



**Response to Applicant - Partial Access Granted  
Form 4B**

September 2, 2022



Dear 

Re: **Your request for access to information under Part II of the Access to Information and Protection of Privacy Act, 2015 [Our File # 2022-10]**

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On August 9, 2022, the Town of Paradise received your request for access to the following records:

- Job Posting - Director of Recreation and Community Services*
- How many applicants applied for the most recent job competition on above?*
- How many were interviewed?*
- Can I get a copy of evaluations and interview questions? obviously I know names can be included for privacy reasons*
- Who was on the hiring Committee?*

I am pleased to inform you that a decision has been made by the ATIPP Coordinator for the Town of Paradise to provide access to some of the requested information. In particular, access is granted to the following records:

- Job Posting - Director of Recreation and Community Services*
- How many applicants applied for the most recent job competition on above?*
- How many were interviewed?*
- Who was on the hiring Committee?*

Access to the remaining records, and/or information contained within the records, has been refused in accordance with the following exception(s) to disclosure, as specified in the **Access to Information and Protection of Privacy Act, 2015 (the Act)**:

*Confidential evaluations*  
32. *The head of a public body may refuse to disclose to an applicant personal information that is evaluative or opinion material, provided explicitly or implicitly in confidence, and compiled for the purpose of (a) determining suitability, eligibility, or qualifications for employment or for the awarding of contracts or other benefits by a public body.*

*Disclosure harmful to labour relations interests of public body as employer*  
38. (1) *The head of a public body may refuse to disclose to an applicant information that would reveal (b) labour relations information the disclosure of which could reasonably be expected to (i) harm the competitive position of the public body as an employer or interfere with the negotiating position of the public body as an employer*

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the Act. A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

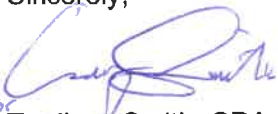
Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Email: [commissioner@oipc.nl.ca](mailto:commissioner@oipc.nl.ca)

You may also appeal directly to the Supreme Court within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act (a copy of this section has been enclosed for your reference).

If you have any further questions, please contact me by telephone or by email.

Sincerely,

  
for Terrilynn Smith, CPA, CA  
ATIPP Coordinator



**Director, Recreation and Community Services  
Recreation and Community Services Department  
Competition Number: TOP-500-004**

Reporting to the Chief Administrative Officer, the Director, Recreation and Community Services provides direction and management support on all current and future recreation facility use and programs. This position provides leadership and direction in the preparation of annual strategic priorities, work plans, major policies, and service level standards for the department. The incumbent is responsible for the long-term planning for the department and setting appropriate goals and objectives in alignment with Town's strategic objectives. This position directs, oversees and advises on all matters related to the recreation programs and services within approved operating and capital budgets. The Director builds and maintains strong relationships with the Town's community partners and organizations, manages long-term contracts and rental agreements, and serves as a liaison between Council and the Recreation and Community Services department. The incumbent develops, recommends and implements appropriate operational standards, controls, policies, procedures, reporting requirements and record keeping to meet legislative requirements and safeguard Town assets.

**Qualifications**

- Degree in Recreation, Commerce, Business Administration or related field;
- Ten (10) years' directly related experience;
- Strong leadership, supervisory and project management skills;
- Excellent interpersonal, analytical, problem solving and team building skills;
- Strong communication skills, both written and oral, presentation and public speaking skills;
- Demonstrated experience with developing and overseeing budgets and understanding of basic financial and accounting principles; and
- Experience with using Microsoft Office.
- Experience working in a unionized and/or municipal environment would be considered an asset.
- Equivalent combination of experience and education may also be considered.

This is a full-time, permanent, non-bargaining unit position. The Town of Paradise provides a competitive salary, a defined benefit pension, and a group benefit insurance plan. The Town of Paradise is an Equal Opportunity Employer.

If this opportunity interests you, please submit your resume quoting the competition number to:

Human Resources  
28 McNamara Drive  
Paradise, NL A1L 0A6  
F: 709-782-2643  
E: [careers@paradise.ca](mailto:careers@paradise.ca)

**Deadline for Applications: May 8, 2022**

The Town of Paradise would like to thank all applicants for their interest however, only those candidates selected for interviews will be contacted.

**TOP - ATIPP Response 2022-10**

**Director, Recreation and Community Services  
Recreation and Community Services Department  
Competition Number: TOP-500-004**

***How many applicants applied for the most recent job competition?***

There were 28 applications received in the Director, Recreation and Community Services job competition.

***How many were interviewed?***

Five candidates were interviewed for the position.

***Who was on the hiring Committee?***

Hiring committee for Director, Recreation and Community Services (TOP-500-004):

- Lisa Niblock, CAO,
- Alton Glenn, Director, Planning and Protective Services
- and Tara O'Brien, Manager, Human Resources