

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 3, 2017 10:24 AM
To: Nash, Amber PREM:EX
Subject: RE: Can you give me a call when you have a moment?

Hey Amber,

Been trying to reach you. Give me a call back at 604-775-1677 or my cell. Thanks!

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

From: Nash, Amber PREM:EX
Sent: Thursday, August 3, 2017 10:03 AM
To: Tello, Romeo PREM:EX
Subject: Can you give me a call when you have a moment?

250-356-0210

Amber Nash
Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 3, 2017 8:26 AM
To: Nash, Amber PREM:EX
Subject: Re: Suit for John at PVO

Yes there are suits here at PVO

Sent from my iPhone

> On Aug 3, 2017, at 8:24 AM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:
>
> Romeo, can you confirm asap there is a suit for John at PVO?
>
> Amber

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 3, 2017 1:00 AM
To: DeLarge, Lorne MTIC:EX
Subject: Re: Friday

Hi Lorne,

Friday morning works for us at PVO. Do you know approximately what time that might be? Just want to make sure I'm in the office when you come by.

Best,
Romeo

Sent from my iPhone

On Aug 2, 2017, at 8:45 AM, DeLarge, Lorne MTIC:EX <Lorne.DeLarge@gov.bc.ca> wrote:

Hi Romeo - I am in Vancouver tomorrow and would like to come by in the morning to both meet you and view the full space. Is that possible?

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, Stn Prov Govt, Victoria BC V8W 9V1

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 2, 2017 5:55 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Contact list for PVO

Hi Elizabeth,

Here are the numbers that are currently in use:

Main reception – 604-775-1600
Romeo Tello – 604-775-1677
Mira Oreck – 604-775-2116

Please let me know if you have further questions.

Best,
Romeo

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

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, August 2, 2017 3:45 PM
To: Tello, Romeo PREM:EX
Subject: Contact list for PVO

Hi Romeo,

Are you able to send me a contact list for PVO?

Thanks,

Elizabeth

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 2, 2017 5:49 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72448 Records Due August 9, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 28, 2017 12:14 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72448 Records Due August 9, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 9th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All records, notably e-mails, planning documents, briefing papers and other materials related to the softwood dispute between Canada and the United States and Premier John Horgan's visit to Ottawa and Washington, D.C. - exclude all media summaries, and press releases.

(Date Range for Record Search: From 07/10/2017 To 07/25/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 2, 2017 5:49 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72427 Due August 8, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 28, 2017 12:10 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72427 Due August 8, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 8th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents, including e-mails, regarding planned or actual firings of staff working on wildfire related issues, and any documents on re-hirings or new hires to work on these issues.

(Date Range for Record Search: From 06/29/2017 To 07/24/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 2, 2017 5:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72352 Records Due August 4, 2017

I have no records on this.

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 28, 2017 12:05 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72352 Records Due August 4, 2017

This is an **ALL STAFF** Call for Records.

Please let me know by August 4th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents including e-mails, texts or Instant messages regarding any requests/orders to conduct a security sweep of the Legislature or government offices prior to or following the swearing in of the new government on July 18, 2017.

(Date Range for Record Search: From 07/01/2017 To 07/21/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 2, 2017 5:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72424 Records Due August 9, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 28, 2017 12:00 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72424 Records Due August 9, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 9th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

*Copies of any documents, including e-mails, memos, briefing notes, backgrounders, media lines, text or Instant messages, etc., regarding the removal of B.C. Hydro President Jessica McDonald
(<http://globalnews.ca/news/3616082/bc-ndp-fires-bc-hydro-president/>)*

(Date Range for Record Search: From 07/18/2017 To 07/24/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 2, 2017 5:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72451 Due August 9, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, July 28, 2017 11:49 AM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber LASS:EX; Oreck, Mira PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72451 Due August 9, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 9th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Regarding the wildfires presently raging in BC: All communication, electronic or written, between the Premier's Office and Premier designate, John Horgan; All communication, electronic or written, between the Premier's Office and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development; Records regarding the financial expenditures/implications.

(Date Range for Record Search: From 06/01/2017 To 07/25/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 2, 2017 3:00 PM
To: Henry, David A FIN:EX
Subject: Add voicemail to 604-775-1677

Hi David,

Just wanted to know if it would be possible to open up a ticket to add a voicemail to my number above. Please let me know if you have any questions. 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: Tuesday, August 1, 2017 10:05 AM
To: Anderson, Dianne S MIT:EX
Subject: RE: Deactivate and New activation of Suite 730 and 770 Passes

Hi Dianne,

Thanks for following up. I sent these cards to building management last week and it is my understanding that they have all been processed to have 24/7 access to the building. Please let me or Amy with the building know if there are any issues. Thanks!

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, August 1, 2017 10:04 AM
To: Tello, Romeo PREM:EX
Subject: FW: Deactivate and New activation of Suite 730 and 770 Passes

Good morning – just following up on the status of programming my request(s) as below.
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: Anderson, Dianne S MIT:EX
Sent: Thursday, July 27, 2017 1:10 PM
To: Tello, Romeo PREM:EX
Subject: Deactivate and New activation of Suite 730 and 770 Passes

Hi as per the following:

First - to be deactivated –

Card s.15.s. in the name of Sumiko Berkinshaw.

Card 17 in the name of Marina Castillo.

Card in the name of Barbera Pearson.

Card in the name of Kara Flanagan.

Now to be programmed for 24/7 access to Suites 730 and 770.

Card s.15,s.1 now in the name of Rob Mingay.
Card 7 now in the name of Pam Shatzko.
Card now in the name of Kathie Currie.
Card in the name of Minister Bruce Ralston.
Card in the name of Hayden Lansdell.
Card in the name of CJ Ritchie.
Card in the name of Christine Little.

Any questions – please let me know.

Thank you, 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

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 1, 2017 8:22 AM
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: August 1, 2017 at 7:49:14 AM PDT
To: "Jang, Monica SBRT:EX" <Monica.Jang@gov.bc.ca>
Cc: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>, "Yap, Joyce MIT:EX" <Joyce.Yap@gov.bc.ca>
Subject: RE: Boardroom, August 3, 930AM, PVO

Hello,

Could we also book a boardroom on Thursday, August 3 from 4-5pm?
Attendees: Minister Sohi, Minister Trevena, Minister Robinson, and staff.

Thank You,

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

From: Jang, Monica SBRT:EX
Sent: Monday, July 31, 2017 2:14 PM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Tello, Romeo PREM:EX; Yap, Joyce MIT:EX
Subject: RE: Boardroom, August 3, 930AM, PVO

Hi Jacqueline,

I've extended the booking from 9:30am to 12:00pm to accommodate both the meetings. Same location in boardroom 2.

Thanks,

Monica.

From: Chapotelle, Jacqueline TRAN:EX
Sent: Monday, July 31, 2017 2:09 PM
To: Yap, Joyce MIT:EX
Cc: Tello, Romeo PREM:EX; Jang, Monica SBRT:EX
Subject: RE: Boardroom, August 3, 930AM, PVO

Hello,

I will need to book another meeting directly after that with Blair Redlin. So I will need it until atleast 12.

Thank you,

J

From: Yap, Joyce MIT:EX
Sent: Monday, July 31, 2017 1:54 PM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Tello, Romeo PREM:EX; Jang, Monica SBRT:EX
Subject: RE: Boardroom, August 3, 930AM, PVO

Hi Jacqueline,

We have Boardroom 2 held your meeting on August 3 at 9:30 am.

Kindly advise how long you would need the boardroom for?

Thank you.

Joyce Yap

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 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: Friday, August 4, 2017 3:46 PM
To: Henry, David A FIN:EX
Subject: Tech for Judy Cavanagh

Hi David,

Just wanted to know if you've received a request to get Judy Cavanagh set up on tech. If not, Judy will be starting in our office next week as the Executive Director of Cabinet Operations in Vancouver and will require IDIR, an iPhone, and a surface pro. Please let me know if this is possible. 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: Friday, August 4, 2017 3:31 PM
To: 'Amy Li'
Subject: Cards for building programming

Hi Amy,

Please see the below list of cards from Dianne in MIT that need 24/7 building access for the 7th floor only.

Now to be programmed for 24/7 access to Suites 730 and 770.

Card ^{s.15,s.1} now in the name of Rob Mingay.
Card ⁷ now in the name of Pam Shatzko.
Card now in the name of Kathie Currie.
Card in the name of Minister Bruce Ralston.
Card in the name of Hayden Lansdell.
Card in the name of CJ Ritchie.
Card in the name of Christine Little.

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, August 4, 2017 3:27 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: CP Access cards not working

Hi Dianne,

These cards have been reprogrammed for 730 and 770. Please let me know if you have any further issues. Thanks 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: Anderson, Dianne S MIT:EX
Sent: Friday, August 4, 2017 11:06 AM
To: Tello, Romeo PREM:EX
Subject: FW: CP Access cards not working
Importance: High

Can you re-program these, please and let me know when they are done.
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: Friday, August 4, 2017 9:47 AM
To: Tello, Romeo PREM:EX
Subject: CP Access cards not working
Importance: High

Good morning – the following cards are not working for entry to Suite 730 or 770:

CP Access Card ^{s.15,s.1}	Hayden Lansdell
CP Access Card ⁷	CJ Ritchie
CP Access Card	Christine Little

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

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 4, 2017 3:23 PM
To: 'Danilo Paunovski'
Subject: Parking information

Hi Dan,

Just wanted to follow up on our conversation the other day and the need to get information on parking and passes. Occupants at 740 will be requiring access to the parkade and I need to be able to figure this out very soon. Please let me know if you have any further questions. 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: Friday, August 4, 2017 3:21 PM
To: 'Amy Li'
Subject: Cards.15,s.1

Hi Amy,

I just wanted to make sure that card^{s.15,s.1} under Mira Oreck has been programmed with 24 hours access. It is my understanding that it may not have been programmed last week when she tried to access the building over the weekend and wanted to make sure that doesn't happen again. Please let me know if this is possible.

Further to your earlier email, all cards submitted to the building from our office will require 6th and 7th floor access. 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: Friday, August 4, 2017 3:18 PM
To: Bertrand, Julie EDUC:EX
Subject: RE: Building Access | 555 West Hastings.

Hi Julie,

I have given the keys back to Andy Schimmel and it's my understanding that he'll be the one to mail it back to you. Please touch base with him to coordinate. If you have any further questions, 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: Bertrand, Julie EDUC:EX
Sent: Friday, August 4, 2017 3:02 PM
To: Tello, Romeo PREM:EX
Cc: Sampson, Laura EDUC:EX
Subject: Building Access | 555 West Hastings.

Good Afternoon Romeo,

My name is Julie Bertrand and I work for Scott MacDonald, Deputy Minister of Education. I am reaching out to you regarding the office at 555 West Hastings st. It is my understanding that starting next week the Ministry of Education will have use of the space again and I would like to arrange to have the building passes mailed back to us.

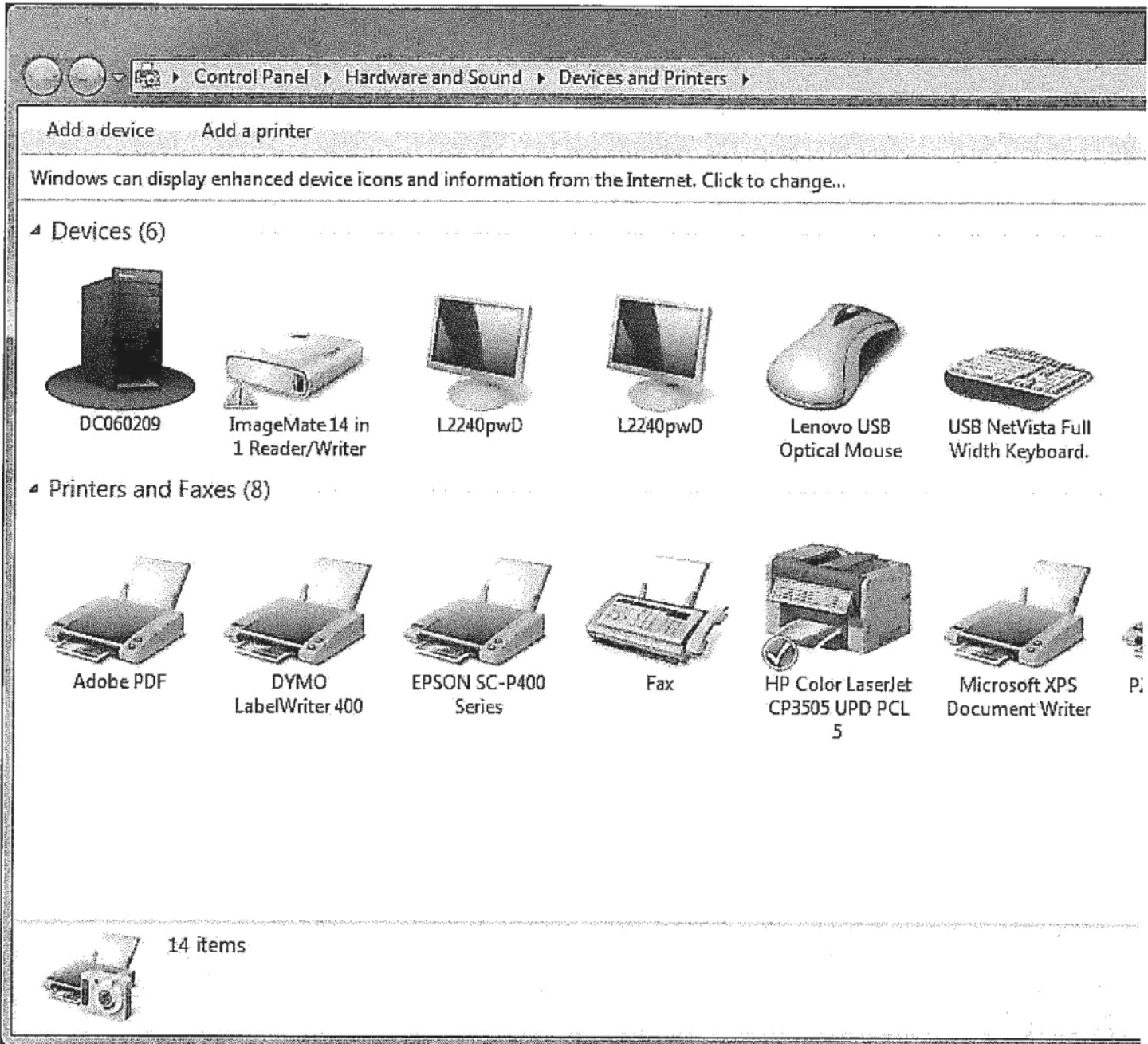
Please let me know if you are the appropriate person to handle this request, and if not, would you be able to direct me to the correct person?

Thank you—

Julie Bertrand | Documents Coordinator
Deputy Minister's Office | Ministry of Education
Phone: (250) 356-1234
Email: Julie.Bertrand@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 4, 2017 10:34 AM
To: Tello, Romeo PREM:EX
Subject: Printers for Surface setup



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, August 4, 2017 8:27 AM
To: DeLarge, Lorne MTIC:EX
Subject: Re: Friday

Hi Lorne,

Realized that I had forgotten to respond to this. I'll be in the office around 9. Would you be ok with swinging by closer to 9:30? Please let me know if this works for you. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

On Aug 3, 2017, at 8:24 AM, DeLarge, Lorne MTIC:EX <Lorne.DeLarge@gov.bc.ca> wrote:

Hi Romeo 8:30 or 9? Let me know which is better for you.

Lorne

From: Tello, Romeo PREM:EX
Sent: Thursday, August 3, 2017 1:00 AM
To: DeLarge, Lorne MTIC:EX
Subject: Re: Friday

Hi Lorne,

Friday morning works for us at PVO. Do you know approximately what time that might be? Just want to make sure I'm in the office when you come by.

Best,
Romeo

Sent from my iPhone

On Aug 2, 2017, at 8:45 AM, DeLarge, Lorne MTIC:EX <Lorne.DeLarge@gov.bc.ca> wrote:

Hi Romeo - I am in Vancouver tomorrow and would like to come by in the morning to both meet you and view the full space. Is that possible?

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, Stn Prov Govt, Victoria BC V8W 9V1

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 3, 2017 5:39 PM
To: 'Amy Li'
Subject: More cards for the building

Hi Amy,

Below are new cards that have been issued to staff:

Sheena McConnell – s.15,s.
17

Lorin Lopetinsky – s.15,s.
17

Dan Louie – s.15,s.

Greg Haasdyk – s.15,s.

Andrew Treskin – s.15,s.1

Simon Scully – s.15,s.
17

Alexa von Fersen – s.15,s.1

Erin Harding – s.15,s.
17

Please let me know if there are any questions.

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, August 3, 2017 1:59 PM
To: Clark, Layne PREM:EX
Subject: RE: Chat

Sure. I'll give you a call at 3. Thanks!

-Romeo

From: Clark, Layne PREM:EX
Sent: Thursday, August 3, 2017 1:58 PM
To: Tello, Romeo PREM:EX
Subject: Chat

Hey Romeo,

Can we chat at 3PM? You can call me at ^{s.22}

Thanks!

L

Layne Clark, Director of Liaison and Coordination
Office of the Premier | Government of BC
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 9, 2017 2:24 PM
To: "Kelssay Hurd" (Kelssay.Hurd@wsi.brookfieldgis.com)
Subject: More access cards needed

Hi Kelssay,

Hope you're well. I was told that I should contact you to get a work order started on more building cards for staff and government officials. Please let me know if you'd be the right person to contact about this, or if you need any more info from me.

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, August 9, 2017 2:14 PM
To: 'Danilo Paunovski'
Subject: RE: Parking information

Hi Dan,

Just wanted to follow up with this again to see if you're heard back from Westpark. We have a number of staff starting in the next week who will need access to parking and I'm hoping to be able to accommodate them. 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: Tuesday, August 8, 2017 10:15 AM
To: Tello, Romeo PREM:EX
Subject: RE: Parking information

Good Morning, Romeo.

I have not heard from the Westpark office on this as of yet, but I'll follow up on it today.

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

From: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]
Sent: August-04-17 3:23 PM
To: Danilo Paunovski
Subject: Parking information

Hi Dan,

Just wanted to follow up on our conversation the other day and the need to get information on parking and passes. Occupants at 740 will be requiring access to the parkade and I need to be able to figure this out very soon. Please let me know if you have any further questions. 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, August 9, 2017 1:45 PM
To: Loubert, Danny MIT:EX
Subject: FW: Friday August 11 11-12 meeting

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

From: White, Christine CSCD:EX
Sent: Wednesday, August 9, 2017 1:39 PM
To: Tello, Romeo PREM:EX
Subject: Friday August 11 11-12 meeting

Attendees:

MSR
MSS
DM JD
A/D GS
Lisa Leslie
Jane Hurtig
Leah Squance
Shayne Ramsay – BC Housing

THANK YOU for all your awesome help!

Christine White, Administrative Coordinator
Office of the Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Office: 250-387-6478 Mobile: 250-812-8894

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 8, 2017 3:33 PM
To: Lee, Penny FIN:EX
Subject: RE: 808757-50007-Romeo Tello-Change voicemail on 604-775-1677

Hi Penny,

Just wanted to follow up on this and see if this request has been processed. If I'm missing an email with the new information, I apologize as I can't seem to locate it. Otherwise, please let me know. Many thanks in advance 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

From: Lee, Penny FIN:EX
Sent: Thursday, August 3, 2017 2:11 PM
To: Tello, Romeo PREM:EX
Cc: Henry, David A FIN:EX
Subject: 808757-50007-Romeo Tello-Change voicemail on 604-775-1677

Hi Romeo, as per our telephone conversation, I have submitted I-store 808757 to request to change the transfer voicemail box to a voicemail box on 604-775-1677. I have asked to rush this order and will advise when it has been completed. Please let me know if you have any questions. Thank you.

Penny Lee

Telephone Coordinator
Ministry of Finance, Corporate Services, Information
Management Branch
Supporting Finance, Office of the Premier and various
other agencies
9-250-387-8912

Corporate
Services Division
Ministry of
Finance

 **Best
Places
to Work**
2016 Winner

From: Henry, David A FIN:EX
Sent: Wednesday, August 2, 2017 3:07 PM

To: Tello, Romeo PREM:EX; FIN IMB Service Desk (78912) FIN:EX
Subject: Request: Add voicemail to 604-775-1677

For sure Romeo.

Service desk: possible to add VM to phone # as below?

Much appreciated,
David

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-08-02 3:00 PM (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Subject: Add voicemail to 604-775-1677

Hi David,

Just wanted to know if it would be possible to open up a ticket to add a voicemail to my number above. Please let me know if you have any questions. 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: Tuesday, August 8, 2017 2:57 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72547 Records Due August 11, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 2:49 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72547 Records Due August 11, 2017

*This is an **ALL STAFF** Call for Records.*

Please let me know by August 11th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All correspondence between the selected ministries or offices and the Conservation Officer Service regarding the status of the service's investigation into the Mount Polley Mine Disaster of Aug. 4, 2014 excluding scientific reports.

(Date Range for Record Search: From 08/04/2014 To 07/25/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Tuesday, August 8, 2017 2:47 PM
To: Farmer, Susan PREM:EX
Subject: FW: Message needed from the Premier

Hi Susan,

Is this something your branch would look after? Please let me know if you have any questions about this or if I should direct this to someone else first. Many thanks in advance 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

From: Amir B. [mailto:s.22]
Sent: Tuesday, August 8, 2017 2:45 PM
To: Tello, Romeo PREM:EX
Subject: Message needed from the Premier

Hi Romeo,

A well know Iranian artist is visiting Vancouver on saturday and we were thinking of giving her a message/certificate from the Premier. She already received a welcome from Ontario's premier Wynne, on her visit to Toronto.

(<https://www.facebook.com/rmoridi/posts/719357294914259>)

I can help with the background and script, and hopefully we will have an MLA handing her the certificate.

Let me know if it can be done.

Oh, and here's the event:
<https://www.facebook.com/events/123580038205396/>

Thanks a tons,

Amir

P.S.(There was a separate video message requested from the Premier's office for a different. They're not the same thing. This one is written. Apologies in advance for any possible confusion confusion)

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 8, 2017 2:42 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72523 Due August 10, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Thursday, August 3, 2017 3:13 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72523 Due August 10, 2017

*This is an **ALL STAFF** Call for Records.*

Please let me know by August 10th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Any communications from Petronas or Pacific NorthWest LNG.

(Date Range for Record Search: From 03/01/2017 To 07/26/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Tuesday, August 8, 2017 2:42 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72540 Due August 11, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 2:41 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72540 Due August 11, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 11th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

A copy of all departmental transition briefing notes, and emails that mention: taxi; Uber; ride hailing; ride sourcing; ridesharing; Udi Kuaiche; or Raccoon Go.

(Date Range for Record Search: From 01/01/2017 To 07/24/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Tuesday, August 8, 2017 12:49 PM
To: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX; Loubert, Danny MIT:EX
Subject: FW: 9:00AM Panel 2: Interview #1 s.22

Please see the note below

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

From: Maura Parte [mailto:s.22] |
Sent: Tuesday, August 8, 2017 12:45 PM
To: Tello, Romeo PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Re: 9:00AM Panel 2: Interview #1 s.22

Hello Romeo,

Can you please start sending email to maura.parte@gov.bc.ca.

Thank you

Sent from my iPhone

On Aug 8, 2017, at 11:56 AM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

s.22

<mime-attachment.ics>

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 8, 2017 11:52 AM
To: Henry, David A FIN:EX
Cc: PREM Technology Support
Subject: RE: Tech for Judy Cavanagh

Hi David,

Got some clarification on this request. Judy Cavanagh will be an ADM (Vancouver Cabinet Office and Special Projects) in the Premier's Office. Therefore the coding for her should be under PREM. Hope this provides some clarity for you. Please let me know if you have any further questions. 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: Henry, David A FIN:EX
Sent: Tuesday, August 8, 2017 7:08 AM
To: Tello, Romeo PREM:EX
Subject: RE: Tech for Judy Cavanagh

Good morning Romeo,

For sure. I will get this request in. ServiceDesk is now submitting requests for these types of orders – no longer in transition mode – so they may be in contact for some more details.

One key item: Will she be under CABOPS funding or is she under PREM? Is she under Elizabeth and all? Need the correct coding to get her account and equipment etc.

David

From: Tello, Romeo PREM:EX
Sent: August 4, 2017 3:46 PM
To: Henry, David A FIN:EX
Subject: Tech for Judy Cavanagh

Hi David,

Just wanted to know if you've received a request to get Judy Cavanagh set up on tech. If not, Judy will be starting in our office next week as the Executive Director of Cabinet Operations in Vancouver and will require IDIR, an iPhone, and a surface pro. Please let me know if this is possible. 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: Tuesday, August 8, 2017 11:16 AM
To: Valley, Nancy PSA:EX
Subject: RE: Onboarding Forms for Political Staff

Hi Nancy,

Just wanted to see if you might have my government employee id number on hand? If not, do you know who I might be able to get it from? Many thanks in advance 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

From: Valley, Nancy PSA:EX
Sent: Tuesday, August 1, 2017 3:41 PM
To: Tello, Romeo PREM:EX
Subject: Onboarding Forms for Political Staff

Hi Romeo,

As promised, here are the electronic versions of the forms.

I want the following forms emailed back to me:

- Contact
- Standards of Conduct
- ICT Agreement
- Taxes (please sign and scan both sides) and the Direct Deposit (send scan a VOID cheque).

Please note:

The original Group Life Beneficiary Designation form must be mailed to:

Benefits Service Centre
Block E – 2261 Keating Cross Road
Saanichton BC V8M 2A5

Pension forms to go BC Pensions – address is on the applicable form.
Insurance forms go to Great-West Life – address is on the applicable form.
MSP goes to the Ministry of Health – address is on the applicable form.

If you have any questions, do not hesitate to give me a call.

Nancy Valley, Program Assistant

Executive Development and Diversity - Talent Management Division
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 250-812-9268
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 11, 2017 5:14 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: PCard and Travel cards for Vancouver staff

Please see the form in the link below.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cleaver, Sheila C FIN:EX
Sent: Monday, July 31, 2017 9:35 AM
To: Tello, Romeo PREM:EX
Subject: RE: PCard and Travel cards for Vancouver staff

Hi Romeo,

Please find attached the Form required to apply for a Bank Of Montreal (BMO) Travel Card. Please have the cardholder complete, have their Expense Authority (EA) sign and scan the form back to me. Cards take about 7-10 business days to arrive.

FIN643 - [BMO Travel Card Application Form](#)

Cardholder to read Appendix 1 and 2 which will print with this form.

Please Complete the following sections:

- **Date of Request**
- **Type of Request**
- **Ministry Name**
- **Employee Information**
- **Statement Mailing Address**
- **Employee Account Authorization Controls** - There are 3 Limits on the Travel Cards, the standard Limits are as follows. These are just standard limits and should be adjusted accordingly to what the cardholder will require.
 - Maximum Single Transaction Limit - \$2,000.00
 - Monthly Transaction Limit - \$10,000.00
 - Daily Cash Advance Limit - \$200.00
- **Declaration** – To be signed by cardholder AND Expense Authority
- **Additional Account Set-Up Information** - I will complete this section

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl, 617 Government St. Victoria, BC V8W 9V1
Phone# (250) 208-8490

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, August 11, 2017 2:53 PM
To: Werk, Ryan FIN:EX
Subject: RE: PVO Office

Hi Ryan,

Thanks very much for your help in getting us set up so far. We will need help next week with staff set up. Mainly for Judy Cavanagh who's the new ED for PVO. I want to know if you know when her Surface Pro and phone might be ready for set up? Please let me know what date one of you will be in Vancouver so I can give the office a heads up.

Additionally, we were also wondering if it would be possible to replace a number of square screens in the office for rectangle screens? And to obtain adapters for the screens to function with laptops. Please let me know if you have any further questions. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Werk, Ryan FIN:EX
Sent: Thursday, August 10, 2017 4:43 PM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: RE: PVO Office

Afternoon Romeo,

Hope all is well. I know last time I was there, Mira was hiring a bunch of new staff for various positions. If the Vancouver office requires any support for new setups or existing technical issues at all next week, let us know.

Looking at the Cabinet calendar, it appears that just TB and DMO meetings late next week, so not sure if video conferencing is required or not?

Thank you,

Ryan Werk
Systems Analyst
Offices of the Premier/ Ministry of Finance
Tel #: 250-889-3111
VIP#: 250-953-5151

Corporate
Services Division
Ministry of
Finance

 Best
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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 11, 2017 11:57 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: PCard and Travel cards for Vancouver staff

Send to Sylvia.murphy@gov.bc.ca

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cleaver, Sheila C FIN:EX
Sent: Monday, July 31, 2017 9:35 AM
To: Tello, Romeo PREM:EX
Subject: RE: PCard and Travel cards for Vancouver staff

Hi Romeo,

Please find attached the 2 forms required to apply for a Bank Of Montreal (BMO) Purchase Card. Please complete, have your Expense Authority (EA) sign and scan the forms back to me. Cards take about 7-10 business days to arrive.

FIN 113 – Purchase Card Application Form

Please Complete the following sections:

- **Ministry Name**
- **Type of Request**
- **Employee (Cardholder) Information**
- **Authorization** - There are 2 Limits on the cards, the standard (maximum) Limits are as follows. These are just standard limits and should be adjusted accordingly for your operational needs. Monthly Limit - \$50,000 AND Per Transaction Limit - \$5,000
- **Additional Account Set-Up Information** - I will complete this section

FIN 113A - Purchase Card Acknowledgement Form

- **Cardholder to read this form, then print and sign name and enter employee ID#.**

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (250) 208-8490

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: Thursday, August 10, 2017 7:11 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72594 Due August 17, 2017

I have no records on this

Sent from my iPhone

On Aug 10, 2017, at 7:08 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

*This is an **ALL STAFF** Call for Records*

Please let me know by August 17th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any e-mail exchanges with the Premier or his direct staff that reference Andrew Weaver.

(Date Range for Record Search: From 07/18/2017 To 07/27/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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, August 10, 2017 7:10 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72567 Records Due August 16, 2017

I have no records on this.

Sent from my iPhone

On Aug 10, 2017, at 7:08 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

*This is an **ALL STAFF** Call for Records*

Please let me know by August 16th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All correspondence between the B.C. Green Party caucus/B.C. Green Party Leader and the Premier's office.

(Date Range for Record Search: From 07/18/2017 To 07/31/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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, August 10, 2017 7:09 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72561 Due August 16, 2017

I have no records on this.

Sent from my iPhone

On Aug 10, 2017, at 7:07 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records

Please let me know by August 16th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

In relation to the provincial government commissioned Ernst and Young report titled ICBC Affordable and Effective Aut Insurance - A New Road Forward for British Columbia: Any comments from the provincial government on earlier drafts the final report as well as comments from stakeholders on earlier drafts; Documentation sufficient to determine when the final draft was sent to the provincial government including a letter of transmission if one exists; Any communication planning documents related to this study, including drafts.

(Date Range for Record Search: From 05/01/2017 To 07/27/2017)

*****Reminder to please send records to me as PDF*****

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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, August 10, 2017 7:09 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72649 Records Due August 21, 2017

I have no records on this

Sent from my iPhone

On Aug 10, 2017, at 7:05 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records

Please let me know by August 21st whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents including e-mails texts or Instant messages memos etc held by the Premier and/or their political staff that reference the Site C Dam.

(Date Range for Record Search: From 07/18/2017 To 08/02/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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, August 10, 2017 7:06 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72603 Due August 18, 2017

I don't have any records on this request

Sent from my iPhone

On Aug 10, 2017, at 7:04 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

This is an ALL STAFF Call for Records

Please let me know by August 18th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents including briefing documents e-mails texts, media lines etc. regarding the changes made to the official fire threat level in Williams Lake and the evacuation order and its lifting.

(Date Range for Record Search: From 07/23/2017 To 07/28/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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, August 10, 2017 4:38 PM
To: Murphy, Sylvia FIN:EX
Subject: PCard application form
Attachments: Scan_20170810.pdf

Hi Sylvia,

Sending this PCard application for myself to you in Sheila's absence. Hope you're able to help me get this processed. Please let me know if you have any further questions. 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: Thursday, August 10, 2017 2:43 PM
To: Nash, Amber PREM:EX; Farmer, Susan PREM:EX
Subject: RE: Message needed from the Premier

Hi,

I'm told that Bowinn Ma will be in attendance. I'm also told that the message should be a welcome message also celebrating and reflecting on the contributions the actress has made to Iranian cinema since she is a big icon in the Iranian community. Let me know if you have further questions and I'll try my best to get the answers to them.

Best,
-Romeo

From: Nash, Amber PREM:EX
Sent: Thursday, August 10, 2017 2:00 PM
To: Farmer, Susan PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Message needed from the Premier

Hi Romeo,

I'm unclear what the greeting was for – to celebrate a particular event, date or just a general welcome greeting. Any further information you have on this would be helpful.

I've also not aware of any invite to this event – do you know if any MLAs are attending?

Thanks!
Amber

From: Farmer, Susan PREM:EX
Sent: Tuesday, August 8, 2017 3:09 PM
To: Nash, Amber PREM:EX
Cc: Huycke, Kayla PREM:EX
Subject: FW: Message needed from the Premier

Hi Amber – pls see the msg below from Romeo (& Amir).

Please confirm if this is one we want to go ahead with – not sure who will be determining which MLA would be presenting it...

KAYLA – including you as an FYI at this point... awaiting direction from Amber.

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 8, 2017 2:47 PM
To: Farmer, Susan PREM:EX
Subject: FW: Message needed from the Premier

Hi Susan,

Is this something your branch would look after? Please let me know if you have any questions about this or if I should direct this to someone else first. Many thanks in advance 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

From: Amir B. [mailto:s.22]
Sent: Tuesday, August 8, 2017 2:45 PM
To: Tello, Romeo PREM:EX
Subject: Message needed from the Premier

Hi Romeo,

A well know Iranian artist is visiting Vancouver on saturday and we were thinking of giving her a message/certificate from the Premier. She already received a welcome from Ontario's premier Wynne, on her visit to Toronto.

(<https://www.facebook.com/rmoridi/posts/719357294914259>)

I can help with the background and script, and hopefully we will have an MLA handing her the certificate.

Let me know if it can be done.

Oh, and here's the event:
<https://www.facebook.com/events/123580038205396/>

Thanks a tons,

Amir

P.S.(There was a separate video message requested from the Premier's office for a different. They're not the same thing. This one is written. Apologies in advance for any possible confusion confusion)

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 10, 2017 10:23 AM
To: Loubert, Danny MIT:EX; Yap, Joyce MIT:EX
Subject: FW: PVO room booking - Aug 15, 1130-1230

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

From: Brosz, Corinne M ENV:EX
Sent: Thursday, August 10, 2017 10:23 AM
To: Tello, Romeo PREM:EX
Subject: PVO room booking - Aug 15, 1130-1230

Hello Romeo,

Could I please book a room at PVO on Tuesday Aug 15, from 11:30-12:30.

Up to 4 people will be attending.

Cheers,

Corinne Brosz
Administrative Assistant to the **Honourable George Heyman**
Minister of Environment and Climate Change Strategy

*Room 112, Parliament Buildings
Victoria, B.C. V8V 1X4
P: 250-387-1187
F: 250-387-1356*

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 10, 2017 9:14 AM
To: Anderson, Dianne S MIT:EX
Subject: RE: Canada Place Parking information

Hi Dianne,

Many thanks for this. This is very helpful. And no, haven't received a call from Tracy Magee yet.

-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: Thursday, August 10, 2017 9:13 AM
To: Tello, Romeo PREM:EX
Subject: Canada Place Parking information

Good morning Romeo – Dan the building manager was just here and he was asking about your office inquiring about parking space. We have the following contact to inquire about getting a parking spot(s) for your office if required:

Himani Khatter, Parking Coordinator
Leasing Services | Real Property Division | Ministry of Citizens' Services
PO Box 9412 Stn Prov Govt | Victoria BC | V8W 9V1 | e: himani.khatter@gov.bc.ca

Give them a call or email.

Did Tracy Magee call you back about the MCR# for 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

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 9, 2017 5:31 PM
To: Schimmel, Andy MTIC:EX
Subject: Re: Returning Passes for 555 West Hastings

Hi Andy,

Thanks for touching base on this. As per our previous conversation, all passes that were returned to me were handed over to you. The passes that did not come back can be assumed as lost cards. I hope this helps, but if there are any further questions, please don't hesitate to let me know.

Best,
Romeo

Sent from my iPhone

On Aug 9, 2017, at 5:23 PM, Schimmel, Andy MTIC:EX <Andy.Schimmel@gov.bc.ca> wrote:

Romeo

Can you help us out here...you will have to read the email string. The pass numbers that were returned by you are attached

Andy Schimmel | Director, Strategic Initiatives

Accommodation Management | Real Property Division | Ministry of Citizens' Services

Ph: 604-660-4331 | **cell** 604-314-0046 | 7 th floor - 865 Hornby Street, Vancouver, BC, V6Z 2G3

From: Sampson, Laura EDUC:EX
Sent: Wednesday, August 9, 2017 5:02 PM
To: Schimmel, Andy MTIC:EX
Cc: Edmonds, Bruce EDUC:EX
Subject: RE: Returning Passes for 555 West Hastings

Hello again,

David delivered the passes today; however, there are still some passes outstanding (see below). Do you know if they are at West Hastings, or if they are still being used?

s.15,s.1	
7	

From: Sampson, Laura EDUC:EX
Sent: Wednesday, August 9, 2017 10:55 AM
To: Schimmel, Andy MTIC:EX
Subject: RE: Returning Passes for 555 West Hastings

Thanks Andy. We've connected with David to get the passes back.

From: Schimmel, Andy MTIC:EX
Sent: Wednesday, August 9, 2017 9:54 AM
To: Sampson, Laura EDUC:EX
Cc: Edmonds, Bruce EDUC:EX; Henry, David A FIN:EX; Teng, Zita EDUC:EX
Subject: RE: Returning Passes for 555 West Hastings

Laura

Attached is the list of passes that were returned by the NDP transition team. These cards were delivered by David Henry to Zita Teng in Victoria

Andy Schimmel | Director, Strategic Initiatives
Accommodation Management | Real Property Division | Ministry of Citizens' Services
Ph: 604-660-4331 | **cell** 604-314-0046 | 7 th floor - 865 Hornby Street, Vancouver, BC, V6Z 2G3

From: Sampson, Laura EDUC:EX
Sent: Wednesday, August 9, 2017 9:25 AM
To: Schimmel, Andy MTIC:EX
Cc: Edmonds, Bruce EDUC:EX
Subject: Returning Passes for 555 West Hastings

Hi Andy,

I understand you are the contact person for the building passes we loaned to the new gov't transition team. Here is the list of the passes we loaned out:

CardNumber
s.15,s.1 7

We have also heard from Teresa Ward at your ministry and Kelssay Hurd at WSI; however, the passes they separate from the ones we lent out.

(I've cc'd our facilities Manager, Bruce Edmonds, for his information as he assists with managing our building passes.)

Please courier our passes to my attention at the address below as soon as possible since we need access to the building again this week.

Ministry of Education
620 Superior St
Victoria BC V8V 1V2

Thank you,

Laura Sampson | Senior Executive Assistant
Deputy Minister's Office | Ministry of Education
Ph: 250-387-2026 E: laura.sampson@gov.bc.ca

<mime-attachment>

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 9, 2017 5:15 PM
To: danp@opwtc.ca
Subject: A/V for event at PVO tomorrow

Hi Dan,

Head's up that we have an AV crew of 3 people coming at 7:30am tomorrow. We will have staff on site but we were asked to give you/security a heads up for tomorrow. Please let me know if you have any questions.

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 9, 2017 2:34 PM
To: 'Kelssay Hurd'
Subject: RE: More access cards needed

Hi Kelssay,

Thanks for this info. Do you know who authorized callers or people with MCRs may be? At this time we have no clue who has these authorizations and am hoping you might have names on file. Or a process in becoming an authorized caller and getting an MCR. As you know there has been a bunch of information that wasn't passed along during transition, and if you have any of that information available we'd be very appreciative! Please let me know if you have any details. Many, 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

From: Kelssay Hurd [<mailto:Kelssay.Hurd@wsi.brookfieldgis.com>]
Sent: Wednesday, August 9, 2017 2:29 PM
To: Tello, Romeo PREM:EX
Subject: RE: More access cards needed

Hi Romeo,

Whoever your authorized caller is needs to call in an MCR work order to WSI. Once that is initiated our projects team will get the cards for you.

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: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]
Sent: Wednesday, August 09, 2017 2:24 PM
To: Kelssay Hurd <Kelssay.Hurd@wsi.brookfieldgis.com>
Subject: More access cards needed

Hi Kelssay,

Hope you're well. I was told that I should contact you to get a work order started on more building cards for staff and government officials. Please let me know if you'd be the right person to contact about this, or if you need any more info from me.

Best,
Romeo

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

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 11:19 AM
To: Tsang, Robin FIN:EX
Subject: RE: Tech for Judy Cavanagh

Morning Robin,

Thanks for your help on this. I heard about the situation this morning – Judy and myself will be talking to Cabinet Operations to ensure that these meetings are better coordinated and communicated to us.

With regards to the video conference system, I've been trained on it during Ryan's most recent visit to our office but it will be very useful for Danny to get trained on it since he will be taking on front desk duties permanently. Tuesday would be best for us as our office will be relatively calm that day.

Additionally, I just wanted to seek clarification about an inventory sweep. Does this mean a general count of tech in the office? More details would be greatly appreciated.

Please let me know. Many, many thanks in advance for all your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 9:36 AM
To: Tello, Romeo PREM:EX; PREM Technology Support
Subject: Re: Tech for Judy Cavanagh

Hi Romeo:

Her Surface just arrived but it will take 1-2 days to patch before it can be used.

Also, we would like to give you guys a training using the Video Conference system in the Cabinet Boardroom. There was a situation/confusion this morning a Minister and a DM didn't make it to Victoria to attend the Treasury Board meeting. TB requested us to connect the VC in PVO Cabinet Boardroom.

Is there a day next week works and I will be there? I will need to do an inventory sweep as well.

I will follow up with the iPhone 7 order.

Thanks,
Robin

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-08-17 9:17 AM (GMT-08:00)
To: PREM Technology Support <s.17
Subject: Tech for Judy Cavanagh

Hi there,

Just wanted to know if an iPhone 7 and a Surface Pro 4 has been ordered for Judy Cavanagh? She started at PVO last week and we want to know when her equipment is expected to arrive. Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 10:22 AM
To: Privett, Don PREM:EX
Subject: Great talking to you

Hi Don,

Great talking to you this morning. Below is my contact info for the contact sheet. Please let me know if you have other questions. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 9:18 AM
To: PREM Technology Support
Subject: Tech for Judy Cavanagh

Hi there,

Just wanted to know if an iPhone 7 and a Surface Pro 4 has been ordered for Judy Cavanagh? She started at PVO last week and we want to know when her equipment is expected to arrive. Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 5:42 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: contact info

Roseanne can be reached at roseanne.moran@leg.bc.ca, at her desk at 250-953-4645, or on her cell at s.17

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 16, 2017 5:38 PM
To: Tello, Romeo PREM:EX
Subject: contact info

Any chance you have Roseanne Moran's email or phone number?

Thanks.
Judy

Judy Cavanagh
Executive Director, Operations and Strategic Initiatives
Vancouver Premier's Office
Vancouver, British Columbia

P: 1-604-775-1600

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 3:20 PM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hi Jacqueline,

We'll make an exception for the Minister's 8am meeting tomorrow but please note that we'll need more than a day's notice should the minister need room at PVO outside of regular hours (9-5). This is to ensure that staff will be on site to let the Minister and her guests in. Please let me know if you have any further questions.

Additionally, moving forward, please only contact Danny with copy to me about room bookings as Danny will become the permanent support staff at PVO. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Chapotelle, Jacqueline TRAN:EX
Sent: Wednesday, August 16, 2017 2:50 PM
To: Loubert, Danny MIT:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Jang, Monica SBRT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hello,

Could we please book boardroom 3 tomorrow starting at 8AM? – We have a booking with you for 9AM but we are wondering if we can extend from 8AM – 9.45?

Kindly,

Jacqueline

From: Loubert, Danny MIT:EX
Sent: Thursday, August 10, 2017 10:47 AM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Jang, Monica SBRT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hi Jacqueline,

I will have a look around and see if I can find it.

Warmest Regards,

Danny

From: Chapotelle, Jacqueline TRAN:EX
Sent: Thursday, August 10, 2017 10:37 AM
To: Jang, Monica SBRT:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hello,

My Minister believed she left a silver fountain pen at the PVO. Would you by chance have found one there? The Minister can pick it up next week when she has her meeting.

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

From: Jang, Monica SBRT:EX
Sent: Tuesday, August 8, 2017 12:06 PM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hi Jacqueline,

I've booked Minister Trevena into Boardroom 2 for Aug 17, 2017, 4:00pm-4:45pm.

Should there be more than 2 staff attending, can you advise as the boardroom fits 5-6.

Thank you,

Monica.

From: Chapotelle, Jacqueline TRAN:EX
Sent: Tuesday, August 8, 2017 12:03 PM
To: Jang, Monica SBRT:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Oh my apologies, 4-4:45PM if possible.

From: Jang, Monica SBRT:EX
Sent: Tuesday, August 8, 2017 12:03 PM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Yap, Joyce MIT:EX; Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: RE: PVO Boardroom Aug 17, 2017

Hi Jacqueline,

Can you advise what time you would like?

Note that I've copied in Danny Loubert who will be taking over for me after today.

Cheers,

Monica.

From: Chapotelle, Jacqueline TRAN:EX
Sent: Tuesday, August 8, 2017 11:32 AM
To: Tello, Romeo PREM:EX
Cc: Jang, Monica SBRT:EX; Yap, Joyce MIT:EX
Subject: PVO Boardroom Aug 17, 2017

Good Afternoon,

May I please book a boardroom in the PVO for Minister Trevena, Derrick Harder, Malcolm Brodie, and his staff on Thursday, August 17, 2017.

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: Wednesday, August 16, 2017 2:09 PM
To: Cavanagh, Judy PREM:EX
Subject: Running list of items for SOP

Hi Judy,

Below is what I have so far. Please let me know what else you'd like added to this list. Many thanks!

- Organizational structure
- Booking boardroom space
- Protocol on how rooms are given
- Answering public inquiries
- Telepresence access
- Card access
- Purchasing and expenses
- After-hours access
- Emergency procedures
- When the Premier is in
- Ordering supplies
- Printers (names and how to add)
- Building maintenance
- Key contacts
- Coffee, water, catering
- Technology (who to contact)
- Facilities and furniture
- Mail and correspondence
- Travel booking and expenses

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 2:06 PM
To: Richter, Connie JAG:EX
Subject: RE: Bookings for s.15,s.17 at 999 Canada Place, Vancouver

Hi Connie,

You will still be able to book the rooms via outlook like you have done in the past. Let me know if you have any further questions. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Richter, Connie JAG:EX
Sent: Tuesday, August 15, 2017 3:13 PM
To: Tello, Romeo PREM:EX
Cc: Dayman, Marlene JAG:EX
Subject: Bookings for s.15,s.17 at 999 Canada Place, Vancouver

Good afternoon, Romeo.

Our Deputy, Richard Fyfe, has a card and he uses the boardrooms on the s.15,s.17 quite often. I'll ask him to stop by the next time that he's over there to ensure that his card is still active.

However, are we able to book the rooms via Outlook, like we've done in the past, or do we contact you directly?

Thank you,

Connie Richter | Manager, Executive Operations
Deputy Attorney General's Office
Ministry of Attorney General
11th Floor, 1001 Douglas Street | Victoria BC V8W 9J7
☎ 250-387-1578

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 12:58 PM
To: Higgins, Keira PREM:EX
Subject: RE: PVO

Hi Keira,

We're looking to ensure the Deputy Minister to the Premier has a permanent office at PVO. Are there any specifications for the Deputy Minister? Any requirements for an office in Vancouver? Additionally, do you know what was traditionally done for the previous Deputy Premier? Any help you can give is appreciated so we can give the most appropriate office to him. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Wednesday, August 16, 2017 10:29 AM
To: Tello, Romeo PREM:EX
Subject: RE: PVO

Hi Romeo,

Do you know if Don has been or is being provided a permanent office at PVO?

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Loubert, Danny MIT:EX
Sent: Tuesday, August 15, 2017 3:10 PM
To: Higgins, Keira PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: PVO

Hi Keira,

We will book the Executive Boardroom for DM Don Wright to meet with his guests.
Will The DM be bringing his own Laptop or will he require a workstation?

If you could direct your inquiry to Romeo Tello with regards to a permanent office he would be happy to assist.

Warmest Regards,

Danny Loubert

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 15, 2017 2:26 PM
To: Loubert, Danny MIT:EX
Subject: RE: PVO

Hi Danny,

Here is the line-up for Don Wright's meetings on Thursday (so you know which outside groups to expect).

10:00-10:30 - MEETING: Don Wright, Marcia Smith (VP Sustainability and External Affairs), Tom Syer (Director Govt Affairs) – Teck
1:00-1:30 - MEETING: Don Wright and Ken Kalesnikoff (ILMA Board Chair) - Interior Lumber Manufacturers Association
2:00-2:30 - MEETING: Don Wright, Val Litwin (President and CEO BC Chamber), Dan Baxter (Director of Policy Development, Government & Stakeholder Relations)
2:45 – 3:30 - MEETING: Don Wright and Grand Chief Doug Kelly

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 15, 2017 1:57 PM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX
Subject: Re: PVO

Hi Danny,

That is great. When the permanent receptionist arrives I will talk to him/her about securing Don a permanent office.

Thanks,

Keira

Sent from my iPhone

On Aug 15, 2017, at 1:12 PM, Loubert, Danny MIT:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Keira,

I am filling in for Reception this week and the week next. We can offer DM Wright the Chief of Staff's Office as he's away this Thursday. Please let us know if this will work.

Warmest Regards,

Danny Loubert
Premier's Vancouver Office
604-775-1600

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 15, 2017 12:47 PM
To: Tello, Romeo PREM:EX
Subject: PVO

Hi Romeo,

Do you know if anyone has been hired for main reception at PVO? I have Don Wright coming to work over there on Thursday and want to ensure he still has an office secured in the building.

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 12:41 PM
To: White, Emily EDUC:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: Booking rooms at PVO - August 24th - Minister Conroy

Hi Emily,

Thanks for this email. I'm copying Danny on this email to hold boardrooms for Minister Conroy's meetings. We need to review the meetings with our ED before giving the green light. He will be in touch tomorrow to confirm.

Could you please send us the guest list/the general nature of the meetings so that we can ensure the most appropriate boardroom is given to the Minister and her guests for her meetings? Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: White, Emily EDUC:EX
Sent: Wednesday, August 16, 2017 10:51 AM
To: Tello, Romeo PREM:EX
Subject: Booking rooms at PVO - August 24th - Minister Conroy

Hi Romeo –

I'm looking to book a boardroom at PVO for a four meetings Minister Conroy has on August 24th.

10:00am – 11:00am: Meeting with 3 people
11:00am – 12:00pm: Meeting with 3 people
1:00pm-2:00pm: Meeting with 3 people
2:30pm – 3:30pm: Meeting with 17 people

The 2:30pm meeting might shift in time, but I will advise you if that is the case.

Are you able to help me secure a boardroom for these meetings?

Thank you very much!

Best,

Emily White
Administrative Coordinator
The Hon. Katrine Conroy
Minister of Children and Family Development
The Hon. Katrina Chen

Minister of State for Child Care

Main Line: 250-387-2054

Cell: 250-812-6917

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 16, 2017 12:01 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Staffing Memo
Attachments: 2017-08-16_MA-memo-staffing.docx

Hi Judy,

Here it is attached. Please let me know if you have further questions.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 16, 2017 11:19 AM
To: Tello, Romeo PREM:EX
Subject: Staffing Memo

Hi Romeo,

Attached is the memo regarding Staffing issues. Please prepare it in a memo format.

Do not send it until I've reviewed it with Maura and Kate.

Thanks.

Judy

Judy Cavanagh
Executive Director, Operations and Strategic Initiatives
Vancouver Premier's Office
Vancouver, British Columbia

P: 1-604-775-1600

Tello, Romeo PREM:EX

From: Tello, Roméo PREM:EX
Sent: Tuesday, August 15, 2017 4:32 PM
To: Behrens, Marlene GCPE:EX
Subject: Andy Schimmel contact info

Hi Marlene,

His contact info is below:

Andy Schimmel | Director, Strategic Initiatives

Accommodation Management | Real Property Division | Ministry of Citizens' Services

Ph: 604-660-4331 | *cell* 604-314-0046 | 7 th floor - 865 Hornby Street, Vancouver, BC, V6Z 2G3

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 15, 2017 2:46 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: For contact list

With regards to contact lists, Elizabeth says that they have an assistant coming in tomorrow who will help finalize the contact list and will circulate once that is available.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, August 15, 2017 2:39 PM
To: Tello, Romeo PREM:EX
Subject: For contact list

From: Aaron, Sage PREM:EX

My cell 788-678-0832.
Desk 250-387-1398.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 15, 2017 10:55 AM
To: Murphy, Sylvia FIN:EX
Subject: RE: BMO Card

Hi Sylvia,

Please send it to:

Attn: Romeo Tello
Premier's Vancouver Office
740-999 Canada Place
Vancouver, BC V6C 3E1

Thanks again for all your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Murphy, Sylvia FIN:EX
Sent: Tuesday, August 15, 2017 10:52 AM
To: Tello, Romeo PREM:EX
Subject: BMO Card

Hi Romeo,

Your BMO card has arrived today – what address would you like it sent to ?

Thanks,

Sylvia

Sylvia Murphy
Financial Services Representative
Corporate Financial and Facilities Services Branch
Ministry of Finance
617 Government Street, 3rd Floor
Victoria BC V8V 2L9
Phone: (778) 677-0083 Fax: (250) 356-7326
E-mail: Sylvia.Murphy@gov.bc.ca
Website: <http://www.fin.gov.bc.ca/>

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 15, 2017 10:17 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Contact list

Hi Elizabeth,

Wanted to know if you or someone in Victoria would have a list of contacts (Premier's office, ministers, etc). Asking you because you had asked me about Vancouver office contacts and thought you might have a list. Please let me know if you do, and if you don't, who might. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 4:27 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Cell #

In my signature below ☺

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 14, 2017 4:27 PM
To: Tello, Romeo PREM:EX
Subject: Cell #

Hi,

What is your government cell number?

Thanks.

Judy

Judy Cavanagh
Executive Director, Operations and Strategic Initiatives
Vancouver Premier's Office
Vancouver, British Columbia

P: 1-604-775-1600

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 2:14 PM
To: Kinnear, Lindsay PREM:EX
Subject: PVO Contacts

Hi Lindsay,

Please see the below information for contacts at PVO:

Judy Cavanagh, Executive Director
604-775-1662 – judy.cavanagh@gov.bc.ca

Romeo Tello, Executive Assistant
604-775-1677 – romeo.tello@gov.bc.ca

Reception desk
604-775-1600

Please let me know if you have any further questions. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 1:43 PM
To: Cavanagh, Judy PREM:EX
Subject: PVO Offices spreadsheet
Attachments: PVO-Offices.xlsx

Please see attached.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 11:26 AM
To: Nash, Amber PREM:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: PVO Meeting room for Premier

Forgot to copy Danny. My apologies.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 11:26 AM
To: Nash, Amber PREM:EX
Subject: RE: PVO Meeting room for Premier

Hey Amber,

Danny has been handling bookings in the office for the meantime. He's copied here. He can also be reached at our reception line 604-775-1600.

Danny: Can you please book Boardroom 3 for the Premier on the date and time below? Many thanks.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Friday, August 11, 2017 5:13 PM
To: Tello, Romeo PREM:EX
Subject: PVO Meeting room for Premier

Hi Romeo,

I don't know who books the rooms over at PVO but could you help to reserve one for the Premier on Aug 25th from 11:45 – 12:30? He will be meeting with the Mayor of Surrey. Other Attendees to be confirmed.

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 14, 2017 11:26 AM
To: Nash, Amber PREM:EX
Subject: RE: PVO Meeting room for Premier

Hey Amber,

Danny has been handling bookings in the office for the meantime. He's copied here. He can also be reached at our reception line 604-775-1600.

Danny: Can you please book Boardroom 3 for the Premier on the date and time below? Many thanks.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Friday, August 11, 2017 5:13 PM
To: Tello, Romeo PREM:EX
Subject: PVO Meeting room for Premier

Hi Romeo,

I don't know who books the rooms over at PVO but could you help to reserve one for the Premier on Aug 25th from 11:45 – 12:30? He will be meeting with the Mayor of Surrey. Other Attendees to be confirmed.

Amber

Amber Nash
Executive Coordinator | Office of the Premier | Tel: 250 -- 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 24, 2017 3:43 PM
To: Lee, Penny FIN:EX
Subject: Conference Line for PVO

Hi Penny,

Elizabeth Parkinson asked me to get in touch with you about getting a conference line for PVO. Please let me know what steps we need to do to make this happen. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 24, 2017 12:54 PM
To: Howard, Stephen AG:EX
Subject: Stephanie Smith here for 1:15pm

Importance: High

Hi Stephen,

Stephanie Smith is here for a 1:15pm meeting with you and the Attorney General. We don't have this meeting in the calendar and just wanted to make sure you and the Attorney General had this in your calendar? Please let us know asap.

Thanks!

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 24, 2017 11:29 AM
To: Lee, Penny FIN:EX
Subject: New names for PVO public listing

Good morning Penny,

Sending you this email since Sandi is away. We have a couple more staff who should be added to the Government Telephone Directory. They are below:

Judy Cavanagh – Executive Director, Operations and Strategic Initiatives – 604-775-1600
Danny Loubert – Support Staff – 604-775-1600

Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 24, 2017 11:24 AM
To: Ryckman, Scott GCPE:EX
Subject: PVO staff for Today's News list

Good morning Scott,

I was told that you'd be the best person to contact about this. I'm looking to get staff at the Premier's Vancouver Office on the daily morning circulation of Today's News. The staff that should be on the list are:

Judy Cavanagh
Mira Oreck
Romeo Tello
Danny Loubert

Please let me know if you have any further questions. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 24, 2017 9:53 AM
To: Anderson, Dianne S MIT:EX; Loubert, Danny MIT:EX
Subject: Re: URGENT - Program Telepresence Room access for Natalie Doust Card s.15.s.
17

Hi Dianne,

Natalie's card has been fixed. Please let me know if you have further questions.

-Romeo

Sent from my iPhone

On Aug 24, 2017, at 9:36 AM, Anderson, Dianne S MIT:EX <Dianne.Anderson@gov.bc.ca> wrote:

Good morning – seems that Natalie can't access the telepresence room as she did before- could you please re-program her card – she need to be able to access Telepresence Room for today meeting. If you cannot get to this today – PLEASE LET ME 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

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 4:28 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72668 Records Due August 25, 2017

I have no records on this

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 23, 2017 4:27 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny MIT:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72668 Records Due August 25, 2017

*This is an **ALL STAFF** Call for Records.*

Please let me know by August 25th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of all documents, including e-mails, text or instant messages, memos, media lines, backgrounders, briefing notes, etc., regarding the planning and announcing of a review of the Site C Dam project -
<http://vancouversun.com/news/politics/ndp-government-sends-site-c-dam-for-independent-review> .

(Date Range for Record Search: From 07/19/2017 To 08/08/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Wednesday, August 23, 2017 2:35 PM
To: Henry, David A FIN:EX
Subject: Work phone plan details

Hi David,

Hope you're well. Just wanted to know if you might know what the details are on the phone plans for Judy, Danny, and myself? If not, do you know who would have those details? Please let me know if you have any further questions. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:48 PM
To: Akam, Shelly L FIN:EX
Subject: Premier's Vancouver Office

Hi Shelly,

Great talking to you on the phone. Below is my contact info. Please let me know if you have any further questions about a potential visit to our office on August 30th or 31st.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:11 PM
To: Henry, David A FIN:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: PVO boardrooms Calendar

Hi David,

Thanks for your help on this. PVO Boardrooms is perfect. Owner will be me.

Edit access to: Danny Loubert
View access to: Judy Cavanagh

Please let me know if you have any further questions. Thanks!

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Wednesday, August 23, 2017 12:10 PM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Cc: PREM Technology Support
Subject: PVO boardrooms Calendar

Good morning Romeo and Danny,

We are getting a calendar created that will allow you to maintain the 5 or so boardrooms in PVO.

- Did you want a specific name for this? (i.e. PVO boardrooms)
- owners would be both of you or..?
- Anyone else to have initial access (and permissions)?

Thanks very much,

David Henry
Service Manager
Offices of the Premier | Ministry of Finance
Tel #: 250-888-8803

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Ministry of
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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:06 PM
To: Verwoord, Cindy TRAN:EX
Subject: RE: Request: PVO Room Booking

Hi Cindy,

Thanks for your email. If you're booking space in s.15.s.17⁷, there are boardroom calendars to book in directly. They are below as follows:

<input type="checkbox"/> MTIC R 999 Canada Place s.15,s.1	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place 7	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place	MTIC:EX
<input type="checkbox"/> MTIC R 999 Canada Place	MTIC:EX

With regard to access for the Deputy Minister, the DM should have a card to get into s.15.s.17⁷. Please let me know the card number so I can reactivate it as a number of them were deactivated during transition. If the DM doesn't have a card then please let me know and I will have one issued. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Verwoord, Cindy TRAN:EX
Sent: Wednesday, August 23, 2017 11:34 AM
To: Tello, Romeo PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Request: PVO Room Booking

Good morning Romeo,

I am emailing to inquire about booking the use of Suite s.15⁷ at 999 Canada Place, Vancouver on Tuesday, September 5th from 2:00pm – 4:30pm for Deputy Grant Main and Minister Claire Trevena.

Would you be able to assist with this request?

Thank you and look forward to hearing from you.

Cindy Verwoord
A/ Senior Executive Assistant
Deputy Ministers' Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: cindy.verwoord@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 10:11 AM
To: Shaw, Brea BRDO:EX
Subject: Re: BRDO - Fobs - follow up

Thanks for the reminder on this. Will see you shortly to deliver.

-Romeo

Sent from my iPhone

On Aug 23, 2017, at 10:03 AM, Shaw, Brea BRDO:EX <Brea.Shaw@gov.bc.ca> wrote:

Hi Romeo,

I just follow up on the below email. One of my associates is here from our Victoria office. It would be great if I could get the fobs today by 2 pm, so she could take them back to Victoria with her for Lianna and Angela. Do you think you would have time today to program the two fobs?

Thank you,

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

From: Shaw, Brea BRDO:EX
Sent: Tuesday, August 8, 2017 4:50 PM
To: Tello, Romeo PREM:EX
Subject: BRDO - Fobs

Hello Romeo,

I hope you had a good long weekend.

Can I please get 2 more Fob keys for BRDO Staff:

- Lianna Olson
- Angela Swan

The same access as other BRDO staff.

Thank you,

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: Tuesday, August 22, 2017 8:13 PM
To: Loubert, Danny MIT:EX
Subject: Thursday

Hey Danny,

Before I forget, we're going to put DM Wright in the Minister drop in office on Thursday instead of the Chief of Staff office. But we will need to find a different space for Minister Conroy's meeting. Maybe the executive boardroom?

-Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 22, 2017 1:51 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for boardroom - Don Wright - Aug 24

Hi Keira,

Thanks for your email! I had called you back last week and left a message with whomever was covering your line while you were at lunch to give me a call back. Sorry for not checking in again. I'll be giving you a call later this afternoon. Many thanks!

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 1:41 PM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Request for boardroom - Don Wright - Aug 24

Hi Danny,

I think it is fine for Don to use Geoff's Office for the meetings as long as Geoff is okay with that.

Romeo – I left you a voicemail last week regarding the Vancouver Offices. Please give me a shout when you have a chance.

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Loubert, Danny MIT:EX
Sent: Tuesday, August 22, 2017 1:17 PM
To: Higgins, Keira PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Request for boardroom - Don Wright - Aug 24

Hi Keira,

We can offer Geoff's office to Don while he is here to work.

As for rooms. We are a bit booked that afternoon but we can probably arrange for an office for him to take his meetings.

Warmest Regards,

Danny Loubert
Support Staff
Premier's Vancouver Staff
604-775-1600

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 22, 2017 10:12 AM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX
Subject: Request for boardroom - Don Wright - Aug 24

Hi Danny,

I am not sure whether Don's Vancouver Office has been set up yet or not?

He is coming over there on Thursday for the following meetings so can we please ensure there is a room booked for him that also has private computer access?

PVO – 11:00am-4:00pm

1:00-1:30 - MEETING: Don Wright and Bob Williams

2:30-3:00 - MEETING: Don Wright and Gordon Ruth

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 22, 2017 8:25 AM
To: Cavanagh, Judy PREM:EX
Subject: Re: Onboarding Forms for Political Staff

Email the forms Nancy mentions she wants to her directly. Send the rest to the respective addresses in hard copy by mail

Sent from my iPhone

On Aug 22, 2017, at 8:20 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Romeo, do I fill out all this in hardcopy and then send them off?

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 9:39 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Onboarding Forms for Political Staff

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Valley, Nancy PSA:EX
Sent: Tuesday, August 1, 2017 3:41 PM
To: Tello, Romeo PREM:EX
Subject: Onboarding Forms for Political Staff

Hi Romeo,

As promised, here are the electronic versions of the forms.

I want the following forms emailed back to me:

- Contact
- Standards of Conduct
- ICT Agreement
- Taxes (please sign and scan both sides) and the Direct Deposit (send scan a VOID cheque).

Please note:

The original Group Life Beneficiary Designation form must be mailed to:

Benefits Service Centre

Block E – 2261 Keating Cross Road
Saanichton BC V8M 2A5

Pension forms to go BC Pensions – address is on the applicable form.
Insurance forms go to Great-West Life – address is on the applicable form.
MSP goes to the Ministry of Health – address is on the applicable form.

If you have any questions, do not hesitate to give me a call.

Nancy Valley, Program Assistant

Executive Development and Diversity - Talent Management Division
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 250-812-9268
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772
<image001.jpg>

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 21, 2017 4:23 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72705 Due August 24, 2017

I have no records on this.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Monday, August 21, 2017 4:20 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72705 Due August 24, 2017

This is an ALL-STAFF Call for Records.

Please let me know by August 24th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Copies of any documents, including e-mails, text or instant messages, in the Premier's office, that reference the Kinder Morgan TransMountain Pipeline.

(Date Range for Record Search: From 07/18/2017 To 08/03/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Monday, August 21, 2017 4:20 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72662 Due August 23, 2017

I have no records on this.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Monday, August 21, 2017 4:19 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX
Subject: Call for Records OOP-2017-72662 Due August 23, 2017

This is an ALL STAFF Call for Records.

Please let me know by August 23rd whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

Regarding Taseko Mines Limited's approval from the Province – received July 14, 2017 - to undertake a site investigation program to conduct exploratory work at the New Prosperity Gold-Copper project site: Copies of briefing notes, memorandums, and communications documents, press releases, Q&A documents, related to this project that were created, updated or modified.

(Date Range for Record Search: From 05/01/2017 To 08/08/2017)

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Monday, August 21, 2017 3:25 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Water invoice PVO

Hi Saija,

Thanks for your email. Please feel free to call me at your convenience at my desk line below. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Poldrugovac, Saija FIN:EX
Sent: Monday, August 21, 2017 2:39 PM
To: Tello, Romeo PREM:EX
Subject: RE: Water invoice PVO

Hi Romeo,

Do you have time this week to chat regarding processes? I'd love to spend some time and go over everything with you and what I'm here to support you with.

Thanks!

~Saija

Saija Poldrugovac
Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance
Phone: (778) 678-3496 **Fax:** (250) 356-7326
E-mail: Saija.Poldrugovac@gov.bc.ca
Website: <http://www.fin.gov.bc.ca/>
Serving all Ministers' Offices and the Office of the Premier

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 1:39 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Water invoice PVO

Hello there,

This is an invoice for water in the Premier's Vancouver Office for the current administration that needs to be paid. Please let me know if you have any further questions.

Best,

Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 21, 2017 3:20 PM
To: Loubert, Danny MIT:EX
Subject: FW: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Monday, August 21, 2017 2:16 PM
To: Kinnear, Lindsay PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Hi Lindsay,

The Cabinet boardroom is confirmed for both time slots. Copying on this to make sure the calendar reflects this change. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Kinnear, Lindsay PREM:EX
Sent: Monday, August 21, 2017 2:10 PM
To: Tello, Romeo PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: FW: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Good Afternoon Romeo,

Please update the Boardroom HOLD for the Cabinet meeting on September 7th, 2017. Any questions please let me know.

Can you also confirm with me that you have it booked for September 27th, 2017 from 9:00 a.m. 1130 a.m. For Cabinet as this meeting is Confirmed.

Thank You,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Kinnear, Lindsay PREM:EX

Sent: Monday, August 21, 2017 2:01 PM

To: Aaron, Sage PREM:EX; Bourke, Brynn CITZ:EX; Bracewell, Barb HLTH:EX; Brosz, Corinne M ENV:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cliffe, Ashley CSCD:EX; Cooling, Karen PREM:EX; Currie, Kathie PREM:EX; Dewar, Bob PREM:EX; Flesh, Cindy AVED:EX; Frampton, Caelie PREM:EX; Gotto, Sarah F LBR:EX; Gunn, Paula PREM:EX; Hansen, Lucy FLNR:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Marquis, Yvette FIN:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera JAG:EX; Nash, Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon PREM:EX; Shaw, Brea BRDO:EX; Shelley Canitz, Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine CSCD:EX; White, Emily EDUC:EX; Winstanley, Lori EMPR:EX

Subject: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Good Afternoon,

Please HOLD the following Cabinet Meeting date in your Minister/Officials' Calendar.

Cabinet

Thursday September 7th, 2017
(NOW) 8:00 a.m. – 9:00 a.m.
Premiers Vancouver Office

Thursday September 7th, 2017
(Was) Time TBD
Premiers Vancouver Office

Regards,

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 21, 2017 2:16 PM
To: Kinnear, Lindsay PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: RE: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Hi Lindsay,

The Cabinet boardroom is confirmed for both time slots. Copying on this to make sure the calendar reflects this change. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Kinnear, Lindsay PREM:EX
Sent: Monday, August 21, 2017 2:10 PM
To: Tello, Romeo PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: FW: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Good Afternoon Romeo,

Please update the Boardroom HOLD for the Cabinet meeting on September 7th, 2017. Any questions please let me know.

Can you also confirm with me that you have it booked for September 27th, 2017 from 9:00 a.m. 1130 a.m. For Cabinet as this meeting is Confirmed.

Thank You,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Kinnear, Lindsay PREM:EX
Sent: Monday, August 21, 2017 2:01 PM
To: Aaron, Sage PREM:EX; Bourke, Brynn CITZ:EX; Bracewell, Barb HLTH:EX; Brosz, Corinne M ENV:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cliffe, Ashley CSCD:EX; Cooling, Karen PREM:EX; Currie, Kathie PREM:EX; Dewar, Bob PREM:EX; Flesh, Cindy AVED:EX; Frampton, Caelie PREM:EX; Gotto, Sarah F LBR:EX; Gunn, Paula PREM:EX; Hansen, Lucy FLNR:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P HLTH:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Marquis, Yvette FIN:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera JAG:EX; Nash,

Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon PREM:EX; Shaw, Brea BRDO:EX; Shelley Canitz; Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine CSCD:EX; White, Emily EDUC:EX; Winstanley, Lori EMPR:EX

Subject: Update: HOLD for September 7th, 2017 Cabinet Meeting - PVO

Good Afternoon,

Please HOLD the following Cabinet Meeting date in your Minister/Officials' Calendar.

Cabinet

Thursday September 7th, 2017
(NOW) 8:00 a.m. – 9:00 a.m.
Premiers Vancouver Office

Thursday September 7th, 2017
(Was) Time TBD
Premiers Vancouver Office

Regards,

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 21, 2017 12:13 PM
To: Anderson, Dianne S MIT:EX
Subject: RE: ACTIVATE CP Access Card^{s.15.s.}₁₇ Jaeyoung Park

Hi Dianne,

Just programmed. Let me know if there are any issues with it.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Anderson, Dianne S MIT:EX
Sent: Monday, August 21, 2017 11:53 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny MIT:EX
Subject: FW: ACTIVATE CP Access Card^{s.15.s.}₁₇ Jaeyoung Park

Hi Romeo – anyword on this one!
Please respond.
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: Anderson, Dianne S MIT:EX
Sent: Thursday, August 17, 2017 9:22 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny MIT:EX
Subject: ACTIVATE CP Access Card^{s.15.s.}₁₇ Jaeyoung Park

Good morning could you please program Card^{s.15.s.}₁₇ for Suite 730 and 770 in the name of Jaeyoung Park to be ready for Monday August 21.

Just found out about this. Sorry for the short notice.

Please advise when completed.
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

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 1:39 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Water invoice PVO
Attachments: Balance Forward Statement.pdf

Hello there,

This is an invoice for water in the Premier's Vancouver Office for the current administration that needs to be paid. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 1:38 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Water invoice OOP previous admin
Attachments: Balance Forward Statement.pdf

Hello,

Attached is an invoice that needs to be paid for the Premier's Vancouver Office from the previous administration. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 12:40 PM
To: Jang, Monica SBRT:EX
Subject: RE: Financial Coding

Hey Monica,

Just got the information – the code is ^{s.15,s.}₁₇. Please let me know if you need more codes or info from me on this. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Jang, Monica SBRT:EX
Sent: Monday, August 14, 2017 11:38 AM
To: Tello, Romeo PREM:EX
Subject: Financial Coding

Hi Romeo,

Just wondering if you have your financial coding yet? I recently received the Mastercard Statement with the charge that we put through for you and need to reconcile it.

Hope you had a nice weekend.

Monica.

Monica Jang
Director, Strategic Liaison
Trade and Technology Secretariat
Ministry of Jobs, Trade and Technology
Phone: 604 660-3346
Mobile: 604 290-7572

This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Please note that correspondence with any government body can be subject to disclosure under the Freedom of Information and Protection of Privacy Act.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 11:54 AM
To: Tsang, Robin FIN:EX
Subject: RE: Tech for Judy Cavanagh

Hi Robin,

Thanks so much – these arrived today. With regards to the dock, she hasn't requested one yet because she wants to try it out in laptop function and will request one if she requires. Please let me know if you have any questions. Thanks again for having them sent over!

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Friday, August 18, 2017 11:43 AM
To: Tello, Romeo PREM:EX
Subject: RE: Tech for Judy Cavanagh

Hi Romeo:

Further to my last email, it has been changed to deliver the 2 phones to PVO instead. Then, I will set up emails on them on Tuesday.

Also, I haven't seen a dock for Judy's Surface. Does she want a dock?

Thanks,
Robin

From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 6:41 PM
To: Tello, Romeo PREM:EX
Subject: Re: Tech for Judy Cavanagh

Hi Romeo:

Alison Wensink from Premier Office here ordered the phone today. I can bring it over on Tuesday to set it up. Unless you want it sooner?

She will order one for Danny as well.

Sound good we can go around and check together on IT equipment.

By the way, did you request a dock for Judy's Surface?

Thanks,
Robin

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-08-17 4:44 PM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Subject: RE: Tech for Judy Cavanagh

Hi Robin,

Thanks for your help on this. Judy didn't request an iPad. Just an iPhone and a Surface Pro. With that said, I wanted to check in to see if you got any more information about where Judy's phone request went.

And thanks for the heads up on Tuesday. I will let folks in the office know and will block off a time for training in the Cabinet Boardroom once you have confirmed timing on the Victoria side. On top of that, it would be great for us to do a general go-around in the office as there are a number of IT equipment that have been requested to be changed.

Please let me know if you have any further questions. Many thanks for all your help on this. Have a great evening!

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 12:19 PM
To: Tello, Romeo PREM:EX
Subject: RE: Tech for Judy Cavanagh

Morning Romeo:

The meeting in the Chambers this morning is Treasury Board. The contact is Weckend, Anne-Mette FIN:EX. Of course, CABOPS needs to communicate their Cabinet/Committee meetings with PVO as well. Just let you know this VC system had been used very often when members couldn't travel across the water to Cabinet/Treasury Board meetings for some reasons, like weather, flight delay/cancel, other meetings engagements etc.. Sometimes it was very last minute.

Tuesday will work. Suzanne and Shelley are interested in a demo on the VC system as well and they are checking Don's schedule. Hope we can do the demo to them at the same time connecting to the West Annex Chambers.

The inventory sweep is to update the record of all the IT equipment only. I will be going around to record them, like computers asset numbers, printers queue names etc..

A quick question, did Judy request an iPad?

Thanks,
Robin

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 11:19 AM
To: Tsang, Robin FIN:EX
Subject: RE: Tech for Judy Cavanagh

Morning Robin,

Thanks for your help on this. I heard about the situation this morning – Judy and myself will be talking to Cabinet Operations to ensure that these meetings are better coordinated and communicated to us.

With regards to the video conference system, I've been trained on it during Ryan's most recent visit to our office but it will be very useful for Danny to get trained on it since he will be taking on front desk duties permanently. Tuesday would be best for us as our office will be relatively calm that day.

Additionally, I just wanted to seek clarification about an inventory sweep. Does this mean a general count of tech in the office? More details would be greatly appreciated.

Please let me know. Many, many thanks in advance for all your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 9:36 AM
To: Tello, Romeo PREM:EX; PREM Technology Support
Subject: Re: Tech for Judy Cavanagh

Hi Romeo:

Her Surface just arrived but it will take 1-2 days to patch before it can be used.

Also, we would like to give you guys a training using the Video Conference system in the Cabinet Boardroom. There was a situation/confusion this morning a Minister and a DM didn't make it to Victoria to attend the Treasury Board meeting. TB requested us to connect the VC in PVO Cabinet Boardroom.

Is there a day next week works and I will be there? I will need to do an inventory sweep as well.

I will follow up with the iPhone 7 order.

Thanks,
Robin

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-08-17 9:17 AM (GMT-08:00)
To: PREM Technology Support s.17
Subject: Tech for Judy Cavanagh

Hi there,

Just wanted to know if an iPhone 7 and a Surface Pro 4 has been ordered for Judy Cavanagh? She started at PVO last week and we want to know when her equipment is expected to arrive. Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 11:45 AM
To: FIN FSA MIN OFF FIN:EX
Subject: Outstanding OOP bills from previous admin
Attachments: Purolator Invoice 43536243720170818.pdf; Gul Gulsen - August Pcard Statement20170818.pdf; Shaw Cable August Invoice20170818.pdf; Anish Dwivedi - Aug 2017 Travel Card 20170818.pdf

Good morning,

Attached are bills that have been delivered to 740-999 Canada Place from the previous administration. I was asked by ED Judy Cavanagh to send these bills to this email address for processing. Please let me know if you have any further questions. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 10:29 AM
To: White, Emily EDUC:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: Boardroom @ PVO - Sept 5th

Hi Emily,

What time is this meeting for? Please let me know. Many thanks.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: White, Emily EDUC:EX
Sent: Friday, August 18, 2017 10:08 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny MIT:EX
Subject: Boardroom @ PVO - Sept 5th

Hi Romeo –

I feel like I message you so much for these boardrooms, haha. Sorry to spam you! I need to request another room at PVO for September 5th. It's a meeting with both Minister Chen and Minister Conroy, and will have three additional guests:

- Paula Gunn
- Nikki Hill
- Kim Winchell

Thank you!

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Main Line: 250-387-2054

Cell: 250-812-6917

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 18, 2017 9:38 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Onboarding Forms for Political Staff
Attachments: 15. Pension - Nomination of Beneficiary.PDF; 16. Optional - Waiver of Pension Coverage.pdf; 1. Contact Information.pdf; 2. Standards of Conduct - Political Ack..pdf; 3. IM-IT Agreement.pdf; 4. Oath - Political.pdf; 5. Direct Deposit Authorization.pdf; 6. Tax - Federal 2017.pdf; 7. Tax - BC 2017.pdf; 8. Benefits At a Glance-Excluded.pdf; 9. Benefits Guide - Excluded.pdf; 11. MSP Group Enrolment.pdf; 12. Flexible Benefit Enrollment-Change.pdf; 13. Group Life - Beneficiary Designation.pdf; 14. Evidence of Insurability.pdf

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Valley, Nancy PSA:EX
Sent: Tuesday, August 1, 2017 3:41 PM
To: Tello, Romeo PREM:EX
Subject: Onboarding Forms for Political Staff

Hi Romeo,

As promised, here are the electronic versions of the forms.

I want the following forms emailed back to me:

- Contact
- Standards of Conduct
- ICT Agreement
- Taxes (please sign and scan both sides) and the Direct Deposit (send scan a VOID cheque).

Please note:

The original Group Life Beneficiary Designation form must be mailed to:

Benefits Service Centre
Block E – 2261 Keating Cross Road
Saanichton BC V8M 2A5

Pension forms to go BC Pensions – address is on the applicable form.
Insurance forms go to Great-West Life – address is on the applicable form.
MSP goes to the Ministry of Health – address is on the applicable form.

If you have any questions, do not hesitate to give me a call.

Nancy Valley, Program Assistant

Executive Development and Diversity - Talent Management Division
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 250-812-9268
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 5:28 PM
To: Cavanagh, Judy PREM:EX
Cc: Meggs, Geoff PREM:EX; Van Meer-Mass, Kate PREM:EX; Parte, Maura PSA:EX
Subject: Staffing
Attachments: 2017-08-17_Memo-staffing.pdf

Good afternoon,

Please see the attached memo from Executive Director Judy Cavanagh regarding staffing. Please direct any questions to maura.parte@gov.bc.ca or judy.cavanagh@gov.bc.ca.

Thank you.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 4:57 PM
To: FIN IMB Service Desk (78912) FIN:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Voicemail for 604-775-1662

Hi there,

Can I get a voicemail set up on the number above in our office for Judy Cavanagh? Please let me know. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 4:45 PM
To: Tsang, Robin FIN:EX
Subject: RE: Tech for Judy Cavanagh

Hi Robin,

Thanks for your help on this. Judy didn't request an iPad. Just an iPhone and a Surface Pro. With that said, I wanted to check in to see if you got any more information about where Judy's phone request went.

And thanks for the heads up on Tuesday. I will let folks in the office know and will block off a time for training in the Cabinet Boardroom once you have confirmed timing on the Victoria side. On top of that, it would be great for us to do a general go-around in the office as there are a number of IT equipment that have been requested to be changed.

Please let me know if you have any further questions. Many thanks for all your help on this. Have a great evening!

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 12:19 PM
To: Tello, Romeo PREM:EX
Subject: RE: Tech for Judy Cavanagh

Morning Romeo:

The meeting in the Chambers this morning is Treasury Board. The contact is Weckend, Anne-Mette FIN:EX. Of course, CABOPS needs to communicate their Cabinet/Committee meetings with PVO as well. Just let you know this VC system had been used very often when members couldn't travel across the water to Cabinet/Treasury Board meetings for some reasons, like weather, flight delay/cancel, other meetings engagements etc.. Sometimes it was very last minute.

Tuesday will work. Suzanne and Shelley are interested in a demo on the VC system as well and they are checking Don's schedule. Hope we can do the demo to them at the same time connecting to the West Annex Chambers.

The inventory sweep is to update the record of all the IT equipment only. I will be going around to record them, like computers asset numbers, printers queue names etc..

A quick question, did Judy request an iPad?

Thanks,
Robin

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 11:19 AM
To: Tsang, Robin FIN:EX
Subject: RE: Tech for Judy Cavanagh

Morning Robin,

Thanks for your help on this. I heard about the situation this morning – Judy and myself will be talking to Cabinet Operations to ensure that these meetings are better coordinated and communicated to us.

With regards to the video conference system, I've been trained on it during Ryan's most recent visit to our office but it will be very useful for Danny to get trained on it since he will be taking on front desk duties permanently. Tuesday would be best for us as our office will be relatively calm that day.

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Romeo

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From: Tsang, Robin FIN:EX
Sent: Thursday, August 17, 2017 9:36 AM
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Subject: Re: Tech for Judy Cavanagh

Hi Romeo:

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Is there a day next week works and I will be there? I will need to do an inventory sweep as well.

I will follow up with the iPhone 7 order.

Thanks,
Robin

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>

Date: 2017-08-17 9:17 AM (GMT-08:00)
To: PREM Technology Support <s.17
Subject: Tech for Judy Cavanagh

Hi there,

Just wanted to know if an iPhone 7 and a Surface Pro 4 has been ordered for Judy Cavanagh? She started at PVO last week and we want to know when her equipment is expected to arrive. Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 4:33 PM
To: PREM Technology Support
Subject: Tech for Danny Loubert

Hi there,

Sending this email to request an iPhone 7s and a Surface Pro 4 with dock and screen adapter cables for Danny Loubert who will be taking on the permanent role of Administrative Assistant and Receptionist in the Premier's Vancouver Office. Please let me know if you have any further questions about this. Many thanks in advance for your help.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 4:10 PM
To: Murphy, Sylvia FIN:EX
Subject: Judy Cavanagh card forms
Attachments: Scan From <Device Name>; Scan From <Device Name>

Hi Sylvia,

Attached are forms for Judy Cavanagh's purchasing card and travel card. Please let me know if you have any further questions. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 17, 2017 12:35 PM
To: Anderson, Maryann SDSI:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: Book room for interview.

Hi Maryann,

What are the specifics around this interview? How long will the interview go? Will there be a camera or is this over phone? We'd like to know what the specifications will be so that we can provide the best space for the Minister. Please let me know if you have any further details. Many thanks in advance for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives Premier's Vancouver Office | Office of Premier John Horgan
P: 607-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

-----Original Message-----

From: Anderson, Maryann SDSI:EX
Sent: Thursday, August 17, 2017 12:30 PM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX
Subject: Book room for interview.

Hi Danny
Are you able to find a room for CBC to interview Minister Simpson @ 2:15 today?
Thanks

Sent from my iPhone

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 31, 2017 10:11 AM
To: Massy, Michelle E PREM:EX; Kinnear, Lindsay PREM:EX
Subject: Re: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO

Not usually but we can make sure someone is on Thursday

From: Massy, Michelle E PREM:EX
Sent: Thursday, August 31, 2017 10:06 AM
To: Kinnear, Lindsay PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO

Thanks Romeo – is there someone in the office at 7:30 usually?

From: Kinnear, Lindsay PREM:EX
Sent: Thursday, August 31, 2017 9:34 AM
To: Tello, Romeo PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: Re: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO

Thank you!

Lindsay Kinnear
Cabinet Operations
Ph: 250-217-1983

On Aug 31, 2017, at 9:33 AM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Yes. The VCO cabinet boardroom is reserved for this meeting

Sent from my iPhone

On Aug 31, 2017, at 9:10 AM, Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca> wrote:

Good Morning Romeo,

Can you please confirm that the boardroom is booked for September 7th, 2017 from 8-9am for Cabinet? I didn't get a response from Danny..

Thank you,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

<image001.png>

From: Kinnear, Lindsay PREM:EX
Sent: Wednesday, August 30, 2017 10:29 AM
To: Transition, Laptop (LP003) PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: FW: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO
Importance: High

Good Morning,

Please make sure the VCO boardroom is booked for this meeting.

Catering will be arriving at 7:30 a.m. Will there be someone in the office at that time?

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Kinnear, Lindsay PREM:EX
Sent: Wednesday, August 30, 2017 10:27 AM
To: Aaron, Sage PREM:EX; Bracewell, Barb HLTH:EX; Brosz, Corinne M ENV:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cliffe, Ashley CSCD:EX; Cooling, Karen PREM:EX; Currie, Kathie PREM:EX; Dewar, Bob PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen MTIC:EX; Frampton, Caelie PREM:EX; Gunn, Paula MCF:EX; Hansen, Lucy MEM:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P HLTH:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Marquis, Yvette FIN:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Transition, Laptop (LP020) PREM:EX; Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Weigush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine CSCD:EX; White, Emily MCF:EX; Winstanley, Lori EMPR:EX; Wong, Tamarra PREM:EX
Subject: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO
Importance: High

Good Morning,

Please note the following Cabinet Meeting is now confirmed in your Minister/Officials' Calendar.

Please confirm the attendance of your Minister/Official by responding to this email.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

Cabinet Meeting

Thursday September 7th, 2017

Time: 8:00 a.m. – 9:00 a.m.

Location: VCO (Vancouver Cabinet Office) previously called PVO

Full breakfast will be served.

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 250.387.5553 | Cell: 250.217.1983

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 31, 2017 9:43 AM
To: Transition, Laptop (LP003) PREM:EX
Subject: Fw: Meeting Room Sep 5 415-5pm Minister Donaldson

Importance: High

From: Silverio, Lisa FLNR:EX
Sent: Thursday, August 31, 2017 9:36 AM
To: Tello, Romeo PREM:EX
Subject: FW: Meeting Room Sep 5 415-5pm Minister Donaldson

Hello Romeo,
I am following up on this meeting room request. I will need a room to accommodate 13 ppl. Could you please advise when you have a moment. Thank you,
Lisa

From: Silverio, Lisa FLNR:EX
Sent: Friday, August 25, 2017 3:18 PM
To: Tello, Romeo PREM:EX
Subject: FW: Meeting Room Sep 5 415-5pm Minister Donaldson
Importance: High

Hello Romeo,
Following up on the email below, thank you.

Lisa

From: Silverio, Lisa FLNR:EX
Sent: Thursday, August 17, 2017 10:07 AM
To: Tello, Romeo PREM:EX
Subject: Meeting Room Sep 5 415-5pm Minister Donaldson

Hello Romeo,
Would you have a room available for Minister Donaldson to use for the following:

September 5th
4:15pm-5pm
Meeting with BC Pulp & Paper Coalition
Minister Donaldson
MA Tim Renneberg

Pulp & Paper:
Bob Lindstrom
4 Addtl attendees TBC

Thank you,

Lisa Silverio
Administrative Coordinator to the
Honourable Doug Donaldson
Minister of Forests, Land, Natural Resource Operation & Rural Development
Phone: 250-356-6211 Fax: 250-387-1040
Lisa.silverio@gov.bc.ca

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Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, August 31, 2017 9:33 AM
To: Kinnear, Lindsay PREM:EX
Subject: Re: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO

Yes. The VCO cabinet boardroom is reserved for this meeting

Sent from my iPhone

On Aug 31, 2017, at 9:10 AM, Kinnear, Lindsay PREM:EX <Lindsay.Kinnear@gov.bc.ca> wrote:

Good Morning Romeo,

Can you please confirm that the boardroom is booked for September 7th, 2017 from 8-9am for Cabinet? I didn't get a response from Danny..

Thank you,
Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

<image001.png>

From: Kinnear, Lindsay PREM:EX
Sent: Wednesday, August 30, 2017 10:29 AM
To: Transition, Laptop (LP003) PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: FW: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO
Importance: High

Good Morning,

Please make sure the VCO boardroom is booked for this meeting.

Catering will be arriving at 7:30 a.m. Will there be someone in the office at that time?

Thank you,

Lindsay

Lindsay Kinnear

Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 | Cell: 250.217.1983

From: Kinnear, Lindsay PREM:EX

Sent: Wednesday, August 30, 2017 10:27 AM

To: Aaron, Sage PREM:EX; Bracewell, Barb HLTH:EX; Brosz, Corinne M ENV:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cliffe, Ashley CSCD:EX; Cooling, Karen PREM:EX; Currie, Kathie PREM:EX; Dewar, Bob PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen MTIC:EX; Frampton, Caelie PREM:EX; Gunn, Paula MCF:EX; Hansen, Lucy MEM:EX; Higgins, Keira PREM:EX; Holt, Lynne FIN:EX; Iliffe, Liam PREM:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P HLTH:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny MIT:EX; Marquis, Yvette FIN:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor FIN:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neves, Gilbert FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A ABR:EX; Russell, Shannon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Transition, Laptop (LP020) PREM:EX; Silverio, Lisa FLNR:EX; Tello, Romeo PREM:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; Welgush, Lindsey GCPE:EX; Wensink, Alison PREM:EX; White, Christine CSCD:EX; White, Emily MCF:EX; Winstanley, Lori EMPR:EX; Wong, Tamarra PREM:EX

Subject: Confirmation and Attendance for Cabinet Meeting September 7th, 2017 in VCO

Importance: High

Good Morning,

Please note the following Cabinet Meeting is now confirmed in your Minister/Officials' Calendar.

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Time: 8:00 a.m. – 9:00 a.m.

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Full breakfast will be served.

Thank you,

Lindsay

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Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 250.387.5553 | Cell: 250.217.1983

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 30, 2017 3:11 PM
To: Loubert, Danny MIT:EX; Cavanagh, Judy PREM:EX
Subject: RE: Memo template
Attachments: Memo.docx

Actually use this one. This one has the crest instead of the BC sun logo.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: romeo.tello@gov.bc.ca

From: Loubert, Danny MIT:EX
Sent: Wednesday, August 30, 2017 3:04 PM
To: Cavanagh, Judy PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Memo template

I'll look into this and if not I can create one.

Warmest Regards,

Danny Loubert
Support Staff
Vancouver Cabinet Office
604-775-1600

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 30, 2017 2:54 PM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: Memo template

Hi,

Is there a Memo template? If not, could you create one for the "short-term" for out office and fire it back to me.

Thanks.

Judy

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 30, 2017 3:07 PM
To: Loubert, Danny MIT:EX; Cavanagh, Judy PREM:EX
Subject: RE: Memo template
Attachments: Memo.docx

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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P: 604-775-1600 | E: romeo.tello@gov.bc.ca

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Vancouver Cabinet Office
604-775-1600

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Judy

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 30, 2017 10:44 AM
To: Akam, Shelly L FIN:EX
Subject: Re: Premier's Vancouver Office

Hi Shelley,

Judy and I would prefer to do a walk around this afternoon once all of the BRDO furniture and belongings have been moved if possible. Please let me know if that would work for you.

Best,
Romeo

Sent from my iPhone

On Aug 30, 2017, at 10:32 AM, Akam, Shelly L FIN:EX <Shelly.Akam@gov.bc.ca> wrote:

Hi Romeo.

The movers have not arrived for the BRDO move and I'm assuming it is do to the congestion in and around Canada Place. Therefore, I'm wondering if you are available to meet now or in 15 mins.

Thank you

Shelly

Sent from my Samsung device

----- Original message -----

From: "Akam, Shelly L FIN:EX" <Shelly.Akam@gov.bc.ca>
Date: 2017-08-30 9:29 AM (GMT-08:00)
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: Re: Premier's Vancouver Office

Hi Romeo

I am here. Met Judy and Danny. Advised them that I will go out to Surrey with the movers stay for an hour and then come back, should be back to meet you at 1:30 or anytime after that that works better for all of you. I am here for the day.

I'll keep in touch with you today. Movers are late.

Shelly

Sent from my Samsung device

----- Original message -----

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-08-28 12:54 PM (GMT-08:00)
To: "Akam, Shelly L FIN:EX" <Shelly.Akam@gov.bc.ca>
Cc: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>, "Loubert, Danny MIT:EX" <Danny.Loubert@gov.bc.ca>
Subject: RE: Premier's Vancouver Office

Woops – forgot to copy Judy and Danny.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 12:53 PM
To: Akam, Shelly L FIN:EX
Subject: RE: Premier's Vancouver Office

Hi Shelley,

Thanks for letting me know about this. This is great. Just copying Judy and Danny in our office so that they're aware of the plan for Wednesday. Many thanks in advance for your help.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Akam, Shelly L FIN:EX
Sent: Monday, August 28, 2017 12:50 PM
To: Tello, Romeo PREM:EX
Subject: RE: Premier's Vancouver Office

Hi Romeo

As discussed. This is to confirm, I will be in Vancouver on Wednesday, August 30. I will assist with the BRDO move and meet you to tour your office furniture and discuss. At this time, I am waiting to hear back from the movers, so I can coordinate timing and schedule a time with you. I will get back to you by noon tomorrow. Hopefully, Wednesday, is still convenient for you.

Thank you and look forward to meeting you.

Shelly

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:48 PM
To: Akam, Shelly L FIN:EX
Subject: Premier's Vancouver Office

Hi Shelly,

Great talking to you on the phone. Below is my contact info. Please let me know if you have any further questions about a potential visit to our office on August 30th or 31st.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, August 29, 2017 4:48 PM
To: Cavanagh, Judy PREM:EX
Subject: Signatures

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 9:38 PM
To: Loubert, Danny MIT:EX
Subject: Re: News papers

Hey Danny,

Saw this after I left the office. I think the cleaners have probably already taken them away. Let's give BRDO the second copy of some of those newspapers we get?

-Romeo

Sent from my iPhone

> On Aug 28, 2017, at 5:00 PM, Loubert, Danny MIT:EX <Danny.Loubert@gov.bc.ca> wrote:
>
> Hi Romeo,
>
> Could I trouble you to bring a few of today's newspapers to BRDO?
>
> They were looking for some for packing up some stuff if not can you put it aside and I'll make sure they get it tomorrow.
>
> Thanks
>
> Danny Loubert
> Support Staff
> Vancouver Premier's Office
> 604 775 1600

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 2:49 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Orca Airways invoices from previous administration
Attachments: Charter Template-PREMIER OFFICE - 07202C-1.pdf; Charter Template-PREMIER OFFICE - 07301C-1.pdf

Hello,

Attached are outstanding invoices from Orca Airways for chartered flights under the previous administration. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 2:47 PM
To: FIN FSA MIN OFF FIN:EX
Subject: Van Houtte Coffee invoices from previous administration
Attachments: 53232236.pdf; 53235103.pdf; 53236209.pdf

Hello there,

These are invoices from Van Houtte Coffee that are outstanding from the previous administration. Please let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 12:54 PM
To: Akam, Shelly L FIN:EX
Cc: Cavanagh, Judy PREM:EX; Loubert, Danny MIT:EX
Subject: RE: Premier's Vancouver Office

Woops – forgot to copy Judy and Danny.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 12:53 PM
To: Akam, Shelly L FIN:EX
Subject: RE: Premier's Vancouver Office

Hi Shelley,

Thanks for letting me know about this. This is great. Just copying Judy and Danny in our office so that they're aware of the plan for Wednesday. Many thanks in advance for your help.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Akam, Shelly L FIN:EX
Sent: Monday, August 28, 2017 12:50 PM
To: Tello, Romeo PREM:EX
Subject: RE: Premier's Vancouver Office

Hi Romeo

As discussed. This is to confirm, I will be in Vancouver on Wednesday, August 30. I will assist with the BRDO move and meet you to tour your office furniture and discuss. At this time, I am waiting to hear back from the movers, so I can coordinate timing and schedule a time with you. I will get back to you by noon tomorrow. Hopefully, Wednesday, is still convenient for you.

Thank you and look forward to meeting you.

Shelly

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:48 PM

To: Akam, Shelly L FIN:EX
Subject: Premier's Vancouver Office

Hi Shelly,

Great talking to you on the phone. Below is my contact info. Please let me know if you have any further questions about a potential visit to our office on August 30th or 31st.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

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To: Akam, Shelly L FIN:EX
Subject: RE: Premier's Vancouver Office

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Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Akam, Shelly L FIN:EX
Sent: Monday, August 28, 2017 12:50 PM
To: Tello, Romeo PREM:EX
Subject: RE: Premier's Vancouver Office

Hi Romeo

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Thank you and look forward to meeting you.

Shelly

From: Tello, Romeo PREM:EX
Sent: Wednesday, August 23, 2017 12:48 PM
To: Akam, Shelly L FIN:EX
Subject: Premier's Vancouver Office

Hi Shelly,

Great talking to you on the phone. Below is my contact info. Please let me know if you have any further questions about a potential visit to our office on August 30th or 31st.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 11:16 AM
To: White, Christine CSCD:EX; Loubert, Danny MIT:EX
Subject: RE: Wednesday Sept 6 5:00-600pm meeting room

Hi Christine,

I can confirm we can make this happen for Sept 6th. We'll put them all in the executive boardroom. Please let me know if you have further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: White, Christine CSCD:EX
Sent: Monday, August 28, 2017 11:14 AM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX
Subject: Wednesday Sept 6 5:00-600pm meeting room
Importance: High

Hi guys,

I need a meeting room for Wed Sept 6 for an hour 5pm-6pm.

Attendees will be:

Minister Robinson
Jane, MA
ADM GS
DM JD

Minister Simpson
Leah, MA

Mayor of Maple Ridge and 4 council members
Shane Ramsey – BC Housing

Can we make this happen? I am sorry but I need to confirm ASAP as there are so many parties involved. Please and thank you!

Christine

Christine White, Administrative Coordinator
Office of the Honourable Selina Robinson

Minister of Municipal Affairs and Housing
Office: 250-387-6478 Mobile: 250-812-8894

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 9:18 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Access to PVO Boardroom calendar

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Thursday, August 24, 2017 8:24 AM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: RE: Access to PVO Boardroom calendar

Romeo,

Update:

Judy and Danny's access is complete as well. They should be able to add the calendar and access as appropriate.

Cheers,
David

From: Henry, David A FIN:EX
Sent: August 24, 2017 7:39 AM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: Access to PVO Boardroom calendar

Good morning Romeo,

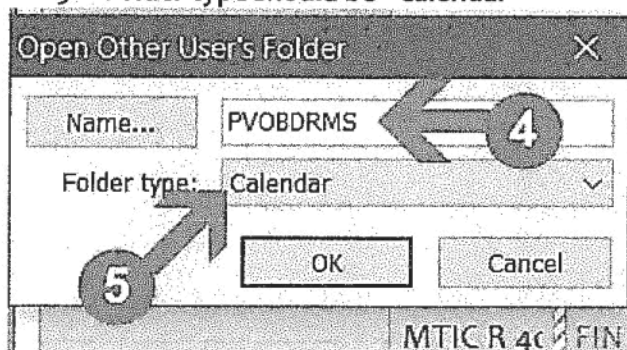
Please follow the below steps to add the calendar. The team was not able to add Danny or Judy's access as of yet due to server updates. But if you want you can easily do this – or they will have it done later this AM.

While in Outlook:

1. Click on File
2. Open
3. Other User's Folder



4. Under Name: put in **"pvobdrms"**
5. Folder type should be **"Calendar"**

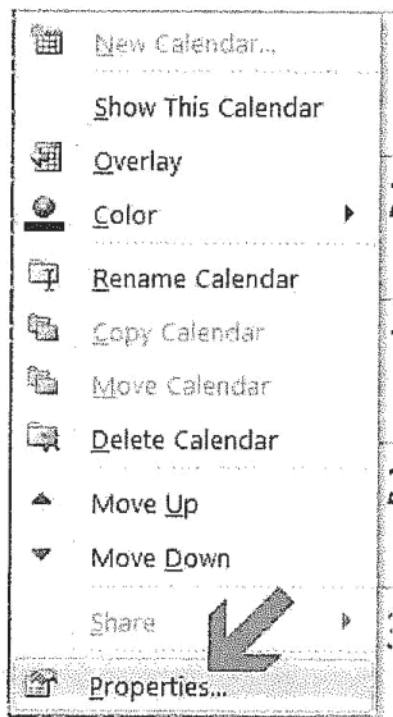


6. OK

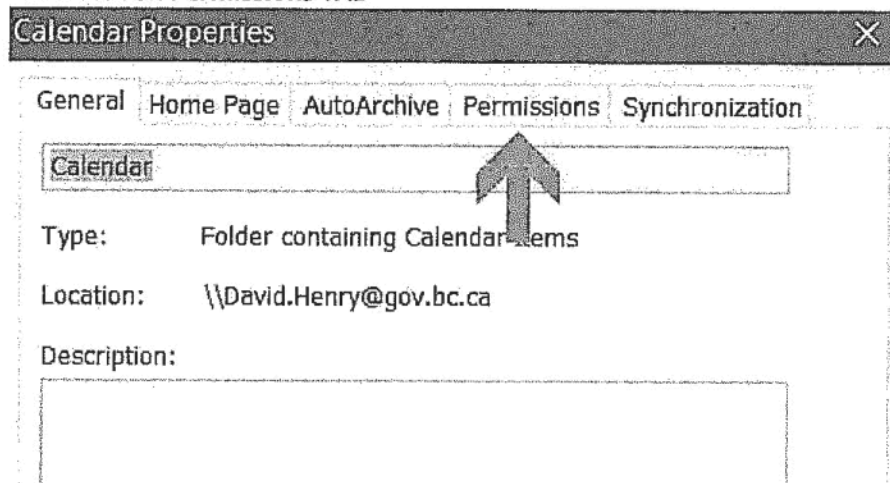
Done. You should now see the Boardroom Calendar when you view your calendars.

To add or modify users:

Right click on the calendar and go to properties.



Then click on **Permissions TAB**



6) Click on **Add...**

7) You can choose a default permissions level here.

8) or modify as you like.

9) Click **OK** when done.

Make sure the default stays as Free/Busy and you don't edit that line – sometimes it switches to that when adding a new user.

Calendar Properties

General
Home Page
AutoArchive
Permissions
Synchronization

Name	Permission Level
Default	Free/Busy time
Thibadeau, Ryan FIN:EX	Free/Busy time, subject, loc
Andruz, Dean FIN:EX	Free/Busy time, subject, loc
Werk, Ryan FIN:EX	Free/Busy time, subject, loc

Add...
Remove
Properties...

Permissions

Permission Level: Free/Busy

Read

Write

☐ None
☒ Free/Busy time
☐ Free/Busy time, subject, location
☐ Full Details

☐ Create items
☐ Create subfolders
☐ Edit own
☐ Edit all

Delete items

☒ No
☐ Own
☐ All

☐ Folder owner
☐ Folder contact
☐ Folder visible

Any questions/issues or assistance required don't hesitate to contact.

David Henry
 Service Manager
 Premier's Office Technology Support
 @s.17
 Tel: 250-953-5151

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, August 28, 2017 9:10 AM
To: Gunn, Paula MCF:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: booking space at PVO

Hi Paula,

That would be Danny. Copying him on this email.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Gunn, Paula MCF:EX
Sent: Monday, August 28, 2017 8:57 AM
To: Tello, Romeo PREM:EX
Subject: booking space at PVO

Hi Romeo, my AC is away this week – is it you or Danny that I contact about booking a room at PVO? Thanks! Paula

Paula Gunn

Ministerial Assistant to Hon. Katrine Conroy and Hon. Katrina Chen
Minister of Children and Family Development and Minister of State for Child Care
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8
250-387-1977(w) 250-893-0352 (m)

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 25, 2017 2:26 PM
To: Loubert, Danny MIT:EX
Subject: FW: Access to PVO Boardroom calendar

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Thursday, August 24, 2017 8:24 AM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: RE: Access to PVO Boardroom calendar

Romeo,

Update:

Judy and Danny's access is complete as well. They should be able to add the calendar and access as appropriate.

Cheers,
David

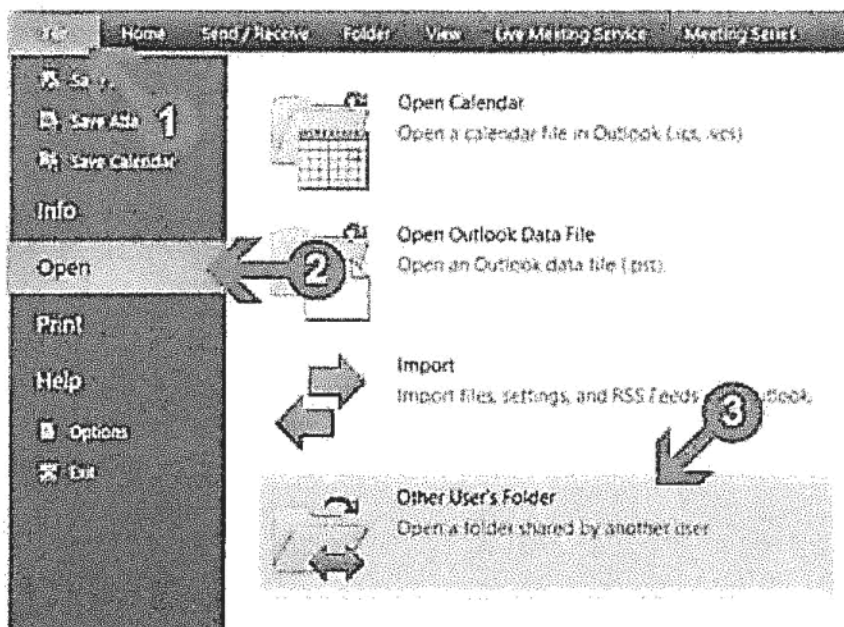
From: Henry, David A FIN:EX
Sent: August 24, 2017 7:39 AM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: Access to PVO Boardroom calendar

Good morning Romeo,

Please follow the below steps to add the calendar. The team was not able to add Danny or Judy's access as of yet due to server updates. But if you want you can easily do this – or they will have it done later this AM.

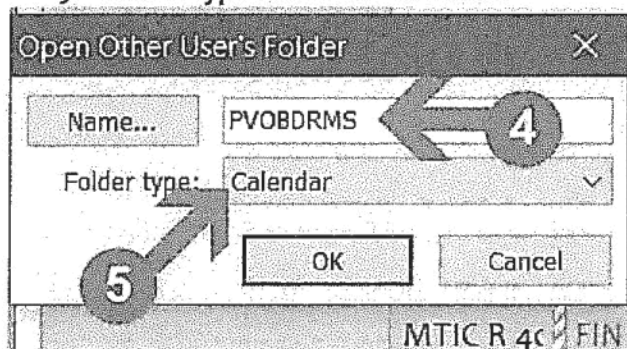
While in Outlook:

1. Click on File
2. Open
3. Other User's Folder



4. Under Name: put in **"pvoidbrms"**

5. Folder type should be **"Calendar"**

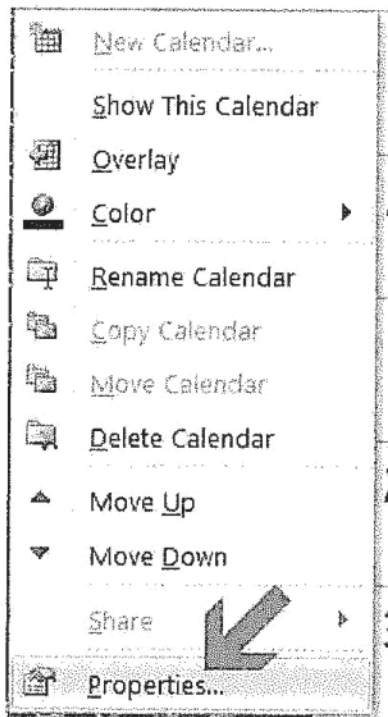


6. **OK**

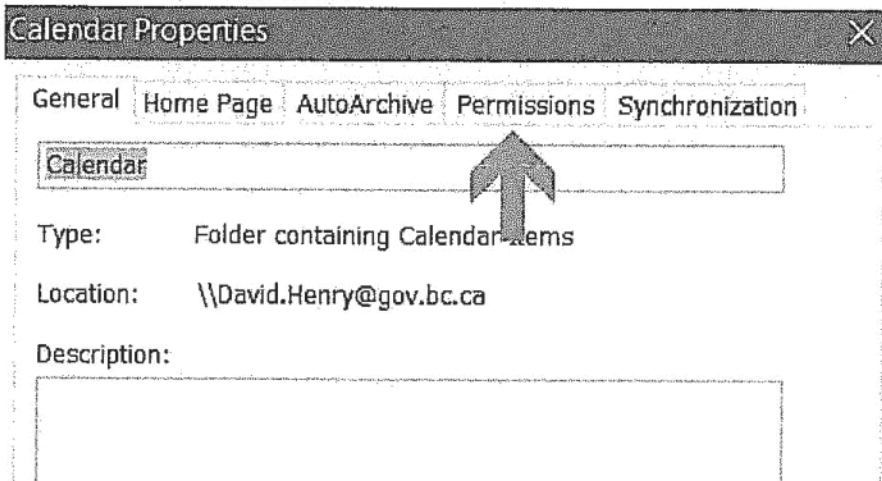
Done. You should now see the Boardroom Calendar when you view your calendars.

To add or modify users:

Right click on the calendar and go to properties.



Then click on **Permissions TAB**



6) Click on **Add...**

7) You can choose a default permissions level here.

8) or modify as you like.

9) Click **OK** when done.

Make sure the default stays as Free/Busy and you don't edit that line – sometimes it switches to that when adding a new user.

Calendar Properties

General

Home Page

AutoArchive

Permissions

Synchronization

Name	Permission Level
Default	Free/Busy time
Thibadeau, Ryan FIN:EX	Free/Busy time, subject, loc
Andruz, Dean FIN:EX	Free/Busy time, subject, loc
Werk, Ryan FIN:EX	Free/Busy time, subject, loc

Add...

Remove

Properties...

Permissions

Permission Level:

Free/Busy

Read

☐ None
 ☒ Free/Busy time
 ☐ Free/Busy time, subject, location
 ☐ Full Details

Other Free/Busy...

Delete items

☒ No
 ☐ Own
 ☐ All

Write

☐ Create items
 ☐ Create subfolders
 ☐ Edit own
 ☐ Edit all

Other

☐ Folder owner
 ☐ Folder contact
 ☐ Folder visible

Any questions/issues or assistance required don't hesitate to contact.

David Henry
 Service Manager
 Premier's Office Technology Support
 @:s.17
 Tel: 250-953-5151

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 25, 2017 1:41 PM
To: Meggs, Geoff PREM:EX
Subject: Your computer

Hi Geoff,

Called IT – we had to restart the computer and have to get you to log back in. From there we should be able to get your emails sent out. Please see me after your meeting if you have a moment so we can get this done.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 25, 2017 1:37 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72830 Due September 5, 2017

I have no records.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Friday, August 25, 2017 1:28 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny MIT:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Oreck, Mira PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamara PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; MacLean, Shelley PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-72830 Due September 5, 2017

This is an ALL STAFF Call for Records.

Please let me know by September 5th whether or not you have any records responsive to the following request:

If you have records please send them to me as a PDF.

All documents, including memos, briefing notes, backgrounders, e-mails, text or Instant messages, media lines, etc., regarding the proposal, planning, rollout and fallout of the Government's announcement on August 10, 2017 regarding the Kinder Morgan TransMountain pipeline.

(Date Range for Record Search: From 07/19/2017 To 08/14/2017) Date Format is MM/DD/YYYY

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

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: Friday, August 25, 2017 12:13 PM
To: Cooling, Karen PREM:EX
Cc: Loubert, Danny MIT:EX
Subject: RE: meeeting space

That would be Danny Loubert who I'm copying on this email. Let me know if you have any further questions.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Cooling, Karen PREM:EX
Sent: Friday, August 25, 2017 12:12 PM
To: Tello, Romeo PREM:EX
Subject: meeeting space

Hi Romeo:

Sorry to bother you, but can you please remind me who I am to contact if the Minister needs meeting space in the Premier's office?

Thanks,
Karen

Karen Cooling

Interim Ministerial Assistant
Office of the Minister of Labour
Victoria, BC
250-953-0920

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

Tello, Romeo PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, August 25, 2017 10:00 AM
To: Cavanagh, Judy PREM:EX
Subject: FW: Inquiry for Service at Suite 740 - 999 Canada Place
Attachments: Outline of our Horticultural Service Program 2017.pdf

Importance: High

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Premier's Vancouver Office | Office of Premier John Horgan
P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Gary Laufer [<mailto:gary@coconutgrove.ca>]
Sent: Wednesday, August 23, 2017 12:09 PM
To: Loubert, Danny MIT:EX
Cc: Tello, Romeo PREM:EX; 'Dan LeFebvre'
Subject: RE: Inquiry for Service at Suite 740 - 999 Canada Place
Importance: High

Hello Danny,

Thank you for email & it was great chatting with you again.
Daniel updated me on your meeting & requests.....

All aspects of your Interior Plantscape have been reviewed and we are confident that we can provide you with a very comprehensive Horticultural Service Program, as we have been doing for some time now. Coconut Grove was incorporated in 1988 and has since grown into one of the leading Interiorscape & Exterior Landscape companies in Vancouver. We have designed and installed many truly unique plantscapes for major corporations, hotels, malls and offices.

Our team of 30 well trained, uniformed horticultural technicians are always energetic and personable, taking great pride in their work. Coconut Grove's training program places great emphasis on technique, appearance, behaviour and attitude when dealing with plants and people.

Our Horticultural Service Program, with weekly scheduled visits, experienced technicians will be on site regularly each week,

to provide all the necessary care for your plants, watering, cleaning, trimming, and fertilizing as required. Preventative treatments

to combat diseases or infestations will be administered with environmentally safe organic products. Guaranteed plant replacements will be offered as well.

(*only plants supplied & serviced by Coconut Grove Inc. can be guaranteed)

With our team in place, weekly servicing, monthly inspections, any and all issues can be dealt with in a quick, timely manner.

All work and materials will conform to the highest of Horticultural Standards and Specifications, which we trust, will be to your satisfaction.

Coconut Grove has the reputation and has maintained the ability, commitment and professionalism in getting the job well done.

That is what Coconut Grove Inc. is all about!

Interior Plantscape Review

3 mixed planters 16"x24" (one ficus will need to be removed)

12 ass't plants

It is recommended that before starting our weekly service, that we clean, prune, detail, add soil.....

One Time Cost \$125.00+tax

Our Horticultural Service Program with weekly scheduled visits for your plants will be @145.00 +tax monthly.

In order to proceed, please email your confirmation to our Office.

Thank you,

Gary Laufer

Gary Laufer

President

Coconut Grove Inc.

Suite 108 - 2430 King George Blvd.

Surrey BC V4P 1H5

Tel: 604-536-7266 * Fax: 604-536-7278

email: gary@coconutgrove.ca * web: www.coconutgrove.ca



GREEN PLANTS
for GREEN BUILDINGS



ContractorCheck

COMPLYWORKS

Get ready to work.

From: Loubert, Danny MIT:EX [<mailto:Danny.Loubert@gov.bc.ca>]

Sent: August 23, 2017 10:22 AM

To: 'gary@coconutgrove.ca'

Cc: Tello, Romeo PREM:EX

Subject: Inquiry for Service at Suite 740 - 999 Canada Place

Good Morning Gary,

It was a pleasure to speak with you on the phone. We are hoping you might be able to provide a with a list of services you provide as well as options available with quotes and details.

We look forward to hearing from you,

Danny Loubert

Support Staff

Premier's Vancouver Office

