

## **Hourston, Sveah JTST:EX**

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, April 22, 2015 10:51 AM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** BRDO statistics

Below is a number of total board appointees and the percentage of women on boards. This is a moment in time number and from now on we will be calculating it quaterly.

As of April 1, 2015:

Total number of board appointees: 1956

Percentage of women on boards: 38.4%

The numbers I provided yesterday are different because they reflect percentages of appointments and reappointments processed in a fiscal year. Numbers I provided here encompass all appointees.

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, April 21, 2015 12:50 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** Resume - s.22  
**Attachments:** s.22

Page 03 to/à Page 07

Withheld pursuant to/removed as

s.22

**Hourston, Sveah JTST:EX**

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, February 10, 2015 12:57 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Cc:** MacKenzie-Ast, Larkin BRDO:EX  
**Subject:** BCUC?  
**Attachments:** s.22      Resume s.22

This is an online applicant to a non specific board posting. Would you like for me to share this with Les MacLaren?

Page 09 to/à Page 10

Withheld pursuant to/removed as

s.22

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, January 14, 2015 4:15 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Cc:** MacKenzie-Ast, Larkin BRDO:EX  
**Subject:** s.13  
**Attachments:** s.13

s.13

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Withheld pursuant to/removed as

s.13

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Wednesday, April 29, 2015 4:40 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** bios



s.22



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Withheld pursuant to/removed as

s.22

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, April 21, 2015 12:50 PM  
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**Subject:** Resume - s.22  
**Attachments:** s.22

Page 23 to/à Page 27

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s.22

## **Hourston, Sveah JTST:EX**

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Tuesday, April 21, 2015 11:37 AM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** BRDO statistics

2013-2014 fiscal year:

- 654 total appointments and reappointments processed in this fiscal year
- 41% were women

2014-2015 fiscal year:

- 898 total appointments and reappointments processed in this fiscal year
- 41% were women

Notes:

In the past, we prepared numbers by calendar year, not by fiscal year. AMS (BRDO operating platform that feeds into our website) does not have capacity to provide us with any statistics. All calculations are done manually. Susanne is currently working on calculating the percentage of women serving on all of our boards. This is a moment in time number. I will get this number to you as soon as it is ready.

I propose we start producing this moment in time number on bi-annual or quarterly basis.

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, April 20, 2015 6:37 AM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** RE: BRDO HR - s.13  
**Attachments:** s.13  
draft  
Clerk 9 Job Description Nov 2013.docx;  
EA\_Dec 2008.pdf

Barbara's title – Analyst, HR  
Brea's title – Executive Assistant  
s.13

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**From:** Mentzelopoulos, Athana JTST:EX  
**Sent:** Monday, April 20, 2015 6:20 AM  
**To:** Brodie, Natalya BRDO:EX  
**Subject:** RE: BRDO HR - s.13  
draft

And for the two other admin, what is their salary and how are they paid ... is it from STOB 50?

---

**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, April 20, 2015 6:14 AM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** Re: BRDO HR - s.13  
draft

Here salaries for all full time positions at BRDO:

s.13

I can send you position descriptions shortly and am available by phone until 7am and after 9:30. Let me know what works for you.

On Apr 20, 2015, at 6:05 AM, Mentzelopoulos, Athana JTST:EX <[Athana.Mentzelopoulos@gov.bc.ca](mailto:Athana.Mentzelopoulos@gov.bc.ca)> wrote:

i need Brea's job description as well, and can you tell me her salary? And also Barbara's job description.

s.13

Thanks

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**From:** Brodie, Natalya BRDO:EX  
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**Subject:** RE: BRDO HR - s.13  
draft

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s.13

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s.13

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**From:** Mentzelopoulos, Athana JTST:EX  
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**Subject:** RE: BRDO HR - s.13 draft

My changes in tracks.

s.13

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Thursday, April 16, 2015 1:10 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** BRDO HR - s.13 draft

s.13

Page 32 to/à Page 34

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s.13





**TITLE:** ANALYST, HUMAN RESOURCES

**CLASSIFICATION:** CLERK 9

## JOB OVERVIEW

*To carry out the process of identifying the most qualified individuals to serve the public on the Province's boards, agencies and commissions.*

## ACCOUNTABILITIES

### Required:

- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials, relevant stakeholders and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Experience with file management including a solid understanding of records management.
- Ability to act independently in high pressure situations requiring tact, diplomacy, judgement and discretion.
- Preparation of accurate briefing materials and candidate biographies and ensuring security of confidential and restricted documents.
- Ability to manage the administrative services of the office; anticipates daily needs, organising and compiling accurate briefing materials while ensuring security of confidential and restricted documents and information.
- Ensuring information is available for issues to be dealt with in an informed, productive and timely manner.
- Anticipating information needs and compiles reports; organizing appropriate materials for meetings, conferences, appointments or interviews.
- Determining issues of priority and flagging urgent situations.
- Tracking and follow up on issues or projects, ensuring they are addressed and resolved in an accurate and timely manner.

## JOB REQUIREMENTS

- Demonstrated experience in project management; interpreting legislation; evaluating options and recommending solutions.
- Demonstrated experience liaising with government officials and general public on a wide range of issues.
- Experience in human resource management including knowledge of recruitment processes, due diligence, and security checks required for board nominees.
- Proven ability in writing briefing notes and biographies.
- Experience with file management including a solid understanding of records management.
- Ability to handle heavy workloads and adapt to changing priorities and timelines.
- Knowledge of the public agency legislative requirements.
- Knowledge of cabinet and order in council procedures.
- Knowledge of government organizations and appropriate protocol.
- Knowledge of the public agency legislative requirements.
- Knowledge of appointment guidelines, nomination process, and corporate governance issues.
- Knowledge of Microsoft Outlook, MS Word, MS Excel, PowerPoint
- Strong interpersonal skills, ability to use tact and diplomacy and work in a highly scrutinized and politically sensitive environment.
- Excellent written and oral communication skills.
- Secondary school graduation and post-secondary courses in public administration, business administration, communications or other relevant disciplines.
- Office experience working in a confidential capacity.
- Knowledge of program deliverables of the ministry and of the structure and authorities of various legislative/government organizations (i.e., cabinet, treasury board).
- Computer literacy and ease of use of technology.

## BEHAVIOURAL COMPETENCIES

- **Organizational Awareness** is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.



## POSITION DESCRIPTION

Board Resourcing and Development Office

POSITION TITLE:	Executive Assistant	POSITION NUMBER(S):	98402
DIVISION: (e.g., Division, Region, Department)	Board Resourcing and Development		
UNIT: (e.g., Branch, Area, District)	Ministry of Finance	LOCATION:	VAN
SUPERVISOR'S TITLE:	Managing Director, Board Resourcing and Development	POSITION NUMBER	
SUPERVISOR'S CLASSIFICATION:	Deputy Minister	PHONE NUMBER:	604-775-1683

### PROGRAM

The Board Resourcing and Development Office (BRDO) is responsible for establishing guidelines for Provincial government recruitment, nominations, and appointments to agencies, boards and commissions ("agencies"); identifying, recruiting and recommending qualified candidates for agency positions; ensuring that candidates are chosen based on merit following an open, transparent and consistent appointment process; establishing corporate governance guidelines for agencies that focus on increasing the effectiveness of the governing board of the agency; and establishing and overseeing necessary orientation and training for agency members.

### PURPOSE OF POSITION

The Executive Assistant (EA) provides a wide range of technical and administrative support for the Board Resourcing and Development Office. This includes responsibility for the coordination, management and analysis of the delivery, implementation and maintenance of a public access web based registry and communication service, records and related documents for each agency appointment. The position is also responsible for the maintenance of an extensive database, and general writing, research and office support duties.

The EA must be flexible and possess sound judgment to continually adapt to changing priorities and timelines. The EA must also be conscious of representing BRDO in all professional matters and relationships, both internal and external. The EA is frequently the first point of contact for the public and must represent the office with the highest level of professionalism and integrity. The EA is also the frequently the first point of contact between BRDO and government appointees, and must be sensitive to and aware of prevailing relevant issues.

### NATURE OF WORK

The Board Resourcing and Development Office (BRDO) was established in 2001 to bring professional processes to the area of board governance in the public sector. BRDO oversees the nomination of over 2000 individuals to more than 300 provincial boards, agencies and commissions. The goal of the BRDO Appointment Process is to select the most qualified individuals having the highest personal and professional integrity to serve the public on the Province's boards, agencies and commissions.

The Executive Assistant (EA) reports to the Managing Director of Board Resourcing. The position requires the EA to act independently using sound judgement. This position operates in a sensitive and confidential environment. The EA must demonstrate substantial initiative, judgement, tact and diplomacy. The EA is a professional who can work under pressure while ensuring high standards and strict adherence to deadlines.

The EA must be flexible to continually adapt to constantly changing priorities and timelines. Additionally, the EA must be conscious of representing BRDO in all professional matters and relationships, both internal and external. The EA responds to public inquiries in a sensitive, expeditious manner, maintaining confidentiality using the appropriate protocol.

- Public (Appointees and Stakeholders) – provides information on board member nomination process and policy.
- Ministry staff – provides information on board member nomination process.

## **SPECIFIC ACCOUNTABILITIES / DELIVERABLES**

### *General:*

1. Answer public inquiries with regards to online website, application process, procedures and corporate governance guidelines.
2. Manage the calendar of the Managing Director or Manager by determining priorities and urgent situations, scheduling of meetings or time appropriately, and making changes and adjustments as necessary.
3. Arrange meetings and events with a variety of participants, coordinate logistics, including facilities and catering, as required.
4. Arranges BRDO staff travel, prepares vouchers, arrangements, and documentation using correct travel regulations.
5. Provides additional office support as requested (including: ordering supplies; maintaining/developing spreadsheets; implementing tracking applications; identifying and managing meeting agenda items).
6. Identify emerging issues, determine their urgency, priority, gather and compile background information, and brief Managing Director for timely and appropriate decisions and/or action.
7. Accountable as the Qualified Receiver ensuring that all goods and services received have met the performance criteria stated in the contract or purchase order.

### *Technology:*

1. Creates, updates, edits and maintains an interactive web site; structures and organizes internet file structures and homepage; converts documents to internet formats using internet editing tools; maintains system security. The web site is mission-critical and is a key link between BRDO and its various stakeholders. Accuracy of the website is critically important.
2. Ensures that the department has the relevant technology devices, tools and software to allow the office the ability to communicate effectively.
3. Ensures the database and website are integrated to provide a transparent and comprehensive site that is consistent and up to date.
4. Resolves system problems and determines whether changes to procedures or systems are required relating to web site access, data transfer and imaging.
5. Works to provide the most effective web service application.

### *Record Management, Correspondence and Writing:*

1. Develop, implement, and maintain administrative systems, procedures and standards, including executive correspondence, templates, records management, and mail processing.
2. Creates and maintains BRDO's Agency Management System (managing pertinent information to be added such as entering/coding incumbent skill set profiles and resume information, Order in Council and Ministerial Order appointment information, and legislation or regulation information).
3. Ensures that the departmental processes are current by completing the government Financial Management courses and Procurement & Contract Management courses.
4. Develops appropriate data and statistical reports of pertinent appointment information for the Manager including conducting research, creating and updating spreadsheets.
5. Compose or prepare routine and non-routine correspondence, based on information or notes provided for the approval and signature of the Managing Director or Manager such as cabinet briefing notes, letters, memos, issue papers and reports within critical deadlines.
6. Type, format and proofread a variety of documents and materials and returns to author for corrections and changes.
7. Prepare materials for meetings such as agendas, PowerPoint presentations, backgrounders, and briefing notes.
8. Create and edit public biographies for appointees to be placed on the BRDO web site.

### *Publications:*

1. Liaises with Queen's Printer, graphic designers, and corporate printing companies to ensure the quality, timeliness and cost effectiveness of publications.
2. Work in conjunction with the couriers and BC mail services to deliver publications efficiently and effectively.

## **FINANCIAL RESPONSIBILITY**

1. Creates and maintains annual BRDO budget, based on inputs from Managing Director and Manager.
2. Creates vendor/consultant contracts in following the Procurement and Contract Management process.
3. Manages and reviews all financial payments including: contracts, credit card reconciliations, Petty Cash, suppliers purchase orders and department charges (BCBC, BC Mail, CITS, and FS).
4. Ensures that all entries in CAS, TOL, iExpense and iProcurement have been entered correctly and in a timely manner.

**DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)**

Role	# of Regular FTE's	# of Auxilliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

**PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

**SPECIAL REQUIREMENTS**

1. Superior written and oral communications are essential.
2. Strong organizational and planning skills.
3. Strong technical knowledge of PCs, scanners, Dreamweaver, and HTML.
4. Excellent interpersonal skills, ability to use tact and diplomacy and work in a confidential environment.
5. Able to work independently, and as part of a team, under deadlines.
6. General knowledge of government organizations and protocol.
7. High-level competency in the use of MS Word, MS Excel, PowerPoint to initiate and prepare letters, reports, charts, graphs and spreadsheets.
8. Excellent knowledge of Microsoft Outlook.
9. Excellent knowledge of office practices and procedures.
10. Sound judgment required for adapting to changing priorities and timelines.

**Recommended to have:**

- Knowledge of government procurement process, cash management, financial accounting, and storage procedures.
- Knowledge of storage and filing procedures.

**TOOLS / EQUIPMENT**

Office equipment (PC, Scanners, Phone, Fax, etc.)

**WORKING CONDITIONS**

N/A

## WORK EXAMPLES

N/A

## COMMENTS

N/A

## COMPETENCIES

**Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

**Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

## PREPARED BY

NAME: Ann Wicks	DATE: December 11, 2008	
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## EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective: **December 16, 2008.**
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME: Athana Mentzelopoulos	SIGNATURE:	DATE: December 16, 2008
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## ORGANIZATION CHART

Minister, Finance

Managing Director, BRDO, Deputy Minister – Athana Mentzelopoulos

Manager, BRDO – Ann Wicks

Appointments Coordinator, ML1 – Monica Jang

Executive Assistant, EA – Vacant

## **STAFFING CRITERIA**

Experience in business administration or a related field, or equivalent combination of education and experience.  
Experience liaising with the public and senior executives from the private and public sector on a wide range of issues.  
Experience assisting parties to achieve solutions.  
General knowledge of government organizations and appropriate protocol.  
Demonstrated excellent oral and written communication and interpersonal skills.  
Ability to manage complaints and enquiries in a diplomatic manner.  
Ability to handle diverse workloads effectively and efficiently to achieve results within acceptable timeframes, taking into consideration task complexity and changing priorities.

## Hourston, Sveah JTST:EX

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Monday, April 20, 2015 6:24 AM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** Re: BRDO HR - s.13 draft

Their salary comes out from Stob 50.

Susanne Szabo MacDonald  
Christina Ma

Both are at <sup>s.13</sup> a year, but calculated on a hourly basis.

s.22

On Apr 20, 2015, at 6:20 AM, Mentzelopoulos, Athana JTST:EX <[Athana.Mentzelopoulos@gov.bc.ca](mailto:Athana.Mentzelopoulos@gov.bc.ca)> wrote:

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s.13

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draft

s.13

## **Hourston, Sveah JTST:EX**

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**From:** Brodie, Natalya BRDO:EX  
**Sent:** Thursday, February 5, 2015 3:02 PM  
**To:** Mentzelopoulos, Athana JTST:EX  
**Subject:** Fwd: For our meeting next Thursday  
**Attachments:** Memo dated February 5 2015 to Brent Mullin re Member Appointments.pdf; ATT00001.htm

FYI

Begin forwarded message:

**From:** "Mullin, Brent G LRB:EX" <[Brent.Mullin@lrb.bc.ca](mailto:Brent.Mullin@lrb.bc.ca)>  
**Date:** February 5, 2015 at 11:47:41 AM PST  
**To:** "Brodie, Natalya BRDO:EX" <[Natalya.Brodie@gov.bc.ca](mailto:Natalya.Brodie@gov.bc.ca)>, "Hughes, Trevor LBR:EX" <[Trevor.Hughes@gov.bc.ca](mailto:Trevor.Hughes@gov.bc.ca)>  
**Cc:** "Gordon, Marcella EST:EX" <[Marcella.Gordon@bcest.bc.ca](mailto:Marcella.Gordon@bcest.bc.ca)>  
**Subject:** For our meeting next Thursday

Natalya and Trevor:  
Please find attached a memo for our meeting next Thursday regarding needed appointments to the Employment Standards Tribunal.  
Thanks.  
Brent Mullin



Employment  
Standards  
**TRIBUNAL**

February 5, 2015

To: Brent Mullin, Chair

From: Marcella Gordon, Registrar

Date: February 5, 2015

Re: **New Member Appointments**

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The Tribunal currently has five (5) Members. Their appointment expiry dates are as follows:

Shafik Bhalloo	May 31, 2016	David Stevenson	March 31, 2016
Robert Groves	March 31, 2016	Ken Thornicroft	March 31, 2016
Carol Roberts	March 31, 2016		

s.13

It is important in respect to our operational needs and to our succession planning that the appointment of new Members takes place soon. There is no budget implication to the appointments as these Members would only work and incur budget expenditure when they are assigned a matter.