

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 1:03 PM
To: Whitford, Kelly M AEST:EX
Subject: 667 Boardrooms

Hi Kelly,

Below are the names of the boardrooms available in Suite 667 as they should appear in outlook.

-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

- ☐ MTIC R 999 Canada Place MR667A MTIC:EX
- ☐ MTIC R 999 Canada Place MR667G MTIC:EX
- ☐ MTIC R 999 Canada Place MR667B MTIC:EX
- ☐ MTIC R 999 Canada Place MR667C MTIC:EX
- ☐ MTIC R 999 Canada Place MR667D MTIC:EX
- ☐ MTIC R 999 Canada Place MR667E MTIC:EX
- ☐ MTIC R 999 Canada Place MR667F MTIC:EX

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 11:15 AM
To: Kingston, Charlotte PREM:EX
Subject: FW: Access to Premier's Office J:\ Drive

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: Crozier, Bev PREM:EX
Sent: Monday, November 27, 2017 1:56 PM
To: Cavanagh, Judy PREM:EX; Tello, Romeo PREM:EX; Clark, Layne PREM:EX; Wong, Tamarra PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Crozier, Bev PREM:EX
Subject: Access to Premier's Office J:\ Drive

Hi all

Just giving you a heads up that you have now been given access to our PREM LAN on the J:\ Drive (see link below).

If you have difficulty mapping this drive, please let me know.

Please go to Government / Vancouver Cabinet Office or Victoria Premier's Office for your respective file folders.

Judy = Vancouver Cabinet Office / Executive Director
Romeo = Vancouver Cabinet Office / Executive Assistant
Layne = Victoria Premier's Office / Director or Liaison and Coordination
Tamarra = Victoria Premier's Office / Executive Coordinator to Chief of Staff

There is nothing in these folders at the moment – please let me know if you would like to rename any of these folders to make it more understandable, or if there is anything further you need in regards to this drive / folders / etc.

**Thanks,
Bev**

From: Lee, Bonnie FIN:EX
Sent: Thursday, August 31, 2017 1:22 PM
To: Crozier, Bev PREM:EX
Subject: RE: Completed: 813902 - 50789 - LAN Access - Emergency Request

The link for the drive is ^{s.15} but you should be able to use the "Smart Mapper" on your desktop to automatically map the drive for you (unless you have another share mapped to that letter).

Hope this helps!

Bonnie Lee
Senior Service Desk Analyst

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



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From: Crozier, Bev PREM:EX
Sent: Thursday, August 31, 2017 12:18 PM
To: Lee, Bonnie FIN:EX
Subject: RE: Completed: 813902 - 50789 - LAN Access - Emergency Request

Hi Bonnie – thank you so much! What is the LAN root (mosquito? Sofa?)

From: Lee, Bonnie FIN:EX
Sent: Thursday, August 31, 2017 12:09 PM
To: Crozier, Bev PREM:EX
Cc: Lee, Penny FIN:EX; PREM Technology Support
Subject: Completed: 813902 - 50789 - LAN Access - Emergency Request

Hi Bev,

I haven't received official confirmation that this request has been completed, but I do see that the access has been granted. A restart is required for the changes to take effect.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912

E-mail: FIN IMB Service Desk (78912) FIN:EX

Web Site <http://gww.fin.gov.bc.ca/>

Corporate
Services Division
Ministry of
Finance

10 Best
Places
to Work
2016 Winner

This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

From: Lee, Bonnie FIN:EX
Sent: Thursday, August 31, 2017 9:57 AM
To: Crozier, Bev PREM:EX
Cc: Lee, Penny FIN:EX; PREM Technology Support
Subject: 813902 - 50789 - LAN Access - Emergency Request

Good morning Bev, I hope you are doing well!

iStore #813902 (access to PREM LAN) has been submitted, and made an emergency under SR2338374 as per below.

I will let you know when this has been resolved, but please let me know if you have any questions about this.

Thanks,
Bonnie

Bonnie Lee
Senior Service Desk Analyst

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 9-250-387-8912
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Corporate
Services Division
Ministry of
Finance

10 Best
Places
to Work
2016 Winner

This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

From: Lee, Penny FIN:EX [mailto:Penny.Lee@gov.bc.ca]
Sent: Wednesday, August 30, 2017 4:32 PM
To: FIN IMB Service Desk (78912) FIN:EX; Lee, Penny FIN:EX
Subject: Service Request

Checkout Information

--Site Contact Information--

Name: Penny
Phone: 2503878912
Address:

--Billing Information--

Account: PREM-EXECUTIVE BRANCH
Ministry Number: 004
Responsibility Centre: 36A10
Service Code: 36200
Project Number: 3600000
Expense Authority Name: Jacqueline Hendry

Request(s)

--Access - LAN Access--

First Name: Rick
Last Name: Devereux
IDIR: RDEVEREU
Specify access by: Security group
Security group: PREM_L_LP_S68100 and PREM_A_LP_S68100
Comments: Emergency Request. Please send email with istore number to Bev Crozier, Prem.tech and me.
Thank you.

--Access - LAN Access--

First Name: Amber
Last Name: Nash
IDIR: AMBNASH
Specify access by: Security group
Security group: PREM_L_LP_S68100 and PREM_A_LP_S68100
Comments: Emergency Request. Please send email with istore number to Bev Crozier, Prem.tech and me.
Thank you.

--Access - LAN Access--

First Name: Elizabeth
Last Name: Parkinson

IDIR: EPARKIN

Specify access by: Security group

Security group: PREM_L_LP_S68100 and PREM_A_LP_S68100

Comments: Emergency Request. Please send email with istore number to Bev Crozier, Prem.tech and me.
Thank you.

--Access - LAN Access--

First Name: Kate

Last Name: Van Meer Mass

IDIR: KVANMM

Specify access by: Security group

Security group: PREM_L_LP_S68100 and PREM_A_LP_S68100

Comments: Emergency Request. Please send email with istore number to Bev Crozier, Prem.tech and me.
Thank you.

--Access - LAN Access--

First Name: Bev

Last Name: Crozier

IDIR: BCROZIER

Specify access by: Security group

Security group: PREM_L_LP_S68100 and PREM_A_LP_S68100

Comments: Emergency Request. Please send email with istore number to Bev Crozier, Prem.tech and me.
Thank you.

Request sent from: Lee, Penny FIN:EX

Email: Penny.Lee@gov.bc.ca

Server time: 2017-08-30 16:31:55

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 2:31 PM
To: Szabo, Maria PREM:EX
Subject: RE: AG MEetings Dec 18th

Yes this looks fine

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: Szabo, Maria PREM:EX
Sent: Wednesday, December 13, 2017 2:04 PM
To: Tello, Romeo PREM:EX
Subject: FW: AG MEetings Dec 18th

Day of meetings looks okay to me – what do you think? I’ve entered them in as holds for now.

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

Page 08

Withheld pursuant to/removed as

s.14

Page 09

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 8:23 AM
To: Szabo, Maria PREM:EX
Subject: FW: Attendees for Treasury Board Today

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: Chandler, Alex FIN:EX
Sent: Thursday, December 7, 2017 8:21 AM
To: Tello, Romeo PREM:EX
Cc: Weckend, Anne-Mette FIN:EX
Subject: Attendees for Treasury Board Today

Here is who we expect at VCO today...

Honourable George Heyman	ENV
Honourable Michelle Mungall	EMPR
Mable Elmore	MLA
Bowinn Ma	MLA

Honourable Rob Fleming	EDUC
Honourable David Eby	AG
Honourable Selina Robinson	MAH

David Galbraith	Secretary	FIN
Christine Kennedy	Assistant Deputy Minister	PREM
Robb Gibbs	Assistant Deputy Minister	GCPE
Gord Enemark	Executive Director	TBS
Alex Chandler	Executive Director	TBS
Jonathan Dubé	Executive Director	TBS
Heather Hill	Executive Director	TBS
Amy Miller	Senior Analyst	TBS
Amy Higgenbotham	Analyst	TBS
Jacob Helliwell	Analyst	TBS
Anne-Mette Weckend	Manager	TBS
Joel Palmer	Executive Director	EDUC
Shelia Taylor	Deputy Minister	SDPR
Michael Lord	Assistant Deputy Minister	SDPR
Debi Upton	Assistant Deputy Minister	SDPR
David Hoadly	Executive Director	AG
Jacquie Dawes	Deputy Minister	MAH
Greg Steves	Assistant Deputy Minister	MAH
Shayne Ramsay	CEO	BC Housing

Alex Chandler

Executive Director

Treasury Board Staff

Ministry of Finance

Tel: 250-387-3943 | Fax: 250-356-7624

E-mail: alex.chandler@gov.bc.ca

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Page 12

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 7:44 AM
To: Loubert, Danny PREM:EX
Subject: Fwd s.15
Attachments: s.15

Sent from my iPhone

Begin forwarded message:

s.15

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX on behalf of Cavanagh, Judy PREM:EX
Sent: Tuesday, December 5, 2017 4:29 PM
To: LP PO Executive Office; LP Premiers Vancouver Office
Subject: Business phone roaming plan options

Hello everyone,

For official business trips or vacation when going into the USA or international please make the request for the appropriate roaming package. Appropriate is defined as length of the trip, needs, location. Please use local WIFI as much as possible.

In Victoria, requests are made to Elizabeth and in VCO to Maria or Danny.

Elizabeth is handling getting the appropriate packages for staff for the Asia trip.

Below is information on the packages for the USA.

Thank you.
Judy

There are 3 price options for the US as follows

\$60 300 MB data
 Unlimited Text
 300 minutes of US/Canada Talk

\$80 1 GB data
 Unlimited Text
 Unlimited US/Canada Talk

\$120 2 GB data
 Unlimited Text
 Unlimited US/Canada Talk

--

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 5:11 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73990 Due December 12, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Monday, December 4, 2017 2:22 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2017-73990 Due December 12, 2017

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

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

Please let me know by December 12th whether or not you have any records responsive to the following request:

All documents, including memos, briefing notes, backgrounders, e-mails, text or Instant messages, media lines, etc., regarding the decision to put Executive Assistants in Constituency Offices; A list of all Executive Assistants currently working out of Constituency Offices.

(Date Range for Record Search: From 07/18/2017 To 11/27/2017) Date Format is MM/DD/YYYY

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

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

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 5:11 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73997 Due December 13, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Monday, December 4, 2017 1:55 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2017-73997 Due December 13, 2017

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

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

Please let me know by December 13th whether or not you have any records responsive to the following request:

All final and draft briefing material and memoranda, emails/email server logs and text messages regarding the September 21st Site C Briefing.

(Date Range for Record Search: From 09/01/2017 To 11/28/2017) Date Format is MM/DD/YYYY

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

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

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 6, 2017 5:26 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-73999 Due December 12, 2017

I have no records on this.

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

From: Wensink, Alison PREM:EX
Sent: Wednesday, December 6, 2017 5:01 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2017-73999 Due December 12, 2017

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

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

Please let me know by December 12th whether or not you have any records responsive to the following request:

All documents including memos, briefing notes, backgrounders, e-mails, text or Instant messages, media lines, etc., regarding the proposal, planning and rollout of the September 29, 2017 Vancouver Modular Housing announcement.

(Date Range for Record Search: From 09/01/2017 To 11/28/2017) Date Format is MM/DD/YYYY

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

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

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 5:11 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2017-74007 Due December 13, 2017

I have no records

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

From: Wensink, Alison PREM:EX
Sent: Monday, December 4, 2017 5:10 PM
To: LP PO Executive Office; LP PO Deputy Minister; LP Premiers Vancouver Office
Subject: Call for Records OOP-2017-74007 Due December 13, 2017

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

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

Please let me know by December 13th whether or not you have any records responsive to the following request:

Regarding the BC Government's Nov 08 News Release - Province delivers on Commitment to freeze BC Hydro Rates: All internal analysis, emails, text messages, message logs, briefing notes and memorandum; All communications with BC Hydro related to a rate freeze and any analysis, emails, text messages, message logs, briefing notes and memorandum.

(Date Range for Record Search: From 10/01/2017 To 11/28/2017) Date Format is MM/DD/YYYY

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

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

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 10:22 AM
To: Massy, Michelle E PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Change of plans for today

Hi Michelle,

Thanks for this. Just as an FYI – Treasury Board is scheduled to be in the Cabinet Boardroom until 1:30. Hopefully we'll be able to get the catering straight into Cabinet Boardroom – but if we're not able to right then and there, we'll hold it in one of the other boardrooms and move it over once TB is done. Otherwise everything else should be fine. If you have any other questions, please feel free to ask.

Best,
Romeo

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

From: Massy, Michelle E PREM:EX
Sent: Thursday, December 7, 2017 10:17 AM
To: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Cc: Tello, Romeo PREM:EX
Subject: Change of plans for today
Importance: High

Hi Danny and Maria – please see the updated survey below. Elizabeth and I will no longer be going to VCO as they could not confirm that our flights will be running. For the three guests attending (Christina, Kathy and Les) could you please have them wait in one of the boardrooms when they arrive? We will have Robin from PREM tech (who will be there shortly) let them know when they can enter the room.

Catering should arrive approx. 1:30 if you could please arrange for them to put in chambers.

Thank you
Michelle

Michelle Massy
Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
[250.387.0869](tel:250.387.0869) | cell: 250-516-0685

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Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 11:05 AM
To: Cavanagh, Judy PREM:EX; Clark, Layne PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: RE: Christmas cards with bcfd officers

Hi all,

Below are addresses for the five additions. Let me know if you'd prefer this in a spreadsheet.

s.22

-Romeo

From: Cavanagh, Judy PREM:EX
Sent: Monday, December 4, 2017 10:56 AM
To: Clark, Layne PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Christmas cards with bcfd officers

Layne, if you are adding 2 labour councils, then all of them should be added. What do you think.

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: Clark, Layne PREM:EX
Sent: Monday, December 4, 2017 10:51 AM
To: Cavanagh, Judy PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Christmas cards with bcfd officers

I don't have addresses...

Key folks are:

s.22

If possible...

s.22

From: Cavanagh, Judy PREM:EX
Sent: Monday, December 4, 2017 10:47 AM
To: Clark, Layne PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Tello, Romeo PREM:EX
Subject: RE: Christmas cards with bcfed officers

Kate, did you get these names from Layne? Do we still have time?

Layne, do you have any details, union, address etc. If not, send at least the union and someone here will get the information.

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: Clark, Layne PREM:EX
Sent: Monday, December 4, 2017 9:30 AM
To: Cavanagh, Judy PREM:EX
Subject: RE: Christmas cards with bcfed officers

I assume it's too late to add more people?

s.22

From: Cavanagh, Judy PREM:EX
Sent: Thursday, November 30, 2017 3:18 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Clark, Layne PREM:EX
Subject: FW: Christmas cards with bcfed officers

Hi Kate and Layne,

This list has the BC FED officers. Layne do you think we need to add any others?

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
Sent: Thursday, November 30, 2017 1:56 PM
To: Cavanagh, Judy PREM:EX
Subject: Christmas cards with bcfed officers

Hi Judy,

Attached is the card list with the BCFED officers added on. Let me know if you have any questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 12:26 PM
To: Szabo, Maria PREM:EX
Subject: Comparisons
Attachments: PCC-2016-07to09.docx; PCC-2016-10to12.docx; PCC-2017-01to03.docx;
PCC-2017-07to09.docx; PJH-2017-07to09.docx; Travel tracking.xlsx;
PCC-2016-04to06.docx

Attached

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 2:01 PM
To: Kingston, Charlotte PREM:EX; Behrens, Marlene GCPE:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: Cookies

Cookie exchange @ 3pm in the kitchen

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: Kingston, Charlotte PREM:EX
Sent: Monday, December 11, 2017 1:51 PM
To: Behrens, Marlene GCPE:EX; Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: Cookies

Hi folks,

I am planning to ^{s.22} so I am leaving my cookies in the kitchen. They are wrapped in gold and there are 8 of them (one for Judy). Please feel free to grab a little parcel!

From: Behrens, Marlene GCPE:EX
Sent: Friday, December 8, 2017 4:12 PM
To: Tello, Romeo PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX; Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX
Subject: Cookies

Hi all,

OK, I've spoken with you all verbally, and it sounds like everyone here is on board with a cookie exchange on Monday, December 11th!

Participants are:

1. Romeo
2. Danny
3. Maria
4. Mira
5. Charlotte
6. Jarrett
7. Elena
8. Marlene

So, your mission for this weekend is to bake or buy cookies or other baked treats. Please make/buy 2-3 cookies per person, and make sure to wrap each portion individually, to make the exchange easier.^{s.22}

s.22

Please make sure to let us know if your cookies have gluten or nuts in them, for those of us with sensitivities. I don't think we have any severe allergies in the group, though (please let me know if I'm wrong).

Thanks all, and I'm looking forward to eating cookies!

Obligatory cookie monster picture:

Copyright

Marlene Behrens | Event Coordinator
Government Communications and Public Engagement
778-584-1253 | Marlene.Behrens@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 3:52 PM
To: Poldrugovac, Saija FIN:EX
Subject: Correction on receipts for E127588 and E127591

Hi Saija,

Apologies for this extra email. I realized that the receipts in email E127588 are actually for E127591 and vice-versa. Please let me know if you have any questions about that.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, December 5, 2017 1:17 PM
To: Szabo, Maria PREM:EX
Subject: RE: Dec 7 - Minister Conroy

Yes

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: Szabo, Maria PREM:EX
Sent: Tuesday, December 5, 2017 1:16 PM
To: Tello, Romeo PREM:EX
Subject: FW: Dec 7 - Minister Conroy

If we put her in the Exec boardroom again, does this work?

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

From: White, Emily MCF:EX
Sent: Tuesday, December 5, 2017 1:11 PM
To: Szabo, Maria PREM:EX
Subject: RE: Dec 7 - Minister Conroy

The 7th! Sorry!

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: Szabo, Maria PREM:EX
Sent: Tuesday, December 5, 2017 1:10 PM
To: White, Emily MCF:EX
Subject: RE: Dec 7 - Minister Conroy

Hi Emily,

Sorry, is that the 7th or the 6th?

Thanks!

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

From: White, Emily MCF:EX
Sent: Tuesday, December 5, 2017 1:09 PM
To: Szabo, Maria PREM:EX
Subject: Dec 7 - Minister Conroy

Hi Maria –

Can I please confirm a room at VCO on December 6th from 1:00pm – 1:30pm for Minister Conroy? Attendees from Parent Supports Services Society are:

Carol Madsen
Jessie Caryl
Christina Campbell

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Friday, December 8, 2017 11:12 AM
To: Szabo, Maria PREM:EX
Subject: FW: do you know which DMs were in VCO at 8:30?
Attachments: do you know which DMs were in VCO at 8:30?

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 3:51 PM
To: Poldrugovac, Saija FIN:EX
Subject: E127588
Attachments: Scan From <Device Name>; Scan From <Device Name>

Hi Saija,

Here are receipts for E127588.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 3:50 PM
To: Poldrugovac, Saija FIN:EX
Subject: E127591
Attachments: Scan_20171213.pdf

Hi Saija,

Attached are receipts for E127591.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 3:49 PM
To: Poldrugovac, Saija FIN:EX
Subject: E27285
Attachments: Scan_20171213.pdf

Hi Saija,

Attached is the supplement signed by Geoff for E27285.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 3:38 PM
To: Vivian Dufresne Wood
Subject: RE: Labour Council Directory

Thanks Vivian!

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: Vivian Dufresne Wood [mailto:vdufresnewood@clc-ctc.ca]
Sent: Monday, December 4, 2017 1:31 PM
To: Tello, Romeo PREM:EX
Subject: Labour Council Directory

Good afternoon Romeo,

Please find a link below to our Labour Council Directory.

Please let me know if you have any other questions.

[LC Directory](#)

In solidarity,

Vivian Dufresne Wood
Regional Secretary
Canadian Labour Congress Pacific Region
ph: 604-430-6766
fax: 604-430-6762
vdufresnewood@clc-ctc.ca
cope 225

The CLC is a scent free workplace.

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 1:57 PM
To: Szabo, Maria PREM:EX
Subject: Labour Council info

Hi Maria,

Can you please put the following information into a spreadsheet asap? I need name, title, org, address, postal code. Kind of like when you did the additions to the Christmas card list. Please let me know if you have any further questions.

<http://documents.clc-ctc.ca/pacific/External-Directory-2017-11-27.pdf>

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 3:39 PM
To: Cavanagh, Judy PREM:EX; Van Meer-Mass, Kate PREM:EX
Cc: Clark, Layne PREM:EX
Subject: RE: Labour Councils
Attachments: Copy of Labour Council Presidents.xlsx

Hi all,

Attached is a spreadsheet of all the Labour Council Presidents in BC. Please let me know if you need anything further on this.

Best,
Romeo

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

From: Cavanagh, Judy PREM:EX
Sent: Monday, December 4, 2017 11:25 AM
To: Van Meer-Mass, Kate PREM:EX
Cc: Clark, Layne PREM:EX; Tello, Romeo PREM:EX
Subject: Labour Councils

Romeo is tracking down the addresses for Labour Councils.

Judy

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 11:16 AM
To: Oreck, Mira PREM:EX
Subject: Maya McKinley from Housing Policy Branch

Hi Mira,

Maya McKinley from the Housing Policy Branch called while you were on the phone regarding the Housing Partnerships conference on Thursday. She wanted to follow-up with you regarding the First Nations greeting. She can be reached at s.17

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 12:44 PM
To: Tsang, Robin FIN:EX
Subject: Re: MPS failed to email

Yes it is fixed

Sent from my iPhone

On Dec 11, 2017, at 12:43 PM, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:

Hi Romeo:

Just following up, did they fix it?

Thanks,
Robin

From: Tello, Romeo PREM:EX
Sent: Friday, December 8, 2017 10:25 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; 77000 Shared Services BC Service Desk CITZ:EX <77000@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: MPS failed to email

MPS asset s.15,s.17
Print que: `

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

From: Henry, David A FIN:EX
Sent: Friday, December 8, 2017 10:20 AM
To: 77000 Shared Services BC Service Desk CITZ:EX; Tello, Romeo PREM:EX
Cc: PREM Tech
Subject: RE: MPS failed to email
Importance: High

Thanks Romeo. Can you provide the MPS asset # and print queue # for the device?

77000: please open a ticket for this to be looked into? High priority.
Premier's Office client: Vancouver Cabinet Office

Many thanks,
David

From: Tello, Romeo PREM:EX
Sent: Friday, December 8, 2017 9:54 AM
To: Henry, David A FIN:EX
Cc: PREM Tech; 77000 Shared Services BC Service Desk CITZ:EX
Subject: RE: MPS failed to email

I just tried to use the email function and it failed. Which is why I sent this email.

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

From: Henry, David A FIN:EX
Sent: Friday, December 8, 2017 9:53 AM
To: Tello, Romeo PREM:EX
Cc: PREM Tech; 77000 Shared Services BC Service Desk CITZ:EX
Subject: Re: MPS failed to email

Hi Romeo,

Have been advised this may be fixed today.
Can you try a new one today?
Note any previous will not be coming through..

Thanks,
David

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

From: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>
Date: 2017-12-08 9:50 AM (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>, "77000 Shared Services BC Service Desk CITZ:EX" <77000@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: MPS failed to email

Hi there,

It still seems like our MPS printer is still failing to email as per Robin's details below.

-Romeo

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

From: Henry, David A FIN:EX
Sent: Thursday, December 7, 2017 12:53 PM
To: Tsang, Robin FIN:EX; 77000 Shared Services BC Service Desk CITZ:EX
Cc: Tello, Romeo PREM:EX; PREM Tech
Subject: Re: MPS failed to email

FYI.. There looks to be an email delay issue.. probably affecting this..

Cheers,
David

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

From: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Date: 2017-12-07 12:50 PM (GMT-08:00)
To: "77000 Shared Services BC Service Desk CITZ:EX" <77000@gov.bc.ca>
Cc: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>, PREM Tech
<PREM.Tech@gov.bc.ca>
Subject: MPS failed to email

Hi there:

Our Premier Office client Romeo Tello reported that their MPS printer failed to email with below message. Other functions are fine. Powered cycle the printer with same result. Other user tried and failed to email as well. Please fix and Romeo is the site contact.

Failed
SMTP Protocol error

MPS1335
Color LaserJet Flow MFP M880
142.22.248.180

Thanks,
Robin

Thanks,
Robin

Page 40

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 9:48 AM
To: Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: Fwd: Office security updates

Sent from my iPhone

Begin forwarded message:

From: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Date: December 11, 2017 at 9:43:06 AM PST
To: "Tello, Romeo PREM:EX" <Romeo.Tello@gov.bc.ca>, "Kingston, Charlotte PREM:EX" <Charlotte.Kingston@gov.bc.ca>
Cc: "Oreck, Mira PREM:EX" <Mira.Oreck@gov.bc.ca>, "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Subject: Fwd: Office security updates

Sent from my iPhone

Begin forwarded message:

From: "Moran, Roseanne LASS:EX" <Roseanne.Moran@leg.bc.ca>
Date: December 11, 2017 at 9:37:50 AM PST
To: NDP Constituency Assistants <NDPConstituencyAssistants@leg.bc.ca>
Cc: "May, Ed LASS:EX" <Ed.May@leg.bc.ca>, "Vasilev, Susan LASS:EX" <Susan.Vasilev@leg.bc.ca>, "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>, "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
Subject: Office security updates

Good morning.

Further to the note that we sent out regarding security considerations related to seasonal and other events at your office, here are some points regarding demonstrations/protestors. Many of you know this already and some of you have experienced it at your offices more than once. We thought it was worthwhile to send it out again with some added information; please do not hesitate to call Susan Vasilev at 250-952-7637 (desk) or ^{s.17} (cell).

DEMONSTRATIONS/PROTESTS

Demonstrations are legal as long as they do not breach the peace.
Demonstrators can legally picket an office or residence.

Demonstrators can:

- Picket on the sidewalk;
- Chant, sing, etc.;
- Carry signs; and/or,
- Hand out pamphlets.

Demonstrators cannot:

- Enter a property without permission;
- Obstruct an office or private driveway or sidewalk;
- Create a disturbance;
- Litter or violate any other bylaw, or provincial or federal statute
- Harass or intimidate anyone; or
- Commit any kind of a crime, such as assault or property damage

PROTESTORS IN THE OFFICE

Should protestors attempt to enter a constituency office without being invited to do so, the office staff should make it clear that they are welcome and entitled to demonstrate outside, but that the interior office space is reserved for official business and for those with appointments.

Staff should consider keeping the front doors locked if they do not have a buzz in system with a door that is locked at all times except for those given entry. Wherever possible, ensure that you have someone else in the office with you over the coming weeks.

Should protestors get into the office staff are advised to do the following:

- Remain calm
- Do not attempt physical force to stop entry or to eject protestors
- Ask them to vacate the office.
- If they will not leave, indicate that they must remain in a specific area - the entry area or a place that you have previously identified as part of developing your security plan where protestors can be in your office if you do not have a secured entry area.
- Ensure that all confidential information, including constituent files, contact lists with private numbers, and any passwords, is secured at all times.
- Do not give protestors access to bathroom or kitchen facilities.
- Contact your local police and Legislative Security ^{s.15}
- Let Susan Vasilev at NDP Caucus know ^{s.17}
- You are advised to program the numbers of local security and legislature officials, and caucus contacts into your phones.
- Take steps to ensure your personal safety including keeping your cell phones charged, having all personal items and valuables, including keys,

in a secure but easily accessible place should you need to gather them quickly and having a list of emergency contacts available.

Roseanne Moran | Executive Director | New Democrat BC Government Caucus
T: 250.953.4645 E: roseanne.moran@leg.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 28, 2017 11:12 AM
To: Szabo, Maria PREM:EX
Subject: Orientation guide
Attachments: Orientation.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

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 11:18 AM
To: Kingston, Charlotte PREM:EX
Subject: FW: PCard and Travel cards for Vancouver staff

Hi Charlotte,

The form is in the link below. PO staff are permitted to set the max limit as noted below. Please fill out, print and sign. Judy will have to sign off as the Expense Authority s.22 Once that has happened, I will have her send it back to Finance for processing. 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: Cleaver, Sheila C FIN:EX
Sent: Monday, July 31, 2017 9:35 AM
To: Tello, Romeo PREM:EX
Subject: RE: PCard and Travel cards for Vancouver staff

Hi Romeo,

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

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

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

Please Complete the following sections:

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

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA

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

Hi Sheila,

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

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 4:04 PM
To: Szabo, Maria PREM:EX
Subject: FW: Printed Materials 5pm
Attachments: Stakeholder Brief DBC FINAL.DOCX

Hey can you please print 5 copies as per Jasleen's request? 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: Arora, Jasleen AG:EX
Sent: Thursday, December 7, 2017 3:52 PM
To: Loubert, Danny PREM:EX; Tello, Romeo PREM:EX
Subject: Printed Materials 5pm

Hi Danny and Romeo,

Hope you're both well.

The attached is a document that needs to be printed for the 5-6 pm meeting for Minister Eby. There would need to be 5 copies.

A huge thank you in advance.

Best,
Jasleen

Jasleen Arora
Executive Assistant to the Honourable Minister Eby | Ministry of the Attorney General
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-584-0267

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 1:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Scan From <Device Name>

Judy only gave me one s.22 Follow up with her on Friday. I'll leave a note for her as well s.22
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, December 13, 2017 1:48 PM
To: Tello, Romeo PREM:EX
Subject: RE: Scan From <Device Name>

Thanks Romeo. There were 2 reimbursement claims. Do you know if the other has been signed too?

Elizabeth

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 1:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Scan From <Device Name>

Hi Elizabeth,

Here is your signed form for reimbursement from Judy.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 1:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Scan From <Device Name>
Attachments: Scan_20171208.pdf

Hi Elizabeth,

Here is your signed form for reimbursement from Judy.

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 3:22 PM
To: Canitz, Shelley L PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Scheduling Moose Hide Campaign at DMC

We'll print out 5 copies. Let me know if more will be needed.

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: Thursday, December 7, 2017 3:20 PM
To: Tello, Romeo PREM:EX; Szabo, Maria PREM:EX
Subject: FW: Scheduling Moose Hide Campaign at DMC

Romeo and Maria – would you please print out copies of these two documents for the DMs attending at VCO tomorrow at 8:30?

Thanks

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 11, 2017 12:03 PM
To: s.22
Subject: Fwd: Site C material - Embargoed until 11:30AM
Attachments: Site C NR Dec 11.pdf; ATT00001.htm; Backgrounder 1_Site C Mitigation Elements - Dec10V2.pdf; ATT00002.htm; SiteC-FAQ-Dec10V1.pdf; ATT00003.htm; Site C Key Messages - Dec10V2.pdf; ATT00004.htm; Backgrounder 3 Site C Termination Implications for BC Hydro Customers and BC Taxpayers - Dec10V1.pdf; ATT00005.htm; Backgrounder 2 Site C -From Private Power to Site C Dec10-V1.pdf; ATT00006.htm

Sent from my iPhone

Begin forwarded message:

From: "Clark, Layne PREM:EX" <Layne.Clark@gov.bc.ca>
To: "LP Ministerial Assistants" <LPMAs@Victoria1.gov.bc.ca>, "LP Executive Assistants" <LPEAS@Victoria1.gov.bc.ca>, "LP Premiers Vancouver Office" <LPPVO@Victoria1.gov.bc.ca>
Cc: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>, "McConnell, Sheena PREM:EX" <Sheena.McConnell@gov.bc.ca>, "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Wong, Tamarra PREM:EX" <Tamarra.Wong@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Hannah, Matt GCPE:EX" <Matt.Hannah@gov.bc.ca>, "Howlett, Tim GCPE:EX" <Tim.Howlett@gov.bc.ca>, "Matthen, Sheila GCPE:EX" <Sheila.Matthen@gov.bc.ca>, "Machell, Aileen GCPE:EX" <Aileen.Machell@gov.bc.ca>, "MacDonald, Alex GCPE:EX" <Alex.MacDonald@gov.bc.ca>, "Moran, Roseanne LASS:EX" <Roseanne.Moran@leg.bc.ca>
Subject: Site C material - Embargoed until 11:30AM

Hello –

Attached:

- News release
- Key messages
- FAQ
- Backgrounders 1 through 3

This is embargoed information until **11:30AM**.

If you have any questions or concerns, do not hesitate to reach out to me.

Thank you,

Layne

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, December 5, 2017 1:50 PM
To: Robinson, Jon PREM:EX
Subject: RE: Surface Pro charger

Thanks Jon! See you Thurs/Fri

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: Robinson, Jon PREM:EX
Sent: Tuesday, December 5, 2017 1:50 PM
To: Tello, Romeo PREM:EX
Subject: RE: Surface Pro charger

I just gave it to Mira to bring back to you.

From: Tello, Romeo PREM:EX
Sent: Tuesday, December 5, 2017 9:51 AM
To: Robinson, Jon PREM:EX
Subject: Surface Pro charger

Hey,

Did you end up taking my spare Surface Pro charger back to Victoria with you? If so, would it be possible for you to send it back to VCO? Please let me know. Many thanks.^{s.22}

-Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 9:58 AM
To: White, Christine MAH:EX
Subject: RE: TB speaking notes for Minister Robinson

Thanks Christine. The folder is at the front desk for the Minister.

Best,
Romeo

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

From: White, Christine MAH:EX
Sent: Thursday, December 7, 2017 9:55 AM
To: Tello, Romeo PREM:EX
Subject: TB speaking notes for Minister Robinson
Importance: High

Hi Romeo,

As discussed, please find attached the speaking notes for MSR. I am not sure of her exact arrival time to VCO but she is on her way if you could have these ready asap that would be awesome. Please print single sided ☺

Thanks, you're a life saver!!

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: ^{s.17} | Office: 250.387-6478

From: Patrucco, Ian MAH:EX
Sent: Thursday, December 7, 2017 9:48 AM
To: White, Christine MAH:EX
Cc: Thompson, Laurel MAH:EX
Subject: TB Sn

Ian Patrucco | Documents Coordinator
Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson St, Victoria BC V8W 9N7
✉ Ian.Patrucco@gov.bc.ca
☎ 778-698-4457

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 2:45 PM
To: Oreck, Mira PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

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: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, December 7, 2017 2:20 PM
To: Tello, Romeo PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.22
	Name	Mira Oreck
	Company	Government Of Bc

Booking

s.22

Sunday, December 10, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Invoice #239706

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

35 minutes

Confirmed

1 Passengers - Off-Peak

· Mira Oreck, Female

[Add to Calendar](#)

Billing	\$180.00
---------	----------

Taxes	\$9.00
-------	--------

Grand Total	\$189.00
--------------------	-----------------

Mastercard	\$189.00
------------	----------

Date / Time	December 7, 2017 @ 2:19:05 PM
-------------	-------------------------------

Summary	s.17,s.22
---------	-----------

Expiration	
------------	--

Authorization	
---------------	--

Mastercard	(\$189.00)
------------	------------

Date / Time	December 7, 2017 @ 2:19:11 PM
-------------	-------------------------------

Summary	s.17,s.22
---------	-----------

Expiration	
------------	--

Authorization	
---------------	--

Weekend and Off Peak Fares

Booking ^{s.22}

Monday, December 11, 2017

730

18:00 Victoria Harbour

18:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

· Mira Oreck, Female

[Add to Calendar](#)

Invoice #239707

FARE-YWH-PEAK_Winter17-18	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

Grand Total	\$325.00
--------------------	-----------------

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel; fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or cancellation fee will apply. Failure to check in 20 minutes prior to departure will also result in any onward and/or return reservations being cancelled with any additional applicable cancellation fees applied.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 2:46 PM
To: Loubert, Danny PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

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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Account	Customer #	s.22
	Name	Mira Oreck
	Company	Government Of Bc

Booking

s.22

Sunday, December 10, 2017

787

15:30 Vancouver Harbour

16:05 Victoria Harbour

Invoice #239706

FARE-YWH-OffPeak_Winter17-18 \$180.00

+ GST \$9.00

35 minutes

Confirmed

1 Passengers - Off-Peak

· Mira Oreck, Female

[Add to Calendar](#)

Billing	\$180.00
Taxes	\$9.00
Grand Total	\$189.00

Mastercard	\$189.00
------------	----------

Date / Time	December 7, 2017 @ 2:19:05 PM
Summary	s.17,s.22
Expiration	
Authorization	
Mastercard	(\$189.00)

Date / Time	December 7, 2017 @ 2:19:11 PM
Summary	s.17,s.22
Expiration	
Authorization	

Weekend and Off Peak Fares

Booking

s.22

Monday, December 11, 2017

730

18:00 Victoria Harbour

18:35 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Peak

· Mira Oreck, Female

[Add to Calendar](#)

Invoice #239707	
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R102320165

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[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Wednesday, December 13, 2017 3:46 PM
To: Parte, Maura PSA:EX
Subject: Try #2
Attachments: Scan From <Device Name>; Scan From <Device Name>

Hi Maura,

It seems like the stamp didn't show in the last scan. Here is attempt #2. I think you should be able to see the stamp a little bit better on this one. If you can't, please let me know and I'll just send the originals to you. Also attached is the Standards for Political Staff form signed.

Thanks,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 28, 2017 11:14 AM
To: Szabo, Maria PREM:EX
Subject: VCO guide for amalgamation
Attachments: VCO-SOP_Draft 1 - DL Edits V2.docx; VCOSOPMaria.docx; VCO-SOP_Draft 1.docx

Attached

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 12:09 PM
To: Wendland, Justine AGRI:EX
Cc: Szabo, Maria PREM:EX
Subject: RE: VCO projector use

Hi Justine,

We don't have a projector at VCO; as we don't have one in the office, we wouldn't be able to have one in the room for the Minister's meeting tomorrow. If you have any further questions, please feel free to direct your questions to Maria (cc'ed on this email) who handles our boardrooms.

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: Wendland, Justine AGRI:EX
Sent: Thursday, December 7, 2017 12:02 PM
To: Tello, Romeo PREM:EX
Subject: VCO projector use

Hello Romeo,

I am inquiring as to whether or not the VCO has a projector and if not can we please have one in the room for tomorrow, Dec 8th from 2:30-3:30PM. Please let me know if this is possible.

Thanks!
Justine

Justine Wendland, Administrative Assistant
Office of the Honourable Lana Popham
Minister of Agriculture
250-387-1023 | Justine.Wendland@gov.bc.ca

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Monday, December 4, 2017 12:28 PM
To: Cavanagh, Judy PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX
Subject: VCO SOP - Draft 1
Attachments: VCO-SOP_Draft 1.docx

Hi all,

Attached is the first draft of the Standard Operating Procedures for VCO. The wording is very rough, and some sections denote areas where I will need help with the operating language. For discussion at today's staff meeting on SOP will be about what's missing from the guide, and any specific points/language that should be highlighted in the SOP. Let me know if you have any questions.

Best,
Romeo

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

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Tuesday, December 5, 2017 1:18 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Webmail login?

Hey Charlotte,

Sorry for only seeing this now. Were you able to work this out? If not, feel free to call my cell below.

-Romeo

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

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

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, December 5, 2017 12:00 PM
To: Tello, Romeo PREM:EX
Subject: Webmail login?

Hi Romeo,

Could you please give me a quick call to help me get logged into my webmail?

ASAP please 😊

Sent from my iPhone

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 3:12 PM
To: Canitz, Shelley L PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Will you be at VCO before 8:30 tomorrow morning?

Yes. Maria and I will both be here before 8:30am to let DMs in and to pick up the call from 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: Canitz, Shelley L PREM:EX
Sent: Thursday, December 7, 2017 3:09 PM
To: Tello, Romeo PREM:EX
Subject: Will you be at VCO before 8:30 tomorrow morning?

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

Page 71 to/à Page 72

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Tello, Romeo PREM:EX
Sent: Thursday, December 7, 2017 2:59 PM
To: Oreck, Mira PREM:EX; Loubert, Danny PREM:EX
Subject: FW: Your Reservation Confirmation
Attachments: s.15

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

s.15

Page 74 to/à Page 76

Withheld pursuant to/removed as

s.15

Wensink, Alison PREM:EX

Subject: Staff meeting

Location: Boardroom 1

Start: Mon 2017-12-04 1:00 PM

End: Mon 2017-12-04 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; Szabo, Maria PREM:EX; Loubert, Danny PREM:EX

Wensink, Alison PREM:EX

Subject: VCO Orientation with Charlotte
Location: Boardroom 1

Start: Mon 2017-12-04 2:30 PM
End: Mon 2017-12-04 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tello, Romeo PREM:EX
Required Attendees: Cavanagh, Judy PREM:EX; Kingston, Charlotte PREM:EX