

File No.: 04-1000-20-2024-379

July 30, 2024

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of June 26, 2024 under the *Freedom of Information and Protection of Privacy Act* for:

Record of all employment contracts for Steve Jackson, General Manager, Park Board, including all positions from January 1, 2000 to June 21, 2024.

All responsive records are attached. Some information in the records has been severed (blacked out) under s.22(1) and s.22(3)(d) of the Act. You can read or download these sections here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2024-379); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy
cobi.falconer@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

Encl. (Response Package)

:lg

October 18, 2023

Steve Jackson

s.22(1)

Re: Confirmation of New Position - Steve Jackson revised

Dear Steve:

I very much enjoyed our recent discussion and am pleased to confirm an offer of employment for the regular full-time position of General Manager, Board of Parks and Recreation which is a member of the City Leadership Team. Your start date will be s.22(3)(d)

Based on the City's guidelines on promotions, your annual salary is \$ 263,329 of Salary Range 161. Continued employment and future salary increases will be aligned with performance, and with the City's salary administration policies. All other terms and conditions of your employment as an exempt staff member will remain the same; if any policies have changed the current will apply.

As this is a designated position of trust, you will be required to have and maintain your employment check clearance in accordance with the City's [AE-025-01 Hiring and Employment for Positions of Trust Policy](#). This offer is conditional on a cleared employment check and as a condition of your ongoing employment while working in this position.

The [BC Financial Disclosure Act and City Policy ADMIN-015](#) (Financial Disclosure Act - Requirements, a copy of which is enclosed) require that certain employees, including but not limited to those in positions of trust, provide an annual Statement of Disclosure which provides information relating to particular financial interests. The position being offered to you requires such disclosure; therefore, fulfilment of that requirement is a condition of your employment with the City.

As a member of the City Leadership Team, you are eligible for an executive transportation allowance as outlined in the [Executive Transportation Allowance Policy ADMIN-014](#). This will be pro-rated for 2023.

As part of this offer of employment, the City feels it is important to be clear about other key terms and conditions. The terms and conditions with regard to termination of your employment with the City are attached as Appendix A to this offer letter.

Please sign this letter and return it to me, please keep a copy for your records. In signing your acceptance of this offer, you acknowledge that it is your decision to accept this position.

Congratulations Steve! On behalf of the City Leadership Team, we look forward to working with you in your new role.

Yours truly,

I understand and accept the offer of employment and terms and conditions as outlined in this letter and all attachments including Appendix A



Paul Mochrie
City Manager



Steve Jackson

/ October 19, 2023
Date

604.873.7666
| paul.mochrie@vancouver.ca

Attachments

cc: Employee personnel file

Appendix A

Throughout our recruiting process, the City of Vancouver seeks to ensure mutual understanding, clarity and fairness with all prospective employees with regard to the terms and conditions of employment. Therefore, it has become the City's practice to include the City's standard termination clauses as they relate to your annual base salary.

You may be terminated for just cause at any time by the City without notice and without payment in lieu of notice.

Your employment may be terminated at any time without cause by the City providing you with notice, pay in lieu of notice, or a combination of the two, based on the following schedule:


- Should such a termination occur prior April 25, 2024, notice and/or pay in lieu of notice will be equal to twelve months.
- Should a termination occur on or after April 25, 2024, you will be entitled to one additional month of notice and/or pay in lieu of notice for each additional completed year of service, maximum of fifteen months.
- Should a termination occur on or after April 25, 2032, you will be entitled eighteen months of notice and/or pay in lieu of notice.

Should the City elect to provide you with pay in lieu of notice, the pay in lieu will be based solely on your annual base salary at the time of termination and will not include any compensation for loss of benefits, pension contributions, salary adjustment, or any additional payments of money or perquisites of any kind. All pay in lieu of notice will be subject to appropriate statutory deductions.

It is understood you hereby waive claim for further notice of compensation and you agree that the foregoing notice periods are deemed conclusively to be reasonable notice of termination. Should the City opt for working notice, the same above-mentioned notice periods will apply.

In the event you are unable to maintain legal status to work in Canada, for any reason, the City of Vancouver has the right to immediately terminate your employment. In the event of this occurrence, the City of Vancouver will have no obligation to provide you with any advance notice of termination or pay in lieu of same.

If you choose to resign, you will be required to give the City not less than 20 business days' written notice prior to your termination date.



Steve Jackson

/ October 19, 2023

Date

July 6, 2023

Steve Jackson

s.22(1)

Re: Extension of Temporary Promotion – Steve Jackson

Dear Steve:

I am pleased to confirm an extension of your temporary promotion in the position of Acting General Manager, Board of Parks and Recreation. The length of your extension will be for the period of s.22(3)(d) to s.22(3)(d)

Your assignment may be shortened or extended for reasons which could not be foreseen at the time of hiring and the reasons may include, but are not limited to, operational needs, your ability to attend work regularly, and to carry out the responsibilities of this position.

All other terms and conditions in your initial offer letter dated June 7, 2023 remain in effect.

Please sign this letter and return it to me, and please keep a copy for your records. In signing your acceptance of this offer, you acknowledge that it is your decision to accept this extension.

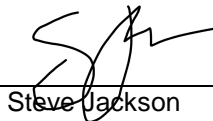
Congratulations Steve!

Yours truly,

*I understand and accept the offer of employment
and terms and conditions as outlined in this letter*



Paul Mochrie
City Manager



Steve Jackson

/ July 6, 2023

Date

tel: 604-873-7666
paul.mochrie@vancouver.ca

cc: Employee personnel file

June 7, 2023

Steve Jackson

s.22(1)

Re: Confirmation of Temporary Position - Steve Jackson

Dear Steve:

I am pleased to confirm your temporary promotion to the position of Acting General Manager, Board of Parks and Recreation. Your start date will be s.22(3)(d) and the length of your assignment will be s.22(3)(d) to s.22(3)(d). Your assignment may be shortened or extended for reasons which could not be foreseen at the time of hiring and the reasons may include, but are not limited to, operational needs, your ability to attend work regularly and to carry out the responsibilities of this position.

Based on your qualifications and experience, I am pleased to confirm a base salary of \$245,000.00 of Salary Range 161. Continued employment and future salary increases will be aligned with performance, and with the City's salary administration policies. All other terms and conditions of your employment as an exempt staff member will remain the same; if any policies have changed the current will apply.

As this is a designated position of trust, you will be required to have and maintain your employment check clearance in accordance with the City's [AE-025-01 Hiring and Employment for Positions of Trust Policy](#). This offer is conditional on a cleared employment check and as a condition of your ongoing employment while working in this position.

The [BC Financial Disclosure Act and City Policy AE-003-01](#) (Financial Disclosure Act - Requirements, a copy of which is enclosed) require that certain employees, including but not limited to those in positions of trust, provide an annual Statement of Disclosure which provides information relating to particular financial interests. The position being offered to you requires such disclosure. There are strict timelines that must be adhered to with respect to reporting, all of which are set out in the City's Policy. Fulfilment of the reporting requirements is a condition of your employment and it is your responsibility to ensure that the timelines are met.

Congratulations Steve! I am delighted to have you on our team; we have a lot of interesting work ahead of us. On behalf of the City Leadership Team, we look forward to working with you in your new role.

I understand and accept the offer of employment and terms and conditions as outlined in this letter



Paul Mochrie
City Manager



Steve Jackson

/ June 8, 2023

Date

tel: 604-873-7666

paul.mochrie@vancouver.ca

cc: Employee personnel file

January 14, 2021

Steve Jackson
s.22(1)

Re: Appointment - Steve Jackson

Dear Steve:

I very much enjoyed our recent discussion and am pleased to confirm your appointment to the position of Director Business Services with Board of Parks & Recreation. Your start date in the position will be s.22(3)(d). You will report directly to Donnie Rosa, General Manager, Board of Parks & Recreation and will be located at Park Board (2099 Beach Avenue).

Based on the City's guidelines on promotions, your new annual base salary of \$174,145.00 of Pay Band 13. Continued employment and future salary increases will be aligned with performance, and with the City's salary administration policies. All other terms and conditions of your employment as an exempt staff member will remain the same; if any policies have changed the current will apply.

Please sign this letter and return it to me, please keep a copy for your records. In signing your acceptance of this offer, you acknowledge that it is your decision to accept this appointment.

Congratulations Steve! I am delighted to have you join our team; we have a lot of interesting work ahead of us. On behalf of Board of Parks & Recreation, we look forward to working with you in your new role.

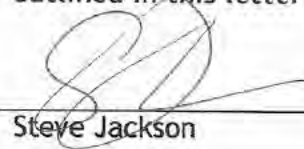
Yours truly,

*I understand and accept the offer of
employment and terms and conditions as
outlined in this letter*



Jan 15, 2021

Donnie Rosa
General Manager, Board of Parks &
Recreation



JAN 15 / 2021

Steve Jackson Date

tel: 604.257.8448
donnie.rosa@vancouver.ca

cc: Employee personnel file

June 22, 2020

Stephen Jackson

s.22(1)

RE: Confirmation of Temporary Acting Position – Stephen Jackson

Dear Steve,

I am pleased to confirm your temporary promotion to the position of Acting Deputy General Manager of the Board of Parks and Recreation. Your start date will be s.22(3)(d) and will continue pending the completion of the recruitment process of the General Manager for the Board of Parks and Recreation. You will report directly to Shauna Wilton, Acting General Manager for the Board of Parks and Recreation.

Based on the City's guideline on promotions, your base salary will be \$ 174,145 of Pay Band 14 which represents 85.5% of the salary range maximum. Continued employment and future salary increases will be aligned with performance, and with the City's salary administration policies. All other terms and conditions of your employment as an exempt staff member will remain the same; if any policies have changed the current will apply.

As this is a designated position of trust, you will be required to have and maintain your employment check clearance in accordance with the City's [AE-025-01 Hiring and Employment for Positions of Trust Policy](#). This offer is conditional on a cleared employment check and as a condition of your ongoing employment while working in this position.

Please sign this letter and return it to me, please keep a copy for your records.

Congratulations Steve! On behalf of the Park Board, we thank you for stepping forward and agreeing to take on this acting assignment. We look forward to working with you in your new role.

Yours truly,

I understand and accept the offer of employment and terms and conditions as outlined in this letter



Shauna Wilton
General Manager, Parks Board

604-718-6248 | shauna.wilton@vancouver.ca



Stephen Jackson

/ June 22, 2020