

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 3:48 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Kate's claims

No I don't. I didn't migrate any of those types of paper files over from the other office

Sent from my iPhone

On Jul 31, 2017, at 2:45 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

You don't have any papers files?

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Kate's claims

Hi Elizabeth,

I won't be able to verify the last four dates as I don't have any of those files anymore. They were saved in the leader's shared drive with my old caucus computer which is now in Gov Caucus or Leg IT's possession. That is why Bev should be the best person to verify because she has access to those drives and I don't. Please let me know if Bev still isn't able to verify. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

On Jul 31, 2017, at 2:25 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Romeo,

Bev hasn't been able to verify dates of Kate's. Can you please check you files and get back to me with the dates of the last 4 dates you claimed for?

Thanks,

Elizabeth

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Kate's claims

Hi Elizabeth,

I won't be able to verify the last four dates as I don't have any of those files anymore. They were saved in the leader's shared drive with my old caucus computer which is now in Gov Caucus or Leg IT's possession. That is why Bev should be the best person to verify because she has access to those drives and I don't. Please let me know if Bev still isn't able to verify. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

On Jul 31, 2017, at 2:25 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Romeo,

Bev hasn't been able to verify dates of Kate's. Can you please check you files and get back to me with the dates of the last 4 dates you claimed for?

Thanks,

Elizabeth

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 1:27 PM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX
Subject: Fwd: Boardroom, August 3, 930AM, PVO

Sent from my iPhone

Begin forwarded message:

From: "Chapotelle, Jacqueline TRAN:EX" <Jacqueline.Chapotelle@gov.bc.ca>
Date: July 31, 2017 at 12:57:20 PM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: Boardroom, August 3, 930AM, PVO

Hello,

I need to book a Boardroom for 930AM at the PVO on August 3.

The meeting will have Don Fairbairn, Minister Trevena, and Derrick Harder – I will let you know if more are attending.

Please confirm Boardroom booking & boardroom number.

Thank You,

Jacqueline Chapotelle

A/ Administrative Coordinator to the Honourable Claire Trevena

Minister of Transportation and Infrastructure

Room 506 – Legislative Buildings Victoria BC V8V 1X4

P: 250.387.1978 | C: 250.817.5437 | E: Jacqueline.Chapotelle@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 12:42 PM
To: Jang, Monica SBRT:EX
Subject: Re: Phone Message

Premier' Office Victoria - 250-387-1715

Sent from my iPhone

On Jul 31, 2017, at 12:35 PM, Jang, Monica SBRT:EX <Monica.Jang@gov.bc.ca> wrote:

Hi Romeo,

I had someone from the public dial in and I couldn't find the number for the Victoria Premier's Office. He was hoping someone could call him back.

His name is s.22 and he wants to talk to someone about some severe contamination. His number is s.22

Hoping you could redirect and also forward me the number for the Premier's Office in Victoria.

Thanks,

Monica.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 12:40 PM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX
Subject: Fwd: Room Booking - MLP - August 17 from 1:30-4:30

Sent from my iPhone

Begin forwarded message:

From: "Johnson, Lisa E FLNR:EX" <Lisa.Johnson@gov.bc.ca>
Date: July 31, 2017 at 12:27:20 PM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: Room Booking - MLP - August 17 from 1:30-4:30

Hi Romeo

Can I please book a room for MLP, Kenn McLaren and 4 stakeholders to meet on August 17th from 1:30-4:30pm

Thanks

Lisa Johnson | Administrative Coordinator
Office of the Honourable Lana Popham
Minister of Agriculture
Ph: 250 387-6651

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 10:31 AM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX
Subject: Fwd: ROOM BOOKING, Minister Shane Simpson, Aug. 8th, 9:00am-12:00pm

Please see below. Can one of you please touch base with Valerie when this booking is made? Thanks!

Sent from my iPhone

Begin forwarded message:

From: "McKnight, Valerie SDSI:EX" <Valerie.McKnight@gov.bc.ca>
Date: July 31, 2017 at 10:29:16 AM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: ROOM BOOKING, Minister Shane Simpson, Aug. 8th, 9:00am-12:00pm

Good Morning,

Minister Simpson will be having meetings in Vancouver the morning of Aug. 8th, can I please book a room from 9:00am-12:00pm that morning?

Thanks,
Val

Valerie McKnight
*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 31, 2017 9:18 AM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX
Subject: Today

Hi all,

Hope you're well and had a great weekend. Just a reminder that I'm away from the office today but I'll be there tomorrow.

Just a couple points on some tasks for today:

1. The call sheet for shortlisted MAs that was in one of the reception drawers is on my desk
2. Jon Robinson is starting in the office today. Please make him feel welcome. Aside from getting him set up in the office two doors to the right of Mira's office, please ask him if he still needs the wall charts he made in s.15. If he does need them, he should go down to s.1 (his card should work) and collect his charts.
3. There are two sealed boxes on the floor of my office that are to be sent to Kate in the Premier's Victoria Office. Please print out a sheet of paper with "Attn: Kate Van Meer-Mass, Office of the Premier, West Annex, Parliament Buildings, Victoria, BC, V8V 1X4"
4. This is a task for one of you if you have time today. There are a number of binders in s.15 that have to be sent to Victoria to different people. Bring a few boxes downstairs (there should be plenty around the office) and your fobs should work to open s.15. Inside there is a room that is locked - s.15
s.15 All of the binders in the locked room are to be sent to DM Evan Lloyd in GCPE. There is an unlocked room right next to it with more binders - the binders in that room are to be sent to ADM Eric Kristianson in GCPE. Please keep them separate; while the binders look identical from the outside, the content inside differs.

Please don't hesitate to ask me any questions. I'm available by cell and email all day. Thank you again for your all your help! Have a great day!

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 6:04 PM
To: Cleaver, Sheila C FIN:EX
Subject: PCard and Travel cards for Vancouver staff

Hi Sheila,

Hope this note finds you well. My colleague Amber Nash directed me to you as the contact for corporate cards. I was wondering if it would be possible to get a PCard for the Premier's Vancouver Office, and travel cards for myself and Mira Oreck. Please let me know if we need to get in touch with someone else first before this could proceed, or any procedures we need to go through. Many thanks in advance for any help you're able to give.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 5:35 PM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX; Quigley, Janta M SBRT:EX
Subject: My contact info

Hi all,

Thanks again for helping in our office – we really appreciate it. I'll be out of the office on Monday, and might be in Victoria on Tuesday. I will be available by phone and email if you need to reach me. My number is s.22 Feel free to shoot me an email or give me a ring if there's anything you need from me while I'm out of the office.

Have a fantastic weekend!

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 4:56 PM
To: DeLarge, Lorne MTIC:EX
Subject: RE: Draft email copy for occupancy of^{s.15} at 999 Canada Place

Amazing! Thanks Lorne.

-Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: DeLarge, Lorne MTIC:EX
Sent: Friday, July 28, 2017 4:37 PM
To: Tello, Romeo PREM:EX
Subject: Draft email copy for occupancy of^{s.15} at 999 Canada Place

DRAFT

I wanted to provide you with an update on the occupation of^{s.15} at 999 Canada Place.

The move out of the Vancouver transition space at^{s.15} - 999 Canada Place will be completed by the end of the day on July 31, 2017 and will be available for use starting Aug. 1.

To gain access to^{s.15} please visit Suite 740 and check with reception to make sure your access card will work as most access cards were cleared from the card system and must be re-entered. If you do not have a card, please let reception know who can arrange for one to be issued.

If you need further information about this transition contact Romeo Tello, Executive Assistant to the Premier, at romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 4:32 PM
To: Nash, Amber PREM:EX; Brubacher, Kelly IGRS:EX
Subject: RE: Contact Info

Hi Kelly,

I am at 604-775-1677. Please let me know if you have any further questions. Many thanks!

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Friday, July 28, 2017 4:31 PM
To: Brubacher, Kelly IGRS:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Contact Info

Hi Kelly

My direct line is 250-356-0210

CC'ing Romeo Tello here so he can share his at PVO.

A

From: Brubacher, Kelly IGRS:EX
Sent: Friday, July 28, 2017 4:13 PM
To: Nash, Amber PREM:EX
Subject: Contact Info

Hi Amber,

I hope that you've had a good work week!

Could you please tell me your office telephone number?

Also, is there a specific Premier's office contact name and number in Vancouver that I could add to our internal telephone list?

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secrétariat | Office of the Premier | Government of British Columbia | Canada

Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 4:31 PM
To: DeLarge, Lorne MTIC:EX
Subject: RE: s.15

Hi Lorne,

Good thing you emailed me about this. The memo should note that they should come visit Suite 740 on their first visit in so we can check to make sure their card is active. A number of cards were deactivated in the process of staff moves and we want to ensure cards that need to be active are active. Please let me know if you have any questions about this. Thanks again for asking about this.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: DeLarge, Lorne MTIC:EX
Sent: Friday, July 28, 2017 4:29 PM
To: Tello, Romeo PREM:EX
Subject: s.15

Hi Romeo – we have a number of Deputy Ministers who used to have access to s.15 (drop-in space) and used it regularly for meetings and to work from when in Vancouver. They know they have not had access during the transition period. As the team is now moving out (after the 31st), I was going to alert them to it being available to them and to see you for security code and to re-instate their cards (and to bring the cards with them). Just wanted to give you a heads up before memo sent. Any concerns, let me know.

On a different note, the premiers office previously programmed cards for all ministry staff that also work in that building. We are having a computer and software installed in their suite so that they will take care of their own staff and this function will not fall to you. They wont be able to program for the premier's suite or the drop in suite.

L

Lorne DeLarge | Acting Assistant Deputy Minister | Real Property Division
| Ministry of Citizens' Services
p: 250.952.8778 | c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
m: PO Box 9412, Strn Prov Govt, Victoria BC V8W 9V1

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 4:17 PM
To: 'Amy Li'
Subject: RE: Access Cards Request

Hi Amy,

Nice meeting you in the elevator. Below are the card numbers and names for your records.

Lynne Holt – s.15,s.17
Gilbert Neves – s.15,s.1
Mollie Everett – s.15,s.
17

Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Amy Li [<mailto:amyli@opwtc.ca>]
Sent: Friday, July 28, 2017 2:41 PM
To: Tello, Romeo PREM:EX
Subject: RE: Access Cards Request

Hi Romeo,

As mentioned below, please let me have the access card numbers for the new cards.

Appreciate your assistance.

Regards,

Amy Li | Chief Accountant | Ocean Pacific Management Ltd.
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2818

From: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]
Sent: July 28, 2017 2:39 PM
To: Amy Li; Shaw, Brea BRDO:EX
Cc: 'Kelssay Hurd' (Kelssay.Hurd@wsj.brookfieldgis.com); Anderson, Dianne S MIT:EX; Danilo Paunovski
Subject: RE: Access Cards Request

Hi all,

I can program cards for the people below. Brea: I will deliver these cards to you by end of day today. Please let me know if you have any further questions. Many thanks!

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Amy Li [<mailto:amyl@opwtc.ca>]
Sent: Friday, July 28, 2017 2:36 PM
To: Shaw, Brea BRDO:EX
Cc: 'Kelssay Hurd' (Kelssay.Hurd@wsi.brookfieldgis.com); Tello, Romeo PREM:EX; Anderson, Dianne S MIT:EX; Danilo Paunovski
Subject: Access Cards Request

Hi Brea,

I have just spoken with Ms. Kelssay Hurd at WSI in relation to the procedure for obtaining new access cards.

In the past, any access card request in relations to Unit 730 comes from Ms. Dianne Anderson so she is included in this reply as well.

It is my understanding that Mr. Romeo Tello at the Premier's office (who I am copying on this reply) has a supply of non-programmed access card and is also in charge of activating/programming access cards to the various offices leased by the provincial government. Our office here only programs the card for access to the main entrance of the building and to the elevators for after-hours access purpose. Hence, please coordinate with Romeo for your request.

Romeo: please inform me of the cards you will be issuing for the three new staff so our office can do our part in this.

As for Ms. Brodie, our record indicated that she had two active access cards s.15,s.17 . I will deactivate the card in my system and Romeo, please do the same on yours.

Thank you.

Amy Li | Chief Accountant | Ocean Pacific Management Ltd.
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2818

From: Shaw, Brea BRDO:EX [<mailto:Brea.Shaw@gov.bc.ca>]
Sent: July 28, 2017 1:39 PM
To: Amy Li
Subject: Fob Key Update

Hello Amy,

Our office Board Resourcing and Development Office (BRDO) suite 730/740 has had some staffing changes. Can you please see list below of keys to be cancelled and added:

- Natalya Brodie – Cancel

- Lynn Holt – New Fob
- Gilbert Neves – New Fob
- Mollie Everett – New Fob
-

Can you please make sure the new Fobs have the same access as my (Brea Shaw) Fob # ^{s.15,s.}₁₇

Can you please tell me how to get the new Fobs. I was hoping to get them by Monday if possible.

Thank you, and have a great weekend.

Brea Shaw

Board Resourcing and Development Office

Tel: 604.660.0465

Fax: 604.775.0158

Suite 730, 999 Canada Place

Vancouver BC V6C 3E1

Email: Brea.Shaw@gov.bc.ca

www.gov.bc.ca/brdo

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 3:07 PM
To: Nash, Amber PREM:EX
Subject: RE: Questions for you

What is your number?

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Friday, July 28, 2017 3:05 PM
To: Tello, Romeo PREM:EX
Subject: Re: Questions for you

I tried calling but it went to a different number call me back

Sent from my iPhone

On Jul 28, 2017, at 11:14 AM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hey Amber,

I have a few questions for you – could you please give me a call at 604-775-1677?

Thanks!
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 1:02 PM
To: 'Danilo Paunovski'
Subject: Mailbox for Suite 740

Hi Dan,

Hope you're well. Do you know if there is a mailbox for Suite 740, and if there is, would building management have a key for it on hand? Please let me know if there is – many thanks in advance for your help.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, July 28, 2017 12:50 PM
To: McKnight, Valerie SDSI:EX
Subject: RE: ROOM BOOKING: Minister Shane Simpson, Aug 3, 10:00am

Hi Valerie,

Do you know how long this meeting will take place? Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: McKnight, Valerie SDSI:EX
Sent: Friday, July 28, 2017 11:59 AM
To: Tello, Romeo PREM:EX
Subject: ROOM BOOKING: Minister Shane Simpson, Aug 3, 10:00am

Hello,

Can I please book a meeting room for Minister Simpson for 10:00am on Aug. 3? He will be meeting with United Way Vancouver and there will be 4 people attending.

Thank you,

Valerie McKnight
*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

Page 20

Withheld pursuant to/removed as

DUPLICATE

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:45 PM
To: Wood, Teresa MTIC:EX
Subject: RE: Transition Offices in Victoria & Vancouver

Hi Teresa,

Sorry for the late reply on this. I can confirm that we will be out of 1550-555 W Hastings by end of day on July 31st.

Additionally, the Deputy Minister's drop in space at ^{s.15} Canada Place should also be available by end of day on July 31st. Just a head's up to Deputy Ministers that they should probably come up to Suite 740 on their first visit after July 31st to check in with reception to make sure their card will work. When we took possession of the offices, most access cards were cleared from the card system and have to be re-entered. Please let me know if you have any questions. Many thanks for all of your help.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Wood, Teresa MTIC:EX
Sent: Wednesday, July 26, 2017 10:28 AM
To: Tello, Romeo PREM:EX
Subject: FW: Transition Offices in Victoria & Vancouver
Importance: High

Morning Romeo, how are you? Can you please confirm that you still need the 555 West Hastings space till July 31st?

Thanks so much.

Teresa Wood

Workplace Provisioning Coordinator
Accommodation Management Branch
Ministry of Citizens Services, 4000 Seymour Place, Victoria
Email: Teresa.wood@gov.bc.ca
Phone: (250) 952-9478 Cell: (250) 508-6346

From: Wood, Teresa MTIC:EX <Teresa.Wood@gov.bc.ca>
Sent: Tuesday, July 18, 2017 9:29 AM
To: Tello, Romeo LASS:EX; ^{s.22}
Cc: Henry, David A FIN:EX
Subject: RE: Transition Offices in Victoria & Vancouver

Hi Romeo, my apologies I was out of the office.

No worries you have the offices until you tell me you don't need them anymore. I was just wanting to be kept in the loop so I can keep on top of both the Vancouver space and Victoria.

Hi Rita, if you could also give me a heads up as to when your staff will no longer be needing the space at 553 Superior it would be greatly appreciated.

Thanks

Teresa Wood

Workplace Provisioning Coordinator
Accommodation Management Branch
Ministry of Technology, Innovation & Citizens Services
Email: Teresa.wood@gov.bc.ca
Phone: (250) 952-9478 Cell: (250) 508-6346

From: Tello, Romeo [<mailto:Romeo.Tello@leg.bc.ca>]
Sent: Friday, July 14, 2017 11:24 AM
To: Wood, Teresa MTIC:EX;s.22
Cc: Henry, David A FIN:EX
Subject: Re: Transition Offices in Victoria & Vancouver

Hi Teresa,

Thanks for your email. Just wanted to clarify - we are able to stay in the Vancouver offices until the end of July and will not be expected to move out of them until then? Just wanted to double check to make sure there's no urgency to move out of the Vancouver offices right after the new government is sworn in.

Please let me know. If you have any questions, please don't hesitate to give me a call.

Best,
Romeo

From: Wood, Teresa MTIC:EX <Teresa.Wood@gov.bc.ca>
Sent: 12 July 2017 09:18
To: s.22 Tello, Romeo
Cc: Henry, David A FIN:EX
Subject: Transition Offices in Victoria & Vancouver

Morning Rita & Romeo, I can see by the newspaper that things are moving fast.

Can you please give me an update as soon as you know if and when you will be moving out of the Transition Offices. I was assuming the 3 transition offices would be staffed until late July if not mid August.

My main concern is security and access to the offices.

Thanks so much.

Teresa Wood

Workplace Provisioning Coordinator
Accommodation Management Branch
Ministry of Technology, Innovation & Citizens Services

Email: Teresa.wood@gov.bc.ca

Phone: (250) 952-9478 Cell: (250) 508-6346

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:35 PM
To: 'kelssay.hurd@wsi.brookfieldgis.com'
Subject: Toilet issue in 740

Hi Kelssay,

Hope you're well. We're experiencing an issue with our toilet in Suite 740. It drains very slowly and continues to clog even when building maintenance uses a plunger. Would you be able to start a work order for us and get a plumber out to fix it? Please let me know, many thanks for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:29 PM
To: Chapotelle, Jacqueline TRAN:EX
Subject: Re: PVO Boardroom - Thurs, Aug 3, 2:30 - 3:15PM - Minister Trevena

Boardroom 3

Sent from my iPhone

On Jul 27, 2017, at 3:25 PM, Chapotelle, Jacqueline TRAN:EX <Jacqueline.Chapotelle@gov.bc.ca> wrote:

Thank you Romeo,

May I ask which boardroom you have them booked in?

Jacqueline

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:24 PM
To: Chapotelle, Jacqueline TRAN:EX
Subject: RE: PVO Boardroom - Thurs, Aug 3, 2 - 2:45PM - Minister Trevena

Thanks Jacqueline. That change has been made.

-Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Chapotelle, Jacqueline TRAN:EX
Sent: Thursday, July 27, 2017 3:22 PM
To: Tello, Romeo PREM:EX
Subject: FW: PVO Boardroom - Thurs, Aug 3, 2 - 2:45PM - Minister Trevena

Hello Romeo,

Could I change the PVO Boardroom booking?

OLD: Aug 3 from 2 - 2:45PM

NEW: Aug 3 from 2:30 - 3:15PM.

Thank You,

Jacqueline

From: Chapotelle, Jacqueline TRAN:EX
Sent: Thursday, July 27, 2017 10:01 AM

To: Tello, Romeo PREM:EX

Subject: PVO Boardroom - Thurs, Aug 3, 2 - 2:45PM - Minister Trevena

Hello Romeo,

I hope you are have a wonderful day!

Could I please book a boardroom at the PVO for Thursday, August 3rd from 2 – 2:45PM?

Current Attendees: MCT, Derrick Harder, Mayor Lois Jackson, and George Harvey.

We will most likely be adding more meetings to our list, but this is it at this time. Perhaps leave room for us to book more meetings, if possible.

Kindly,

Jacqueline Chapotelle

A/ Administrative Coordinator to the Honourable Claire Trevena

Minister of Transportation and Infrastructure

Room 306 – Legislative Buildings Victoria BC V8V 1X4

P: 250.387.1978 | C: 250.812.5437 | E: Jacqueline.Chapotelle@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:15 PM
To: Henry, David A FIN:EX
Subject: RE: Mira Oreck cellphone

Hi David,

Thank you so much for this. Yes it was. And her number is s.17 questions.

Please let me know if you have any further

Best,
Romeo

From: Henry, David A FIN:EX
Sent: Thursday, July 27, 2017 2:19 PM
To: Tello, Romeo PREM:EX
Subject: RE: Mira Oreck cellphone

Hi Romeo, for sure. Is it the iPhone 7S? Not a problem at all.

We can have a phone there tomorrow.
What is the cell #, for Mira?

David

From: Tello, Romeo PREM:EX
Sent: July 27, 2017 12:48 PM
To: Henry, David A FIN:EX
Subject: Mira Oreck cellphone

Hi David,

Hope this finds you well. Thanks for getting the telus phone maintenance person out here so quickly.

Just wanted to see if it might be possible to get Mira Oreck a new phone? It suffered a pretty bad drop yesterday and the screen is very broken . Please let me know. Many thanks for your help on this and sorry about this request so soon after Robin came to have them set up.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 3:09 PM
To: Nanninga, Tanera JAG:EX
Subject: RE: In need of Boardroom

Hi Tanera,

Thanks for your email. How many people will be part of the minister's meeting? We have boardroom space but I want to make sure I book the most appropriate boardroom. Please let me know. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Nanninga, Tanera JAG:EX
Sent: Thursday, July 27, 2017 3:00 PM
To: Tello, Romeo PREM:EX
Subject: In need of Boardroom

Good afternoon Romeo,

My minister is in need of a Boardroom at PVO on Friday August 4th from 1 – 5. Would you be able to help me out with this?

Thank you,

Tanera Nanninga
Administrative Coordinator to the Honourable David Eby
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 2:47 PM
To: Nash, Amber PREM:EX; Wensink, Alison PREM:EX
Subject: RE: PO Staff List

Hi all,

Here are the current staff at PVO.

Mira Oreck, Director of Stakeholder Relations
Romeo Tello, Executive Assistant to the Premier

Please let me know if you have any further questions.

Best,
Romeo

From: Nash, Amber PREM:EX
Sent: Thursday, July 27, 2017 2:16 PM
To: Wensink, Alison PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: PO Staff List

I do:

The Premier, John Horgan ☺
Geoff Meggs, Chief of Staff
Layne Clark, Director of Liaison & Coordination
Kate Van Meer Mass, Director of Operations
Sheen McConnell, Press Secretary
Amber Nash, Executive Coordinator to the Premier
Tamara Wong, Executive Coordinator to the Chief of Staff
Sage Aaron, Director of Communications
Jennifer Holmwood, Deputy Director of Communications

I'll copying Romeo Tello here to provide you with a list from PVO.

Amber

From: Wensink, Alison PREM:EX
Sent: Thursday, July 27, 2017 2:10 PM
To: Nash, Amber PREM:EX
Subject: PO Staff List

Hi Amber,

Wondering if you have a list of all the staff downstairs in your office? Just needing names at this point in order to send out FOI call for records.

I believe I also need names for everyone at PVO if you have that or know who I should ask for that?

Thanks so much!

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office / Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 1:33 PM
To: Nash, Amber PREM:EX
Subject: RE: Jennifer from Brian Tobin's office

Hey, below are the details I got:

Former Premier Brian Tobin would make the trip out to BC with a colleague from ACON group (construction company in BC) specifically to meet with the Premier. They want to talk about the company's operations in BC and to catch up. Jennifer floated August 3rd and August 24th as two potential dates that could work on their end. Again, she can be reached at 416-359-6172 or by email at Jennifer.cropley@bmo.com

On another note, what's your direct desk line in Victoria? I don't seem to have on me.

Best,
R

From: Nash, Amber PREM:EX
Sent: Thursday, July 27, 2017 11:43 AM
To: Tello, Romeo PREM:EX
Subject: RE: Jennifer from Brian Tobin's office

Hi Romeo!

Would you mind following up to gather some more info on this for me?

Amber

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 11:58 AM
To: Nash, Amber PREM:EX
Subject: RE: Jennifer from Brian Tobin's office

She didn't give many details as it was a very quick phone call but I believe she alluded to an upcoming trip by the former premier. Sorry I don't have more details for you to go off of.

-R

From: Nash, Amber PREM:EX
Sent: Wednesday, July 26, 2017 11:55 AM
To: Tello, Romeo PREM:EX
Subject: RE: Jennifer from Brian Tobin's office

Thanks Romeo! I'll take it from here ☺ did she indicate if he was in town at a specific time or anything?

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 11:48 AM
To: Nash, Amber PREM:EX
Subject: Jennifer from Brian Tobin's office

Hi Amber,

Jennifer from former Newfoundland Premier Brian Tobin's office called looking to schedule a meeting with Premier Horgan. Don't know if I should be passing this over to you, but if you are she can be reached at 416-359-6172. Please let me know if you have any questions. Many thanks.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 12:33 PM
To: Johnson, Lisa E FLNR:EX
Subject: RE: Meeting Room Bookings at PVO

Hi Lisa,

What day will these meetings take place?

-Romeo

From: Johnson, Lisa E FLNR:EX
Sent: Thursday, July 27, 2017 12:15 PM
To: Tello, Romeo PREM:EX
Subject: RE: Meeting Room Bookings at PVO

Thank you so much, can I please book a room for MLP and her MA Kenn McLaren to have meetings from 8:30am-4:30pm.

I am not sure of attendees at this time but will send you list once confirmed

Lisa

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 11:47 AM
To: Johnson, Lisa E FLNR:EX
Subject: RE: Meeting Room Bookings at PVO

Hi Lisa,

Thanks for your email. I am temporarily the contact person until someone takes on bookings permanently. Does the Minister require a meeting room at PVO? Please let me know and I'll be happy to try and set something up.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Johnson, Lisa E FLNR:EX
Sent: Thursday, July 27, 2017 10:08 AM
To: Tello, Romeo PREM:EX
Subject: Meeting Room Bookings at PVO

Hi Romeo

I am following up to see if you are the contact person to book meeting rooms for Minister's at PVO?

Thanks
Lisa

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, July 26, 2017 10:00 AM
To: Johnson, Lisa E FLNR:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Minister Popham

Hi Lisa,

I believe Romeo Tello would be a good place to start. He's cc'ed below.

Elizabeth.

Thanks

Lisa Johnson | Administrative Coordinator
Office of the Honourable Lana Popham
Minister of Agriculture
Ph: 250 387-6651

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 11:44 AM
To: Charlton, Sandi M FIN:EX
Subject: RE: PREM listings and Executive Council

Hi Sandi,

Thanks for your email. Below are the current staff at PVO for the Directory. I will send further updates as they come.

Romeo Tello – Executive Assistant to the Premier – 604-775-1600
Mira Oreck – Director of Stakeholder Relations – 604-775-1600

Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Charlton, Sandi M FIN:EX
Sent: Thursday, July 27, 2017 10:48 AM
To: Tello, Romeo PREM:EX
Subject: FW: PREM listings and Executive Council

Good morning Romeo:

I am updating the Government Telephone Directory.

Would you please provide the names of the staff, titles, (public facing phone numbers),
That you would like listed in the Government Telephone Directory

Here is the link to the current page I wish to update for you:

<http://dir.gov.bc.ca/gtds.cgi?show=Branch&organizationCode=PREM&organizationalUnitCode=VANC>

When you have assigned support staff in the office they could send me future changes as they are hired.
Thank you

Sandi Charlton

Fin IMB Service Desk Manager and Team Lead
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912
e-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://www.fin.gov.bc.ca/>

From: Nash, Amber PREM:EX
Sent: Thursday, July 27, 2017 10:38 AM

To: Farmer, Susan PREM:EX; Charlton, Sandi M FIN:EX
Subject: RE: PREM listings and Executive Council

Romeo Tello would be best to connect with.

Romeo.tello@gov.bc.ca

A

From: Farmer, Susan PREM:EX
Sent: Thursday, July 27, 2017 10:27 AM
To: Charlton, Sandi M FIN:EX
Cc: Nash, Amber PREM:EX
Subject: RE: PREM listings and Executive Council

Hi Sandi – I'm again going to defer you to Amber for confirmation of what to list for the Vancouver Office as I do not know those details.

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-2160 E: susan.farmer@gov.bc.ca

From: Charlton, Sandi M FIN:EX
Sent: Thursday, July 27, 2017 9:59 AM
To: Farmer, Susan PREM:EX
Subject: RE: PREM listings and Executive Council

Thank you Susan. Would you be able to give me a contact in the PREM office in Vancouver so I may get their listings?

Sandi Charlton

Fin IMB Service Desk Manager and Team Lead
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912
e-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://qwww.fin.gov.bc.ca/>

From: Farmer, Susan PREM:EX
Sent: Thursday, July 27, 2017 9:28 AM
To: Charlton, Sandi M FIN:EX
Cc: Nash, Amber PREM:EX
Subject: RE: PREM listings and Executive Council

Hi Sandi – aside from my replacing Antoinette De Wit, everyone else is still the same in the Correspondence Branch.

I've cc'd Amber Nash on this email to confirm what information should be listed for the Scheduling Branch as positions there are still being filled.

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier

P: 250-387-2160 E: susan.farmer@gov.bc.ca

From: Charlton, Sandi M FIN:EX
Sent: Thursday, July 27, 2017 8:56 AM
To: Farmer, Susan PREM:EX
Subject: FW: PREM listings and Executive Council

Good Morning Susan,

I am updating the Government Telephone Directory.

I have left the correspondence with Layne below so you can see what I am working on.

Would you please advise me of any updates or changes in the Correspondence Branch and I will update these listings. Also if you would advise who is the contact for the Scheduling Branch I can contact them as well.

Thank you

Sandi Charlton

Fin IMB Service Desk Manager and Team Lead
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel: 9-250-387-8912
e-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://www.fin.gov.bc.ca/>

From: Clark, Layne PREM:EX
Sent: Wednesday, July 26, 2017 5:21 PM
To: Charlton, Sandi M FIN:EX
Subject: RE: PREM listings and Executive Council

The Correspondence Branch is the same and is being run by Susan Farmer.

Thanks!

From: Charlton, Sandi M FIN:EX
Sent: Wednesday, July 26, 2017 3:20 PM
To: Clark, Layne PREM:EX
Cc: Henry, David A FIN:EX
Subject: RE: PREM listings and Executive Council

Hello Layne:

I have added all the staff below in the PREM office.

With the generic phone number of 250 387-1715.

I have not made any changes to the Correspondence B ranch

Or the Scheduling Branch as I do not know if these offices exist in the new environment.

If you have any further changes please contact me.

<https://dir.gov.bc.ca/gtds.cgi?show=Branch&organizationCode=PREM&organizationalUnitCode=EXEC>

Sandi Charlton

Fin IMB Service Desk Manager and Team Lead
Information Management Branch
Supporting the Ministry of Finance,

Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912
e-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://qwww.fin.gov.bc.ca/>

From: Clark, Layne PREM:EX
Sent: Wednesday, July 26, 2017 2:43 PM
To: Charlton, Sandi M FIN:EX
Subject: RE: PREM listings and Executive Council

Geoff Meggs, Chief of Staff
Layne Clark, Director of Liaison and Coordination
Sage Aaron, Director of Communications
Jen Holmwood, Deputy Director of Communications
Kate van Meer-Mass, Director of Operations
Amber Nash, Executive Coordinator to the Premier
Tamarra Wong, Executive Coordinator to the Chief of Staff
Elizabeth Parkinson, Scheduling Clerk

I don't think anyone should have their numbers listed to the public? I would just say to put the Premier's Office reception desk?

Layne

From: Charlton, Sandi M FIN:EX
Sent: Wednesday, July 26, 2017 2:06 PM
To: Clark, Layne PREM:EX
Subject: PREM listings and Executive Council

Hello Layne:

I am updating the GTDS listings for the PREM offices and the Ministers Offices,

As per your discussion with David Henry.

If you have correct information for the staff in the for the PREMIERS offices

I would appreciate a copy so I may update the listings – including titles,

Phone numbers you wish to have listed (public facing).

Also I am looking for the correct listings for the Executive Council.

I will be updating the offices that changed their Ministry names after Sunday, July 30th when the developer changes the GTDS with the new Ministry names.

Thank you for your assistance with these as we have not been advised of

Our site contacts yet.

Sandi Charlton

Fin IMB Service Desk Manager and Team Lead
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912
e-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://qwww.fin.gov.bc.ca/>

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, July 27, 2017 11:34 AM
To: Anderson, Dianne S MIT:EX
Subject: Trying to reach me?

Hi Dianne,

Saw that you were trying to reach me. Please feel free to give me a call at 604-775-1677.

Best,
Romeo

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 6:09 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: FYI - Access cards to 999 Canada place

Hi Dianne,

The building says that the pass should work now after hours. Please let me know if it doesn't and I'll follow up with the building.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Wednesday, July 26, 2017 12:23 PM
To: Tello, Romeo PREM:EX
Subject: FW: FYI - Access cards to 999 Canada place

Good afternoon – any word from the CP Building about Fazil's access to the building being done ?
Thanks.

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 3:33 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: FYI - Access cards to 999 Canada place

Just sent an email to the building manager. Should be able to confirm building access soon. Will send you an email once I have confirmation from them

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 3:31 PM
To: Tello, Romeo PREM:EX
Subject: RE: FYI - Access cards to 999 Canada place

Hi – it works! Fazil was asking how soon it will be ready for 'building access' ?

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 3:21 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: FYI - Access cards to 999 Canada place

Hi Dianne,

Yes it is – would you be able to come pick it up from Suite 740? Please let me know if this works for you.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 3:18 PM
To: Tello, Romeo PREM:EX
Subject: FW: FYI - Access cards to 999 Canada place

Hi Romeo – just following up on the access card for Fazil Mihlar – is it ready?
Thank you.

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 12:17 PM
To: Barron, Tony S CSCD:EX; Mason, Hazel CSCD:EX; Holt, Mike W CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: RE: FYI - Access cards to 999 Canada place

Good to know – thank you.

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Barron, Tony S CSCD:EX
Sent: Tuesday, July 25, 2017 12:16 PM
To: Anderson, Dianne S MIT:EX; Mason, Hazel CSCD:EX; Holt, Mike W CSCD:EX
Cc: Tello, Romeo LASS:EX; Barron, Tony S CSCD:EX
Subject: FY1 - Access cards to 999 Canada place

Dianne you most likely know this but just in case.

Romeo, could you please get DM – Fazil Mihlar's card to Dianne

Thanks

From: Kelssay Hurd [<mailto:Kelssay.Hurd@wsi.brookfieldgis.com>]
Sent: Tuesday, July 25, 2017 11:56 AM
To: Barron, Tony S CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: RE: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Hi Tony,

We are in the process of figuring out the process going forward. For now requests can be directed to myself and Romeo.
This will change in the future though.

Kelssay Hurd, LEED Green Associate
Facility Manager

Brookfield Global Integrated Solutions
Workplace Solutions Inc (WSI)
C: 604.341.0403
kelssay.hurd@wsi.brookfieldgis.com
www.brookfieldgis.com

BrookfieldGIS
Workplace Solutions Inc.

From: Barron, Tony S CSCD:EX [<mailto:Tony.Barron@gov.bc.ca>]
Sent: Tuesday, July 25, 2017 10:44 AM
To: Kelssay Hurd <Kelssay.Hurd@wsi.brookfieldgis.com>
Cc: Tello, Romeo LASS:EX <Romeo.Tello@leg.bc.ca>
Subject: RE: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Will Romeo be taking care of the access card requests for this location going forward?

From: Kelssay Hurd [<mailto:Kelssay.Hurd@wsi.brookfieldgis.com>]
Sent: Monday, July 24, 2017 1:42 PM
To: Barron, Tony S CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: FW: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Hi Tony,

I have provided Romeo (cc'd) with an access card for Fazil Mihlar. The card should be getting activated today. Please touch base with Romeo for pass off.

Thank you!

Kelssay Hurd, LEED Green Associate
Facility Manager

Brookfield Global Integrated Solutions
Workplace Solutions Inc (WSI)
C: 604.341.0403
kelssay.hurd@wsi.brookfieldgis.com
www.brookfieldgis.com

BrookfieldGIS
Workplace Solutions Inc.

From: Real Help 2
Sent: Wednesday, July 19, 2017 8:52 AM
To: Kelssay Hurd <Kelssay.Hurd@wsi.brookfieldgis.com>
Subject: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

DO NOT reply this email Caller Name: TONY BARRON(LCS)
250-588-2309

Building ID: 67515

Building Name: WORLD TRADE CTR

Building Address: WORLD TRADE CTR-999 CANADA PL. 999 CANADA PL.,
VANCOUVER BC V6C 3E1

Request Description: Client is requesting that an access card be provided for the new deputy minister - Sazil Mihlar - access to 730-77 ,740-77D for 24/7 hour access. Also, please reactivate Vivian Liu card- s.15,s.1 (last five digits). Please

contact client to arrange delivery asap and to discuss what the new procedure is for new access card system.

Priority: URGENT

WO Number: BCB24840215

WO Type: Service Request

Required By Date: 19-Jul-2017 11:14 AM

Request Type: EMPLOYEE ACCESS CARD CHANGES

Service Provider: 58898496-KELSSAY HURD

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 4:43 PM
To: Henry, David A FIN:EX
Subject: Voicemails at PVO

Hi David,

Hope you're well. Thanks for arranging our tech set up at PVO – Robin and the guy from TecNet did a really great job setting us up on desktops and our cellphones. We really appreciate it.

I don't know if you're the right person to speak to about this, and if not, I hope you can point me in the right direction of who I should contact. We don't have voicemail access to a number of the phones here at PVO and we want to know how to access them. Additionally, we have an issue with the reception phone making a dial tone-like sound throughout the entire call on it. I'm hoping you might be able to help.

Please let me know. We really appreciate your help on this. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 2:20 PM
To: danp@opwtc.ca
Subject: Presser in front of office tower

Hi Dan,

Just as an FYI, Minister George Heyman is doing a quick media availability in front of the Canada Place Office tower at 2:30pm. Sorry for the short notice on this - was just made aware a few minutes ago. Just wanted to give you a head's up in case anyone asks.

Best,
Romeo

Sent from my iPhone



Caelie

Text Message
Wed, Jul 26, 2:13 PM

What time is George supposed to be here?

2:30.

Perfect. Thank you

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 12:07 PM
To: 'kelssay.hurd@wsi.brookfieldgis.com'
Subject: Parking at PVO

Hi Kelssay,

Hope you're well. I was pointed in your direction by building management on this. Just wanted to know if you know of any parking stalls at Canada Place that are assigned to Suite 740. If you could please let me know if you have any information on this, we would be greatly appreciative of it. Many thanks in advance for your help.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, July 26, 2017 9:36 AM
To: 'Danilo Paunovski'
Subject: RE: misc items.

Hi Dan,

Thanks for your email. How about coming by this morning – maybe around 11am? Would that work for you? Please let me know. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Danilo Paunovski [mailto:danp@opwtc.ca]
Sent: Wednesday, July 26, 2017 8:58 AM
To: Tello, Romeo PREM:EX
Subject: misc items.

Good Morning Romeo,

I would like to talk to you for a few minutes today, if you have time, to clear up a few things that we are in process of planning in the next little while.

Would you have any time today if I stop by and when would that work for you best?

Thanks,

Dan Paunovski
Building Management | Ocean Pacific Management Ltd.
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 5:14 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Claims for Kate

I believe the last travel claim I submitted for Kate was for June 19 – Cranbrook trip or June 21-23 trip to Victoria. Bev would have the best sense of when the last travel claim was submitted. Hope that helps a little bit. Please let me know if you have any further questions.

Best,
Romeo

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, July 25, 2017 4:55 PM
To: Tello, Romeo PREM:EX; Tello, Romeo LASS:EX
Subject: Claims for Kate

Hi Romeo,

Are you able to confirm what date was last claimed for Kate's travel?

Thanks,

Elizabeth

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 3:47 PM
To: 'danp@opwtc.ca'
Subject: Card numbers for building access

Hi Dan,

Just wanted to send you the following cards with names of people for after hours access to the building. Please let me know if you have any questions. Many thanks in advance for your help on this.

John Horgan – s.15,s.17
Melanie Mark -
David Eby – s.15,s.17
Katrina Chen s.15,s.17
Jinny Sims – s.15,s.17
George Heyman – s.15,s.17
Adrian Dix -s.15,s.17
Bruce Raiston – s.15,s.17
George Chow –
Harry Bains -s.15,s.17
Judy Darcy –
Selina Robinson -s.15,s.17
Mike Farnworth -
Shane Simpson –
Lisa Beare – s.15,s.17

Mable Elmore s.15,s.17
Ravi Kahlon –s.15,s.17
Rick Glumac -
Bowinn Ma –

Fazil Mihar –

Romeo Tello -
Kate Van Meer-Mass -^{s.15,s.1}₇
Layne Clark –s.15,s.1
Mira Oreck –₇
Geoff Meggs –s.15,s.1
Jon Robinson -₇
Elena Banfield – s.15,s.17
Jarrett Hagglund - s.15,s.17
Marlene Behrens
Jen Holmwood s.15,s.17
Sage Aaron -₇ s.15,s.1

--

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan – Premier's Vancouver Office
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 3:33 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: FYI - Access cards to 999 Canada place

Just sent an email to the building manager. Should be able to confirm building access soon. Will send you an email once I have confirmation from them

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 3:31 PM
To: Tello, Romeo PREM:EX
Subject: RE: FYI - Access cards to 999 Canada place

Hi – it works! Fazil was asking how soon it will be ready for 'building access' ?

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 3:21 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: FYI - Access cards to 999 Canada place

Hi Dianne,

Yes it is – would you be able to come pick it up from Suite 740? Please let me know if this works for you.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 3:18 PM
To: Tello, Romeo PREM:EX
Subject: FW: FYI - Access cards to 999 Canada place

Hi Romeo – just following up on the access card for Fazil Mihlar – is it ready?
Thank you.

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Tuesday, July 25, 2017 12:17 PM
To: Barron, Tony S CSCD:EX; Mason, Hazel CSCD:EX; Holt, Mike W CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: RE: FYI - Access cards to 999 Canada place

Good to know – thank you.

Dianne Anderson
Contract Manager
Business Services and Accountability
Management Services Division
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place
Vancouver, British Columbia, V6C 3E1, Canada
Phone: 1-(604) 660-5886 Fax: 604-660-1320
Dianne.Anderson@gov.bc.ca

From: Barron, Tony S CSCD:EX
Sent: Tuesday, July 25, 2017 12:16 PM
To: Anderson, Dianne S MIT:EX; Mason, Hazel CSCD:EX; Holt, Mike W CSCD:EX
Cc: Tello, Romeo LASS:EX; Barron, Tony S CSCD:EX
Subject: FYI - Access cards to 999 Canada place

Dianne you most likely know this but just in case.

Romeo, could you please get DM – Fazil Mihar's card to Dianne

Thanks

From: Kelssay Hurd [<mailto:Kelssay.Hurd@wsi.brookfieldgis.com>]
Sent: Tuesday, July 25, 2017 11:56 AM
To: Barron, Tony S CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: RE: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Hi Tony,

We are in the process of figuring out the process going forward. For now requests can be directed to myself and Romeo. This will change in the future though.

Kelssay Hurd, LEED Green Associate

Facility Manager

**Brookfield Global Integrated Solutions
Workplace Solutions Inc (WSI)**
C: 604.341.0403
kelssay.hurd@wsi.brookfieldgis.com
www.brookfieldgis.com

BrookfieldGIS
Workplace Solutions Inc.

From: Barron, Tony S CSCD:EX [<mailto:Tony.Barron@gov.bc.ca>]
Sent: Tuesday, July 25, 2017 10:44 AM
To: Kelssay Hurd <Kelssay.Hurd@wsi.brookfieldgis.com>
Cc: Tello, Romeo LASS:EX <Romeo.Tello@leg.bc.ca>
Subject: RE: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Will Romeo be taking care of the access card requests for this location going forward?

From: Kelssay Hurd [<mailto:Kelssay.Hurd@wsi.brookfieldgis.com>]
Sent: Monday, July 24, 2017 1:42 PM
To: Barron, Tony S CSCD:EX
Cc: Tello, Romeo LASS:EX
Subject: FW: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

Hi Tony,

I have provided Romeo (cc'd) with an access card for Fazil Mihar. The card should be getting activated today. Please touch base with Romeo for pass off.

Thank you!

Kelssay Hurd, LEED Green Associate
Facility Manager

**Brookfield Global Integrated Solutions
Workplace Solutions Inc (WSI)**
C: 604.341.0403
kelssay.hurd@wsi.brookfieldgis.com
www.brookfieldgis.com

BrookfieldGIS
Workplace Solutions Inc.

From: Real Help 2
Sent: Wednesday, July 19, 2017 8:52 AM
To: Kelssay Hurd <Kelssay.Hurd@wsi.brookfieldgis.com>
Subject: WO#BCB24840215. Notification that an EMERGENCY / URGENT work order has been created.

DO NOT reply this email Caller Name: TONY BARRON(LCS)
250-588-2309

Building ID: 67515

Building Name: WORLD TRADE CTR

Building Address: WORLD TRADE CTR-999 CANADA PL. 999 CANADA PL.,
VANCOUVER BC V6C 3E1

Request Description: Client is requesting that an access card be provided for the new deputy minister - Sazil

Mihlar - access to 730-77 ,740-77D for 24/7 hour access. Also, please reactivate Vivian Liu card- #^{s.15,s.1}7 (last five digits). Please contact client to arrange delivery asap and to discuss what the new procedure is for new access card system.
Priority: URGENT
WO Number: BCB24840215
WO Type: Service Request
Required By Date: 19-Jul-2017 11:14 AM
Request Type: EMPLOYEE ACCESS CARD CHANGES
Service Provider: 58898496-KELSSAY HURD

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Veillez songer à l'environnement avant d'imprimer le présent courriel – Aidez-nous à protéger notre planète.

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 2:59 PM
To: Henry, David A FIN:EX
Subject: RE: Technology options

Hi David,

Thank you so much for this – this is very helpful. We'll take two of these Surface Pro 4 tablets each with a dock – one for Mira and one for myself. Please let me know if you have any further questions about this.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Tuesday, July 25, 2017 8:28 AM
To: Tello, Romeo PREM:EX; Tsang, Robin FIN:EX
Cc: PREM Technology Support
Subject: Technology options

Good morning Romeo as discussed,

Tablet/Laptop options:

I suggest the **Surface Pro 4 tablet** (#6 below) – this is what the Premier as well as a number of other Premier's Office and Minister Offices staff who like to travel light.

NOTE: Robin has an earlier model so can show you the Surface Pro 3

Windows 10 with Office 2010 suite is standard



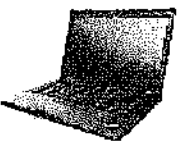





This device can be connected to mouse, full-size keyboard and monitor. Dock is a good option for those accessories. This is a highly used powerful computer by executive and more in government, well-liked by those whom want a light but powerful device. Great for travelling. I use the earlier model **Surface pro 3** – excellent device. Highly recommend.

For a great all around and light laptop I would suggest the T460. These are the ones that were used in Transition offices. Not sure if you tried this model out. This would be #2 below. The weight difference between this model and the ultralight is negligible in my humble opinion.

If you want any more detailed SPECS on the devices there is a tremendous amount of info here:
<https://sdu.gov.bc.ca/WS/SitePages/Home.aspx>

Here is the current list of devices:

Workstation	Description	Recommended User
<p>1. Standard Laptop (15.6" display)</p> 	<ul style="list-style-type: none"> Large sized portable computer (15.6-inch display) that provides good performance with common business applications. The Standard Laptop is the least expensive laptop service available. 	<ul style="list-style-type: none"> For users that require occasional mobility and a large display. The Standard Laptop includes a larger physical display size in comparison to the other laptop services offered. Example user: Business analyst with light mobility needs.
<p>2. 14-inch Laptop (14" display)</p> 	<ul style="list-style-type: none"> Performance and features are similar to the Standard Laptop in a noticeably smaller package and a higher resolution display. This option provides an ideal compromise between physical size, usability, portability and cost. 	<ul style="list-style-type: none"> The 14-inch Laptop bridges the gap between Standard and Ultralight laptops and is suitable for users that travel moderately. Example user: Executive or mobile worker that requires a laptop with the best combination of features, size, portability and cost.
<p>3. Ultralight Laptop (12.5" display)</p> 	<ul style="list-style-type: none"> Smallest of the BC Government workstation fleet (approx. 3.3lbs / 1.5kg) that provides good performance for most common business applications. Offers traditional laptop features such as a full-size tactile keyboard and attached display. 	<ul style="list-style-type: none"> For users that travel frequently and require mobility, but do not wish to sacrifice performance or traditional laptop features. Example user: Executive or mobile worker that requires full laptop features with the smallest size and longest battery life.
<p>4. Rugged Tablet (10.1" display)</p> 	<ul style="list-style-type: none"> Heavy duty laptop designed for harsh and extreme conditions. Combines laptop functionality with tablet features similar to the Tablet Laptop. 	<ul style="list-style-type: none"> For users that require high portability and work outdoors or in a physically challenging environment. Example user: Coroner, paramedic, agricultural inspector, forestry technician.
<p>5. Ultrabook Laptop (14" display)</p> 	<ul style="list-style-type: none"> The slimmest and lightest full featured laptop in the fleet (approximate weight: 3lbs / 1.4kg). It offers strong business performance and excellent mobility with a higher resolution display. 	<ul style="list-style-type: none"> For Executive or highly mobile worker that may be considering the Ultralight Laptop, but requires a larger display and lighter device. This is an expensive option.
<p>6. Slate Pro Laptop (10.6" or 12.0" display)</p> 	<ul style="list-style-type: none"> A compact and light mobile device that is similar to the Slate Light Laptop, but includes increased processing power for better performance when creating documents. Due to the more powerful processor, battery life is only half as long as the Slate Light Laptop. 	<ul style="list-style-type: none"> For users that require high portability, and only a moderately powered device for reading and creating documents. Not suitable as a desktop replacement for most users due to its small size. Example user: Executive or mobile worker that requires a very small, light portable tablet device to read, create and edit documents.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 12:25 PM
To: Thompson, Laurel CSCD:EX
Subject: RE: PVO & Vancouver Satellite Office Access

Hi Laurel,

Do you know what the first 5 digits of the Deputy Minister's card are? If so, send them over and I can re-activate the Deputy Minister's card remotely.

Please let me know if this works. Many thanks in advance for letting me know about this,

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: Thompson, Laurel CSCD:EX
Sent: Tuesday, July 25, 2017 10:41 AM
To: Tello, Romeo PREM:EX
Subject: PVO & Vancouver Satellite Office Access

Hello Romeo,

I was given your name as a potential contact for the PVO. I am hoping you can assist me or are able to point me in the direction of the person who can. I believe my Deputy's access card has been deactivated for the PVO and Vancouver Satellite Office. I am looking to have her access regained. This is for DM Jacquie Dawes of the Ministry of Municipal Affairs and Housing.

Thank you for your help!

Regards,

Laurel Thompson
Senior Executive Assistant, Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson St, Victoria BC V8W 9N7
Phone: 250.387.9108 | Cell: 250.812.0883 | Laurel.Thompson@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 12:19 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: SIN confirmation

I think I know what the issue was.

s.22

Please let me know if this works. Many thanks for your help on this.

Best,
Romeo

From: Phillips, Dawn-Lynn PSA:EX
Sent: Tuesday, July 25, 2017 12:13 PM
To: Tello, Romeo PREM:EX
Subject: RE: SIN confirmation

Hi Romeo – when we put it in, it is only the number we input, the number provided to us is invalid. Please advise your SIN. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 12:12 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: SIN confirmation

Hi Dawn-Lynn,

Layne forwarded me an email and let me know you were having trouble with my SIN. I've experienced this issue before and the problem usually because my full name is: s.22 Please let me know if this might make any difference.

Thanks so much for all your help on this. I really appreciate it.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier

Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 12:12 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: SIN confirmation

Hi Dawn-Lynn,

Layne forwarded me an email and let me know you were having trouble with my SIN. I've experienced this issue before and the problem usually because my full name is: ^{s.22} Please let me know if this might make any difference.

Thanks so much for all your help on this. I really appreciate it.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, July 25, 2017 9:12 AM
To: White, Christine CSCD:EX
Subject: RE: Meeting with Minister Robinson, July 25th 10am-1pm

Hi Christine,

I'm the contact for booking at PVO temporarily until we hire permanent support staff for this office. Should you need to reach me for room bookings at PVO (or the support person who will eventually take on bookings) the number is 604-775-1600.

Hope you have a great day!

Best,
Romeo

From: White, Christine CSCD:EX
Sent: Tuesday, July 25, 2017 8:21 AM
To: Tello, Romeo PREM:EX
Subject: RE: Meeting with Minister Robinson, July 25th 10am-1pm

Great! Thank for confirming.

Are you going to be our contact for booking etc. at the PVO?

If so, can I get a contact phone number please and thank you?

Christine White, Acting Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Ph: 250-387-6478

From: Tello, Romeo PREM:EX
Sent: Monday, July 24, 2017 4:42 PM
To: White, Christine CSCD:EX
Subject: RE: Meeting with Minister Robinson, July 25th 10am-1pm

Hi Christine,

Thanks for your email. Sorry for the delay in getting back to you. I can confirm that there will be space available for the Minister from 10am to 1pm, and again from 2pm to 3pm. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: White, Christine CSCD:EX
Sent: Monday, July 24, 2017 3:52 PM
To: Tello, Romeo PREM:EX
Subject: Meeting with Minister Robinson, July 25th 10am-1pm

Hi Romeo,

My apologies -- there was some miscommunication here and I was under the impression I needed to send an invite to you for the meeting mentioned below. However, Jane just confirmed that you are coordinating the meeting rooms etc at PVO.

Please disregard my email below and again my apologies for the miscommunication.

What I do need, is confirmation that a room is booked for the Minister to have this meeting tomorrow at 10am-1pm..

I also need if possible another meeting room from 2-3pm tomorrow for 6 people including the Minister. Can you please look into this and have confirmation back to me asap?

Thank you in advance,

Christine White, Acting Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Ph: 250-387-6478

From: White, Christine CSCD:EX
Sent: Monday, July 24, 2017 1:50 PM
To: Tello, Romeo PREM:EX
Subject: Meeting with Minister Robinson, July 25th 10am-1pm

Good Afternoon Romeo,

On behalf of Jane Hurtig, I would like to extend the invitation to meet with Minister Selina Robinson, Deputy Minister Jackie Dawes and ADM Kevin Volk tomorrow morning at 10am.

The meeting will take place in the Premier's Vancouver office suite 740.

If you need any further information, please feel free to contact me.

Best,

Christine White, Acting Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Ph: 250-387-6478

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 24, 2017 5:59 PM
To: Van Meer-Mass, Kate PREM:EX; Clark, Layne PREM:EX
Subject: Premier's Vancouver Office
Attachments: Office 740 B67515 Canada Place OP Jul 2017.pdf; s.15 .pdf

Hi all,

Attached is the floor map of the Premier's Vancouver Office.

Just a few notes about the space:

- The rooms around the cabinet boardroom are all set up as smaller boardrooms
- s.15
- The rectangle office between reception and the Premier's office is currently set up for two work stations.
- The room beside the Executive Boardroom is currently set up as a shared space with several desks and work stations.
- The executive boardroom is sometimes shared with BRDO staff for panel interview and department meeting use. Traditionally the room to the right of their kitchen area at the end of the suite was used as a boardroom but the former staff at PVO took it for office space.
- Two of the offices at the end of the suite near the BRDO area are being used for the DM and ADM of International Trade.

I'd be happy to provide you with photos to help visualize what the suite/offices actually looks like. Just let me know and I'd be happy to do that.

Additionally, attached is the map of the office at s.15 (formerly used for transition) which has also been used for drop-in work space (mostly for DMs) but can be used by staff as well.

Office considerations:

- How many lower mainland ministers will need offices at PVO (14 lower mainland ministers)?
- Will offices be given to lower mainland parliamentary secretaries (3 lower mainland parliamentary secretaries)?
- Staff needing space assignments at PVO: Geoff, Kate, Layne, Mira, Romeo, incoming Director of Vancouver Cabinet Operations, and shared office for Sage and Jen

Let me know if you have any questions.

Best,
Romeo

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 24, 2017 4:50 PM
To: Henry, David A FIN:EX
Cc: Tsang, Robin FIN:EX
Subject: RE: Tech for tomorrow

Great!

I also just wanted to ask about computers. It's my understanding that Premier's Office staff in Victoria have been getting new computers as well. Just wanted to check to see if that's the case for us in Vancouver as well? Just wanted to know if you had any info on that. Many thanks for helping us get set up over here.

Best,
Romeo

From: Henry, David A FIN:EX
Sent: Monday, July 24, 2017 4:47 PM
To: Tello, Romeo PREM:EX
Cc: Tsang, Robin FIN:EX
Subject: RE: Tech for tomorrow

Sounds good Romeo, thanks!

Will get the iPhones ordered ASAP.
May be able to get the Vancouver Ralph's to deliver and Robin can help setup.

David

From: Tello, Romeo PREM:EX
Sent: July 24, 2017 4:45 PM
To: Henry, David A FIN:EX
Subject: Tech for tomorrow

Hi David,

Thanks for your call this morning. I can confirm that Mira and I would both prefer an iPhone for business use. I look forward to seeing your staff tomorrow morning. Have a great evening!

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 24, 2017 4:46 PM
To: s.22
Subject: FW: Mira's login info

Please see below for your email info

-Romeo

From: Henry, David A FIN:EX
Sent: Monday, July 24, 2017 11:08 AM
To: Tello, Romeo PREM:EX
Subject: Mira's login info

Good morning Romeo,

Here is the info:

IDIR: s.15,s.17

PW: s.15,s.17

Email: Mira.Oreck@gov.bc.ca

As discussed, send me any info for new users, and what types of phones, (iPhone 7S and Samsung S7 are both \$0.00) we can try and get them there for tomorrow. We should be there by 10am at the latest.

Thanks,

David Henry

Service Manager

Offices of the Premier | Ministry of Finance

Tel #: 250-888-8803

PREM Technology Support:

Email: s.17

Phone: 250-953-5151

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, July 24, 2017 4:42 PM
To: White, Christine CSCD:EX
Subject: RE: Meeting with Minister Robinson, July 25th 10am-1pm

Hi Christine,

Thanks for your email. Sorry for the delay in getting back to you. I can confirm that there will be space available for the Minister from 10am to 1pm, and again from 2pm to 3pm. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant to the Premier
Office of Premier John Horgan
E: romeo.tello@gov.bc.ca

From: White, Christine CSCD:EX
Sent: Monday, July 24, 2017 3:52 PM
To: Tello, Romeo PREM:EX
Subject: Meeting with Minister Robinson, July 25th 10am-1pm

Hi Romeo,

My apologies – there was some miscommunication here and I was under the impression I needed to send an invite to you for the meeting mentioned below. However, Jane just confirmed that you are coordinating the meeting rooms etc at PVO.

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I also need if possible another meeting room from 2-3pm tomorrow for 6 people including the Minister. Can you please look into this and have confirmation back to me asap?

Thank you in advance,

Christine White, Acting Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Ph: 250-387-6478

From: White, Christine CSCD:EX
Sent: Monday, July 24, 2017 1:50 PM
To: Tello, Romeo PREM:EX
Subject: Meeting with Minister Robinson, July 25th 10am-1pm

Good Afternoon Romeo,

On behalf of Jane Hurtig, I would like to extend the invitation to meet with Minister Selina Robinson, Deputy Minister Jackie Dawes and ADM Kevin Volk tomorrow morning at 10am.

The meeting will take place in the Premier's Vancouver office suite 740.

If you need any further information, please feel free to contact me.

Best,

Christine White, Acting Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Ph: 250-387-6478