

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, October 25, 2017 10:57 AM
To: Magee, Tracey FIN:EX
Subject: Accepted: Discuss Furniture and Moves Happening on November 1st

From: Tello, Romeo PREM:EX
To: Tello, Romeo PREM:EX
Subject: Accepted: s.22

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Accepted:s.22

From: Tello, Romeo PREM:EX
To: Poldrugovac, Saija FIN:EX
Subject: Accepted: Set up BEA

From: Tello, Romeo PREM:EX
To: s.22
Subject: Administrative testing
Date: Monday, October 23, 2017 12:46:00 PM
Attachments: AAOSI-testing_instructions.docx
AAOSI-LetterWriting.docx
TEST-proofreadingtest.pdf
Proof Reading Symbols.pdf
AAOSI-exceltest.xlsx

Hello,

Attached are four tests designed to draw out your administrative skills, the total time for completing these tasks is 60 minutes.

1. Excel test – 15 minutes
2. Letter writing – 20 minutes
3. Typing speed – 10 minutes
4. Proofreading – 15 minutes

You will have 70 minutes from receipt of this email to complete and send documents back to me via return email.

All the best,

Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | **E:** romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
To: s.22
Subject: Administrative testing
Date: Monday, October 23, 2017 2:51:00 PM
Attachments: [AAOSI-testing instructions.docx](#)
[AAOSI-LetterWriting.docx](#)
[TEST-proofreadingtest.pdf](#)
[Proof Reading Symbols.pdf](#)
[AAOSI-exceltest.xlsx](#)

Hi s.22

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P: 604-775-1677 | **E:** romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
To: s.22
Subject: Administrative testing
Date: Monday, October 23, 2017 12:04:00 PM
Attachments: [AAOSI-testing instructions.docx](#)
[AAOSI-LetterWriting.docx](#)
[TEST-proofreadingtest.pdf](#)
[Proof Reading Symbols.pdf](#)
[AAOSI-exceltest.xlsx](#)

Hi s.22

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Romeo

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Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | **E:** romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
To: Tello, Romeo PREM:EX
Subject: Canceled: Interview: s.22

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Canceled: Interview: s.22 _
Start: Tuesday, October 17, 2017 2:30:00 PM
End: Tuesday, October 17, 2017 3:30:00 PM
Location: Boardroom 1

From: Tello, Romeo PREM:EX
To: Tello, Romeo PREM:EX
Subject: Canceled: PVO Morning round-up
Importance: High

Agenda:

Scheduling requests
Budgetary & financial
Operational issues
Strategic Initiatives
Other business

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Canceled: PVO Morning round-up
Importance: High

Agenda:

Scheduling requests
Budgetary & financial
Operational issues
Strategic Initiatives
Other business

From: Tello, Romeo PREM:EX
To: s.22
Subject: Change in interview time
Date: Friday, October 13, 2017 2:44:00 PM

Hi s.22

I left you a voicemail regarding your interview on Wednesday the 18th and I haven't heard back from you. I'm trying this by email to see if I can get in touch with you.

Unfortunately my colleague has a scheduling conflict on the 18th and we were wondering if we could change your interview time from 3-4pm to 2:30-3:30pm instead. Please give me a call on my direct line during business hours or catch me by email and I'd be happy to schedule that slot or a time slot that works better for your schedule. 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 | **E:** romeo.tello@gov.bc.ca

Wensink, Alison PREM:EX

Subject: CL 11 review
Location: Judy's office

Start: Tue 2017-10-24 9:30 AM
End: Tue 2017-10-24 10:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: CL 11 review
Location: Judy's office

Start: Tue 2017-10-10 10:00 AM
End: Tue 2017-10-10 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: CL11 revised
Date: Tuesday, October 10, 2017 1:32:00 PM
Attachments: .ID-AAOSI.docx

Hi Judy,

I made a couple spelling and grammar revisions to the doc. New one is attached.

-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
To: "Amie Brenner"
Subject: Coffee and supplies order
Date: Thursday, October 5, 2017 4:51:00 PM

Hi Amie,

Great talking to you on the phone today. We would like the following items delivered to us for Tuesday. Please let me know if this is possible:

50-21362 Starbucks Blonde x2

50-10722 Dairyland Fresh Milk 2% x1

50-13191 Island Farms 10% Cream x1

50-07564 ICB 400 filters x1

50-10460 Western Family aluminum foil x1

50-16584 White swan paper towel pro 2 pack x2

50-16961 Seventh generation dishwasher powder x2

50-21090 Soft soap aloe refill x1

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: Tello, Romeo PREM:EX
To: Hagglund, Jarrett GCPE:EX
Subject: conference line for media needed
Date: Thursday, October 19, 2017 12:45:00 PM

For Premier – Friday October 20th from 10:15am to 11:30am. For Chinese media roundtable

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
To: Magee, Tracey FIN:EX; Tello, Romeo PREM:EX
Subject: Conversation with Magee, Tracey FIN:EX
Date: Friday, October 20, 2017 3:05:19 PM

Tello, Romeo PREM:EX [9:37 AM]:

Hi Tracey, were you able to get a few ballpark costs for us?

Magee, Tracey FIN:EX [9:47 AM]:

I called Doug at the end of the day yesterday and he said he would try and have it to me by this morning, so far nothing. Looks like I'm going to have to call him again. When does Judy need this?

Magee, Tracey FIN:EX [10:11 AM]:

I sent him another note and will call him shortly. Have you got a list of the surplus for me?

Tello, Romeo PREM:EX [12:10 PM]:

Not yet. It's been a very busy week and we haven't had a chance to amalgamate lists

Magee, Tracey FIN:EX [12:17 PM]:

Doug is providing me something in about 10 mins. When will I have a list of everything to go on November 1st, I have to advise AIR or nothing will be able to go.

Magee, Tracey FIN:EX [1:04 PM]:

Just sent you the quote from Doug

Tello, Romeo PREM:EX [2:53 PM]:

Spoke to Judy - she says that you should still talk to Jackie about MCR and have that discussion about who will be the lead. We'll go from there once that has taken place
*place

From: Tello, Romeo PREM:EX
To: Oreck, Mira PREM:EX; Tello, Romeo PREM:EX
Subject: Conversation with Oreck, Mira PREM:EX
Date: Friday, October 20, 2017 1:14:00 PM

Tello, Romeo PREM:EX [1:04 PM]:
Naveen is here for you

From: Tello, Romeo PREM:EX
To: Wong, Tamarra PREM:EX; Tello, Romeo PREM:EX
Subject: Conversation with Wong, Tamarra PREM:EX
Date: Friday, October 20, 2017 2:48:40 PM

Wong, Tamarra PREM:EX [5:31 PM]:
thx!

Tello, Romeo PREM:EX [5:31 PM]:
btw, do you know when time you'll be in Van?

Wong, Tamarra PREM:EX [5:32 PM]:
hmm there's a chance i could be there week of nov 3 or 10th?

Tello, Romeo PREM:EX [5:40 PM]:
ok cool. good to know. let me know whenever you know more firmly.
We wanted to arrange an office thing and needed front coverage

Wong, Tamarra PREM:EX [5:43 PM]:
okay i know for sure geoff will be in vancouver on friday nov 3 so maybe i can ask him to work from van that day

Tello, Romeo PREM:EX [2:48 PM]:
Judy says the week of Nov 10th might work better because the week of Nov 3rd is convention week

From: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: Declined: Discuss Furniture and Moves Happening on November 1st

Hi Tracey,

I am away from the office today. Let's talk tomorrow? If there's anything urgent, please let me know. On another note, Danny would like to discuss the move with you regarding the service elevator in the building. He can be reached at 604-775-1600.

Best,

Romeo

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Financial training

FYI – Saija in Vancouver until 3pm

From: Tello, Romeo PREM:EX
To: Tello, Romeo PREM:EX
Subject: Financial training

FYI – Saija in Vancouver until 3pm

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX
Subject: s.22
Date: Monday, October 16, 2017 8:14:07 AM

Hi both of you,

s.22

s.22 . I'll be available on cell and email if you need me.

Judy: I will send you the revised interview questions later today for you to review.

-Romeo

Sent from my iPhone

From: Tello, Romeo PREM:EX
To: Loubert, Danny PREM:EX
Subject: For supplies
Date: Monday, October 30, 2017 1:07:00 PM

Hi Danny,

Can you please order some highlighters for the office? Judy specifically asked for yellow. I like the green and blue ones. Someone must like the pink. Let's order the rainbow!

-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
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Good luck

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From: Tello, Romeo PREM:EX
Sent: Monday, October 23, 2017 12:04 PM
To: s.22
Subject: Administrative testing
Hi s.22 ,

Attached are four tests designed to draw out your administrative skills, the total time for completing these tasks is 60 minutes.

1. Excel test – 15 minutes
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3. Typing speed – 10 minutes
4. Proofreading – 15 minutes

You will have 70 minutes from receipt of this email to complete and send documents back to me via return email.

All the best,

Romeo

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P: 604-775-1677 | **E:** romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
To: [Loubert, Danny PREM:EX](#)
Cc: [Nash, Amber PREM:EX](#)
Subject: FW: Briefing Materials for Premier & Sheena
Date: Friday, October 20, 2017 10:37:00 AM
Attachments: [Japan Consul General Meeting October 20.msg](#)
[Canada's Ambassador to Korea - October 20 Meeting.msg](#)

Hi Danny,

Can you please print this for the Premier as per Amber's request below?

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

From: Nash, Amber PREM:EX

Sent: Friday, October 20, 2017 10:28 AM

To: Tello, Romeo PREM:EX

Subject: Briefing Materials for Premier & Sheena

Hi Romeo,

The Premier has a meeting with the Consul General of Japan at 3:30pm today at VCO. Ahead of this meeting he will have a briefing with Okenge Yuma Morisho, Deputy Minister of IGRS. I've attached the materials for the Premier and Sheena for this briefing, along with materials for their 5:15 pm meeting with the Ambassador of Canada to Korea – Okenge will also cover this material in his 3pm meeting with the Premier.

Could I trouble you to print this for them?

Amber

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: FW: Furniture to go to Surplus
Date: Tuesday, October 24, 2017 9:52:00 AM
Attachments: Premiers Office Surplus.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: Magee, Tracey FIN:EX
Sent: Monday, October 23, 2017 7:53 AM
To: Tello, Romeo PREM:EX
Subject: Furniture to go to Surplus

Hi Romeo,

Attached is the list I created of all the surplus furniture that I'm thinking can go to the government surplus warehouse in Surrey on November 1st. If you want to take a review of the list and let me know today if there is items you want removed for now, pending on waiting for more available furniture to replace some of these items. I will call the warehouse today to give them a heads up on the items coming, in addition, I will complete the electronic form they need and see how I can send it to you for signoff.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Hagglund, Jarrett GCPE:EX](#); [Banfield, Elena GCPE:EX](#); [Behrens, Marlene GCPE:EX](#)
Subject: FW: Oaths
Date: Thursday, October 5, 2017 11:06:00 AM
Attachments: 4. Oath - Political.pdf
4. Oath.pdf

Print the public service oath and bring it with you. Don't forget your ID!

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 18, 2017 10:05 AM
To: Hagglund, Jarrett GCPE:EX; Behrens, Marlene GCPE:EX; Badger, Joleen GCPE:EX; Tello, Romeo PREM:EX
Cc: Banfield, Elena GCPE:EX
Subject: Oaths

Hello fellow oath takers,

While in Victoria, I found out the type of oath you are to take on Thursday. There are 2 attached:

Political staff oath: Romeo and Judy

Public Service staff oath: the rest of you

- Bring photo ID with your signature
- Bring a copy of the oath (unsigned – they need to witness your signature)

If we are unable to get back-up staff for Thursday, I will not go. Romeo needs to get his oath before mid-Oct and I have more time. Elena, perhaps the 2 of us can go after UBCM.

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: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: Fw: Onboarding
Date: Wednesday, October 25, 2017 4:02:43 PM
Attachments: s.22

Hi Judy,

Attached is s.22 resume for Geoff's review.

Best,
Romeo

From: Tello, Romeo PREM:EX
To: [Truong, Lele GCPE:EX](#)
Subject: FW: Participant List
Date: Monday, October 23, 2017 1:46:00 PM
Attachments: OFFICE-PREMIERE 20171020 1015PT CONF1224416.mp3
ATT00001.htm

Recording is 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

From: Hagglund, Jarrett GCPE:EX
Sent: Monday, October 23, 2017 1:45 PM
To: Tello, Romeo PREM:EX
Subject: Fwd: Participant List
Here you go

Sent from my iPhone

Begin forwarded message:

From: "Frederick Cusinato" <Frederick.Cusinato@telus.com>
To: "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Participant List

Hello Jarrett,

Sorry for the delays, here's the MP3 file for the Special-Event held Friday Oct 20th.
Regards,

Frederick Cusinato

Business Help Desk Specialist II, Collaboration Services
Please reply to: Conference@conf-centre.com
1-888-975-1325

This email, including any attachments, is for the sole use of the intended recipient and may contain confidential information.
If you are not the intended recipient, please notify us by reply email or by telephone and destroy this email along with any copies.
Thank you.

From: Hagglund, Jarrett GCPE:EX [<mailto:Jarrett.Hagglund@gov.bc.ca>]
Sent: October-23-17 12:13 PM
To: Conference <Conference@conf-centre.com>
Subject: RE: Participant List

Hello,

I was wondering if I would be able to get the requested recording from this event call.
Thank you so much!

Jarrett

From: conference@conf-centre.com [mailto:conference@conf-centre.com]

Sent: Friday, October 20, 2017 11:26 AM

To: Hagglund, Jarrett GCPE:EX

Subject: Participant List

Hello,

Here is the participants list for your Special Event held today, attached as a Microsoft Word Document.

Regards,

Mihai Micu

Business Help Desk Specialist V, Collaboration Services

Tel 1-877-944-6338

Member of the **TELUS** team

the future is friendly®

"This message and any accompanying attachments are intended only for the person(s) to whom this message is addressed and may contain privileged, proprietary and/or confidential information. Any unauthorized use, disclosure, reproduction or distribution of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and permanently delete or destroy this message, including any attachments. Thank you."

From: Tello, Romeo PREM:EX
To: [Truong, Lele GCPE:EX](#)
Subject: FW: Participant List
Date: Friday, October 20, 2017 11:35:00 AM
Attachments: participant_list_gobc.doc
ATT00001.htm

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: Hagglund, Jarrett GCPE:EX
Sent: Friday, October 20, 2017 11:35 AM
To: Tello, Romeo PREM:EX
Subject: Fwd: Participant List
Can't find Lele's email on my phone. Mind forwarding her this? Thanks!
Jarrett.

Sent from my iPhone

Begin forwarded message:

From: <conference@conf-centre.com>
Date: October 20, 2017 at 11:26:10 AM PDT
To: <Jarrett.hagglund@gov.bc.ca>
Subject: Participant List

Hello,
Here is the participants list for your Special Event held today, attached as a Microsoft Word Document.
Regards,

Mihai Micu
Business Help Desk Specialist V, Collaboration Services
Tel 1-877-944-6338
Member of the **TELUS** team
the future is friendly®

"This message and any accompanying attachments are intended only for the person(s) to whom this message is addressed and may contain privileged, proprietary and/or confidential information. Any unauthorized use, disclosure, reproduction or distribution of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and permanently delete or destroy this message, including any attachments. Thank you."

From: Tello, Romeo PREM:EX
To: [Truong, Lele GCPE:EX](#)
Subject: FW: Premier Chinese media roundtable - updated guest list & questions from media
Date: Thursday, October 19, 2017 3:52:00 PM

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, October 19, 2017 3:36 PM

To: Van Meer-Mass, Kate PREM:EX; Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX

Subject: RE: Premier Chinese media roundtable - updated guest list & questions from media

Hi Kate,

Call in for the conference is:

1-877-353-9184

Participant code: s.15.s.17

Moderator (staff) code: s.15.s.17

Who is moderating the media roundtable? There are a couple instructions that I should go over with them when doing the conference call. Additionally, media will enter through our front door and will be asked to sign in with Danny at the front when they arrive. They will then be led to the Cabinet Boardroom for the roundtable. Please let us know who will be staffing.

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: Van Meer-Mass, Kate PREM:EX

Sent: Thursday, October 19, 2017 11:06 AM

To: Cavanagh, Judy PREM:EX; Tello, Romeo PREM:EX; Loubert, Danny PREM:EX

Subject: FW: Premier Chinese media roundtable - updated guest list & questions from media

Hi Folks,

Attached is the Chinese media invite list. Can you provide some details for call in line and if there are instructions for accessing the suite that we should be aware of.

Kate

From: Sherlock, Stephanie GCPE:EX

Sent: Thursday, October 19, 2017 10:22 AM

To: Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX

Subject: Fwd: Premier Chinese media roundtable - updated guest list & questions from media

See the attached

Also Kate can you please connect with Lele to iron out details for the media. Like where they need to go when they get there. We also need dial in info

Thanks

Stephanie

Sent from my iPhone

Begin forwarded message:

From: "Truong, Lele GCPE:EX" <Lele.Truong@gov.bc.ca>
Date: October 19, 2017 at 10:17:55 AM PDT
To: "Sherlock, Stephanie GCPE:EX" <Stephanie.Sherlock@gov.bc.ca>
Subject: Premier Chinese media roundtable - updated guest list & questions from media

Hi Stephanie,

We are up to 18 confirmed guests, with the camera crew, about 20 people.

Also attached is a list of questions from the media.

I will keep you updated on the questions & attendance.

Lele

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Premiers Office Furniture - Available Furniture from SSBC
Date: Tuesday, October 24, 2017 9:52:00 AM
Attachments: [broughton surplus.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: Magee, Tracey FIN:EX
Sent: Monday, October 23, 2017 7:47 AM
To: Tello, Romeo PREM:EX
Subject: Premiers Office Furniture - Available Furniture from SSBC

Hi Romeo,

Here is what SSBC has for some furniture items. She says she does not have a TV or too many boardroom tables. The one she does have matches an executive suite that she thinks you will really, but she doesn't have a photo as of yet. It has a matching credenza, wardrobe, and the table for 6 or so. She will be back at that Ministry this morning reviewing items and should be able to send more pictures today.

There are blond bookcases to match the pieces you see in the photo's, they are 48" high, She doesn't have any 24" deep blond tables of any size. 42" round tables are plentiful in lots of different laminate finishes EXCEPT for the blonde color (lots of light oak, medium oak, maybe one or two cherry).

Let me know what you think and if you want any of these items held for you.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Premier's Office Furniture Replan/Internal Moves
Date: Friday, October 20, 2017 1:06:00 PM
Attachments: 01497710BCS1125135.pdf

Quote from Doug at Heritage attached. Please see his note below for what it includes.

-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: Magee, Tracey FIN:EX
Sent: Friday, October 20, 2017 1:04 PM
To: Tello, Romeo PREM:EX
Cc: Akam, Shelly L FIN:EX
Subject: FW: Premier's Office Furniture Replan/Internal Moves
Hi Romeo,

Here is the quote for the work to be done.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Doug McConnell [<mailto:dmcconnell@heritageoffice.com>]
Sent: Friday, October 20, 2017 12:56 PM
To: Magee, Tracey FIN:EX
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Hi Tracey,

Sorry for the delay

Attached is the quote for the changes as discussed.

I have allowed for 4 men the first day + a truck for a day to remove excess to Riverview and or AIR.

We will do all of the internal moves, reconfigures and changes as discussed.

I have also allowed for 2 men and a truck for half a day on a return visit to deliver anything that Melissa may come up with (as im not sure what that looks like yet), take away additional items and to fine tune once adjustments are complete.

The clients in that building usually make the arrangements for the elevator with the building, but we will definitely need it for a few hours to get the items going out, removed from the site

I hope that helps – please let me know if you have any questions

Thank you

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

From: Magee, Tracey FIN:EX
Sent: Wednesday, October 18, 2017 12:47 PM
To: 'Doug McConnell'
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Hi Doug,

Can you provide me an approximate quote for the costs of the scope of work, as suggested below. Also, are you aware of the procedures around moving furniture in/out for 999 Canada Place, who needs to be advised for use of elevator etc.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Magee, Tracey FIN:EX
Sent: Friday, October 13, 2017 11:48 AM
To: 'Doug McConnell'
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Hi Doug,

Romeo has confirmed, that November 1st will work for them, I have advised him you have scheduled us in. We will begin working on the list of surplus that can be removed that day as well as any other items that may be provided by SSBC that should also be delivered that day.

Thanks

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Doug McConnell [<mailto:dmcconnell@heritageoffice.com>]
Sent: Wednesday, October 11, 2017 1:45 PM
To: Magee, Tracey FIN:EX; 'Doug McConnell ('dmcconnell@heritageoffice.com)'
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Hi Tracey,

Late next week is good in our schedule if those dates would work.

Yes our service department is able to repair anything – is it possible to get a picture?

Please let me know and I will pencil you in

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]
Sent: Tuesday, October 10, 2017 8:15 AM
To: 'Doug McConnell ('dmcconnell@heritageoffice.com)'
Subject: Premier's Office Furniture Replan/Internal Moves
Hi Doug,

It was nice to see you again last week. After you left, we continued to determine what furniture will go to surplus in addition to what needs to be relocated within.

The Premiers Office would like this done by November 1st or by the end of that first week of November at the latest. The scope of work would include:

- The tear down of the those 6 steelcase cubicles and reusing the surfaces to build 6 single surface desks in that open area within the vacated space.
- Redeploy/move furniture items around internally
- Remove surplus items and take to AIR or another location that Melissa deems may require some of the items.
- Pickup and delivery of furniture items to the Premiers Office possibly acquired through SSBC.

Can you let me know a few dates you would be available to do this work so I can advise Romeo and have him check schedules and select a date.

I will be talking to Melissa Frisk today regarding the surplus furniture to see what needs to happen

with it, as well as coordinating getting new/surplus furniture items pending what she has and when they are available. Some surplus items may be able to go now and this would be required. While on site, Judy advised us of 4 chairs that needed repair in the Cabinet Meeting Room. Is this something you would be able to do?

Thanks Doug, if you have any questions in regards to the site visit, please let me know.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Premier's Office Furniture Replan/Internal Moves - Revised Quote
Date: Friday, October 20, 2017 2:47:00 PM
Attachments: QTEX053898001.pdf

Revised quote 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

From: Magee, Tracey FIN:EX
Sent: Friday, October 20, 2017 2:21 PM
To: Tello, Romeo PREM:EX
Subject: FW: Premier's Office Furniture Replan/Internal Moves - Revised Quote
Here you go Romeo.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Short list
Date: Friday, October 6, 2017 1:07:00 PM
Attachments: [SHORT LIST CANDIDATES FOR RECEPTIONIST.docx](#)

Here's the doc! ☺

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

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Update to furniture offers for prem
Date: Tuesday, October 24, 2017 10:19:00 AM

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: Magee, Tracey FIN:EX
Sent: Tuesday, October 24, 2017 8:40 AM
To: Tello, Romeo PREM:EX
Subject: Update to furniture offers for prem
Hi Romeo,

It turns out the wooden lunchroom chairs previously sent to you are no longer available nor is any of the soft seating. The Ministry decided to keep them.

The executive desk is 6ft x 9ft x 6ft. The matching pieces are shown below. This suite may be a good choice for office #718

The blonde boardroom table shown below is two pieces each 4ft w x 6ft long so in total, 12ft long. I'm thinking this is too big for the rooms you are looking for a boardroom table, such as room #717. You may need to measure the room to determine.



gone

On Thursday, Melissa from SSBC is going to Vancouver to tour two different offices that are giving up surplus furniture. We will get first dibs on the furniture at these locations and it will be easier for delivery being in Vancouver. Again, she will send me pictures, probably on Friday.

We need to discuss all the furniture as well as the surplus list I sent you yesterday to prepare for next week. I am free all day with the exception of a meeting at 9:30 and 3:00 if you could set up an audio based on your availability.

Thanks Romeo.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859









Sent from my iPhone



From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: FW: Vancouver Cabinet Office Interview
Date: Wednesday, October 18, 2017 11:56:00 AM

FYI – s.22 sent this note this morning and wanted me to pass it along.

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: s.22

Sent: Wednesday, October 18, 2017 8:30 AM

To: Tello, Romeo PREM:EX

Subject: Re: Vancouver Cabinet Office Interview

Hi Romeo,

I just wanted to thank you for your time yesterday. I appreciate getting the chance to meet with you to discuss the Administrative Assistant position in the Vancouver Cabinet Office. It was an informative and exciting opportunity for me!

Thank you again, and please do send my message along to Judy as well. It was a pleasure to meet you both and I look forward to hearing back from you about whether I will be going forward in this process.

Best,

s.22

On Tue, Oct 10, 2017 at 1:56 PM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hi s.22

Great speaking to you on the phone this afternoon. In preparation for your interview on Tuesday, October 17th at 4pm, please find the job description for the Administrative Assistant position attached to this email.

Our office is located in Suite 740 at 999 Canada Place in the World Trade Centre building.

The entrance to the building is located to the right of the Starbucks at the Pan Pacific hotel.

Proceed to the 7th floor, follow signage to Suite 740, and ring the doorbell upon arrival.

If you have any further questions, please don't hesitate to contact me by email or on my direct line below. See you on Wednesday!

Best,

Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: [604-775-1677](tel:604-775-1677) | **E:** romeo.tello@gov.bc.ca

s.22

From: Tello, Romeo PREM:EX
To: [Loubert, Danny PREM:EX](#)
Subject: FW: VCO Room - October 11th
Date: Tuesday, October 10, 2017 10:39:00 AM
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

From: White, Emily MCF:EX
Sent: Tuesday, October 10, 2017 10:39 AM
To: Tello, Romeo PREM:EX
Subject: FW: VCO Room - October 11th
Importance: High

Hi Romeo –

Just left you a voicemail but thought I'd resend this email as well.

Hoping I can confirm a room for Minister Chen tomorrow morning, from 8:30am to 11:00am. Can be two separate rooms if needed, as her meetings are from 8:30am – 9:30am and 10:00am – 11:00am.

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

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4

Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: White, Emily MCF:EX
Sent: Friday, October 6, 2017 1:44 PM
To: 'Loubert, Danny MIT:EX'
Cc: Tello, Romeo PREM:EX
Subject: VCO Room - October 11th

Hi Danny –

Hoping you can help me out, and book a room for Minister Katrina Chen, her MA Niki Sharma, and two guests (Kasari Govender and Zahra Jimale) on October 11th at 8:30am for 1 hour?

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

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4

Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: Tello, Romeo PREM:EX
To: Loubert, Danny PREM:EX
Subject: FW: Water invoice PVO
Date: Monday, October 2, 2017 12:45:00 PM
Attachments: Balance Forward Statement.pdf

Customer number is in the document attached.

-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: Poldrugovac, Saija FIN:EX
Sent: Thursday, September 14, 2017 10:31 AM
To: Tello, Romeo PREM:EX
Subject: FW: Water invoice PVO

Hi Romeo,

As discussed, please pay the current charges on this invoice.

Thanks!

~Saija

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

Hello there,

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

Best,

Romeo

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

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: Fwd: Approval for PCard
Date: Tuesday, October 31, 2017 3:57:46 PM
Attachments: Aug2017-PCard-Reconciliation.xlsx
ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: October 6, 2017 at 9:21:22 AM PDT
To: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Subject: Approval for PCard

Hi Judy,

Attached is my PCard reconciliation for August purchases. Please let me know if you have any questions and if you approve.

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
To: [Loubert, Danny PREM:EX](#)
Subject: Fwd: Travel card and purchase
Date: Friday, October 13, 2017 8:35:57 AM

Did you send these forms to Mira?

Sent from my iPhone

Begin forwarded message:

From: "Cavanagh, Judy PREM:EX" <Judy.Cavanagh@gov.bc.ca>
Date: October 13, 2017 at 8:10:40 AM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Cc: "Oreck, Mira PREM:EX" <Mira.Oreck@gov.bc.ca>
Subject: Travel card and purchase

Hi Romeo

Travelling with Mira I realized that she doesn't have a MC travel card or Purchase card. Yikes

Can you please leave copies on her desk or
Send her the link.

Thanks

Judy

Sent from my iPhone

From: Tello, Romeo PREM:EX
To: Loubert, Danny PREM:EX
Subject: Fwd: VCO availability
Date: Wednesday, October 25, 2017 10:22:09 AM

Sent from my iPhone

Begin forwarded message:

From: "Campbell, Sue LBR:EX" <Sue.Campbell@gov.bc.ca>
Date: October 25, 2017 at 10:05:43 AM PDT
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Subject: VCO availability

Hi

I'd like to book a one hour meeting for Minister Bains at VCO between November 14 to November 16. If you have something that would work for about 6-9 people, that would work well.

Thank you

Sue Campbell

Administrative Coordinator to the Honourable Harry Bains

Minister of Labour

Rm 342, Legislative Assembly

250-953-0925

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Guidelines
Date: Wednesday, October 4, 2017 3:27:00 PM
Attachments: FINAL-MAGuidelines-VCO.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

From: Tello, Romeo PREM:EX
To: [Parkinson, Elizabeth PREM:EX](#)
Subject: Harbour Air
Date: Friday, October 6, 2017 1:09:00 PM

Hi Elizabeth,

Happy Friday! Can you please give me a call re: Harbour Air and Quick tickets when you have a moment? 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
To: Magee, Tracey FIN:EX
Subject: Internal office move
Date: Tuesday, October 10, 2017 12:00:00 PM

Hi Tracey,

Hope you had a great Thanksgiving weekend. Just wanted to know if you were able to look at some dates where we can do the internal office furniture move? Please let me know if there are any dates possible for this, or if you have any further questions. 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

Subject: Interview: s.22
Location: Boardroom 1

Start: Wed 2017-10-18 3:00 PM
End: Wed 2017-10-18 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: Interview: s.22
Location: Boardroom 1

Start: Thu 2017-10-19 4:00 PM
End: Thu 2017-10-19 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: Interview: s.22
Location: Boardroom 1

Start: Tue 2017-10-17 2:30 PM
End: Tue 2017-10-17 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: Interview: s.22
Location: Boardroom 1

Start: Wed 2017-10-18 10:00 AM
End: Wed 2017-10-18 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: Interview: ^{s.22}
Location: Boardroom 1

Start: Tue 2017-10-17 4:00 PM
End: Tue 2017-10-17 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

Wensink, Alison PREM:EX

Subject: JD review
Location: Judy's office

Start: Tue 2017-10-24 10:00 AM
End: Tue 2017-10-24 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

From: Tello, Romeo PREM:EX
To: [PREM Technology Support](#)
Subject: Maria Szabo starting in our office
Date: Tuesday, October 31, 2017 1:32:00 PM

Hi there,

Maria Szabo will be starting in our office as an Administrative Assistant on Monday, November 6th.
Can you please set up an IDIR for her and send log in details to me? 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

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: Maria's onboarding
Date: Wednesday, October 25, 2017 4:00:07 PM
Attachments: [Maria-NewHireChecklist.docx](#)
[MariaSzaboConsentDisclosure.pdf](#)
[MariaSzaboID.pdf](#)

Hi Judy,

Attached are Maria's background check form, scanned ID, and completed checklist form.
Please let me know if you need anything else.

Best,
Romeo

Wensink, Alison PREM:EX

Subject: Meet with Facilities

Start: Tue 2017-10-03 9:30 AM
End: Tue 2017-10-03 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

From: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: Movers tomorrow
Date: Tuesday, October 31, 2017 3:24:42 PM

Hi Tracey,

What time are you and Heritage coming to our office tomorrow?

-Romeo

Sent from my iPhone

Wensink, Alison PREM:EX

Subject: Oath taking
Location: Vancouver Courthouse

Start: Thu 2017-10-05 11:00 AM
End: Thu 2017-10-05 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Banfield, Elena GCPE:EX; Hagglund, Jarrett GCPE:EX; Behrens, Marlene GCPE:EX

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: Office moving
Date: Thursday, October 12, 2017 5:04:00 PM

They're good to go for November 1st. If you have no objections to that date, I've blocked it off in the calendar and I'll confirm it with Tracey.

-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
To: s.22
Subject: Onboarding
Date: Tuesday, October 24, 2017 4:19:00 PM
Attachments: [consent_for_disclosure_of_criminal_record_information.pdf](#)

Hi Maria,

Congratulations! Please fill out the attached form and scan two pieces of government-issued ID. Additionally, I will need the following information from you:

- Full legal name
- Full mailing address
- Phone number
- Email address
- Social Insurance Number
- Date of Birth
- Gender

Please send all of this back to me as soon as possible so we can get moving on getting your OIC processed. 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: Tello, Romeo PREM:EX
To: Cleaver, Sheila C FIN:EX
Subject: PCard online info
Date: Tuesday, October 3, 2017 4:53:00 PM

Hi Sheila,

Just realized I don't have the log-in info to download my PCard info from online. It wasn't included in the email you sent me when I received the card. Is it possible for you to send that information to me? Please let me know. Many thanks in advance 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

Wensink, Alison PREM:EX

Subject: QP
Location: Cabinet Boardroom

Start: Tue 2017-10-24 10:30 AM
End: Tue 2017-10-24 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

From: Tello, Romeo PREM:EX
To: Cleaver, Sheila C FIN:EX
Subject: RE: Amanda Shortt's o/s PCard reconciliations
Date: Wednesday, October 4, 2017 12:40:00 PM

Hi Sheila,

Amanda doesn't work in this office or in the Premier's Office. It seems like she works for MTIC in Valemount according to GAL. Please let me know if you have any further questions. 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: Cleaver, Sheila C FIN:EX
Sent: Wednesday, October 4, 2017 11:50 AM
To: Tello, Romeo PREM:EX
Subject: Amanda Shortt's o/s PCard reconciliations
Importance: High

Hi Romeo,

I'm not sure who will be doing Amanda's PCard reconciliations, these 2 are outstanding and need to be reconciled.

Shortt, Amanda	004	36344	34410	\$ 61.20	Sep 3/17 statement date
Shortt, Amanda	004	36344	34410	\$ 49.70	Aug 3/17 statement date

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (778) 698-8586

From: Tello, Romeo PREM:EX
To: [Parkinson, Elizabeth PREM:EX](#)
Subject: s.22
Date: Wednesday, October 18, 2017 1:58:00 PM
Attachments: [image001.png](#)

Below:
s.22

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: Wednesday, October 18, 2017 1:53 PM
To: Tello, Romeo PREM:EX
Subject: s.22



Elizabeth Parkinson
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

From: Tello, Romeo PREM:EX
To: Canitz, Shelley L PREM:EX
Cc: Cavanagh, Judy PREM:EX
Subject: Re: are either of you in VCO?
Date: Friday, October 13, 2017 8:40:05 AM

Judy is in Victoria today but is in meetings all day. I am on my in to work. Feel free to give me a call on my cell if you need to 778-873-0143

Sent from my iPhone

On Oct 13, 2017, at 8:12 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Shelley Canitz

Executive Director | Corporate Initiatives

Office of the Deputy Minister to the Premier

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

250-356-1499

From: Tello, Romeo PREM:EX
To: Squance, Leah SDPR:EX; Loubert, Danny PREM:EX
Subject: RE: cabinet
Date: Friday, October 13, 2017 2:20:00 PM

No it's in Victoria in cabinet chambers

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: Squance, Leah SDPR:EX
Sent: Friday, October 13, 2017 2:20 PM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: cabinet

Hey there

Is the cabinet meeting on Nov 15th over here?

L

Leah Squance

Senior Ministerial Assistant to Hon. Shane Simpson

Minister for Social Development and Poverty Reduction

C: 250-882-1445 W: 250-387-1428

E: leah.squance@gov.bc.ca

From: Tello, Romeo PREM:EX
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-73244 Records Due October 25, 2017
Date: Friday, October 20, 2017 1:36:00 PM

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, October 20, 2017 12:18 PM

To: LP Premiers Vancouver Office; LP PO Deputy Minister; Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Crozier, Bev 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; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX

Subject: Call for Records OOP-2017-73244 Records Due October 25, 2017

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

Please let me know by October 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.

Any records held in the Premier's Office that contain the word 'Istuary'.

(Date Range for Record Search: From 01/01/2014 To 10/05/2017) 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

From: Tello, Romeo PREM:EX
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-73415 Records Due November 2, 2017
Date: Thursday, October 26, 2017 12:48:00 PM

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: Wednesday, October 25, 2017 2:40 PM

To: LP Premiers Vancouver Office; LP PO Deputy Minister; Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Crozier, Bev PREM:EX; Della Mattia, Marie PREM:EX; Dewar, Bob PREM:EX; Fogg, Bruce PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Van Meer-Mass, Kate PREM:EX; Wong, Tamarra PREM:EX

Subject: Call for Records OOP-2017-73415 Records Due November 2, 2017

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

Please let me know by November 2nd whether or not you have any records responsive to the following request:

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

Reports, budget documents, slide decks, and incident reports regarding the Site C Clean Energy Project.

(Date Range for Record Search: From 07/18/2017 To 10/16/2017) 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

From: Tello, Romeo PREM:EX
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-73450 Records Due November 7, 2017
Date: Thursday, October 26, 2017 12:48:00 PM

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, October 26, 2017 12:47 PM

To: LP Premiers Vancouver Office; LP PO Deputy Minister; LP PO Executive Office

Subject: Call for Records OOP-2017-73450 Records Due November 7, 2017

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

Please let me know by November 7th whether or not you have any records responsive to the following request:

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

All correspondence between the Premier's Office and BC Hydro regarding the BCUC review of the Site C Dam.

(Date Range for Record Search: From 07/18/2017 To 10/23/2017) 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

From: Tello, Romeo PREM:EX
To: [Wensink, Alison PREM:EX](#)
Subject: RE: Call for Records OOP-2017-73634 Due October 23, 2017
Date: Thursday, October 19, 2017 1:11:00 PM

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: Thursday, October 19, 2017 1:11 PM
To: LP Premiers Vancouver Office
Subject: Call for Records OOP-2017-73634 Due October 23, 2017
*This is an **ALL STAFF** Call for Records.*

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

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

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

From: Tello, Romeo PREM:EX
To: [Wensink, Alison PREM:EX](#)
Subject: Re: Call for Records OOP-2017-73947 Due November 1, 2017
Date: Sunday, October 29, 2017 10:44:08 AM

I have no records

Sent from my iPhone

On Oct 27, 2017, at 5:38 PM, Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca> wrote:

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

Please let me know by November 1st 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

From: Tello, Romeo PREM:EX
To: "Amie Brenner"
Subject: RE: Coffee equipment
Date: Thursday, October 5, 2017 4:17:00 PM

Hi Amie,

Got your message. The number you left was 77-773-001. We're missing a digit! Please let me know how how I should get in touch with 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: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]

Sent: Thursday, October 5, 2017 4:16 PM

To: Tello, Romeo PREM:EX

Subject: Re: Coffee equipment

Hi Romeo,

I just tried giving you a call on your direct line and cell, and have left you a voicemail. I apologize for the late reply - one of my meetings ran longer than expected.

Please feel free to give me a call this evening.

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

On Oct 5, 2017, at 2:00 PM, Tello, Romeo PREM:EX a<Romeo.Tello@gov.bc.ca> wrote:

Yes 4pm works. Thanks.

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, October 5, 2017 1:46 PM

To: Tello, Romeo PREM:EX

Subject: RE: Coffee equipment

Hi Romeo,

Thanks for your e-mail!

My sincere apologies for missing your voicemail – I generally receive an e-mail notification when I receive one and must have missed yours.

I will be in meetings until 4pm today – could I call you then?

Thank you!

AMIE BRENNER

ACCOUNT MANAGER, VANCOUVER

Van Houtte Coffee Services

amie.brenner@vanhoutte.com

T: 604-472-2200 | C: 778.773.0041

#120 – 9 Burbidge Street | Coquitlam, BC | V3K 7B2

VHCoffeeServices.com

From: Tello, Romeo PREM:EX [<mailto:Romeo.Tello@gov.bc.ca>]

Sent: October-05-17 1:44 PM

To: Amie Brenner

Subject: Coffee equipment

Hi Amie,

I left a message for you on your VM a couple days ago. I'd like to talk to you about the Van Houtte coffee equipment in our office along as our service from Van Houtte. I would greatly appreciate a call back. 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: Tello, Romeo PREM:EX
To: Hagglund, Jarrett GCPE:EX
Subject: RE: conference line for media needed
Date: Thursday, October 19, 2017 12:50:00 PM

I assume so. I believe the person moderating will be Lele/Sheena. It will take place in the Cabinet Boardroom.

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: Hagglund, Jarrett GCPE:EX
Sent: Thursday, October 19, 2017 12:46 PM
To: Tello, Romeo PREM:EX
Subject: RE: conference line for media needed
Do they want people on the phone to be able to ask questions? Who is moderating on site? Thanks romeo!

From: Tello, Romeo PREM:EX
Sent: Thursday, October 19, 2017 12:46 PM
To: Hagglund, Jarrett GCPE:EX
Subject: conference line for media needed
For Premier – Friday October 20th from 10:15am to 11:30am. For Chinese media roundtable
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
To: [Cavanagh, Judy PREM:EX](#)
Subject: RE: Confidential Clerk 11 resumes final
Date: Monday, October 2, 2017 9:24:00 AM

Hi Judy,

Can you please send me the attachment? 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: Cavanagh, Judy PREM:EX
Sent: Monday, October 2, 2017 9:21 AM
To: Quelch, Barbara PSA:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Confidential Clerk 11 resumes final

Thank you Barbara,

Now we better get cracking to shortlist. Do you have a grid for short listing and questions for CL11 or are they similar to the CL14 you sent earlier.

Thank you again for helping with this process.

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, October 2, 2017 8:59 AM
To: Cavanagh, Judy PREM:EX
Subject: Confidential Clerk 11 resumes final

Hi Judy,

The posting for your Clerk 11 vacancies is now closed. I have attached the applications received since the initial batch was sent to you. Please let me know if you have any questions and/or concerns.

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.*

From: Tello, Romeo PREM:EX
To: [Nash, Amber PREM:EX](#); [McConnell, Sheena PREM:EX](#)
Subject: RE: CRD letter for Premier's signature
Date: Friday, October 20, 2017 9:39:00 AM

Printed and on the Premier's desk for review

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: Nash, Amber PREM:EX
Sent: Friday, October 20, 2017 9:34 AM
To: Tello, Romeo PREM:EX; McConnell, Sheena PREM:EX
Subject: FW: CRD letter for Premier's signature
Importance: High

Hi Romeo,

Could you please print this for the Premier's review and sign off? If he is ok with it I'll have it formatted and sig added from here.

Amber

From: Clark, Layne PREM:EX
Sent: Friday, October 20, 2017 9:32 AM
To: Nash, Amber PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: FW: CRD letter for Premier's signature
Importance: High

Hi Amber,

Are you able to get this to the Premier for review?

Layne

From: Ashbourne, Craig MAH:EX
Sent: Friday, October 20, 2017 9:30 AM
To: Clark, Layne PREM:EX
Subject: CRD letter for Premier's signature
Importance: High

Hi Layne,

Attached is a letter for the Premier's edits/signature, which he requested that we put together when he met with MSR yesterday. Are you able to ensure it gets in for signature, or is there someone else in the PO that I should be sending this to directly?

Thanks,

Craig

Craig Ashbourne

Senior Ministerial Assistant

Minister of Municipal Affairs and Housing and responsible for Translink

C: 250-213-3187

E: craig.ashbourne@gov.bc.ca

From: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: RE: Furniture to go to Surplus
Date: Tuesday, October 24, 2017 3:35:00 PM

Hi Tracey,

Thanks for putting together this list. This looks pretty good as the basis of what's going to surplus. Please proceed with filling out the forms for AIR and please let me know if there's anything else you need from us.

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: Magee, Tracey FIN:EX

Sent: Monday, October 23, 2017 7:53 AM

To: Tello, Romeo PREM:EX

Subject: Furniture to go to Surplus

Hi Romeo,

Attached is the list I created of all the surplus furniture that I'm thinking can go to the government surplus warehouse in Surrey on November 1st. If you want to take a review of the list and let me know today if there is items you want removed for now, pending on waiting for more available furniture to replace some of these items. I will call the warehouse today to give them a heads up on the items coming, in addition, I will complete the electronic form they need and see how I can send it to you for signoff.

Tracey Magee

Facilities Project Manager

Corporate, Financial and Facilities Services Branch

Corporate Services Division

Ministry of Finance

Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Poldrugovac, Saija FIN:EX](#)
Subject: RE: Harbour Air Flight Itinerary. Thanks for booking!
Date: Tuesday, October 3, 2017 3:49:00 PM

Hi Saija,

Looking forward to meeting you tomorrow. The main things I want to have covered are what forms are used for what type of expenses (and what info needs to be in them), process for purchasing card payment, and how to submit expenses using e-forms.

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: Poldrugovac, Saija FIN:EX
Sent: Monday, October 2, 2017 2:08 PM
To: Tello, Romeo PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!
Importance: High

Hi Romeo,

Here are my flights for Wednesday. Just a reminder to send me any items you want help with so I can be prepared!

See you then!

~Saija

From: Milburn, Kim FIN:EX
Sent: Thursday, September 28, 2017 11:55 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!
Importance: High
Hi Saija, all booked for you! ☺ See below for your Itinerary, thanks! ☺

Kim Milburn

Divisional Support Co-ordinator
Executive and Divisional Operations Branch
Corporate Services Division
Ministry of Finance
PO Box 9415 Stn Prov Govt
Victoria BC V8W 9V1
Phone 778-698-8561 Fax 387-8586

Proudly providing services for the Ministry of Finance, Office of the Premier, and other agencies.

From: reservation@harbourair.com [<mailto:reservation@harbourair.com>]

Sent: Thursday, September 28, 2017 11:52 AM
To: Milburn, Kim FIN:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!

Harbour Air Seaplanes



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information	
Account	s.17
Name	Saija Poldrugovac
s.22	
Wednesday, October 4, 2017	s.17
Flight #2040/Twin Otter	All Skeds - Baggage : Checked Baggage Fee \$0.00
08:30 Victoria Harbour / Map <input type="checkbox"/>	Sked 200 : Carbon Offset \$0.65
09:00 Vancouver Harbour / Map <input type="checkbox"/>	Sked 200 : VHFC Terminal Fee \$9.86
30 minutes	Sked 200/300 : Standard GO Flex \$186.64
KK- Confirmed	+ Goods and Services Tax \$9.85
1 Passenger(s) - GoFlex	Billing \$197.15
. Saija Poldrugovac, Female	Taxes \$9.85
Add to Calendar	Grand Total \$207.00
Fare Conditions: Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure Select Seating \$10 (space permitting) 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure	
Baggage: All routes (except routes listed below) 25 lbs. Guaranteed 25 lbs. (space available) \$1/lb. over 50 lbs.(space available)	
Between South Vancouver (YVR), Ganges & Maple Bay	

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

s.22

Wednesday, October 4, 2017

Flight #219

15:00 Vancouver Harbour / [Map](#) ☐

15:35 Victoria Harbour / [Map](#) ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Saija Poldrugovac, Female

[Add to Calendar](#)

s.17

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64
+ Goods and Services Tax	\$9.85
Billing	\$197.15
Taxes	\$9.85
Grand Total	\$207.00

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of departure

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

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www.harbourair.com



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From: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: Re: Internal Moves
Date: Thursday, October 12, 2017 8:30:13 PM

Hi Tracey,

We'd like to confirm that November 1st works for us. Please let us know if there's anything else we should know about prior to this.

Best,
Romeo

From: Magee, Tracey FIN:EX
Sent: Thursday, October 12, 2017 11:04 AM
To: Tello, Romeo PREM:EX
Subject: Internal Moves

Hi Romeo,

I heard back from Doug at Heritage, he has tentatively scheduled us in for the full day on Wednesday, November 1st. This is all they have available as they have some very large projects they are committed to. Based on the dates you provided me, I advised that day should work.

Please confirm if November 1st is suitable.

Thanks Romeo

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Quigley, Janta M JTT:EX](#)
Subject: RE: Journal Voucher- office supplies in July
Date: Wednesday, October 11, 2017 3:00:00 PM
Attachments: Scan_20171011.pdf

Hi Janta,

Sorry for the delay on this. Please find the JV signed and attached. 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: Quigley, Janta M JTT:EX
Sent: Wednesday, October 11, 2017 2:35 PM
To: Tello, Romeo PREM:EX
Cc: Jang, Monica JTT:EX
Subject: RE: Journal Voucher- office supplies in July

Hi Romeo,

Just following up to see if you got a chance to get this signed yet? Or is there someone else I should redirect it to?

Thank you!

Janta

From: Quigley, Janta M JTT:EX
Sent: Friday, October 6, 2017 8:42 AM
To: Tello, Romeo PREM:EX
Cc: Jang, Monica JTT:EX
Subject: Journal Voucher- office supplies in July

Romeo,

Apologies for the delay, but Monica and I have finally filled out the paperwork to re-assign the small supplies expenditure we paid for on the PO's behalf in July. We have yet to sign our lines, but if you can print, sign, and scan it back then we will sign and submit.

Thank you!

Janta Quigley

Secretariat Coordinator

Trade and Technology Secretariat

P: 604-660-3757

F: 604-660-2520

E: janta.Quigley@gov.bc.ca

From: Tello, Romeo PREM:EX
To: [Loubert, Danny PREM:EX](#); [Cavanagh, Judy PREM:EX](#)
Subject: RE: Kettle has died
Date: Wednesday, October 18, 2017 11:30:00 AM

You'll need to come out front for hot water from the water jug. Great way to stretch your legs!

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: Loubert, Danny PREM:EX
Sent: Wednesday, October 18, 2017 11:29 AM
To: Cavanagh, Judy PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: RE: Kettle has died

You might find that the dispenser in the Kitchen may give you the cold shoulder (I believe they are all on the same breaker)

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: Cavanagh, Judy PREM:EX
Sent: Wednesday, October 18, 2017 11:27 AM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: Kettle has died

Or it blew another fuse. I'll start using the hot water dispenser and this one can be laid to rest. ☺

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: Tello, Romeo PREM:EX
To: [Wade, Debbie MMHA:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: RE: Meeting room booked for today 12:00-4:30pm
Date: Friday, October 13, 2017 11:12:00 AM

Thanks Debbie! Sarah Plank is the one that's already here for the briefing. Don't worry though – she knows she's early.

-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: Wade, Debbie MMHA:EX
Sent: Friday, October 13, 2017 11:10 AM
To: Tello, Romeo PREM:EX
Subject: Meeting room booked for today 12:00-4:30pm
Hello Romeo;

As arranged with Danny – we have a Meeting room booked to accommodate approximately 8 people. It will need to have a speaker phone for a conference call please.

Attendees are:

Minister Darcy
Doug Hughes – Deputy Minister
Meaghan Thumath – Senior MA
Sarah Plank - GCPE
Anna Lindsay- Baugh – MA
4:00-4:30 -
John McLernon –Board Chair – Streetohome
Rob Turnbull – CEO -Streetohome
Please let me know if you need any further information
Thanks

Debbie Wade
Administrative Co-ordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Ph# 387-9846

From: Tello, Romeo PREM:EX
To: Cavanagh, July PREM:EX
Subject: RE: Mira Oreck
Date: Tuesday, October 17, 2017 10:00:00 AM
Attachments: [image001.png]

Danny's on it.

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | C: 778-879-0143 | E: romeo.tello@gov.bc.ca

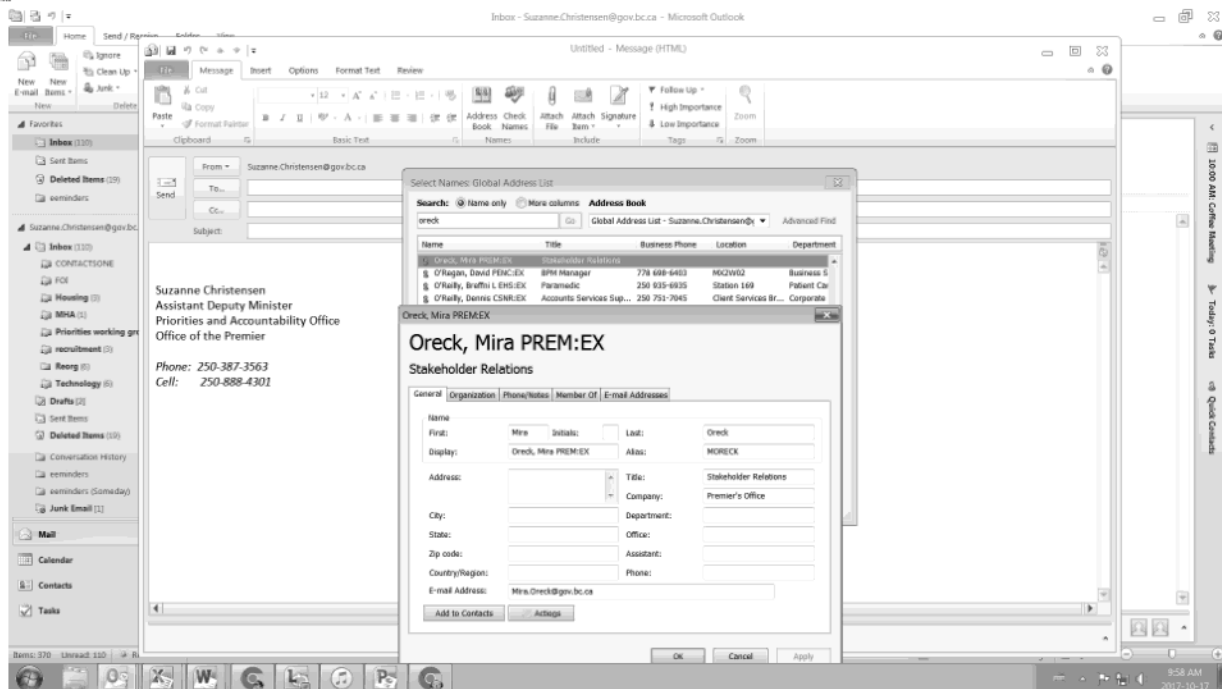
From: Cavanagh, July PREM:EX
Sent: Tuesday, October 17, 2017 10:05 AM

To: Tello, Romeo PREM:EX

Subject: Fwd: Mira Oreck

Apparently it's in the email system where it's missing. If there are easy instructions to fix it send it out. I'm probably the same

Thanks



From: Tello, Romeo PREM:EX
To: Taylor, Bridgitte JTT:EX
Subject: Re: Missed conversation with Taylor, Bridgitte JTT:EX
Date: Friday, October 20, 2017 2:24:20 PM

Send them over. Judy is now at reception. We were all in a staff meeting

Sent from my iPhone

On Oct 20, 2017, at 2:11 PM, Taylor, Bridgitte JTT:EX <bridgitte.taylor@gov.bc.ca> wrote:

Taylor, Bridgitte JTT:EX [2:09 PM]:

Hi Romeo, this is Bridgitte from reception at 730. The Minister of Finance is here and they are needing to get into the office

From: Tello, Romeo PREM:EX
To: [Hagglund, Jarrett GCPE:EX](#); [Cavanagh, Judy PREM:EX](#)
Cc: [Oreck, Mira PREM:EX](#); [Behrens, Marlene GCPE:EX](#); [Loubert, Danny PREM:EX](#); [Banfield, Elena GCPE:EX](#)
Subject: RE: Oct 31 - Potluck
Date: Monday, October 23, 2017 12:39:00 PM

Does anyone have any dietary restrictions we should be mindful of?

From: Hagglund, Jarrett GCPE:EX
Sent: Monday, October 23, 2017 12:34 PM
To: Cavanagh, Judy PREM:EX
Cc: Oreck, Mira PREM:EX; Behrens, Marlene GCPE:EX; Badger, Joleen GCPE:EX; Tello, Romeo PREM:EX; Loubert, Danny PREM:EX
Subject: Re: Oct 31 - Potluck
Sounds great!!!

Sent from my iPhone

On Oct 23, 2017, at 12:26 PM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi everyone,
October 31 – an auspicious day!! We thought it would be rather fun to have a potluck lunch -- are you game --- no organizing food, bring whatever you'd like.
No costumes required!!
Judy, Romeo and Danny
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: Tello, Romeo PREM:EX
To: [Maria Szabo](#)
Subject: Re: Onboarding
Date: Wednesday, October 25, 2017 10:40:55 AM

Hi Maria,

Scans are fine. They are sent to the PSA for them to process the background check. Once that is done they discard the scan. Please send the form and scans as soon as possible so I can send everything as a full package to the PSA.

Best,
Romeo

From: Maria Szabo
Sent: Wednesday, October 25, 2017 9:40 AM
To: Tello, Romeo PREM:EX
Subject: Re: Onboarding
Hi Romeo,

Thanks for this great opportunity. I'm excited to start on November 6th, which I've now confirmed with my current employer.

Here's that information you need:

- Full legal name: **Maria**^{s.22} **Szabo**
- Full mailing address:
^{s.22}
- Phone number: ^{s.22}
- Email address: .
- Social Insurance Number: ^{s.22}
- Date of Birth: ^{s.22}
- Gender: ^{s.22}

I can get you the Consent for Disclosure of Criminal Record shortly. However, I noticed that the form asks for two pieces of ID shown as originals, not photocopies. Should I scan these or will they need to be provided in person?

Thank you!

Maria

On Tue, Oct 24, 2017 at 4:19 PM, Tello, Romeo PREM:EX <Romeo.Tello@gov.bc.ca> wrote:

Hi Maria,

Congratulations! Please fill out the attached form and scan two pieces of government-issued ID.

Additionally, I will need the following information from you:

- Full legal name
- Full mailing address
- Phone number
- Email address
- Social Insurance Number
- Date of Birth
- Gender

Please send all of this back to me as soon as possible so we can get moving on getting your OIC processed. 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

--

Maria Szabo

s.22

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#); [Loubert, Danny PREM:EX](#)
Subject: RE: Phone Meeting
Date: Thursday, October 19, 2017 3:11:00 PM

November 6, 7, 8, 9

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, October 19, 2017 3:10 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX
Subject: FW: Phone Meeting

Can you give me some dates that may work for us in November. Also see the info re tomorrow.

Thanks.

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: Lobmeier, Lucy S IGRS:EX
Sent: Thursday, October 19, 2017 2:23 PM
To: Cavanagh, Judy PREM:EX
Cc: Jordan, Annette IGRS:EX
Subject: FW: Phone Meeting

Hi Judy. I'm really sorry we haven't been able to schedule a presentation from us on protocol in general. Can you please let me know when might work for you in November?

In the meantime, one of our protocol managers, Annette Jordan, who is based in Vancouver, will be coming over tomorrow afternoon for the Premier's meeting with the Consul General of Japan at 3:30 p.m. Annette will take care of greeting the Consul General when she arrives at Canada Place and escorting her to the meeting in VCO. Annette will also be in the meeting to take notes, etc. Perhaps there will be a few minutes before that time for the two of you to connect.

Thanks.

-Lucy

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, September 20, 2017 2:00 PM
To: Lobmeier, Lucy S IGRS:EX
Subject: Re: Phone Meeting

Hi Lucy

Yes we still want time with Manjit and you. Now though Oct 2 or 3 won't work. Do you want to suggest some dates. Fridays won't work when the house is in session. Or when the house takes a break as in the week after Thanksgiving.

Thanks

Judy

Sent from my iPhone

On Sep 20, 2017, at 1:22 PM, Lobmeier, Lucy S IGRS:EX <Lucy.Lobmeier@gov.bc.ca> wrote:

Hi Judy. Just following up on this. I think we spoke about Manjit and I coming over in early October to present on protocol in general. Our schedules are getting quite full,

as no doubt are yours, but I didn't want to forget about this.
Please let me know if you are still interested and have a date in mind.
Thanks.
-Lucy

From: Cavanagh, Judy PREM:EX
Sent: Friday, September 1, 2017 9:01 AM
To: Lobmeier, Lucy S IGRS:EX; Lobmeier, Lucy S IGRS:EX
Subject: Phone Meeting

Hi Lucy,

As the ED in the Vancouver Cabinet Office, I anticipate a number of meetings that recall a good understanding of protocol, in particular, inter-cultural.

Can we set up a phone meeting which will enable us to make contact as well as discuss protocol generally.

I can be reached at 604-775-1662.

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: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Date: Friday, October 20, 2017 1:13:00 PM

Hi Tracey,

Can you ask Doug to add "for 2 men and a truck for half a day on a return visit to deliver anything that Melissa may come up with (as im not sure what that looks like yet), take away additional items and to fine tune once adjustments are complete" into his quote? Judy needs that included in the quote when she goes over it with the Chief of Staff.

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: Magee, Tracey FIN:EX
Sent: Friday, October 20, 2017 1:04 PM
To: Tello, Romeo PREM:EX
Cc: Akam, Shelly L FIN:EX
Subject: FW: Premier's Office Furniture Replan/Internal Moves
Hi Romeo,

Here is the quote for the work to be done.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Doug McConnell [<mailto:dmcconnell@heritageoffice.com>]
Sent: Friday, October 20, 2017 12:56 PM
To: Magee, Tracey FIN:EX
Subject: RE: Premier's Office Furniture Replan/Internal Moves
Hi Tracey,

Sorry for the delay

Attached is the quote for the changes as discussed.

I have allowed for 4 men the first day + a truck for a day to remove excess to Riverview and or AIR.

We will do all of the internal moves, reconfigures and changes as discussed.

I have also allowed for 2 men and a truck for half a day on a return visit to deliver anything that Melissa may come up with (as im not sure what that looks like yet), take away additional items and to fine tune once adjustments are complete.

The clients in that building usually make the arrangements for the elevator with the building, but we will definitely need it for a few hours to get the items going out, removed from the site

I hope that helps – please let me know if you have any questions

Thank you

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

From: Magee, Tracey FIN:EX
Sent: Wednesday, October 18, 2017 12:47 PM
To: 'Doug McConnell'

Subject: RE: Premier's Office Furniture Replan/Internal Moves

Hi Doug,

Can you provide me an approximate quote for the costs of the scope of work, as suggested below. Also, are you aware of the procedures around moving furniture in/out for 999 Canada Place, who needs to be advised for use of elevator etc.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Magee, Tracey FIN:EX

Sent: Friday, October 13, 2017 11:48 AM

To: 'Doug McConnell'

Subject: RE: Premier's Office Furniture Replan/Internal Moves

Hi Doug,

Romeo has confirmed, that November 1st will work for them, I have advised him you have scheduled us in. We will begin working on the list of surplus that can be removed that day as well as any other items that may be provided by SSBC that should also be delivered that day.

Thanks

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Doug McConnell [<mailto:dmcconnell@heritageoffice.com>]

Sent: Wednesday, October 11, 2017 1:45 PM

To: Magee, Tracey FIN:EX; 'Doug McConnell ('dmcconnell@heritageoffice.com')'

Subject: RE: Premier's Office Furniture Replan/Internal Moves

Hi Tracey,

Late next week is good in our schedule if those dates would work.

Yes our service department is able to repair anything – is it possible to get a picture?

Please let me know and I will pencil you in

Doug McConnell

Heritage Office | 1588 Rand Ave Vancouver | V6P 3G2 | D 604.689.6752 | C 604.861.0142 | F 604.689.5388

From: Magee, Tracey FIN:EX [<mailto:Tracey.Magee@gov.bc.ca>]

Sent: Tuesday, October 10, 2017 8:15 AM

To: 'Doug McConnell ('dmcconnell@heritageoffice.com')'

Subject: Premier's Office Furniture Replan/Internal Moves

Hi Doug,

It was nice to see you again last week. After you left, we continued to determine what furniture will go to surplus in addition to what needs to be relocated within.

The Premiers Office would like this done by November 1st or by the end of that first week of November at the latest. The scope of work would include:

- The tear down of the those 6 steelcase cubicles and reusing the surfaces to build 6 single surface desks in that open area within the vacated space.
- Redeploy/move furniture items around internally
- Remove surplus items and take to AIR or another location that Melissa deems may require

some of the items.

- Pickup and delivery of furniture items to the Premiers Office possibly acquired through SSBC.

Can you let me know a few dates you would be available to do this work so I can advise Romeo and have him check schedules and select a date.

I will be talking to Melissa Frisk today regarding the surplus furniture to see what needs to happen with it, as well as coordinating getting new/surplus furniture items pending what she has and when they are available. Some surplus items may be able to go now and this would be required

While on site, Judy advised us of 4 chairs that needed repair in the Cabinet Meeting Room. Is this something you would be able to do?

Thanks Doug, if you have any questions in regards to the site visit, please let me know.

Tracey Magee

Facilities Project Manager
Corporate, Financial and Facilities Services Branch
Corporate Services Division
Ministry of Finance
Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: Magee, Tracey FIN:EX
Subject: RE: Premier's Office Furniture Replan/Internal Moves - Revised Quote
Date: Friday, October 20, 2017 2:46:00 PM

Thanks Tracey!

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: Magee, Tracey FIN:EX

Sent: Friday, October 20, 2017 2:21 PM

To: Tello, Romeo PREM:EX

Subject: FW: Premier's Office Furniture Replan/Internal Moves - Revised Quote

Here you go Romeo.

Tracey Magee

Facilities Project Manager

Corporate, Financial and Facilities Services Branch

Corporate Services Division

Ministry of Finance

Ph: 250-812-8859

From: Tello, Romeo PREM:EX
To: [Cavanagh, Judy PREM:EX](#)
Subject: Re: Travel on Friday
Date: Monday, October 23, 2017 8:26:20 AM

Hi Judy,

Friday's flight is the last flight available with Harbour Air. The 5:30 and 6pm flights didn't show up when I tried to book. Seems like those flights were part of their spring/summer flight schedule.

-Romeo

Sent from my iPhone

On Oct 23, 2017, at 8:06 AM, Cavanagh, Judy PREM:EX <Judy.Cavanagh@gov.bc.ca> wrote:

Hi Romeo,

Just checking if the Friday return flight is the latest one I can get. I have a meeting starting at 3:30pm.... It could go until 5pm. Wondering if there is any chance the flight can be shifted to 5:30 or 6?

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: Tello, Romeo PREM:EX
To: "Amie Brenner"
Subject: RE: Van Houtte - Delivery
Date: Tuesday, October 10, 2017 4:30:00 PM

Hi Amie,

Thanks for checking in. We received it this morning and are thankful for your help in making it happen. 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

From: Amie Brenner [<mailto:Amie.Brenner@vanhoutte.com>]

Sent: Tuesday, October 10, 2017 3:57 PM

To: Tello, Romeo PREM:EX

Subject: Van Houtte - Delivery

Hi Romeo,

I hope your week is starting off well!

I wanted to link in quick and ask if your order made it to you today and all is well?

Thanks for your time!

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
To: s.22
Subject: Re: Vancouver Cabinet Office Interview
Date: Monday, October 16, 2017 10:46:51 AM

Hi s.22

Thank you very much for letting me know that you will not be interviewing for the position. Best of luck in your future endeavours.

Best,
Romeo

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

From: s.22
Sent: Monday, October 16, 2017 10:37 AM
To: Tello, Romeo PREM:EX
Subject: Re: Vancouver Cabinet Office Interview

Good Morning Romeo,

I have decided to not to pursue this competition after much debate of my personal matter.
I have an interview scheduled for tomorrow October 17 at 1430. Please cancel my appointment.

Apologize for the last minute cancellation, and Thank you so much for the opportunity.
I wish the great success of your organization.

Best regards,

s.22

On Wed, Oct 11, 2017 at 4:01 PM, Tello, Romeo PREM:EX
<Romeo.Tello@gov.bc.ca> wrote:

> Hi s.22 .
>
>
>
> Great speaking to you on the phone this morning. In preparation for your
> interview on Tuesday, October 17th at 2:30pm, please find the job
> description for the Administrative Assistant position attached to this
> email.
>
>
>
> Our office is located in Suite 740 at 999 Canada Place in the World Trade
> Centre building. The entrance to the building is located to the right of the
> Starbucks at the Pan Pacific hotel. Proceed to the 7th floor, follow signage
> to Suite 740, and ring the doorbell upon arrival.

>
>
>
> If you have any further questions, please don't hesitate to contact me by
> email or on my direct line below. See you on Tuesday!
>
>
>
> Best,
>
> Romeo
>
>
>
> Romeo Tello | Executive Assistant, Operations and Strategic Initiatives
>
> Vancouver Cabinet Office | Office of the Premier
>
> P: 604-775-1677 | E: romeo.tello@gov.bc.ca
>
>

--
s.22

From: Tello, Romeo PREM:EX
To: [Weckend, Anne-Mette](#)
Cc: [Loubert, Danny PREM:EX](#); [Chandler, Alex FIN:EX](#)
Subject: Re: VCO Video Conference Unit - TB October 25th
Date: Wednesday, October 25, 2017 7:58:53 AM

Hi Anne-Mette,

Suzanne Christensen was in our office yesterday and told us she wouldn't be calling -in to TB from VCO today. Suzanne said she will be at TB in person. Can you confirm if there'll be anyone calling-in to TB?

-Romeo

Sent from my iPhone

On Oct 25, 2017, at 7:53 AM, Weckend, Anne-Mette FIN:EX <Anne-Mette.Weckend@gov.bc.ca> wrote:

Good Morning,

Can you please confirm whether our attendees will be able to use the conference room and VC unit for TB today?

Thanks,
Anne-Mette

Sent from my iPhone

On Oct 24, 2017, at 8:51 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Good Morning Anne-Mette,

I noticed that Treasury Board is scheduled to go till 630. Can you confirm?

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: Weckend, Anne-Mette FIN:EX

Sent: Monday, October 23, 2017 4:11 PM

To: Loubert, Danny PREM:EX

Cc: Tello, Romeo PREM:EX

Subject: VCO Video Conference Unit - TB October 25th

Hello,

We have one confirmed TB attendee (Suzanne Christiansen) who would like to attend by video conference on Wednesday the 25th from VCO. I

just wanted to confirm that the room is available and that there can be someone in place who can set up the VC unit for her?

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
To: [Cavanagh, Judy PREM:EX](#)
Subject: RE: walk about with Jarrett
Date: Thursday, October 19, 2017 1:50:00 PM

Will do

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, October 19, 2017 1:48 PM
To: Tello, Romeo PREM:EX
Subject: walk about with Jarrett

Hi Romeo,

Can you do the office space walk with Jarrett.....

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: Tello, Romeo PREM:EX
To: Canitz, Shelley L PREM:EX
Subject: RE: what is your telephone number?
Date: Wednesday, October 4, 2017 12:41:00 PM

604-775-1677

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: Canitz, Shelley L PREM:EX

Sent: Wednesday, October 4, 2017 12:38 PM

To: Tello, Romeo PREM:EX

Subject: what is your telephone number?

Romeo – I will call you tomorrow for our Business Continuity meeting – what number should I call you at?

From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX; Oreck, Mira PREM:EX; Hagglund, Jarrett GCPE:EX; Loubert, Danny PREM:EX; Robinson, Jon PREM:EX; Behrens, Marlene GCPE:EX; Banfield, Elena GCPE:EX
Subject: Reminder: Potluck lunch tomorrow
Date: Monday, October 30, 2017 11:50:00 AM

Hi all,

Just a friendly reminder that we have a potluck lunch tomorrow! Bring some stuff to share with the office. If you have any dietary restrictions, simply reply all.

Happy almost Halloween!

-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

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

Subject: SI brainstorm
Location: Boardroom 3

Start: Tue 2017-10-24 1:00 PM
End: Tue 2017-10-24 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX

From: Tello, Romeo PREM:EX
To: Henry, David A FIN:EX
Subject: Tech at VCO
Date: Thursday, October 26, 2017 10:48:00 AM

Hi David,

We're moving staff around our office next week and need Prem Tech's help moving computers, monitors, and setting up tech in different parts of our office. We were thinking of making this happen on November 2nd. Would this be possible? Feel free to give me a call 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: Tello, Romeo PREM:EX
To: unsubscribe-mc.us10_a90bfb63c26a30f02131a677b.dc3520e9c6-70ed73e29c@mailin1.us2.mcsv.net
Subject: unsubscribe
Date: Tuesday, October 24, 2017 10:04:16 AM

iOS Mail sent this email to unsubscribe from the message "Introducing Hill Times Research - The Daily Tracking Service for Health Industry Professionals".

From: Tello, Romeo PREM:EX
To: s.22
Subject: Vancouver Cabinet Office Interview
Date: Tuesday, October 10, 2017 5:21:00 PM
Attachments: JD-AAOSI.docx

Hi s.22 ,

Great speaking to you on the phone this afternoon. In preparation for your interview on Wednesday, October 18th at 3pm, please find the job description for the Administrative Assistant position attached to this email.

Our office is located in Suite 740 at 999 Canada Place in the World Trade Centre building. The entrance to the building is located to the right of the Starbucks at the Pan Pacific hotel. Proceed to the 7th floor, follow signage to Suite 740, and ring the doorbell upon arrival.

If you have any further questions, please don't hesitate to contact me by email or on my direct line below. See you on Wednesday!

Best,

Romeo

Romeo Tello | Executive Assistant, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | **E:** romeo.tello@gov.bc.ca

From: Tello, Romeo PREM:EX
To: s.22
Subject: Vancouver Cabinet Office Interview
Date: Thursday, October 12, 2017 9:51:00 AM
Attachments: .ID-AAOSI.docx

Hi s.22

Great speaking to you on the phone the other day. In preparation for your interview on Thursday, October 19th at 4pm, please find the job description for the Administrative Assistant position attached to this email.

Our office is located in Suite 740 at 999 Canada Place in the World Trade Centre building. The entrance to the building is located to the right of the Starbucks at the Pan Pacific hotel. Proceed to the 7th floor, follow signage to Suite 740, and ring the doorbell upon arrival.

If you have any further questions, please don't hesitate to contact me by email or on my direct line below. See you on Thursday!

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
To: s.22
Subject: Vancouver Cabinet Office Interview
Date: Tuesday, October 10, 2017 1:53:00 PM
Attachments: .ID-AAOSI.docx

Hi s.22

Great speaking to you on the phone this afternoon. In preparation for your interview on Wednesday, October 18th at 10am, please find the job description for the Administrative Assistant position attached to this email.

Our office is located in Suite 740 at 999 Canada Place in the World Trade Centre building. The entrance to the building is located to the right of the Starbucks at the Pan Pacific hotel. Proceed to the 7th floor, follow signage to Suite 740, and ring the doorbell upon arrival.

If you have any further questions, please don't hesitate to contact me by email or on my direct line below. See you on Wednesday!

Best,

Romeo

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From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX
Subject: VCO guidelines draft 4
Date: Tuesday, October 3, 2017 4:56:00 PM
Attachments: Draft4-MAGuidelines-VCO.docx

Hi Judy,

Attached are the draft 4 of the VCO guidelines. Please have a read through and let me know before I rename the doc for finalizing. Many thanks!

Best,

Romeo

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From: Tello, Romeo PREM:EX
To: Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX
Subject: Working s.22 today
Date: Wednesday, October 25, 2017 7:34:58 AM

Hi all,

s.22

I'm available by phone and email if you need anything.

Best,
Romeo

Sent from my iPhone

From: Tello, Romeo PREM:EX
To: Loubert, Danny PREM:EX
Subject: WSI Kelssay
Date: Wednesday, October 18, 2017 9:45:00 AM

Kelssay.Hurd@bgis.com

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