

April 13, 2021

FOI No.: 2021-13

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:

- 1) *"Director of Human Resources" duties/responsibilities*
- 2) *Contact Information of Union Representative (hiring/employment) and any document which would serve to explain their role and function*
- 3) *Organizational chart of city workforce (departments, positions, people)*
- 4) *Any external or internal hiring process complaints the city has been a part of between 2016-Present*

Union roles are not determined by the City and I am not otherwise aware of any specific individual who meets the description provided in item 2). General contact information for CUPE 402-01 is available here: <https://402-01.cupe.ca/contact-us/>.

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

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

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)

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Overton", with a long, sweeping horizontal line extending to the right.

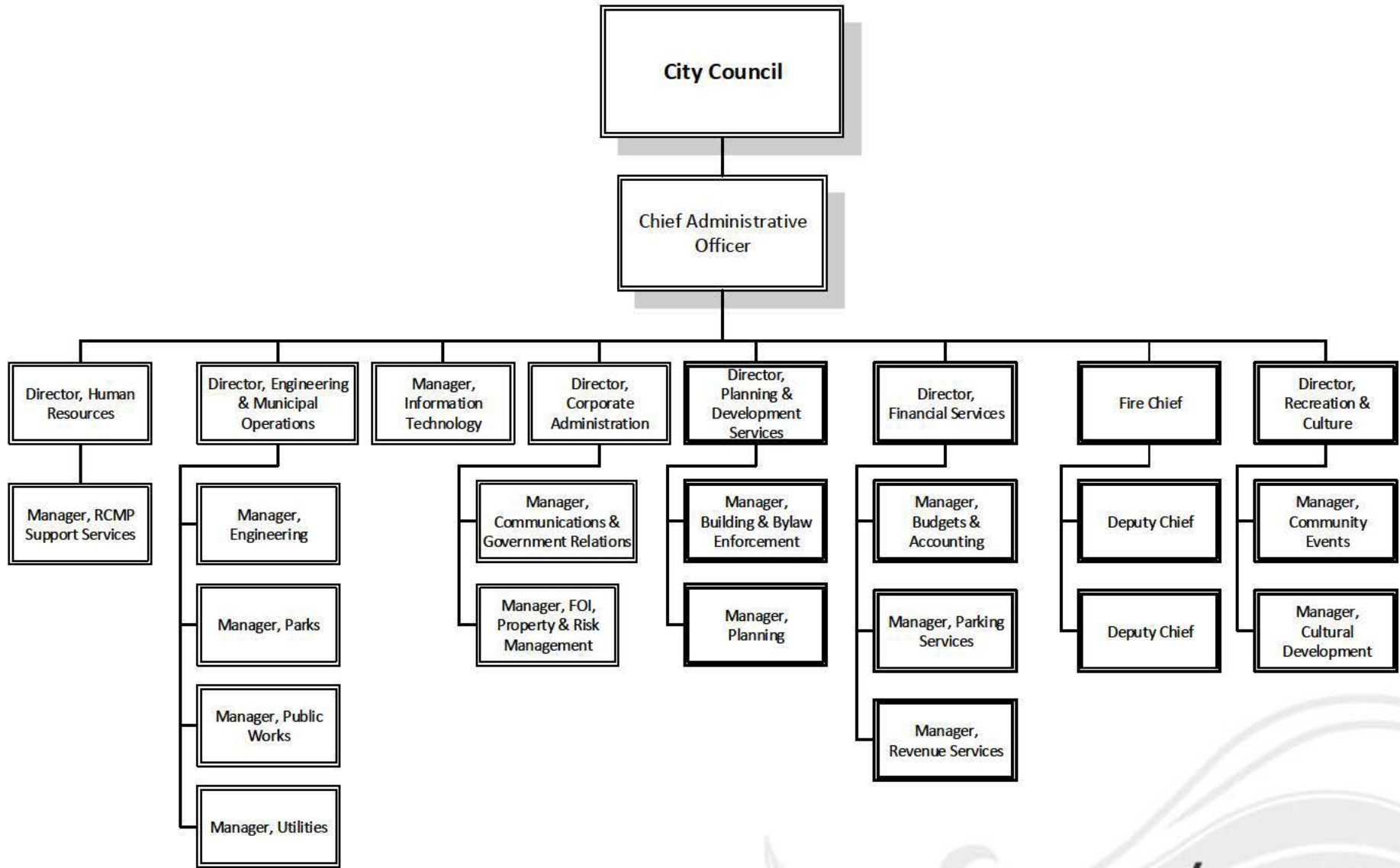
Ken Overton  
Manager, Property, Risk Management, and FOI  
604-541-2104

Att.

## **Director of Human Resources Duties and Responsibilities**

Reports to the CAO and is part of the senior management team providing organizational wide direction and leadership. Oversees technical, administrative and leadership functions required for maximizing staff performance in the organization. Develops corporate human resources strategic plans and policies; directs, administers and provides advice to Council on programs, policies and services in the areas of labour and employee relations; provides strategic direction and annual work plans to all functions within the department including collective bargaining, compensation and benefits, performance management, job evaluation and classification, training and development, staffing and recruitment, wellness and health and safety; develops and implements policies, standards, and parameters to guide corporate decisions surrounding human resources issues; develops, implements, monitors leadership standards/levels; recommends short and long range plans and budgets to meet those needs; ensures coordinated effort with other departments in delivery of services. Also responsible for the City's RCMP detachment's support services and City's clerical on-call pool.

# ORGANIZATIONAL CHART



## Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

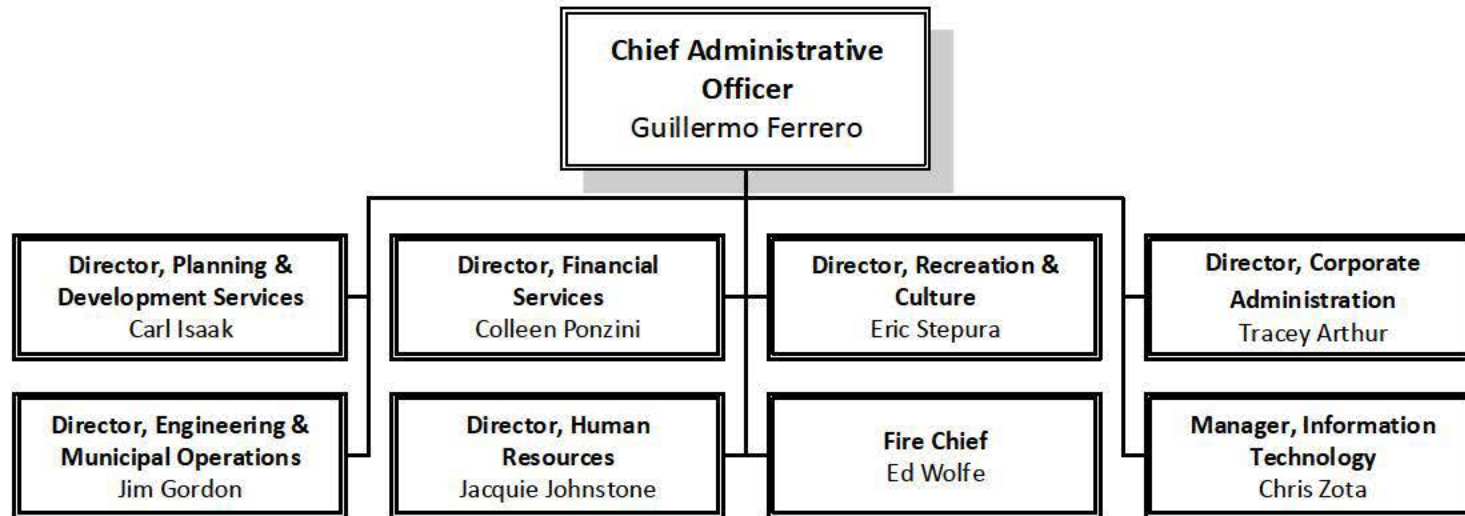
Shading indicates an Exempt position.

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## SENIOR MANAGEMENT



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

Shading indicates an Exempt position.

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## ADMINISTRATION



### **Interpretation Guide**

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

Shading indicates an Exempt position.

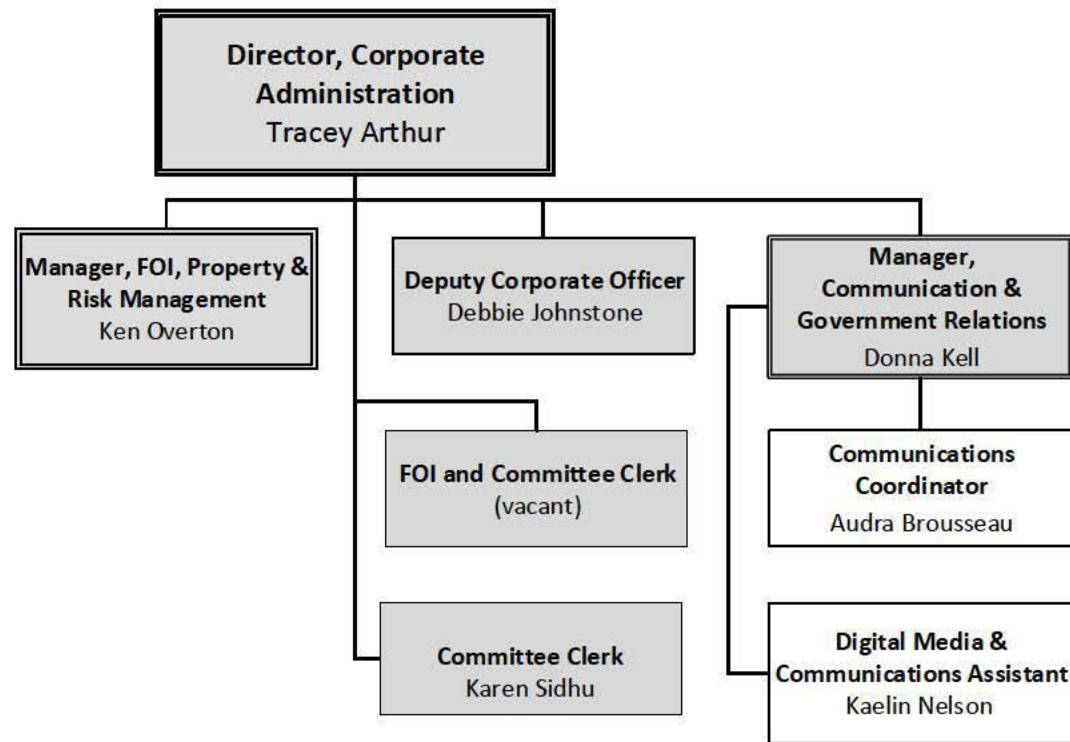
Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## Corporate Administration



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

Shading indicates an Exempt position.

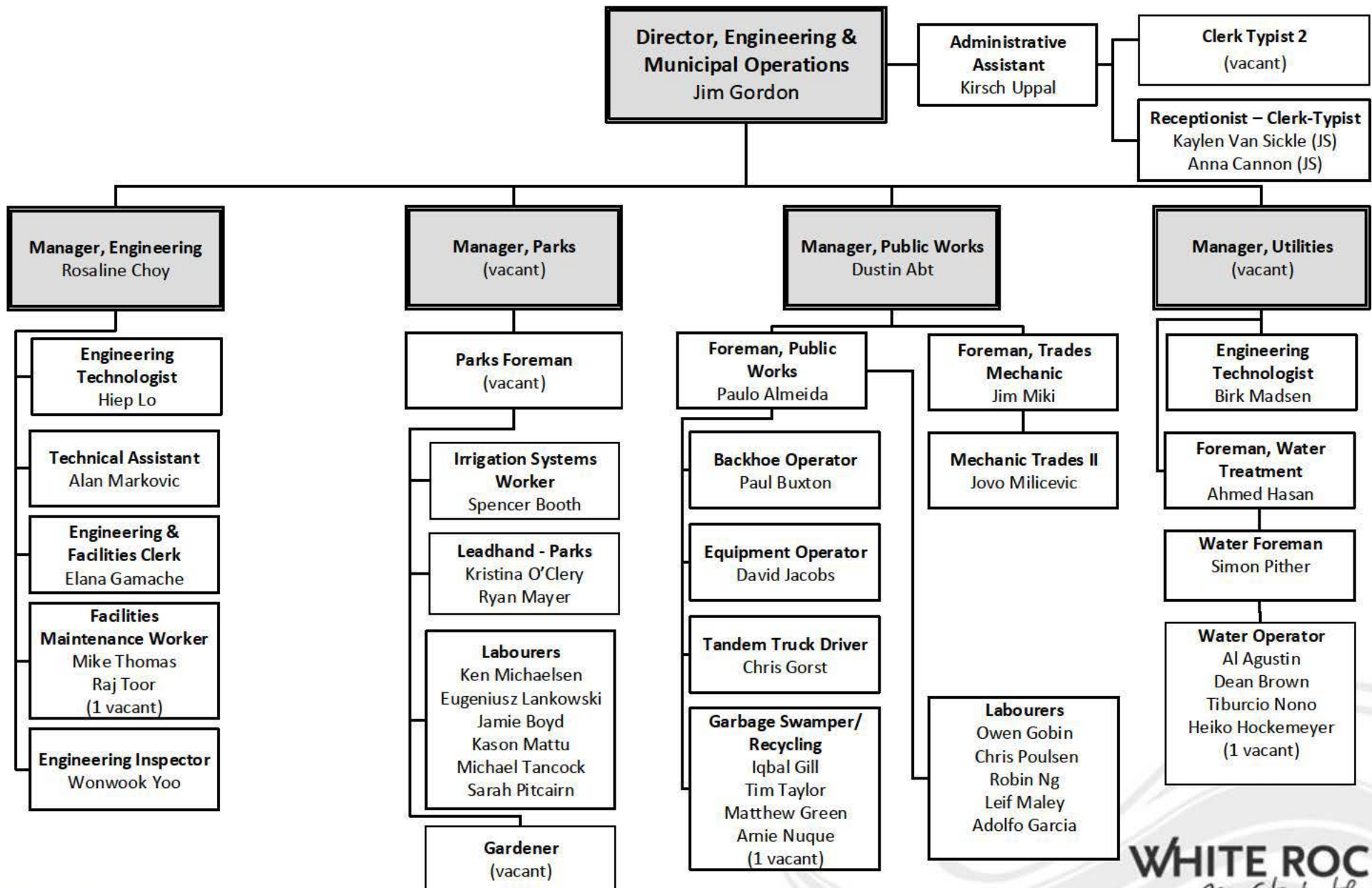
JS – Job Share Arrangement

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## ENGINEERING & MUNICIPAL OPERATIONS



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

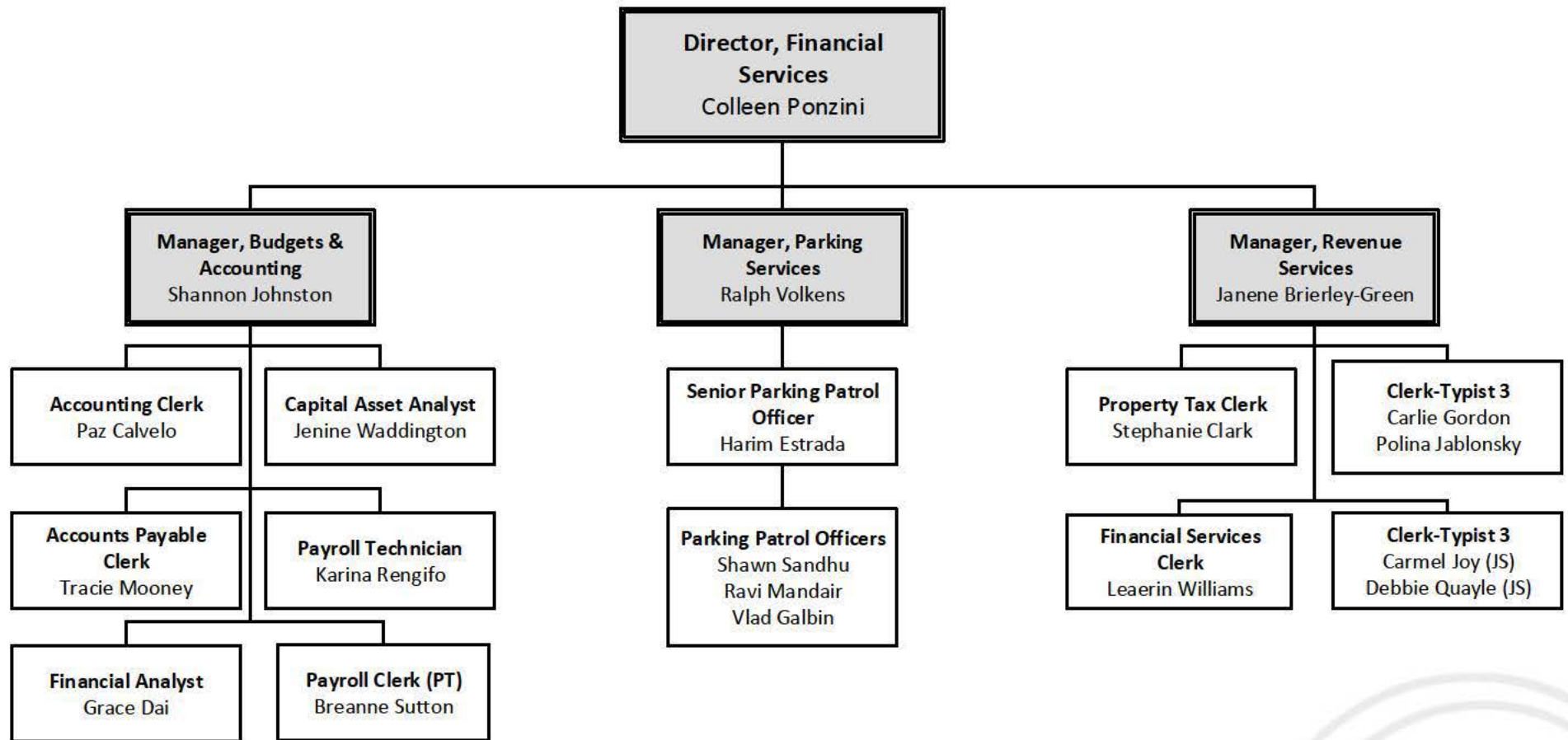
Shading indicates an Exempt position.

Updated: March 1, 2021



# ORGANIZATIONAL CHART

## FINANCIAL SERVICES



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

Shading indicates an Exempt position.

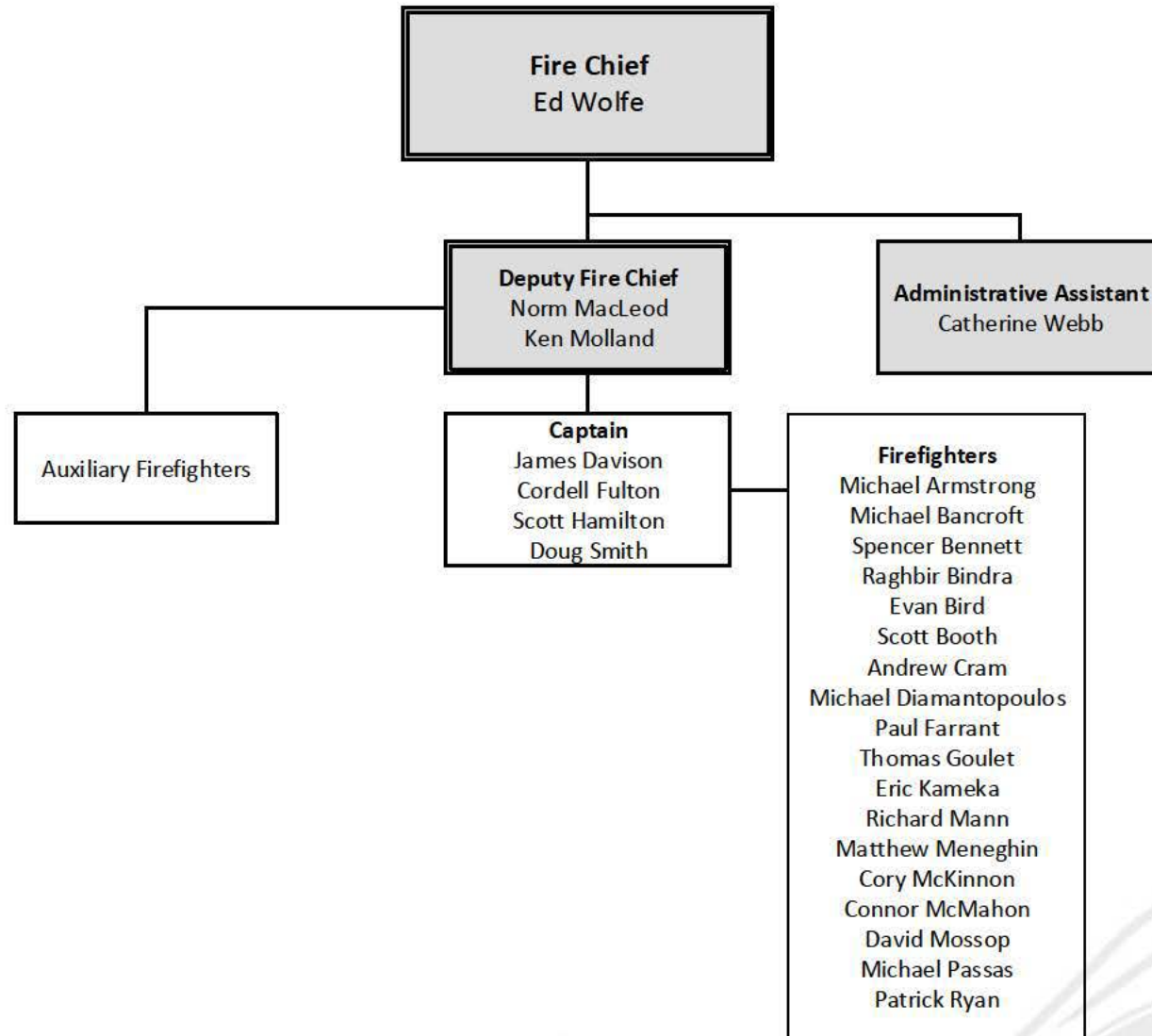
JS – Job Share Arrangement

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## FIRE RESCUE



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

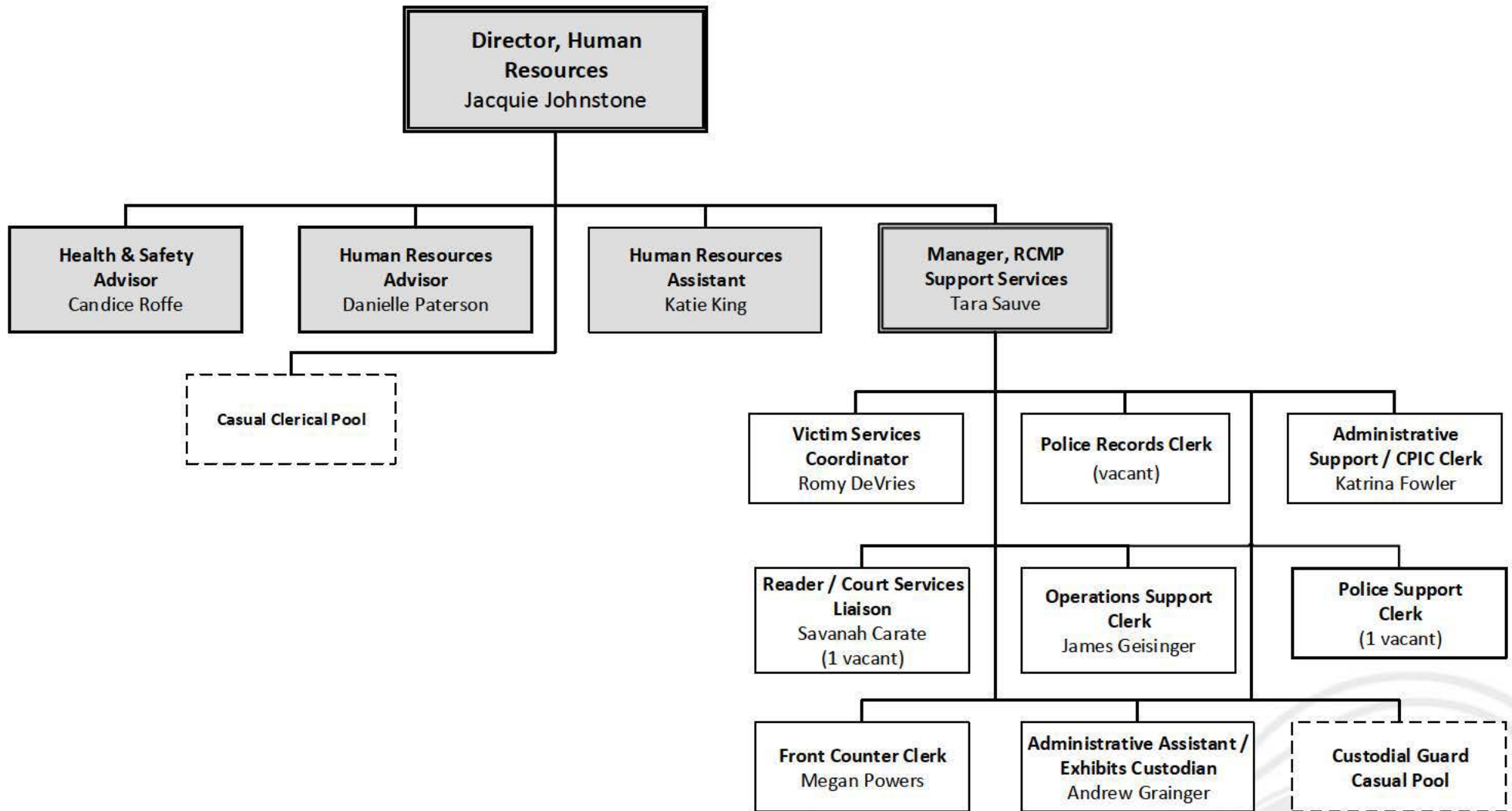
Shading indicates an Exempt position.

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## HUMAN RESOURCES / RCMP DIVISION



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

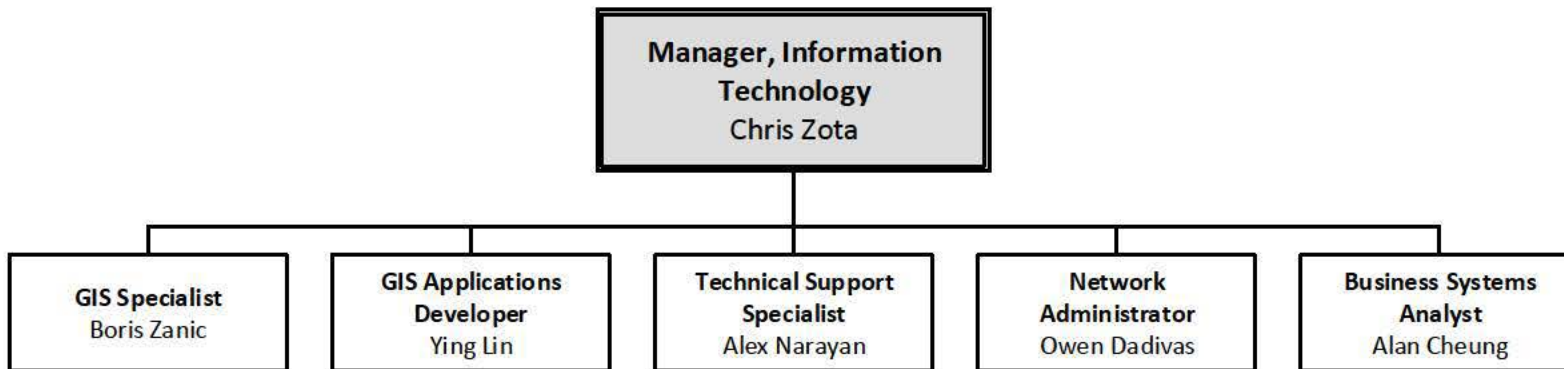
Shading indicates an Exempt position.

Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## INFORMATION TECHNOLOGY



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

JS – Job Share Arrangement

Shading indicates an Exempt position.

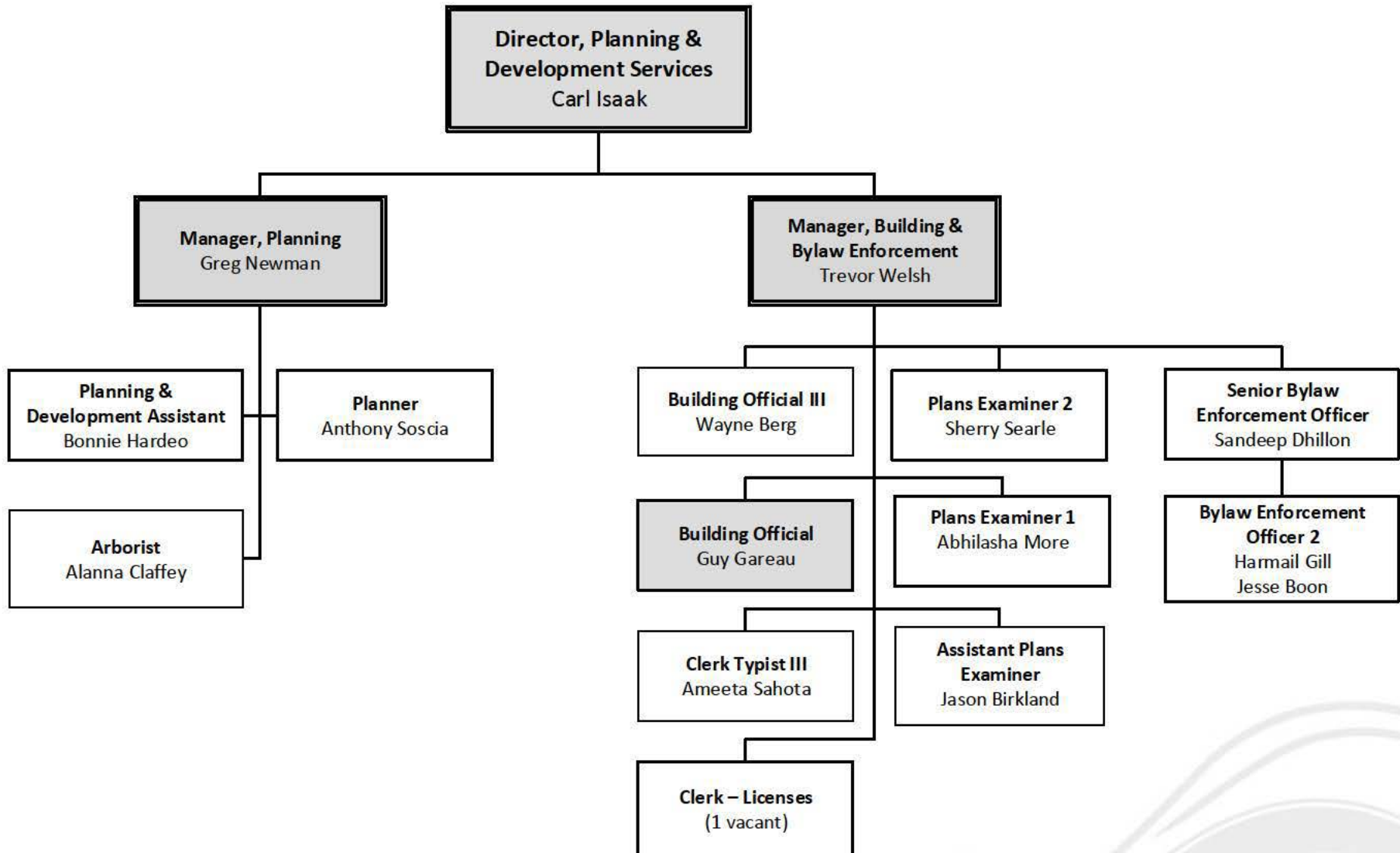
Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## PLANNING & DEVELOPMENT SERVICES



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time

RPT – Regular Part Time

Shading indicates an Exempt position.

JS – Job Share Arrangement

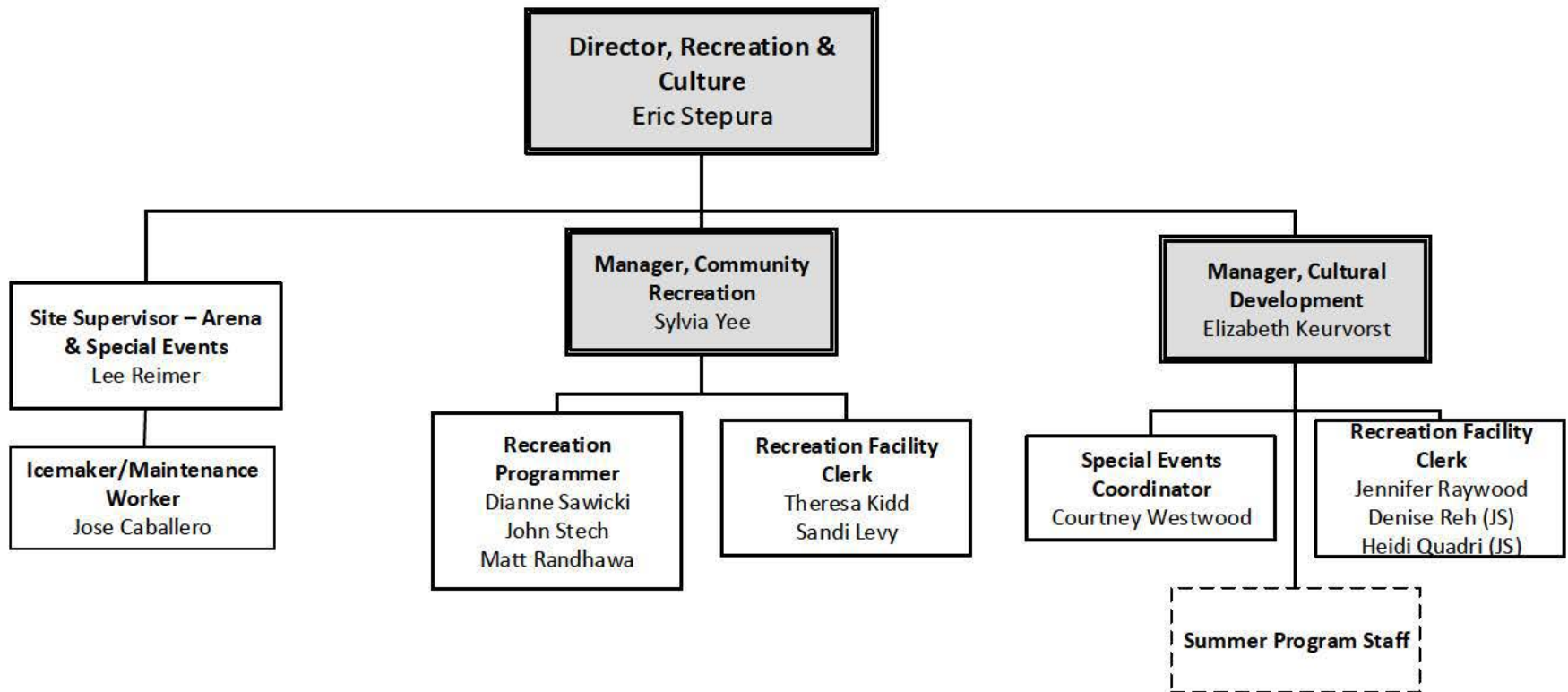
Updated: March 1, 2021

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# ORGANIZATIONAL CHART

## RECREATION & CULTURE



### Interpretation Guide

This chart depicts permanent positions as follows:

RFT – Regular Full Time      RPT – Regular Part Time

Shading indicates an Exempt position.

JS – Job Share Arrangement

Updated: March 1, 2021

**WHITE ROCK**  
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## GRIEVANCE FORM

**Employer:** City of White Rock                      **Case No:** 2016-003  
**Employees:** **Redacted S. 22**                              **Initiated:** 8 March 2016  
**Department:** Municipal Operations and Human Resources  
**Job Class:** **Redacted S. 22**  
**Grievors:** **Redacted S. 22**

**I/We the undersigned claim that:** by denying the awarding of the position;  
**Redacted S. 22** to **Redacted S. 22** is, in fact,  
discriminatory, prejudice and unjustified. As per the Collective Agreement the  
Employer has violated Articles 23, Rights of Management, Article 14(a) Posting of  
Vacancies, and all other related Articles.

**Therefore I/We request that:** that **Redacted S. 22** be awarded the position of  
**Redacted S. 22** to be made whole with full redress.

### SIGNATURE OF EMPLOYEE(S) OR UNION OFFICIER

**Redacted S. 22**

  
\_\_\_\_\_  
**Lynn Reimer**  
**Chief Shop Steward**  
**CUPE Local 402-01**

RECEIVED  
CITY OF WHITE ROCK  
MAR 08 2016  
HUMAN RESOURCES



# British Columbia Human Rights Tribunal

1170 – 605 Robson Street  
Vancouver BC V6B 5J3

Phone: 604-775-2000

Fax: 604-775-2020

TTY: 604-775-2021

Toll Free: 1-888-440-8844

[www.bchrt.bc.ca](http://www.bchrt.bc.ca)

January 9, 2019

Via Email

**Redacted S. 22**

Director/Human Resources  
City of White Rock & Danielle Paterson  
c/o [dpaterson@whiterockcity.ca](mailto:dpaterson@whiterockcity.ca)

Rosaline Choy  
[rchoy@whiterockcity.ca](mailto:rchoy@whiterockcity.ca)

Dear Parties:

Re: **Redacted S. 22 v. City of White Rock -and- Danielle Paterson -and- Rosaline Choy**  
**(Case Number: 18773)**

On December 19, 2018, Michael Logan filed the enclosed complaint consisting of 6 pages.

## NOTICE OF COMPLAINT PROCEEDING

The Complainant alleges that City of White Rock, Danielle Paterson and Rosaline Choy, the Respondent(s), discriminated contrary to the following area(s) and ground(s) of the *Human Rights Code*:

### EMPLOYMENT (S.13): AGE

The complaint is unproven. The parties will have the opportunity to resolve the complaint at a mediation and, if necessary, the Respondent(s) can respond to the complaint. Your options are set out below.

This letter tells both parties what you must do next.

## Tribunal Process

The *Code*, and the Tribunal's *Rules of Practice and Procedure* set out the complaint process. Go to the Tribunal's website <http://www.bchrt.bc.ca> or phone the Tribunal for copies of:

- *Human Rights Code*
- *Rules*
- Information sheets and guides
- Forms

## **Respondent(s) First Steps and Deadlines**

At this stage two options may be available:

### **A. SETTLING THE COMPLAINT**

The Tribunal offers settlement meeting services during the complaint process. The parties can also settle on their own at any time. See Settle a Complaint at: <http://www.bchrt.bc.ca/complaint-process/settle/index.htm>

By email dated January 3, 2019, the complainant has indicated interest in an early settlement meeting. We can schedule a meeting in May or June 2019. If you are interested please fill out and return an Early Settlement Meeting Availability Form by:

February 13, 2019.

If the Tribunal receives the Early Settlement Meeting Availability Form by this date, the time for you to respond to the complaint will be extended.

The Early Settlement Meeting Availability Form can be found at:

<http://www.bchrt.bc.ca/law-library/forms/index.htm>

under the heading: SETTLE A COMPLAINT.

If a settlement meeting is cancelled or does not resolve the complaint, you have 35 days from the meeting or cancellation to file a Form 2-Complaint Response.

### **B. RESPOND TO THE COMPLAINT.**

If there is no early settlement meeting, you have to file a Form 2-Complaint Response by:

February 13, 2019

Form 2 - Complaint Response can be found at:

[http://www.bchrt.bc.ca/shareddocs/e-forms/form\\_2\\_electronic.pdf](http://www.bchrt.bc.ca/shareddocs/e-forms/form_2_electronic.pdf)

See information section Respond to a Complaint:

<http://www.bchrt.bc.ca/complaint-process/respond.htm>

See information section Apply to Dismiss a Complaint:  
<http://www.bchrt.bc.ca/complaint-process/dismiss.htm>

If you do not file a Form 2 - Complaint Response, you will be deemed to have notice of all communications delivered to you at the address in this letter. The Tribunal will set dates for the hearing without checking with you. If you need to change the dates later, a Tribunal Member may order you to pay the other parties' costs resulting from changing the dates.

If you miss the filing deadline or need more time to respond, see *Information Sheet GA3 – Application to Extend Time to File a Response to Complaint*:  
<http://www.bchrt.bc.ca/law-library/guides-info-sheets/general-apps/3.htm>

If you are an unrepresented Respondent, you may wish to visit the *Help for Employers* page on the BC Human Rights Clinic Website: [http://www.bchrc.net/help\\_for\\_employers](http://www.bchrc.net/help_for_employers) or seek assistance from the Law Centre in Victoria, BC: [www.thelawcentre.ca](http://www.thelawcentre.ca)

### **Complainant's Next Steps and Deadlines**

By email dated January 3, 2019, you indicated that you are interested in an early settlement meeting. We can schedule a meeting in May or June 2019. Please fill out and return an Early Settlement Meeting Availability form by: **February 13, 2019**

The Early Settlement Meeting Availability Form can be found at:  
<http://www.bchrt.bc.ca/shareddocs/e-forms/esm-availability-form.pdf>

Information and an application form to request free legal representation from the BC Human Rights Clinic can be found at: [http://www.bchrc.net/legal\\_services](http://www.bchrc.net/legal_services)

Send the following to the Clinic within 30 days of the date of this Notice of Complaint Proceeding:

- Clinic Application form and Documents Checklist
- Copy of your Complaint Form
- Copy of this Notice of Complaint Proceeding

Be advised that the Clinic may reject your application if it is not made within 30 days of you receiving this Notice.



You should contact the Clinic directly if you have any concerns about meeting this deadline.

Yours truly,

A handwritten signature in black ink, appearing to read 'Katharine Russell', written in a cursive style.

Per: Katharine Russell  
Resolution Clerk

Attachment(s): Complaint Form

**GRIEVANCE FORM**

Case No.		Local No.	402-01 City of Whiterock
Employer	City of Whiterock		
Supervisor	Danielle Paterson and Jacquie Johnstone		

Employee	Redacted S. 22		
Classification		Seniority date	
Department	Redacted S. 22	Email	Redacted S. 22
Address	Redacted S. 22		
Phone No. (H)		Cell	

To	Jacquie Johnstone			
Grievance Level	1 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	Other

I/We the undersigned claim that

The Employer has violated Article 14 (a) of the Collective Agreement and any other pertinent article(s) of the Collective Agreement, Statutes, Acts, Code or Legislation by non-selection of Redacted S. 22 for the Redacted S. 22 position (2020-39) which closed November 24, 2020

Therefore I/we request

The Employer offer the Redacted S. 22 position (2020-39) to Redacted S. 22 and full redress, including but not limited to loss of wages, benefits, pension and otherwise be made whole.

Grievor		Date	
---------	--	------	--

Union officer	<i>Rob Bacile</i> ROB BACILE, CHAIR L402-01	Date	February 17, 2021
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## DISPOSITION OF GRIEVANCE

Date of settlement		
In favour of employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Particulars of disposition of grievance (describe carefully and indicate at what step or stage of grievance procedure case was resolved):

Signature of employer representative

	Date	
--	------	--

Signature of union representative

	Date	
--	------	--