

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 28, 2017 5:14 PM
To: Akam, Shelly L FIN:EX
Subject: RE: Meet monday

Hi Shelly,

Thanks for responding. Tuesday morning works for us. Preferably we wrap up before 12pm as Judy has a meeting shortly thereafter. Please let me know if this works and we'll get this rolling! Many thanks in advance.

Best,
Romeo

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

From: Akam, Shelly L FIN:EX
Sent: Thursday, September 28, 2017 5:05 PM
To: Tello, Romeo PREM:EX
Subject: Re: Meet monday

Hi Romeo

I spoke to Doug from Heritage Office Furnishings, unfortunately, his earliest availability is Tuesday morning or anytime Wednesday, I didn't ask about Thursday or Friday.

Please let me know if either of the proposed dates work or what other dates you would like me to look at.

Thank you.
Shelly

Sent from my Samsung device

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

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-09-28 11:20 AM (GMT-08:00)
To: "Akam, Shelly L FIN:EX" <Shelly.Akam@gov.bc.ca>
Subject: Meet monday

Hi Shelly,

Thanks for taking my call this morning. I spoke to Judy and it looks like Monday Oct 2nd in the afternoon works best in our schedule. Please let me know if this can also work for you, Doug, Melissa and Tracey. Many thanks in advance.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 28, 2017 5:08 PM
To: Sanderson, Melissa MEM:EX
Subject: RE: Anyone still there?

Hi yes we are here.

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

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

From: Sanderson, Melissa MEM:EX
Sent: Thursday, September 28, 2017 5:04 PM
To: Tello, Romeo PREM:EX
Subject: Anyone still there?

s.22

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 28, 2017 4:57 PM
To: 'Amy Li'
Subject: Card s.15,s.

Hi Amy,

Can you please give cards.15,s. 24 hour access to the building and ^{s.15} floors for Don Wright? Many thanks.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 28, 2017 1:57 PM
To: Moran, Roseanne LASS:EX; Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: Caucus Briefing conference call tonight

Yes there is.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: Moran, Roseanne [<mailto:Roseanne.Moran@leg.bc.ca>]
Sent: Thursday, September 28, 2017 1:56 PM
To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Caucus Briefing conference call tonight

Also – assuming that there is a teleconferencing unit in the room? Thx.

From: Cavanagh, Judy PREM:EX [<mailto:Judy.Cavanagh@gov.bc.ca>]
Sent: Thursday, September 28, 2017 1:43 PM
To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Cc: Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca>
Subject: RE: Caucus Briefing conference call tonight

Yes, depending on numbers we will just bring in more chairs. But will consider this as a one off as they are in town for UBCM.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Moran, Roseanne [<mailto:Roseanne.Moran@leg.bc.ca>]
Sent: Thursday, September 28, 2017 1:36 PM
To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Caucus Briefing conference call tonight

Before I try to get stuff put into calendars, is there enough room for other caucus MLAs to attend for the briefing? I can just send it out to the larger group. We already know that four cabinet members won't be calling in and we know that Min. Eby will be on the phone and not in person so hoping they can all be invited to the room. Thx.

From: Cavanagh, Judy PREM:EX [<mailto:Judy.Cavanagh@gov.bc.ca>]
Sent: Thursday, September 28, 2017 1:27 PM
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Moran, Roseanne <Roseanne.Moran@leg.bc.ca>

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

Subject: RE: Caucus Briefing conference call tonight

Hi Kate,

We can set up the Cabinet Boardroom.

The main doors to the building are locked at 6pm. If anyone arrives after 6pm they can phone Romeo at 778-873-0143.

Thank you.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, September 28, 2017 1:14 PM
To: Moran, Roseanne LASS:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Re: Caucus Briefing conference call tonight

Let's see if there is something at Vco. Judy?

Sent from my iPhone

On Sep 28, 2017, at 1:06 PM, Moran, Roseanne <Roseanne.Moran@leg.bc.ca> wrote:

Seems complicated but checking with you to see if there is anything you know of?

From: "Scott, Samantha" <Samantha.Scott@leg.bc.ca>
Sent: Thursday, September 28, 2017 11:12 AM
To: "Moran, Roseanne" <Roseanne.Moran@leg.bc.ca>
Subject: FW: Caucus Briefing conference call tonight

Please see question below from Farnworth.

Samantha Scott | Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus
T: 250-387-1083 | F: 250-387-4680
samantha.scott@leg.bc.ca | www.bcnepcaucus.ca

From: Wakeman, Michelle PSSG:EX [<mailto:Michelle.Wakeman@gov.bc.ca>]
Sent: Thursday, September 28, 2017 11:10 AM
To: Scott, Samantha <Samantha.Scott@leg.bc.ca>
Subject: RE: Caucus Briefing conference call tonight

Hey Sam,

Mike is wondering if there's a room for all the Minister's that are at UBCM at they can do the call from?

Thanks,
Michelle

From: Scott, Samantha [<mailto:Samantha.Scott@leg.bc.ca>]

Sent: Thursday, September 28, 2017 10:40 AM

To: Brosz, Corinne M ENV:EX; Chapotelle, Jacqueline TRAN:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Giuliano, Angela HLTH:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Hay, Lorna MAH:EX; Johnson, Lisa E AGRI:EX; Johnstone, Susan LBR:EX; Holding, Marina TAC:EX; Marquis, Yvette HLTH:EX; Marshall, Samantha EMPR:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDSI:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTST:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Silverio, Lisa FLNR:EX; Campbell, Sue LBR:EX; Wade, Debbie HLTH:EX; Wakeman, Michelle PSSG:EX; White, Christine MAH:EX; White, Emily MCF:EX

Cc: Moran, Roseanne LASS:EX

Subject: Caucus Briefing conference call tonight

Hi folks,

Could you please add the following info into your Minister's calendars.

Topic – Caucus Briefing

Date – Thursday, September 28, 2017

Time – 6 pm to 7 pm

Phone – s.15,s.17

Conference ID – s.15,s.17

Cheers,

Samantha Scott | Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus

T: 250-387-1083 | **F:** 250-387-4680

samantha.scott@leg.bc.ca | www.bcnepcaucus.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 28, 2017 10:56 AM
To: Gillezeau, Rob PREM:EX
Subject: Re: More printing

Yes

Sent from my iPhone

On Sep 28, 2017, at 10:39 AM, Gillezeau, Rob PREM:EX <Rob.Gillezeau@gov.bc.ca> wrote:

Can I send along 2 more docs for printing to pickup around noon?

Sent from my Samsung Galaxy smartphone.

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 27, 2017 5:34 PM
To: Wong, Tamarra PREM:EX
Subject: FW: GCPE All Staff Phone List - effective September 19th, 2017
Attachments: GCPE_All Staff Phone List_Sept 19 2017.xlsx; GCPE_All Staff Phone List_Sept 19 2017.pdf

As attached

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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From: Badger, Joleen GCPE:EX
Sent: Thursday, September 21, 2017 12:05 PM
To: Tello, Romeo PREM:EX
Subject: FW: GCPE All Staff Phone List - effective September 19th, 2017

From: Gallant, Linda GCPE:EX
Sent: Monday, September 18, 2017 3:33 PM
To: GCPE All Staff
Cc: Nash, Amber PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Subject: GCPE All Staff Phone List - effective September 19th, 2017

Good afternoon,

Please find attached an updated All Staff Telephone List effective September 19th for your reference. This list has been revised to reflect recently announced staffing changes.

If there are errors or information that is out of date, or distribution list issues, please notify me as soon as possible to have this corrected.

In addition, please ensure that old phone lists are shredded and not sent to the garbage or recycle bins.

Note: PDF version attached for a quicker read on mobile device.

Thank you,

Linda

Linda Gallant
Facilities Services Advisor
GCPE – HQ
4th Floor, 617 Govt St
Victoria BC V8W 9V1

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 27, 2017 12:55 PM
To: Cavanagh, Judy PREM:EX
Subject: OIC

Hi Judy,

The original OIC with title can be found in this link here:

http://www.bclaws.ca/civix/document/id/oic/OIC_CUR/0220_2017

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 12:30 PM
To: Loubert, Danny PREM:EX
Subject: Draft 3 of MA guidelines
Attachments: Draft3-MAGuidelines-VCO.docx

As attached. Let me know if you have any questions.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 11:56 AM
To: Cavanagh, Judy PREM:EX
Subject: Draft 3 of MA guidelines
Attachments: Draft3-MAGuidelines-VCO.docx

Ass attached. Let me know if you have any questions.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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P: 604-775-1677 | **C:** 778-873-0143 | **E:** romeo.tello@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 11:47 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Short list

I liked this one. It was quite handy and was in accordance to our specific needs at VCO. I think we should just use this one.

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

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, September 26, 2017 11:46 AM
To: Tello, Romeo PREM:EX
Subject: Short list

Hi Romeo,

If we don't get a short list doc from PSA, we could use this one again.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 11:41 AM
To: Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Hagglund, Jarrett GCPE:EX
Subject: s.22

Hi folks,

s.22

Cheers,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 11:03 AM
To: Akam, Shelly L FIN:EX
Subject: Follow up

Hi Shelly,

We wanted to follow up with you to see if we can plan a date to move furniture within our office. If you have any further questions about this, please don't hesitate to ask. Many thanks.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 26, 2017 8:44 AM
To: Privett, Don PREM:EX
Subject: Re: Conference line for Judy today

Thanks Don!

Sent from my iPhone

> On Sep 26, 2017, at 8:43 AM, Privett, Don PREM:EX <Don.Privett@gov.bc.ca> wrote:
>
> Booked today from 1 pm to 1:30
>
> Premier's conference call line Tel^{s.15,s.17}
>
> Participant code ^{s.15,s.17}
> Moderator code
>
> Don
>
> -----Original Message-----
> From: Tello, Romeo PREM:EX
> Sent: Tuesday, September 26, 2017 8:34 AM
> To: Privett, Don PREM:EX
> Subject: Conference line for Judy today
>
> Hi Don,
>
> Is it possible to book the conference line for 1pm today for 30 mins? If 1pm doesn't fit, could 2pm work? Please let me know. Many thanks.
>
> Best,
> Romeo
>
> Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 8:15 PM
To: Kristianson, Eric GCPE:EX
Subject: Conference call

Hi Eric,

Just wanted to follow up about scheduling the conference call. Both Judy and Matt are flexible with their schedules tomorrow so they can work around your free time. Please let me know so I can send out the invite.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 3:49 PM
To: Neilson, Kirsten ENV:EX
Subject: RE: Boardroom s.15

Hi Kirsten,

Booking rooms at Suite s.15 goes through your Deputy Minister's Office. Their offices are the ones with access to book the space. With that said, I know that there isn't space available at Suite s.15 this week because it has been block booked for meetings between UBCM delegates and Ministers.

Best,
Romeo

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

From: Neilson, Kirsten ENV:EX
Sent: Monday, September 25, 2017 3:43 PM
To: Tello, Romeo PREM:EX
Subject: Boardroom s.15

Hello Romeo,

We are needing a meeting room for Thursday, September 28th from 8 to 9 am. Is there anything available at boardroom s.15 ?

Best Regards,

Kirsten Neilson
Administrative Coordinator to the **Honourable George Heyman**
Minister of Environment
Ministry of Environment and Climate Change Strategy
Office: 250-387-3069
Mobile: 250-893-1647

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 2:50 PM
To: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX; Loubert, Danny PREM:EX
Subject: Info on phone plans

Hi all,

I've received info from David Henry on our phone plans. They are as follows:

Judy and Danny – 350 minutes + 3GB of data
Mira – 550 minutes + 3G of data

All plans in OOP are pooled. This means that all unused minutes and data on all OOP mobile numbers go into a pool and are used to cover OOP numbers that have gone over their monthly usage. Additionally, calls to other Telus mobile numbers do not count towards your monthly minute usage. If you have any further questions about your phone plans, feel free to let me know.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 2:05 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: teleconference call

Do you have a preferred time and date?

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

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 25, 2017 2:03 PM
To: Tello, Romeo PREM:EX
Cc: Kristianson, Eric GCPE:EX; Hannah, Matt GCPE:EX
Subject: teleconference call

Hi Romeo,

Can you set up a teleconference call with Eric, Matt and me re Estimates. Will need about 15 minutes.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 12:26 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Confidential Clerk 11 Resumes

Hi Judy,

Was there supposed to be a pdf attachment on this email? It seems like it might not have attached when you replied and copied me.

Best,
Romeo

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

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 25, 2017 11:05 AM
To: Quelch, Barbara PSA:EX
Cc: Oliver, Chrissy PSA:EX; Tello, Romeo PREM:EX
Subject: RE: Confidential Clerk 11 Resumes

This is terrific Barbara, thank you. . Just send the remainder in one batch after the posting closes.

Now we'll have to really get rolling on shortlisting.

Thank you again.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

From: Quelch, Barbara PSA:EX
Sent: Monday, September 25, 2017 10:19 AM
To: Cavanagh, Judy PREM:EX
Cc: Oliver, Chrissy PSA:EX
Subject: Confidential Clerk 11 Resumes

Good morning Judy,

Please find attached a pdf document containing the 47 applications received to date for the Clerk 11 vacancy in your Vancouver office. I have also attached three applications emailed to me directly.

If you wish to view the job posting as it appears on our website, the link is [here](#). I will send you a new batch of resumes daily until the posting closes, this Friday at midnight. Alternatively, I would be pleased to send a single batch once the posting is closed. Just let me know if this is your preference.

Sincerely,

Barbara Quelch, Practice Advisor
Hiring Centre | Hiring and Service Operations Division | BC Public Service Agency
100 - 940 Blanshard St. | Victoria, BC | V8W9V1 cel 250 812-1049 |
AskMyHR (www.gov.bc.ca/myhr/contact)

*Acknowledging with gratitude the **Lekwungen Peoples, Traditional Keepers of this Land**, where this email is coming to you from. Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.*

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 12:25 PM
To: Cavanagh, Judy PREM:EX; Henry, David A FIN:EX
Subject: RE: Power cords and calendar access on IPHONE

Hi all,

The email is PVOBdrms@victoria1.gov.bc.ca

-Romeo

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

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 25, 2017 11:36 AM
To: Henry, David A FIN:EX
Cc: Tello, Romeo PREM:EX
Subject: Power cords and calendar access on IPHONE

Hi David,

I left my power cord for the Surface Pro, in a Victoria office. Someone scooped it. Can you please purchase 2 new ones for VCO. We will keep one here as a spare for others to use when they forget theirs. (like today, Tamarra forgot hers).

As well, I would like to have access to the VCO calendar, Geoff Meggs and the Premier's calendar on IPHONE. I understand that a special "app" or something is required. Please make the request.

Thanks David,

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 11:51 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Tomorrow meet and greet

Hi Elizabeth,

Just tried calling you – at my desk now. Please give me a call regarding the meet and greet tomorrow.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 9:39 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: coordinates for this afternoon call

They are in your calendar. Was accidentally put in and circulated for the Tuesday slot.

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

From: Cavanagh, Judy PREM:EX
Sent: Monday, September 25, 2017 9:37 AM
To: Tello, Romeo PREM:EX
Subject: coordinates for this afternoon call

Hi Romeo

What are the coordinates for the afternoon call with Layne, Kate and Mira? Do they have them?

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 9:18 AM
To: Milne, Gala AG:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Room cancellation 12pm VCO

Thanks for letting us know. You still need the space from 1-3:30pm, right?

-Romeo

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

From: Milne, Gala AG:EX
Sent: Monday, September 25, 2017 9:13 AM
To: Tello, Romeo PREM:EX
Subject: FW: Room cancellation 12pm VCO

Hey Romeo!

Hope you're doing well today. Not sure if Danny will see this in time, but fyi that our office had booked a space for today at VCO for 12pm that we are no longer needing.

Thanks so much,

Gala

From: Loubert, Danny PREM:EX
Sent: Sunday, September 24, 2017 9:32 PM
To: Milne, Gala AG:EX
Subject: Automatic reply: Room cancellation 12pm VCO

Thank you for your email.

s.22 During this time I will have only limited access to my emails. For immediate assistance please contact Romeo Tello, 604-775-1600 or Romeo.Tello@gov.bc.ca

All other emails will be responded to upon my return.

Warmest Regard,

Danny Loubert

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 9:16 AM
To: 'Amie Brenner'
Subject: Coffee and supplies order

Hi Amie,

Just wanted to follow up to see if you've been able to track down the whereabouts of our coffee order? Please let me know if you have any new info for me.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 8:42 AM
To: White, Christine MAH:EX
Cc: Loubert, Danny PREM:EX
Subject: Re: Meeting room needed

Hi Christine,

Danny will direct them to their boardroom upon arrival for their meeting. We are trying not to give out specific boardroom names as we need to have the ability to move meetings around the office as they arise. Rest assured, Danny knows who will be coming and where they need to go.

Best,
Romeo

Sent from my iPhone

On Sep 23, 2017, at 12:35 PM, White, Christine MAH:EX <Christine.White@gov.bc.ca> wrote:

That you Romeo. Minister will it be attending the meeting however, the rest of the attendees noted in my original email will. Which boardroom can I let tell them to add to their calendars?

Thanks!
Christine

Sent from my iPhone

On Sep 22, 2017, at 3:25 PM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hi Christine,

I can confirm that there's I've put in a booking for Minister Robinson's meeting on September 25th from 11-12. Thank you for sending the guest list.

Best,
Romeo

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

From: White, Christine MAH:EX
Sent: Friday, September 22, 2017 3:17 PM
To: Tello, Romeo PREM:EX
Subject: FW: Meeting room needed
Importance: High

Hello! Can you please have this boardroom booked for Monday the 25th? Please confirm via email to me at your earliest convenience!

Thanks!

Christine White

Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387-6478
<image001.gif>

From: White, Christine MAH:EX
Sent: Thursday, September 21, 2017 3:54 PM
To: Loubert, Danny PREM:EX
Subject: Meeting room needed

Monday Sept 25 from 1130-11-12 for 5 people – is this doable???

Attendees:

Mayor Mike Budda
Kevin Quinlin COS
Craig Ashbourne
Daniela Gardea
Derrick

Thanks!

Christine White

Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387-6478
<image001.gif>

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 25, 2017 8:37 AM
To: Harder, Derrick PREM:EX
Subject: Re: room bookings, monday sept 25

Hi Derrick,

Unfortunately we don't have space at 2:15pm.

-Romeo

Sent from my iPhone

On Sep 23, 2017, at 4:23 PM, Harder, Derrick PREM:EX <Derrick.Harder@gov.bc.ca> wrote:

Thanks Romeo.

Sorry for late notice- we will have to cancel second booking. The 4:30pm with Gavin mcgarrigle.

But if it is possible on short notice, please book a small room for me and ADM Kevin richter from 2:15 to 3pm. Thank you!

Derrick

Sent from my iPhone

On Sep 21, 2017, at 11:02 AM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Perfect. I confirm that we have a boardroom for you for these meetings.

-Romeo

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

From: Harder, Derrick PREM:EX
Sent: Wednesday, September 20, 2017 10:16 AM
To: Tello, Romeo PREM:EX
Subject: RE: room bookings, monday sept 25

1pm – Derrick Harder, Frank Anderson BCGEU, Rory Smith BCGEU
4.30pm – Minister Claire Trevena, Derrick Harder, Gavin McGarrigle UNIFOR

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 10:14 AM
To: Harder, Derrick PREM:EX
Subject: Re: room bookings, monday sept 25

Hi Derrick,

Can you please send me a list of who will be at each meeting? We need it before we can confirm boardrooms for you. Many thanks!

Best,
Romeo

From: Harder, Derrick PREM:EX
Sent: Wednesday, September 20, 2017 9:55 AM
To: Tello, Romeo PREM:EX
Subject: room bookings, monday sept 25

Hi Romeo –
Can you find me a room at VCO that I can use on Monday Sept 25 from 1-2pm
(three people, small is fine)
And from 4.30-5.30 (again, three people, small is fine)
Thank you!

Derrick Harder
Senior Ministerial Assistant to Hon. Claire Trevena
Minister for Transportation and Infrastructure
Office 250 387 1978 / Cell 250 893 4238

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 4:42 PM
To: Behrens, Marlene GCPE:EX
Subject: See me when done call

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 4:24 PM
To: 'Amy Li'
Subject: RE: Access card for building

Hi Amy,

Yes – please deactivate #s.15, .

Thank you.

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

From: Amy Li [<mailto:amyl@opwtc.ca>]
Sent: Friday, September 22, 2017 4:20 PM
To: Tello, Romeo PREM:EX
Subject: RE: Access card for building

Hi Romeo,

Ms. Behrens has already been issued Card # s.15. on July 24, 2017 as per instructions forwarded to us from Kelssay Hurd from WSI which is enclosed. Do you want me to deactivate Card #s.15.s. at the same time?

Thanks.

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

From: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]
Sent: September 22, 2017 4:03 PM
To: Amy Li
Subject: Access card for building
Importance: High

Hi Amy,

Can you please give card s.15.s. under Marlene Behrens access to the after hours access to the building, s.1 floor, and s. floor? Please let me know. Many thanks.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 3:39 PM
To: Silverio, Lisa FLNR:EX
Cc: Doust, Natalie MIT:EX
Subject: RE: Sep 25th Minister Donaldson

Hi Lisa,

I can confirm that we have boardrooms with the appropriate sizes for the Minister's meetings. Moving forward we're not specifying the room names as we need the ability on our end to move meetings around should others come up. With that said, Danny will be happy to direct the Minister and his guests to their rooms when they arrive.

On the JTT end, I've spoken to Natalie who covers reception at JTT (cc'ed on this email) and they have space for 6 people available for the 11-12 time slot required. Feel free to ask her any questions you have with regards to the room at Suite 730 and please let me know if there's anything else I can do on my end to help.

Best,
Romeo

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

From: Silverio, Lisa FLNR:EX
Sent: Friday, September 22, 2017 3:33 PM
To: Tello, Romeo PREM:EX
Subject: RE: Sep 25th Minister Donaldson

Thanks for the quick response! Can you confirm the meeting rooms for 8:45am and 10am.
And if you could check with JTT that would be greatly appreciated 😊

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 3:23 PM
To: Silverio, Lisa FLNR:EX
Subject: RE: Sep 25th Minister Donaldson

Hi Lisa,

Thanks for sending this list along. I can confirm that Minister Donaldson has rooms booked from 8:45am and 10am.

Unfortunately we don't have any rooms available for the 11-12pm slot but I can check with the Jobs, Trade and Technology office next door to see if they have space available on Monday during that time.

Beset,
Romeo

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

From: Silverio, Lisa FLNR:EX
Sent: Friday, September 22, 2017 3:12 PM

To: Tello, Romeo PREM:EX
Subject: FW: Sep 25th Minister Donaldson
Importance: High

Hi Romeo,
Can you please confirm s.22

From: Silverio, Lisa FLNR:EX
Sent: Friday, September 22, 2017 8:24 AM
To: Loubert, Danny PREM:EX
Subject: Sep 25th Minister Donaldson

Hi Danny,
Here are the attendees for MDD's Meetings on Monday, Sep 25th:

845am-9Pre brief with staff
9am-930am Meeting
Minister Donaldson, Minister Beare
MA Tim Renneberg, MA for Minister Beare
Katherine MacRae- Executive Director Commercial Bear Viewing Association
Dean Wyatt, Knight Inlet Lodge

10am Pre Brief with Staff
10:15-11am Meeting 12ppl
MDD
Mas-Tim Renneberg, Ken McLaren
Dave Peterson
Sr. MA, Kathie Currie, will attend the meeting on MBR's behalf

Ken Kalesnikoff - Kalesnikoff Lumber Co. Ltd. - Castlegar BC - ILMA Board Chair
Ash Ladyman - Stella Jones - Salmon Arm - ILMA Board Vice Chair
Jerry Canuel - Aspen Planers - Merritt BC - ILMA Board Secretary/Treasurer
Bruce Rose - Aspen Planers - Merritt BC
Scott Weatherford - Atco Wood Products - Fruitvale BC
Trevor Kanigan - Gold Island Forest Products - South Slocan BC
Dan Battistella - ILMA Staff - Kamloops BC
Brian Simpson - ILMA Staff - Castlegar BC

Also, do you have a small room available for:
11-12pm
MDD, Tim Renneberg, Kenn McLaren
Northwest Resource Benefits Alliance Chairs – 3ppl Names TBC

Thank you!



Lisa Silverio
Administrative Coordinator to the
Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development
t 250.356.6211 f 250.387.1040

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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 3:11 PM
To: FIN FSA MIN OFF FIN:EX
Subject: iExpenses account

Hi there,

Was wondering how I get myself set up on iExpenses? Please let me know, many thanks in advance.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 2:42 PM
To: Sanders, Trent CITZ:EX
Subject: RE: Meeting Room Booking, Monday Sept. 25

Hi Trent,

Thanks for asking – unfortunately even the small work space for Ministers has been booked for the day.

Best,
Romeo

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

From: Sanders, Trent CITZ:EX
Sent: Friday, September 22, 2017 2:19 PM
To: Tello, Romeo PREM:EX
Subject: RE: Meeting Room Booking, Monday Sept. 25

Hi Romeo,

For this staff meeting, is there any sort of space available where our team can meet? We really don't require much, even a staff space will work for us.

Thank you,
Trent

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 11:41 AM
To: Sanders, Trent CITZ:EX
Subject: RE: Meeting Room Booking, Monday Sept. 25

Hi Trent,

Unfortunately we're at capacity for meetings during that time frame at VCO.

Best,
Romeo

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

From: Sanders, Trent CITZ:EX
Sent: Friday, September 22, 2017 11:37 AM
To: Tello, Romeo PREM:EX
Subject: Meeting Room Booking, Monday Sept. 25

Good morning Romeo,

I'm writing to request a meeting room on behalf of Minister Jinny Sims for Monday, Sept. 25th, from 1:30-3:00pm. The meeting will have six people present.

Thank you,

Trent Sanders

Administrative Assistant – Minister's Office

Ministry of Citizens' Services

Phone: 1-250-387-9699

Email: Trent.Sanders@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 2:36 PM
To: Campbell, Sue LBR:EX
Subject: RE: VCO meeting rooms availability

Hi Sue,

Due to the Premier's meetings at VCO on Tuesday, Wednesday and Friday, we are unable to accommodate this request.

Best,
Romeo

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

From: Campbell, Sue LBR:EX
Sent: Friday, September 22, 2017 2:06 PM
To: Tello, Romeo PREM:EX
Subject: VCO meeting rooms availability

Hi

I'm looking for space for a few meetings next week at VCO.

Tuesday, September 26 from 9-9:45 with Minister Bains and approximately 5-6 people re: Federation of Post Secondary Educators (FPSE)

Wednesday, September 27 from 9-9:45 with IUOE115 for 5-6 people as well.

And Friday, September 29 from 9-9:45 with MOVE UP for 5 people again

Thanks

Sue Campbell
Administrative Coordinator to the Honourable Harry Bains
Minister of Labour
Rm 342, Legislative Assembly
250-953-0925

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 2:34 PM
To: Westgate, Rachael TRAN:EX
Subject: RE: PVO Boardroom Bookings MCT and guests Oct 29, 9:00-10:30AM

Hi Rachel,

Due to the Premier's meetings at VCO on Friday, we are unable to accommodate this request.

Best,
Romeo

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

From: Westgate, Rachael TRAN:EX
Sent: Friday, September 22, 2017 1:43 PM
To: Tello, Romeo PREM:EX
Subject: PVO Boardroom Bookings MCT and guests Oct 29, 9:00-10:30AM

Hi Romeo

I would like to book a boardroom for Minister Trevena and the below listed guests for Friday, October 29th at 9:00-10:30 AM if possible.

Attendees:

Derrick Harder
Claire Trevena
Greg Moore
Raymond Louie, Board Vice Chair
Carol Mason, Commissioner/Chief Administrative Officer

Thanks,

Rachael Westgate
A/Administrative Coordinator
Office of the Minister
Ministry of Transportation and Infrastructure

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 1:46 PM
To: Hansen, Lucy EMPR:EX
Subject: Re: Boardroom Booking - Sept 22

Perfect. I have reserved the executive office space for them to use.

Sent from my iPhone

On Sep 22, 2017, at 1:40 PM, Hansen, Lucy EMPR:EX <Lucy.Hansen@gov.bc.ca> wrote:

3

Minister Mungall
Melissa Sanderson
James McNish

<image001.png>

Lucy Hansen

Administrative Coordinator to the
Honourable Michelle Mungall
Minister of Energy, Mines and Petroleum Resources
Direct: 250-387-2201
Office: 250-953-0900
E-mail: Lucy.Hansen@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 1:32 PM
To: Hansen, Lucy EMPR:EX
Subject: RE: Boardroom Booking - Sept 22

Hi Lucy,

How many people will that be?

-Romeo

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

From: Hansen, Lucy EMPR:EX
Sent: Friday, September 22, 2017 12:42 PM
To: Tello, Romeo PREM:EX
Subject: Fwd: Boardroom Booking - Sept 22

Hi Romeo,

Can you help us out with this request.

Lucy

Sent from my iPhone

Begin forwarded message:

From: "Hansen, Lucy EMPR:EX" <Lucy.Hansen@gov.bc.ca>
Date: September 22, 2017 at 12:40:27 PM PDT
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Subject: Re: Boardroom Booking - Sept 22

Hey Danny,

Minister Mungall is wondering if we could have a small boardroom for her and her staff from 2-4 today before her meeting today.

Sent from my iPhone

On Sep 15, 2017, at 10:58 AM, Loubert, Danny PREM:EX
<Danny.Loubert@gov.bc.ca> wrote:

Hi Lucy,

I would like to confirm the Executive Boardroom for Minister Mungall. Please forward the full list of attendees when it becomes available.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Hansen, Lucy EMPR:EX
Sent: Thursday, September 14, 2017 11:39 AM
To: Loubert, Danny PREM:EX
Subject: RE: Boardroom Booking - Sept 22

Great

<image001.png>

Lucy Hansen

Administrative Coordinator to the
Honourable Michelle Mungall
Minister of Energy, Mines and Petroleum Resources
Direct: 250-387-2201
Office: 250-953-0900
E-mail: Lucy.Hansen@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Thursday, September 14, 2017 11:39 AM

To: Hansen, Lucy EMPR:EX
Subject: RE: Boardroom Booking - Sept 22

Hi Lucy,

It's likely that it was tied to my MIT account(which has been bouncing back). The boardroom will depend on the total number of final guests and will likely be the Executive Boardroom if the size remains at 10.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Hansen, Lucy EMPR:EX
Sent: Thursday, September 14, 2017 11:15 AM
To: Loubert, Danny PREM:EX
Subject: RE: Boardroom Booking - Sept 22

Oh great I tried to email you directly and you did not show up in the gal and your old emailed bounced.. what boardroom do we have on hold??

<image001.png>

Lucy Hansen

Administrative Coordinator to the
Honourable Michelle Mungall
Minister of Energy, Mines and Petroleum Resources
Direct: 250-387-2201
Office: 250-953-0900
E-mail: Lucy.Hansen@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Thursday, September 14, 2017 11:00 AM
To: Hansen, Lucy EMPR:EX
Subject: RE: Boardroom Booking - Sept 22

Hi Lucy,

We will put a room on hold for the minister pending the final lists of attendees,

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Hansen, Lucy EMPR:EX
Sent: Thursday, September 14, 2017 10:53 AM
To: Tello, Romeo PREM:EX

Subject: Boardroom Booking - Sept 22
Importance: High

Good Afternoon,

Minister Mungall is requiring a boardroom for September 22

Times 3:30-5:30

Attendees: 10

Encana- Final list of attendees to be confirmed

Richard Dunn-Vice President

Minister Mungall

James McNish-Ministerial Assistant

David Nikolejsin-DM

Thank you,

<image001.png>

Lucy Hansen

Administrative Coordinator to the

Honourable Michelle Mungall

Minister of Energy, Mines and Petroleum Resources

Direct: 250-387-2201

Office: 250-953-0900

E-mail: Lucy.Hansen@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 1:35 PM
To: Roberts, Connie A ABR:EX
Subject: RE: Room booking for Minister Fraser

Hi Connie,

Unfortunately because of the Premier's meetings on Wednesday at VCO, we are unable to accommodate this request.

Best,
Romeo

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

From: Roberts, Connie A ABR:EX
Sent: Friday, September 22, 2017 1:33 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Room booking for Minister Fraser
Importance: High

Hi Romeo,

Minister Fraser is looking for a room for the following:

Date: Sept. 27th
Time: 11:00-11:30 am (1/2 hr)
Staff: MSF/Jonathan Sas/Doug Caul/Mark Lofthouse
Total: 4

Thanks,
Connie Roberts
*Administrative Coordinator to the
Honourable Scott Fraser
Minister of Indigenous Relations and Reconciliation
Room #323, Parliament Buildings
Victoria, BC
Phone: 250-387-0680*

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 12:00 PM
To: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Hi Pamela,

Sorry for the late reply on this – it has been very hectic lately. Please feel free to give me a call on my desk line below and I'd be happy to discuss.

Thanks,
Romeo

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

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 22, 2017 11:55 AM
To: Tello, Romeo PREM:EX
Subject: FW: Cabinet Room Booking
Importance: High

Hello Romeo,

I am following up on the request bellow as s.22
confirmation.

and would be grateful for

Best,

Pam Thindwa
Program Assistant
International Business Development – International Markets
Ministry of Jobs, Trade and Technology

From: Thindwa, Pamela MIT:EX
Sent: Thursday, September 21, 2017 9:05 AM
To: Tello, Romeo PREM:EX
Subject: FW: Cabinet Room Booking
Importance: High

Hello Romeo,

I hope you are having a great week.

Danny was assisting me in securing the Cabinet Boardroom for a meeting on September 28, 2017. The meeting is being hosted by our Europe team and both Minister Ralston and Deputy Minister Fazil will be attending (more information below).

Can you please provide confirmation details and a possible walk through as our team will stay after hours to welcome guests.

I appreciate your assistance in this matter.

Best,

Pam Thindwa
Program Assistant
International Business Development – International Markets
Ministry of Jobs, Trade and Technology

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 15, 2017 3:32 PM
To: Loubert, Danny PREM:EX
Subject: RE: Cabinet Room Booking

Hi Danny,

Will or Victoria will be accepting the guests as they arrive.

Best,

Pam

From: Loubert, Danny PREM:EX
Sent: Friday, September 15, 2017 3:18 PM
To: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Hi Pam,

We can confirm the Executive Boardroom for this meeting.

As this is an afterhours event will your office be accepting the guests?

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Danny.Loubert@gov.bc.ca

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 15, 2017 12:17 PM
To: Loubert, Danny PREM:EX
Subject: RE: Cabinet Room Booking

Hi Danny,

Yes, 13 people.

Best,

Pam

From: Loubert, Danny PREM:EX
Sent: Friday, September 15, 2017 12:13 PM
To: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Thanks Pam,

Noting William's Message will there be 13 or 19 guests?

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 15, 2017 12:01 PM
To: Loubert, Danny PREM:EX
Subject: FW: Cabinet Room Booking

Hi Danny,

Please see below the list of attendees.

Best,

Pam

From: Hoyle, William MIT:EX
Sent: Friday, September 15, 2017 11:46 AM
To: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Note the Embassy has asked the delegation to limit their participation to 6 people. This means the final count will be: 13 people (6 from the delegation, 1 from the Cdn Embassy, 1 from the German Consulate, 5 from BC Gov)

Helmholtz Association

- Dr. Otmar Wiestler, President, Helmholtz Association of German Research Centres (Head of Delegation)
- Dr. Heinz Voggenteiler, Director, German Aerospace Center (DLR) & Institute of Material Science
- Prof. Dr. Thomas Lippert, Director, Institute for Advanced Simulation, Research Centre Jülich FZJ
- Prof. Dr. Pierluigi Nicotera, Director, German Center for Neurodegenerative Diseases (DZNE)
- Prof. Dr. Effrosyni Chelioti, Director of Communications and External Relations, Helmholtz Association of German Research Centres
- Ute Gerlach, Coordinator of International Affairs and Mentoring Programs, Helmholtz Association of German Research Centres (Mission Coordinator)
- Marc Jochemich, Regional Manager, International Relations, German Aerospace Center DLR, International Cooperation
- Prof. Dr. Joachim Mnich, Director, Particle and Astro-particle Physics, German Electron Synchrotron DESY
- Prof. Dr. Josef Puchta, Administrative Director, German Cancer Research Centre DKFZ
- Prof. Dr. Eva Schill, Karlsruhe Institute of Technology KIT

- Prof. Dr. Matthias Tschop, Director, Institute for Diabetes and Obesity, Helmholtz Centre Munich for Environmental Health HMGU
- Dr. Karl-Friedrich Ziegahn, Karlsruhe Institute of Technology KIT

BC Government

- Bruce Ralston, Minister of Jobs, Trade and Technology
- Cathy, Ministerial Assistant
- Rick Glumac, Parliamentary Secretary for Technology, Ministry of Jobs, Trade and Technology
- Fazil Mihlar, Deputy Minister, Ministry of Jobs, Trade and Technology
- Rupert Potter, Managing Director, BC Trade and Investment Representative Office, London, UK

Consulate General of the Federal Republic of Germany

- Josef Beck, Consul General

Canadian Embassy to the Federal Republic of Germany

- Ghislain Robichaud, Senior Trade Commissioner, Science and Technology

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 15, 2017 9:39 AM
To: Hoyle, William MIT:EX
Subject: FW: Cabinet Room Booking

Hi Will,

Can you please provide a list of confirmed attendees, if possible.

Best,

Pam Thindwa
Program Assistant
International Business Development – International Markets
 Ministry of Jobs, Trade and Technology

From: Loubert, Danny PREM:EX
Sent: Friday, September 15, 2017 9:37 AM
To: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Thanks Pam,

We will let you know once we have confirmed the meeting. If you could continue to forward detail (a full list of attendees) that will help us with the confirmation.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
 Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Danny.Loubert@gov.bc.ca

From: Thindwa, Pamela MIT:EX
Sent: Friday, September 15, 2017 9:19 AM

To: Loubert, Danny PREM:EX
Subject: RE: Cabinet Room Booking

Hi Danny,

Can you please assist in booking the Cabinet Boardroom on September 28, 2017, from 5:30 – 6:15 pm. Minister Ralston and Deputy Minister Fazil will be meeting the president of Helmholtz Association (the largest scientific organization is Germany), Dr. Otmar Wiestler. We are expecting about 19 people to attend the meeting. Please advise how to proceed with this request.

Best,

Pam Thindwa
Program Assistant
International Business Development – International Markets
Ministry of Jobs, Trade and Technology

From: Loubert, Danny PREM:EX
Sent: Wednesday, September 13, 2017 11:10 AM
To: Doust, Natalie MIT:EX
Cc: Thindwa, Pamela MIT:EX
Subject: RE: Cabinet Room Booking

Thanks Natalie,

Pam, If you could please send me the details of the meeting including guest lists we will look at what we have available. If it is a meeting for the Minister or Minister of State, please have the request come from the Minister's office.

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Danny.Loubert@gov.bc.ca

From: Doust, Natalie MIT:EX
Sent: Wednesday, September 13, 2017 11:03 AM
To: Loubert, Danny PREM:EX
Cc: Thindwa, Pamela MIT:EX
Subject: Cabinet Room Booking

Hi Danny,

Pam just reached out to me in regards to booking the Cabinet Room in your office. Thought it would be best to connect you two since I do not know what the protocol is for this request,

Thanks in advance for your help ☺

Natalie

Natalie Doust

Program Assistant
Division Accountability and Corporate Operations
International Business Development Division

Ministry of Jobs, Trade and Technology
Suite 730-999 Canada Place
Vancouver, BC Canada V6C 3E1

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 11:49 AM
To: Weckend, Anne-Mette FIN:EX
Subject: RE: Treasury Board Friday Sept 22nd

Hi Anne-Mette,

Just left you a VM about this. Just wanted to see if I could get the contact for your person at Raitown Catering as the catering for treasury board hasn't arrived yet. Please let me know. Many thanks in advance.

Best,
Romeo

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

From: Weckend, Anne-Mette FIN:EX
Sent: Thursday, September 21, 2017 11:28 AM
To: Tello, Romeo PREM:EX
Cc: Chandler, Alex FIN:EX
Subject: RE: Treasury Board Friday Sept 22nd

Good Morning,

Just wanted to confirm that I have Raitown Catering bringing lunch between 11:00 am - 11:30 am to #740-999 Canada Place (that was the only delivery window that was available). They do have your contact information if they have any questions regarding access to the building. The driver will return on Monday to pick up the dishes/equipment.. I hope that is ok!

Thank you,
Anne-Mette

Anne-Mette Weckend
Manager, Treasury Board Operations
Treasury Board Staff
Ministry of Finance
T: (250) 387-9048
Anne-Mette.Weckend@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 4:29 PM
To: Weckend, Anne-Mette FIN:EX
Subject: Re: Treasury Board Friday Sept 22nd

Hi Anne-Mette,

Yes, 11:45am on Friday is possible. I will be ready on hand to receive the order. I would suggest having coffee delivered as the coffee we provide is for all guests who come through and is housed in our kitchen, away from the meeting. Please let me know if you have any further questions.

Best,

Romeo

From: Weckend, Anne-Mette FIN:EX
Sent: Wednesday, September 20, 2017 1:31 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Treasury Board Friday Sept 22nd

Hello Romeo,

I just wanted to touch base regarding the Treasury Board meeting taking place on Friday at noon in VCO. When there is a contingent of members in Vancouver, I typically order food to be brought in, with one of your names as the on-site contact for delivery. ^{s.22} so I just wanted to confirm whether I can have you available at around 11:45 am on Friday to receive the order and bring it into the meeting room in advance of the noon start time. As well, do you typically make coffee on-site, or should I have that delivered as well?

Thanks in advance,
Anne-Mette

Anne-Mette Weckend
Manager, Treasury Board Operations
Treasury Board Staff
Ministry of Finance
T: (250) 387-9048
Anne-Mette.Weckend@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:54 AM
To: White, Emily MCF:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28
Attachments: PVO Catering Options.pdf

Woops! Let's try that again. Here you go

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 10:52 AM
To: Tello, Romeo PREM:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Think you forgot to add the attachment!

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

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:45 AM
To: White, Emily MCF:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Hi Emily,

Attached is a guide put together by Cabinet Operations for catering at VCO. There you will find a few options that have worked well in the past. Additionally, we have found success with Potluck Catering. Their information and options can be found here: <https://www.potluckcatering.com/>

Best,
Romeo

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 10:41 AM
To: Tello, Romeo PREM:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Thank you Romeo. If you could suggest some catering companies, that would be greatly appreciated!

Also – can you provide me with the full contact info for your office? Just want to make sure I get it correct.

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

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:27 AM
To: White, Emily MCF:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Hi Emily,

It is up to Ministers' Offices to arrange and pay for catering should you require it. I would be happy to provide you a list of catering companies that have been used by others in the past. Should you arrange for catering, please provide the catering company with our office contact information so we can receive it, and let us know the expected time of delivery. Please let me know if you have any further questions about this.

Best,
Romeo

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 10:23 AM
To: Tello, Romeo PREM:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

I am thinking of ordering something but wanted to know if you had any suggestions for that? Wasn't sure if VCO was able to set that up?

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

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:05 AM
To: White, Emily MCF:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Hi Emily,

I have spoken with Paula regarding September 25th and have confirmed that meeting with her.

With regards to the 28th, we are able to accommodate this request. Will breakfast be brought in for the Ministers' meeting?

Best,
Romeo

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 8:44 AM
To: Tello, Romeo PREM:EX
Subject: Room for Minister Conroy - Sept 25 & Sept 28
Importance: High

Good morning Romeo!

I'm hoping you can help me with booking a couple of rooms for Minister Conroy next week.

The first room will be for Monday September 25th from 4:45pm – 5:30pm, attended by Minister Conroy, Alison Bond & Paula Gunn.

The second room is for September 28th from 7:30am – 8:30am and will be attended by Minister Conroy, Minister Chen, Alison Bond, Paula Gunn, Sarena Talbot, and someone will be calling in.

Please let me know if you are able to accommodate these meetings!

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:42 AM
To: Cavanagh, Judy PREM:EX
Subject: V2 - MA Guidelines
Attachments: Draft2-MAGuidelines-VCO.docx

Hi Judy,

Attached is version two of the MA guidelines for you to review with Geoff. Please let me know if you have any further questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:05 AM
To: White, Emily MCF:EX
Subject: RE: Room for Minister Conroy - Sept 25 & Sept 28

Hi Emily,

I have spoken with Paula regarding September 25th and have confirmed that meeting with her.

With regards to the 28th, we are able to accommodate this request. Will breakfast be brought in for the Ministers' meeting?

Best,
Romeo

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 8:44 AM
To: Tello, Romeo PREM:EX
Subject: Room for Minister Conroy - Sept 25 & Sept 28
Importance: High

Good morning Romeo!

I'm hoping you can help me with booking a couple of rooms for Minister Conroy next week.

The first room will be for Monday September 25th from 4:45pm – 5:30pm, attended by Minister Conroy, Alison Bond & Paula Gunn.

The second room is for September 28th from 7:30am – 8:30am and will be attended by Minister Conroy, Minister Chen, Alison Bond, Paula Gunn, Sarena Talbot, and someone will be calling in.

Please let me know if you are able to accommodate these meetings!

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:03 AM
To: White, Emily MCF:EX
Subject: RE: Another room..

Hi Emily,

Unfortunately we are unable to accommodate this meeting request as we are fully booked for Tuesday.

Best,
Romeo

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

From: White, Emily MCF:EX
Sent: Friday, September 22, 2017 9:09 AM
To: Tello, Romeo PREM:EX
Subject: Another room..

Hi Romeo –

Me again! Sorry for lobbing so many emails at you. I'm sure you're super swamped over there.

Looking for another room: September 26th, 9:30am – 10:30am, attended by Minister Conroy, Minister Chen, Paula Gunn and ADM Christine Massey.

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 10:01 AM
To: Reid, Heidi FIN:EX
Cc: Doust, Natalie MIT:EX
Subject: Tuesday

Hi Heidi,

Unfortunately we don't have space at VCO on Tuesday. I have cc'ed Natalie Doust who covers reception at the Jobs, Trade and Technology Office next door at Suite 730. Her number is 604-775-2100. Please give her a call and she can try and find you space at their office on Tuesday.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 9:57 AM
To: McKnight, Valerie SDSI:EX
Subject: RE: ROOM BOOKING - Minister Simpson Sept 25th 1:30pm-4:00pm

Hi Valerie,

Unfortunately we are fully booked for the time slots you have requested for the Minister's meetings. Please let me know if you have any further questions.

Best,
Romeo

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

From: McKnight, Valerie SDSI:EX
Sent: Friday, September 22, 2017 9:47 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: ROOM BOOKING - Minister Simpson Sept 25th 1:30pm-4:00pm

Hi Romeo,

Can I please book the following for Minister Simpson?

1:30pm-2:30pm Meetings – Street to Home
John McLernon, Board Chair
Rob Turnbull, CEO
Minister
Leah Squance

3:00pm-4:00pm Meeting – VanCity
Attendees:
Tamara Vrooman
Sheila Taylor
Minister
Leah Squance

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 9:54 AM
To: Massy, Michelle E PREM:EX
Subject: RE: Next week VCO Meetings

Hi Michelle,

s.15

s.15

If you could please provide us a complete list of who will be attending, including guests and staff – that would be great! Additionally, if you anticipate any of the guests will arrive outside of the time that most people will be arriving, please let us know so that we can make sure someone is downstairs to let them into the building. Finally, please feel free to provide our reception line (604-775-1600) to anyone so they can reach the office in case someone is stuck outside. Please let me know if you have any further questions.

Best,
Romeo

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

From: Massy, Michelle E PREM:EX
Sent: Friday, September 22, 2017 9:27 AM
To: Loubert, Danny PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Next week VCO Meetings

Hi Romeo – are you able to provide any insight to the points/questions below on behalf of Danny? Just want to check in on what the plan is ahead of time. Myself and Sveah Hourston will be arriving at about 2pm Monday so I can show Sveah the ropes.

Thanks!
Michelle

From: Massy, Michelle E PREM:EX
Sent: Tuesday, September 19, 2017 11:31 AM
To: Loubert, Danny PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: Next week VCO Meetings

Hi Romeo/Danny,

I just wanted to check in with you about the two late night meetings we have next week. For Mondays SSP meeting I will be coming over to help get things set up and for Wednesdays SI meeting it will be Teresa from our office. We will also have PREM tech support for both meetings. A few question and bits of info from our end

- I think I recall Danny saying that he will be there for the meetings in order to let us in and lock up?
- Can we please ensure at least one of the smaller boardrooms outside the Cabinet is booked for guests to wait in at both meetings? If we can get two that would be even better.

- We will have lazy gourmet bringing in dinner for both meetings and we have asked for a 6:15 arrival. On Monday I will arrive about 6pm and likely Teresa will arrive at that time on Wednesday too.

Anything else you need from us?

Thank you!
Michelle

Michelle Massy

Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
250.387.0869 | cell: 250-516-0685

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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 9:12 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Cell phone number?

Hi Elizabeth,

Please see below for my cell. And yes, I have blocked off VCO for Tuesday and Wednesday for the Premier.

Best,
Romeo

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

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, September 22, 2017 9:03 AM
To: Tello, Romeo PREM:EX
Subject: Cell phone number?

Hi Romeo,

Can you please send me your cell #? Also, are you able to confirm the boardrooms are booked for the Premier's meetings during UBCM next week?

Thanks,

Elizabeth Parkinson
Office of the Premier
Tel: 250 387-1805 | E: elizabeth.parkinson@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 8:56 AM
To: Brubacher, Kelly IGRS:EX
Cc: Doust, Natalie MIT:EX
Subject: RE: UPDATE: Request for Mtg Rm - Sept 26

Hi Kelly,

Natalie (cc'ed on this email) has booked the Cypress room at Suite 730 for the DM's meeting. If you have any further questions, please direct them to her, but if there's anything else I can do on my end, please let me know!

Best,
Romeo

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

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 4:31 PM
To: Tello, Romeo PREM:EX
Subject: RE: UPDATE: Request for Mtg Rm - Sept 26

Okay, thank you Romeo. Would you have a contact name?

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 4:14 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: UPDATE: Request for Mtg Rm - Sept 26

Hi Kelly,

Unfortunately we're unable to accommodate this request as the Premier's Office has requested exclusive use of VCO for Tuesday and Wednesday. I would suggest contacting the Jobs, Trade and Technology office next door at 730 to see if they have space to accommodate there.

Best,
Romeo

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

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 12:21 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: UPDATE: Request for Mtg Rm - Sept 26

Hi Romeo,

Just a note for this request that Pacific Regional Office Director, Christian Hansen will also be part of the meeting, so we hope to have a room that holds 4 people.

Thank you,

Kelly

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 11:43 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Request for Mtg Rm - Sept 26
Importance: High

Hi Romeo,

Would it be possible to book a small meeting room from 3-4pm on Tuesday, September 26 at the CVO? For 3 people. This would include DM Okenge Yuma Morisho, Chief of Protocol Lucy Lobmeier, and Mario Ste-Marie, ED of the Canadian Trade Office in Taipei.

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 8:47 AM
To: Doust, Natalie MIT:EX
Subject: RE: 730 Boardroom Booking

Hi Natalie,

This request is for DM Okenge Yuma Morisho. He will be meeting with Chief of Protocol Lucy Lobmeier, Mario Ste-Marie (ED of the Canadian Trade Office in Taipei), and Christian Hansen (Pacific Regional Office Director). They require a room for 4 people, from 3-4pm on Tuesday September 26th. Hoping you have a space available.

IGRS contact:
Kelly Brubacher, Executive Coordinator
250-387-0752 – kelly.brubacher@gov.bc.ca

Please let me know if this is possible.

Best,
Romeo

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

From: Doust, Natalie MIT:EX
Sent: Friday, September 22, 2017 8:37 AM
To: Tello, Romeo PREM:EX
Subject: 730 Boardroom Booking

Morning Romeo,

Just to followup from our conversation, let me know what dates and times you need a room booking and I'll be happy to find an available space for you.

Thanks,

Natalie

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 8:43 AM
To: Roberts, Connie A ABR:EX
Subject: RE: Room booking for Minister Fraser - Sept. 25th

Hi Connie,

Danny will direct them to their room at VCO on Monday upon their arrival.

Best,
Romeo

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

From: Roberts, Connie A ABR:EX
Sent: Thursday, September 21, 2017 4:31 PM
To: Tello, Romeo PREM:EX
Subject: RE: Room booking for Minister Fraser - Sept. 25th

Thanks, Romeo! Is there a particular room booked or do they just show up and you let them know which room?

Thanks,
Connie Roberts
*Administrative Coordinator to the
Honourable Scott Fraser
Minister of Indigenous Relations and Reconciliation
Room #323, Parliament Buildings
Victoria, BC
Phone: 250-387-0680*

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 4:17 PM
To: Roberts, Connie A ABR:EX
Subject: RE: Room booking for Minister Fraser - Sept. 25th

Hi Connie,

I can confirm that we can accommodate the Minister's meetings for Monday. Please let me know if you have further questions.

Best,
Romeo

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

From: Roberts, Connie A ABR:EX
Sent: Thursday, September 21, 2017 12:23 PM
To: Tello, Romeo PREM:EX

Subject: RE: Room booking for Minister Fraser - Sept. 25th
Importance: High

Hi Romeo!

Ok, so here is what I need, if there is a room available, please:

Date: September 25
Time: 10:00 am-10:30 am (1/2 hr)
MIRR staff: Minister Fraser/Jonathan Sas/Doug Caul/Neilane Mayhew
Total: 4

Time: 10:30 am-11:00 am (1/2 hr)
MIRR staff: Minister Fraser/Jonathan Sas/Neilane Mayhew/Danielle Root
Total: 4

Time: 11:00 am-12:00 pm (1 hr)
MIRR staff: Minister Fraser/Jonathan Sas/Neilane Mayhew
Total: 3

Let me know? Thanks Romeo! ☺

Thanks,
Connie Roberts
*Administrative Coordinator to the
Honourable Scott Fraser
Minister of Indigenous Relations and Reconciliation
Room #323, Parliament Buildings
Victoria, BC
Phone: 250-387-0680*

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 7:03 PM
To: Roberts, Connie A ABR:EX
Subject: RE: Room booking for Minister Fraser - Sept. 25th

Hi Connie,

Can you please provide us with more information about Minister Fraser's meeting? How many people and who? What the meeting is about? Please let me know and I'll be happy to look into the space available during that time frame.

Best,
Romeo

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

From: Roberts, Connie A ABR:EX
Sent: Tuesday, September 19, 2017 1:38 PM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: Room booking for Minister Fraser - Sept. 25th
Importance: High

Hi Romeo,

Looking to see if there are any rooms available for Minister Fraser to do a meeting in the morning 10 am – 12 pm?

Thanks,

Connie Roberts

Administrative Coordinator to the

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 8:41 AM
To: Robb, Amanda JTST:EX
Subject: RE: Boardroom reservation: Sept 25 from 7:00-9:00pm

Hi Amanda,

Yes – catering was arranged by Cabinet Operations.

Best,
Romeo

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

From: Robb, Amanda JTST:EX
Sent: Thursday, September 21, 2017 5:27 PM
To: Tello, Romeo PREM:EX
Subject: RE: Boardroom reservation: Sept 25 from 7:00-9:00pm

Thank you Romeo – do you know if catering was arranged for this as well?

Amanda Robb
Administrative Coordinator to the Honourable Bruce Ralston
Ministry of Jobs, Trade and Technology

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 3:35 PM
To: Robb, Amanda JTST:EX
Subject: RE: Boardroom reservation: Sept 25 from 7:00-9:00pm

Hi Amanda,

Yes I can confirm that the Cabinet Boardroom will be used for SSP on Monday.

-Romeo

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

From: Robb, Amanda JTST:EX
Sent: Thursday, September 21, 2017 11:21 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Boardroom reservation: Sept 25 from 7:00-9:00pm

Hi Romeo,

s.22 are you able to confirm which boardroom we have reserved for this Monday from 7:00-9:00pm for the SSP Cabinet Committee meeting at VCO?

Thank you,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston
Ministry of Jobs, Trade and Technology

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 22, 2017 8:34 AM
To: 'Amie Brenner'
Subject: RE: Coffee order

Hi Amie,

Thanks for letting me know and your help on this.

Best,
Romeo

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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]
Sent: Thursday, September 21, 2017 6:32 PM
To: Tello, Romeo PREM:EX
Subject: Re: Coffee order

Hi Romeo,

Thank you for letting me know about this - I sincerely apologize for the delay.

I will look into this first thing tomorrow morning and will make sure you receive your order ASAP.

Best,

AMIE BRENNER
ACCOUNT MANAGER
Van Houtte Coffee Services
amie.brenner@vanhoutte.com
T: 604-472-2200
#120 – 9 Burbridge Street | Coquitlam, BC | V3K 7B2
VHCoffeeServices.com

On Sep 21, 2017, at 6:30 PM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hi Amie,

Wanted to let you know that we didn't receive our supply order today. Just wanted to see if you might know what happened to it? Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 6:27 PM
To: Amie.Brenner@vanhoutte.com
Subject: Coffee order

Hi Amie,

Wanted to let you know that we didn't receive our supply order today. Just wanted to see if you might know what happened to it? Please let me know. Many thanks in advance.

Best,
Romeo

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 4:14 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: UPDATE: Request for Mtg Rm - Sept 26

Hi Kelly,

Unfortunately we're unable to accommodate this request as the Premier's Office has requested exclusive use of VCO for Tuesday and Wednesday. I would suggest contacting the Jobs, Trade and Technology office next door at 730 to see if they have space to accommodate there.

Best,
Romeo

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

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 12:21 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: UPDATE: Request for Mtg Rm - Sept 26

Hi Romeo,

Just a note for this request that Pacific Regional Office Director, Christian Hansen will also be part of the meeting, so we hope to have a room that holds 4 people.

Thank you,

Kelly

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 11:43 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Request for Mtg Rm - Sept 26
Importance: High

Hi Romeo,

Would it be possible to book a small meeting room from 3-4pm on Tuesday, September 26 at the CVO? For 3 people. This would include DM Okenge Yuma Morisho, Chief of Protocol Lucy Lobmeier, and Mario Ste-Marie, ED of the Canadian Trade Office in Taipei.

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 3:28 PM
To: Talbot, Sarena MCF:EX
Subject: RE: Meeting space

Hi Sarena,

The Premier's Office has requested that we hold the space in the office for his meetings on Tuesday and Wednesday. Unfortunately because of that, I'm not able to grant use of the space for your meeting on Tuesday.

Best,
Romeo

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

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 2:31 PM
To: Talbot, Sarena MCF:EX
Subject: RE: Meeting space

Hi Sarena,

Can you please let me know who will be coming to this briefing so I can add it to the calendar booking?

Thanks!
-Romeo

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

From: Talbot, Sarena MCF:EX
Sent: Thursday, September 21, 2017 8:33 AM
To: Tello, Romeo PREM:EX
Cc: White, Emily MCF:EX
Subject: Meeting space

Hi Romeo,

s.22 but I am looking for a meeting space for a cabinet minister briefing (Minister of Children and Families) from 9:30-10:30am on Tuesday September 26th.

There will only be 5 of us, so worst case scenario we could squish into one of those little offices in the back if they aren't being used yet.

Thanks,
Sarena

Sarena Talbot
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
sarena.talbot@gov.bc.ca | 250-896-7339 (mobile)

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 3:19 PM
To: Holding, Marina TAC:EX
Subject: RE: Room booking request

Hi Marina,

Unfortunately we don't have space at VCO during that time as all our boardrooms have been booked.

Best,
Romeo

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

From: Holding, Marina TAC:EX
Sent: Thursday, September 21, 2017 10:54 AM
To: Tello, Romeo PREM:EX
Subject: Room booking request

Hello Romeo,

I'm looking to book a meeting same in the VCO for Monday September 25th at 2:00pm for one hour for a meeting with Minister Beare and her ADM Claire, and two staff members, for ADM Claire to brief Minister on the Resort Communities Collaborative.

Please let me know if you have a space,

Thank you,

Marina



Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
P: 250-387-6808 | F: 250.387.4099



Please consider the environment before printing this email.

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 3:17 PM
To: Wong, Tamarra PREM:EX
Subject: FW: Access to PVO Boardroom calendar

Hey Tamarra,

You should be able to gain access to the calendar now. Follow the steps below to open it up. Please let me know if you have further questions.

Best,
Romeo

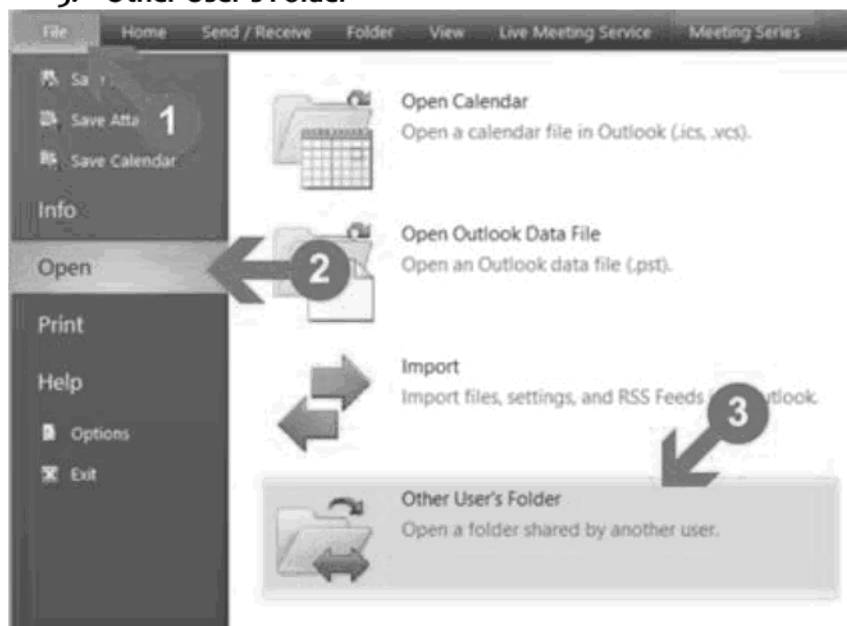
From: Henry, David A FIN:EX
Sent: August 24, 2017 7:39 AM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support
Subject: Access to PVO Boardroom calendar

Good morning Romeo,

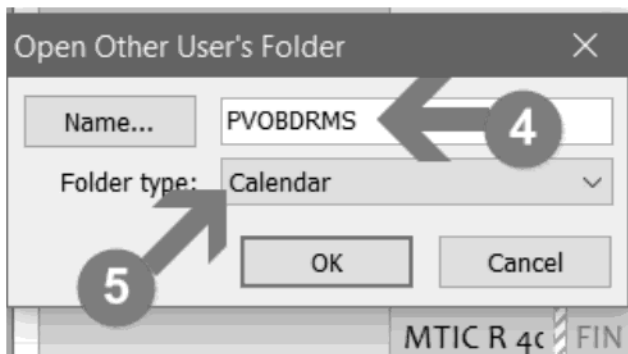
Please follow the below steps to add the calendar. The team was not able to add Danny or Judy's access as of yet due to server updates. But if you want you can easily do this – or they will have it done later this AM.

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"

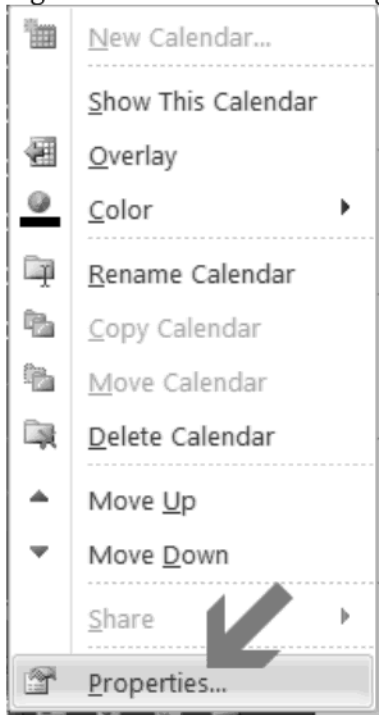


6. **OK**

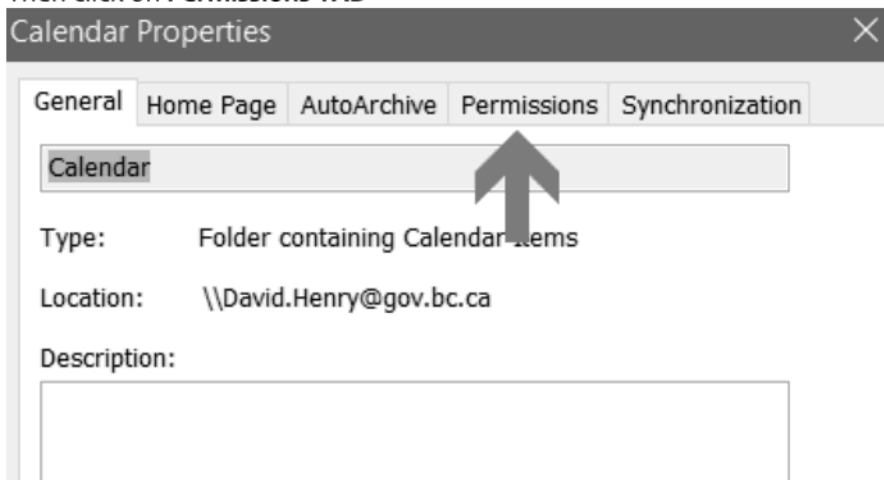
Done. You should now see the Boardroom Calendar when you view your calendars.

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.

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 3:15 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Request for Mtg Rm - Sept 26

Importance: High

Should this proceed in our office or should we try and send it over to Trade? Space is available here and it seems like a higher level meeting involving the DM and CoP. Thoughts?

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

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, September 21, 2017 11:43 AM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Request for Mtg Rm - Sept 26
Importance: High

Hi Romeo,

Would it be possible to book a small meeting room from 3-4pm on Tuesday, September 26 at the CVO? For 3 people. This would include DM Okenge Yuma Morisho, Chief of Protocol Lucy Lobmeier, and Mario Ste-Marie, ED of the Canadian Trade Office in Taipei.

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada
Office: 250.387.0752
Cell: 250.507.6658
Fax: 250.387.1920
Email: Kelly.Brubacher@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 2:23 PM
To: White, Emily MCF:EX
Subject: RE: Book Room for Minister Chen

Hi Emily,

This should be fine. Thanks for letting us know.

-Romeo

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

From: White, Emily MCF:EX
Sent: Thursday, September 21, 2017 12:08 PM
To: Tello, Romeo PREM:EX
Subject: RE: Book Room for Minister Chen

Hi Romeo –

The attendees list for the Ministers 9:30am meeting has expanded a little bit. Sharlene Wedel and Daljit Gill-Badesha will also be attending. Will the room currently booked be able to accommodate the additions?

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

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 11:09 AM
To: White, Emily MCF:EX
Subject: RE: Book Room for Minister Chen

Hi Emily,

We no longer give out specific room numbers as we need to have the ability here to move meetings around should other meetings arise. I can guarantee that there will be a room for the Minister for her meetings, and staff at our front desk will direct the Minister and her guests upon arrival.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: White, Emily MCF:EX
Sent: Thursday, September 21, 2017 11:02 AM
To: Tello, Romeo PREM:EX
Subject: RE: Book Room for Minister Chen

Sarena Talbot will be in both meetings with the Minister. Gerard Bremault will be in the 9:30am meeting as well.

Which room will they be in?

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

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 11:01 AM
To: White, Emily MCF:EX
Subject: RE: Book Room for Minister Chen

Hi Emily,

Sorry for the late reply -s.22

We have a room available for the Minister for these meetings tomorrow. Please let us know who the other person part of her 9:30am meeting will be.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

From: White, Emily MCF:EX
Sent: Wednesday, September 20, 2017 1:08 PM
To: Tello, Romeo PREM:EX
Subject: Book Room for Minister Chen

Hi Romeo –

Hoping you can help me out with booking a room at VCO for Friday the 22nd for Minister Katrina Chen. I'm looking for a room from 9:30am – 11:00am. It can be a smaller meeting room as her meeting from 9:30am and 10:00am is only with one other person and 10:00am to 11:00am is just for a conference call she is on.

Let me know!

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 12:41 PM
To: 'Kelssay Hurd'
Subject: RE: 999 Canada Place Signage

Hi Kelssay,

There is no signage at this office.

-Romeo

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

From: Kelssay Hurd [mailto:Kelssay.Hurd@bgis.com]
Sent: Thursday, September 21, 2017 12:40 PM
To: Tello, Romeo PREM:EX
Subject: 999 Canada Place Signage

Hi Romeo,

Just wanted to check in on the signage at 999 Canada Place. Was just informed that the signage should say Vancouver Cabinet Offices (not Office of The Premier). Can you confirm if this has already been done or in the works?

Thank you!!

Kelssay Hurd, LEED Green Associate
Facility Manager

BGIS WSI
M: 604.341.0403
Kelssay.Hurd@bgis.com
www.bgis.com



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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 11:28 AM
To: Wong, Tamarra PREM:EX
Subject: RE: Star Phone

Do you mean a polycom?

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

From: Wong, Tamarra PREM:EX
Sent: Thursday, September 21, 2017 11:27 AM
To: Tello, Romeo PREM:EX
Subject: Star Phone

Hi Romeo,

Can you please let me know if Geoff has a star phone in his office at VCO? If not, is it possible to book him a room that may have one? He'll need it tomorrow from 11:30am-12pm.

Thanks!

Tamarra Wong
Executive Coordinator to the Chief of Staff
Office of the Premier
E: tamarra.wong@gov.bc.ca
Tel: 250-356-2785 | **Cell:** 250-208-3085

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 11:02 AM
To: Harder, Derrick PREM:EX
Subject: RE: room bookings, monday sept 25

Perfect. I confirm that we have a boardroom for you for these meetings.

-Romeo

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

From: Harder, Derrick PREM:EX
Sent: Wednesday, September 20, 2017 10:16 AM
To: Tello, Romeo PREM:EX
Subject: RE: room bookings, monday sept 25

1pm – Derrick Harder, Frank Anderson BCGEU, Rory Smith BCGEU
4.30pm – Minister Claire Trevena, Derrick Harder, Gavin McGarrigle UNIFOR

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 10:14 AM
To: Harder, Derrick PREM:EX
Subject: Re: room bookings, monday sept 25

Hi Derrick,

Can you please send me a list of who will be at each meeting? We need it before we can confirm boardrooms for you. Many thanks!

Best,
Romeo

From: Harder, Derrick PREM:EX
Sent: Wednesday, September 20, 2017 9:55 AM
To: Tello, Romeo PREM:EX
Subject: room bookings, monday sept 25

Hi Romeo –
Can you find me a room at VCO that I can use on Monday Sept 25 from 1-2pm (three people, small is fine)
And from 4.30-5.30 (again, three people, small is fine)
Thank you!

Derrick Harder
Senior Ministerial Assistant to Hon. Claire Trevena
Minister for Transportation and Infrastructure
Office 250 387 1978 / Cell 250 893 4238

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 11:01 AM
To: McKnight, Valerie SDSI:EX
Subject: RE: ROOM BOOKING: Minister Simpson, Sept 27th, 10:00am-12:00pm

Hi Valerie,

I can confirm that we can accommodate these meetings at VCO on the 27th. Please let me know if you have further questions.

Best,
Romeo

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

From: McKnight, Valerie SDSI:EX
Sent: Wednesday, September 20, 2017 1:01 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX
Subject: ROOM BOOKING: Minister Simpson, Sept 27th, 10:00am-12:00pm

Hello,

Can I please book a meeting room for Minister Simpson on Sept 27th from 10:00am-12:00pm? Details below.

10:00am-11:00am Meetings with Staff

Attendees: Minister Simpson, Leah Squance, Sheila Taylor, Molly Harrington

11:00am-12:00am – Meeting w/ Stakeholder

Attendees: Jake Anthony, Minister Simpson, Leah Squance, Sheila Taylor, Molly Harrington

Thank you,

Valerie McKnight

*Administrative Coordinator to the
Honourable Shane Simpson,*

Minister of Social Development and Poverty Reduction

Phone: (250) 387-1423 Fax: (250) 356-7292

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 10:48 AM
To: Thompson, Laurel CSCD:EX
Subject: RE: Boardroom booking - Friday, September 29th

Hi Laurel,

Due to Cabinet's meeting at VCO on the 29th right around that time, we are unable to accommodate this meeting here.

Best,
Romeo

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

From: Thompson, Laurel CSCD:EX
Sent: Wednesday, September 20, 2017 1:50 PM
To: Tello, Romeo PREM:EX
Subject: Boardroom booking - Friday, September 29th

Hi Romeo,

I am looking to book a room for my Deputy on Friday, September 29th from 1-2pm. She will be having a meeting with one stakeholder, Shayne Ramsay, CEO of BC Housing and will also need access to a speaker phone. I have tried every boardroom on the 6th floor and they all appear to be booked at this time. Would you be able to help me out at all? Perhaps there is something at VCO that she could use for the hour?

Thank you,

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 21, 2017 10:34 AM
To: Higgins, Keira PREM:EX
Subject: RE: DM Wright meetings

Hi Keira,

Sorry for the late response – s.22 Danny will direct them to their boardroom upon their arrival. We don't give out the specific boardroom numbers anymore as we need to have the ability to move meetings around should other meetings arise. I can confirm that they will have a room at VCO that is appropriate for the size of their meeting.

-Romeo

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

From: Higgins, Keira PREM:EX
Sent: Thursday, September 21, 2017 10:22 AM
To: Tello, Romeo PREM:EX
Subject: RE: DM Wright meetings

Hi Romeo,

Any update?

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: Wednesday, September 20, 2017 8:28 AM
To: Tello, Romeo PREM:EX
Subject: RE: DM Wright meetings

Morning Romeo,

Thank you! Please let me know which boardrooms are booked so I can add to calendar and let the outside groups know.

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: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 7:05 PM
To: Higgins, Keira PREM:EX
Subject: DM Wright meetings

Hi Keira,

I can confirm that we have booked boardroom space at PVO for the DM's meetings on the 25th and the 26th. Please let me know if you have further questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 5:16 PM
To: Wensink, Alison PREM:EX
Subject: Re: Call for Records OOP-2017-72996 Due October 4, 2017

I have no records

From: Wensink, Alison PREM:EX
Sent: Wednesday, September 20, 2017 5:15 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Papik, Stephanie PSA:EX; Robinson, Jon PREM: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; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX
Subject: Call for Records OOP-2017-72996 Due October 4, 2017

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

Please let me know by October 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.

All emails, memos, reports, documents and correspondence referencing Pressy Lake.

(Date Range for Record Search: From 08/01/2017 To 09/03/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 9:33 AM
To: McKnight, Valerie SDSI:EX
Subject: Re: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hi Valerie,

Unfortunately the Executive Boardroom has already been booked by another minister on Sept 18th from 9-11am. Please let me know if you have other dates you'd like to try and I'll do my best to find you and the Minister space at VCO to conduct the consultations.

Best,
Romeo

From: McKnight, Valerie SDSI:EX
Sent: Wednesday, September 20, 2017 8:20 AM
To: Tello, Romeo PREM:EX
Subject: RE: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hi Romeo,

Would we be able book the Exec Boardroom for Thursday morning, Sept 28, from 9:00am-12:00am?

Thanks,
Val

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 6:35 PM
To: McKnight, Valerie SDSI:EX
Subject: RE: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hi Valerie,

Unfortunately the Executive Boardroom and Cabinet Boardrooms are unavailable for the Minister's consultations on September 25th. We suggest moving this to a hotel with a room that can accommodate the number of people. Please let me know if you have any further questions.

Best,
Romeo

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

From: McKnight, Valerie SDSI:EX
Sent: Tuesday, September 19, 2017 8:53 AM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hello,

Minister Simpson is doing a consultation the morning of Sept 25th and was hoping to book the Executive Boardroom. Details Below. Is the Executive Boardroom available?

Poverty Reduction Consultation **Sept 25th 9:00am-1:00pm**

Multiple Stakeholders TBC (15-16 people)

Shane Simpson

Leah Squance

Sheila Taylor

Molly Harrington

Thank you,
Val

Valerie McKnight

Administrative Coordinator to the

Honourable Shane Simpson,

Minister of Social Development and Poverty Reduction

Phone: (250) 387-1423 Fax: (250) 356-7292

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 20, 2017 9:23 AM
To: Cavanagh, Judy PREM:EX; Hagglund, Jarrett GCPE:EX; Oreck, Mira PREM:EX
Subject: s.22

Hi all,

s.22

need anything.

-Romeo

Sent from my iPhone

I am reachable by cell and email if you

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 7:18 PM
To: Giuliano, Angela HLTH:EX
Subject: RE: Mtg space for Fri/Sep 22

Hi Angela,

I can confirm the space for the Minister on the 22nd. Please let me know if you have any further questions.

Best,
Romeo

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

From: Giuliano, Angela HLTH:EX
Sent: Tuesday, September 19, 2017 9:01 AM
To: Tello, Romeo PREM:EX
Subject: RE: Mtg space for Fri/Sep 22

Hi Romeo,
Thank you!
Angela

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 6:40 PM
To: Giuliano, Angela HLTH:EX
Subject: RE: Mtg space for Fri/Sep 22

Hi Angela,

I've put a hold on a boardroom for the Minister's meeting on the 22nd. I will send an email again once we have confirmed the space.

Best,
Romeo

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

From: Giuliano, Angela HLTH:EX
Sent: Monday, September 18, 2017 4:42 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: Mtg space for Fri/Sep 22

Hi Romeo,
s.22

– please see my request below.

Thank you for your assistance.
Angela

From: Giuliano, Angela HLTH:EX
Sent: Monday, September 18, 2017 4:41 PM
To: Loubert, Danny PREM:EX
Subject: Mtg space for Fri/Sep 22

Hi Danny,

Can you please confirm if you have meeting space for the following meeting:

Fri/Sep 22
3pm – 4:40pm (approx.)

With:
Minister of Health, Adrix Dix
Deputy Minister, Stephen Brown
Dr. Penny Ballem

Thank you,
Angela

Angela Giuliano
Administrative Coordinator to
Hon. Adrian Dix, Minister of Health
Room 337 | Parliament Buildings, Victoria, BC | V8W 9V1
☎ 250 356.6802

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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 6:39 PM
To: Neilson, Kirsten ENV:EX
Subject: RE: Booking PVO afternoon of Sept. 25th

Hi Kirsten,

Unfortunately we do not have space to accommodate 8 people on September 25th between 2:30pm and 5pm. If one of the Minister's deputies will be part of the meeting, we suggest contacting your Deputy's office and seeing if they can book you space downstairs in s.15 . Please let me know if you have any further questions.

Best,
Romeo

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

From: Neilson, Kirsten ENV:EX
Sent: Tuesday, September 19, 2017 2:18 PM
To: Tello, Romeo PREM:EX
Subject: Booking PVO afternoon of Sept. 25th

Hello Romeo,

We are looking for a meeting room to accommodate 8 people on the afternoon of Monday, September 25th. Is there anything available between 2:30 to 5pm? We would need an hour.

Best Regards,

Kirsten Neilson
Administrative Coordinator to the **Honourable George Heyman**
Minister of Environment
Ministry of Environment and Climate Change Strategy
Office: 250-387-3069

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 6:35 PM
To: McKnight, Valerie SDSI:EX
Subject: RE: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hi Valerie,

Unfortunately the Executive Boardroom and Cabinet Boardrooms are unavailable for the Minister's consultations on September 25th. We suggest moving this to a hotel with a room that can accommodate the number of people. Please let me know if you have any further questions.

Best,
Romeo

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

From: McKnight, Valerie SDSI:EX
Sent: Tuesday, September 19, 2017 8:53 AM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: ROOM BOOKING: Minister Simpson, Sept 25th, 9:00am-1:00pm

Hello,

Minister Simpson is doing a consultation the morning of Sept 25th and was hoping to book the Executive Boardroom. Details Below. Is the Executive Boardroom available?

Poverty Reduction Consultation **Sept 25th 9:00am-1:00pm**
Multiple Stakeholders TBC (15-16 people)
Shane Simpson
Leah Squance
Sheila Taylor
Molly Harrington

Thank you,
Val

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 1:53 PM
To: Privett, Don PREM:EX
Subject: RE: Conference call line on Sept 28

Thanks for catching that. She meant Monday the 25th.

From: Privett, Don PREM:EX
Sent: Tuesday, September 19, 2017 1:50 PM
To: Tello, Romeo PREM:EX
Subject: RE: Conference call line on Sept 28

Romeo,
Monday is the 25th; the 28th is Thursday?
Don

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 1:49 PM
To: Privett, Don PREM:EX
Subject: Conference call line on Sept 28

Hi Don,

Is it possible to book the conference line on Mon Sept 28th from 3-4pm for Judy? Please let me know if this is possible.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 1:52 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Meetings

Did you mean Monday the 25th or Thursday the 28th? Getting a line from Don but I need to know for which date.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | C: 778-873-0143 | E: romeo.tello@gov.bc.ca

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

From: Cavanagh, Judy PREM:EX
Sent: Tuesday, September 19, 2017 9:10 AM
To: Tello, Romeo PREM:EX
Subject: Meetings

Hi Romeo

Please set up a conference call for Monday Sept 28 at 3pm and invite Mira Kate and Layne. Agenda. Staff planning day Oct 13

And put a HOLD in the boardroom calendar for Oct 2 and 3. No other meetings are to be scheduled those days. Request is from Sage Aaron for Premier. The PM of Fiji meetings may be here

See you later

Judy

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 19, 2017 9:57 AM
To: Danilo Paunovski
Subject: Re: Windows Replacements

Hi Dan,

Don't know if Judy replied to you but it would be best to come around after 11am as we have a meeting here at 10am. Hope this works.

-Romeo

Sent from my iPhone

On Sep 18, 2017, at 10:00 AM, Danilo Paunovski <danp@opwtc.ca> wrote:

Good morning Judy,

We have discussed various dates with the roofing contractor but before we decide on the date, they'll need to come in once again to review the scope and confirm the details of this work. Would it be ok to bring them in tomorrow, Sep 19, around or after 10am?

Dan Paunovski

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: Cavanagh, Judy PREM:EX [<mailto:Judy.Cavanagh@gov.bc.ca>]
Sent: September-05-17 2:00 PM
To: Danilo Paunovski
Cc: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX
Subject: Windows Replacements

Hi Dan,

Below are possible dates for the window replacements:

Sept. 6-8
Sept. 12-14
Sept. 18-21
Oct. 2-5
Oct 9-11

Please schedule with Danny

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 6:40 PM
To: Giuliano, Angela HLTH:EX
Subject: RE: Mtg space for Fri/Sep 22

Hi Angela,

I've put a hold on a boardroom for the Minister's meeting on the 22nd. I will send an email again once we have confirmed the space.

Best,
Romeo

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

From: Giuliano, Angela HLTH:EX
Sent: Monday, September 18, 2017 4:42 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: Mtg space for Fri/Sep 22

Hi Romeo,

s.22 – please see my request below.

Thank you for your assistance.
Angela

From: Giuliano, Angela HLTH:EX
Sent: Monday, September 18, 2017 4:41 PM
To: Loubert, Danny PREM:EX
Subject: Mtg space for Fri/Sep 22

Hi Danny,

Can you please confirm if you have meeting space for the following meeting:

Fri/Sep 22
3pm – 4:40pm (approx.)

With:
Minister of Health, Adrix Dix
Deputy Minister, Stephen Brown
Dr. Penny Ballem

Thank you,
Angela

Angela Giuliano
Administrative Coordinator to

Hon. Adrian Dix, Minister of Health

Room 337 | Parliament Buildings, Victoria, BC | V8W 9V1

☎ 250 356.6802

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.

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 6:38 PM
To: Schell, Kaitlin EDUC:EX
Subject: RE: Booking room at PCO

Hi Kaitlin,

I've put a hold in a boardroom at VCO for the Minister's meeting on the 28th. I will send you an email once we have confirmed the booking.

Thanks!
-Romeo

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

From: Schell, Kaitlin EDUC:EX
Sent: Monday, September 18, 2017 10:23 AM
To: Tello, Romeo PREM:EX
Subject: FW: Booking room at PCO

To confirm I mean Thursday Sept. 28th

Thank you,

Kaitlin

From: Schell, Kaitlin EDUC:EX
Sent: Monday, September 18, 2017 10:22 AM
To: Loubert, Danny PREM:EX
Subject: Booking room at PCO

Hi Danny,

I'm looking to book a room at PCO on Thursday for Minister Rob Fleming and the Mayor Hepner of Surrey. The meeting will be regarding funding in Surrey schools. Other attendees will be staff, Superintendent Jordan Tinney, School Board Chair of Surrey.

Preference will be the morning of Thursday. Please let me know if this is possible asap.

Kaitlin Schell

Room 124, Parliament Buildings | PO Box 9045 Stn Prov Govt | Victoria BC V8W 9E2
Phone: 250-356-8247 | Title: Administrative Assistant | Company: Education | Minister's Office

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 5:59 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73057 Due September 26, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Monday, September 18, 2017 5:47 PM
To: Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM: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; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX
Subject: Call for Records OOP-2017-73057 Due September 26, 2017

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

Please let me know by September 26th 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 records including any and all emails, communications, memos, briefing notes, meeting minutes, agendas, and reports, pertaining to a review of the professional reliance model used by the Province.

(Date Range for Record Search: From 07/01/2017 To 09/12/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 5:59 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73062 Due September 27, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Monday, September 18, 2017 5:45 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob 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; Privett, Don PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-73062 Due September 27, 2017

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

Please let me know by September 27th 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 briefing notes, backgrounders, memos, media lines, e-mails, etc., regarding the Prime Minister's meetings with the Premier of British Columbia on July 25, 2017.

(Date Range for Record Search: From 07/19/2017 To 08/01/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 3:50 PM
To: Cavanagh, Judy PREM:EX
Subject: OA Job description
Attachments: DRAFT-OA-JobDescription.docx

Attached

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 2:54 PM
To: Farmer, Susan PREM:EX
Subject: RE: Business Expense Approval form

Hi Susan,

Please disregard the form as it's probably the wrong one for this type of expense. Did you use your corporate purchasing card for this or do you need to be reimbursed? Please let me know so I can get you the proper form.

Thanks!
-Romeo

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

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 2:42 PM
To: Farmer, Susan PREM:EX
Subject: Business Expense Approval form

Hi Susan,

Attached is the business expense approval form you need to fill out for the microwave. Please send this back to Judy for signing as the Expense Authority. Please let me know if you have any further questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 11:42 AM
To: Cavanagh, Judy PREM:EX
Subject: BN attached
Attachments: BRIEFING NOTE FOR INFORMATION.docx

Hi Judy,

Here it is attached with edits to punctuation. Under bullet 1 it states “BCFED requested a formal labour stakeholder engagement to facilitate communication between the Premier’s Office and the BCFED...” – you may want to re-jig the sentence a bit as it’s a little bit awkward grammatically. Otherwise it looks good to go.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 11:21 AM
To: FIN FSA MIN OFF FIN:EX
Subject: FW: Novex Invoice
Attachments: 435584.pdf

Hi there,

Attached is an invoice from the previous administration. I don't know if this has already been sent and settled so if it is please disregard.

Thanks!
-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 18, 2017 10:27 AM
To: 'Amie Brenner'
Subject: RE: Van Houtte

Hi Amie,

Thanks for your quick response. Forgot to add the following items. Hope it's still possible to add them on:

50-10722 Dairyland Fresh Milk 2% x1
50-13191 Island Farms 10% Cream x1
50-10568 Glad cling wrap x1

Please let me know if it's possible. Many thanks for all your help on this.

Best,
Romeo

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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]
Sent: Monday, September 18, 2017 10:21 AM
To: Tello, Romeo PREM:EX
Subject: RE: Van Houtte

Hi Romeo,

Thanks kindly for sending me your order!

I will enter it in today for you, and will make sure it is delivered for you on Thursday.

I hope your day goes well!

Best,

AMIE BRENNER
ACCOUNT MANAGER
Van Houtte Coffee Services
amie.brenner@vanhoutte.com
T: 604-472-2200
#120 – 9 Burbidge Street | Coquitlam, BC | V3K 7B2
VHCoffeeServices.com

From: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]
Sent: September-18-17 10:15 AM
To: Amie Brenner
Subject: RE: Van Houtte

Hi Amie,

Below is our order. We wanted it to arrive for Thursday. Would this be possible?

50-21362 Starbucks Blonde x1
50-19094 Jet Dry Dishwasher Rinse x1
50-02237 Sunlight Dishwasher Soap x1
50-09938 Tetley Tea Orange Pekoe x1

Please let me know if you have any further questions.

Best,
Romeo

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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]
Sent: Friday, September 15, 2017 3:29 PM
To: Tello, Romeo PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: Re: Van Houtte

Hi Romeo,

I sincerely apologize about this!^{s.22}
covering her role.

but we do have someone

However in light of this, can you please email me your order? I'll make sure it is placed for you with no errors and will make sure that Nicole set you up with online ordering ^{s.22}

Thank you!

AMIE BRENNER
ACCOUNT MANAGER
Van Houtte Coffee Services
amie.brenner@vanhoutte.com
T: 604-472-2200
#120 – 9 Burbridge Street | Coquitlam, BC | V3K 7B2
VHCoffeeServices.com

On Sep 15, 2017, at 2:05 PM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hi Amie,

I've called HQ asking to get set up for online orders and I haven't received any calls back from them. I tried reaching Nicole Eifler but instead got someone else. Your help on this would be greatly appreciated so we can put our order in. Thank you.

-Romeo

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

I've called HQ asking to get set up for online orders and I haven't received any calls back from them. I tried reaching Nicole Eifler but instead got someone else. Your help on this would be greatly appreciated so we can put our order in. Thank you.

-Romeo

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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]
Sent: Friday, September 15, 2017 10:31 AM
To: Loubert, Danny PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: Van Houtte

Good morning Danny and Romeo,

I hope you both have been doing well!

I wanted to ask you both if you had any questions/concerns in regards to the information I presented for you?

Please let me know your thoughts!

Warm regards,

AMIE BRENNER
ACCOUNT MANAGER
Van Houtte Coffee Services
amie.brenner@vanhoutte.com
T: 604-472-2200
#120 – 9 Burbidge Street | Coquitlam, BC | V3K 7B2
VHCoffeeServices.com

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 4:45 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73414 Due September 25, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 15, 2017 4:33 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob 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; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-73414 Due September 25, 2017

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

Please let me know by September 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.

s.22

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 4:45 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73044 Due September 26, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 15, 2017 4:37 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor FIN:EX; Robinson, Jon PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: Call for Records OOP-2017-73044 Due September 26, 2017

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

Please let me know by September 26th 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 documents including e-mails regarding the proposal, development and release of the Government Works for People, Better BC video.

(Date Range for Record Search: From 07/19/2017 To 09/11/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 4:01 PM
To: Cavanagh, Judy PREM:EX
Subject: Resume database update

Hi Judy,

Layne will have the sole key drive to give to Geoff this weekend for review. I will have to wait until he finishes to look through the database for CL11 potentials.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 2:22 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: schedule a meeting

Hi Kate,

Per Judy's email below, she's free after 12:30pm on Tuesday. She can give you a call on a number most convenient for you. Perhaps the time around/during question period might work? Let me know what works for you.

Best,
Romeo

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

From: Cavanagh, Judy PREM:EX
Sent: Friday, September 15, 2017 2:11 PM
To: Tello, Romeo PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: schedule a meeting

Hi Romeo,

Can you set up a meeting for Kate and I for Tuesday. I'll phone in.

Agenda: Job descriptions

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 2:19 PM
To: Cavanagh, Judy PREM:EX; Chen, Angel FIN:EX
Subject: RE: Next Week

Hi Angel,

Please let me know if there's any update to this or if there's anything I can do on our end to help coordinate this.

Best,
Romeo

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

From: Cavanagh, Judy PREM:EX
Sent: Friday, September 15, 2017 7:55 AM
To: Tello, Romeo PREM:EX; Chen, Angel FIN:EX
Subject: Next Week

Hi Angel and Romeo,

I realize that it will be difficult for me to talk to your supervisor if necessary Angel about next week due to meetings, some still being scheduled and then travel. Romeo will you please handle this with Angel if in fact, there will be a change.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 2:06 PM
To: 'Amie Brenner'; Loubert, Danny PREM:EX
Subject: RE: Van Houtte

Hi Amie,

I've called HQ asking to get set up for online orders and I haven't received any calls back from them. I tried reaching Nicole Eifler but instead got someone else. Your help on this would be greatly appreciated so we can put our order in. Thank you.

-Romeo

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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]
Sent: Friday, September 15, 2017 10:31 AM
To: Loubert, Danny PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: Van Houtte

Good morning Danny and Romeo,

I hope you both have been doing well!

I wanted to ask you both if you had any questions/concerns in regards to the information I presented for you?

Please let me know your thoughts!

Warm regards,

AMIE BRENNER
ACCOUNT MANAGER
Van Houtte Coffee Services
amie.brenner@vanhoutte.com
T: 604-472-2200
#120 – 9 Burbidge Street | Coquitlam, BC | V3K 7B2
VHCoffeeServices.com

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 12:14 PM
To: Cavanagh, Judy PREM:EX
Subject: Hiring CL11

Hi Judy,

I've called the three shortlisted candidates and none of them are able to interview for the job. ^{s.22}
s.22

I can try and get
access to the database and scan for people who might have been left off the initial look. Thoughts?

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 12:11 PM
To: Oreck, Mira PREM:EX
Subject: Meeting with Judy

Hi Mira,

Judy wants to meet with you in person next week regarding hiring and some other HR related things. Monday after 11:30am works best in her calendar. Wanted to know if you might have about 30 mins on Monday for this meeting. Please let me know.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 15, 2017 11:32 AM
To: Privett, Don PREM:EX
Subject: RE: Nespresso Capsules Request

Hi Don,

I've just been ordering them online from the nespresso website: <https://www.nespresso.com/ca/en/>. You'll have to open an account with the serial code on the machine. Unfortunately I'm not able to buy them and ship them over because our coffee/business expenses are under a different budget than the Premier's Office in Victoria.

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

Best,
Romeo

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

From: Privett, Don PREM:EX
Sent: Friday, September 15, 2017 9:22 AM
To: Tello, Romeo PREM:EX
Subject: Nespresso Capsules Request

Hi, Romeo,

Special Premier's office assignment if you're up for it.

We have a Nespresso machine but are lacking caffeinated capsules (the last bunch left us the machine and a variety pack of decaf capsules).

We are unable to find these capsule anywhere in Victoria and are told there is a boutique in the Vancouver downtown Bay that carries them.

<http://www.thebay.com/webapp/wcs/stores/servlet/en/thebay/brand/nespresso/home#!/>

Sheena suggested that you have the same machine and that you may know the routine for going to The Bay or elsewhere to acquire the capsules.

Let me know if you'd be willing to buy us a variety pack of 50 and have them sent over to the PO—I can describe what we want.

Alternately we are checking online sources.

Thanks,

Don

Don Privett | Administrative Assistant/Reception | Office of the Premier
P: 250.387.1715
156 West Annex | Parliament Buildings, Victoria, BC V8W 9E1



Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 14, 2017 10:53 AM
To: Loubert, Danny PREM:EX
Subject: FW: Boardroom Booking - Sept 22
Attachments: Boardroom Booking - Sept 22

Importance: High

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 14, 2017 10:35 AM
To: Henry, David A FIN:EX
Subject: RE: Work phone plan details

Hi David,

Sorry for the very late response on this. This got lost in my inbox.

Danny's number is: s.17 and Judy's number is: s.17 . Additionally, we would like to check on Mira Oreck's plan too. Her number is: s.17

Many thanks for your help on this.

Best,
Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
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 2:49 PM
To: Tello, Romeo PREM:EX
Subject: RE: Work phone plan details

For sure, I will find out and advise Romeo.

Your #: 778-873-0143
Danny: ?
Judy: ?

David

From: Tello, Romeo PREM:EX
Sent: 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 14, 2017 9:32 AM
To: Cavanagh, Judy PREM:EX
Subject: Re: Set up a meeting

Lynn doesn't have an EA and manages her own calendar. Sent her a message re: Monday.^{s.22}
s.22 is apparently responding to texts. Hoping to get you a slot confirmed by this afternoon.

-Romeo

Sent from my iPhone

> On Sep 14, 2017, at 9:20 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:
> Hi Romeo
>
> Can you please set up a phone meeting for me with Lynn Bueckert at the BCFED for Monday after 2 pm.
>
> I think you can start with Marisha Zukerman to see who manages Lynn's calendar.
>
> Thanks
>
> Judy
>
> Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 14, 2017 9:30 AM
To: Loubert, Danny PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Re: CVO room booking _ September 15 at 2:15pm

Perfect!

Sent from my iPhone

On Sep 14, 2017, at 9:29 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

IGRS has decided to keep the meeting in JTT.

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

On Sep 14, 2017, at 08:10, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Danny,

Go ahead and schedule. In reality Deputy Ministers represent Ministers when they are not available. So, we can make these decisions on a case by case basis. The Executive Boardroom is huge. Has this meeting grown in size?

Today, I'm in back to back meetings so from about 8:30am I don't have much time to respond to emails. Text me if you need my attention and I will respond as soon as I can.

Have a good day over there.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Thursday, September 14, 2017 7:23 AM
To: Cavanagh, Judy PREM:EX
Subject: Re: CVO room booking _ September 15 at 2:15pm

Hi Judy,

Romeo and I didn't discuss it but I would think based on availability that the executive boardroom would be sufficient for this.

Warmest Regards,

Danny Loubert
Support Staff
Vancouver Cabinet Office
604 775 1600

On Sep 13, 2017, at 17:07, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Danny

I'm sorry in getting back so late. By now I'm assuming that a decision was made. What was decided?

Thanks

Judy

Sent from my iPhone

On Sep 13, 2017, at 9:34 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Judy,

Thoughts? It's not Don who will be joining just Okenge. I'm happy to book them Boardroom 3 for now (no other meeting is being requested that afternoon except for Minister Robinson at 3PM)

Warmest Regards,

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Danny.Loubert@gov.bc.ca

From: Gorman, Frances A IGRS:EX
Sent: Monday, September 11, 2017 4:30 PM
To: Loubert, Danny PREM:EX
Subject: RE: CVO room booking _ September 15 at 2:15pm

Hi Danny,

Following up from our chat earlier today. Thanks again for your time!

UPDATE: DM for Office of the Premier and IGRS (Okenge Yuma Morisho) will also be attending this meeting. Possible minister still to be confirmed.

Just wanted to let you know so we can revisit the meeting space options.

Thanks in advance,

Frances

From: Gorman, Frances A IGRS:EX
Sent: Friday, September 8, 2017 12:52 PM
To: Loubert, Danny PREM:EX
Subject: CVO room booking _ September 15 at 2:15pm

Hi Danny,

Congrats on your new position!

We have the Ambassador of Japan meeting with a rep from the BC Government on September 15. Currently, only ADM from LNG Task Force is confirmed. I'm still seeking minister/DM attendance.

I expect no more than 4-6 people at the meeting.

Would you have a room we could use on the 15th from 2:15 – 2:45pm?

Thanks in advance,

Frances

Frances Anne Gorman
Protocol Manager, Office of Protocol
Intergovernmental Relations Secretariat.

250 387 0744
620 Superior Street, Victoria, BC, V8V 1V2

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 13, 2017 12:58 PM
To: Sunnus, Laura LASS:EX
Subject: Photo
Attachments: IMG_0049.JPG; ATT00001.txt

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 12, 2017 12:07 PM
To: Loubert, Danny PREM:EX
Subject: FW: SI Committee - timing adn lcoation of Sept 27 meeting.
Attachments: RE: SI Committee - timing adn lcoation of Sept 27 meeting.

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 12, 2017 9:50 AM
To: Loubert, Danny PREM:EX
Subject: FW: attachment
Attachments: VCO - Work Activities August 31, 2017.docx

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

From: Cavanagh, Judy PREM:EX
Sent: Thursday, August 31, 2017 4:52 PM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: attachment

Sure would help if you had this.

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 11, 2017 8:48 PM
To: Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX
Subject: Draft - VCO Guidelines for MAs
Attachments: Draft-MAGuidelines-VCO.docx

Hi all,

Attached is a first draft for MA guidelines to VCO. Have a look and let's discuss at our staff meeting tomorrow.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, September 11, 2017 8:29 AM
To: Cavanagh, Judy PREM:EX
Subject: Today

Noticed in your calendar - are you still in by 10 even though budget lock up is today?

-Romeo

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 4:36 PM
To: Cavanagh, Judy PREM:EX
Subject: FW: Media RSVP list and staff for budget lock up
Attachments: Vancouver media RSVP list.xlsx

FYI

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

From: Banfield, Elena GCPE:EX
Sent: Friday, September 8, 2017 4:36 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX
Subject: Media RSVP list and staff for budget lock up

Hi both,

Attached is the confirmed media for Monday.

In addition we'll have these folks:

Media Relations:
Shruti Joshi
Lele Truong

Security:
Bob Azimi

A/V:
Sam Baaker

Just confirming Treasury Board staff names.

Thank you!
Elena

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
604-842-0984 (cell) | elena.banfield@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 2:47 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72929 Records Due September 15, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 8, 2017 2:31 PM
To: Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72929 Records Due September 15, 2017

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

Please let me know by September 15th 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 generated on the issue of eliminating tolls on the Port Mann and Golden Ears bridges including e-mails, assessments, and reports but excluding clippings or media releases.

(Date Range for Record Search: From 07/17/2017 To 08/28/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 2:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72990 Due September 18, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 8, 2017 2:34 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Dewar, Bob 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; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2017-72990 Due September 18, 2017

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

Please let me know by September 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.

Any and all documents, records, briefing notes, communication plans and speaking notes, and documents related to the public release of the Ombudsman Report on the Ministry of Health Investigation "Misfire" Report April 6, 2017 by BC Government.

(Date Range for Record Search: From 09/01/2016 To 07/31/2017)

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 2:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72979 Due September 18, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 8, 2017 2:33 PM
To: Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Dewar, Bob 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; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor FIN:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Della Mattia, Marie PREM:EX
Subject: Call for Records OOP-2017-72979 Due September 18, 2017

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

Please let me know by September 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.

s.22

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 2:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72936 Due September 15, 2017

I have no records on this

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

From: Wensink, Alison PREM:EX
Sent: Friday, September 8, 2017 2:32 PM
To: Della Mattia, Marie PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72936 Due September 15, 2017

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

Please let me know by September 15th whether or not you have any records responsive to the following request:

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

The cost-benefit analysis and business case for the elimination of tolls on the Port Mann Bridge and Golden Ears Bridge, which was announced August 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 2:12 PM
To: Loubert, Danny PREM:EX
Subject: Fwd: Name Plate Contact

Sent from my iPhone

Begin forwarded message:

From: "Shaw, Brea BRDO:EX" <Brea.Shaw@gov.bc.ca>
Date: August 11, 2017 at 3:30:54 PM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: Name Plate Contact

Hi Romeo,

Per our conversation here is the name plate contact I have:

One Source Production

Carol Wierzbicki carol@onesourceproduction.com

Carol Wierzbicki
One Source Productions
334 12th Street
New Westminster, BC V3M 4H6
604 519 9411

s.13

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 1:59 PM
To: Loubert, Danny PREM:EX
Subject: Fwd: More cards for the building

Sent from my iPhone

Begin forwarded message:

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: August 3, 2017 at 5:38:51 PM PDT
To: 'Amy Li' <amyl@opwtc.ca>
Subject: More cards for the building

Hi Amy,

Below are new cards that have been issued to staff:

Sheena McConnell – s.15,s.
s.15,s.17,s.22

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 8, 2017 1:52 PM
To: Privett, Don PREM:EX
Subject: Conference line for Monday

Hi Don,

Can I please book a conference line for Judy Cavanagh on Monday the 11th from 3pm-4pm. Please let me know what the call-in details are. Many thanks for your help!

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 8:26 PM
To: Hendry, Jackie PREM:EX
Subject: Re: RESPONSE DUE NOW - OOP-2017-72528

Sorry for the late reply on this. I have no records.

-Romeo

Sent from my iPhone

On Sep 7, 2017, at 5:44 PM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Everyone,

Please respond ASAP to this Call for Records email. The Office of the Premier **must prove** that we received responses from **ALL STAFF**. This legislated due date for this request is **September 11, 2017**. The Office of the Premier is legally required to respond by that date as per the *Freedom of Information and Protection of Privacy Act*.

Please contact me directly if you have any questions or concerns.

Thank you,

Jackie Hendry
A/Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 8, 2017 3:00 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; 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: OOP-2017-72528 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.

Copies of all documents including e-mails, text or Instant messages, media lines, etc., regarding the announcement by Petronas of the ending of the Pacific NorthWest LNG project.

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 4:23 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-72895 Records Due September 11, 2017

I have no records.

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

From: Wensink, Alison PREM:EX
Sent: Thursday, September 7, 2017 3:12 PM
To: Crozier, Bev PREM:EX; Aaron, Sage PREM:EX; Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX; Loubert, Danny PREM: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, Tamarra PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine 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-2017-72895 Records Due September 11, 2017

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

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

A list of all Briefing Notes given to the Premier since April 1, 2017.

****Please note that I do not need the actual briefing notes, only the titles and dates given to the Premier****

(Date Range for Record Search: From 04/01/2017 To 08/23/2017) 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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 2:01 PM
To: Cavanagh, Judy PREM:EX
Subject: Resume
Attachments: RomeoTelloResume.pdf

Is attached.

-Romeo

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 9:13 AM
To: Tello, Romeo PREM:EX
Subject: Accepted: Debrief from Monday

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 9:13 AM
To: Cavanagh, Judy PREM:EX
Subject: Accepted: Debrief from Monday

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, September 7, 2017 8:10 AM
To: Cavanagh, Judy PREM:EX
Cc: Loubert, Danny PREM:EX; Wong, Tamarra PREM:EX
Subject: Re: Premier's working meeting here today at noon

Did you get s.22 ?

Sent from my iPhone

On Sep 7, 2017, at 7:52 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Everyone,

The Premier +4 staff are working at VCO at noon. Please book Boardroom 3.

I ordered and paid for the catering from the Bread Garden. – sandwiches, wraps, salad.

Danny you are listed as the contact for delivery and will receive the confirmation via email. It will be delivered between 11:45-12:15

Please set up the room by 11:30am - water, coffee (at noon) proper plates, cutlery, napkins (to eat the salad!)

They are on a tight schedule and will be leaving before 1:30pm.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 6, 2017 8:12 AM
To: Cavanagh, Judy PREM:EX
Subject: Re: Kevin Richter

We've booked them in 740. This is for that media call for Minister Trevena around noon. I've let him know.

-Romeo

Sent from my iPhone

On Sep 6, 2017, at 8:06 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Romeo,

Kevin Richter just stopped by. He's the ADM in Min of Transportation. You booked a room with a speaker phone in s.15. He would like to know the boardroom number and asked that you text him.. His cell is s.17

I'm assuming you're meeting him there at noon. He does not have a pass.

Thanks Romeo.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 5, 2017 3:03 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Action Required TODAY: Call for Records OOP-2017-72729

Hi Jackie,

This applies to me as the computer that had the browser history for the below dates was changed and taken away by PREM Tech support. Please let me know if you have any further questions.

-Romeo

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

From: Hendry, Jackie PREM:EX
Sent: Tuesday, September 5, 2017 2:59 PM
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; Parkinson, Elizabeth PREM:EX; Tello, Romeo PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Action Required TODAY: Call for Records OOP-2017-72729
Importance: High

Hello Everyone,

This is further to the request below.

Please advise me as soon as possible if you were able to create and retain the requested information and store it in a secure location, or if the browser history had already been cleared for this timeframe and as a result, you were unable to preserve the requested information.

Thank you,
Jackie

From: Wensink, Alison PREM:EX
Sent: Thursday, August 10, 2017 2:34 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;
Subject: Action Required TODAY: Call for Records OOP-2017-72729

Hello everyone,

Please see the below FOI request for "A copy of the browser Internet history for political staff in the Minister's/Premier's office (Date range: July 18, 2017 – July 31, 2017)"

Browser history is routinely cleared according to your browser settings. Therefore, it is important to take action **TODAY** to preserve the requested information. Attached are instructions on how to save the records. If anyone needs additional assistance with creating and retaining the requested information, please contact

s.17 or at 250-953-5151.

Please note that these records do not need to be sent back to me, they just need to be saved on your computer so that you can access them in the future, should Information Access Operations request them.

Thank you, if you have any other questions please don't hesitate to call 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

From: Craib, Patrick [<mailto:IAOCentralTeam@gov.bc.ca>]

Sent: Wednesday, August 9, 2017 2:36 PM

To: McCartney, Angela PREM:EX; Uzdavinys, Titas PREM:EX; Hendry, Jackie PREM:EX; IGRS FOI IGRS:EX

Cc: Powell, Charlotte PREM:EX; Wensink, Alison PREM:EX

Subject: Call for Records OOP-2017-72729 Due August 23, 2017

Hello -

Government (all Ministries) has received an FOI request for the following records.

A copy of the browser Internet history for political staff in the Minister's/Premier's office (Date range: July 18, 2017 – July 31, 2017)

In the attached document, you will find instructions for how to create and retain the requested records in Internet Explorer, Google Chrome and Firefox. If you use any other browsers, please create and retain the requested records in that browser as well.

We recognize that there could be personal privacy concerns related to the disclosure of this information and the processing of this access request. Given those privacy concerns, we have decided that it would be appropriate for each employee to retain the requested records relating to themselves in their own office for a period of time rather than following the typical process of forwarding the responsive records to Information Access Operations for processing. As such, you are not required at this time to send the requested records to Information Access Operations. However, you must create and retain the requested records that relate to you in a secure location and await further instruction from our office.

We will only ask you to forward the requested records to our office if and when it is required to comply with the requirements of the Freedom of Information and Protection of Privacy Act. It may not be necessary for us to make such a request. Nevertheless, there is a legal requirement for the Ministry to create the requested records at this time and to retain them for the purposes of processing the access request, including dealing with a potential request that the Information and Privacy Commissioner review the Ministry's ultimate response to the request. In addition, those records must be retained in order to comply with the requirements of the Information Management Act.

I have been designated as the single point of contact for these requests so feel free to reach out with any questions you may have.

Please send your completed call for records responses direct to my inbox at my contact information below.

Patrick Craib

A/Team Lead | Information Access Operations | Ministry of Citizens' Services

Ph: 250-387-7620 | [e:Patrick.Craib@gov.bc.ca](mailto:Patrick.Craib@gov.bc.ca)

This e-mail message may contain privileged or confidential information. You may not disclose, use, distribute, or copy this message or attachment in any way without permission from the sender. If you received this e-mail message in error, please delete the e-mail and any attachments.

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 5, 2017 11:22 AM
To: Squance, Leah PREM:EX
Subject: RE: 740 can accommodate your 12pm

We're good to go upstairs for your 12pm. Valerie is contacting your 12pm guests to notify them of the change but I'll also be down here to redirect traffic. FYI – your 4pm meeting is also going to take place upstairs. Let me know if you have any other questions.

-Romeo

From: Squance, Leah PREM:EX
Sent: Tuesday, September 5, 2017 11:09 AM
To: Tello, Romeo PREM:EX
Subject: Re: 740 can accommodate your 12pm

Yes please and thx

Sent from my iPhone

On Sep 5, 2017, at 10:56 AM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

We can do the 12pm meeting upstairs in 740 in Boardroom 1. I can contact your AC about this if this is ok with you. Let me know if this works.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 5, 2017 11:19 AM
To: McKnight, Valerie SDSI:EX
Cc: Loubert, Danny PREM:EX
Subject: Minister Simpson meeting room changes

Hi Valerie,

Just sending you a note letting you know we can also accommodate the Minister for his six person meeting in Suite 740 at 4pm. Can you please send Danny (copied on this email) the list of people for his 12pm meeting and his 4pm meeting so he is aware of who will be arriving. Many thanks.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 5, 2017 9:48 AM
To: Loubert, Danny PREM:EX
Subject: FW: For Today's Meeting
Attachments: Session Schedule.pdf

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: Clark, Layne PREM:EX
Sent: Tuesday, September 5, 2017 9:27 AM
Subject: For Today's Meeting

Hi Everyone,

Just a reminder that we have the check-in today. I have attached the session agenda as well for review.

Thanks,

Layne

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, September 5, 2017 8:49 AM
To: Tan, Alyson MIT:EX; Khaira, Manjit IGRS:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Action Req: JTT board rooms

Hi all,

My understanding is that a room has already been booked for Minister Conroy from 11-12, and 1-4pm. We also need a meeting space to accommodate at least 10 people for Minister Robinson from 2-3:30pm. Looping in Danny from our office who will be coordinating the room changes.

Best,
Romeo

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: Tan, Alyson MIT:EX
Sent: Tuesday, September 5, 2017 8:09 AM
To: Khaira, Manjit IGRS:EX
Cc: Tello, Romeo PREM:EX
Subject: Re: Action Req: JTT board rooms

Morning Romeo,

I'm at 730-999 Canada Place. Can you let me know how many rooms and for how many people are required?

Thank you!

Alyson

Sent from my iPhone

On Sep 2, 2017, at 9:15 PM, Khaira, Manjit IGRS:EX <Manjit.Khaira@gov.bc.ca> wrote:

Hi Alyson,

I will have to loop in Romeo Tello from Cabinet Vancouver Office as it's the meeting rooms that they had booked for Ministers that we are displacing. I believe the Cabinet Boardroom #1 holds 6 people.

Manjit Khaira
Mobile: 250.883.4421

On Sep 2, 2017, at 8:35 PM, Tan, Alyson MIT:EX <Alyson.Tan@gov.bc.ca> wrote:

Hi Manjit,

Please let me know the number of attendees at the meetings so I can choose an appropriate room.

Thanks!

Alyson

Sent from my iPhone

Begin forwarded message:

From: "Yuma Morisho, Okenge PREM:EX"
<Okenge.YumaMorisho@gov.bc.ca>
Date: September 1, 2017 at 5:42:11 PM PDT
To: "Tan, Alyson MIT:EX" <Alyson.Tan@gov.bc.ca>, "Mihlar, Fazil MIT:EX" <Fazil.Mihlar@gov.bc.ca>
Cc: "Khaira, Manjit IGRS:EX" <Manjit.Khaira@gov.bc.ca>
Subject: RE: Action Req: JTT board rooms

Alyson: Please work with Manjit from Protocol to get the details.
Thanks, oym

From: Tan, Alyson MIT:EX
Sent: Friday, September 1, 2017 4:59 PM
To: Mihlar, Fazil MIT:EX
Cc: Yuma Morisho, Okenge PREM:EX
Subject: Fwd: Action Req: JTT board rooms

No problem, Fazil. Do you know the maximum amount of people that will be in the room at one time?

This will help me choose an appropriate room.

Thank you!

Alyson

Sent from my iPhone

Begin forwarded message:

From: "Mihlar, Fazil MIT:EX"
<Fazil.Mihlar@gov.bc.ca>
Date: September 1, 2017 at 4:41:26 PM PDT
To: "Tan, Alyson MIT:EX"
<Alyson.Tan@gov.bc.ca>, "Kwan, Shirley JTST:EX" <Shirley.Kwan@gov.bc.ca>, "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>
Cc: "Yuma Morisho, Okenge PREM:EX"
<Okenge.YumaMorisho@gov.bc.ca>
Subject: Action Req: JTT board rooms

Hi Alyson: IGR (Okenge) needs 2
boardroom/meeting rooms on Sept 5 from 12 to
3.30 for ministers. Please book them and let
Okenge's office know ASAP. Thx. Fazil

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 4:54 PM
To: Loubert, Danny PREM:EX
Subject: RE:
Attachments: PVO Catering Options.pdf

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 PREM:EX
Sent: Friday, September 1, 2017 4:54 PM
To: Tello, Romeo PREM:EX
Subject:

Danny Loubert | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Danny.Loubert@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 4:53 PM
To: 'Loubert, Danny MIT:EX'
Subject: FW: catering information
Attachments: PVO Catering Options.pdf; ATT00001.htm

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: Cavanagh, Judy PREM:EX
Sent: Friday, August 25, 2017 9:52 AM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: FW: catering information

Catering guidelines. Let's review on Monday.

Judy

From: MacMillan, Elizabeth PREM:EX
Sent: Friday, August 25, 2017 5:52 AM
To: Cavanagh, Judy PREM:EX
Subject: catering information

Hello Judy – very nice to talk with you yesterday by phone and meet, if only briefly, by telepresence.

As requested, please find attached info re: food service guidelines vis-à-vis meetings times & duration and previous catering arrangements made in Vancouver. Pls note that Savoury Chef has had a large delivery-time window that one should plan carefully around. Bread Garden was found to be economical, efficient and good quality.

Hope this information is helpful to you.
Looking forward to working with you and your office
Elizabeth

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 4:35 PM
To: Cavanagh, Judy PREM:EX
Subject: Template
Attachments: Template.docx

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 3:49 PM
To: Gunn, Paula MCF:EX
Subject: Meetings on the 5th

Hi Paula,

All of Minister Conroy's meetings will take place at Suite 730 on Tuesday. The receptionist at JTT next door is aware of this and Danny in our office is aware that Minister Conroy's guests will come to Suite 740 before being picked up by you. Please let me know if you have any further questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 2:55 PM
To: Lee, Bonnie FIN:EX
Cc: PREM Technology Support; Lee, Penny FIN:EX
Subject: RE: Completed: 811911 - Danny Loubert - Transfer In

Yes. That is the best number to reach him. Many thanks!

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
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From: Lee, Bonnie FIN:EX
Sent: Friday, September 1, 2017 2:54 PM
To: Tello, Romeo PREM:EX
Cc: PREM Technology Support; Lee, Penny FIN:EX
Subject: RE: Completed: 811911 - Danny Loubert - Transfer In

Hi Romeo,

Is 604-775-1600 the best number to reach Danny at? I think it may be easier if I speak to him to determine exactly what is missing, because it looks like he should have at least some access.
Lync takes up to 48 hours to sync with the system and reflect his new IDIR information.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

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

Corporate
Services Division
Ministry of
Finance



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From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 2:43 PM
To: Lee, Bonnie FIN:EX

Cc: PREM Technology Support; Lee, Penny FIN:EX
Subject: Re: Completed: 811911 - Danny Loubert - Transfer In

Hi Bonnie,

Danny informs that this is not fully complete. Please advise when it is as he still does not have full access to email, lync, folders, etc.

Sent from my iPhone

On Sep 1, 2017, at 1:26 PM, Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca> wrote:

Hi Romeo,

Danny's IDIR has now been transferred over to PREM. He will need to restart his workstation before he logs on again, to ensure the profile/permissions/accesses are applied correctly.

Please let me know if you have any questions about this.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

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<image001.jpg>

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From: Lee, Bonnie FIN:EX
Sent: Tuesday, August 22, 2017 10:32 AM
To: Lee, Penny FIN:EX
Cc: PREM Technology Support
Subject: 811911 - Danny Loubert - Transfer In

Hi Penny,

iStore #811911 has been submitted for this request. The Service Desk for MIT has informed me that the transfer-out date is August 31st.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

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<image001.jpg>

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From: Lee, Penny FIN:EX [<mailto:Penny.Lee@gov.bc.ca>]
Sent: Friday, August 18, 2017 1:46 PM
To: FIN IMB Service Desk (78912) FIN:EX; Lee, Penny FIN:EX
Subject: Service Request

Checkout Information

--Site Contact Information--

Name: Ryan Werk
Phone: 2508893111
Address:
Suite 740-999 Canada Place
Vancouver BC

--Billing Information--

Account: PREM-VANCOUVER OFFICE
Ministry Number: 004
Responsibility Centre: 36346
Service Code: 34410
Project Number: 3600000
Expense Authority Name: Steve Klak or Jackie Hendry

Request(s)

--Account - Transfer In--

From Ministry: International Trade
First Name: Danny
Last Name: Loubert
IDIR: DLOUBERT
Required By Date: 2017/08/23
Requires Email: Yes
Company: Office of the Premier
Job Title: Administrative Assistant
Office: Premier's Vancouver Office
Supervisor: Romeo Tello
Users Phone: 6047751600
Address: Suite 740-999 Canada Place

City: Vancouver
Postal Code: V6C 3T4
Requires Shared File/Print: Yes
Shared File/Print Contact Name: penny
Shared File/Print Contact Number^{s.17}
Shared File/Print Access Requirements: PREM_L_LP_S68100
PREM_A_LP_S68100
PREM_MB_CALPREM
FIN_A_AUTH_FIN
Unlimited mailbox
Approve E-Mail contents to be transferred in: Yes
Approve H Drive contents to be transferred in: Yes
Requires VPN: Yes
Requires DTS: No
Requires Mobile: No
Modify Workstation Owner: new one being ordered by Tim
Comments: Bonnie, can you start this transfer in but hold off until I get a confirmed start date. Robin is finding out from MIT what the transfer out date will be. Thank you.

Request sent from: Lee, Penny FIN:EX
Email: Penny.Lee@gov.bc.ca
Server time: 2017-08-18 13:45:55
<mime-attachment>

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 1:43 PM
To: PREM Technology Support
Subject: RE: Permission for Suite s.1 calendars

And Judy Cavanagh as well for all of the calendars in s.15

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
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From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 1:42 PM
To: PREM Technology Support
Subject: Permission for Suite s.1 calendars

Hi,

Can you please give me and Danny Loubert permission to view the details in all of the calendars in Suite s.1 ? I can only see Busy blocks so far. Many thanks in advance.

-Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 12:47 PM
To: Walsh, Sara M HLTH:EX
Subject: s.15 Boardroom calendars

Hi Sara,

As per our conversation, please see the list of calendars for Suite s.15 below:

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

Also, please let me know what access card number your Deputy Minister had so that I can reactivate their direct access to s.15

Best,
Romeo

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Vancouver Cabinet Office | Office of the Premier
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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, September 1, 2017 11:10 AM
To: Bowen, Bev LASS:EX
Subject: Smartsheet
Attachments: SmartsheetReceipt_2017-05-12.pdf; SmartsheetReceipt_2017-06-12.pdf;
SmartsheetReceipt_2017-07-12.pdf; SmartsheetReceipt_2017-08-12.pdf

Hi Bev,

Attached are four smartsheet receipts from May to August. I have also cancelled the account. Please let me know if you have any further questions.

Best,
Romeo

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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 13, 2017 2:24 PM
To: Tello, Romeo PREM:EX
Subject: Accepted: Swearing Oath of Employment - walk to location

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, September 13, 2017 2:24 PM
To: Cavanagh, Judy PREM:EX
Subject: Accepted: Swearing Oath of Employment - walk to location