facilities or property for any purpose other than for the legitimate business of the City;
- (e) an employee attempts to influence the City's dealings with relatives, business associates, or friends; and
- (f) an employee approves his or her own license or permit application, or such application of relatives, business associates, or friends.

This is not an exhaustive list of conflicts of interest.

A potential or perceived conflict of interest arises when a well-informed person acting reasonably would conclude that the employee, in the discharge of his duties, has acted or will act in his or her interest to the detriment of the interests of the City.

Employees will disclose in writing to a City Department Head or the Chief Administrative Officer any conflict of interest, or potential or perceived conflict of interest, before it happens. Employees will not engage in any activity that may constitute a conflict of interest without prior management approval in writing.

An employee who is in a conflict of interest situation and who has not obtained written approval from a City Department Head or Chief Administrative Officer will immediately:

- cease such activity; and
- report such activity to a member of senior management of the City.

### 3.2 *Gifts, Favours and Services*

Employees will not either directly or indirectly, demand or accept money, goods, discounts, favours, benefits, services, property, or anything else, whether to be received in the present or the future, from any individual, corporation or organization in the course of their employment duties other than the normal exchange of hospitality between persons doing business together.

Employees will not use their position with the City to obtain such gifts, favours, or services for their personal use, or for the use of relatives, business associates, or friends.

While the City recognizes the conferral of gifts and services to staff members or relatives of staff members by coworkers on the occasion of birthdays, illnesses, and/or other major

life events, the cost of such gifts or services will be borne by those coworkers who wish to participate in giving gifts unless specifically approved by their Department Head or the Chief Administrative Officer.

### 3.3 *Allocation of Work and Ordering of Supplies*

During the course of their employment with the City, employees will not, without the written permission from their Department Head or the Chief Administrative Officer, be directly or indirectly involved in or influence the awarding of an assignment of work to, the inspection of work of, and will not order any supplies from:

- (a) a relative, including a spouse, parent, ward, guardian, child, brother, sister, cousin, uncle, aunt, in-law, grandparent, or any person with whom an employee shares his or her household, business associate, or friend, other than an arm's length tenant who occupies separate quarters with the household;
- (b) a firm, company, partnership, or other legal entity in which the employee or a relative, business associate, or friend, alone or with others, holds an interest; and
- (c) a firm, company, partnership, or other legal entity in which another employee of the City, alone or with others, holds an interest.

An employee will not directly or indirectly promote any goods or services from which the employee, the employee's relatives, business associates, or friends may receive a personal gain or benefit.

### **3.4 Employment**

Employees will familiarize themselves and comply with the City's Human Resources Staff Directive #19, "Employment of Relatives".

### **4.0 Confidentiality**

Except as required by law or in the ordinary course of the employee's duties, an employee will not divulge or disclose any City information identified as or understood to be confidential, to other employees or to persons or organizations outside the City. This confidentiality requirement survives employment with the City and employees who are no longer employed with the City will not divulge or disclose any confidential information that the employee has received or become aware of in the course of employment. Upon request by the City, employees will cooperate in a request made under the *Freedom of Information and Protection of Privacy Act*.

### **5.0 City Property and Information**

Except as otherwise provided in a written employment contract or City policy, City property, including vehicles, equipment, material, and City information, whether electronic or other, will be used solely in the performance of an employee's duties and will not be used for unauthorized or illegal purposes, personal convenience or benefit (including commercial endeavor), including unauthorized non-City uses and events. Notwithstanding the preceding, the Chief Administrative Officer may provide preauthorization of City property for non-City events in appropriate circumstances.

Communication tools are to be used for business purposes only. It is acknowledged that from time to time, communication tools may be used for limited personal use. An employee will not incur additional cost to the City for the personal use of any City equipment, unless such costs are reimbursed in a timely manner.

### **6.0 Outside Employment**

If an employee is employed with another organization or involved in a business endeavor:

- (a) such employment or involvement will not, or will not have the potential to, interfere with or supersede any duties as a City employee or damage the City's reputation;
- (b) there will be no personal benefit or advantage because of employment with the City;
- (c) such employment or involvement will not involve any use of City premises, services, equipment, information, or supplies, and such activities will not occur during the employee's scheduled hours of work.

## **7.0 Disclosure of Property Ownership**

- 7.1 All persons required to submit disclosures of business, real estate or other holdings under the *Financial Disclosure Act* will do so in the manner prescribed by the *Act*.
- 7.2 Where an employee is involved, directly or indirectly, in any property development with the City, except for property that is the employee's primary residence, the following will apply:
- (a) the employee will immediately provide details of his or her involvement with the property, in writing, to his or her Department Head;
  - (b) the Department Head will communicate this information to the Chief Administrative Officer;

## **8.0 Political Activity**

- 8.1 Where an employee runs for and is elected to a public office at the Municipal (other than White Rock), Provincial, or Federal level, or for a School Board, the time spent running for office, and time in office during their normal hours of work, may be approved as leave without pay by the Chief Administrative Officer for one term of office, at the discretion of the City.
- 8.2 Consistent with the *Local Government Act*, an employee who runs for Mayor or Councilor at the City of White Rock will take a leave of absence without pay from the time of filing of nomination papers. If elected, the employee, before taking the oath of office, will resign from employment with the City.

## **9.0 Public Statements**

- 9.1 Except in the ordinary course of their employment, employees will not enter into public political debate or advocacy, as a representative of the City, regarding City policies or by-laws.

## **10.0 Criminal Implications**

Employees should be aware of the following offences under the *Criminal Code*, which restrictions are incorporated by reference into this policy:

- (a) influencing or attempting to influence the voting and official activities of a municipal or other government official by means of bribery, fraud, threats or by the suppression of truth when one has a duty to disclose the truth; and
- (b) selling, purchasing or influencing public appointments or offices and the corrupt offering or acceptance of secret commissions in relation to the affairs or business of one's employer or principal.

## **11.0 Employee Behaviour**

Employees will ensure that at all times during the course of their employment:

- (a) Their conduct and language meet acceptable social standards;
- (b) They treat employees, Council members and the public with courtesy, respect and dignity.

## **12.0 Penalties and Appeals**

12.1 Breach of this policy may result in discipline up to and including termination of employment.

12.2 Exempt employees may appeal any disciplinary action to the Chief Administrative Officer. Union employees may follow the procedures as prescribed in the applicable Collective Agreement.

### **Rationale:**

The City acknowledges that its function is the delivery of public services and expects that all employees involved in the delivery of public services will consistently meet the highest standard of ethical behaviour in order to preserve, maintain and enhance the confidence of the public in the manner in which the role of the City is discharged. Although it is not possible to describe every situation that may be encountered during a career with the City, this policy is intended to define the basic standards of conduct expected of the City's employees. If you face a situation in which you have any doubt about the legitimacy of your actions, it is your responsibility to raise it with your Department Head or Chief Administrative Officer for further discussion.



**City of White Rock**  
**Human Resources Staff Directive #19**  
January 2005

**Employment of Relatives**

**Scope:**

This policy applies to all unionized (CUPE and IAFF) and exempt employees.

**Policy:**

It is permissible to hire relatives of City Employees or elected officials for City employment. It will not be permissible to hire the relative of a supervisor to work in the same division.

The divisions are defined as: 1) Administration, 2) Corporate Services, (including Human Resources, Information Technology, and municipal RCMP employees), 3) Financial Services, 4) Development Services (including Planning and Permits & Licenses), 5) Municipal Operations, (including Public Works, Engineering, Parks, Facilities, and the Garage), 6) Leisure Services, and 7) Fire.

## Tracey Arthur

---

**From:** Tracey Arthur  
**Sent:** Thursday, September 24, 2020 12:58 PM  
**To:** Guillermo Ferrero; Jacquie Johnstone  
**Subject:** Tracey, Code of Conduct  
**Attachments:** SKM\_C3350200924114500.pdf

Hi there, **Redacted S. 22** would have been given a copy of the Committee Code of Conduct policy with his appointment letter. He has signed the attached to state he has received it and read it and will comply with it.

To my knowledge he has not been spoken with prior on this / behavior. Tracey

Council Policy 137- Terms of Reference: Economic Investment Committee  
Page 5 of 5

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of MAY 07/2019, I have read  
Council Policy 120, "Code of Conduct for Committee Members" and Council Policy 137  
Terms of Reference for the Economic Investment Committee and I understood and will  
conform to the City's Code of Conduct as outlined in these policies.

**Redacted S. 22**

(PRINT NAME)

**Redacted S. 22**

(SIGNATURE)

## Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 1:11 PM  
**To:** Jacquie Johnstone  
**Cc:** Clerk's Office; Guillermo Ferrero; Carl Isaak; Tracey Arthur  
**Subject:** Re: FW: Hiring Policies for the City of White Rock

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Ms. Johnstone

Thanks, for your timely reply and the information

I am so sorry about your initial reply in March as it seems to have gone to my junk folder and has been deleted with about 1500 other emails when Telus switched over to Goggle Mail on September 1st.

Regards

Redacted S. 22

On Thu, Sep 24, 2020 at 12:12 PM Jacquie Johnstone <[Johnstone@whiterockcity.ca](mailto:Johnstone@whiterockcity.ca)> wrote:

Redacted S. 22

I have attached my response to your initial inquiry. There have been no changes since my response to your email of March 13, 2020.

Respectfully,

**JACQUIE JOHNSTONE**

Director, Human Resources, City of White Rock

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

Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**RESPECT** is a shared responsibility – bullying, harassment, aggressive language or any threats will not be tolerated.



The information transmitted, including attachments, is intended only for the individual(s) or entity(ies) to which it is addressed and may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any copying, review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is strictly prohibited. If you have received this information in error, please notify the City of White Rock and destroy any copies of this information. Thank you.

[LinkedIn](#) [Facebook](#) [Twitter](#)

---

**From:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Sent:** September 24, 2020 10:37 AM  
**To:** Redacted S. 22 Jacque Johnstone <[JJohnstone@whiterockcity.ca](mailto:JJohnstone@whiterockcity.ca)>  
**Cc:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>; Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>; Carl Isaak <[CIsaak@whiterockcity.ca](mailto:CIsaak@whiterockcity.ca)>  
**Subject:** RE: Hiring Policies for the City of White Rock

Hello Redacted S. 22 I am forwarding your inquiry to our Director of Human Resources, Jacque Johnstone. She will be able to help with the inquiry.

Have a good day, Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 9:47 AM  
**To:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Cc:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>; Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>; Carl Isaak <[CIsaak@whiterockcity.ca](mailto:CIsaak@whiterockcity.ca)>  
**Subject:** Hiring Policies for the City of White Rock

---

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

---

Ms.Arthur

A few months ago I emailed HR for a copy of the City of White rock's hiring policies regarding friends, relatives, business associates, and election Campaign Managers and Strategists of the current council and staff?

Could you provide me with a copy of the City's hiring policies regarding this Issue as well as others?

This request should not require a FOIR.

Regards

Redacted S. 22

## Tracey Arthur

---

**From:** Tracey Arthur  
**Sent:** Thursday, September 24, 2020 1:45 PM  
**To:** Jacquie Johnstone  
**Subject:** RE: Tracey, Code of Conduct

Hi Jacquie I have read through it and Guillermo is aware, I think he needs to respond. He did note to Councillor Manning that it is being reviewed and he's back in the office tomorrow. Given the policy he needs to make the call to have the meeting or not. I agree with your email that sections c and d could be considered a violation but ultimately the CAO needs to make that decision. Tracey

**From:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Sent:** Thursday, September 24, 2020 1:30 PM  
**To:** Tracey Arthur <TArthur@whiterockcity.ca>  
**Subject:** RE: Tracey, Code of Conduct

Thanks Tracey,

Will you be responding to emails from Council today, or is waiting for Guillermo's return?

Jacquie

**JACQUIE JOHNSTONE**  
Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

RESPECT is a shared responsibility – bullying, harassment, aggressive language or any threats will not be tolerated.

**From:** Tracey Arthur <TArthur@whiterockcity.ca>  
**Sent:** September 24, 2020 12:58 PM  
**To:** Guillermo Ferrero <GFerrero@whiterockcity.ca>; Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Subject:** Tracey, Code of Conduct

Hi there, **Redacted S. 22** would have been given a copy of the Committee Code of Conduct policy with his appointment letter. He has signed the attached to state he has received it and read it and will comply with it.

To my knowledge he has not been spoken with prior on this / behavior. Tracey

## Tracey Arthur

---

**From:** Tracey Arthur  
**Sent:** Thursday, September 24, 2020 3:56 PM  
**To:** Guillermo Ferrero  
**Cc:** Jacquie Johnstone  
**Subject:** FW: Hiring Policies for the City of White Rock

Hi Guillermo and Jacquie, please see request below. Thank you.

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 3:22 PM  
**To:** Tracey Arthur <TArthur@whiterockcity.ca>  
**Subject:** Re: Hiring Policies for the City of White Rock

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Ms.Arthur

Thanks very much.

Is it possible to get a copy of the City's original posting for the Economic Development Officers position?

Have a Great Dry Day if possible.

Regards

Redacted S. 22

On Thu, Sep 24, 2020 at 10:37 AM Tracey Arthur <TArthur@whiterockcity.ca> wrote:

Hello Redacted S. 22 I am forwarding your inquiry to our Director of Human Resources, Jacquie Johnstone. She will be able to help with the inquiry.

Have a good day, Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 9:47 AM  
**To:** Tracey Arthur <TArthur@whiterockcity.ca>  
**Cc:** Clerk's Office <ClerksOffice@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>; Carl Isaak <CIsaak@whiterockcity.ca>  
**Subject:** Hiring Policies for the City of White Rock

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Ms.Arthur

A few months ago I emailed HR for a copy of the City of White rock's hiring policies regarding friends, relatives, business associates, and election Campaign Managers and Strategists of the current council and staff?

Could you provide me with a copy of the City's hiring policies regarding this issue as well as others?

This request should not require a FOIR.

Regards

**Redacted S. 22**

## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Friday, September 25, 2020 8:38 AM  
**To:** Redacted S. 22  
**Cc:** Tracey Arthur; Jacquie Johnstone  
**Subject:** RE: Hiring Policies for the City of White Rock  
**Attachments:** Economic Development Officer Posting.pdf

Redacted S. 22

Attached is the posting for the Economic Development Officer.

Regards,  
G.

### GUILLERMO FERRERO

Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



---

**From:** Redacted S. 22  
**Sent:** Thursday, September 24, 2020 3:22 PM  
**To:** Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>  
**Subject:** Re: Hiring Policies for the City of White Rock

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Ms.Arthur

Thanks very much.

Is it possible to get a copy of the City's original posting for the Economic Development Officers position?

Have a Great Dry Day if possible.

Regards

Redacted S. 22

On Thu, Sep 24, 2020 at 10:37 AM Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)> wrote:

Hello Redacted S. 22 I am forwarding your inquiry to our Director or Human Resources, Jacquie Johnstone. She will be able to help with the inquiry.

Have a good day, Tracey Arthur

---

**From:** Redacted S. 22

**Sent:** Thursday, September 24, 2020 9:47 AM

**To:** Tracey Arthur <TArthur@whiterockcity.ca>

**Cc:** Clerk's Office <ClerksOffice@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>; Carl Isaak <CIsaak@whiterockcity.ca>

**Subject:** Hiring Policies for the City of White Rock

---

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---

**Ms.Arthur**

A few months ago I emailed HR for a copy of the City of White rock's hiring policies regarding friends, relatives, business associates, and election Campaign Managers and Strategists of the current council and staff?

Could you provide me with a copy of the City's hiring policies regarding this issue as well as others?

This request should not require a FOIR.

Regards

**Redacted S. 22**



## **Economic Development Officer Casual – Approx. 2-3 days per week**

The City of White Rock is a unique, ocean-side community of 20,000 citizens known for its sunny weather, expansive beach, historic pier, delightful restaurants, and sense of community. The City is located half an hour south of Vancouver on the shore of Semiahmoo Bay.

The Planning and Development Services Department, seeks an individual on a casual basis with an outstanding work ethic and superior communication skills to join their team. The Economic Development Officer is responsible for supporting the municipal economic development program, such as local business development, initiatives to attract investment, development and to bring new business to the City. Strong project management skills will be essential as the role takes on initiatives from the initial research stage and sees the initiatives through to fruition. In addition, the successful candidate will have solid communication and analytical skills for demonstrating the feasibility of potential plans, reporting results of initiatives undertaken and for grant writing. The role requires someone with outstanding public relation and customer service skills as you will be representing the City of White Rock while working with local White Rock businesses, internal departments and will act as the department's staff liaison on the City's COVID-19 task force.

### **Requirements:**

- Degree or diploma in a discipline related to the work such as marketing, communications or business administration, plus at least 3-4 years related experience; or an equivalent combination of training and experience. Candidates with a Certification in Economic Development (i.e. Ec.D or C.EcD) will be given preference.
- Ability to effectively communicate, verbal and written, and demonstrate excellent listening skills;
- Ability to deal tactfully with the public in a courteous, professional and effective manner;
- Ability to work cooperatively and amicably in a team environment with a safety first attitude;
- Considerable knowledge of the principles, practices, methods and techniques applicable to the work.
- Considerable knowledge of the policies, rules and regulations governing the work.
- Considerable knowledge of the objectives, activities and requirements related to the work.
- Considerable knowledge of the communications tools used in the work.
- Ability to plan, research and develop, coordinate and implement a variety of programs, events, activities, and materials in support of business initiatives.
- Ability to research and compile information, and to prepare and present narrative and graphic reports on a variety of matters pertaining to economic development.
- Ability to coordinate outreach efforts to local businesses, and act as a resource and advocate for same.
- Ability to provide support to committees and act as the City's representative in the work.
- Ability to establish, develop and maintain effective working relationships with a variety of external and internal contacts, and to provide information and assistance to same.
- Ability to communicate effectively orally and in writing and to make presentations.
- Possess and maintain a valid Class 5 BC driver's license

The hourly wage of this CUPE position is \$34.98 – \$41.29 per hour (2019 rates) with 11% in lieu of benefits. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to apply.

Please submit your cover letter, resume, and Drivers Abstract for consideration by the application deadline.

*Application Deadline: 4:30 p.m., July 19, 2020*

*Submit your application: Apply online at [www.whiterockcity.ca/jobs](http://www.whiterockcity.ca/jobs)*

*Recruitment Reference: 2020-30*

**[www.whiterockcity.ca/jobs](http://www.whiterockcity.ca/jobs)**

*Thank you for your interest. Only selected applicants will be contacted*

**Please Note: this new position is posted “under review” meaning that a follow-up review be conducted with the Incumbent to ensure the duties and valuation levels are appropriately captured.**

## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Friday, September 25, 2020 2:35 PM  
**To:** Redacted S. 22  
**Cc:** Jacquie Johnstone; Tracey Arthur; Chris Magnus  
**Subject:** Council Policy 120 – Code of Conduct for Committee Members  
**Attachments:** 120 - Code of Conduct Committee For Members.pdf

### Redacted S. 22

Concerns have been brought to my attention regarding your recent comments about the City's hire of Economic Development Officer as well as a complaint received from a member of the Dogs in the Promenade Task Force. I am emailing to request you attend a meeting with me early next week. This meeting is regarding misconduct on your part specific to Council Policy 120 – *Code of Conduct for Committee Members* (attached).

Due to COVID-19 safety measures, our meeting will be scheduled through Teams and you will receive an Invite by email. Chris Magnus will be in touch with you to organize this meeting.

Regards,  
G.

#### GUILLERMO FERRERO

Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Friday, September 25, 2020 2:41 PM  
**To:** Anthony Manning  
**Cc:** Mayor and Council; Jacquie Johnstone; Tracey Arthur  
**Subject:** RE: DOTP Task Force: Redacted S. 22  
**Attachments:** 120 - Code of Conduct Committee For Members.pdf

CoWR Confidential Information

Thank you Anthony,

Following your policy, I have requested to meet with Redacted S. 22 as per policy and I will advise Council after my meeting with him. Remember, that authority to remove a committee member is remains with Council:

*"Council has the authority to remove a member appointment when they determine actions have contravened this policy"*

Thank you,  
G.

### GUILLERMO FERRERO

Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



---

**From:** Anthony Manning <AManning@whiterockcity.ca>  
**Sent:** September 25, 2020 12:47 PM  
**To:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Cc:** Darryl Walker <DWalker@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Subject:** Fw: DOTP Task Force: Redacted S. 22

Hello, Jacquie.

Redacted S. 22 resignation is due to statements made by committee member Redacted S. 22. Further to the other resident's complaint I raised yesterday about his online comments over hiring Carolyn Latzen as EDO, I ask that you also consider this as his continued disregard of Policy 120.

Thank you.

---

**From:** Clerk's Office <ClerksOffice@whiterockcity.ca>  
**Sent:** September 25, 2020 10:08

**To:** White Rock Council <[whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca)>

**Subject:** DOTP Task Force: Redacted S. 22

Good morning,

Please find attached a resignation letter from Task Force members s. 22 addressed to Mayor and Council, as well as the members of the Dogs on the Promenade Task Force.

Best regards,

DEBBIE JOHNSTONE

Committee & FOI Clerk, Administration

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

Tel: 604-541-2127 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

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



**POLICY TITLE: CODE OF CONDUCT FOR COMMITTEE MEMBERS**

**POLICY NUMBER: COUNCIL - 120**

<i>Date of Council Adoption:</i> November 15, 2010	<i>Date of Last Amendment:</i> October 21, 2019
<i>Council Resolution Number:</i> 2010-501, 2013-082, 2015-214; 2019-472	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> October 7, 2019

**Policy:**

Committee Member (Members) means an individual that has been appointed by Council to serve on a City Committee.

- a) Members shall conduct themselves at all times with behaviour respectful of their duties and mindful always of the long term results achieved for the benefit and protection of City of White Rock citizens.
- b) Conduct of members in the performance of their duties shall be fair, open, honest and in a professional manner.
- c) Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Committee members, staff, members of the public, members of Council and guests at the meeting
- d) Committee members are entitled to make comments expressing their opinions regarding matters before the committee or Council as long as such statements clearly state they are putting forward personal views and not those of the committee or Council. Committee members should not criticize the conduct of the committee, members of Council or staff who are often assigned as representatives to the City's committees. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other committee members, staff, members of the public, members of Council, the City of White Rock in general and guests at the meeting with regards to their opinions or actions.

When concern has been raised that a member is not adhering to the above, the Chief Administrative Officer will meet with the committee member and if there is not an expected improvement in behaviour, information will be brought before Council by the Chief Administrative Officer or Director of Corporate Administration, in a closed meeting, and considered.

Council has the authority to remove a member appointment when they determine actions have contravened this policy.

**Rationale:**

A common goal of members of Council, staff, and members of City committees is to inspire public confidence and trust in local government. Members are ambassadors for the City of White Rock. Due to their affiliation with the City it is important they demonstrate their respect for the City, its residents, those elected to run the city and its staff.

## Tracey Arthur

---

**From:** Anthony Manning  
**Sent:** Friday, September 25, 2020 2:44 PM  
**To:** Guillermo Ferrero  
**Cc:** Mayor and Council; Jacquie Johnstone; Tracey Arthur  
**Subject:** Re: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

You're welcome, Guillermo. Council may wish to discuss this at an upcoming in-camera meeting as well, once you've had a chance to meet with Redacted S. 22 .

---

**From:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Sent:** September 25, 2020 14:40  
**To:** Anthony Manning <AManning@whiterockcity.ca>  
**Cc:** Mayor and Council <MayorandCouncil@whiterockcity.ca>; Jacquie Johnstone <JJohnstone@whiterockcity.ca>; Tracey Arthur <TArthur@whiterockcity.ca>  
**Subject:** RE: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

Thank you Anthony,

Following your policy, I have requested to meet with Redacted S. 22 as per policy and I will advise Council after my meeting with him. Remember, that authority to remove a committee member is remains with Council:

*"Council has the authority to remove a member appointment when they determine actions have contravened this policy"*

Thank you,  
G.

### GUILLERMO FERRERO

Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



---

**From:** Anthony Manning <AManning@whiterockcity.ca>  
**Sent:** September 25, 2020 12:47 PM  
**To:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Cc:** Darryl Walker <DWalker@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Subject:** Fw: DOTP Task Force: Redacted S. 22

Hello, Jacquie.

Redacted S. 22 resignation is due to statements made by committee member Redacted S. 22 . Further to the other resident's complaint I raised yesterday about his online comments over hiring Carolyn Latzen as EDO, I ask that you also consider this as his continued disregard of Policy 120.

Thank you.

---

**From:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>  
**Sent:** September 25, 2020 10:08  
**To:** White Rock Council <[whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca)>  
**Subject:** DOTP Task Force: Redacted S. 22

Good morning,

Please find attached a resignation letter from Task Force member s. 22 addressed to Mayor and Council, as well as the members of the Dogs on the Promenade Task Force.

Best regards,

DEBBIE JOHNSTONE  
Committee & FOI Clerk, Administration  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2127 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

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## Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Friday, September 25, 2020 3:19 PM  
**To:** Guillermo Ferrero  
**Cc:** Jacquie Johnstone; Tracey Arthur; Chris Magnus  
**Subject:** Re: Council Policy 120 – Code of Conduct for Committee Members

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

**Mr. Guillermo**

Thanks for your concerns

First off my response to the DOTP that was solicited by the City Clerk and Mr. Isaak has been on record for weeks. It has gone through the council without comment I think on the 14th.

Frankly, I find the person's characterization of my statements totally inaccurate and distorted. I simply stated observations that were facts in my opinion.

It is ironic that she waited until the vote was taken on the DOTP continuation to become offended 10 days after the fact. The staff has had those comments and my opinions in hand for several weeks.

I give her comments in her resignation no weight as they are false and unproven as contravening any "Code of Conduct". Just because one person belatedly complains and decides to resign after the DOTP continuation has been approved doesn't mean everyone has to start jumping around to accommodate her.

Secondly, the opinions I stated on the hiring of the new EDO are valid concerns and have been stated as my opinions. As far as I know, we have a Democracy.

I am not sure what statements, in particular, you or whoever reported them are taking issue with. If you can provide me with any examples I can look them over and modify them if they are offensive but as it is I have nothing to respond to. There has been one councilor (Trevelyan) that has been commenting on my opinion with his own opinion so whose opinion carries more weight? I didn't know there was an issue with asking questions?

Regards

Redacted S. 22

On Fri, Sep 25, 2020 at 2:35 PM Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)> wrote:

Redacted S. 22

Concerns have been brought to my attention regarding your recent comments about the City's hire of Economic Development Officer as well as a complaint received from a member of the Dogs in the Promenade Task Force. I am emailing to request you attend a meeting with me early next week. This meeting is regarding misconduct on your part specific to Council Policy 120 – *Code of Conduct for Committee Members* (attached).

Due to COVID-19 safety measures, our meeting will be scheduled through Teams and you will receive an invite by email. Chris Magnus will be in touch with you to organize this meeting.

Regards,

G.

**GUILLERMO FERRERO**

*Chief Administrative Officer, City of White Rock*

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

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**WHITE ROCK**  
*My City by the Sea!*

## Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Monday, September 28, 2020 7:48 AM  
**To:** Guillermo Ferrero  
**Cc:** Jacquie Johnstone; Tracey Arthur; Chris Magnus; White Rock Council; David Chesney; Helen Fathers; Christopher Trevelyan; Anthony Manning; Scott Kristjanson; Erika Johanson; Donna Kell; Carl Isaak  
**Subject:** Re: Council Policy 120 – Code of Conduct for Committee Members  
**Attachments:** Use of White Rock Logo.jpg

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Mr.Ferrero

I have a few words and observations further to the discussion.

Mr.Isaak officially submitted his report and recommendations along with my comments to the council on September 14th. The report had your signature as concurring. You must have read the report along with the attachments before signing? Yet at that time you had no issue with the comments on the DOTP task force solicited by the clerk's office and to which I responded ?

Council received Mr.Isaak's report on September the 14th. The section would have been included in their agenda packages available Wednesday, September 9th.

There was no mention by the Council or staff of any issues with any Code of Conduct Violation or misconduct. Mayor and Council apparently had no issue with those same comments documented in their agenda packages as they passed the report unanimously on September 14th.

The agenda packages were made available to the public Wednesday, September 14th which means the DOTP Task Force had accessibility to them ,yet none has falsely accused me of misconduct until September 24th.

I have to pose these two questions:

1.Did you, as well as other the Senior Staff members and the whole City Council including the Mayor, read and pass the reports on the DOTP Task Force in their entirety on September 14th and at which time there were no objections and comments? Again I mention your signature on Mr.Isaak"s report. Council passed the report unanimously.

2. Did you, as well as the Senior Staff members and the entire City Council "not " bother to read Mr.Isaak's report yet all signed off on it? Council had the report 5 days before the Council meeting?

---

On the second accusation of misconduct , I have this to ask and perhaps you can fill me in?

I would like to know if the City of White Rock has/had granted Ms.Latzen permission to use the Official Trademarked City of White Rock Logo to place on her personal LinkedIn page for her own personal promotion for potential employment?

The Logo is displayed twice on the same page where she mentions she was the DDWR Campaign Manager ,Chair of the Marine Drive Task Force and a member of the Economic Development Advisory Committee?

Is not the use of the "Officially Trademarked "City by the Sea" logo restricted to the Corporation of the City of White Rock , Corporation White Rock City Commercial Partnerships and co-sponsored events?

I would like to see a copy of the authorization approval for Ms.Latzen to use the Official Trademarked City of White Rock "City by the Sea " logo for her LinkedIn page.

I await your comments as well as those from the Council on this either Authorized or Unauthorized use of the City's Logo.

I would also like a copy of the City's Guidelines for Logo use. It is not available on the City Website.

I would also like a copy of the City's Work Place Harrassment Policy and the Codes of Conduct for City Employees and Council Members.

Regards

Redacted S. 22

On Fri, Sep 25, 2020 at 3:19 PM Redacted S. 22 wrote:

Mr.Guillermo

Thanks for your concerns

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Frankly, I find the person's characterization of my statements totally inaccurate and distorted. I simply stated observations that were facts in my opinion.

It is ironic that she waited until the vote was taken on the DOTP continuation to become offended 10 days after the fact.

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Regards,

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**GUILLERMO FERRERO**

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Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**WHITE ROCK**  
*My City by the Sea!*

## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Monday, September 28, 2020 8:39 AM  
**To:** Redacted S. 22  
**Cc:** Jacquie Johnstone; Tracey Arthur; Chris Magnus; White Rock Council; David Chesney; Helen Fathers; Christopher Trevelyan; Anthony Manning; Scott Kristjanson; Erika Johanson; Donna Kell; Carl Isaak  
**Subject:** RE: Council Policy 120 – Code of Conduct for Committee Members

Thank you for email Redacted S. 22 we will discuss during our meeting that Chris Magnus is trying to schedule as per policy:

*"When concern has been raised that a member is not adhering to the above, the Chief Administrative Officer will meet with the committee member and if there is not an expected improvement in behaviour, information will be brought before Council by the Chief Administrative Officer or Director of Corporate Administration, in a closed meeting, and considered. Council has the authority to remove a member appointment when they determine actions have contravened this policy."*

Regards,  
G.

**GUILLERMO FERRERO**  
Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



**From:** Redacted S. 22  
**Sent:** September 28, 2020 7:48 AM  
**To:** Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Cc:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>; Tracey Arthur <TArthur@whiterockcity.ca>; Chris Magnus <CMagnus@whiterockcity.ca>; White Rock Council <whiterockcouncil@whiterockcity.ca>; David Chesney <DChesney@whiterockcity.ca>; Helen Fathers <HFathers@whiterockcity.ca>; Christopher Trevelyan <CTrevelyan@whiterockcity.ca>; Anthony Manning <AManning@whiterockcity.ca>; Scott Kristjanson <SKristjanson@whiterockcity.ca>; Erika Johanson <EJohanson@whiterockcity.ca>; Donna Kell <DKell@whiterockcity.ca>; Carl Isaak <CIsaak@whiterockcity.ca>  
**Subject:** Re: Council Policy 120 – Code of Conduct for Committee Members

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Redacted S. 22

On Fri, Sep 25, 2020 at 2:35 PM Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)> wrote:

Redacted S. 22

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Regards,

G.

**GUILLERMO FERRERO**

Chief Administrative Officer, City of White Rock

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

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**WHITE ROCK**  
*My City by the Sea!*

## Tracey Arthur

---

**From:** Guillermo Ferrero  
**Sent:** Monday, September 28, 2020 11:05 AM  
**To:** Scott Kristjanson; Anthony Manning  
**Cc:** Mayor and Council; Jacquie Johnstone; Tracey Arthur  
**Subject:** RE: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

Hi Scott,

As per policy, you will have the opportunity to discuss in-camera and decide actions to take. As off today, I have not been able to secure a meeting with s. 22

Thanks,  
G.

**GUILLERMO FERRERO**  
Chief Administrative Officer, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



---

**From:** Scott Kristjanson <SKristjanson@whiterockcity.ca>  
**Sent:** September 28, 2020 10:56 AM  
**To:** Anthony Manning <AManning@whiterockcity.ca>; Guillermo Ferrero <GFerrero@whiterockcity.ca>  
**Cc:** Mayor and Council <MayorandCouncil@whiterockcity.ca>; Jacquie Johnstone <JJohnstone@whiterockcity.ca>; Tracey Arthur <TArthur@whiterockcity.ca>  
**Subject:** Re: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

Thanks Anthony and Guillermo. I discussed s. 22's comments with Redacted S. 22 and she is quite upset with s. 22's false and misleading statements which violate our policy on Committee Member code of conduct.

s. 22 provided good positive input during our DotPTF meetings, and gave no such negative comments about the process during our meetings. His final recommendation statement makes personal attacks that are both unfounded and inappropriate. I read his comments but let it go at the time as the attacks seemed directed solely at myself. Perhaps I should have requested that his comments be amended by s. 22 before being accepted, but I did not think this was an option.

I now see that the impact of his inappropriate statements go beyond myself, and have negatively impacted

fellow committee members. That is not right. I feel we must take some action to address s. 22 's inappropriate remarks, in order to ensure our own code of conduct is followed in the future and that members of the public feel safe to participate in the future.

**Councillor Scott Kristjanson**

City of White Rock

15322 Buena Vista Avenue

White Rock, BC V4B 1Y6 Canada

(778) 867-7742

[www.whiterockcity.ca](http://www.whiterockcity.ca)

---

**From:** Anthony Manning <[AManning@whiterockcity.ca](mailto:AManning@whiterockcity.ca)>

**Sent:** September 25, 2020 2:43 PM

**To:** Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>

**Cc:** Mayor and Council <[MayorandCouncil@whiterockcity.ca](mailto:MayorandCouncil@whiterockcity.ca)>; Jacquie Johnstone <[Johnstone@whiterockcity.ca](mailto:Johnstone@whiterockcity.ca)>;

Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>

**Subject:** Re: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

You're welcome, Guillermo. Council may wish to discuss this at an upcoming in-camera meeting as well, once you've had a chance to meet with Redacted S. 22

---

**From:** Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>

**Sent:** September 25, 2020 14:40

**To:** Anthony Manning <[AManning@whiterockcity.ca](mailto:AManning@whiterockcity.ca)>

**Cc:** Mayor and Council <[MayorandCouncil@whiterockcity.ca](mailto:MayorandCouncil@whiterockcity.ca)>; Jacquie Johnstone <[Johnstone@whiterockcity.ca](mailto:Johnstone@whiterockcity.ca)>;

Tracey Arthur <[TArthur@whiterockcity.ca](mailto:TArthur@whiterockcity.ca)>

**Subject:** RE: DOTP Task Force: Redacted S. 22

CoWR Confidential Information

Thank you Anthony,

Following your policy, I have requested to meet with Redacted S. 22 as per policy and I will advise Council after my meeting with him. Remember, that authority to remove a committee member is remains with Council:

*"Council has the authority to remove a member appointment when they determine actions have contravened this policy"*

Thank you,

G.

**GUILLERMO FERRERO**

Chief Administrative Officer, City of White Rock

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

Tel: 604.541.2133 | [www.whiterockcity.ca](http://www.whiterockcity.ca)



**From:** Anthony Manning <[AManning@whiterockcity.ca](mailto:AManning@whiterockcity.ca)>  
**Sent:** September 25, 2020 12:47 PM  
**To:** Jacquie Johnstone <[JJohnstone@whiterockcity.ca](mailto:JJohnstone@whiterockcity.ca)>  
**Cc:** Darryl Walker <[DWalker@whiterockcity.ca](mailto:DWalker@whiterockcity.ca)>; Guillermo Ferrero <[GFerrero@whiterockcity.ca](mailto:GFerrero@whiterockcity.ca)>  
**Subject:** Fw: DOTP Task Force: Redacted S. 22

Hello, Jacquie.

Redacted S. 22 resignation is due to statements made by committee member Redacted S. 22. Further to the other resident's complaint I raised yesterday about his online comments over hiring Carolyn Latzen as EDO, I ask that you also consider this as his continued disregard of Policy 120.

Thank you.

---

**From:** Clerk's Office <[ClerksOffice@whiterockcity.ca](mailto:ClerksOffice@whiterockcity.ca)>  
**Sent:** September 25, 2020 10:08  
**To:** White Rock Council <[whiterockcouncil@whiterockcity.ca](mailto:whiterockcouncil@whiterockcity.ca)>  
**Subject:** DOTP Task Force: Redacted S. 22

Good morning,

Please find attached a resignation letter from Task Force member s. 22 addressed to Mayor and Council, as well as the members of the Dogs on the Promenade Task Force.

Best regards,

DEBBIE JOHNSTONE  
Committee & FOI Clerk, Administration  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2127 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

The information transmitted, including attachments, is intended only for the individual(s) or entity to which it is addressed and may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is prohibited. Please notify the City of White Rock and destroy any copies of this information. Thank you.



**Tracey Arthur**

---

**From:** Redacted S. 22  
**Sent:** Tuesday, September 29, 2020 12:05 PM  
**To:** Jacquie Johnstone  
**Cc:** Tracey Arthur; Clerk's Office  
**Subject:** Code of Conduct for City of White Rock Employees.

*CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.*

Ms. Johnstone

Could I get a copy of the City of White Rock Employee Code of Conduct and Employment Guidelines?

Regards

Redacted S. 22

## Tracey Arthur

---

**From:** Jacquie Johnstone  
**Sent:** Tuesday, September 29, 2020 4:14 PM  
**To:** Redacted S. 22  
**Cc:** Tracey Arthur; Clerk's Office  
**Subject:** RE: Code of Conduct for City of White Rock Employees.  
**Attachments:** Council Policy - 404 - Employee Code of Conduct.pdf

Redacted S. 22

The Code of Conduct was emailed to you on March 29<sup>th</sup> and also attached to my email of September 24<sup>th</sup>. I have attached a copy to this email.

I have also included a link to information on our recruitment processes which is located under the Departments section of the City's website, under Human Resources, FAQs <https://www.whiterockcity.ca/Faq.aspx?TID=54>

**JACQUIE JOHNSTONE**  
Director, Human Resources, City of White Rock  
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6  
Tel: 604-541-2157 Cell: 778-838-0767 | [www.whiterockcity.ca](http://www.whiterockcity.ca)

**RESPECT** is a shared responsibility – bullying, harassment, aggressive language or any threats will not be tolerated.



The information transmitted, including attachments, is intended only for the individual(s) or entity(ies) to which it is addressed and may contain information that is confidential and/or privileged or exempt from disclosure under applicable law. Any copying, review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by individual(s) or entities other than the intended recipient is strictly prohibited. If you have received this information in error, please notify the City of White Rock and destroy any copies of this information. Thank you.

[LinkedIn](#) [Facebook](#) [Twitter](#)

**From:** Redacted S. 22  
**Sent:** September 29, 2020 12:05 PM  
**To:** Jacquie Johnstone <JJohnstone@whiterockcity.ca>  
**Cc:** Tracey Arthur <TArthur@whiterockcity.ca>; Clerk's Office <ClerksOffice@whiterockcity.ca>  
**Subject:** Code of Conduct for City of White Rock Employees.

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Ms. Johnstone  
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Regards  
Redacted S. 22

## Tracey Arthur

---

**From:** Redacted S. 22  
**Sent:** Tuesday, September 29, 2020 5:34 PM  
**To:** Jacquie Johnstone  
**Cc:** Tracey Arthur; Clerk's Office  
**Subject:** Re: Code of Conduct for City of White Rock Employees.

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**Ms. Johnstone**

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Redacted S. 22

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