

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 4:49 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Don's phone

Just spoke with Vanessa and she agrees with the 120 package

Have a good weekend

Danny

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 4:35 PM
To: Lange, Jenna CITZ:EX
Cc: DeLarge, Lorne CITZ:EX
Subject: RE: Senior Government Drop-In Centre Memo & Factsheet

Hi Jenna,

Thanks so much for taking the time to chat yesterday. This looks great and I look forward to working with you both.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Lange, Jenna CITZ:EX
Sent: Friday, July 27, 2018 4:03 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: DeLarge, Lorne CITZ:EX <Lorne.DeLarge@gov.bc.ca>
Subject: RE: Senior Government Drop-In Centre Memo & Factsheet

Hi Danny,

Thank you for sending the user guide currently located in the drop-in suite (Lorne please see attached for your reference) and the phone call yesterday. Please find the revised fact sheet attached and let me know if you have any further edits.

Thanks again and have a great weekend!

Jenna

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 11:37 AM
To: Lange, Jenna CITZ:EX <Jenna.Lange@gov.bc.ca>
Subject: RE: Senior Government Drop-In Centre Memo & Factsheet

Hi Jenna,

Here are a few pages from the Drop in User Guide that I have (there might actually be more pages). As discussed I will check the suite for any of the existing signage and report back.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Lange, Jenna CITZ:EX
Sent: Thursday, July 26, 2018 10:52 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: DeLarge, Lorne CITZ:EX <Lorne.DeLarge@gov.bc.ca>
Subject: Senior Government Drop-In Centre Memo & Factsheet

Hi Danny,

Hope this message finds you well.

Please see attached memo and factsheet to inform ADMs that they now have access to the Senior Government Drop-In Centre in Canada Place s.15 . Can you please take a look and ensure the information and process for obtaining access cards is listed correctly? If easier we can discuss over the phone – I can be reached at 250-361-5926.

Thanks in advance,
Jenna

Jenna Lange, Client Communications Coordinator
Client Services | Real Property Division | Ministry of Citizens' Services
W400 4000 Seymour Pl | Victoria BC | V8W 9V1 | 250-361-5926



Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 4:19 PM
To: Geary, Vanessa PREM:EX; Porter, Jorge PREM:EX
Subject: Link to VCO HR Folder for White Binder

J:\Government\Vancouver Cabinet Office\Operations\HR

Have a great week!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 3:56 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: LOUBERTD s.17 03JUL18
Attachments: LOUBERTD s.17 03JUL18 - Receipts.pdf; LOUBERTD s.17 03JUL18.xlsx; FY1819 VCO Refreshment BEA.PDF; PREM062918.pdf

Hello,

Please find the attached July Pcard Reconciliation package for DLoubert

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Friday, July 27, 2018 3:28 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: LOUBERTD s.17 03JUL18 - For Approval

Approved thanks.

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 2:59 PM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD s.17 03JUL18 - For Approval

Hi Vanessa,

Please find the attached Register, Receipts and supporting BEA's for my July PCard for your approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 3:00 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: FW: LOUBERTD s.17 03JUN18
Attachments: BEA PREM05041820180718.pdf; Copy of LOUBERTD s.17 03JUN18.xlsx; LOUBERTD s.17 03JUN18 - RECEIPTS.PDF; FY1819 VCO Refreshment BEA.PDF

Hello,

Please find the attached approved July PCard Package for Danny Loubert.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Friday, July 27, 2018 12:25 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: LOUBERTD s.17 03JUN18 - For Approval

Approved, thanks.

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 12:17 PM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD s.17 03JUN18 - For Approval

Hi Vanessa,

Please find my June Pcard Statement, Reconciliation and supporting BEA's and receipts for approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 2:59 PM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD^{s.17} 03JUL18 - For Approval
Attachments: LOUBERTD 03JUL18 - Receipts.pdf; LOUBERTD^{s.17} 03JUL18.xlsx; FY1819 VCO Refreshment BEA.pdf; PREM062918.pdf

Hi Vanessa,

Please find the attached Register, Receipts and supporting BEA's for my July PCard for your approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 2:51 PM
To: Hockin, Amber PREM:EX
Subject: Parking Pass for Canada Place

Hi Amber,

Do you still have the parking pass from your last trip to VCO(Labeled Card A)? If so can you please give to Geoff to return to us on Monday.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 2:16 PM
To: Porter, Jorge PREM:EX
Subject: FW: Invoice for Nowruz event on March 14th
Attachments: Ferry Receipts for Amir.jpg

Hi Jorge,

Please attach this file to the Claim for reimbursement of travel expenses for Amir.

Thanks,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 10:05 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX <FINFSAMINOFF@gov.bc.ca>
Subject: FW: Invoice for Nowruz event on March 14th

Good Morning,

Can you advise the proper procedure to process these claims?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 10:00 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Invoice for Nowruz event on March 14th

Hi Danny,
Can you please process these payments as per Vanessa's approval asap? Thank you! Let me know if you need further information.

Kind regards,
Chantille

Payments for Nowruz event:

\$262.50 for pastries from a local baker in Nanaimo (she brought them down for the event) - Shirin Younessian

\$178.40 for travel (ferry cost only) for Amir Bajehkian a member of the Multicultural Advisory Committee who helped coordinate the event and presented at the reception.

From: Shirin Younessian [<mailto:beeskneesnanaimo@gmail.com>]

Sent: Monday, June 25, 2018 7:21 PM

To: Devereux, Rick GCPE:EX

Subject: Fwd: Invoice for Nowruz event on March 14th

Hi Rick

Please check the attachment

There is the recipe for the Persian new year event.

Thank you

Shirin

Page 011

Withheld pursuant to/removed as

NR

----- Forwarded message -----

From: Shirin Younessian <beeskneesnanaimo@gmail.com>
Date: Wed, May 9, 2018 at 6:33 PM
Subject: Invoice for Nowruz event on March 14th
To: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>

Hi Rick
Hope everything goes well with you
Thank you for the call and sorry I missed it
Here is the list of stuff I made for the event

Walnut cookies 2 trays (gluten free)
\$40each
Butter cookies 2 trays
\$35 each
Lemon bar 2 trays(vegan and gluten free)
\$50each

Subtotal: \$250
+GST: \$12.5

= \$262.50

Thank you
Shirin

--

Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

--

Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 12:29 PM
To: Tsang, Robin FIN:EX
Subject: Few more Questions - Let me know when your free^{s.22}

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 12:17 PM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD s.17 03JUN18 - For Approval
Attachments: BEA PREM05041820180718.pdf; LOUBERTD s.17 03JUN18 - RECEIPTS.PDF; FY1819 VCO Refreshment BEA.PDF; LOUBERTD s.17 03JUN18.xlsx

Hi Vanessa,

Please find my June Pcard Statement, Reconciliation and supporting BEA's and receipts for approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 11:22 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Hardware for Olivia's phone

Well I figured we get a new set if it's 0\$. That and we'd need a new SIM card and charger

Sent from my iPhone

> On Jul 27, 2018, at 11:20, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>

> What are you needing Danny? Premtech will sometimes give us chargers for free.

>

> -----Original Message-----

> From: Loubert, Danny PREM:EX

> Sent: Friday, July 27, 2018 11:14 AM

> To: Parkinson, Elizabeth PREM:EX

> Subject: Hardware for Olivia's phone

>

> Hi Elizabeth,

>

> Will you be ordering hardware for the phone or should I reach out to Lana?

>

> Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 11:21 AM
To: Viaud, Chantille PREM:EX
Subject: Re: Thank you for choosing to take off with Helijet!

Thanks Chantille,

We can also pay for your flight back on Monday or Sunday depending on when you return let us know.

Sent from my iPhone

On Jul 27, 2018, at 10:30, Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca> wrote:
Flight. Ack

Hey Danny-
My flight is below – I ended up coming for work this trip. Can you send me the link to the travel expense form again? Sorry! I paid for this outta pockets because it was last minute. (just mine, Karl paid for his own)

C.

From: Chantille Viaud ^{s.22}
Sent: Friday, July 27, 2018 10:22 AM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: Fwd: Thank you for choosing to take off with Helijet!

Sent from my mobile device.

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: July 27, 2018 at 06:31:40 PDT
To: s.22
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

Chantille Viaud

Booking s.22

Friday, July 27, 2018

851

07:00 Vancouver Harbour

07:35 Victoria Harbour

Dropoff:

Shuttle Requested

35 minutes

Confirmed

2 Passengers - Off-Peak

- Chantille Viaud, Female
- Karl Hardin, Male

[Add to Calendar](#)

Invoice s.17

FARE-YWH-Full_Summer - 2018

\$438.1

+ GST

\$21.9

Billing

\$438.1

Taxes

\$21.9

Grand Total

\$460.0

Visa

\$230.0

Date / Time

July 27, 2018 @ 6:30:02 AM

Summary

#***** s.22

Expiration

s.22

Authorization

087682

Debit

\$230.0

Date / Time

July 27, 2018 @ 6:30:39 AM

Summary

#***** s.22

Name

HARDIN/KARL

Expiration

s.22

Authorization

117319

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

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 (7 days maximum) is included with tickets purchased 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](http://www.helijet.com)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 11:21 AM
To: Viaud, Chantille PREM:EX
Subject: Re: Card for s.22

Thanks Chantille,

Sent from my iPhone

On Jul 27, 2018, at 10:30, Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca> wrote:

Don't forget!

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 11:11 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: July 5 Lunch?

Hi Elizabeth,

We did not purchase or serve lunch that I am aware of on the 5th. The Premier went off site for his Lunch meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, July 27, 2018 10:56 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: July 5 Lunch?

Hi Danny,

Are you able to confirm if you ordered or served lunch to the Premier on July 5th?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 10:09 AM
To: Tsang, Robin FIN:EX
Subject: RE: Executive List Program

Hi Robin,

Done and done 😊 anything else I need to do?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Friday, July 27, 2018 10:04 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Executive List Program

Hi Danny:

I copied 3 files to a folder in your C:\Temp.

Can you double click to run the .MSI file there, NOT the exe? Then, reboot the machine.

Thanks,
Robin

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

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: 2018-07-27 8:55 AM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Subject: RE: Executive List Program

Sure thing.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Friday, July 27, 2018 8:54 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Executive List Program

Morning Danny:

Sorry that I didn't have a chance to install the program for you. How about 10 AM today?

Thanks,
Robin

From: Loubert, Danny PREM:EX
Sent: July 23, 2018 2:28 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Executive List Program

s.15,s.17

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Monday, July 23, 2018 2:18 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: FW: Executive List Program

Hi Danny:

Please take a look at the email below regarding this Executive List program. Let me know if any questions.

Then, I will schedule an install for you.

Thanks,
Robin

From: Nash, Amber PREM:EX
Sent: July 20, 2018 4:25 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Subject: RE: Executive List Program

Hi Robin,

I believe Danny Loubert is taking this one on for PO! Yay Danny.

A

From: Tsang, Robin FIN:EX
Sent: Tuesday, July 17, 2018 8:41 AM
To: Nash, Amber PREM:EX
Cc: PREM Tech
Subject: Executive List Program

Morning Amber:

I understand Brett talked to you about an "Executive List (Contacts)" program we have. I am trying to explain how this program was used before.

There were 3 different contact lists created in the Public Folder. Each list was for different group of staff.

- Executive List was a list of contacts for all PREM executives.
- Ministers List was a list of contacts for all Ministers. The program automatically copies the Executive List contacts to this list but remove the "Notes" field from all contacts.
- Contacts List was a list of contacts for all MAs and EAs. The program automatically copies the Executive List contacts to this list but remove the "Notes". "HomePhone" and "BusinessPhone2" fields from all contacts.

A couple PREM staff were responsible for:

- updating the Executive List contacts with new contact info;
- running the program to updates the other 2 lists;
- adding/removing user permission to the 3 lists per request.

Staff will then copy the contacts from the list to their own OutLook Contacts. By doing that, the contacts will automatically sync up with the cell phone.

Please let me know if you are interested or have any questions and we can discuss further.

Thanks,
Robin

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 9:34 AM
To: 'Olivia Dixon'
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thanks Olivia,

No scan will be required.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Olivia Dixon s.22
Sent: Friday, July 27, 2018 9:33 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

s.22

scan it and send it in as well.

Let me know if you need me to

Warm regards,

Olivia

Get [Outlook for iOS](#)

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Sent: Friday, July 27, 2018 8:57:19 AM
To: 'Olivia Dixon'
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Olivia,

On your form you provided your drivers Licence Number s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Olivia Dixon s.22
Sent: Thursday, July 26, 2018 9:05 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

Attached are copies of both the front and back of my birth certificate. Looking forward to seeing you on Tuesday, August 7 at 9AM.

Regards,

Olivia Dixon
s.22

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Sent: Thursday, July 26, 2018 5:59:48 PM

To: Olivia Dixon

Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Olivia,

I do apologize for the conflicting email. We will need one of the Primary pieces of identification indicated below. If your
s.22 has arrived can you please send a copy of the front and back.

Warmest Regards,

Danny Loubert

Sent from my iPhone

On Jul 10, 2018, at 13:48, Olivia Dixon s.22

wrote:

Hi Danny,

Sorry, I forgot BC Services Cards have the number on the back. s.22
need me to try and make a clearer scan of the back.

so let me know if you

Cheers,

Olivia

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto: Danny.Loubert@gov.bc.ca>>

Sent: July 10, 2018 1:37 PM

To: 'Olivia Dixon'

Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thank you Olivia,

Can you please also provide a scan of the back of the BC Services Card as we need both sides for this check.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

From: Olivia Dixon s.22

Sent: Tuesday, July 10, 2018 1:28 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

That's wonderful! I have filled out all the forms and I have taken photos of both my BC Services Card and s.22 Debit Card for my ID; I have attached them to this email. Thank you for looking into it for me!

Sincerely,

Olivia Dixon

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

Sent: July 10, 2018 9:20 AM

To: 'Olivia Dixon'

Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Good Morning Olivia,

Thanks for the update, I heard back from the Public Service Agency and they said your BC Services card would be acceptable.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

From: Olivia Dixon s.22

Sent: Tuesday, July 10, 2018 9:20 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Good morning Danny,

I have not had success locating my s.22
s.22

I apologize for any inconveniences this may cause; I will have my completed forms to you as soon as possible.

Sincerely,

Olivia Dixon

Get Outlook for iOS<<https://aka.ms/o0ukef>>

From: Olivia Dixon^{s.22}
Sent: Monday, July 9, 2018 3:41:23 PM
To: Loubert, Danny PREM:EX
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thank you! This is very helpful, I will hunt down s.22

Cheers,

Olivia

Sent from my iPhone

On Jul 9, 2018, at 2:15 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>> wrote:

Thank you Olivia,

Page two of the Consent for a Disclosure of Criminal Record shows the appropriate types of ID, (I have included it below as well). I believe the BC Services Card is still considered a secondary piece of ID. However, I have forwarded your question to the Public Service Agency who helps handle the processing of these searches and can relay their response back.

Primary ID

Secondary ID

Issued by ICBC:

- B.C. driver's licence or learner's licence (must have your photo)
- B.C. Identification (BCID) card

Issued by provincial or territorial government:

- Canadian birth certificate

Issued by Government of Canada:

- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Record of Landing/Canadian Immigration Identification Record

- School ID card (student card)
- Bank card (only if applicant's name is on card)
- Credit card (only if applicant's name is on card)
- Foreign birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification
- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- Firearms Acquisition Certificate
- Social Insurance Card (new style without signature strip not acceptable)
- B.C. CareCard
- Native Status Card
- Parole Certificate ID
- Correctional Service Conditional Release Card

I hope this helps,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

From: Olivia Dixon s.22

Sent: Monday, July 9, 2018 1:57 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

I just wanted to confirm I've received your email with the documents. I will fill them out tonight when I get home from work.

Also, for the ID, will a SIN Card and BC Services Card work? s.22

s.22

forms of ID will work for you.

. Please let me know what

Thank you again for everything, and welcoming me into your team!

Sincerely,

Olivia Dixon

Sent from my iPhone

On Jul 9, 2018, at 11:11 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>> wrote:

Good Morning Oliva,

I hope you had a pleasant weekend.

I would like to once again congratulate you and welcome you to the team! I am looking forward to working with you.

With that in mind we have a bit of paperwork to do to start the process of bringing you on board.

I've attached two forms for you to fill out:

1. Checklist of Information Required for New Hires
2. Criminal Record Check Consent Form

Please try to fill out these forms the best you can. I have included some of the information for your reference.

Position Title: Administrative Assistant

Classification: Clerk 11

Department/Branch: Operations and Strategic Initiatives

Location: Vancouver

Supervisor Name and Title : Vanessa Geary – Executive Director

Full Time

Salary : \$42,655.22

Start Date: Aug 7

Type of Position: OIC

Two pieces of ID are also required for the CRC, preferably a DL. (Scans are acceptable)

If you have any questions please feel free to call me or you can reply by email as well.

Once again Congratulations.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

<Checklist of Information Required for New Hires.docx>

<consent_for_disclosure_of_criminal_record_information.pdf>

<Olivia Dixon's ID - Back.jpg>

<Olivia Dixon's ID - Front.jpg>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 9:33 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Olivia has confirmed it was issued in s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, July 27, 2018 9:05 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

No worries, most folks if they provide a DL number, they provide a copy of their DL, so it is not an issue. Thank you
Danny.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 9:02 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Dawn-Lynn,

I apologise, I know the BC Services Card was Issued in BC. I will send an inquiry and get back to you.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, July 27, 2018 8:53 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Thank you Danny – on her Consent she provided her Driver's Licence number – it is something that I have to input and it asks where the Driver's Licence was issued. Are you able to tell me that?

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



Where ideas work

From: Loubert, Danny PREM:EX

Sent: Friday, July 27, 2018 8:36 AM

To: Phillips, Dawn-Lynn PSA:EX

Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Good Morning Dawn-Lynn,

Here is a copy of Olivia's Birth Certificate. Hopefully this will help ☺

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX

Sent: Thursday, July 26, 2018 5:46 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Danny – sorry, I just looked at Olivia's ID again. She supplied her BC Services Card, not her Driver's Licence. Primary ID accepted is as follows –

Issued by ICBC –
BC Driver's Licence or Learner's Licence (must have photo)
BC Identification (BCID) Card

Issued by provincial or territorial government-
Canadian birth certificate

Issued by Government of Canada –
Passport
Canadian Citizenship Card
Canadian Record of Landing/Canadian Immigration Identification

We have received two pieces of 'secondary' ID.

Please ask Olivia's to scan and submit one of the primary IDs listed above.

Thank you.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:45 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX
Subject: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached Checklist of Information Required for New Hires along with a signed Consent for Disclosure of Criminal Record Information w/ ID's For Olivia Dixon. If there are any issues please let me know before End of day tomorrow as I will be out of the office until the 7th of August.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:55 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Tracking:	Recipient	Recall
	Phillips, Dawn-Lynn PSA:EX	Succeeded: 2018-07-27 9:01 AM

Sure thing, It was issued in s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, July 27, 2018 8:53 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Thank you Danny – on her Consent she provided her Driver's Licence number – it is something that I have to input and it asks where the Driver's Licence was issued. Are you able to tell me that?

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:36 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Good Morning Dawn-Lynn,

Here is a copy of Olivia's Birth Certificate. Hopefully this will help ☺

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, July 26, 2018 5:46 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Danny – sorry, I just looked at Olivia's ID again. She supplied her BC Services Card, not her Driver's Licence. Primary ID accepted is as follows –

Issued by ICBC –
BC Driver's Licence or Learner's Licence (must have photo)
BC Identification (BCID) Card

Issued by provincial or territorial government-
Canadian birth certificate

Issued by Government of Canada –
Passport
Canadian Citizenship Card
Canadian Record of Landing/Canadian Immigration Identification

We have received two pieces of 'secondary' ID.

Please ask Olivia's to scan and submit one of the primary IDs listed above.

Thank you.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:45 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX
Subject: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached Checklist of Information Required for New Hires along with a signed Consent for Disclosure of Criminal Record Information w/ ID's For Olivia Dixon. If there are any issues please let me know before End of day tomorrow s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:43 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-84562 Records Due July 18, 2018

Good Morning,

I have no Records for this FOI Request.

Upon Searching Maria's Emails there are no records for this Request.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: OOP FOI PREM:EX
Sent: Wednesday, July 25, 2018 9:32 AM
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dewar, Bob PREM:EX <Bob.Dewar@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>
Subject: FW: Call for Records OOP-2018-84562 Records Due July 18, 2018

Hi all,

Reminder for this request:

Kate, Bob, Charlotte – needing your responses
Danny – needing yours and Maria's searches
Debbie – needing Tamarra's search only

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Wednesday, July 11, 2018 12:34 PM
To: LP PO Executive Office; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-84562 Records Due July 18, 2018

Hello,

Please see the below request and please let me know by July 18th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

*(Date Range for Record Search: From **12/01/2017 To 12/31/2017**) Date Format is MM/DD/YYYY*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:36 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO
Attachments: Olivia Dixon - Birth Certificate (Back).pdf; Olivia Dixon - Birth Certificate (Front).pdf

Good Morning Dawn-Lynn,

Here is a copy of Olivia's Birth Certificate. Hopefully this will help 😊

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, July 26, 2018 5:46 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Danny – sorry, I just looked at Olivia's ID again. She supplied her BC Services Card, not her Driver's Licence. Primary ID accepted is as follows –

Issued by ICBC –
BC Driver's Licence or Learner's Licence (must have photo)
BC Identification (BCID) Card

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Canadian birth certificate

Issued by Government of Canada –
Passport
Canadian Citizenship Card
Canadian Record of Landing/Canadian Immigration Identification

We have received two pieces of 'secondary' ID.

Please ask Olivia's to scan and submit one of the primary IDs listed above.

Thank you.....dl

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

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:45 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX
Subject: Hiring Forms for Olivia Dixon - Administrative Assistant VCO

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached Checklist of Information Required for New Hires along with a signed Consent for Disclosure of Criminal Record Information w/ ID's For Olivia Dixon. If there are any issues please let me know before End of day tomorrow s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:35 AM
To: 'Olivia Dixon'
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thank you Olivia!

I hope you have a great weekend and I also look forward to seeing you Tuesday the 7th!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Olivia Dixon^{s.22}
Sent: Thursday, July 26, 2018 9:05 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

Attached are copies of both the front and back of my birth certificate. Looking forward to seeing you on Tuesday, August 7 at 9AM.

Regards,

Olivia Dixon
s.22

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Sent: Thursday, July 26, 2018 5:59:48 PM
To: Olivia Dixon
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Olivia,

I do apologize for the conflicting email. We will need one of the Primary pieces of identification indicated below. If your^{s.22} has arrived can you please send a copy of the front and back.

Warmest Regards,

Danny Loubert

Sent from my iPhone

On Jul 10, 2018, at 13:48, Olivia Dixon^{s.22}

· wrote:

Hi Danny,

Sorry, I forgot BC Services Cards have the number on the back. Mine has had a bit of a rough life, so let me know if you need me to try and make a clearer scan of the back.

Cheers,

Olivia

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>>
Sent: July 10, 2018 1:37 PM
To: 'Olivia Dixon'
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thank you Olivia,

Can you please also provide a scan of the back of the BC Services Card as we need both sides for this check.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>

From: Olivia Dixon^{s.22}
Sent: Tuesday, July 10, 2018 1:28 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>>
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

That's wonderful! I have filled out all the forms and I have taken photos of both my BC Services Card and s.22 Debit Card for my ID; I have attached them to this email. Thank you for looking into it for me!

Sincerely,

Olivia Dixon

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Sent: July 10, 2018 9:20 AM
To: 'Olivia Dixon'
Subject: RE: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Good Morning Olivia,

Thanks for the update, I heard back from the Public Service Agency and they said your BC Services card would be acceptable.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>

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Sent: Tuesday, July 10, 2018 9:20 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>>
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

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s.22

I apologize for any inconveniences this may cause; I will have my completed forms to you as soon as possible.

Sincerely,

Olivia Dixon

Get Outlook for iOS<<https://aka.ms/o0ukef>>

From: Olivia Dixon^{s.22}
Sent: Monday, July 9, 2018 3:41:23 PM
To: Loubert, Danny PREM:EX
Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Thank you! This is very helpful, I will hunt down^{s.22} .

Cheers,

Olivia

Sent from my iPhone

On Jul 9, 2018, at 2:15 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<<mailto:Danny.Loubert@gov.bc.ca>>>>
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- B.C. driver's licence or learner's licence (must have your photo)
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Issued by provincial or territorial government:

- Canadian birth certificate

Issued by Government of Canada:

- Passport
- Canadian Citizenship Card
- Permanent Resident Card
- Canadian Record of Landing/Canadian Immigration Identification Record

- School ID card (student card)
- Bank card (only if applicant's name is on card)
- Credit card (only if applicant's name is on card)
- Foreign birth certificate (a baptismal certificate is not acceptable)
- Canadian or U.S. driver's licence
- Naturalization certificate
- Canadian Forces identification

- Police identification
- Foreign Affairs Canada or consular identification
- Vehicle registration (only if applicant's signature is shown)
- Picture employee ID card
- Firearms Acquisition Certificate
- Social Insurance Card (new style without signature strip not acceptable)
- B.C. CareCard
- Native Status Card
- Parole Certificate ID
- Correctional Service Conditional Release Card

I hope this helps,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

From: Olivia Dixon ^{s.22}

Sent: Monday, July 9, 2018 1:57 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

Subject: Re: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office

Hi Danny,

I just wanted to confirm I've received your email with the documents. I will fill them out tonight ^{s.22}
s.22

Also, for the ID, will a SIN Card and BC Services Card work? ^{s.22}

forms of ID will work for you.

Thank you again for everything, and welcoming me into your team!

Sincerely,

Olivia Dixon

Sent from my iPhone

On Jul 9, 2018, at 11:11 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>> wrote:

Good Morning Oliva,

I hope you had a pleasant weekend.

I would like to once again congratulate you and welcome you to the team! I am looking forward to working with you.

With that in mind we have a bit of paperwork to do to start the process of bringing you on board.

I've attached two forms for you to fill out:

1. Checklist of Information Required for New Hires
2. Criminal Record Check Consent Form

Please try to fill out these forms the best you can. I have included some of the information for your reference.

Position Title: Administrative Assistant

Classification: Clerk 11

Department/Branch: Operations and Strategic Initiatives

Location: Vancouver

Supervisor Name and Title : Vanessa Geary – Executive Director

Full Time

Salary : \$42,655.22

Start Date: Aug 7

Type of Position: OIC

Two pieces of ID are also required for the CRC, preferably a DL. (Scans are acceptable)

If you have any questions please feel free to call me or you can reply by email as well.

Once again Congratulations.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>

<Checklist of Information Required for New Hires.docx>

<consent_for_disclosure_of_criminal_record_information.pdf>

<Olivia Dixon's ID - Back.jpg>

<Olivia Dixon's ID - Front.jpg>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 27, 2018 8:29 AM
To: Higgins, Keira PREM:EX; Miller, Amy PREM:EX
Subject: RE: Vancouver Office

Hi Keira,

We would be delighted to find a spot for Amy to work. Just have her check in with us when they arrive and we will show them to the office.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Higgins, Keira PREM:EX
Sent: Friday, July 27, 2018 8:03 AM
To: Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Vancouver Office

Hi Danny,

Is there an office space our new Director, Amy Miller, could please use from 11:30-2:00 today?

Thanks,

Keira

Sent from my iPhone

> On Jul 26, 2018, at 9:15 PM, Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca> wrote:

>

> Hi Keira,

>

> Just wondering if I am able to work out of the Vancouver office in advance of tomorrow's meeting?

>

> Amy

>

> Sent from my iPhone

Loubert, Danny PREM:EX

Subject: Treasury Board
Location: SSBC WTS R TP Canada Place CITZ:EX

Start: Thu 2018-08-02 2:00 PM
End: Thu 2018-08-02 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX

Minister Ralston
Alex Chandler – TB Staff Supporting

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:45 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX
Subject: Hiring Forms for Olivia Dixon - Administrative Assistant VCO
Attachments: Checklist of Information Required for New Hires - Olivia Dixon.docx; Consent for Disclosure of Criminal Record Information - Olivia Dixon.pdf; Olivia Dixon's ID - Back.jpg; Olivia Dixon's ID - Front.jpg

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached Checklist of Information Required for New Hires along with a signed Consent for Disclosure of Criminal Record Information w/ ID's For Olivia Dixon. If there are any issues please let me know before End of day tomorrow s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:38 PM
To: Parte, Maura PSA:EX
Subject: RE: Onboarding Olivia Dixon

Hi Maura,

This was completed, I will forward to Dawn-Lynn.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Thursday, July 26, 2018 3:37 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Onboarding Olivia Dixon

Here you go..oops. Thank you

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:36 PM
To: Parte, Maura PSA:EX
Subject: RE: Onboarding Olivia Dixon

Will do Maura,

Can you attach the forms? s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Thursday, July 26, 2018 3:26 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Onboarding Olivia Dixon

Hi Danny,

Attached are onboarding forms for Olivia to complete so we can process her OIC.

I will be sending another email with other information regarding benefits and training.

Can you please return these forms along with two pieces of identification to Dawn-Lynn.Phillips@gov.bc.ca

s.22

Thank you

Maura Parte
BC Public Service Agency
250-213-6377

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 3:37 PM
To: Trimble, Brett FIN:EX; PREM Tech
Subject: RE: iPhone 7 charger and headphone

I have a spare adaptor I can provide,
If you could send the headphone over I will issue to Vanessa (her handset never came with one< was a reissue.)

Cheers!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Trimble, Brett FIN:EX
Sent: Thursday, July 26, 2018 3:32 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: iPhone 7 charger and headphone

Hi Danny,



We should be able to help with the Headphones but we don't have an adapter
. As for the chargers, sorry we rarely get them back, just the phones by themselves. You can order them from Ralph's Radio or get them from London Drugs, Staples etc.
Regards, Brett

Brett Trimble
Systems Analyst
Premier's Office Technology Support
@: prem.tech@gov.bc.ca
Tel: 250-953-5151
Cel: 250-634-4966

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

From: Loubert, Danny PREM:EX
Sent: July 26, 2018 3:13 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: iPhone 7 charger and headphone

Hi Prem Tech,

Do you have 2 spare chargers and a spare headphone for the iPhone 7?

Warmest Regards,

Danny

Sent from my iPhone

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 26, 2018 2:53 PM
To: White, Christine MAH:EX
Subject: RE: MSR Meeting tomorrow 4:00-4:30pm

Hi Christine,

We are happy to accommodate the Minister! We have booked a room.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Thursday, July 26, 2018 9:58 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: MSR Meeting tomorrow 4:00-4:30pm

Hello,

Meeting tomorrow with Craig and MSR and Cassie Doyle at 4pm tomorrow! Can VCO accommodate us? 😊

Thanks,

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 26, 2018 2:29 PM
To: Hansen, Lucy HLTH:EX
Subject: RE: Boardroom July 31

Done 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hansen, Lucy HLTH:EX
Sent: Thursday, July 26, 2018 10:44 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Boardroom July 31

Sorry I need the boardroom until 12pm



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Hansen, Lucy HLTH:EX
Sent: Thursday, July 26, 2018 10:28 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: Boardroom July 31

Good Morning,

Looking for a boardroom for Minister Dix for the morning of July 31st 9-11am

9-10am- Meeting with Deputy Minister Brown/ Minister – Conference call for staff in Victoria
10-11am- Announcement –Home support (Coastal Health) – attendees to be confirmed
11-12:00 – Interview w/ Stu McNish- BC Emergency – he will bring his equipment to interview minister



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 26, 2018 2:14 PM
To: Nanninga, Tanera AG:EX
Subject: RE: AG Meetings July 30th

Hi Tanera,

We have booked a space for the AG this coming Monday.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Thursday, July 26, 2018 12:16 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: AG Meetings July 30th

Good afternoon,

Would it be possible to book a room for the AG on July 30th for the following times?

9:30-10:00

Staff briefing

2 attendees: AG and George Smith

10:00am-11:00am

ACLP debrief

5 Attendees: AG, George Smith, Joe Weiler, John Ritchie, Peter German

11:00pm-12:00pm

Staff Briefings

2 Attendees: AG, George Smith

1:00pm-2:00pm

Meeting with EcoJustice

5 Attendees: AG, George Smith, Devon Page, Kegan Pepper-Smith, Alan Andrews.

2:00pm-2:30pm

Meeting with British Columbia Veterans Commemorative Association

6 attendees: AG, George Smith, Archie Steacy, Sharel Fraser, Richard Hourie, Tom Van Walleggham

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 10:51 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: check in - Approvals and onboarding

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 8:35 AM
To: Liens, Raymond MMHA:EX
Subject: RE: MO package - MOU materials

Hi Raymond,

Im happy to have a look at what I can do, if you could I would like to have a discussion around printing here at VCO. While we are happy to help we don't always have capacity to. I would always recommend that you come prepared with your ministers Materials.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Liens, Raymond MMHA:EX
Sent: Thursday, July 26, 2018 7:35 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: MO package - MOU materials

Good morning Danny.

Could you please print a copy of each attachment for Minister Darcy when she arrives to VCO this morning? I also have another document which I will send in a separate email. Thank you so much.

RL

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 26, 2018 8:34 AM
To: Geary, Vanessa PREM:EX
Subject: s.22

All good, s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Geary, Vanessa PREM:EX
Sent: Thursday, July 26, 2018 8:04 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Stuck in traffic

s.22

I see MJD is meeting at 9 am but was anyone needing to

get in early?

s.22

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 25, 2018 3:53 PM
To: Giuliano, Angela LASS:EX
Subject: RE: Updated MO Staff List and Distribution lists.

Angela,
Here are the names in each Distribution list:

LPACS

Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>;
Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>;
Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>;
Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>;
Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>;
Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>;
Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>;
Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>;
Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>;
Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>;
Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>;
McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>;
McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>;
Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>;
Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>;
Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>;
Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>;
Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>;
Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>;
Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>;
Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>;
Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>;
Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>;
White, Christine MAH:EX <Christine.White@gov.bc.ca>;
White, Emily MCF:EX <Emily.White@gov.bc.ca>;
Wilson, Cherie MCF:EX <Cherie.Wilson@gov.bc.ca>

LPSUPPORT

Addo, Wolfgang AG:EX <Wolfgang.Addo@gov.bc.ca>;
Banh, Lindsay EDUC:EX <Lindsay.Banh@gov.bc.ca>;
Chapotelle, Jacqueline TRAN:EX <Jacqueline.Chapotelle@gov.bc.ca>;
Demelo, Paula IRR:EX <Paula.Demelo@gov.bc.ca>;
Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>;
Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>;
Dunn, Noreen TAC:EX <Noreen.Dunn@gov.bc.ca>;
Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>;
Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>;
Gervais, Dominique CITZ:EX <Dominique.Gervais@gov.bc.ca>;
Grant, Lisa MAH:EX <Lisa.Grant@gov.bc.ca>;

Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>;
Hong, Jonathan PSSG:EX <Jonathan.Hong@gov.bc.ca>;
Hubley, Holly AEST:EX <Holly.Hubley@gov.bc.ca>;
Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>;
Larson, Lori MMHA:EX <Lori.Larson@gov.bc.ca>;
Leonard, Jessica FIN:EX <Jessica.Leonard@gov.bc.ca>;
Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca>;
Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>;
Purdy, Sandra FLNR:EX <Sandra.Purdy@gov.bc.ca>;
Van Wensem, Casey SDPR:EX <Casey.VanWensem@gov.bc.ca>;
Walters, Hailey JTT:EX <Hailey.Walters@gov.bc.ca>;
Wendland, Justine AGRI:EX <Justine.Wendland@gov.bc.ca>;
Wilson, Cherie MCF:EX <Cherie.Wilson@gov.bc.ca>

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Giuliano, Angela [mailto:Angela.Giuliano@leg.bc.ca]
Sent: Wednesday, July 25, 2018 1:52 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Updated MO Staff List and Distribution lists.

Hi Danny,

Hope you are having a good week. Do you have a list of everyone on the following distribution lists:

LPACS@Victoria1.gov.bc.ca

LPSupport@Victoria1.gov.bc.ca

Thank you,
Angela

Angela Giuliano | Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus
T: 250-387-1083 | F: 250-387-4680
angela.giuliano@leg.bc.ca | www.bcndpcaucus.ca

From: Loubert, Danny PREM:EX [mailto:Danny.Loubert@gov.bc.ca]
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

With s.22 departure I have assumed the duty of updating the distribution and staff lists for the Minister's offices. To ensure we continue to have accurate lists, please send any staffing changes to me and I will ensure the list is updated.

Please find attached a copy of the most recently distributed list and if there are changes please have them back to me by no later than Tuesday July 26th.

Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 25, 2018 12:16 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: check in - Approvals and onboarding

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 25, 2018 10:53 AM
To: Geary, Vanessa PREM:EX
Subject: New Time Proposed: check in - Approvals and onboarding

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 25, 2018 9:08 AM
To: Wensink, Alison PREM:EX
Subject: RE: iStore #884372 - 60657 - Change Distribution Lists

Thanks Alison!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 8:50 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: iStore #884372 - 60657 - Change Distribution Lists

Hi Danny!

You should have access to modify all the distribution lists now ☺ Let me know if anything is not working.

Thanks!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, July 24, 2018 1:53 PM
To: Wensink, Alison PREM:EX
Subject: RE: iStore #884372 - 60657 - Change Distribution Lists

Hi Alison,

iStore #884372 has been resolved – Danny has been added as a back-up to the requested distribution lists. A restart may be required for the changes to take effect.

Have a nice afternoon,

Joe Wansbrough
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/>

From: Wansbrough, Joe FIN:EX
Sent: July 20, 2018 12:45 PM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>

Subject: iStore #884372 - 60657 - Change Distribution Lists

Good Afternoon,

iStore #884372 - 60657 - Change Distribution Lists – has been submitted.

I will provide an update once your request has been completed.

Thanks,

Joe Wansbrough

Senior Service Desk Analyst

Information Management Branch

Supporting the Ministry of Finance,

Office of the Premier and various other Agencies, Boards & Commissions

Telephone: 9-250-387-8912

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

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

From: Alison.Wensink@gov.bc.ca [<mailto:Alison.Wensink@gov.bc.ca>]

Sent: July 20, 2018 10:04 AM

To: FIN IMB Service Desk (78912) FIN:EX ; Wensink, Alison PREM:EX

Subject: Prem: Modify DLs

Checkout Information

On-Site Contact Name: Alison Wensink

On-Site Contact Phone: (250)387-2987

Account: PREM-DEPUTY MINISTER'S OFFICE

Ministry Number: 004

Responsibility Centre: 36B10

Service Code: 36205

Project Number: 3600000

Expense Authority: Jacqueline Hendry

Service Requests

Access - Distribution List

Type: Change Distribution List

Add Owners: Danny Loubert

Comments: Please add Danny Loubert as a backup to the following distribution lists: PREM_DL_LP_AC
PREM_DL_LP_LPMAs LP_DL_SRMINAST PREM_DL_LP_SS PREM_DL_LP_LPEAS PREM_DL_LP_LPPVO Thank you!

Requestor: Wensink, Alison PREM:EX

Email: Alison.Wensink@gov.bc.ca

Time: 2018-07-20 10:03:30

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 25, 2018 9:08 AM
To: Robb, Amanda JTT:EX
Subject: RE: Boardroom - MBR July 26th from 9:30AM - 11:30AM

Hi Amanda,

We have booked space for the Minister this Thursday.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Robb, Amanda JTT:EX
Sent: Tuesday, July 24, 2018 3:43 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Boardroom - MBR July 26th from 9:30AM - 11:30AM

Hi Danny and team,

Is there a boardroom available for Minister Ralston July 26th from 9:30AM – 11:30AM at VCO?
He requires a room with a polycom to dial into 2 calls between 9:30AM – 11:00AM and a meeting with Eric Termuende from 11:00-11:30AM.

Thank you,

Amanda Robb

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

Administrative Coordinator to the Honourable George Chow
Minister of State for Trade

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 6:04 PM
To: Kingston, Charlotte PREM:EX
Subject: Re: Thursday- cookies

Hi Charlotte,

I will see it done :)

Sent from my iPhone

On Jul 24, 2018, at 17:53, Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> wrote:

Hi Danny,

I understand Mira has asked you to cancel the catering for Thursday. Instead she has asked that cookies be brought in to go along with the office's coffee and tea. Can you make sure that coffee/tea/cookies are available for Thursday at 1:15pm? Let me know if you need any assistance.

Thanks,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 2:53 PM
To: 'Lana Garraway'
Subject: \$0 Phone options Account s.17

Hi Lana,

I was curious as to what \$0 options are currently available.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 2:27 PM
To: Wansbrough, Joe FIN:EX
Subject: RE: iStore # 885442 - 60711 - Olivia Dixon - New User

Thank you Joe

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, July 24, 2018 2:21 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: iStore # 885442 - 60711 - Olivia Dixon - New User

Good Afternoon Danny,

iStore # 885442 - 60711 - Olivia Dixon - New User – has been submitted.

I will notify you once the request has been processed.

Thanks,

Joe Wansbrough
Senior Service Desk Analyst

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

From: Danny.Loubert@gov.bc.ca [<mailto:Danny.Loubert@gov.bc.ca>]
Sent: July 24, 2018 10:52 AM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: PREM: New User Aug 7th

Checkout Information

Account: PREM-VANCOUVER CABINET OFFICE
Ministry Number: 004
Responsibility Centre: 36346
Service Code: 34410
Project Number: 3600000
Expense Authority: Vanessa Geary

Service Requests

Account - New IDIR or Transfer In

Type: New User

New User Type: Permanent

First Name: Olivia

Last Name: Dixon

IDIR: ODixon

Modify Workstation Owner: s.15,s.17

Required By Date: 07, AUG, 2018

Email Account Required: Yes

GAL Company: Office of the Premier

GAL Department: Operations and Strategic Initiatives

GAL Job Title: Administrative Assistant

GAL Office: Vancouver Cabinet Office

GAL Supervisor: Vanessa Geary

GAL User Phone: (604)775-1600

GAL Address: 740 - 999 Canada Place

GAL City: Vancouver

GAL Postal Code: V6C3E1

Shared File Print Required: Yes

Contact Name: Danny Loubert

Contact Number: (604)775-1677

Access Requirements: Mirror Danny Loubert DLOUBERT

VPN Required: Yes

DTS Required: No

Mobile Required: Yes

Mobile: iPhone

Activation Assistance: No

Requestor: Loubert, Danny PREM:EX

Email: Danny.Loubert@gov.bc.ca

Time: 2018-07-24 10:52:17

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 1:26 PM
To: Henry, David A FIN:EX
Cc: Tsang, Robin FIN:EX
Subject: RE: PC Inventory of VCO

Hi David,

It occurs to me I had not actually replied to this,

I would be available anytime August 13th going forward.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Friday, July 13, 2018 1:35 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Subject: PC Inventory of VCO

Hi Danny,

For the new PCs and phone upgrade coming in December, we will need to do an inventory of current gear at VCO (PCs, printers, monitors, peripherals, etc.)

Will provide list to you as well once complete.

Is there a few optional dates in the next weeks that work for you and office? One of my team and a OCIO tech will be onsite gathering info on all PCs.

Should take ½ a day or so.

Thanks!

David Henry

Service Manager

Offices of the Premier | Ministry of Finance

Cell: 250-888-8803

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 1:18 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Maria's old phone

Hi Elizabeth,

I wanted to check to see if you had Maria's old number deactivated? If not we would like to give it to Olivia Dixon our new AA.

Her number was s.17

Cheers,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 24, 2018 1:10 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: ROOM BOOKING - July 24th Shane Simpson

Hi Val,

No problem, we have a room set aside

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: McKnight, Valerie SDPR:EX
Sent: Tuesday, July 24, 2018 11:15 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: ROOM BOOKING - July 24th Shane Simpson

Hello,

I thought I made this booking but now I can't find the email, can I please confirm that I booked a room for Minister Simpson at 2:00pm today? Details below/

2:00pm-3:00pm - Digital Technology Supercluster
Attendees:
Minister Shane Simpson
Sue Paish, CEO
Brenda Tombs, Executive Assistant

Thanks!

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 11:40 AM
To: Privett, Don PREM:EX
Subject: RE: Updating PO Staff List

Hi Don,

Please see below for edits (In Red).

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Privett, Don PREM:EX
Sent: Tuesday, July 24, 2018 11:08 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Updating PO Staff List

Hi Danny,
Another update to this list I took over from Tamarra, can you have a look please, corrections/additions.
Forward to you when complete.
Thanks,
Don

Vancouver Cabinet Office

NAME	TITLE	TELEPHONE NUMBER	CELL PHONE NUMBER
Vanessa Geary	Executive Director, Operations and Strategic Initiatives	604-775-1662	604-619-0513
Mira Oreck	Director, Stakeholder Relations	604 775-2116	604- 839-1967
Charlotte Kingston	Manager, Stakeholder Relations		604-816-7207
Chantille Viaud	Manager, Stakeholder Relations		604-838-3025
Don Bain	Special Advisor	604-775-1675	s.17
Danny Loubert	Administrative Coordinator	604-775-1677	
Olivia Dixon	Administrative Assistant	604-775-1600	604-818-1484

DON PRIVETT | Administrative Assistant | Premier's Office, Executive Branch
Phone: 250.387.1715 / 250.387.1716 | don.privett@gov.bc.ca
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 24, 2018 11:17 AM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Reservation - Aug 2

Hi Charlotte,

We have booked a room for the Minister. We will await the updated list of attendees.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Tuesday, July 24, 2018 10:16 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Meeting Room Reservation - Aug 2

Hello VCO,

We are requesting a meeting room for Thursday August 2nd at 11:00am-11:30 for a meeting with MMF & Tracey Porteous.

I will send you an updated list of attendees, closer to the date.

Thanks kindly,



Charlotte Hunt

*Acting Administrative Coordinator to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 10:27 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: check in - Approvals and onboarding

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 10:23 AM
To: Porter, Jorge PREM:EX; Viaud, Chantille PREM:EX
Subject: FW: Notecards
Attachments: 20180723_152104.jpg; 20180723_154045.jpg

Hi Jorge,

I recall seeing something similar in the supply room, could you help Chantille out?

Warmest Regardsm

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 24, 2018 10:19 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Notecards

Hi Danny,
Do we have any cards like this that we send from our office here? Thinking thank you cards.
Cheers,
Chantille

From: Farmer, Susan PREM:EX
Sent: Monday, July 23, 2018 4:16 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: Notecards

Hi – I realized that I forgot to respond to your question related to cards.

The first attachment is what we've got in our office as spares for the West Annex – they fold in half & are designed to be coming from the Premier (vs Office of...).

The second attachment is an Office of the Premier version that they have in the West Annex – we don't have any in our office. It's cardstock that you don't fold – it fits directly into the envelope. I included a pen in the photo so that you can have a better sense of the size since it looks somewhat like our messages layout. I spoke with Elizabeth about these ones – she would have a few to spare if you need some for an initial mailing; however, if you are wanting a lot, then it would probably make sense for you guys to order some for your office (plus, you might prefer to have the VCO return address). Elizabeth would have info that could assist with the ordering if that's what you decide to do.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 10:18 AM
To: Geary, Vanessa PREM:EX
Subject: RE: LOUBERTD s.17 03JUN18 - For Approval

Sure thing,

I had some suggestions as well around ordering of catering for events etc.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Tuesday, July 24, 2018 10:10 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: LOUBERTD s.17 03JUN18 - For Approval

I have a few processing questions, so lets review tomorrow. Thanks V

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 9:27 AM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD s.17 03JUN18 - For Approval

Hi Vanessa,

Please find my June Pcard Statement, Reconciliation and supporting BEA's and receipts for approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 9:07 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Online Today

Thanks Vanessa,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Tuesday, July 24, 2018 9:07 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Online Today

Just sent you concall line. Thanks

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 9:03 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Online Today

I can call in. will it be in your office?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Tuesday, July 24, 2018 9:03 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Online Today

Sounds good, thanks. Are you coming in or available by phone for meeting re: UBCM or should we postpone to another day?

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 9:02 AM
To: Geary, Vanessa PREM:EX
Subject: Online Today

Hi Vanessa,

I hope you had a great weekend! Im sure the weather was fantastic!

I am online this morning s.22

If you need anything give me a call.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 24, 2018 8:58 AM
To: Tsang, Robin FIN:EX
Subject: RE: Next Wednesday - Using the Trio's Audio for VC

Hi Robin,

I will be in the office that day and available.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Tuesday, July 24, 2018 8:25 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Next Wednesday - Using the Trio's Audio for VC

Morning Danny:

This has been postponed until CABOPS is back from the shutdown, i.e. the week of August 20th.

Does it work for you if we tentatively schedule for Wednesday, August 22nd, 10:00 AM – 11:00 AM?

Thanks,
Robin

From: Loubert, Danny PREM:EX
Sent: July 18, 2018 1:05 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Next Wednesday - Using the Trio's Audio for VC

Hi Robin,

It does 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Wednesday, July 18, 2018 12:56 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Cc: PREM Tech <PREM.Tech@gov.bc.ca>

Subject: Next Wednesday - Using the Trio's Audio for VC

Thanks for your help this morning Danny!

Now, CABOPS would like to do a demo/training for ALL their staff next Wednesday, 10:00 AM – 11:00 AM again. We will need your help again. Does it work for you?

Thanks,
Robin

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 24, 2018 8:49 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Request for Boardroom on August 15th for Minister Judy Darcy

Hi Sarah,

We have booked a space for Minister Darcy's meetings.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Monday, July 23, 2018 6:01 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Request for Boardroom on August 15th for Minister Judy Darcy

Good afternoon.

I would like to request a boardroom for Minister Darcy on Wed, August 15th from 1030 till 2:30 if possible.

She will have two meetings this day.

11:00-12:00 with the BC Teachers Federation.

Attendees are as follows:

Minister Darcy
Raymond Liens - EA
Glen Hansman, President
Teri Mooring, First Vice-President
Clint Johnston, Second Vice-President
Moir Mackenzie, Executive Director
MMHA staff to be confirmed

1:00-1:45 - Meeting with Canadian Association of Occupational Therapists

Attendees are as follows:

Minister
Raymond Liens
MMHA staff to be confirmed
Sarah Charles (scharles@caot.ca) - Service Coordinator for CAOT-BC
Dr. Skye Barbic (skye.barbic@ubc.ca) Foundry Research Lead
Giovanna Boniface^{s.22} | CAOT-BC member

Thank you in advance and look forward to hearing from you.

Sarah Gotto
Administrative Co-ordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Phone: 250 387 9846

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 4:09 PM
To: Roberts, Connie A IRR:EX
Cc: Sas, Jonathan IRR:EX
Subject: FW: Scan From <Device Name>
Attachments: Travel Authorization Forms Minister Fraser and Jonathan Sas Sept 26-29th 201820180723.pdf

Hi Connie,

Jonathan asked that I forward this on to you. It is the Minister and Jonathans Travel Authorization for Sept 26th- 29th.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: DLOUBERT [mailto:Danny.Loubert@gov.bc.ca]
Sent: Monday, July 23, 2018 3:48 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Scan From <Device Name>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 3:55 PM
To: Sas, Jonathan IRR:EX
Cc: Roberts, Connie A IRR:EX; Porter, Jorge PREM:EX
Subject: RE: will you be coming to VCO today?

We have a space for you and the Minister to take your calls.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Sas, Jonathan IRR:EX
Sent: Monday, July 23, 2018 3:54 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Porter, Jorge PREM:EX <Jorge.Porter@gov.bc.ca>
Subject: Re: will you be coming to VCO today?

On our way! Just paid bill. Is there room we can do a call in?

Jonathan Sas | Senior Ministerial Assistant to Minister Scott Fraser | Ministry of Indigenous Relations and Reconciliation

From: Danny.Loubert@gov.bc.ca
Sent: July 23, 2018 3:48 PM
To: Jonathan.Sas@gov.bc.ca
Cc: Connie.Roberts@gov.bc.ca; Jorge.Porter@gov.bc.ca
Subject: will you be coming to VCO today?

Hi Jonathan,

Connie had booked a space here for you and the minister today and I wanted to know if you would be needing it?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 3:16 PM
To: Anderson, Dianne S JTT:EX
Cc: Amy Li
Subject: Re: Deactivate Card s.15,s. broken

Hi Dianne,

I have changed the card for suite access.

Warmest Regards

Danny

Sent from my iPhone

On Jul 23, 2018, at 15:09, Anderson, Dianne S JTT:EX <Dianne.Anderson@gov.bc.ca> wrote:

Good afternoon – could you please deactivate Card s.15, s. 17 in the name of Leslie Teramoto and activate s.15,s. 17 in place of it – all the same access as previous.
Thank you.

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

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 23, 2018 2:40 PM
To: Minister, PSSG PSSG:EX
Subject: RE: Room Request

Good afternoon,

Thank you for your request,

We will place a hold on the room pending the confirmed attendees,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Minister, PSSG PSSG:EX
Sent: Monday, July 23, 2018 2:18 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room Request

Hello,

I would like to book at room for August 2 2018 at 11:30 AM – 12PM, for 6-8 people.

I can provide a list of attendees closer to the date.

Best,



Jonathan Hong
*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2125*

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 23, 2018 2:03 PM
To: Gotto, Sarah F MMHA:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Request for boardroom for Minister Darcy - MMHA

Hi Sarah!

We have booked space for the Minister's meeting.

I hope you have a wonderful afternoon!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Monday, July 23, 2018 12:12 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Request for boardroom for Minister Darcy - MMHA

Hi there.

May I please request a boardroom on Tuesday, Aug 21st at 10:30-11:30 for Minister Judy Darcy.

There will be 7 in attendance.

Minister
Raymond
MA
Dr. Bohdan Nosyk
Carolyn Davison
Gina McGowan
Dr. Patty Daly

Looking forward to hearing from you.

Many thanks,

Sarah Gotto
Administrative Co-ordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Phone: 250 387 9846

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 23, 2018 2:02 PM
To: Gotto, Sarah F MMHA:EX
Cc: Liens, Raymond MMHA:EX
Subject: RE: Request for meeting room for Minister Judy Darcy - July 26th

Good afternoon Sarah,

We have booked a room for the Minister to join the call.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Monday, July 23, 2018 11:49 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Liens, Raymond MMHA:EX <Raymond.Liens@gov.bc.ca>
Subject: Request for meeting room for Minister Judy Darcy - July 26th

Hi there.

Hope my email finds you all well.

Minister Judy Darcy will be in need of a meeting room on Thursday, July 26th as she will be travelling to Vancouver for an event that afternoon and will need a room at VCO from 9:00-11:00 so she can call into the Caucus whipped teleconference.

May I ask for a small meeting room for Minister Darcy and one that has a phone in it.

Many thanks,

Sarah Gotto
Administrative Co-ordinator to the
Honourable Judy Darcy
Minister of Mental Health and Addictions
Room 346 Parliament Buildings
Phone: 250 387 9846

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 1:48 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Jorge Porter Time sheet

Thanks Dawn-Lynn

Danny

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Monday, July 23, 2018 12:56 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Jorge Porter Time sheet

Hi Danny – I heard back from Payroll as follows –

s.22

Thank you.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 8:38 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Jorge Porter Time sheet

Hi Dawn-Lynn,

I apologise if I have not sent earlier please find the time sheet for Jorge Porter July 8-July 21st.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 12:37 PM
To: 'Jenney Luong'
Subject: RE: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Hi Jenny,

We would like to proceed with this order for the 26th of July, I am just awaiting confirmation on the time. At this time it is either by 1 or by 3 pm. (can I get back to you tomorrow to confirm the time?)

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jenney Luong [mailto:jenneyl@lazygourmet.ca]
Sent: Thursday, July 19, 2018 11:56 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Hi Danny,

Sounds great, thanks!

Cheers,
Jenney Luong, *Events Manager, Corporate and Special Event Sales*

Imagine . Taste . Enjoy
The Lazy Gourmet

1605 West 5th Ave, Vancouver, BC V6J 1N5
Tel: 604-734-2507 / Fax: 604-734-5877
www.lazygourmet.ca
Celebrating over 35 years of Exquisite Hospitality and West Coast Style

On Jul 19, 2018, at 11:56 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Thanks again Jenney,

This is perfect, I will be in touch once we have approval to order.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: Jenney Luong [<mailto:jenneyl@lazygourmet.ca>]
Sent: Thursday, July 19, 2018 11:39 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Hi Danny,

Not a problem! Please see attached your revised proposal with coffee/tea service included.

Cheers,
Jenney Luong, *Events Manager, Corporate and Special Event Sales*

Imagine . Taste . Enjoy
The Lazy Gourmet

1605 West 5th Ave, Vancouver, BC V6J 1N5
Tel: 604-734-2507 / Fax: 604-734-5877
www.lazygourmet.ca
Celebrating over 35 years of Exquisite Hospitality and West Coast Style

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 11:21 AM
To: Roberts, Connie A IRR:EX; Fraser, Scott IRR:EX; Sas, Jonathan IRR:EX
Subject: RE: 45367: Meeting with Francyne next week

Hi Connie,

I'll have two copies ready for when they arrive.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Roberts, Connie A IRR:EX
Sent: Monday, July 23, 2018 10:41 AM
To: Fraser, Scott IRR:EX <Scott.Fraser@gov.bc.ca>; Sas, Jonathan IRR:EX <Jonathan.Sas@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: 45367: Meeting with Francyne next week
Importance: High

Hi Minister/Jonathan,

The attached materials are now on the iPad for today's pre-brief at 2:15 pm.

Danny, I'm wondering if you wouldn't mind printing off 2 copies of this for the Minister and Jonathan? Thank you! ☺

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

From: Howie, Matthew IRR:EX
Sent: Monday, July 23, 2018 10:35 AM
To: Roberts, Connie A IRR:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: 45367: Meeting with Francyne next week
Importance: High

Materials for today's 2:15 PM pre-brief and tomorrow's meeting.

Matthew Howie
Senior Executive Assistant to

Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 10:53 AM
To: Roberts, Connie A IRR:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: Re: Room booking for Ministr Fraser - July 23rd and 24th

Thanks Connie not a problem

Sent from my iPhone

On Jul 23, 2018, at 10:47, Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca> wrote:

Hi Danny,

Here is an update for the FN Gaming Commission for tomorrow, July 24th, at 1:15 pm.

NEW Time: 1:15-2:00 pm (45 min)

Group: First Nation Gaming Commission

Group attendees:

1. Grand Chief Joe Hall
2. Regional Chief Terry Teegee
3. Councillor Thomas Konek
4. Judith Sayers
5. Pauline Terbasket
6. Jay Johnson
7. Kathryn Teneese
8. Chief Harvey McLeod
9. Jaime Sanchez

MIRR staff: MSF; Johnathan Sas; Doug Scott; Sarah Barnes

Total: 13 (sorry previous email said 12!)

Thanks,

Connie Roberts

*Administrative Coordinator to the
Honourable Scott Fraser*

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

From: Roberts, Connie A IRR:EX
Sent: Monday, July 16, 2018 3:01 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Room booking for Ministr Fraser - July 23rd and 24th

Thanks, Danny! I just asked out DMO and there guess would be maybe 6-8 from the Commission. So would be a max of 12 people for that meeting.

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 16, 2018 2:37 PM
To: Roberts, Connie A IRR:EX
Subject: RE: Room booking for Ministr Fraser - July 23rd and 24th

Hi Connie,

Booked ☺ (for the meeting with the First Nations Gaming Commission do you have a sense of how many participants max?)

Hope you had a good weekend,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Roberts, Connie A IRR:EX
Sent: Monday, July 16, 2018 1:41 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Room booking for Ministr Fraser - July 23rd and 24th
Importance: High

Hi Danny,

Looking for the following for Minister Fraser:

Date: July 23rd
Time: 2:15 pm to 5:00 pm
Attendees: MSF; Jonathan Sas (looking for a room to make phone calls)
Total: 2

Date: July 24th
Time: 11:15 to noon (45 min.)
Group: BC Treaty Commission
Group attendees: Chief Commissioner Celeste Haldane; Mark Smith
MIRR staff: MSF; Jonathan Sas; Tom McCarthy
Total: 5

Time: 1:00-1:45 pm (45 min)
Group: First Nation Gaming Commission

Group attendees: still tbc

MIRR staff: MSF; Johnathan Sas; Rob Draeseke; Andrea Keil (FIN)

Total: still tbc depending on who is attending from the Commission

Time: 2:30 – 3:15 pm (45 min)

Group: Metlakatla First Nation

Group attendees: Chief Leighton

MIRR staff: MSF; Jonathan Sas; Mark Lofthouse

Total: 4

Thanks,

Connie Roberts

Administrative Coordinator to the

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 10:52 AM
To: Porter, Jorge PREM:EX
Subject: Fwd: Room booking for Ministr Fraser - July 23rd and 24th

Can you update the calendar for tomorrow please

Sent from my iPhone

Begin forwarded message:

From: "Roberts, Connie A IRR:EX" <Connie.Roberts@gov.bc.ca>
Date: July 23, 2018 at 10:47:23 PDT
To: "VCO Boardrooms, PREM PREM:EX" <vco.boardrooms@gov.bc.ca>
Cc: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Subject: RE: Room booking for Ministr Fraser - July 23rd and 24th

Hi Danny,

Here is an update for the FN Gaming Commission for tomorrow, July 24th, at 1:15 pm.

NEW Time: 1:15-2:00 pm (45 min)

Group: First Nation Gaming Commission

Group attendees:

1. Grand Chief Joe Hall
2. Regional Chief Terry Teegee
3. Councillor Thomas Konek
4. Judith Sayers
5. Pauline Terbasket
6. Jay Johnson
7. Kathryn Teneese
8. Chief Harvey McLeod
9. Jaime Sanchez

MIRR staff: MSF; Johnathan Sas; Doug Scott; Sarah Barnes

Total: 13 (sorry previous email said 12!)

Thanks,

Connie Roberts

Administrative Coordinator to the

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

From: Roberts, Connie A IRR:EX
Sent: Monday, July 16, 2018 3:01 PM

To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Room booking for Ministr Fraser - July 23rd and 24th

Thanks, Danny! I just asked out DMO and there guess would be maybe 6-8 from the Commission. So would be a max of 12 people for that meeting.

s.22

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

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Sent: Monday, July 16, 2018 2:37 PM
To: Roberts, Connie A IRR:EX
Subject: RE: Room booking for Ministr Fraser - July 23rd and 24th

Hi Connie,

Booked ☺ (for the meeting with the First Nations Gaming Commission do you have a sense of how many participants max?)

Hope you had a good weekend,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Roberts, Connie A IRR:EX
Sent: Monday, July 16, 2018 1:41 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Room booking for Ministr Fraser - July 23rd and 24th
Importance: High

Hi Danny,

Looking for the following for Minister Fraser:

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Time: 1:00-1:45 pm (45 min)

Group: First Nation Gaming Commission

Group attendees: still tbc

MIRR staff: MSF; Johnathan Sas; Rob Draeseke; Andrea Keil (FIN)

Total: still tbc depending on who is attending from the Commission

Time: 2:30 – 3:15 pm (45 min)

Group: Metlakatla First Nation

Group attendees: Chief Leighton

MIRR staff: MSF; Jonathan Sas; Mark Lofthouse

Total: 4

Thanks,

Connie Roberts

Administrative Coordinator to the

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 10:38 AM
To: Kingston, Charlotte PREM:EX
Subject: RE: Roundtable Assistance on the Day

Hi Charlotte,

Just to confirm you wanted to have the catering delivered after the event?(3 pm not at 1:30?)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 19, 2018 9:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Porter, Jorge PREM:EX <Jorge.Porter@gov.bc.ca>
Subject: FW: Roundtable Assistance on the Day

Hey you two,

Would it be possible for one of you to provide meeting support for the Premier's Business in BC roundtable on July 26 (1:30-3:00)?

That would just look like ensuring the catering arrives and is set up properly (should arrive at 3 and be ready for 3:15), tent cards and materials packages are printed and ready for participants, and any small support we may need (extra glasses etc).

Is one of you free at that time?

Thanks!
Charlotte

From: Oreck, Mira PREM:EX
Sent: Wednesday, July 18, 2018 1:13 PM
To: Kingston, Charlotte PREM:EX; Hagglund, Jarrett GCPE:EX
Subject: RE: Roundtable Assistance on the Day

Agreed, though it's always nice to have someone around if possible!

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 18, 2018 12:53 PM
To: Hagglund, Jarrett GCPE:EX
Cc: Oreck, Mira PREM:EX
Subject: Re: Roundtable Assistance on the Day

Hey, in my opinion we should be fine without you as we won't need tech support and the set up will be minimal. I can check with Danny and Jorge if they are able to do meetings support for that day.

Sent from my iPhone

On Jul 18, 2018, at 9:29 AM, Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca> wrote:

Hey you two,

Wanted to check in and see if you thought I would be needed on the day of the Roundtable. We have an event we need to support and^{s.22} it looks like I might need to take it on.

Wanted to check in with you two before any decision was made on our end.

Thanks!

Jarrett

Jarrett Hagglund | Manager, Event Services
Government Communications and Public Engagement
604-817-1458 | Jarrett.Hagglund@gov.bc.ca

Page 112

Withheld pursuant to/removed as

s.22

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 10:03 AM
To: Tsang, Robin FIN:EX
Subject: RE: JTT contact

Hi Robin,

The^{s.15} boardroom is currently reserved for ADM's and DM use only, to request an access card for the^{s.15} they can send an email to me with the ADM/DM's name.

A piece of Photo ID is required to pick up the access card and can be picked up from the VCO office Suite 740 – 999 Canada Place.

I hope this helps

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Monday, July 23, 2018 10:00 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: JTT contact

Thanks Danny!

Regarding the 6/F Boardroom, how do people get in there? Do you loan out access cards to them?

Thanks,
Robin

From: Loubert, Danny PREM:EX
Sent: July 23, 2018 9:56 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: JTT contact

Good Morning Robin,

Depends on the request.

If it's for the LAN room it would be Dianne Anderson
For Boardroom requests I would send them to ITIA.Boardroom.Bookings@gov.bc.ca

Hope this helps,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: Tsang, Robin FIN:EX
Sent: Monday, July 23, 2018 9:54 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: JTT contact

Morning Danny:

A quick question, who is the contact person for next door Room 730?

Thanks,
Robin

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 23, 2018 8:38 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Jorge Porter Time sheet
Attachments: Scan_20180723.pdf

Hi Dawn-Lynn,

I apologise if I have not sent earlier please find the time sheet for Jorge Porter July 8-July 21st.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Friday, July 20, 2018 3:03 PM
To: Garnier, Jack LBR:EX
Subject: RE: Tuesday July 24

Hi Jack,

We have booked a space for the Minister to take his meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Garnier, Jack LBR:EX
Sent: Thursday, July 19, 2018 11:05 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Tuesday July 24

Hi,

Would there be any rooms for **July 24th between 9:30-11, for Minister Bains**. It would be for **around 6 people**.

Attendees will be:

Trevor Hughes
Michael Cheevers
Tracy Campbell
John Blakely
Danine Leduc (maybe)
Karen Cooling (maybe)

Thanks,

Jack

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Friday, July 20, 2018 3:02 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: ROOM BOOKING - Shane Simpson July 23

Hi Val,

We have booked a space for the Minister.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: McKnight, Valerie SDPR:EX
Sent: Friday, July 20, 2018 2:41 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: ROOM BOOKING - Shane Simpson July 23

Hello,

Can I please book a space for Minister Simpson and Jayne Ducker to participate in a conference call Monday?

July 23 – 4:00pm-4:30pm Conference Call
MSS
Jayne Ducker

Thanks

Val

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Friday, July 20, 2018 2:59 PM
To: Nanninga, Tanera AG:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: AG Meetings July 23

Hi Tanera,

We have booked space for the AG to take his meetings,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Friday, July 20, 2018 2:08 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: AG Meetings July 23

Good afternoon,

Just wondering if there is room for the following meetings on Monday the 23rd.

8:30am-12:00pm
Staff Briefings via CC
2 Attendees: AG, EA Sam Scott

1:00pm-2:00pm
Meeting with Doug White
3 Attendees: AG, Sam Scott, Doug White

2:00pm-2:30pm
Meeting with 2 registered psychologists
4 attendees: AG, Sam Scott, Dr. Ursula Wild, and Dr. Izabela Schultz

2:30pm-3:00pm
Meeting with grade 12 student and mentor
4 Attendees: AG, Sam Scott, Roy He, De Whalen

3:00-4:00
Staff Briefings
2 Attendees: AG and Sam Scott

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 12:01 PM
To: Gossen, Kelly L JTT:EX
Subject: RE: Access to boardroom

Thanks Kelly,

I'm glad everything went well. Anytime this afternoon is good 😊

Happy Friday!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gossen, Kelly L JTT:EX
Sent: Friday, July 20, 2018 9:33 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Access to boardroom

Thanks Danny – all worked out well. Let me know when it's a good time to return the access pass.

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 4:34 PM
To: Gossen, Kelly L JTT:EX
Cc: Ahn, Minah JTT:EX
Subject: RE: Access to boardroom

Hi Kelly,

I left you a space access card just in case I am unable to get in right away. The door to the Executive Boardroom should be open if not please use the access card to get through the door (as not to set off the alarm). If you have any problems give me a call on my cell s.17

See you in the morning!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gossen, Kelly L JTT:EX
Sent: Thursday, July 19, 2018 3:01 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Access to boardroom

Thanks Danny – I have caterers arriving at 8:00 am. See you then.

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 11:38 AM
To: Gossen, Kelly L JTT:EX
Cc: Ahn, Minah JTT:EX
Subject: RE: Access to boardroom

Good Morning Kelly,

I'll be here tomorrow morning to let you in 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gossen, Kelly L JTT:EX
Sent: Thursday, July 19, 2018 11:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Ahn, Minah JTT:EX <Minah.Ahn@gov.bc.ca>
Subject: Access to boardroom

Hey Danny

I have caterers coming tomorrow at 8:00 am – can I get the access card today so I can let them in at 8:00 am tomorrow?
Kelly

Kelly Gossen
Mission and Events Officer
International Missions and Corporate Events
Ministry of Jobs, Trade and Technology
Suite 730 – 999 Canada Place | Vancouver, British Columbia | CANADA V6C 3E1
Tel: 604.660.6815 | Mobile: 604.374.3941 | Fax: 604.775.2197 | Website: www.gov.bc.ca

www.britishcolumbia.ca | [@BCTradeInvest](#) | [LinkedIn](#) | [YouTube](#)



Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 11:45 AM
To: Chapotelle, Jacqueline TRAN:EX
Cc: Waters, Leah TRAN:EX
Subject: RE: Updated MO Staff List and Distribution lists.

Thank you Jacqueline,

And Welcome Leah!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Chapotelle, Jacqueline TRAN:EX
Sent: Friday, July 20, 2018 11:28 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>
Subject: RE: Updated MO Staff List and Distribution lists.

Hello Danny,

I hope you are well. Please note that Leah Waters is the new AC in our office, and s.22 is no longer with the Minister's Office.

Kindly,

Jacqueline Chapotelle
Administrative Assistant to the Honourable Claire Trevena
Minister of Transportation and Infrastructure
PO BOX 9055 Stn Prov Govt – Legislative Buildings Victoria BC V8V 1X4
P: 250.387.1978 | E: Jacqueline.Chapotelle@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Waters, Leah TRAN:EX
Sent: Friday, July 20, 2018 10:51 AM
To: Chapotelle, Jacqueline TRAN:EX
Subject: FW: Updated MO Staff List and Distribution lists.
Importance: High

FYI



Leah Waters

Administrative Coordinator to the
Honourable Claire Trevena
Minister of Transportation and Infrastructure
Direct: 250 953 4848
Main: 250 387 1978
Email: Leah.Waters@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

With s.22 departure I have assumed the duty of updating the distribution and staff lists for the Minister's offices. To ensure we continue to have accurate lists, please send any staffing changes to me and I will ensure the list is updated.

Please find attached a copy of the most recently distributed list and if there are changes please have them back to me by no later than Tuesday July 26th.

Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 11:38 AM
To: Wilson, Cherie MCF:EX
Subject: RE: Updated MO Staff List and Distribution lists.

Thanks Cherie!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Friday, July 20, 2018 11:17 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Updated MO Staff List and Distribution lists.

Hey Danny!

There are a few changes in Child Care office.

Niki Sharma is now Senior Ministerial Assistant
Cell number: s.17
Her office number is 250-356-5767

Jasleen Arora is Ministerial Assistant
Cell s.17
Office: 250-356-5703

Cherie Wilson is Administrative Assistant
Main Office Line : 250-356-5781
Cell Phone: s.17

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

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Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 11:23 AM
To: Duncan, Kate EMPR:EX
Subject: RE: Updated MO Staff List and Distribution lists.

Thanks for the update Kate!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Duncan, Kate EMPR:EX
Sent: Friday, July 20, 2018 10:57 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Updated MO Staff List and Distribution lists.

Hello Danny,

Energy, Mines and Petroleum Resources has had some changes.

AA: Lisa Pommelet

Our MA is longer James McNish, he is now with Jobs, Trade and Technology. Our new MA is Scott Andrews and his mobile is^{s.17}. Rob Hill is still our EA but he will be leaving us in the near future.

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall
Minister of Energy Mines and Petroleum Resources
T: 250-387-2201
E: kate.duncan@gov.bc.ca

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From: Loubert, Danny PREM:EX
Sent: July 20, 2018 10:50 AM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

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Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 11:22 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Changes from MMHA - Updated MO Staff List and Distribution lists.

Thanks Sarah!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Friday, July 20, 2018 10:55 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Changes from MMHA - Updated MO Staff List and Distribution lists.

Hello there Danny – Thank you for your email.

My changes for our office = MMHA have been updated in Red.

Thank you and have a lovely weekend.

Sarah

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

With s.22 departure I have assumed the duty of updating the distribution and staff lists for the Minister's offices. To ensure we continue to have accurate lists, please send any staffing changes to me and I will ensure the list is updated.

Please find attached a copy of the most recently distributed list and if there are changes please have them back to me by no later than Tuesday July 26th.

Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 11:07 AM
To: Reid, Heidi FIN:EX
Subject: RE: Updated MO Staff List and Distribution lists.

Thanks Heidi!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Reid, Heidi FIN:EX
Sent: Friday, July 20, 2018 10:56 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Updated MO Staff List and Distribution lists.

Thanks Danny,

As of July 31st Kim Manton will no longer be the EA...new one in the midst of interviews and will let you know when we have one ☺

Kim is going over to Gov't Caucus as the new Manager of Outreach.

Just fyi, Molly Henry will be her stand in until we hire another EA.

Heidi ☺

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators
Subject: Updated MO Staff List and Distribution lists.
Importance: High

Good Morning my fellow Admin Coordinators,

Withs.22 departure I have assumed the duty of updating the distribution and staff lists for the Minister's offices. To ensure we continue to have accurate lists, please send any staffing changes to me and I will ensure the list is updated.

Please find attached a copy of the most recently distributed list and if there are changes please have them back to me by no later than Tuesday July 26th.

Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:50 AM
To: LP Administrative Coordinators
Subject: Updated MO Staff List and Distribution lists.
Attachments: MO Staff List - April 17 2018.docx

Importance: High

Good Morning my fellow Admin Coordinators,

With ^{s.22} departure I have assumed the duty of updating the distribution and staff lists for the Minister's offices. To ensure we continue to have accurate lists, please send any staffing changes to me and I will ensure the list is updated.

Please find attached a copy of the most recently distributed list and if there are changes please have them back to me by no later than Tuesday July 26th.

Thank you everyone and have a wonderful weekend.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:20 AM
To: Giuliano, Angela LASS:EX
Subject: RE: Updated Contact List

Good Morning Angela,

I am in the process of being granted access to make the changes for the listed distribution lists:

LP Support Staff (Administrative Assistants)
LP Administrative Coordinators (Administrative Coordinators)

I hope to have an updated List for each of the minister office by early next week. If you know of any changes that need to be made please let me know and I will have the lists updated.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Giuliano, Angela [<mailto:Angela.Giuliano@leg.bc.ca>]
Sent: Friday, July 20, 2018 9:36 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Updated Contact List
Importance: High

Hi Danny,

Further to Debbie's response below – can you please send me the latest group email address for (or are these listed in Global address on outlook?) – the one I was using was not updated and some admin staff in MINs offices did not receive my emails:

- *Administrative Coordinators
- *Administrative Assistants (working in Minister's offices)

Much appreciated!
Angela

Angela Giuliano | Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus
T: 250-387-1083 | F: 250-387-4680
angela.giuliano@leg.bc.ca | www.bcnepcaucus.ca

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Tuesday, July 17, 2018 12:21 PM
To: Giuliano, Angela <Angela.Giuliano@leg.bc.ca>
Cc: Scambler, Teresa <Teresa.Scambler@leg.bc.ca>
Subject: RE: Updated Contact List

Hi Angela;

s.22

Layne is going to be giving Danny Loubert, who works out of VCO, the permissions to update and send this distribution list. I do not have access to it, however I have asked Layne to touch base with Danny.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Giuliano, Angela [<mailto:Angela.Giuliano@leg.bc.ca>]
Sent: Tuesday, July 17, 2018 10:09 AM
To: Wade, Debbie PREM:EX
Cc: Scambler, Teresa LASS:EX
Subject: FW: Updated Contact List

Hi Debbie!

Hope all is well with you. Can you please send myself and Teresa the latest MO Staff list? I've attached the last one I received.

Thank you!
Angela

From: Clark, Layne PREM:EX [<mailto:Layne.Clark@gov.bc.ca>]
Sent: Friday, May 25, 2018 1:26 PM
To: LP Executive Assistants <LPEAS@Victoria1.gov.bc.ca>; LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Subject: Updated Contact List

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 20, 2018 10:13 AM
To: Roberts, Connie A IRR:EX
Subject: RE: Here you go!

Thanks Connie!

s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Roberts, Connie A IRR:EX
Sent: Friday, July 20, 2018 10:09 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Here you go!
Importance: High

I also updated the SG's office with Charlotte Hunt as Acting AC.

Maybe send this list to all the AC's and get them to check it over and send you any changes needed! 😊

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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 3:48 PM
To: Wade, Debbie PREM:EX
Subject: FW: Updated Contact List
Attachments: MO Staff List - April 17 2018.docx

Hi Debbie here you go 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Robb, Amanda JTT:EX
Sent: Tuesday, July 17, 2018 12:33 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Updated Contact List

Hi Debbie and Danny,

Couple updates/corrections on this list for JTT and TRD.

JTT:
Our main number is 250-356-2771 (the number you have listed 250-352-7257 is for an unassigned phone/desk in our office)
AA: Hailey Walters
MA: James McNish ^{s.22} last day is today)

TRD:
AA: Ilene Duguay
MA: Stephanie Chang ^{s.22} last day is July 27th). We will have Stephanie's new cell # later today – stand by.

Thanks 😊

Amanda Robb

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

Administrative Coordinator to the Honourable George Chow
Minister of State for Trade

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Clark, Layne PREM:EX
Sent: Wednesday, April 18, 2018 9:15 AM
To: LP Administrative Coordinators
Cc: Wade, Debbie MMHA:EX
Subject: Updated Contact List

Hi Everyone,

Quick note to let you know that Jasleen Arora will be the new MA for the Minister of State for Childcare, and Samantha Scott will be transitioning into the EA for the Attorney General. If you have any questions, do not hesitate to reach out to me. Attached is an updated contact list.

Also, Debbie Wade has officially started in the Premier's Office and will be the Executive Coordinator for the Chief of Staff. She's available to support and coordinate AC's and AA's as well. Looking forward to having her be part of the team!

Thanks everyone!

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 3:36 PM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Booking - Monday July 23, 2018

Thank you Charlotte!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Thursday, July 19, 2018 3:17 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Meeting Room Booking - Monday July 23, 2018

Hi Danny,

Thank you for checking in.

The Attendees are:

MMF

Becky Denlinger

Nimmi Takkar

Talea Pecora

Ann English

Tony Chong

Liam Lawson may be calling in.

Thanks kindly,

Charlotte

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 11:08 AM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Booking - Monday July 23, 2018

Hi Charlotte,

Just wanted to follow up on this, have you been able to confirm the list of attendees?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:42 AM
To: Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>
Subject: RE: Meeting Room Booking - Monday July 23, 2018

Good Morning Charlotte,

I hope you had a pleasant weekend!

We have put a room aside for the Minister pending the full list of attendees,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Friday, July 6, 2018 9:20 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Meeting Room Booking - Monday July 23, 2018

My apologies VCO,

Please disregard my message below.

We will need a meeting room for Monday July 23rd at 9:30-10:00, for approximately 6-8 people.

I will send you a list of attendees closer to the date.

Thanks kindly,



Charlotte Hunt
Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178

From: Hunt, Charlotte PSSG:EX
Sent: Thursday, July 5, 2018 7:16 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Meeting Room Booking - Monday July 24, 2018

Hello VCO,

We will require a meeting room for Monday July 24 at 9:30-10:30.

I will send you a list of Attendees closer to the date.

Thanks kindly,



Charlotte Hunt

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 2:39 PM
To: 'Neria Espenilla'
Subject: RE: lights

Thanks Ria,

That works 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Neria Espenilla [mailto:neriae@opwtc.ca]
Sent: Thursday, July 19, 2018 2:36 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: lights

Hello Danny,

FYI – Our building electrician will be in your office on Monday morning between 8:30AM – 9:00AM to change the ballasts. Kashmir will be coming in with the electrician.

Thank you.

Kind regards,

Ria Espenilla
Executive Administrative Asst. | Ocean Pacific Management Ltd.

515 - 999 Canada Place, Vancouver, B.C. V6C 3E1 | Phone (604) 682-7391 | Fax (604) 682-5359
www.ophotelgroup.com



Please consider the environment before printing this e-mail.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 1:54 PM
To: Oreck, Mira PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Hi Mira,

Here is your confirmation for your flight at 5:30

I will add it to your calendar.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, July 19, 2018 1:47 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
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.17
	Name	Mira Oreck
	Company	Government Of Bc

Booking s.22

Thursday, July 19, 2018	Invoice s.17
	FARE-YWH-Full_Summer - 2018 \$219.05

728	+ GST	\$10.95
17:30 Victoria Harbour		
18:05 Vancouver Harbour	Billing	\$219.05
	Taxes	\$10.95
35 minutes	Grand Total	\$230.00
Confirmed	Fully Changeable / Refundable up to 5pm the day prior to departure.	
1 Passengers - Off-Peak	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel. Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)	
Mira Oreck, Female		
<u>Add to Calendar</u>		

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 (7 days maximum) is included with tickets purchased 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

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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.

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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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 11:55 AM
To: Geary, Vanessa PREM:EX
Subject: RE: thanks!

Thanks Vanessa,

s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Wednesday, July 18, 2018 7:07 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: thanks!

Thanks for holding things down over the next couple of days. Dishwasher in kitchen is unloaded – one off boardroom not full so didn't unload.

Chantille will give you a break when needed. And feel free to close things up early if no one around on Friday.

I will be checking email from time to time, so if something comes up, be in touch.

Have a good weekend!

V

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | M: 604-619-0513
E: vanessa.geary@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 11:28 AM
To: 'Jenney Luong'
Subject: RE: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Thanks Jenney,

How much extra would it be to add coffee and tea as well? (we would want the milk and cream in insulated carafes)

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jenney Luong [mailto:jenneyl@lazygourmet.ca]
Sent: Thursday, July 19, 2018 10:22 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Hi Danny,

Thanks for your call today.
Attached is your revised proposal with the changes you had requested.

Cheers,
Jenney Luong, *Events Manager, Corporate and Special Event Sales*

Imagine . Taste . Enjoy
The Lazy Gourmet

1605 West 5th Ave, Vancouver, BC V6J 1N5
Tel: 604-734-2507 / Fax: 604-734-5877
www.lazygourmet.ca
Celebrating over 35 years of Exquisite Hospitality and West Coast Style

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 10:56 AM
To: Oreck, Mira PREM:EX
Subject: RE: flights

Sorry Mira.

I just sent you your confirmation for the noon flight, I have not yet heard about flights returning this afternoon evening as of yet.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Oreck, Mira PREM:EX
Sent: Thursday, July 19, 2018 10:52 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: flights

Hi Danny

I'm just checking in on my flights. I don't have a confirmation email for a 12pm today (but I'll be there!). Any word on the flight home?

Tx

Mira Oreck, Director of Stakeholder Relations
Office of the Premier
#740 – 999 Canada Place
Vancouver, BC
604 839 1967

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 10:40 AM
To: Kingston, Charlotte PREM:EX
Subject: FW: Catering quote from The Lazy Gourmet | 176021 Catering Proposal
Attachments: 176021-Vancouver_Cabinet_Office.pdf; ATT00001.htm

For your consideration

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jenney Luong [mailto:jenneyl@lazygourmet.ca]
Sent: Thursday, July 19, 2018 10:22 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Catering quote from The Lazy Gourmet | 176021 Catering Proposal

Hi Danny,

Thanks for your call today.
Attached is your revised proposal with the changes you had requested.

Cheers,
Jenney Luong, *Events Manager, Corporate and Special Event Sales*

Imagine . Taste . Enjoy
The Lazy Gourmet

1605 West 5th Ave, Vancouver, BC V6J 1N5
Tel: 604-734-2507 / Fax: 604-734-5877
www.lazygourmet.ca
Celebrating over 35 years of Exquisite Hospitality and West Coast Style

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 19, 2018 10:39 AM
To: Frampton, Caelie ENV:EX; Neilson, Kirsten ENV:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Room Booking - July 23

Thanks Caelie and Kirsten 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Frampton, Caelie ENV:EX
Sent: Thursday, July 19, 2018 10:39 AM
To: Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room Booking - July 23

It's Jesse McCormick from the federal government and Mikaela. (Sorry no last name)

From: Neilson, Kirsten ENV:EX
Sent: Thursday, July 19, 2018 10:38 AM
To: VCO Boardrooms, PREM PREM:EX
Cc: Frampton, Caelie ENV:EX
Subject: RE: Room Booking - July 23

Hi Danny,

She is expecting 3 guests.

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 19, 2018 10:33 AM
To: Neilson, Kirsten ENV:EX
Subject: RE: Room Booking - July 23

Hi Kirsten,

I don't see a problem with this, how many guests does Caelie expect to join her?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Neilson, Kirsten ENV:EX
Sent: Thursday, July 19, 2018 10:16 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: Room Booking - July 23

Hello,

Could we please book a room for our MA Caelie Frampton to host a meeting on Monday, July 23 from 1-2 pm? Attendees TBC.

Best Regards,

Kirsten Neilson

Administrative Coordinator to the **Honourable George Heyman**

Minister of Environment and Climate Change Strategy

Office: 250-387-3069 Mobile: 250-893-1647



Please consider the environment before printing this email.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 9:54 AM
To: Bain, Don PREM:EX
Subject: RE: Seafood Alliance - proposed meeting times

Done 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Bain, Don PREM:EX
Sent: Thursday, July 19, 2018 9:48 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Seafood Alliance - proposed meeting times

Can I book Boardroom 3?

From: Rob Nagai [<mailto:rob@nagai.ca>]
Sent: Thursday, July 19, 2018 9:45 AM
To: Bain, Don PREM:EX
Subject: Re: Seafood Alliance - proposed meeting times

Hi Don,

Great!

Confirm 10am for next Friday with Christine Burrridge and Chris Sporer of the Seafood Alliance.

Thank you for fitting this in to your schedule.

Rob Nagai
M. 604-803-0628
rob@nagai.ca

On Jul 18, 2018, at 1:27 PM, Bain, Don PREM:EX <Don.Bain@gov.bc.ca> wrote:

Hello Rob,

As per our phone conversation yesterday, I am available next Thursday and Friday mornings after 9:30 am to 12:30 pm for a one-hour meet and greet.

Don Bain | Special Advisor
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1675 | E: don.bain@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 19, 2018 9:27 AM
To: Geary, Vanessa PREM:EX
Subject: LOUBERTD s.17 03JUN18 - For Approval
Attachments: BEA PREM05041820180718.pdf; Copy of LOUBERTD s.17 03JUN18.xlsx; LOUBERTD s.17 03JUN18 - RECEIPTS.PDF; FY1819 VCO Refreshment BEA.PDF

Hi Vanessa,

Please find my June Pcard Statement, Reconciliation and supporting BEA's and receipts for approval.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

Subject: Canceled: PS Dean
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-07-19 3:00 PM
End: Thu 2018-07-19 4:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

Booked for PS Dean

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 2:52 PM
To: DeLarge, Lorne CITZ:EX
Subject: RE: Access Cards - Suite^{s.1} - 999 Canada Place

Hi Lorne,

Please stop by the VCO office and we can go have a look at the space. I will be in by 830 am.

See you Friday,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: DeLarge, Lorne CITZ:EX
Sent: Wednesday, July 18, 2018 2:38 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Access Cards - Suite^{s.15} - 999 Canada Place

Thanks for assistance. In preparing for this next launch,. I wanted to re-review the suite to see if it still configured the same and anything needed prior to launch. I will be in Vancouver Friday – is it possible that I stop by first thing in the morning and you and I can do a walk through?

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management | Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
| PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 9:34 AM
To: DeLarge, Lorne CITZ:EX
Subject: RE: Access Cards - Suite^{s.15} - 999 Canada Place

Good Morning Lorne,

- 1) We will have the card for Sunny ready for Friday, please have them bring a piece of ID with them when they pick it up.
- 2) I'm very glad to hear, I think this is a wonderful idea and look forward to contributing to the project.

I hope you have a wonderful day,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: DeLarge, Lorne CITZ:EX
Sent: Tuesday, July 17, 2018 4:48 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Access Cards - Suite s.15 - 999 Canada Place
Importance: High

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management | Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
| PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

Hi Danny – 2 things:

1. Sunny Dhaliwall ADM is there on Friday. I think there is a card arranged for him, but he has not come by. Can you confirm you have a card for him to pick up?
2. We now have approval to proceed with issuing cards to ADM. Our DM spoke with the DM to the Premier and it was announced at a DM meeting. We are working on a communication to DMs as well as a process to make it easy to request and pick up for both them and your office. We can do up a draft but will need you input on the process part. Once we have the draft created we will be in touch for your feedback.

Lorne

From: DeLarge, Lorne CITZ:EX
Sent: Monday, May 7, 2018 3:53 PM
To: Loubert, Danny PREM:EX
Subject: RE: Access Cards - Suite 630 - 999 Canada Place

Hi Danny – 2 individuals are both from Citizen's Services:
Jill Kott – DM
Bobbi Sadler – ADM

Yes to after hours.
We will let them know about where to get the cards from.

Thanks for your assistance.

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management | Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
| PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: Loubert, Danny PREM:EX
Sent: Monday, May 7, 2018 3:51 PM
To: DeLarge, Lorne CITZ:EX
Subject: RE: Access Cards - Suite 630 - 999 Canada Place

Thank you Lorne for your phone call.

Can you please send along the names for the access cards and I would be happy to process this request?

Would after hour access to the building be required? (this takes 24-48 hours to complete)

When it comes time to collect the cards please have them come to Suite 740-999 Canada Place with a Piece of ID.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: DeLarge, Lorne CITZ:EX
Sent: Monday, May 7, 2018 3:38 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Access Cards - Suite 630 - 999 Canada Place

Hi Danny – we have had a request to open it up to ADMs as well. We are currently writing a decision note to this effect. Our group was the one that set up the space, created the materials for usage and set the initial parameters for access. Back then it was kept it to a senior level until we could understand the use and demand for the space. I would like to discuss thoughts on allowing ADMs accessing the space. Do you have time for a quick call?

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management | Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
| PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: Loubert, Danny PREM:EX
Sent: Monday, May 7, 2018 3:32 PM
To: Angell, Heather CITZ:EX
Cc: DeLarge, Lorne CITZ:EX; Hammond, John G CITZ:EX
Subject: RE: Access Cards - Suite 630 - 999 Canada Place

Hello Heather,

I hope you are doing well and thank you for your email.

At this time access to suite s.15 is limited to the Deputy Minister level.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Angell, Heather CITZ:EX
Sent: Monday, May 7, 2018 3:23 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: DeLarge, Lorne CITZ:EX <Lorne.DeLarge@gov.bc.ca>; Hammond, John G CITZ:EX <John.Hammond@gov.bc.ca>
Subject: FW: Access Cards - Suite 630 - 999 Canada Place

Sorry Danny, this went to your old email address. Please see below

Heather Angell | Project Administrator | Real Property Division | Ministry of Citizens' Services
Ph: 604 660 3119 | **e:** Heather.Angell@gov.bc.ca | **m:** 700 – 865 Hornby Street, Vancouver BC V6Z 2G5



Real Property
Division

From: Angell, Heather CITZ:EX
Sent: Monday, May 7, 2018 3:21 PM
To: 'Loubert, Danny MIT:EX'
Cc: DeLarge, Lorne CITZ:EX; Hammond, John G CITZ:EX
Subject: Access Cards - Suite 630 - 999 Canada Place

Good Afternoon Danny

Our ADM, Sunny Dhaliwal has requested 3 access cards/passess for the drop-in space located at #630 – 999 Canada Place. Would you be able to assist me with this request or let me know what the process is. I have also left you a voicemail. Thanks, much appreciated.

Heather Angell | Project Administrator | Real Property Division | Ministry of Citizens' Services
Ph: 604 660 3119 | **e:** Heather.Angell@gov.bc.ca | **m:** 700 – 865 Hornby Street, Vancouver BC V6Z 2G5



Real Property
Division

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 1:36 PM
To: Viaud, Chantille PREM:EX
Subject: FW: Done arrive to Chantille tomorrow Back loading Frame for Proclamation Info

FYI

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Driesen, Jacqueline CITZ:EX
Sent: Wednesday, July 18, 2018 1:19 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Done arrive to Chantille tomorrow Back loading Frame for Proclamation Info

Hi Danny,

Happy Wednesday!! The Back loading Proclamations are done and shipped out today to Chantille and should arrive to her tomorrow.

Thank you and have a great afternoon,

Cheers,

Jacquie

From: Loubert, Danny PREM:EX
Sent: Friday, June 29, 2018 9:30 AM
To: Driesen, Jacqueline CITZ:EX
Subject: RE: Back loading Frame for Proclamation Info May 31

Hi Jacquie,

We would like to proceed with options 2 (Mahogany matte) with A) (Aged Oak) frames with removable backs for the 10x16 proclamations. We would like to order 5 of these frames for delivery to our office:

Attn: Chantille Viaud
Vancouver Cabinet Office
Suite 740 – 999 Canada Place
Vancouver, BC V6C 3E1

<u>Account coding:</u>	s.17
Ministry / client Number:	004
Responsibility:	34364
Service line:	34410
STOB:	6509
Project:	3600000

Please let me know if there is anything you need for this order.

I hope you have a great weekend!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Driesen, Jacqueline CITZ:EX
Sent: Thursday, May 31, 2018 8:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Back loading Frame for Proclamation Info May 31

Hi Danny ,

The answer is Yes, the framer can make the Proclamation frames all ready to use.

You will need tape and a small screw driver in order to open and then close the back for the frame

Size: Proclamation size certificate 10" x 16"?

The **most** popular and standard Proclamation choices, are a

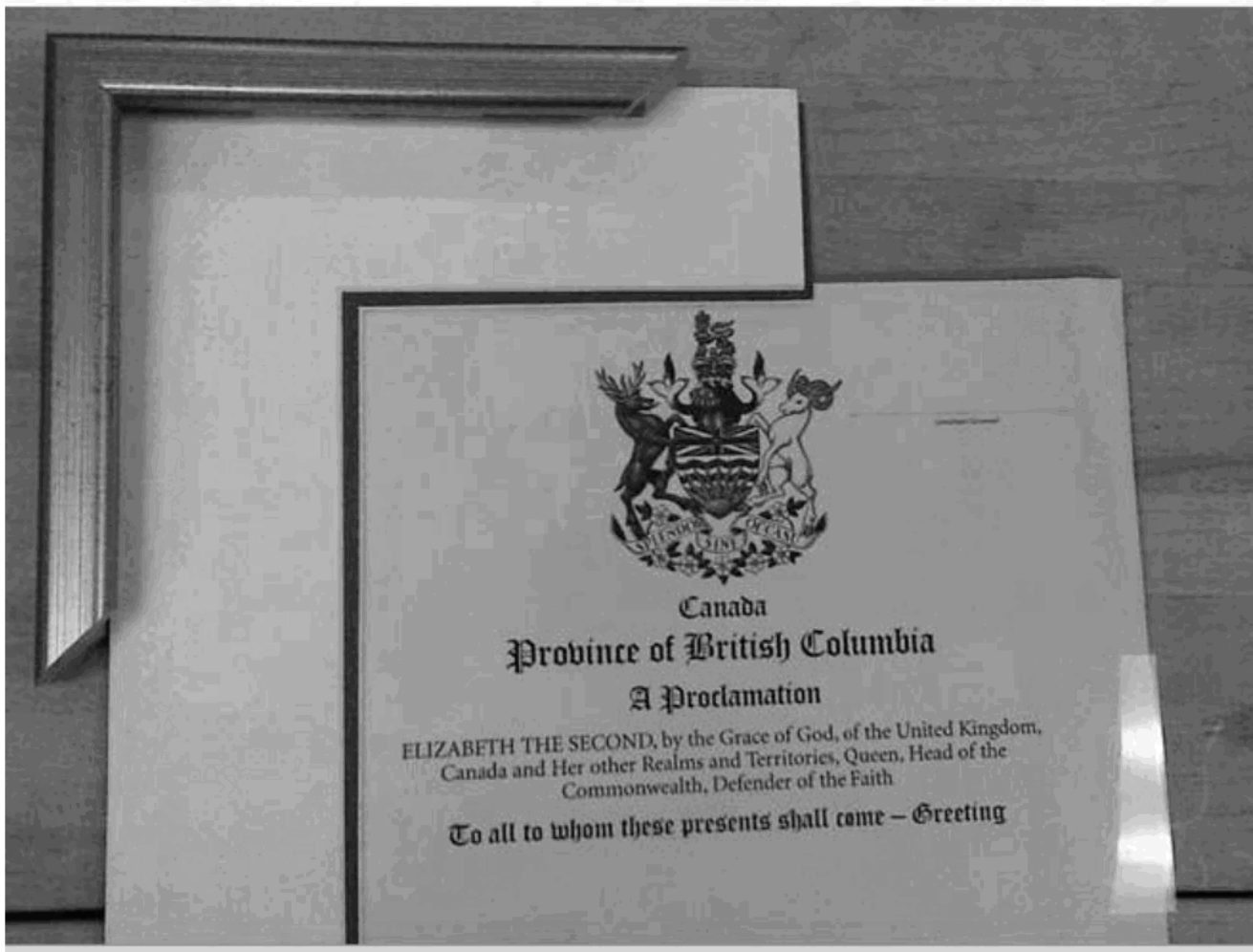
- 1) Plain Gold frame** with double mats; with antique white and inner matting either A) inner Aged Oak or B) inner Gold ,
- 2) or a Mahogany matte** finish frame with double mats; with antique white matting and inner matting A) Aged Oak or B) Gold, as featured on the OICs below.
- 3) A plain black frame** with the same specifications

Price for this is \$140.00 each

Please see the specifications below:

- Custom frame of certificate" 10" x 16"
- finished size about 17" x 21"
- all assembly and labour
- delivery to your office

1) Plain Gold frame with antique white and Aged oak inner matting



2) Mahogany frame with antique white and Aged oak inner matting



To order Custom framing:, I would just require the **choice of frame (Gold/ Mahogany or Black)** and your **choice of inner matting** and your account coding **below in red**.

Timeline: Currently framing is taking 10 working days.

Account coding: **Customer number (or ship to address:):**
Ministry / client Number:

Responsibility:
Service line:
STOB:
Project:

Please do let me know your framing choice, and kindly **supply all the account coding** and I will get on this for you,

Kindest Regards,

Jacquie

Jacquie Driesen

Protocol and Recognition Administrator/ Queen's Printer Protocol and Recognition / Shared Services BC

Ph: 250 356-6183/ **fax:** 250 387-1120 / **e:** Jacqueline.Driesen@gov.bc.ca/ **m.** 3rd floor, 563 Superior Street, Victoria BC V8V 1T7



Website: www.dcv.gov.bc.ca/Product/Listing/4242 Giftware ***Products right to your desk!!***

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 1:31 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: \$.22

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 1:28 PM
To: Driesen, Jacqueline CITZ:EX
Subject: RE: Done arrive to Chantille tomorrow Back loading Frame for Proclamation Info

Hi Jacquie,

Thank you and Happy Wednesday!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Driesen, Jacqueline CITZ:EX
Sent: Wednesday, July 18, 2018 1:19 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Done arrive to Chantille tomorrow Back loading Frame for Proclamation Info

Hi Danny,

Happy Wednesday!! The Back loading Proclamations are done and shipped out today to Chantille and should arrive to her tomorrow.

Thank you and have a great afternoon,

Cheers,

Jacquie

From: Loubert, Danny PREM:EX
Sent: Friday, June 29, 2018 9:30 AM
To: Driesen, Jacqueline CITZ:EX
Subject: RE: Back loading Frame for Proclamation Info May 31

Hi Jacquie,

We would like to proceed with options 2 (Mahogany matte) with A) (Aged Oak) frames with removable backs for the 10x16 proclamations. We would like to order 5 of these frames for delivery to our office:

Attn: Chantille Viaud
Vancouver Cabinet Office
Suite 740 – 999 Canada Place
Vancouver, BC V6C 3E1

Account coding: s.17
Ministry / client Number: 004
Responsibility: 34364
Service line: 34410

STOB: 6509
Project: 3600000

Please let me know if there is anything you need for this order.

I hope you have a great weekend!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Driesen, Jacqueline CITZ:EX
Sent: Thursday, May 31, 2018 8:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Back loading Frame for Proclamation Info May 31

Hi Danny ,

The answer is Yes, the framer can make the Proclamation frames all ready to use.

You will need tape and a small screw driver in order to open and then close the back for the frame

Size: Proclamation size certificate 10" x 16"?

The **most** popular and standard Proclamation choices, are a

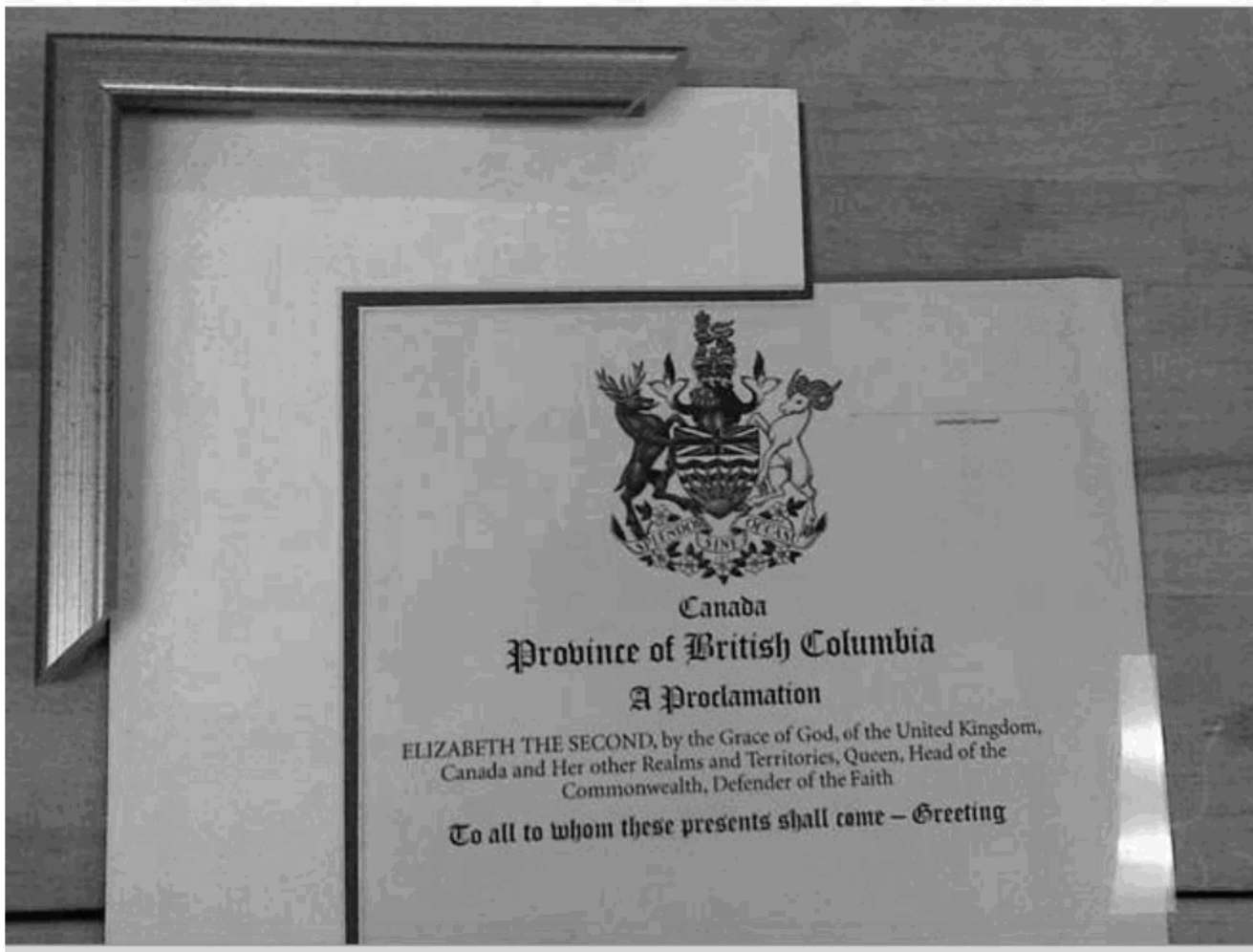
- 1) Plain Gold frame** with double mats; with antique white and inner matting either A) inner Aged Oak or B) inner Gold ,
- 2) or a Mahogany matte** finish frame with double mats; with antique white matting and inner matting A) Aged Oak or B) Gold, as featured on the OICs below.
- 3) A plain black frame** with the same specifications

Price for this is \$140.00 each

Please see the specifications below:

- Custom frame of certificate" 10" x 16"
- finished size about 17" x 21"
- all assembly and labour
- delivery to your office

1) Plain Gold frame with antique white and Aged oak inner matting



2) Mahogany frame with antique white and Aged oak inner matting



To order Custom framing:, I would just require the **choice of frame (Gold/ Mahogany or Black)** and your **choice of inner matting** and your account coding **below in red**.

Timeline: Currently framing is taking 10 working days.

Account coding: **Customer number (or ship to address:):**
Ministry / client Number:

Responsibility:
Service line:
STOB:
Project:

Please do let me know your framing choice, and kindly **supply all the account coding** and I will get on this for you,

Kindest Regards,

Jacquie

Jacquie Driesen

Protocol and Recognition Administrator/ Queen's Printer Protocol and Recognition / Shared Services BC

Ph: 250 356-6183/ **fax:** 250 387-1120 / **e:** Jacqueline.Driesen@gov.bc.ca/ **m.** 3rd floor, 563 Superior Street, Victoria BC V8V 1T7



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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 11:51 AM
To: Eidsness, Greg JTT:EX; Ahn, Minah JTT:EX
Subject: RE: Premier Boardroom

Thanks Greg,

We have booked the Executive Boardroom for this event. (if you would like the Cabinet Boardroom please let me know)
Please forward a list of attendees when it becomes available.

I can be here for 815 to let you in.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Eidsness, Greg JTT:EX
Sent: Wednesday, July 18, 2018 11:46 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Ahn, Minah JTT:EX <Minah.Ahn@gov.bc.ca>
Subject: RE: Premier Boardroom

Hi Danny,

There are 12 people attending. We have a continental breakfast being delivered.

The breakfast starts at 830am, so we'd like to make sure the room is ready by 815am. No other set up required.

Thanks,

Greg

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 11:44 AM
To: Ahn, Minah JTT:EX
Cc: Eidsness, Greg JTT:EX
Subject: RE: Premier Boardroom

Good Morning Minah,

I'm removing Maria as she has moved onto GCPE.

I would be happy to look into this request for you. How many guests are you expecting? And would there need to be set up before hand? If so what time would you be looking to get into the boardroom. Please note that our normal office hours are 8:30-5pm.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Ahn, Minah JTT:EX
Sent: Wednesday, July 18, 2018 11:40 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Eidsness, Greg JTT:EX <Greg.Eidsness@gov.bc.ca>
Subject: Premier Boardroom

Hello,

The BC Innovation Commissioner, Alan Winter, is having a US Tech Delegation Breakfast this Friday July 20, 2018 from 8.15-9.15am. We are wondering if the Premier Boardroom would be available for this event. Thank you very much.

Kind regards,

Minah Ahn

Program Assistant

International Business Development – International Markets

Ministry of Jobs, Trade and Technology

Suite 730 – 999 Canada Place

Vancouver, British Columbia

Canada V6C 3E1

T: 778 609.2098

F: 604 775.2197



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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 11:13 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Travel Authorization for Geoff to sign - Don Bain Ottawa June 10th-12th
Attachments: E129042 - Travel Authorization Don Bain.pdf

Hi Elizabeth,

Can you please have Geoff review and sign Don's Travel Authorization and forward to Saija after?

Thanks again!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 11:10 AM
To: JTT IBD Boardroom Bookings JTT:EX
Subject: RE: Media Event July 19th - 11 Am

Turns out this will be across the street now so all good!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: JTT IBD Boardroom Bookings JTT:EX
Sent: Wednesday, July 18, 2018 11:09 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Media Event July 19th - 11 Am

Thank you!

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 9:58 AM
To: JTT IBD Boardroom Bookings JTT:EX
Subject: Media Event July 19th - 11 Am

Good Morning JTT,

Just a heads up there will be a Media Event around 11 tomorrow morning. Someone from GCPE will be there to assist.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

Subject: PS Dean
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-07-19 3:00 PM
End: Thu 2018-07-19 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

Booked for PS Dean

Loubert, Danny PREM:EX

Subject: Minister James
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-07-18 4:00 PM
End: Wed 2018-07-18 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 18, 2018 10:17 AM
To: Oreck, Mira PREM:EX
Cc: Henry, Molly FIN:EX; Richards, Erin PREM:EX
Subject: Re: PS Dean

Will do

Sent from my iPhone

On Jul 18, 2018, at 09:55, Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca> wrote:

Danny –
Can you book the telepresence room tomorrow at 3pm?

Thank you!

From: Henry, Molly FIN:EX
Sent: Wednesday, July 18, 2018 9:54 AM
To: Richards, Erin PREM:EX; Oreck, Mira PREM:EX
Subject: RE: PS Dean

I think that would be good. Are you able to book the PO and GCPE ones? If not I can ask our AA.

Molly Henry
Ministerial Assistant
Office of the Minister of Finance and Deputy Premier
250-387-3751

From: Richards, Erin PREM:EX
Sent: Wednesday, July 18, 2018 9:51 AM
To: Henry, Molly FIN:EX; Oreck, Mira PREM:EX
Subject: RE: PS Dean

Yes. In the telepresence room, correct?

Erin Richards
250-896-6322

From: Henry, Molly FIN:EX
Sent: July 18, 2018 9:50 AM
To: Richards, Erin PREM:EX; Oreck, Mira PREM:EX
Subject: RE: PS Dean

Just want to confirm if we're on for tomorrow at 3?

Molly Henry
Ministerial Assistant
Office of the Minister of Finance and Deputy Premier

From: Richards, Erin PREM:EX
Sent: Tuesday, July 17, 2018 4:39 PM
To: Henry, Molly FIN:EX; Oreck, Mira PREM:EX
Cc: Manton, Kim FIN:EX
Subject: RE: PS Dean

The telepresence room sounds like a good idea.

Erin Richards
250-896-6322

From: Henry, Molly FIN:EX
Sent: July 17, 2018 4:30 PM
To: Richards, Erin PREM:EX; Oreck, Mira PREM:EX
Cc: Manton, Kim FIN:EX
Subject: RE: PS Dean

We can have the meeting in the Finance MO, or - assuming Mira is in Vancouver and this works for Sage – we can use the telepresence room.

Molly Henry
Ministerial Assistant
Office of the Minister of Finance and Deputy Premier
250-387-3751

From: Richards, Erin PREM:EX
Sent: Tuesday, July 17, 2018 3:20 PM
To: Oreck, Mira PREM:EX; Manton, Kim FIN:EX
Cc: Henry, Molly FIN:EX
Subject: RE: PS Dean

Great! Kim, please let me know what location would work best for this.

Erin Richards
250-896-6322

From: Oreck, Mira PREM:EX
Sent: July 17, 2018 3:19 PM
To: Richards, Erin PREM:EX; Manton, Kim FIN:EX
Cc: Henry, Molly FIN:EX
Subject: RE: PS Dean

Yes that works for me.

From: Richards, Erin PREM:EX
Sent: Tuesday, July 17, 2018 3:18 PM
To: Manton, Kim FIN:EX
Cc: Henry, Molly FIN:EX; Oreck, Mira PREM:EX
Subject: RE: PS Dean

Just looping Mira back in. Is Thursday at 3pm okay for you?

Erin Richards
250-896-6322

From: Richards, Erin PREM:EX
Sent: July 17, 2018 2:13 PM
To: Manton, Kim FIN:EX
Cc: Henry, Molly FIN:EX
Subject: RE: PS Dean

Hi Kim,

Sage said she thinks it would be fine to not have Mitzi there for this review.

Thanks,

Erin Richards
250-896-6322

From: Manton, Kim FIN:EX
Sent: July 17, 2018 9:02 AM
To: Richards, Erin PREM:EX
Cc: Henry, Molly FIN:EX
Subject: RE: PS Dean

Hi,

I think that Thursday at 3 works best for our office.

Can you check in with Sage to see if Mitzi should be there?

Thanks tons
k

From: Richards, Erin PREM:EX
Sent: Tuesday, July 17, 2018 8:43 AM
To: Oreck, Mira PREM:EX; Manton, Kim FIN:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: PS Dean

Hi all,

Sage is available on Thursday or Friday from 3pm – 4pm. Let me know if that works on your ends.

Thanks!

Erin Richards
250-896-6322

From: Aaron, Sage PREM:EX
Sent: July 16, 2018 5:55 PM
To: Richards, Erin PREM:EX
Subject: FW: PS Dean

Would you schedule this in pls?

Sage
778-678-0832

From: Manton, Kim FIN:EX
Sent: Monday, July 16, 2018 11:47 AM
To: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX
Subject: RE: PS Dean

Great ☺ I will wait until we hear from Sage and I will check with Molly.

I think that Molly was thinking that staff would bring this to you however, let me know if you would like PS Dean to join.

Thanks for the quick reply ☺

From: Oreck, Mira PREM:EX
Sent: Monday, July 16, 2018 11:43 AM
To: Manton, Kim FIN:EX; Aaron, Sage PREM:EX
Subject: RE: PS Dean

I have flexibility Thursday afternoon and much of Friday.

From: Manton, Kim FIN:EX
Sent: Monday, July 16, 2018 11:42 AM
To: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX
Subject: RE: PS Dean

Perfect.

From: Oreck, Mira PREM:EX
Sent: Monday, July 16, 2018 11:42 AM
To: Manton, Kim FIN:EX; Aaron, Sage PREM:EX
Subject: RE: PS Dean

Hi Kim -

I'm happy to review/discuss. How is later this week?

M

From: Manton, Kim FIN:EX
Sent: Monday, July 16, 2018 11:41 AM
To: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX
Subject: PS Dean

Hi Mira and Sage ;)

I hope that this finds you both well.

The Gender Equity Team has recently developed a work plan for PS Dean and last Thursday it was taken to Minister James for review and comment. We would now like to take it the PO for review and it is my

understanding that you two are the fabulous women we should engage with. If this is something you can fit into your calendar over the coming weeks let me know. If this is something best taken to someone else in the PO let me know.

Best,

Kim Manton

Executive Assistant to Hon. Carole James

Deputy Premier and Minister of Finance

Cell: 250-888-5930

Email: Kim.Manton@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 17, 2018 4:14 PM
To: Nanninga, Tanera AG:EX
Subject: RE: AG meetings for July 18th

No problem,

Thanks again Tanera

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Tuesday, July 17, 2018 4:04 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: AG meetings for July 18th

Hopefully this is the last update...

Aleem Bharmal from CLAS will be attending the meeting at 10:30am.

Cheers,

Tanera Nanninga

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 17, 2018 3:10 PM
To: Nanninga, Tanera AG:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: AG meetings for July 18th

Thanks Tanera!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Tuesday, July 17, 2018 2:06 PM

To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Subject: RE: AG meetings for July 18th

Hi again,

Please note that Trevor Hughes and Karen Cooling will be attending the 1pm with MHB and MDE.

Thanks,

Tanera

From: Nanninga, Tanera AG:EX

Sent: Tuesday, July 17, 2018 1:24 PM

To: VCO Boardrooms, PREM PREM:EX

Subject: RE: AG meetings for July 18th

Hi Danny...see highlighted below for correct schedule. Sorry!

From: Nanninga, Tanera AG:EX

Sent: Tuesday, July 17, 2018 1:10 PM

To: VCO Boardrooms, PREM PREM:EX

Subject: RE: AG meetings for July 18th

Thanks Danny! Have a lovely rest of your day😊

From: VCO Boardrooms, PREM PREM:EX

Sent: Tuesday, July 17, 2018 1:08 PM

To: Nanninga, Tanera AG:EX

Subject: RE: AG meetings for July 18th

Hi Tanera,

We have booked the AG space for his meetings.

I hope you have a wonderful afternoon 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX

Sent: Tuesday, July 17, 2018 1:04 PM

To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Subject: RE: AG meetings for July 18th

Good afternoon,

Just wondering if there is space for the AG tomorrow.....Please see highlighted below for changes

From: Nanninga, Tanera AG:EX

Sent: Monday, July 16, 2018 4:05 PM

To: VCO Boardrooms, PREM PREM:EX

Subject: AG meetings for July 18th

Good afternoon,

Would I be able to book a room for the AG for July 18th for the following meetings.

July 18th

Time 8:30am-9:00am

Meeting with ACL

Attendees: 6 people – AG Eby, Gala Milne, Doug Scott, Christine Barbacki, Laurie Schultz, John Norris

9:00am-9:30am

Meeting with Sleeman Breweries

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

9:30am-10:30am

Staff Briefing

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

10:30am-11:00am

Meeting with Community Legal Assistance Society

Attendees: 4 people – AG Eby, Gala Milne, Jonny Morris, Laura Johnston

11:00am-12:00pm

Staff Briefing

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

1pm-2pm

Joint Minister meeting

Attendees: 4 people AG, Gala Milne, Harry Bains, Trevor Hughes and MA Karen Cooling

2:00pm-3:00pm

Caucus conference Calls

Attendees: 2 people AG Eby and Gala Milne

3:00pm-3:30pm

Meeting with BCGEU

Attendees: 3 people AG Eby, Gala Milne, and Stephanie Smith

3:30pm-4:30pm

Staff Briefings

Attendees: 2 people AG Eby, Gala Milne,

4:30-5:00

Meeting with BC Psychological Association

Attendees: 4 people, AG EBY, Gala Milne, Rick Gambrel, Doug Scott

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 4:06 PM
To: Jordan, Annette IGRS:EX
Subject: RE: July 26

Thanks Annette,

It does, and I have adjusted the time.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jordan, Annette IGRS:EX
Sent: Tuesday, July 17, 2018 3:52 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: July 26

Hi Danny,

This meeting has now changed to 11:30-12 on the same day. Hope this still works. Thanks.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Loubert, Danny PREM:EX
Sent: June 28, 2018 8:43 AM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>
Subject: RE: July 26

Hi Annette,

We have booked a room for the Minister to meet with the Honorary Consul.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jordan, Annette IGRS:EX
Sent: Wednesday, June 27, 2018 3:15 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: July 26

Hi Danny,

Could I have a meeting space for July 26th for 2-2:30 pm for Minister Ralston and the Honorary Consul for the Ukraine? There might be about 10 people or so in the meeting.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 3:46 PM
To: Milne, Gala AG:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: Tomorrow morning!

Hi Gala,

Vanessa will be here at 8am tomorrow 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Milne, Gala AG:EX
Sent: Tuesday, July 17, 2018 3:44 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Tomorrow morning!

Hi Danny

As you will have seen already I'm sure, our first meeting is tomorrow at 8:30am at VCO. I'm on a 7am flight and just wondering what time you'll be opening up in the morning. Would it be possible to get in for 8am?

Let me know 😊

Gala

Gala Milne
Ministerial Assistant, Ministry of the Attorney General
P: 250-387-1866 | C: 778-587-2143 | E: gala.milne@gov.bc.ca

This message, including any attachments to it, is not to be disclosed outside of the Provincial Government without prior written approval from the Ministry of Attorney General. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 3:27 PM
To: Conferencing Services CITZ:EX
Cc: Whitehorne, Laura CITZ:EX; VCO Boardrooms, PREM PREM:EX
Subject: Re: Access to CP TP ROOM

Thanks Peter,

If it's a lot of work what I will do instead is just have a chat with Keira myself. But can we also have a note in the new page that would go into the Binder?

Thanks again for getting access sorted out and let me know if there is anyway I can be of assistance as well.

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

On Jul 17, 2018, at 15:08, Conferencing Services CITZ:EX <Conferencing.Services@gov.bc.ca> wrote:

Hi Danny, I have added the two people and the VCO Boardroom to the permissions list. As for the note about sending an email to the generic mailbox, we will have to consider how to set this up. Currently the How To Schedule guide directs organizers to contact Keira to have the CP room booked; so should they send their attendee list to Keira and ask her send the list to ITIA.Boardroom.Bookings@gov.bc.ca or should we make it a two part process with Keira booking the room and the organizer managing the access list?

Let us know your thoughts, currently the organizer must send a separate meeting notice to the attendees, could we tell them to add ITIA.Boardroom.Bookings@gov.bc.ca to their meeting invitation or would you want an email instead?

Thanks,
Peter

Peter Biggs
Service Manager / Conferencing Services
Network, Communications, and Collaboration Services
OCIO Enterprise Services, Office of the Government Chief Information Officer
#202 - 6551 Aulds Road, Nanaimo, V9T 6K2
peter.biggs@gov.bc.ca Main: (250) 952-9541 / Alternate: (250) 356-0287



From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:15 AM
To: Whitehorne, Laura CITZ:EX; Conferencing Services CITZ:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Access to CP TP ROOM

Hi Laura,

Just wanted to follow up on this request to see if it has been completed or if there is anything else I need to do?

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Friday, June 29, 2018 2:10 PM
To: Whitehorne, Laura CITZ:EX <Laura.Whitehorne@gov.bc.ca>
Cc: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Access to CP TP ROOM

Hi Laura,

Can we please have the following persons granted viewing access to the CP telepresence calendar?

- Daniella Jovanovic: Daniella.Jovanovic@gov.bc.ca
- Camile Oliveira: Camile.Oliveira@gov.bc.ca

I would also like to be able to book the CP Telepresence room via the VCO Boardroom Email account (cc'ed in this email).

Can we also have a note for those wishing to book it that the guest list should also be shared with JTT? (can be sent to their Generic email box. ITIA.Boardroom.Bookings@gov.bc.ca) They will be responsible for bring the guests in and need to know when they will require back up to assist.

Thanks again for all your help!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 3:21 PM
To: Conferencing Services CITZ:EX
Cc: Whitehorne, Laura CITZ:EX; VCO Boardrooms, PREM PREM:EX
Subject: Re: Access to CP TP ROOM

Thanks Peter,

If it's a lot of work what I will do instead is just have a chat with Keira myself. But can we also have a note in the new page

Thanks again for getting access sorted out

Sent from my iPhone

On Jul 17, 2018, at 15:08, Conferencing Services CITZ:EX <Conferencing.Services@gov.bc.ca> wrote:

Hi Danny, I have added the two people and the VCO Boardroom to the permissions list. As for the note about sending an email to the generic mailbox, we will have to consider how to set this up. Currently the How To Schedule guide directs organizers to contact Keira to have the CP room booked; so should they send their attendee list to Keira and ask her send the list to ITIA.Boardroom.Bookings@gov.bc.ca or should we make it a two part process with Keira booking the room and the organizer managing the access list?

Let us know your thoughts, currently the organizer must send a separate meeting notice to the attendees, could we tell them to add ITIA.Boardroom.Bookings@gov.bc.ca to their meeting invitation or would you want an email instead?

Thanks,
Peter

Peter Biggs
Service Manager / Conferencing Services
Network, Communications, and Collaboration Services
OCIO Enterprise Services, Office of the Government Chief Information Officer
#202 - 6551 Aulds Road, Nanaimo, V9T 6K2
peter.biggs@gov.bc.ca Main: (250) 952-9541 / Alternate: (250) 356-0287



From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:15 AM
To: Whitehorne, Laura CITZ:EX; Conferencing Services CITZ:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Access to CP TP ROOM

Hi Laura,

Just wanted to follow up on this request to see if it has been completed or if there is anything else I need to do?

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Friday, June 29, 2018 2:10 PM
To: Whitehorne, Laura CITZ:EX <Laura.Whitehorne@gov.bc.ca>
Cc: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Access to CP TP ROOM

Hi Laura,

Can we please have the following persons granted viewing access to the CP telepresence calendar?

- Daniella Jovanovic: Daniella.Jovanovic@gov.bc.ca
- Camile Oliveira: Camile.Oliveira@gov.bc.ca

I would also like to be able to book the CP Telepresence room via the VCO Boardroom Email account (cc'ed in this email).

Can we also have a note for those wishing to book it that the guest list should also be shared with JTT? (can be sent to their Generic email box. ITIA.Boardroom.Bookings@gov.bc.ca) They will be responsible for bring the guests in and need to know when they will require back up to assist.

Thanks again for all your help!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 17, 2018 3:11 PM
To: Wilson, Cherie MCF:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Request for Aug 3

Hi Cherie,

We have booked a large room for this meetings,

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Tuesday, July 17, 2018 2:01 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Request for Aug 3

Hi Danny,

Minister Chen would like to book a room on August 3 from 10-12 pm. She has a group of 20 students for Taiwan.

Let me know if this is avail

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 3:08 PM
To: Tsang, Robin FIN:EX
Subject: RE: Tomorrow - Using the Trio's Audio for VC

Will do!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Tuesday, July 17, 2018 1:47 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Tomorrow - Using the Trio's Audio for VC

Hi Danny:

For tomorrow VC help, can you connect the PolyCom Trio back to the network in the Cabinet Board ahead of time and put it on the big table? The demo will use the Trio for audio only. Then, I will call you once we are ready to connect.

Thanks!
Robin

From: Tsang, Robin FIN:EX
Sent: July 17, 2018 1:14 PM
To: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Tomorrow - Using the Trio's Audio for VC

Hi Michelle:

Please find the attached revised instruction for tomorrow's demo - using the Trio's Audio for VC. Can you also bring your own Surface for demo purpose?

Thanks,
Robin

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 1:29 PM
To: Viaud, Chantille PREM:EX
Subject: Re: Meeting

All good :)

Sent from my iPhone

On Jul 17, 2018, at 13:28, Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca> wrote:

Oh! Looks like Molly booked the Telepresence room which is even better. Just to confirm for you that this was the same meeting, so all we need is the Telepresence room!!



C.

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:18 AM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Meeting

Hi Chatntille,

All done 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 17, 2018 10:47 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: Meeting

Hi Danny- can you please book a room for the meeting below for tomorrow at 4pm?

Thanks!
Chantille

Sent from my iPhone

Begin forwarded message:

From: "Henry, Molly FIN:EX" <Molly.Henry@gov.bc.ca>
Date: July 17, 2018 at 10:42:11 AM PDT
To: 'Alison Brewin' <abrewin@thevantagepoint.ca>

Cc: "Viaud, Chantille PREM:EX" <Chantille.Viaud@gov.bc.ca>
Subject: RE: Meeting

Great! Talk then.

Molly Henry
Ministerial Assistant
Office of the Minister of Finance and Deputy Premier
250-387-3751

From: Alison Brewin [<mailto:abrewin@thevantagepoint.ca>]
Sent: Tuesday, July 17, 2018 10:06 AM
To: Henry, Molly FIN:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: Meeting

Molly,

Sorry for my late confirmation^{s.22} and unable to access email.

Yes, Mark and I can come to the Cabinet offices at 4pm tomorrow.

Alison

From: Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>
Sent: July 6, 2018 1:57:39 PM
To: Alison Brewin
Cc: Viaud, Chantille PREM:EX
Subject: Re: Meeting

Hi Alison - We're confirmed for 4pm on July 18th. Would you and Mark be able to meet Chantille at the Vancouver Cabinet Office? I'll be in Victoria so I'll join by phone.

Sent from my iPhone

On Jun 28, 2018, at 8:39 PM, Alison Brewin
<abrewin@thevantagepoint.ca<<mailto:abrewin@thevantagepoint.ca>>> wrote:

I could do 4pm on the 18th, but am otherwise quite packed^{s.22}
^{s.22} I would like to bring my colleague, Mark as well if that's ok. He is also free
at 4.

Alison

From: Henry, Molly FIN:EX
<Molly.Henry@gov.bc.ca<<mailto:Molly.Henry@gov.bc.ca>>>
Sent: June 28, 2018 6:09 PM
To: Viaud, Chantille PREM:EX; Alison Brewin
Subject: Meeting

Hi folks – Just following up to find a time for a meeting. I believe ^{s.22}
s.22 so how does Wed, July 18th sound?

Molly Henry

Ministerial Assistant

Office of the Minister of Finance and Deputy Premier

250-387-3751

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 1:17 PM
To: Jang, Monica JTT:EX
Subject: Re Access Cards

Hi Monica,

Just to follow up to today conversation;

I just wanted to remind that if the individual had 24/7 building access a separate request should be sent to Amy Li (amyl@opwtc.ca) as well.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 1:14 PM
To: Infante, James TAC:EX
Subject: RE: Meeting at VCO tomorrow

Thanks James!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Infante, James TAC:EX
Sent: Tuesday, July 17, 2018 1:13 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Meeting at VCO tomorrow

Hi Danny,

Thanks for asking, we will need a room to comfortably fit around 8. We could maybe move to a smaller room for the longer meeting in the afternoon, but the first hour we will have a budget briefing and will have additional staff in the room.

Let me know if you have any more questions!

Thanks

Warmest Regards,
James Infante

--

Ministerial Assistant
Minister for Tourism, Arts and Culture & Parliamentary Secretary for Sport and Multiculturalism

On Jul 17, 2018, at 1:10 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi James,

For tomorrows meeting will you be needing a large space to work out of?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 17, 2018 1:08 PM
To: Nanninga, Tanera AG:EX
Subject: RE: AG meetings for July 18th

Hi Tanera,

We have booked the AG space for his meetings.

I hope you have a wonderful afternoon ☺

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Tuesday, July 17, 2018 1:04 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: AG meetings for July 18th

Good afternoon,

Just wondering if there is space for the AG tomorrow.....Please see highlighted below for changes

From: Nanninga, Tanera AG:EX
Sent: Monday, July 16, 2018 4:05 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: AG meetings for July 18th

Good afternoon,

Would I be able to book a room for the AG for July 18th for the following meetings.

July 18th

Time 8:30am-9:00am

Meeting with ACL

Attendees: 6 people – AG Eby, Gala Milne, Doug Scott, Christine Barbacki, Laurie Schultz, John Norris

9:00am-9:30am

Meeting with Sleeman Breweries

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

9:30am-10:30am

Staff Briefing

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

10:30am-11:00am

Meeting with Community Legal Assistance Society

Attendees: 4 people – AG Eby, Gala Milne, Jonny Morris, Laura Johnston

11:00am-12:00pm

Staff Briefing

Attendees: 3 people – AG Eby, Gala Milne, Doug Scott

1pm-2pm

Joint Minister meeting

Attendees: 4 people AG, Gala Milne, Harry Bains, MHB's MA(not sure who yet)

2:00pm-3:00pm

Caucus conference Calls

Attendees: 2 people AG Eby and Gala Milne

3:00pm-3:30pm

Meeting with BCGEU

Attendees: 3 people AG Eby, Gala Milne, and Stephanie Smith

3:30pm-4:30pm

Meeting with BCGEU

Attendees: 3 people AG Eby, Gala Milne, and Stephanie Smith

4:30-5:00

Meeting with BC Psychological Association

Attendees: 4 people, AG EBY, Gala Milne, Rick Gambrel, Doug Scott

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 12:11 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: task reallocation

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 12:09 PM
To: Porter, Jorge PREM:EX
Subject: RE: PARKING PASS SIGN OUT SHEET

Thanks Jorge,

Great work this is great.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Porter, Jorge PREM:EX
Sent: Tuesday, July 17, 2018 11:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: PARKING PASS SIGN OUT SHEET

Hey Danny,

Here is the Sign Out sheet I made. Let me know if you want me to make any adjustments.

Thanks,

Jorge

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 12:09 PM
To: Porter, Jorge PREM:EX
Subject: RE: PARKING PASS SIGN OUT SHEET

Tracking:	Recipient	Recall
	Porter, Jorge PREM:EX	Succeeded: 2018-07-17 12:09 PM

Thanks Jorge,

This is perfect :0

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Porter, Jorge PREM:EX
Sent: Tuesday, July 17, 2018 11:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: PARKING PASS SIGN OUT SHEET

Hey Danny,

Here is the Sign Out sheet I made. Let me know if you want me to make any adjustments.

Thanks,

Jorge

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 12:03 PM
To: Garnier, Jack LBR:EX
Subject: RE: bookings

Thanks Jack

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Garnier, Jack LBR:EX
Sent: Tuesday, July 17, 2018 8:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: bookings

Apologies,

It's a briefing, so will just be staff. Attendee's below.

Karen Cooling
Trevor Hughes
Tracy Campbell
John Blakely
Danine Leduc
David Mortimer

Cheers,

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 4:27 PM
To: Garnier, Jack LBR:EX
Subject: RE: bookings

Hi Jack,

There is also a booking for the Minister 10-11 can you confirm the attendees for this meeting as well?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Garnier, Jack LBR:EX
Sent: Friday, July 13, 2018 11:48 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: bookings

Sorry for the delay Danny,

Here is the list of attendee's for Minister Bains Meeting on July 18th at 11:30.

- Dave Earle – President, BC Trucking Association (Past President Employers' Forum)
- Sam Chauhan – Manager, Occupational Health & Safety, City of Surrey (Current President Employers' Forum)
- Ken Peacock – Vice President, Business Council of BC
- Tim McEwan – Vice President, ICBA
- Doug Alley – Managing Director, Employers' Forum

Let me know if you need anything else.

Cheers,

Jack

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 12:38 PM
To: Garnier, Jack LBR:EX
Subject: FW: bookings

Hi Jack,

s.22 I was hoping you might be able to provide the information for next weeks meetings? If attendees have not yet been confirmed today, please forward them by no later then Tuesday July 17th of next week.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 5, 2018 1:30 PM
To: Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: bookings

Hi Sue,

The room has now been booked, Can you please provide the list of attendees<if not can you please ensure whom ever is covering you passes that on before the day>

s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Campbell, Sue LBR:EX
Sent: Thursday, July 5, 2018 1:01 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: bookings

Hi

s.22 and want to confirm some rooms that I have booked (or not) for Minister Bains.

Wednesday, July 18 from 10-11am – three to five people
Wednesday, July 18 from 11:30-12:30 – three to five people

Thanks

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.***

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 12:03 PM
To: Viveiros, Natalia MAH:EX
Subject: RE: FYI Booking at Canada Place boardroom

Thank you 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viveiros, Natalia MAH:EX
Sent: Tuesday, July 17, 2018 9:06 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FYI Booking at Canada Place boardroom

Hi Danny,

Daniella Jovanovic, has reserved the Seymour room for us on July 24th

Thank you 😊

Natalia Viveiros,
Executive Administrative Assistant to Kevin Volk, Assistant Deputy Minister
Community & Legislative Services Division
☎ Office: 778-698-3482 ☎ Cell: 250 480-9346



Where ideas work



From: Loubert, Danny PREM:EX
Sent: Tuesday, May 22, 2018 11:19 AM
To: Viveiros, Natalia MAH:EX
Subject: Booking at Canada Place boardroom

Hi Natalia,

I have moved over to the Premiers office as of last fall. Are you looking for space in Suite 730(JTT formally MIT) or in the Vancouver Cabinet Office (Premier's Office) Suite 740? If you are looking for space in JTT I would send an email with the request to ITIA.Boardroom.Bookings@gov.bc.ca.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: Viveiros, Natalia MAH:EX
Sent: Tuesday, May 15, 2018 11:33 AM
To: Loubert, Danny PREM:EX
Subject: Request | Canada Place boardroom
Importance: High

Hi Danny,

Are you still looking after book a boardroom at Canada place?

Thank you,

Natalia Viveiros | Executive Administrative Assistant
Assistant Deputy Minister's Office | Community & Legislative Services Division
Ministry of Municipal Affairs and Housing
PO Box 9490 Stn, Prov, Govt, Victoria BC V8W 9N7
Direct: ☎ 778-698-3482 | Cell: ☎ 250 480-9346 | Email: Natalia.Viveiros@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:45 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: hold for chat with Layne

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:44 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: check in

Loubert, Danny PREM:EX

Subject: Minister James
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-07-18 4:00 PM
End: Wed 2018-07-18 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 11:00 AM
To: Henry, Molly FIN:EX
Subject: RE: Booking Telepresence Room

Hi Molly,

Sure thing, who will be attending from VCO?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Henry, Molly FIN:EX
Sent: Tuesday, July 17, 2018 10:44 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Booking Telepresence Room

Hey Danny – can you book the PO and GCPE telepresence rooms for tomorrow at 4pm?

Molly Henry
Ministerial Assistant
Office of the Minister of Finance and Deputy Premier
250-387-3751

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 3:44 PM
To: Loubert, Danny PREM:EX
Cc: Henry, Molly FIN:EX
Subject: RE: Booking Telepresence Room

Thanks Danny. Molly can let you know details when she's confirmed with the stakeholder 😊

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 3:43 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Cc: Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>
Subject: Re: Booking Telepresence Room

Hi Chantille,

I can book the room for you. What date and time were you hoping for?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 3:39 PM
To: Loubert, Danny PREM:EX
Cc: Henry, Molly FIN:EX
Subject: Booking Telepresence Room

Hi Danny-
Molly and I need to book the telepresence room here and in Victoria (at GCPE) for a stakeholder meeting. How do we do that? Any ideas?
Cheers,
C.

Chantille Viaud | Manager, Stakeholder Relations
Office of the Premier
P: 604-838-3025 | E: chantille.viaud@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 10:52 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: UBCM Catch-up

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 17, 2018 9:16 AM
To: Kingston, Charlotte PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: Help to submit vacation request/forms

No problem :)^{s.22} and we can go over it together

Sent from my iPhone

On Jul 17, 2018, at 09:12, Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> wrote:

Ditto :/

Sent from my iPhone

On Jul 16, 2018, at 4:43 PM, Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca> wrote:

Hi Danny- can you help me with submitting my vacation forms? I can't seem to find the page and I keep going in loops... maybe I haven't set something up correctly? If you have any ideas, please let me know!!!

Thanks buddy,
C.

Chantille Viaud | Manager, Stakeholder Relations
Office of the Premier
P: 604-838-3025 | **E:** chantille.viaud@gov.bc.ca

Page 213 to/à Page 214

Withheld pursuant to/removed as

s.22

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 4:44 PM
To: Rzepa, Christina AEST:EX
Cc: Porter, Jorge PREM:EX
Subject: Re: Vco opening?

Hi Christina,

VCO opens at 830

s.22 Jorge (cced in this message) will be here

Sent from my iPhone

> On Jul 16, 2018, at 16:42, Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca> wrote:

>

> Hi Danny! When does vco open in the morning? I have a few things to print before a meeting at 9.

>

> Christina Rzepa

> EA, Advanced Education, Skills and Training

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 4:06 PM
To: Hartnell, Rori CITZ:EX
Cc: Wharton, Karen S CITZ:EX; Sretenovic, Stefan CITZ:EX; Geary, Vanessa PREM:EX
Subject: Re: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Thanks Rori,

I have picked up the cards once it's available please forward any necessary documents.

Warmest Regards,

Danny Loubert

Sent from my iPhone

On Jul 12, 2018, at 10:30, Hartnell, Rori CITZ:EX <Rori.Hartnell@gov.bc.ca> wrote:

Westpark has replaced access card s.15,s.1 with s.15,s.1 and s.15,s.1 with s.15,s.1 . The cost is \$50.00 deposit each. (I'll be sending an accommodation proposal to document the vacate and one time charge for the permit replacements once our system has reopened, following a temporary planned shutdown.)

Westpark has sent the access cards over to the Canada Place office, they should be available for pick up now.

Can you please send someone over and reference Gillian Howden, sent the cards at Rori Hartnell's request for pickup?

If any trouble, please advise.

Thank you

Rori

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 9:55 AM
To: Hartnell, Rori CITZ:EX
Cc: Wharton, Karen S CITZ:EX; Sretenovic, Stefan CITZ:EX; Geary, Vanessa PREM:EX
Subject: RE: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Good Morning Rori,

I was hoping to check to see how this was progressing?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: Hartnell, Rori CITZ:EX
Sent: Friday, June 29, 2018 4:35 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Wharton, Karen S CITZ:EX <Karen.Wharton@gov.bc.ca>; Sretenovic, Stefan CITZ:EX <Stefan.Sretenovic@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Re: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Thanks Danny I've actioned this request.

Once i have information back from WestPark ill relay same to you.

Have a great weekend

Rori

Sent from my iPhone

On Jun 29, 2018, at 3:33 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Rori,

Thanks or the list, Since we took over the office none of our staff have been accessing the parkade. Please have these cards deactivated immediately. If possible can their activity be traced from the month of August to this week.

Thanks,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hartnell, Rori CITZ:EX
Sent: Friday, June 29, 2018 12:05 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Wharton, Karen S CITZ:EX <Karen.Wharton@gov.bc.ca>; Sretenovic, Stefan CITZ:EX <Stefan.Sretenovic@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Hi Danny –

The below list of 5 access cards show what Westpark has in their system.
One belongs to finance.
The balance are Premiere's office.

s.15,s.17

s.15,s.1
7

Since your cards on hand don't match Westpark's list of card #s for this account, is anyone actually accessing the parkade at this point?

I'll need to ID which card belongs to Finance, then deactivate two of the remaining numbers.

Then we'll need to request you two new cards.

Thanks Danny.

Rori

From: Loubert, Danny PREM:EX
Sent: Friday, June 29, 2018 10:31 AM
To: Hartnell, Rori CITZ:EX
Cc: Wharton, Karen S CITZ:EX; Sretenovic, Stefan CITZ:EX; Geary, Vanessa PREM:EX
Subject: RE: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Thank you Rori,

Here is a list of the following cards I believe are Parking Passes (* I suspect these are building passes and not parking passes)
s.15,s.17

Please Cancel the one paid stall and one of the "Zero Dollar" stalls as we will only need 2 (\$0) Random Parking Passes under the name Vancouver Cabinet Office. If none of the cards above match the cards listed for Canada Place, please have them immediately deactivated and new cards issued. They can be delivered to Suite 740-999 Canada Place Vancouver.

Our Expense Authority is Vanessa Geary (copied in this email).

Thank you again for your assistance and if there are any further questions or directions needed please don't hesitate to contact me.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hartnell, Rori CITZ:EX
Sent: Friday, June 29, 2018 9:47 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Wharton, Karen S CITZ:EX <Karen.Warton@gov.bc.ca>; Sretenovic, Stefan CITZ:EX

<Stefan.Sretenovic@gov.bc.ca>

Subject: P500041 B0067515 - 999 Canada Place - A 128368K - 161846-OFFICE OF THE PREMIER\206934-VANCOUVER CABINET OFFICES

Hi Danny,

Further to our chat this morning, I confirm Office of the Premiere, Cabinet Operations has the following random parking at 999 Canada Place, Vancouver:

1	\$3049.2	\$3
3	\$0	
4 stalls		\$3

Answers to the bulleted questions follow:

- Are these passes both for parking and a reserved stall or just parking by itself?
 - Just random parking.
- Do the passes/stalls have to be assigned to one person or can they be for the office?
 - They can be for the general office
- Who do we contact to change the named holder of the passes?
 - Stefan Sretenovic, copied to this email.

Can you please forward a photo of the access cards you have in your possession at this time?

We'll request confirmation from Westpark which cards are active; and which are not.

From the list of active access cards, you can respond with a request to cancel one or more of them. An accommodation proposal document will be forwarded for signature to support the transaction. Can you please confirm the name of the expense authority who will sign off?

Thanks in advance.

Rori.

From: Loubert, Danny PREM:EX
Sent: Tuesday, June 12, 2018 9:15 AM
To: Wharton, Karen S CITZ:EX
Cc: Geary, Vanessa PREM:EX
Subject: Parking At Canada Place

Hi Karen,

Thank you for all the information you have provided on the parking passes. Following on the emails with Vanessa, we have determined a need for 2 parking passes/stalls. However, we have a few more questions to clear up:

- Are these passes both for parking and a reserved stall or just parking by itself?
- Do the passes/stalls have to be assigned to one person or can they be for the office?
- Who do we contact to change the named holder of the passes?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677  | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 3:40 PM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: IN585090 - Request Stauts iStore: 875827

Hi Eddie,

Its been updated (Shows as the number) (no Province of BC but that might be my phone)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Piotrowicz, Eddie P FIN:EX
Sent: Monday, July 16, 2018 3:14 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: IN585090 - Request Stauts iStore: 875827

Hello Danny, has the display on this phone(604-775-1662) changed to Province of BC?

From: Loubert, Danny PREM:EX
Sent: July 11, 2018 9:56 AM
To: Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: RE: IN585090 - Request Stauts iStore: 875827

Thanks Eddie,

I gave it a try and its still listed as Private unknown number.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, July 11, 2018 8:10 AM
To: Loubert, Danny PREM:EX
Subject: RE: IN585090 - Request Stauts iStore: 875827

Hello Danny, my phone contact has emailed Telus regarding the display. And will reply to me once they hear back from Telus.

From: Piotrowicz, Eddie P FIN:EX
Sent: July 10, 2018 3:50 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: FW: IN585090 - Request Stauts iStore: 875827

Importance: High

Hi Danny, regarding iStore 875827 change display to read "Province of BC" I was told it is completed. Can you check and let me know.

FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
The Office of the Premier and various other Agencies,
Boards and Commissions
Tel. 9-250 387-8912
Fax. 250 356-1494
e-mail: FIN IMB Service Desk (78912) FIN:EX

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 16, 2018 3:32 PM
To: White, Emily MCF:EX
Subject: RE: July 23rd - Minister Conroy

Hi Emily,

I hope you had a good weekend,

We have booked the Minister a boardroom for their meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Emily MCF:EX
Sent: Monday, July 16, 2018 1:37 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: July 23rd - Minister Conroy

Good afternoon –

I am looking to book a room at VCO for July 23rd from 1:00pm – 1:45pm.

Attendees:
Minister Katrine Conroy
Paula Gunn
Alison Bond

Thank you!

Best,

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

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

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Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 16, 2018 3:12 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: ROOM BOOKING July 19th 1:30pm-3:00pm

Hi Val,

We have booked a room for the Minister,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: McKnight, Valerie SDPR:EX
Sent: Monday, July 16, 2018 1:31 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: ROOM BOOKING July 19th 1:30pm-3:00pm

Hello,

Can I please book the following for Minister Simpson?

1:30pm-2:00pm – Briefing
MSS
Jayne Ducker
MLA Mable Elmore

2:00pm-3:00pm – Conference Call
MSS
MLA Mable Elmore
Brenda
Charlotte Kingston
Chantille Viaud

Thanks!
Val

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 2:03 PM
To: Porter, Jorge PREM:EX
Subject: FW: Updated Contact List
Attachments: MO Staff List - April 03 2018.docx

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Clark, Layne PREM:EX
Sent: Tuesday, April 3, 2018 11:36 AM
Subject: Updated Contact List

Hi Everyone,

Please see attached updated MO contact list. Please send any corrections to me.

Thanks,

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 1:53 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E129105 - Bain, Don
Attachments: E129105 - Bain, Don.pdf

Hello,

Please find the attached Travel Claim for Don Brain (E129105)

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 1:25 PM
To: Shoemaker, Wes AGRI:EX
Subject: RE: Minister Popham Meeting with Federal Minister

Hi Wes,

We will have someone from VCO manning the office while your meeting is happening. We have staggered start times to accommodate meeting requests.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Shoemaker, Wes AGRI:EX
Sent: Monday, July 16, 2018 1:08 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Minister Popham Meeting with Federal Minister

Danny,

Do we leave by ourselves after the meeting is done (meaning I hope no one has to wait around for us?).

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

****Please note:** This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited.**

Sent from my iPhone

On Jul 16, 2018, at 9:58 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Wes,

We have booked a room for Minister Popham to meet with the Federal Agriculture Minister.

Please let me know if there are any changes to the meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Shoemaker, Wes AGRI:EX
Sent: Monday, July 16, 2018 9:45 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>
Subject: Minister Popham Meeting with Federal Minister

Danny,

As per our conversation, Minister Popham has a scheduled bilateral with the Federal Agriculture Lawrence MacAulay Minister from 5-6 today. Meeting participants will be the Federal Minister, his DM Chris Forbes, a political staffer, Minister Popham, Jessica Smith and myself. Thank you so much for accommodating us on the 7th floor. If it is not acceptable that we are on our own for the meeting without VCO staff, we can take the meeting at s.15

Let me know.

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

****Please note:** This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited.**

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 1:07 PM
To: Jordan, Annette IGRS:EX
Subject: RE: August 8

Hi Annette,

No Problem. We have booked a space her for his meeting.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Jordan, Annette IGRS:EX
Sent: Monday, July 16, 2018 12:18 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: August 8

Hi Danny,

Can I please book a meeting room for August 8th from 10-10:30 for Minister Ralston? He has a meeting with the Slovenian Ambassador. Room for 5 or 6. Thanks.

Annette

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 1:07 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: RE: E129042 - Bain, Don
Attachments: E129042 - Bain, Don.pdf

My apologies,

Please find the correct claim package.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: Monday, July 16, 2018 11:45 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: E129042 - Bain, Don

Hey Danny,
Looks like you attached E129028 to this claim in error. Can you please forward me the correct receipts?
Thanks!
~S

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 2:26 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E129042 - Bain, Don

Good Afternoon,

Please find the attached travel claim package for Don Bain E129042.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 11:51 AM
To: Wade, Debbie PREM:EX
Subject: RE: AC list

Hi Debbie,

Thanks for the heads up 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: Monday, July 16, 2018 11:50 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: AC list

Hi Danny;

Roseanne Moran requested that I add you to the AC distribution list. Just giving you a heads up as you will now start receiving all the emails that go out to AC's. Currently there are not to many, however there will be quite a few more when the House gets back into session.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 11:18 AM
To: Howie, Matthew IRR:EX
Subject: RE: Suite^{s.1} at 999 Canada Place

Good Morning Matthew,

When you have a moment please give me a call and we can discuss this.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Howie, Matthew IRR:EX
Sent: Monday, July 16, 2018 11:01 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: Suite^{s.1} at 999 Canada Place

Hi Danny,

The contact for suite^{s.15} has changed a few times over the years and I'm not sure to whom I should direct my question. I hope you don't mind me asking you. While the rooms are reserved for Associate DMs/DMs and above—are we permitted to book the rooms for acting DMs?

Doug will be off for all of August and his acting DM will be holding a very important meeting in Vancouver. I'm wondering if I'm permitted to book a room for that meeting. If so, how would the acting DM gain access to the floor? (as her pass won't have access like Doug's does)

Thanks for your help.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 11:15 AM
To: Porter, Jorge PREM:EX
Subject: 017_Invoice_Coding_Sheet
Attachments: 017_Invoice_Coding_Sheet.docx

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 11:08 AM
To: Young, Olivia JTT:EX
Cc: Jovanovic, Daniella JTT:EX
Subject: RE: Meeting Room Request September 05

Good Morning Olivia, (And thank you Daniella)

Could you provide some background about this meeting request? (who its for, how many people, what is the purpose of the meeting)

Please feel free to call me as well and we can discuss further.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Young, Olivia JTT:EX
Sent: Friday, July 13, 2018 10:29 AM
To: Jovanovic, Daniella JTT:EX <Daniella.Jovanovic@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Meeting Room Request September 05

Thanks again Daniella, I appreciate the contact!

Have a great Friday!

Olivia

From: Jovanovic, Daniella JTT:EX
Sent: Thursday, July 12, 2018 4:30 PM
To: Loubert, Danny PREM:EX
Cc: Young, Olivia JTT:EX
Subject: FW: Meeting Room Request September 05

Hi Danny,

Would you be able to help with this request?

Olivia- VCO requests don't go through me but Danny manages the calendar so he might be able to help you out.

Thanks!

Daniella Jovanovic

Program Assistant, Reception
Ministry of Jobs, Trade and Technology
Division Accountability and Corporate Operations
604-775-2100

From: Young, Olivia JTT:EX
Sent: Thursday, July 12, 2018 4:02 PM
To: Jovanovic, Daniella JTT:EX
Subject: Meeting Room Request September 05

Good Afternoon Daniella,

It has been requested I find a meeting room for September 05, at Vancouver Cabinet Office.

Are you able to assist me in securing a room on this date for most of the day? We aren't exactly sure at this point how long but appears it will be most of the day.

If you aren't able to assist with this request, would you happen to have a contact for anyone over in those offices?

Thank you,

Olivia Young
A/Executive Administrative Assistant
Technology, Innovation and Economic Development Division
778 698-1708

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 10:57 AM
To: 'Amy Li'
Subject: 24/7 Building Access Request

Good Morning Amy,

I hope you have a pleasant weekend,

Can we please have Card ^{s.15,s.} programmed with 24/7 building and elevator Access for Amber Hockin.
They will need access to the 6th and 7th floors.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 16, 2018 9:31 AM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Request - Jul 17, 2018

Thank you Charlotte

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Monday, July 16, 2018 9:18 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Meeting Room Request - Jul 17, 2018

Hello VCO,

This meeting is in the midst of being rescheduled. Please cancel the room we have set aside for tomorrow at 10:00am.

Thanks kindly,



Charlotte Hunt
Acting Administrative Coordinator to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:45 AM
To: Hunt, Charlotte PSSG:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Meeting Room Request - Jul 17, 2018

Hi Charlotte,

We have put a room on hold pending the confirmed attendees,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Friday, July 6, 2018 4:03 PM

To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Subject: Meeting Room Request - Jul 17, 2018

Hi VCO,

We would like to hold a meeting room for:

July 17, 2018

10:00am-10:30am

Guests tba.

Thanks,



Charlotte Hunt

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 8:36 AM
To: Garnier, Jack LBR:EX
Subject: RE: bookings

Thanks Jack

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Garnier, Jack LBR:EX
Sent: Friday, July 13, 2018 11:48 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: bookings

Sorry for the delay Danny,

Here is the list of attendee's for Minister Bains Meeting on July 18th at 11:30.

- Dave Earle – President, BC Trucking Association (Past President Employers' Forum)
- Sam Chauhan – Manager, Occupational Health & Safety, City of Surrey (Current President Employers' Forum)
- Ken Peacock – Vice President, Business Council of BC
- Tim McEwan – Vice President, ICBA
- Doug Alley – Managing Director, Employers' Forum

Let me know if you need anything else.

Cheers,

Jack

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 12:38 PM

To: Garnier, Jack LBR:EX
Subject: FW: bookings

Hi Jack,

s.22 I was hoping you might be able to provide the information for next weeks meetings? If attendees have not yet been confirmed today, please forward them by no later then Tuesday July 17th of next week.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 5, 2018 1:30 PM
To: Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: bookings

Hi Sue,

The room has now been booked, Can you please provide the list of attendees<if not can you pleas ensure whom ever is covering you passes that on before the day>

s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Campbell, Sue LBR:EX
Sent: Thursday, July 5, 2018 1:01 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: bookings

Hi

s.22 and want to confirm some rooms that I have booked (or not) for Minister Bains.

Wednesday, July 18 from 10-11am – three to five people
Wednesday, July 18 from 11:30-12:30 – three to five people

Thanks

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 16, 2018 7:56 AM
To: Tsang, Robin FIN:EX
Subject: Re: iStore #883233 – Emergency Phone Number move for PREM

Good Morning Robin,

Will do

Sent from my iPhone

On Jul 16, 2018, at 07:46, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:

Morning Danny:

If you see Vanessa, please ask her to approve this iStores ASAP.

Thanks,
Robin

From: Donovan, Diviyay FIN:EX
Sent: Monday, July 16, 2018 7:28 AM
To: Henry, David A FIN:EX; Tsang, Robin FIN:EX; Lee, Bonnie FIN:EX
Cc: PREM Tech; Piotrowicz, Eddie P FIN:EX
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Good morning,

Vanessa Geary is the EA for this request. I will send her an email to ask her to approve the order

Diviyay

Diviyay Donovan

Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

From: Henry, David A FIN:EX
Sent: Monday, July 16, 2018 7:12 AM
To: Tsang, Robin FIN:EX; Lee, Bonnie FIN:EX; FIN IMB Service Desk (78912) FIN:EX
Cc: Donovan, Diviyay FIN:EX; PREM Tech; Piotrowicz, Eddie P FIN:EX
Subject: Re: iStore #883233 – Emergency Phone Number move for PREM

Good morning,
Do we know whom the EA is?
Need to advise them to approve ASAP.

Much appreciated,
David

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

From: "Seiferling, Eric CITZ:EX" <Eric.Seiferling@gov.bc.ca>
Date: 2018-07-16 6:52 AM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Lee, Bonnie FIN:EX" <Bonnie.Lee@gov.bc.ca>
Cc: "Donovan, Diviyay FIN:EX" <Diviyay.Donovan@gov.bc.ca>, PREM Tech <PREM.Tech@gov.bc.ca>, "Piotrowicz, Eddie P FIN:EX" <Eddie.Piotrowicz@gov.bc.ca>
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Right – sorry about that.

It has not yet made it to us – I assume this means it's still with your EA. We will need it ASAP if we are to have any chance of making it happen tomorrow.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Tsang, Robin FIN:EX
Sent: July 16, 2018 6:49 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>; Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>
Cc: Donovan, Diviyay FIN:EX <Diviyay.Donovan@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: Re: iStore #883233 – Emergency Phone Number move for PREM

Morning Eric:

I believe the email subject is the iStores number iStore #883233?

Thanks,
Robin

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

From: "Seiferling, Eric CITZ:EX" <Eric.Seiferling@gov.bc.ca>
Date: 2018-07-16 6:18 AM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Lee, Bonnie FIN:EX" <Bonnie.Lee@gov.bc.ca>
Cc: "Donovan, Diviyay FIN:EX" <Diviyay.Donovan@gov.bc.ca>, PREM Tech <PREM.Tech@gov.bc.ca>, "Piotrowicz, Eddie P FIN:EX" <Eddie.Piotrowicz@gov.bc.ca>
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Good morning – please provide the istore number as soon as you have it. I will ensure the coordination team gets working on it ASAP.

Voice services moves include the move of the set – please leave this for Telus to do.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Tsang, Robin FIN:EX
Sent: July 13, 2018 8:18 PM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>; Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>
Cc: Donovan, Diviyay FIN:EX <Diviyay.Donovan@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: Re: iStore #883233 – Emergency Phone Number move for PREM

Hi Eric:

For the traditional handsets, the LP inhouse electrician can move them between desks.

But for the the phone lines (numbers) move, please do your magic to escalate to Telus to be there on Tuesday for these Premier executives.

We will remind them again for the request submission time guidelines for next time.

Thanks,
Robin

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

From: "Seiferling, Eric CITZ:EX" <Eric.Seiferling@gov.bc.ca>
Date: 2018-07-13 3:54 PM (GMT-08:00)
To: "Lee, Bonnie FIN:EX" <Bonnie.Lee@gov.bc.ca>
Cc: "Donovan, Diviyay FIN:EX" <Diviyay.Donovan@gov.bc.ca>, PREM Tech <PREM.Tech@gov.bc.ca>, "Piotrowicz, Eddie P FIN:EX" <Eddie.Piotrowicz@gov.bc.ca>
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Ok - but a heads up – if Amber is looking to move traditional handsets, it's something Telus has to do – we can not. So it has to be ordered via istore.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Lee, Bonnie FIN:EX
Sent: July 13, 2018 3:50 PM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Cc: Donovan, Diviyay FIN:EX <Diviyay.Donovan@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Hi Eric,

The PREM Tech team will correct me if I am wrong, but I believe Amber is requesting assistance with setting up/moving the handsets. If it is assistance with programming the handsets (i.e. setting up auto-

dial) that is something Penny Lee has assisted with in the past. s.22
copied Eddie Piotrowicz to bring him into the loop – he may be able to assist with that.

I've

We weren't advised of this move until today, so we're still trying to figure out all of the details but wanted to give you a heads up as soon as possible. If we receive any additional information we will be sure to pass it on.

Thanks,
Bonnie

Bonnie Lee
Service Desk Team Lead

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: Seiferling, Eric CITZ:EX
Sent: Friday, July 13, 2018 3:37 PM
To: Donovan, Diviyay FIN:EX
Cc: PREM, Tech PREM:EX (prem.tech@gov.bc.ca)
Subject: RE: iStore #883233 – Emergency Phone Number move for PREM

Hi Diviyay – I've advised the coordination team that it's coming, but their guidelines for emergency Leg. Orders is that they need to be in by the **Thursday** before the desired week.

Regardless, they will do their best to get it in for Tuesday if it is very urgent.

What sort of phone help does Amber Nash need? Is it UC help?

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Donovan, Diviyay FIN:EX
Sent: July 13, 2018 3:22 PM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Cc: PREM, Tech PREM:EX (prem.tech@gov.bc.ca)
Subject: iStore #883233 – Emergency Phone Number move for PREM

Hi Eric,

s.22 and we're not 100% sure of the process for PREM phone moves so we wanted to bring this to your attention. Five (5) Premier's Office staff are moving offices on Monday (July 16), and iStore # 883233 (Move Voice Network Services) has been submitted to move their phone #s and will be called in as an emergency as soon as the EA approves. Don Privett has advised the office

Chris McLaren is moving from (Hall Outside 160-A) has two phone sets and the office he is moving to Main Office 156 does not have one; one of the phones will need to be moved.

As far as were are aware the other phones are not being physically moved on Monday, but we are not sure if that will change. Amber Nash has asked for phone help on Tuesday when UC staff are onsite for inventory.

Please let me know if you have any questions or require additional information.

Thank you.

Diviyay

Diviyay Donovan

Senior Service Desk Analyst

FIN IMB Service Desk

Information Management Branch

Supporting the Ministry of Finance,

Office of the Premier and various other Agencies, Boards & Commissions

Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 13, 2018 9:28 AM
To: clp@shawbiz.ca
Cc: Porter, Jorge PREM:EX
Subject: Re: Decks

Good Morning Christina,

Today is still the best day to have this done but if it is Monday It would have to be completed by 10am.

Warmest Regards,

Danny

Sent from my iPhone

On Jul 13, 2018, at 08:58, "clp@shawbiz.ca" <clp@shawbiz.ca> wrote:

Hello Danny & Jorge:

We are trying to get over to the Vancouver side but the Lionsgate bridge seems to be having issues.

Are we able to get onto the decks on Monday morning?

If you need any further information or have any questions, please do not hesitate to contact our office.

Yours truly,

Christina Hoogeveen
Secretary
CREATIVE LANDSCAPE PROPERTIES INC.
649 West 16th Street
North Vancouver, BC
V7M 1V2
Tel: (604) 980-3387
Fax: (604) 986-4145
Email: clp@shawbiz.ca

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Sent: Monday, July 9, 2018 11:37 AM
To: 'clp@shawbiz.ca' <clp@shawbiz.ca>

Cc: Porter, Jorge PREM:EX <Jorge.Porter@gov.bc.ca>

Subject: RE: Decks

Thanks for checking Christina,

So far, the day is open, My preference would be between 9-noon if possible.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: clp@shawbiz.ca [<mailto:clp@shawbiz.ca>]

Sent: Monday, July 9, 2018 9:05 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: RE: Decks

Hello Danny:

Is there a specific time frame that would be best?

Christina

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Sent: Monday, July 9, 2018 8:36 AM

To: 'clp@shawbiz.ca' <clp@shawbiz.ca>

Cc: Porter, Jorge PREM:EX <Jorge.Porter@gov.bc.ca>

Subject: RE: Decks

Good Morning Christina,

s.22

Friday will work best I will let Jorge know^{s.22}

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: clp@shawbiz.ca [<mailto:clp@shawbiz.ca>]

Sent: Monday, July 9, 2018 7:34 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: Decks

Good Morning Danny:

I hope you had a good weekend.

Are we able to get onto the decks on either Thursday or Friday this week?

If you need any further information or have any questions, please do not hesitate to contact our office.

Yours truly,

Christina Hoogeveen
Secretary

CREATIVE LANDSCAPE PROPERTIES INC.

649 West 16th Street

North Vancouver, BC

V7M 1V2

Tel: (604) 980-3387

Fax: (604) 986-4145

Email: clp@shawbiz.ca



Virus-free. www.avg.com

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 3:09 PM
To: Geary, Vanessa PREM:EX; Higgins, Keira PREM:EX
Subject: RE: DMC Friday

Hi Vanessa,

Just 3

Christine Kennedy
Christina Zacharuk
And Fazil Mihlar

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Geary, Vanessa PREM:EX
Sent: Thursday, July 12, 2018 3:08 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: DMC Friday

Are there any people at VCO at all?

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

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 2:52 PM
To: Higgins, Keira PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: DMC Friday

Thanks Keira,

Just send Vanessa a message in the Morning when you are ready to connect.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Higgins, Keira PREM:EX
Sent: Thursday, July 12, 2018 2:50 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: DMC Friday

FYI - no new participants at VCO for tomorrow.

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

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

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 4:02 PM
To: Higgins, Keira PREM:EX
Subject: DMC Friday

Hi Keira,

Just wanted to check in if we will have any participants for DMC this Friday.

Cheers,

Danny

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 2:43 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for office space on Monday, July 16th

Hi Keira,

No problem we have put a room aside for her to work and make calls out of.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, July 12, 2018 2:09 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Request for office space on Monday, July 16th

Hi Danny,

Christine will be at VCO on Monday and is hoping to book space for an 8:30-9:30 meeting with Wes Shoemaker and Allison Witter.

She is also hoping for space to make a call from 11:00-12:00.

Also, Don will be at VCO all day (mostly in meetings with PJH).

Thanks,

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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 2:26 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E129042 - Bain, Don
Attachments: E129042 - Bain, Don.pdf

Good Afternoon,

Please find the attached travel claim package for Don Bain E129042.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 2:11 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: E129028 - Bain, Don
Attachments: E129028 - Bain, Don.pdf

Good Afternoon,

Please find the attached Travel Claim package for Don Bain for claim E129028

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 1:45 PM
To: Hargreaves, Stephen GCPE:EX
Subject: RE: Booking Quiet Room for Premier Interview on Monday, July 16

Thanks Stephen,

I'll block off the room for the morning for set up and for the shoot.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hargreaves, Stephen GCPE:EX
Sent: Thursday, July 12, 2018 1:44 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Booking Quiet Room for Premier Interview on Monday, July 16

To confirm, we are shooting at 11:30am on Monday.

Thanks again, Danny.

Stephen Hargreaves
Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: Thursday, July 12, 2018 at 12:51 PM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>
Subject: RE: Booking Quiet Room for Premier Interview on Monday, July 16

Perfect !

We call that room the Executive Boardroom.

Won't be a problem moving the tables and reserving the room. Is there anything else you might need in there that we would have here?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hargreaves, Stephen GCPE:EX
Sent: Thursday, July 12, 2018 12:49 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Booking Quiet Room for Premier Interview on Monday, July 16

Hi Danny,

The one I'm thinking of is the large boardroom with the tinted windows that have the gov of bc logo on them.

Do you know the one I'm referring to?

Is it possible to move any sections of the table to the side?

Thanks,
Stephen Hargreaves
Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: Thursday, July 12, 2018 at 11:53 AM
To: "Hargreaves, Stephen GCPE:EX" <Stephen.Hargreaves@gov.bc.ca>
Subject: RE: Booking Quiet Room for Premier Interview on Monday, July 16

Hey Stephen

Hope your doing well!

Sure thing, Ill make the room available. (just to make sure, we have two rooms besides balconies) do you mean the executive Boardroom (with the view of the Sails) or the other room with the view of the Port of Vancouver?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hargreaves, Stephen GCPE:EX
Sent: Thursday, July 12, 2018 11:50 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Booking Quiet Room for Premier Interview on Monday, July 16

Hey Danny,

We are going to be conducting an interview with the Premier at VCO on Monday, July 16th between 11:30am – 12:30pm.

We will need a larger, quiet room to set up the video equipment in and to conduct the interview.

I was thinking the large boardroom beside the balcony would work, but I appreciate any advice you might have,

Thanks,
Stephen Hargreaves
Video Producer | Digital Communications
Government Communications and Public Engagement
Province of British Columbia
250.886.7687

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 12, 2018 12:15 PM
To: Hahn, Andra EDUC:EX
Subject: RE: Revision - RE: Room booking request - August 29 - Minister Fleming

Thanks Andra,

We have booked a boardroom for the Minister. If you could provide a breakdown of the day closer to the meeting it will be helpful.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hahn, Andra EDUC:EX
Sent: Thursday, July 12, 2018 12:13 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>
Subject: Revision - RE: Room booking request - August 29 - Minister Fleming

May I revise the below request for August 29 to 12:30 to 4pm?. Minister may arrive a few minutes late, but does need time to prepare for 1pm meeting. Heidi Waechtler, Executive Director, Association of Book Publishers of BC will arrive for 3pm.

Thanks Danny and Jorge,
Andra

From: Hahn, Andra EDUC:EX
Sent: Wednesday, July 11, 2018 4:07 PM
To: VCO Boardrooms, PREM PREM:EX
Cc: Hahn, Andra EDUC:EX
Subject: Room booking request - August 29 - Minister Fleming

Hello VCO,

1. The Minister requesting: **Minister Fleming**
2. The Date: **Wed., Aug. 29**
3. The Time: **11:30 to 2pm**
4. The number of attendees and a list of their names (& the name of the organization if possible)
 - a. **Minister Fleming**
 - b. **Will Maartman**

None of the following are needed:

In turn, we can provide:

Additionally, please ask your staff/guests about the following and confirm with us if:

There are accessibility needs Ex. They have an ASL interpreter coming	Service to make those with accessibility needs most comfortable
There are audio-visual needs Ex. If they need to present something	- Two boardrooms where a laptop can be connected to a TV in order to present slideshows or videos - Polycom machines in every boardroom
They are wanting to book the Telepresence room	Access to booking the Telepresence room & information on how to use it

Thanks,
Andra
Office of the Hon. Rob Fleming
Minister of Education
Room 124, Parliament Buildings
Victoria, B.C.
250-387-8838

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 12:09 PM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Call Number

Thanks Casey 😊

Was no problem at all!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, July 12, 2018 12:07 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Call Number

Hi Danny,

The call number for the forum members is below, just in case anyone needs help dialing in. At this point none of the members have confirmed their attendance, but I'll keep you posted.

Also it sounds like we won't need the second room anymore as MSS has found a way to do the call^{s.22}. Thanks so much for your accommodation though. I hope it didn't put too much extra on your plate!

-Casey

From: Ducker, Jayne SDPR:EX
Sent: Thursday, July 12, 2018 12:01 PM
To: Van Wensem, Casey SDPR:EX
Subject: Call Number

Conference Call Number: ^{s.15,s.17}
Pass Code: ^{s.15,s.17}

Cheers,
Jayne

Jayne Ducker, Ministerial Assistant
Honourable Shane Simpson - Minister of Social Development & Poverty Reduction
m. 250-886-4585 w. 250-387-1499 e. jayne.ducker@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 11:14 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Printing

Sure I can look into that, can you be a little more specific on the details? (who wil be attending, duration etc)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, July 12, 2018 11:12 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Printing

OK sounds good.

I also just got a request from our staff to see if there's another room available for this afternoon. We're hoping to have two separate rooms at 1pm today. Just a small meeting room would be fine. Do you know if there would be anything available?

Thank you!

-Casey

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 11:09 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Printing

Hi Casey,

For now you can send them to me 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, July 12, 2018 11:08 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Printing

Thanks Danny.

That would explain why her email bounced back. Is there someone else at VCO with you now?

-Casey

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 11:07 AM
To: Van Wensem, Casey SDPR:EX; Szabo, Maria GCPE:EX
Subject: RE: Printing

Hi Casey,

I'll take care of it, just a note that Maria has moved over to GCPE.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, July 12, 2018 11:02 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Printing

Hi Maria and Danny,

I'm wondering if one of you would be able to print out two copies of the attached document for our VCO meeting this afternoon. Brenda Tombs will be there for a meeting at 1pm and can pick up the documents.

Thanks!

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 10:38 AM
To: Tombs, Brenda SDPR:EX
Subject: RE: What We Heard Report

Sure thing!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tombs, Brenda SDPR:EX
Sent: Thursday, July 12, 2018 10:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: What We Heard Report

Thanks Danny! No, a big paper clip will do. Is that ok?

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 10:37 AM
To: Tombs, Brenda SDPR:EX
Subject: RE: What We Heard Report

Hi Brenda,

No problem at all (would you like them stapled?)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tombs, Brenda SDPR:EX
Sent: Thursday, July 12, 2018 10:36 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: What We Heard Report
Importance: High

Hi Danny. Hope you're well. Minister Simpson and I will be in today at 1pm for a call with the Poverty Reduction forum members. I believe Mable Elmore will be joining us too. Could I trouble you to print 3 copies of the attached report for us please? It's 62 pages long, so if that's too much just let me know, ok? See you soon. Thanks.

Brenda

From: Ducker, Jayne SDPR:EX
Sent: Thursday, July 12, 2018 10:15 AM
Subject: What We Heard Report
Importance: High

Hello Forum Members,

I am pleased to present you with an embargoed copy of the "What We Heard Report" and would invite you to join in on a conference call this afternoon from 1:00-1:30 pm with Minister Simpson to discuss its release.

I apologize for the short notice regarding the call, but we wanted to ensure that you had the report before it went to the media this afternoon at 3:00 pm. I would ask that you not share the attached copy of the report prior to 3:00 pm. I will send out a shareable copy of this report, as well as the supplemental reports mentioned in the table of contents as well as a link to the reports online, to you after 3:00 pm today.

The conference call information is below. There will be office space set aside at the Vancouver Cabinet Office (VCO) for those in Vancouver who would like to make use of it. If you are going to participate in the call via VCO, please let me know as soon as possible so your name can be added to the guest list.

Conference Call Number: s.15,s.17
Pass Code: s.15,s.17

Please call in 10-15 min early to go through the greeting process.

If you have any questions, please feel free to give me a call this morning.

Cheers,
Jayne

Jayne Ducker, Ministerial Assistant
Honourable Shane Simpson - Minister of Social Development & Poverty Reduction
m. 250-886-4585 w. 250-387-1499 e. jayne.ducker@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 12, 2018 10:21 AM
To: White, Christine MAH:EX
Subject: RE: MSR July 16th

Good Morning Christine

Thanks for the update, I have adjusted the guest list!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Thursday, July 12, 2018 10:12 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: FW: MSR July 16th

Hi Danny,

I have 2 additional attendees for the meeting for 1:55-2:25 – Briefing – MSR, Craig, Greg, Catherine Roome (TSBC), Staff calling in

Whom are:

George Abbott – Board Chair

Jeff Coleman – Technical lead

Thanks,

Christine White

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



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: White, Christine MAH:EX
Sent: Thursday, July 5, 2018 3:57 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: MSR July 16th

Thank you!

Christine White

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



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 5, 2018 3:43 PM
To: White, Christine MAH:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: MSR July 16th

Hi Christine,

We have booked a boardroom for the Minister's meetings.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Thursday, July 5, 2018 2:29 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: MSR July 16th

Hello,

Minister Robinson needs a space on July 16th if available for the following:

11:15-11:45 am TENTATIVE – Meeting with BC Building Trades – MSR, Craig, Greg, Tom Sigurdson
1:15-1:45 – Briefing – MSR, Craig, Greg – Staff calling in
1:55-2:25 – Briefing – MSR, Craig, Greg, Catherine Roome (TSBC), Staff calling in
2:30-3 – Briefing – MSR, Craig, Greg, Staff calling in

Thanks!

Christine White

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



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 9:51 AM
To: Arora, Jasleen MCF:EX
Subject: RE: Buddings

Hi Jasleen,

No problem 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Arora, Jasleen MCF:EX
Sent: Thursday, July 12, 2018 9:44 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: Buddings

Hi Danny!

Would it be possible to print the below? A big thank you!

Best,
Jasleen

Sent from my iPhone

Begin forwarded message:

From: "Wilson, Cherie MCF:EX" <Cherie.Wilson@gov.bc.ca>
Date: July 12, 2018 at 9:39:54 AM PDT
To: "Arora, Jasleen MCF:EX" <Jasleen.Arora@gov.bc.ca>
Subject: Buddings

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 12, 2018 9:06 AM
To: Drew, Ashley ENV:EX
Subject: RE: Meeting Question

Good Morning Ashley,

All our rooms have Polycoms for Teleconferencing for meetings where people are unable to attend in person. All you will need is your offices Teleconference ID and ensure that the Minister or his staff have the moderator code.

I hope this helps,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Drew, Ashley ENV:EX
Sent: Thursday, July 12, 2018 8:57 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Meeting Question

Hi Danny,

Is there an option for call-in during the meeting on August 9th, 10:45am with Juergen Puetter(*Blue Fuel Energy*) and Minister Heyman?

Another person will be possibly attending this meeting, unless there is the option of a call-in!

Thanks,

Ashley Drew

Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 4:15 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Entering In Jorge's Time

Hi Dawn-Lynn

As always thank you so much for help with this! I hope you have been doing well!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, July 11, 2018 3:51 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Entering In Jorge's Time

Thank you so much Danny^{s.22}

s.22

s.22 Please let me know if you have any
questions.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 3:21 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time

Hi Dawn-Lynn,

Here is the scanned initialled timesheet as requested.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, July 11, 2018 3:08 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Entering In Jorge's Time

Hi Danny – sorry, as the form has been changed, Payroll has advised they need it initialled s.22
please have Vanessa initial (and scan to PDF) s.22 . Thank you.....dl

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



Where ideas work

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:50 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached signed timesheet for Jorge s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, July 11, 2018 1:39 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Entering In Jorge's Time

Hi Danny – Maura sent me the forms, please just complete the manual timesheet and send a PDF copy (via email) back to me. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management



Where ideas work

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, July 11, 2018 1:30 PM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time

Hi Maura – I have copied in Danny and Vanessa as I will need to have manual time sheets completed for Jorge. Please complete the timesheet and scan to PDF and email a copy back to me. Also, please have Jorge complete the attached Direct Deposit and have him scan to PDF along with a void cheque or authorization from his financial institution and email to me. I will also need the TD1 and TD1BC for taxes.

Jorge's employee number is s.22 and his payroll (department ID) is 004-0031.

Please use this timesheet for the following pay periods –

24JUN18 to 07JUL18
08JUL18 to 21JUL18
22JUL18 to 04AUG18
05AUG18 to 18AUG18
19AUG18 to 01SEP18

It is my understanding s.22 . I will need you to scan the manual timesheet for each pay period to me on the Friday of the end of the pay period – so for example the 08JUL18 to 21JUL18, please complete and scan back to me on 20JUL18.

Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX
Sent: Wednesday, July 11, 2018 12:20 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Fwd: Entering In Jorge's Time

Hi Dawn-Lynn, can you please help us resolve this? s.22

Thank you, Maura

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From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: July 11, 2018 at 11:28:09 AM PDT
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Cc: "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>
Subject: **Entering In Jorge's Time**

Hi Maura,

I was with Jorge today to show him how to enter the time he works and he doesn't appear to have access to the Time/Leave Employee WorkCentre.

Are we supposed to be manually submit a paper form or will this be fixed? Please advise s.22
s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 3:21 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time
Attachments: JPorter - Timesheet June 24th 2018 - July 7th 2018 20180711.pdf

Hi Dawn-Lynn,

Here is the scanned initialled timesheet as requested.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Phillips, Dawn-Lynn PSA:EX
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Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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Cc: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached signed timesheet for Jorge s.22 .

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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Subject: FW: Entering In Jorge's Time

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



Where ideas work

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Sent: Wednesday, July 11, 2018 1:30 PM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time

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Jorge's employee number is s.22 and his payroll (department ID) is 004-0031.

Please use this timesheet for the following pay periods –

24JUN18 to 07JUL18
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19AUG18 to 01SEP18

It is my understanding s.22 I will need you to scan the manual timesheet for each pay period to me on the Friday of the end of the pay period – so for example the 08JUL18 to 21JUL18, please complete and scan back to me on 20JUL18.

Thank you.....dl



Where ideas work

From: Parte, Maura PSA:EX
Sent: Wednesday, July 11, 2018 12:20 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Fwd: Entering In Jorge's Time

Hi Dawn-Lynn, can you please help us resolve this?^{s.22}

Thank you, Maura

Begin forwarded message:

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: July 11, 2018 at 11:28:09 AM PDT
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Cc: "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>
Subject: Entering In Jorge's Time

Hi Maura,

I was with Jorge today to show him how to enter the time he works and he doesn't appear to have access to the Time/Leave Employee WorkCentre.

Are we supposed to be manually submit a paper form or will this be fixed? Please advise ^{s.22}
^{s.22}

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 3:20 PM
To: Nanninga, Tanera AG:EX
Subject: RE: AG rooms for the 12th

Thanks Tanera!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Wednesday, July 11, 2018 3:10 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: AG rooms for the 12th

Hi Danny,

6 people confirmed for the 1pm...

- AG Eby
- George Smith
- James Harvey
- Nina Bindra
- John Rice
- Sonny Parhar
- Ron Nairne

Thank you for holding it☺

Cheers,

Tanera Nanninga

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

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:58 PM
To: Nanninga, Tanera AG:EX
Subject: RE: AG rooms for the 12th

Hi Tanera,

I wanted to confirm the hold for tomorrow's 1PM meeting, have you received the names of those joining?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 10, 2018 1:26 PM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Subject: RE: AG rooms for the 12th

Hi Tanera,

Thank you, we have booked a room for the Minister and his meetings. We will keep a hold on the 1-2PM pending the completed list of attendees,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Tuesday, July 10, 2018 9:37 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: AG rooms for the 12th

Good morning,

Would there be space for the AG on the 12th for the following times...

9:00am-10:00am

Staff briefing

Attendees: 4 people - AG, George Smith, James Harvey, Nina Bindra

10:00-10:30

Staff briefing

Attendees: 2 people...AG and George Smith

1:00pm-2:00pm

Meeting with Trial Lawyers Association

Attendees: Still TBC (should have a number and names by tomorrow...probably 5-6 people)

2:00pm – 3:00pm

Staff briefing

Attendees: 2 people ...AG and George Smith

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 11, 2018 3:00 PM
To: White, Emily MCF:EX
Subject: RE: Attendees for July 12th 10:30-11:30

Thank you Emily!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Emily MCF:EX
Sent: Wednesday, July 11, 2018 2:55 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Attendees for July 12th 10:30-11:30

Hi Danny –

Apologies for the delay in response.

Additional attendees will be:

Trish Garner
Viveca Ellis
Georgia Brown

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. ***

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 11, 2018 10:57 AM
To: White, Emily MCF:EX
Subject: Attendees for July 12th 10:30-11:30

Hi Emily,

Just following up on attendees for tomorrows meeting for Minister Conroy at 10:30AM :

Minister Conroy

Alisma Perry

(4 others to joining awaiting names)

Can you please provide the full list of attendees at your earliest convince.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:50 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Parte, Maura PSA:EX; Geary, Vanessa PREM:EX
Subject: RE: Entering In Jorge's Time
Attachments: JPorter - Time Sheet 180624-18070720180711.pdf

Hi Dawn-Lynn,

I hope you are doing well,

Please find the attached signed timesheet for Jorge s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Entering In Jorge's Time

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



Where ideas work

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Cc: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX
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Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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Subject: Entering In Jorge's Time

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s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:31 PM
To: Clark, Layne PREM:EX; Higgins, Keira PREM:EX
Subject: RE: Chambers Friday

VCO side is booked !

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Clark, Layne PREM:EX
Sent: Wednesday, July 11, 2018 2:29 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Chambers Friday

Hi All,

Do we have the chambers booked for this Friday from 2-3PM?

Thanks,

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:25 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: UBCM Catch-up

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 2:12 PM
To: Porter, Jorge PREM:EX
Subject: Hours Worked
Attachments: Timesheet_form.docx

Hi Jorge,

Please fill out the following form for your hours worked for the following pay period :24JUN18 to 07JUL18

Your Employee ID : s.22
The MIN/DEPT ID : 004-0031

Please fill out for the last 2 weeks.

Please bring me your signed and completed form. And keep this template for your future hours worked. (based on 2 week period)

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 1:23 PM
To: Henry, David A FIN:EX
Cc: Tsang, Robin FIN:EX
Subject: Re: UBCM support

Hi David,

Were you enquiring specifically for Vancouver based support or support in Whistler? If it is Whistler I would suggest bringing in Marlene from the Events as they will be able to provide a better sense of the need for executive level support.

Warmest Regards,

Danny

Sent from my iPhone

On Jul 11, 2018, at 13:06, Henry, David A FIN:EX <David.Henry@gov.bc.ca> wrote:

Good afternoon Danny, we understand UBCM is coming up in a few months. We worked with Romeo to provide executive support last year for the event. Is this something we should engage with you or would it be with someone else in the Premier's Office? Our team historically is onsite and provides dedicated technology support and gear (printer, drop in laptop(s), charging station, cables , etc) for any and all Office of the Premier staff.

UBCM is **September 10 – 14, 2018 at Whistler Convention Centre**
<http://www.ubcm.ca/EN/main/convention/2018-convention-information.html>

Thanks,
David

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 1:08 PM
To: Kingston, Charlotte PREM:EX
Subject: Re: JTT System

I would reach out to Their Director Maureen Yelovatz. She will likely direct to one of her events Officers(Rebecca MacLeod or Flavia Stoica)

Warmest Regards,

Danny

Sent from my iPhone

On Jul 11, 2018, at 13:05, Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> wrote:

Cool. Who would be the best person to talk to in JTT if PO events wanted to inquire about their usage?

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 12:42 PM
To: Kingston, Charlotte PREM:EX
Subject: JTT System

They use Cvent for their events.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 12:39 PM
To: Chandler, Alex FIN:EX
Cc: Giesbrecht, Mandy FIN:EX
Subject: RE: Heads up

Thanks 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Chandler, Alex FIN:EX
Sent: Wednesday, July 11, 2018 12:26 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Giesbrecht, Mandy FIN:EX <Mandy.Giesbrecht@gov.bc.ca>
Subject: FW: Heads up

Danny,

Cabinet may go longer than expected... we will be in touch when it is time to set up VC for TB

From: Giesbrecht, Mandy FIN:EX
Sent: Wednesday, July 11, 2018 12:24 PM
To: Chandler, Alex FIN:EX
Subject: Heads up

The meeting before ours in chambers is running long. Not sure how long but still a few groups of ppl sitting in lobby waiting for their turn.

Mandy Giesbrecht
Director - Strategic Planning & Operations Treasury Board Staff, Ministry of Finance

Please excuse typos and brevity. This message has been sent from my smartphone.

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 11, 2018 11:02 AM
To: McKnight, Valerie SDPR:EX
Subject: RE: ROOM BOOKING - July 12

Hi Val,

We have booked a room for Brenda and Debra to take the call

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: McKnight, Valerie SDPR:EX
Sent: Wednesday, July 11, 2018 10:51 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: ROOM BOOKING - July 12

Hi,

Can I please book a room for Minister Simpson to host people for a phone call but the Minister won't be there himself? We have a conference call from 1:00pm-2:00pm tomorrow and we need an office for Brenda Tombs and Debra McNaught to participate from. Can that be arranged?

Thanks,
Val

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 10:33 AM
To: Chandler, Alex FIN:EX
Cc: Massy, Michelle E PREM:EX
Subject: RE: Was there a Morning TB meeting?

Thanks Alex,

MLA Brar is here in Vancouver , MLA Ma has just arrived.

Ill wait in the room to connect.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Chandler, Alex FIN:EX
Sent: Wednesday, July 11, 2018 10:32 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: Re: Was there a Morning TB meeting?

I only got confirmation from Ma

I understood Brar to be at Chambers but don't see him yet.

Sent from my Samsung Galaxy smartphone.

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

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: 2018-07-11 10:27 AM (GMT-08:00)
To: "Chandler, Alex FIN:EX" <Alex.Chandler@gov.bc.ca>
Subject: Re: Was there a Morning TB meeting?

Just to confirm

Attendees from VCO will be MLA Brar and MLA Ma?

Sent from my iPhone

On Jul 11, 2018, at 10:12, Chandler, Alex FIN:EX <Alex.Chandler@gov.bc.ca> wrote:

Yes TB still at 1

MLA Ma will be there for a bit of Cabinet when TB item is discussed.

Around 1020 cabops will advise

Sent from my Samsung Galaxy smartphone.

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

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>

Date: 2018-07-11 10:11 AM (GMT-08:00)

To: "Chandler, Alex FIN:EX" <Alex.Chandler@gov.bc.ca>

Subject: Was there a Morning TB meeting?

Hi Alex,

Having not heard back from you, Is Treasury board still at 1 pm this afternoon?

I have MLA Jagrup Brar here.

Warmest regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 11, 2018 10:24 AM
To: Wilson, Cherie MCF:EX
Subject: RE: Room Avail - August 29 10 am- 11:00 am

Good Morning Cherie,

No problem we have adjusted the time.

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Wednesday, July 11, 2018 10:22 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room Avail - August 29 10 am- 11:00 am

Good morning Danny,

I was hoping to add additional 30mins to my original request. We want to allow the meeting going over a bit. Meeting will be now 10 – 11:30am

Please let me know this is ok.

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 10, 2018 8:53 AM
To: Wilson, Cherie MCF:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Room Avail - August 29 10 am- 11:00 am

Good Morning Cherie,

We have booked our largest room please let me know if the size exceeds 30.

Warmest Regards

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Monday, July 9, 2018 4:20 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room Avail - August 29 10 am- 11:00 am

Hi,

Minister Chen is requesting if you have any rooms available Aug 29/2018 at 10:00 am- 11:00 am.

The meeting will have 25-30 people at this meeting. I don't have all names yet but I have added the attendees I am aware of right now.

Minister Katrina Chen,
Minister Rob Fleming
Niki Sharma
Minister Fleming MA
Jasleen Arora

Mayors:
Mayor Richard Stewart
Mayor Greg Moore
Mayor Ralph Drew
Mayor Mike Clay
Mayor John McEwen

School Board 43 :
Kerri Palmer Isaak
Michael Thomas
Carol Cahoon
Chuck Denison
Barb Hobson
Lisa Park
Judy Shirra
Diane Sowden
Keith Watkins

Please let me know if there is anything available.

Thank you in advance.

Sincerely,

Cherie Wilson

Administrative Assistant to

The Hon. Katrina Chen

Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2

Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 9:56 AM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: iStore - 882156 - 60409 - Danny Loubert Change Owner

Thank you Eddie!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, July 11, 2018 9:51 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: iStore - 882156 - 60409 - Danny Loubert Change Owner

Hello,
Regarding iStore #882156 / SR2658583

As requested, the owner of the mailbox PREM_MB_LP_VCOBDRMS has been updated.

NOTE: Backups / Updaters will not appear in the GAL/ Notes field unless specifically requested in the iStore order.

Restarting Outlook is required to apply the new access.

Options to access the mailbox:

- view the new mailbox from within a current Outlook profile use the "File - Open - Other Users Folder" option in Outlook.
- the owner can create a new profile for the mailbox to view and manage it
- add as a secondary mailbox

<https://ssbc-client.gov.bc.ca/Exchange/TechnicalFAQ/Addsecondmailbox.htm>

Questions? Contact the 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000, toll-free 1-866-660-0811.

From: Piotrowicz, Eddie P FIN:EX
Sent: July 10, 2018 1:13 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: iStore - 882156 - 60409 - Danny Loubert Change Owner

Hi Danny,

iStore - 882156 - 60409 - Danny Loubert Change Owner – submitted.

From: Danny.Loubert@gov.bc.ca [mailto:Danny.Loubert@gov.bc.ca]

Sent: July 9, 2018 11:33 AM

To: FIN IMB Service Desk (78912) FIN:EX ; Loubert, Danny PREM:EX

Subject: PREM: Change Boardroom Owner

Checkout Information

Account: PREM-VANCOUVER CABINET OFFICE

Ministry Number: 004

Responsibility Centre: 36346

Service Code: 34410

Project Number: 3600000

Expense Authority: Vanessa Geary

Service Requests

Account - Other IDIR Related Requests

First Name: PREM

Last Name: VCO Boardroom

IDIR: VCOBDRMS

Description: Please Change Owner from Maria Szabo to Danny Loubert (Dloubert)

Requestor: Loubert, Danny PREM:EX

Email: Danny.Loubert@gov.bc.ca

Time: 2018-07-09 11:33:29

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 9:54 AM
To: Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Geary, Vanessa PREM:EX; Porter, Jorge PREM:EX; Oreck, Mira PREM:EX
Subject: Sharing invitation: Loubert, Danny PREM:EX - VCO Teleconference Line

Microsoft Exchange Calendar:

Loubert, Danny PREM:EX - VCO Teleconference Line
Loubert, Danny PREM:EX (Danny.Loubert@gov.bc.ca) has invited you to view his or her "VCO Teleconference Line" calendar.

Hello,

Thought it would be helpful if you all could see the calendar we use to reserve our teleconference line. I can continue to book the line for you if you wish, however it might be useful to have access in situations where I may be unavailable.

I have saved the Conference line details in the "Properties" page.

If you have any questions please let me know,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 9:26 AM
To: OOP FOI PREM:EX
Subject: FW: Call for Records OOP-2018-84473 Records Due July 13, 2018

Good Morning,

Please note I have moved the required records folder for this FOI request,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 5, 2018 4:45 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Call for Records OOP-2018-84473 Records Due July 13, 2018

Hey!

Do you have access to my old email inbox?

Sorry!

Maria
250.896.6823

From: OOP FOI PREM:EX
Sent: July 5, 2018 4:44 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Call for Records OOP-2018-84473 Records Due July 13, 2018

Hi Maria,

Please see the below request and please let me know by July 13th whether or not you have any records. Please either PDF your records without attachments, OR drag all responsive records onto the LAN here: [Z:\Government\FOI\OOP-2018-84473 - Maria Szabo MAY](#). When dragging records onto the LAN, please ensure the all emails are transferring over – this means counting the number of emails you are dragging over. Any questions, please call me. Thank you!

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent from Maria Szabo

(Date Range for Record Search: From 05/01/2018 To 05/31/2018) Date Format is MM/DD/YYYY

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

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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 11, 2018 8:48 AM
To: OOP FOI PREM:EX
Subject: RE: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Good Morning Alison,

After review of Maria's Account we have no records for this FOI Request.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: OOP FOI PREM:EX
Sent: Tuesday, July 10, 2018 4:59 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hey Danny! Sorry I totally forgot to get back to you about Mira's searches! I've just noticed this one requires a search for her records if you're able to do this one 😊

Thanks so much!

Alison

From: Szabo, Maria GCPE:EX
Sent: Friday, July 6, 2018 11:47 AM
To: OOP FOI PREM:EX
Subject: RE: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi Alison,

I believe Danny has access to my old OOP inbox, so I've alerted him to this and another request for my May emails.

Thanks!

Maria
250.896.6823

From: OOP FOI PREM:EX
Sent: July 6, 2018 8:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi Maria – forgot to include you in this reminder, I don't believe I've gotten your response to this one.

Thanks so much ☺

Alison

From: OOP FOI PREM:EX
Sent: Thursday, July 5, 2018 4:24 PM
To: Van Meer-Mass, Kate PREM:EX; Fogg, Bruce PREM:EX; Oreck, Mira PREM:EX; Wade, Debbie PREM:EX
Subject: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi all,

Reminder for this request.

Kate, Bruce, Mira – needing your records
Debbie – needing Tamarra and Geoff's records

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Thursday, June 21, 2018 10:56 AM
To: LP Premiers Vancouver Office; LP PO Executive Office
Subject: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hello,

Please see the below request and please let me know by June 28th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

*(Date Range for Record Search: From **10/01/2017 To 11/30/2017**) Date Format is MM/DD/YYYY*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 3:31 PM
To: Angell, Heather CITZ:EX
Subject: RE: ADM booking Suites.15 - 999 Canada Place

I hear you, I expect there will be a point where it slows down but I don't think it will ever stop really being busy. s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Angell, Heather CITZ:EX
Sent: Tuesday, July 10, 2018 3:21 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: ADM booking Suite s.1 - 999 Canada Place

s.22

during the Summer but no such luck. How about you?

. It is supposed to slow down

Heather Angell | Project Administrator | Real Property Division | Ministry of Citizens' Services
Ph: 604 660 3119 | e: Heather.Angell@gov.bc.ca | m: 700 - 865 Hornby Street, Vancouver BC V6Z 2G5



Real Property
Division

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 2:42 PM
To: Angell, Heather CITZ:EX
Subject: RE: ADM booking Suite s.1 - 999 Canada Place

Thanks Heather!

I hope your doing well!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Angell, Heather CITZ:EX
Sent: Tuesday, July 10, 2018 2:34 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: ADM booking Suite s.15 - 999 Canada Place

Hi Danny

No approvals for access have been granted to date.

Heather Angell | Project Administrator | Real Property Division | Ministry of Citizens' Services
Ph: 604 660 3119 | **e:** Heather.Angell@gov.bc.ca | **m:** 700 – 865 Hornby Street, Vancouver BC V6Z 2G5



Real Property
Division

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 2:26 PM
To: Angell, Heather CITZ:EX
Subject: ADM booking Suite^{s.15} - 999 Canada Place

Hi Heather,

Do you know if all ADM's have been granted access to the ^{s.15} I have a request from the Ministry of the Attorney General, Legal Service Branch from ADM James Harvey.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 2:53 PM
To: Hammond, Monica M AG:EX
Cc: Richter, Connie AG:EX
Subject: RE: Room at VCO - s.15 999 Canada Place

Hi Monica and Connie,

I misunderstood a current project that would see ADM's being granted access to Suite^{s.15}. After checking with the Ministry of Citizen's Services who over sees the space they confirmed that at this time access to suite^{s.15} is still restricted to the Deputy Minister level. I do apologise for the confusion and inconvenience this may have caused.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hammond, Monica M AG:EX
Sent: Tuesday, July 10, 2018 2:23 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Room at VCO -s.15 999 Canada Place

Thanks for the speedy reply, Danny! I did try to book it through the ADM's calendar but got rejected unfortunately.

Monica

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 2:21 PM
To: Hammond, Monica M AG:EX
Subject: RE: Room at VCO - s.15 999 Canada Place

Hi Monica,

Please try booking as a resource though the ADM's calendar (my understanding is that the permission is at the ADM level). Please let me know if this doesn't work and I will have a look what other options are available.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hammond, Monica M AG:EX
Sent: Tuesday, July 10, 2018 2:19 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Room at VCO -s.15 999 Canada Place

Hello Danny – I work with James Harvey, the ADM of the Legal Services Branch, Ministry of Attorney General. He will be in Vancouver on Thursday and would like to book a room at the VCO from 10:00-5:00. I was told that I would be able to book the room by sending an invitation to CITZ R 999 Canada Place MFs.15 . CITZ:EX, but when I sent the invitation I got a note back that I do not have permission to book it.

Can you please advise how I can go about booking a room?

Thanks very much,
Monica

Monica Hammond

Executive Coordinator
Office of the Assistant Deputy Attorney General
B.C. Ministry of Attorney General | Legal Services Branch
Phone: 250-893-7000 ***NEW*** | Fax: 250-356-5111



Where ideas work

 Please consider the environment before printing

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 2:48 PM
To: Parte, Maura PSA:EX
Subject: RE: Offer Letter
Attachments: Consent for Disclosure of Criminal Record Information - Olivia Dixon.pdf; Checklist of Information Required for New Hires - Olivia Dixon.docx; Photos of Personal Identification Documents - Olivia Dixon.jpg; Olivia Dixon's ID - Back.jpg

Hi Maura,

I just received Olivia's forms and ID, please see attached.

Her Address is listed as:
s.22

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Tuesday, July 10, 2018 2:28 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Offer Letter

Hi Danny – I'm doing an offer letter for Olivia Dixon but don't have her home address as it is not on her resume.
Can you please send? Thank you

Maura Parte
BC Public Service Agency
250-213-6377

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 1:34 PM
To: Richter, Connie AG:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: VCO

Hi Connie,

I believe there have been some changes to allow ADMs the use of the ^{s.15} for meeting spaces when in Vancouver. Please have the admin responsible book the space from the ADMs Calendar as I believe permissions are set for ADMs and above. I can provide an access card for suite ^{s.1} however I will need the name of the ADM, who can collect the card from VCO with a piece of Photo ID.

Please let me know if there are any other question as I would be happy to answer.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Richter, Connie AG:EX
Sent: Tuesday, July 10, 2018 11:19 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Engelbrecht, Maya AG:EX <Maya.Engelbrecht@gov.bc.ca>
Subject: VCO

Hi Danny,

We have an ADM who would like to book a mtg. room at the VCO.

It's my understand that the 7th floor is not available to ADMs, is that correct?

I normally book rooms for our Deputy on the ^{s.1}₅ but he has an access card. Is there a way for an ADM to book a room on the ^{s.1}₅ ?

Thank you, C

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 1:25 PM
To: Porter, Jorge PREM:EX
Subject: RE: This week details

Thank you Jorge

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Porter, Jorge PREM:EX
Sent: Tuesday, July 10, 2018 1:20 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: This week details

Hi Danny,

Here are the missing details for the next three days of meetings.

Thursday July 12th:

- Minister Conroy @ 10:30: missing names of 4 others joining meeting
- AG Eby @1:00: names still to be confirmed, have not been added to calendar details

That's all.

Thanks,

Jorge

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 1:21 PM
To: Geary, Vanessa PREM:EX
Subject: RE: June travel
Attachments: Travel Tracking.xlsx

Hi Vanessa,

The the updated VCO travel Costs for Q1 (April –June) are \$16,845.62.

Travel starting June 1st totaled \$4,839.71.

I have only a few outstanding taxi receipts for Mira and Chantille but everything should be up to date.

So far, I have only one Travel Claim for July for Don Bain totaling \$488.15 with Airfare.

I have attached the tracking document for your reference.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Wednesday, July 4, 2018 11:50 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: June travel

Hi – thanks for compiling April and May travel. Would you please send me June by end of day Monday? If there are a few pieces missing that is ok, just want to get sense of Q1. Thanks! Vanessa

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | M: 604-619-0513
E: vanessa.geary@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 12:58 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Don Bain travel

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Arlena Hell [<mailto:arlena.hell@flightcentre.ca>]
Sent: Tuesday, July 10, 2018 12:52 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: RE: Don Bain travel

Hello Danny,

I have figured it out 😊

It looks like the 17th of June travel with Air Canada was cancelled and credited and then a new flight with West jet was booked for the 18th.

So these are all valid charges. He holds a credit on file for the 17th of June invoice. You can submit them all 😊

Arlena Hell | Assistant Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]
Sent: Tuesday, July 10, 2018 11:32 AM
To: Arlena Hell <arlena.hell@flightcentre.ca>
Subject: FW: Don Bain travel

Hi Arlena,

As per our phone call,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, July 10, 2018 11:25 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Don Bain travel



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 12:57 PM
To: 'Arlena Hell'
Cc: Tamra Bartilucci
Subject: RE: Don Bain travel

Thanks Arlena!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Arlena Hell [<mailto:arlena.hell@flightcentre.ca>]
Sent: Tuesday, July 10, 2018 12:52 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: RE: Don Bain travel

Hello Danny,

I have figured it out 😊

It looks like the 17th of June travel with Air Canada was cancelled and credited and then a new flight with West jet was booked for the 18th.

So these are all valid charges. He holds a credit on file for the 17th of June invoice. You can submit them all 😊

Arlena Hell | Assistant Manager
[Flight Centre Business Travel Victoria](#)
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]
Sent: Tuesday, July 10, 2018 11:32 AM
To: Arlena Hell <arlena.hell@flightcentre.ca>
Subject: FW: Don Bain travel

Hi Arlena,

As per our phone call,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, July 10, 2018 11:25 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Don Bain travel



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 10, 2018 12:38 PM
To: White, Christine MAH:EX
Subject: RE: MSR Meeting - July 27th

Hi Christine,

We have booked a room for the Minister to take her meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Tuesday, July 10, 2018 12:31 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: MSR Meeting - July 27th

Hello,

MSR is meeting with a group during AFN on July 27th at VCO if there is space. This will be from 3-330pm. Attendees as follows:

MSR
Shayne
Craig – Dial in
Warner Adam, CEO,
Mary Teegee, Executive Director Child and Family services
Chief Corrina Leween
President Regina Toth, Director of Project Management

Thanks!

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 12:12 PM
To: Giesbrecht, Mandy FIN:EX; Chandler, Alex FIN:EX
Subject: RE: Treasury Board July 11

Thank you Mandy.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Giesbrecht, Mandy FIN:EX
Sent: Tuesday, July 10, 2018 12:07 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Chandler, Alex FIN:EX <Alex.Chandler@gov.bc.ca>
Subject: RE: Treasury Board July 11

Thanks Danny.
Also FYI, a small catering order will arrive just before the meeting starts.

Mandy Giesbrecht
Director – Strategic Planning & Operations
Treasury Board Staff

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 11:40 AM
To: Chandler, Alex FIN:EX
Cc: Giesbrecht, Mandy FIN:EX
Subject: RE: Treasury Board July 11

Hi Alex,

Thanks for the confirmation of attendees, I will be on hand to answer at 12:50.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Chandler, Alex FIN:EX
Sent: Tuesday, July 10, 2018 11:20 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Giesbrecht, Mandy FIN:EX <Mandy.Giesbrecht@gov.bc.ca>
Subject: Treasury Board July 11

Hi Danny,

Just to confirm there will be two TB members attending at VCO for tomorrow's TB meeting (runs from 1-5)

Bowinn Ma
Mable Elmore

Will someone be able to answer the Video Call around 12:50?

Alex Chandler

Executive Director
Treasury Board Staff
Ministry of Finance
Tel: 778-698-1542 | Fax: 250-356-7624
E-mail: alex.chandler@gov.bc.ca

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 11:32 AM
To: 'arlana.hell@flightcentre.ca'
Subject: FW: Don Bain travel
Attachments: Bain Invoice -18 Jun- YXS- \$319.08.pdf; Travel Reservation June 18 for DONALD BAIN.PDF; Bain Invoice -17 Jun- \$365.53.pdf; Travel Reservation June 20 for DONALD BAIN.PDF; Bain Invoice -20 Jun- \$290.98.pdf; Travel Reservation June 20 for DONALD BAIN.PDF

Hi Arlena,

As per our phone call,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, July 10, 2018 11:25 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Don Bain travel



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Loubert, Danny PREM:EX

Subject: Media and Stakeholder Relations Team Meeting
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Fri 2018-07-13 3:00 PM
End: Fri 2018-07-13 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Loubert, Danny PREM:EX
Required Attendees Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Tounsi, Marielle GCPE:EX; Truong, Lele GCPE:EX; Joshi, Shruti GCPE:EX; Sherlock, Stephanie GCPE:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Hello,

Once again rescheduling this meeting.

Please attend via either of the Telepresence rooms:
999 Canada Place - VCO
617 Government Street – GCPE

Please advise if a different time would work better.

Warmest Regards,

Danny Loubert

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 10:57 AM
To: Joshi, Shruti GCPE:EX
Subject: RE: Media and Stakeholder Realations Team Meeting

Shruti,

What time are you usually finished by?

We are currently looking at 3:30-4 tomorrow afternoon (only time for Sage and Jen)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Joshi, Shruti GCPE:EX
Sent: Tuesday, July 10, 2018 10:43 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Media and Stakeholder Realations Team Meeting

Hi Danny,
I will not be able to attend this meeting today.

Sent from my iPhone

> On Jul 10, 2018, at 10:18 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:
>
> Good Morning,
>
> Please attend via either of the Telepresence rooms:
> 999 Canada Place - VCO
> 617 Government Street – GCPE
>
> Please advise if a different time would work better.
>
> Warmest Regards,
>
> Danny Loubert
> <meeting.ics>

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 10, 2018 10:53 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Porter, Jorge PREM:EX
Subject: RE: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Thanks for the heads up

We will put a different room aside for the media interviews as well.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, July 10, 2018 10:36 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm
Importance: High

Hello,

We have a couple on camera interviews set up with Minister Sims today. They were originally set to be filmed outside of VCO, but I'm told that it might rain. Is it possible to have the folks from CTV and Global come up to the room Minister has booked to do the interviews? Is the room that is set aside for Minister today, a quiet room where she could do these interviews?

They are currently booked as follows:

- Global – Today – 12:30 to 12:40pm
- CTV – Today – 1:00 to 1:10pm

Please advise.

Thank you,
Kathleen

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, July 10, 2018 10:19 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Thank you

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 10, 2018 10:17 AM

To: Fleurant, Kathleen CITZ:EX

Subject: Re: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Hi Kathleen,

No problem on our end

Sent from my iPhone

On Jul 10, 2018, at 09:44, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Hi Danny. Looks like MJS will need the room until 4:00pm. Does this work on your end?

From: Fleurant, Kathleen CITZ:EX

Sent: Tuesday, July 10, 2018 8:52 AM

To: VCO Boardrooms, PREM PREM:EX

Subject: RE: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Thank you Danny!

Have a great day.

Kathleen

From: VCO Boardrooms, PREM PREM:EX

Sent: Tuesday, July 10, 2018 8:43 AM

To: Fleurant, Kathleen CITZ:EX; VCO Boardrooms, PREM PREM:EX

Subject: RE: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Good Morning Kathleen,

We have booked a room for Minister Sims to make her calls and work out of this afternoon.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Fleurant, Kathleen CITZ:EX

Sent: Monday, July 9, 2018 4:33 PM

To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Subject: Urgent - Office/Room Required at VCO for Minister Sims - July 10th from 12:00 to 3:00pm

Importance: High

Hi Jorge,

I apologize for the last minute request – I've just been informed that Minister Jinny Sims will require a quiet office space or meeting room tomorrow (Tuesday, July 10) from 12:00 to 3:00pm.

She needs to the room for media calls.

Please advise as soon as you can.

Thank you,

Kathleen Fleurant | Administrative Coordinator
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-7920
e: Kathleen.Fleurant@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 10:53 AM
To: Joshi, Shruti GCPE:EX
Subject: RE: Media and Stakeholder Realations Team Meeting

Thanks Shruti,

We are working rescheduling

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Joshi, Shruti GCPE:EX
Sent: Tuesday, July 10, 2018 10:43 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Media and Stakeholder Realations Team Meeting

Hi Danny,
I will not be able to attend this meeting today.

Sent from my iPhone

> On Jul 10, 2018, at 10:18 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:
>
> Good Morning,
>
> Please attend via either of the Telepresence rooms:
> 999 Canada Place - VCO
> 617 Government Street – GCPE
>
> Please advise if a different time would work better.
>
> Warmest Regards,
>
> Danny Loubert
> <meeting.ics>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 10:52 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Getting into building

Yes you can, Code is s.15,s.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Geary, Vanessa PREM:EX
Sent: Tuesday, July 10, 2018 10:52 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Getting into building

Can I get into the door you told me about to go to Helijet the other day?

Sent from my iPhone

Loubert, Danny PREM:EX

Subject: Media and Stakeholder Realations Team Meeting
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Tue 2018-07-10 1:00 PM
End: Tue 2018-07-10 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Loubert, Danny PREM:EX
Required Attendees Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Tounsi, Marielle GCPE:EX; Truong, Lele GCPE:EX; Joshi, Shruti GCPE:EX; Sherlock, Stephanie GCPE:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Good Morning,

Please attend via either of the Telepresence rooms:
999 Canada Place - VCO
617 Government Street – GCPE

Please advise if a different time would work better.

Warmest Regards,

Danny Loubert

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 9:47 AM
To: Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Subject: RE: Rescheduling Stakeholder Relations and Media Meeting

Hi Sage and Jen,

while preferable that both of you can attend, would either of you be free at 1 for 30 mins for this meeting?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 9:05 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>
Subject: Rescheduling Stakeholder Relations and Media Meeting

Good Morning Sage and Jen,

Mira mentioned that today's scheduled meeting wouldn't work for everyone's schedule and I was hoping you might have some free time before 3 today or tomorrow after noon to reschedule this meeting?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 9:15 AM
To: Tounsi, Marielle GCPE:EX
Subject: RE: New times for this weeks SR and Media Meeting

Thanks Marielle,
I am just confirming with Sage and Jenn staff and will proceed from there.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tounsi, Marielle GCPE:EX
Sent: Tuesday, July 10, 2018 9:11 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: New times for this weeks SR and Media Meeting

Hi Danny,

Lets do today at 1-2:30.

Thanks,

Marielle Tounsi
Media Relations Officer
Government Communications & Public Engagement
778-584-1255



Where ideas work



From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 2:42 PM
To: Tounsi, Marielle GCPE:EX
Subject: New times for this weeks SR and Media Meeting

Hi Marielle,

Mira was informing me that this weeks meeting time will not work, Stakeholder Relations Team is available Tuesday afternoon from 1-2:30 pm or from 2-3:30 pm on Wednesday. Can you check with your GCPE folks to see if any of these times will work for a 30 min meeting?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 9:04 AM
To: Sherlock, Stephanie GCPE:EX
Subject: RE: rescheduling Stakeholder Relations and Media Meeting

Thanks Stephanie!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Sherlock, Stephanie GCPE:EX
Sent: Tuesday, July 10, 2018 8:57 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: rescheduling Stakeholder Relations and Media Meeting

Hi Danny :)

I am free most of the afternoon.^{s.22} so anytime up until 3 works

Thanks
Stephanie

Sent from my iPhone

On Jul 10, 2018, at 8:41 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

I Stephanie,

Mira mentioned that today's meeting wouldn't work for everyone and I was hoping you might have some free time this afternoon or tomorrow afternoon to schedule the meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 8:38 AM
To: Porter, Jorge PREM:EX
Subject: IDIR

Setting up your IDIR

Once you have your Employee ID you can set up your IDIR. Your IDIR will give you access to the government HR portal which provides a wide range of services. You also need to set up your IDIR to get access to the Learning Centre and government training programs.

You will need to validate your IDIR. Please go to <https://timepayhome.gov.bc.ca> you will see an orange coloured rectangle box near the middle of the page with instructions on how to clear your cache. You can only have one Internet Explorer window open when clearing cache. Then you can validate your IDIR.

Your Government IDIR ID

What is an IDIR?

Your IDIR is the unique identifier you use to log on to your workstation and to access many government applications, including Employee Self Service, where your leave and pay information is located.

It is recommended that you restart your computer after logging on for the first time. After you've successfully rebooted and logged back on to your workstation, you will have to validate your IDIR.

Validating Your IDIR

Follow these steps:

- Start at the [Time & Pay Portal](#) – Bruce, you will need to start at <https://timepayhome.gov.bc.ca>
- Click on the Self Service (PeopleSoft) tab and launch the application by clicking the icon in the middle of the window
- Click on Click here to begin ESS Validation
- Enter your six digit employee number and use the drop-down calendar to enter your date of birth
- Click Submit. You should get a response that says, "You have successfully validated your IDIR"
- Wait 30 minutes
- Go back to Employee Self Service. When you launch the application this time you will be taken to the icons to view your pay, and other features
- If you don't see the icons, go to the [Time & Pay Portal](#), click on the Self Service (PeopleSoft) tab and follow the instructions in the yellow box to clear your cache

You will now have access to most government websites.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 10, 2018 8:09 AM
To: Manton, Kim FIN:EX
Subject: Re: Direction?

Good Morning Kim,

There is a less scenic route to helijet from harbour air. If you head towards the harbour air parking lot it will take you to a road below the convention centre if you follow that one it will take you to helijet.

Alternatively if you go through our building down to P2 (use the world trade centre parking elevator) when you exit there is a corridor with a door on the right, go through this and around the stair and take the door out to waterfront road.

The code to get back in is s.15,s.
47

I'll be in the office shortly if you need assistance finding it again.

Warmest Regards,

Danny

Sent from my iPhone

On Jul 10, 2018, at 07:44, Manton, Kim FIN:EX <Kim.Manton@gov.bc.ca> wrote:

Hi Danny,

I hope this finds you having a lovely start to your day!

I am popping in looking for directions;) I am flying into harbour air and then walking to meet Mitzi at helijet. Last time we were at the VCO you showed Mitzi and I how to get out of the VCO building to walk to helijet so, I think I can cut thru the building on my way from harbour air to helijet. What do you think? If that is doable can you remind me which way I go when I take the parking elevator ?

Does this make sense? Taking a cab seems wasteful when I have half an hour to get from point a to point b.

All thoughts welcome ;)

Kim

Sent from my Samsung Galaxy smartphone.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 4:38 PM
To: Porter, Jorge PREM:EX
Subject: Fwd: Jorge Employee ID

FYI

Sent from my iPhone

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: July 9, 2018 at 4:36:07 PM PDT
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Subject: Jorge Employee ID

s.22

Maura Parte
BC Public Service Agency
250-213-6377

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 4:33 PM
To: Geary, Vanessa PREM:EX
Subject: Re: meeting scheduling

Sounds good it's a quiet day tomorrow we'll see you when you get in.

Danny

Sent from my iPhone

> On Jul 9, 2018, at 3:30 PM, Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca> wrote:

>

> Please schedule an hour and say agenda to come.

>s.22

> Thanks

>

> Sent from my iPhone

>

>> On Jul 9, 2018, at 2:55 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

>>

>>s.22

>>

>> How long do you think this discussion should take?

>>

>> Warmest Regards,

>>

>> Danny Loubert | Administrative Coordinator, Operations and Strategic

>> Initiatives Vancouver Cabinet Office | Office of the Premier

>> P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

>>

>> -----Original Message-----

>> From: Geary, Vanessa PREM:EX

>> Sent: Monday, July 9, 2018 9:27 AM

>> To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

>> Subject: Re: meeting scheduling

>>

>> s.22

>>

>> Sent from my iPhone

>>

>>> On Jul 9, 2018, at 8:51 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

>>>

>>> Thanks Vanessa,

>>>

>>> s.22

>>>

>>>

>>>

>>> Warmest Regards,

>>>

>>> Danny Loubert | Administrative Coordinator, Operations and Strategic
>>> Initiatives Vancouver Cabinet Office | Office of the Premier
>>> P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

>>>

>>> -----Original Message-----

>>> From: Geary, Vanessa PREM:EX
>>> Sent: Monday, July 9, 2018 8:46 AM
>>> To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
>>> Subject: Re: meeting scheduling

>>>

>>> Yes thanks ^{s.22}

>>>

>>> Sent from my iPhone

>>>

>>>> On Jul 9, 2018, at 8:36 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

>>>>

>>>> Hi Vanessa,

>>>>

>>>> Just to confirm you would also be attending?

>>>>

>>>> Warmest Regards,

>>>>

>>>> Danny Loubert | Administrative Coordinator, Operations and
>>>> Strategic Initiatives Vancouver Cabinet Office | Office of the
>>>> Premier
>>>> P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

>>>>

>>>> -----Original Message-----

>>>> From: Geary, Vanessa PREM:EX
>>>> Sent: Friday, July 6, 2018 4:11 PM
>>>> To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
>>>> Subject: meeting scheduling

>>>>

>>>> Danny, on Monday would you please set up a meeting/call next week
>>>> with the following people to discuss Chinese and South Asian
>>>> community and media engagement -- Geoff Meggs, Sage Aaron, Mira
>>>> Oreck, Roseanne Moran and Layne Clark. Thanks Vanessa

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 4:17 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: Chinese and South Asian Community and Media Engagement

Loubert, Danny PREM:EX

Subject: Chinese and South Asian Community and Media Engagement

Location: Teleconference: Dail-in information included

Start: Thu 2018-07-12 2:30 PM

End: Thu 2018-07-12 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Moran, Roseanne LASS:EX; Oreck, Mira PREM:EX;
Hockin, Amber PREM:EX; Clark, Layne PREM:EX

Optional Attendees: Loubert, Danny PREM:EX

Agenda to Follow

Dial-in Phone Numbers:

s.15,s.17

Participant Conference ID: s.15,s.17

Vanessa Geary to Moderate:

Moderator Conference ID: s.15,s.17

Danny Loubert

On Behalf of Vanessa Geary

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 3:33 PM
To: Oreck, Mira PREM:EX; Aaron, Sage PREM:EX; Clark, Layne PREM:EX; Moran, Roseanne LASS:EX
Cc: Geary, Vanessa PREM:EX; Wade, Debbie PREM:EX
Subject: Meeting Request

Good Afternoon,

Can you please advise if you are able to attend a 1-hour discussion, Via Teleconference, on Chinese and South Asian community and media engagement for the following dates and time.

Thursday Afternoon: 2:30PM – 3:30PM
Friday Morning: 9:30AM-10:30AM
10:00AM – 11 AM

A calendar invite with Teleconferencing information will follow the successful time slot.

An agenda will be send later this week,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 3:13 PM
To: Porter, Jorge PREM:EX
Subject: FW: Jorge Porter Letter
Attachments: Offer Letter Porter.pdf

Hi Jorge,

Please find the attached offer letter, Please note Maura's note^{s.22}
once you are satisfied please sign and scan back to me.

Please review and

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Monday, July 9, 2018 3:04 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Jorge Porter Letter

Hi Danny,

The delay in processing Jorge's confirmation letter was related to us^{s.22}
I learned late last week it wouldn't be possible.

Please have Jorge review and sign the attached confirmation letter. I am happy to explain the situation to him with respects.^{s.22}

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 2:46 PM
To: Carreras, Korleen TAC:EX
Subject: RE: July 18, 2018

Hi Korleen,

s.15 – Vancouver Cabinet Office

Cheers,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Carreras, Korleen TAC:EX
Sent: Monday, July 9, 2018 2:46 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: July 18, 2018

Danny,

What is the suite number again?

Korleen

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 11:36 AM
To: Carreras, Korleen TAC:EX
Subject: RE: July 18, 2018

Good Morning Korleen,

We have extended the meeting as requested.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Carreras, Korleen TAC:EX
Sent: Monday, July 9, 2018 10:57 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: July 18, 2018

We have a meeting space already reserved for Minister Beare on July 18th from 10am-2pm and I'm wondering if we can extend the booking until 3:30pm. Can you please confirm?

Thank you.

Korleen



Korleen Carreras, Executive Assistant
Minister's Office
Ministry of Tourism, Arts & Culture, Responsible for
Sport and Multiculturalism
250-812-5204



Please consider the environment before printing this email.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 2:43 PM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: iStore - 881902 - 60388 - Danny Loubert remove Blackberry

Thanks Eddie!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Piotrowicz, Eddie P FIN:EX
Sent: Monday, July 9, 2018 2:42 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: iStore - 881902 - 60388 - Danny Loubert remove Blackberry

Hi Danny,

iStore - 881902 - 60388 - Danny Loubert remove Blackberry – submitted.

Loubert, Danny PREM:EX 12:17 PM:
Hi eddie, Good to remove the Blackberry
Piotrowicz, Eddie P FIN:EX 12:17 PM:
Ok Danny will do thanks.

From: Danny.Loubert@gov.bc.ca [<mailto:Danny.Loubert@gov.bc.ca>]
Sent: July 4, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: PREM: MDMS

Checkout Information

Account: PREM-VANCOUVER CABINET OFFICE
Ministry Number: 004
Responsibility Centre: 36346
Service Code: 34410
Project Number: 3600000
Expense Authority: Vanessa Geary

Service Requests

ActiveSync - Upgrade Device
First Name: Danny
Last Name: Loubert
IDIR: DLOUBERT
Current Mobile: BB10 BES Server

Replacement Mobile: iPhone

Activation Assistance: No

Requestor: Loubert, Danny PREM:EX

Email: Danny.Loubert@gov.bc.ca

Time: 2018-07-04 15:19:57

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 2:41 PM
To: Parte, Maura PSA:EX
Subject: FW: Scan From <Device Name>
Attachments: Jorge Porter Onboarding Documents20180709.pdf

Hi Maura,

Please find the attached documents for Jorge.

Have you been able to determine if Jorge will be given an employee ID?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: DLOUBERT [mailto:Danny.Loubert@gov.bc.ca]
Sent: Monday, July 9, 2018 2:14 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Scan From <Device Name>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 2:16 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for boardroom

Hi Keira,

I hope you had a pleasant weekend.

I have extended the meeting as requested.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Monday, July 9, 2018 2:12 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Request for boardroom

Hi Danny,

Don will now be meeting with Val Litwin on Thursday at 3:30-4:00. May I please extend our room booking to accommodate?

Thanks,

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

From: Loubert, Danny PREM:EX
Sent: Tuesday, June 26, 2018 4:12 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for boardroom

Hi Keira,

I have made a room available for Don to use.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 10:02 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Request for boardroom

Morning Danny,

May I please request a small boardroom for the following meeting

MEETING: Don, Christine, Jason Fisher and Robert McCurdy

Date: July 12

Time: 2:30-3:30

Thanks,

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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 2:09 PM
To: Parte, Maura PSA:EX
Subject: RE: Olivia Dixon - new AA at VCO!

Thanks Maura,

I have passed on the forms and Olivia has only one question about ID. Would the new BC Services Card (as it is issued by ICBC, s.22 be considered an appropriate Piece of Primary ID or would it be still considered a BC Care Card?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: Friday, July 6, 2018 10:30 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Olivia Dixon - new AA at VCO!

Hi Danny,

I've attached two forms for Olivia to fill out:

- 1) Checklist of Information Required for New Hires
- 2) Criminal Record Check Consent Form

Please have Olivia fill out as much information as she can. Her starting salary is \$42,655.22 per annum which is Clerk 11 Step 1.

Two pieces of ID are also required for the CRC, preferably a DL.

Thank you
Maura

From: Geary, Vanessa PREM:EX
Sent: Thursday, July 5, 2018 5:21 PM
To: Parte, Maura PSA:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: Olivia Dixon - new AA at VCO!

Maura – further to this, should Danny send out the Criminal Record check and OIC form or do you do that? If the former, would you please re-send forms over. If the latter, would you please copy Danny on email to Olivia.
Thanks!

From: Geary, Vanessa PREM:EX
Sent: Thursday, July 5, 2018 12:44 PM
To: Parte, Maura PSA:EX
Cc: Farmer, Susan PREM:EX; Loubert, Danny PREM:EX
Subject: Olivia Dixon - new AA at VCO!

Olivia Dixon accepted the position of Administrative Assistant at VCO^{s.22}

As she indicated during the interview^{s.22} her start date will be
August 7, 2018. She will be starting at Band 1 (\$42,655.22).
Olivia's email is^{s.22} and her phone is^{s.22}
I explained about the OIC and that an offer letter would follow.

I will call^{s.22} this afternoon and Danny will call^{s.22} .

Thank you all for your participation and support through what I felt was a very positive, fair and successful process.

Susan, once Olivia's starts and gets oriented, we can sort out a process for plugging her into the Correspondence work.
In the meantime, if you your team is swamped, let me know as Jorge, our temp replacement, may have capacity to assist.

Cheers Vanessa

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | **M:** 604-619-0513
E: vanessa.geary@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 1:55 PM
To: FIN IMB Service Desk (78912) FIN:EX
Subject: RE: 875827-59649-Danny Loubert-Change Telephone Display

Hello,

I wanted to follow up to this request, The phone is still being listed as Private Number. If possible, can we please have this resolved?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Loubert, Danny PREM:EX
Sent: Wednesday, June 13, 2018 6:55 AM
To: Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>
Subject: Re: 875827-59649-Danny Loubert-Change Telephone Display

Thanks Penny!!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Lee, Penny FIN:EX
Sent: Tuesday, June 12, 2018 5:02 PM
To: Loubert, Danny PREM:EX
Subject: 875827-59649-Danny Loubert-Change Telephone Display

Hi Danny, I have submitted I-store 875827 to request the display change as noted below. I will advise when the request has been completed. Please let me know if you have any questions. Thank you.

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

From: Danny.Loubert@gov.bc.ca [<mailto:Danny.Loubert@gov.bc.ca>]
Sent: Tuesday, June 12, 2018 1:15 PM
To: FIN IMB Service Desk (78912) FIN:EX; Loubert, Danny PREM:EX
Subject: Service Request Form

Checkout Information

On-Site Address: 740-999 Canada Place Vancouver, BC V6C 3E1

On-Site Contact Name: Danny Loubert

On-Site Contact Phone: (604)775-1677

Account: PREM-VANCOUVER CABINET OFFICE

Ministry Number: 004

Responsibility Centre: 36346

Service Code: 34410

Project Number: 3600000

Expense Authority: Vanessa Geary

Service Requests

Others - Other

Details: Please change the display for 604-775-1662 to read "Province of BC" - For Penny Lee to take care of.

Requestor: Loubert, Danny PREM:EX

Email: Danny.Loubert@gov.bc.ca

Time: 2018-06-12 13:15:23

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 1:31 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting request for Geoff

Thanks Debbie!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: Monday, July 9, 2018 12:49 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Meeting request for Geoff

OH! ☺

Geoff has Friday July 13th anytime from 9:30-11:00am available.

If Friday is not a good day for people, his only other time available is on Thursday when he is Vancouver he could do 2:30-3:30pm.

Thanks!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 12:45 PM
To: Wade, Debbie PREM:EX
Subject: Re: Meeting request for Geoff

Thanks Debbie,

Forgive me I forgot to mention that it would also involve Sage, Mira, Rosanne and Layne.

This would be different than the meeting with Vanessa and Geoff.

Warmest Regards,

Danny

Sent from my iPhone

On Jul 9, 2018, at 12:40 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Danny;

I have Geoff over in Vancouver on Thursday July 12th. I have a time held for Vanessa from 2:30-3:00pm, lets make it 2:30-3:30 or 4:00, and they can add that to whatever else Vanessa needs to discuss.

Does that work?

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 12:35 PM
To: Wade, Debbie PREM:EX
Subject: Meeting request for Geoff

Hi Debbie,

Vanessa wants to set up a time to discuss Chinese and South Asian community and media engagement this week and I'm trying to find time that would work for everyone. Keeping in mind how busy Geoff can be I thought I would start with him. Is there time this week for an hour discussion? If so when would be the best time to set up the meeting and send the request along?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 11:37 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Tomorrow and Wed

That's correct,

Its very quiet those two days(Wed, Cabinet is in Victoria)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Geary, Vanessa PREM:EX
Sent: Monday, July 9, 2018 10:54 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Tomorrow and Wed

Hi - are there any meetings at VCO tomorrow or Wed? I don't see any in calendar.
Thanks V

Sent from my iPhone

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 11:35 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Friday, July 13

Thanks Sarah,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Monday, July 9, 2018 10:33 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Friday, July 13

Hello.

Sorry for the efforts on your end. I have been advised that the room is no longer required on the 13th of July.

Please go ahead and cancel.

Many thanks,

Sarah

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:44 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Friday, July 13

Good Morning Sarah,

We have booked a room for the Minister's meeting.

I hope you had a pleasant weekend,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Friday, July 6, 2018 3:49 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Liens, Raymond MMHA:EX <Raymond.Liens@gov.bc.ca>
Subject: Friday, July 13

Hi there.

May I please book a room for Minister Judy Darcy for a briefing on Friday, July 13th at 2:00-3:00.

Attendees:

Minister

Meaghan – MA

MMHA staff (whom to be confirmed – likely 2)

Dr. Bohdan Nosyk, Associate Professor, Chair, and Research Scientist at the Simon Fraser University/B.C. Centre for Excellence in HIV/AIDS's Health Economic Reporting Unit.

Many thanks, and look forward to confirming room is available.

Have a nice weekend.

Sarah Gotto

Administrative Co-ordinator to the

Honourable Judy Darcy

Minister of Mental Health and Addictions

Room 346 Parliament Buildings

Phone: 250 387 9846

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 11:11 AM
To: s.22
Subject: Hiring Forms - Administrative Assistant, Vancouver Cabinet Office
Attachments: Checklist of Information Required for New Hires.docx;
consent_for_disclosure_of_criminal_record_information.pdf

Good Morning Oliva,

I hope you had a pleasant weekend.

I would like to once again congratulate you and welcome you to the team! I am looking forward to working with you. With that in mind we have a bit of paperwork to do to start the process of bringing you on board.

I've attached two forms for you to fill out:

- 1) Checklist of Information Required for New Hires
- 2) Criminal Record Check Consent Form

Please try to fill out these forms the best you can. I have included some of the information for your reference.

Position Title: Administrative Assistant

Classification: Clerk 11

Department/Branch: Operations and Strategic Initiatives

Location: Vancouver

Supervisor Name and Title : Vanessa Geary – Executive Director

Full Time

Salary : \$42,655.22

Start Date: Aug 7

Type of Position: OIC

Two pieces of ID are also required for the CRC, preferably a DL. (Scans are acceptable)

If you have any questions please feel free to call me or you can reply by email as well.

Once again Congratulations.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 10:40 AM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: MDMS order (Iphone and Blackberry)

Hi Eddie,

If you have a moment can you give me a call I want to be sure I know what Im asking 77000 to do regarding my phone,

Warmest Reagrds,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 10:28 AM
To: Wilson, Cherie MCF:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Room Avail- July 12 from 9-10am

(you meant the 12th right?)

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Monday, July 9, 2018 10:03 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room Avail- July 12 from 9-10am

Good morning Danny,

We rented a room at 9:00 am on July 11th for Minister Chen and company. I wanted to take out Paula Gunn on the attendees list but add Alisma Perry. ☺

Thank you.

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, June 28, 2018 11:11 AM
To: Wilson, Cherie MCF:EX
Subject: RE: Room Avail- July 12 from 9-10am

Good morning Cherie,

I have booked a room for the Ministers to take their meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Thursday, June 28, 2018 10:56 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room Avail- July 12 from 9-10am

Hi,

Minister Chen is requesting if you have any rooms available July 12/2018 at 9:00 am- 10:00 am.

The meeting will have 5 attendees.

Minister Katrina Chen,
Minister Katrine Conroy,
Sandra Menzer
Paula Gunn
Jasleen Arora

Please let me know if there is anything available.

Thank you in advance.

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 10:27 AM
To: Wilson, Cherie MCF:EX
Subject: RE: Room Avail- July 12 from 9-10am

Good Morning Cherie,

Thanks for the update! Ill change the attendance list.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Monday, July 9, 2018 10:03 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room Avail- July 12 from 9-10am

Good morning Danny,

We rented a room at 9:00 am on July 11th for Minister Chen and company. I wanted to take out Paula Gunn on the attendees list but add Alisma Perry. ☺

Thank you.

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, June 28, 2018 11:11 AM
To: Wilson, Cherie MCF:EX
Subject: RE: Room Avail- July 12 from 9-10am

Good morning Cherie,

I have booked a room for the Ministers to take their meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Wilson, Cherie MCF:EX
Sent: Thursday, June 28, 2018 10:56 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room Avail- July 12 from 9-10am

Hi,

Minister Chen is requesting if you have any rooms available July 12/2018 at 9:00 am- 10:00 am.

The meeting will have 5 attendees.

Minister Katrina Chen,
Minister Katrine Conroy,
Sandra Menzer
Paula Gunn
Jasleen Arora

Please let me know if there is anything available.

Thank you in advance.

Sincerely,

Cherie Wilson
Administrative Assistant to
The Hon. Katrina Chen
Minister of State for Child Care

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: Cherie.Wilson@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 10:27 AM
To: Neilson, Kirsten ENV:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: July 17 - meeting room for Minister Heyman

Good Morning Kirsten,

Sure thing, and just to confirm this is just to work out of? If there are meetings please let me know and I will book a different room.

Warmest Regards

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Neilson, Kirsten ENV:EX
Sent: Monday, July 9, 2018 9:00 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: July 17 - meeting room for Minister Heyman

Hi Danny,

Could we please move this booking to 10:30 am to noon on July 17th?

Best Regards,

Kirsten Neilson

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



Please consider the environment before printing this email.

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 5, 2018 9:10 AM
To: Neilson, Kirsten ENV:EX
Subject: RE: July 17 - meeting room for Minister Heyman

Good Morning Kirsten,

We have put a room aside for the Minister to work out of.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Neilson, Kirsten ENV:EX
Sent: Thursday, July 5, 2018 8:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX
<vco.boardrooms@gov.bc.ca>
Subject: July 17 - meeting room for Minister Heyman

Hello,

Could I please book a meeting room for Minister Heyman to work out of from noon to 4 pm on Tuesday, July 17th?

No guests, he is just needing a work space to take calls.

Best Regards,

Kirsten Neilson

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



Please consider the environment before printing this email.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 9:05 AM
To: Porter, Jorge PREM:EX
Subject: Fw: July 4th and 9th AG meetings

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Sent: Monday, July 9, 2018 8:39 AM
To: Nanninga, Tanera AG:EX
Subject: RE: July 4th and 9th AG meetings

Good Morning Tanera,

I hope you had a good weekend,

Thanks for the update

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Sunday, July 8, 2018 10:34 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: July 4th and 9th AG meetings

Hello,

Please see highlighted below for some additional attendees.

Also, MA Derrick Harder will not be supporting the Minister at the meetings on the 9th, but MA George Smith will be.

Thanks,

Tanera Nanninga

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, June 20, 2018 9:50 AM
To: Nanninga, Tanera AG:EX
Subject: RE: July 4th and 9th AG meetings

Hi Tanera,

We have booked the Minister space for his use.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Tuesday, June 19, 2018 4:16 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: July 4th and 9th AG meetings

Good afternoon,

I am wondering if I could book a room for the following dates/times for the AG

July 4th

Time 8:30am-9:00am

Meeting with Legal Services Society

Attendees: 4people – AG Eby, Derrick Harder, Celeste Haldane, and Mark Benton

July 9th

Time 9:30am-10:00am

Meeting with Occupational Therapists

Attendees: 4people – AG Eby, Derrick Harder, Jeff Groot, Giovanna Boniface

10:00am-11:00am

Meeting with Doug White

Attendees: 3 people – AG Eby, Derrick Harder, Doug White

11:00am-11:30am

Meeting with Grade 12 Student and mentor

Attendees: 4 people – AG Eby, Derrick Harder, Roy He, and De Whalen

11:30am-12:00pm

Meeting with Martha Rans

Attendees: 6 people – AG Eby, George Smith, Martha Rans, Anders Ourum, Vanya McDonnell and Karen Densky.

1:00pm-5:00pm

Conference Call-Staff Briefings

Attendees: 2 people – AG Eby, Derrick Harder

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:48 AM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Request - Jul 17, 2018

Hi Charlotte,

We have also put a room aside for this meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Friday, July 6, 2018 4:13 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Meeting Room Request - Jul 17, 2018

Hello VCO,

We would like to request a meeting room for:

July 17, 2018
11:00am-11:30am

Attendees:
MMF
Bill Veenstra
Ken Armstrong
Nimmi
Others via CC

Will update if there are any changes.

Thanks kindly,



Charlotte Hunt
*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:46 AM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Meeting Room Request - Jul 17, 2018

Hi Charlotte,

We have booked a room for the Ministers meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Friday, July 6, 2018 4:05 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Meeting Room Request - Jul 17, 2018

Hello VCO,

We would like to book a meeting room for:

July 17, 2018
10:30am-11:00am

Guests:
MMF
Nimmi
Liam
Chuck Puchmayr

Thanks kindly,



Charlotte Hunt
*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, July 9, 2018 8:40 AM
To: Nanninga, Tanera AG:EX
Subject: RE: July 4th and 9th AG meetings

Good Morning Tanera,

I hope you had a good weekend,

Thanks for the update

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Nanninga, Tanera AG:EX
Sent: Sunday, July 8, 2018 10:34 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: July 4th and 9th AG meetings

Hello,

Please see highlighted below for some additional attendees.

Also, MA Derrick Harder will not be supporting the Minister at the meetings on the 9th, but MA George Smith will be.

Thanks,

Tanera Nanninga

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, June 20, 2018 9:50 AM
To: Nanninga, Tanera AG:EX
Subject: RE: July 4th and 9th AG meetings

Hi Tanera,

We have booked the Minister space for his use.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

From: Nanninga, Tanera AG:EX
Sent: Tuesday, June 19, 2018 4:16 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: July 4th and 9th AG meetings

Good afternoon,

I am wondering if I could book a room for the following dates/times for the AG

July 4th

Time 8:30am-9:00am

Meeting with Legal Services Society

Attendees: 4people – AG Eby, Derrick Harder, Celeste Haldane, and Mark Benton

July 9th

Time 9:30am-10:00am

Meeting with Occupational Therapists

Attendees: 4people – AG Eby, Derrick Harder, Jeff Groot, Giovanna Boniface

10:00am-11:00am

Meeting with Doug White

Attendees: 3 people – AG Eby, Derrick Harder, Doug White

11:00am-11:30am

Meeting with Grade 12 Student and mentor

Attendees: 4 people – AG Eby, Derrick Harder, Roy He, and De Whalen

11:30am-12:00pm

Meeting with Martha Rans

Attendees: 6 people – AG Eby, George Smith, Martha Rans, Anders Ourum, Vanya McDonnell and Karen Densky.

1:00pm-5:00pm

Conference Call-Staff Briefings

Attendees: 2 people – AG Eby, Derrick Harder

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 8:38 AM
To: Szabo, Maria GCPE:EX
Subject: RE: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

I'll have a look for these as well!

Happy Monday!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Friday, July 6, 2018 9:42 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

I got this one too!

Sent from my iPhone

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: July 6, 2018 at 8:55:47 AM PDT
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Subject: FW: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi Maria – forgot to include you in this reminder, I don't believe I've gotten your response to this one.

Thanks so much 😊

Alison

From: OOP FOI PREM:EX
Sent: Thursday, July 5, 2018 4:24 PM
To: Van Meer-Mass, Kate PREM:EX; Fogg, Bruce PREM:EX; Oreck, Mira PREM:EX; Wade, Debbie PREM:EX
Subject: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi all,

Reminder for this request.

Kate, Bruce, Mira – needing your records
Debbie – needing Tamarra and Geoff's records

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Thursday, June 21, 2018 10:56 AM
To: LP Premiers Vancouver Office; LP PO Executive Office
Subject: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hello,

Please see the below request and please let me know by June 28th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

*(Date Range for Record Search: From **10/01/2017 To 11/30/2017**) Date Format is MM/DD/YYYY*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Monday, July 9, 2018 8:38 AM
To: Szabo, Maria GCPE:EX
Subject: RE: Call for Records OOP-2018-84473 Records Due July 13, 2018

No Problem,

Ill dig those out 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 5, 2018 4:45 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Call for Records OOP-2018-84473 Records Due July 13, 2018

Hey!

Do you have access to my old email inbox?

Sorry!

Maria
250.896.6823

From: OOP FOI PREM:EX
Sent: July 5, 2018 4:44 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Call for Records OOP-2018-84473 Records Due July 13, 2018

Hi Maria,

Please see the below request and please let me know by July 13th whether or not you have any records. Please either PDF your records without attachments, OR drag all responsive records onto the LAN here: [Z:\Government\FOI\OOP-2018-84473 - Maria Szabo MAY](#). When dragging records onto the LAN, please ensure the all emails are transferring over – this means counting the number of emails you are dragging over. Any questions, please call me. Thank you!

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent from Maria Szabo

(Date Range for Record Search: From 05/01/2018 To 05/31/2018) Date Format is MM/DD/YYYY

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

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

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Friday, July 6, 2018 12:46 PM
To: Parte, Maura PSA:EX
Subject: Accepted: Onboarding staff support

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 4:28 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: ROOM BOOKING - Minister Simpson July 6th

Hi Val,

We have booked a room for Minister Simpson to take his meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: McKnight, Valerie SDPR:EX
Sent: Thursday, July 5, 2018 4:14 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: ROOM BOOKING - Minister Simpson July 6th

Hello,

Can I please book a room for Minister Simpson for the following?

July 6th – 1:00pm-1:45pm
Attendees: 7people
Melanie Conn (Director), Craftworks Society
Anna Du Bois (current ED) Craftworks Society
Marcus Ewart-Johns (President), BC Alliance for Manufacturing
Azadeh Hesami (pattern maker and Consultant to Craftworks)
David Le Page (Principal), Accelerating Impact
MSS
Brenda Tombs

Thanks!

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

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 4:09 PM
To: Jordan, Annette IGRS:EX
Subject: Re: Itinerary_2018_July06_UAE_Ambassador_Raqbani

Hi Annette,

Were you no longer going to use the executive boardroom at VCO?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jordan, Annette IGRS:EX
Sent: Thursday, July 5, 2018 3:48 PM
To: Robb, Amanda JTT:EX; Ranjan, Ramesh JTT:EX; Armstrong, Karen LASS:EX; Scott, Heidi LASS:EX; Loubert, Danny PREM:EX; Porter, Jorge PREM:EX
Subject: Itinerary_2018_July06_UAE_Ambassador_Raqbani

Hello again,

Sorry for all the interruptions. Please note location change for meeting with the Speaker. Now taking place at **Suite s.15 -999 Canada Place**.

No changes for Minister Ralston.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Thursday, July 5, 2018 3:43 PM
To: Hunt, Charlotte PSSG:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Boardroom Booking - Jul 10

Hi Charlotte,

Thank you for the heads up!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Thursday, July 5, 2018 3:14 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Boardroom Booking - Jul 10

Hello VCO,

Please cancel this boardroom reservation, meeting may be post-poned. Thank you!



Charlotte Hunt
Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178

From: Hunt, Charlotte PSSG:EX
Sent: Monday, June 25, 2018 2:34 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Boardroom Booking - Jul 10

Hello VCO,

We would like to book a boardroom for a meeting:

Date: Tuesday July 10th
Time: 10:00-10:30am
Meeting with: Bill Veenstra
All Attendees will be confirmed closer to the date.

Thanks,



Charlotte Hunt

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 2:51 PM
To: s.22
Subject: Reimbursement for Expenses - Nowruz
Attachments: 033_Travel_Expense_Claim_for_Non-Government_Employees.pdf

Hi Amir,

I hope you are doing well.

Chantille suggested I reach out to you regarding your ferry expenses for the Nowruz event in March. If you could please fill out, sign and scan back the attached Travel Expense Claim for Non-BC Government Employees I can begin processing your claim. I do have a copy of the receipts so those do not need to be attached.

If you have any question or concerns please feel free to give me a call.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 2:03 PM
To: s.22
Subject: RE: Ergo-assessment

Was my pleasure!

Glad your getting an assessment 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: s.22
Sent: Thursday, July 5, 2018 2:02 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Ergo-assessment

Thanks Danny for helping me get this set up! 😊

s.22

From: Dhasi, Sonny PSA:EX
Sent: Thursday, July 5, 2018 1:39 PM
To: McDonnell, Clancy FIN:EX
Cc: Kingston, Charlotte PREM:EX, s.22
Subject: RE: Ergo-assessment

Magee, Tracey FIN:EX; Loubert, Danny PREM:EX

Thanks Clancy,

s.22 and I have scheduled an assessment.

Sonny

From: McDonnell, Clancy FIN:EX
Sent: July 4, 2018 1:07 PM
To: Dhasi, Sonny PSA:EX <sonny.dhasi@gov.bc.ca>
Cc: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> s.22
s.22 Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Ergo-assessment

Hi Sonny,

As you can see there's a request for an ergonomic assessment for s.22 direction?

Can you point them in the right

Thanks,
Clancy.

From: Magee, Tracey FIN:EX
Sent: July 4, 2018 12:13 PM
To: McDonnell, Clancy FIN:EX <Clancy.McDonnell@gov.bc.ca>
Subject: FW: Ergo-assessment

Hi Clancy,

Any suggestions?

Tracey Magee

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

From: Loubert, Danny PREM:EX
Sent: July 4, 2018 9:22 AM
To: Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>
Subject: FW: Ergo-assessment

Good Morning Tracey,

Do you happen to know who the contacts are for the Minister's Offices?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 4:58 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: s.22
Subject: Ergo-assessment

Hi Danny,

Who did you have to reach out to about the ergonomic assessment? ^{s.22} needs to be pointed in the direction of workplace health ☺

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier

Mobile: s.17

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 1:06 PM
To: Kingston, Charlotte PREM:EX
Subject: FW: Service Request Form

FYI

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Danny.Loubert@gov.bc.ca [mailto:Danny.Loubert@gov.bc.ca]
Sent: Thursday, July 5, 2018 1:01 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Service Request Form

Checkout Information

On-Site Contact Name: Danny Loubert
On-Site Contact Phone: (604)775-1677
Account: PREM-EXECUTIVE BRANCH
Ministry Number: 004
Responsibility Centre: 36A10
Service Code: 36200
Project Number: 3600000
Expense Authority: Vanessa Geary

Service Requests

Software - Other Software Related Request

First Name: Charlotte
Last Name: Kingston
IDIR: CKINGSTO
Requirements: Please Upgrade Charlotte Kingston's Surface Pro 4 workstation to OFFICE Suite 2016 Laptop is s.15,s.17
Operating System: Windows 10

Requestor: Loubert, Danny PREM:EX
Email: Danny.Loubert@gov.bc.ca
Time: 2018-07-05 13:00:45

Loubert, Danny PREM:EX

Subject: CCCAC Co-Chair Meeting
Location: PREM VCO MR R Boardroom PREM:EX

Start: Fri 2018-07-06 10:00 AM
End: Fri 2018-07-06 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Loubert, Danny PREM:EX
Required AttendeesXT:Lee, Winnie AG:IN; Kingston, Charlotte PREM:EX (Charlotte.Kingston@gov.bc.ca)
Resources: PREM VCO MR R Boardroom PREM:EX

Please use the link below to connect to this video Conference.

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Local - Victoria ^{s.15,s.17}	, access code ^{s.15,s.17} (BC, Canada)	English (United States)
Local - Vancouver: ^{s.15,s.17}	, access code: ^{s.15,s.1} (BC, Canada)	English (United States)
Toll-Free: ^{s.15,s.17}	, access code: ^{s.15,s.1} (BC, Canada)	English (United States)

[Find a local number](#)

Conference ID: ^{s.15,s.17} (same as access code above)

[Forgot your dial-in PIN?](#) | [Help](#)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 12:55 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: MAC Co-Chair Meeting

Thanks Charlotte

PS need your Computer Number NCXXXXXX

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 12:55 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: MAC Co-Chair Meeting

Hey Danny,

Can you rename please? It's the CCCAC Co-Chair Meeting

-----Original Appointment-----

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 12:53 PM
To: XT:Lee, Winnie AG:IN; Kingston, Charlotte PREM:EX
Subject: MAC Co-Chair Meeting
When: Friday, July 6, 2018 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: PREM VCO MR R Boardroom PREM:EX

Please use the link below to connect to this video Conference.

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Local - Victoria: s.15,s.17	access code s.15,s.17 (BC, Canada)	English (United States)
Local - Vancouver: s.15,s.17	access code s.15,s.17 (BC, Canada)	English (United States)
Toll-Free: s.15,s.17	access code: s.15,s.1 (BC, Canada)	English (United States)

[Find a local number](#)

Conference ID: s.15,s.17 (same as access code above)

[Forgot your dial-in PIN?](#) | [Help](#)

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 11:57 AM
To: Kingston, Charlotte PREM:EX
Subject: RE: Can I have a small boardroom from 930-10 tomorrow

Hi Charlotte,

Would the Executive office work for you (fish bowl?) Ill book that for you

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 11:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Can I have a small boardroom from 930-10 tomorrow

Hi Danny,

I need space for 6 people from 930-10. I have boardroom 4 from 10-11, but can I have the one with the nice view (3?) from 930-10 for the pre meeting? If that one is not free, any room will do.

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 11:55 AM
To: 'vancouver.party@maxschicken.com'
Subject: RE: Copy of Receipt

Thank you Reina,

It was pleasuring speaking to you today.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Max's Restaurant Vancouver - Party [mailto:vancouver.party@maxschicken.com]
Sent: Thursday, July 5, 2018 11:32 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Copy of Receipt

Hi Sir Danny,
Attached is a copy of the transaction of the processed payment. If you have questions, please do not hesitate to contact me.
Thank you.

Best Regards,

Reina Tabique

Max's Restaurant – Cuisine of the Philippines

3546 Kingsway

Vancouver, BC V5R 5L7

P: 604-435-3505

F: 604-435-3507

E: vancouver.party@maxschicken.com

W: <http://www.maxsrestaurantcanada.com/store-details/vancouver/>



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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 11:54 AM
To: Viaud, Chantille PREM:EX
Subject: RE: Attendee List

Sure thing 😊 s.22

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Thursday, July 5, 2018 11:31 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Attendee List

Can you also please print for me? I don't have my fob on me today 😞

Chantille Viaud | Manager, Stakeholder Relations
Office of the Premier
P: 604-838-3025 | E: chantille.viaud@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 11:30 AM
To: Banfield, Elena GCPE:EX; Viaud, Chantille PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: July 5 food costs

Thanks. Vanessa,

Elena or Chantille, If you could pass on the list of names for the even I will need it for the BEA.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Wednesday, July 4, 2018 1:54 PM
To: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Cc: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: July 5 food costs

Danny will need to do a BEA, so please speak to him. Thanks VG

Sent from my iPhone

On Jul 4, 2018, at 1:47 PM, Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca> wrote:

Hi Vanessa and Chantille,

Attached is the order for the Filipino community roundtable on Thursday. We can pay in advance, so please let me know who I should send this to to settle the payment (I'm not sure who usually handles that).

Thanks,
Elena

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

From: Max's Restaurant Vancouver - Party [<mailto:vancouver.party@maxschicken.com>]
Sent: Tuesday, July 3, 2018 5:32 PM
To: Banfield, Elena GCPE:EX
Subject: RE: July 5 reservation

Hi Miss Elena,
Please see attached Event Order Form for July 5th reservation.

Thanks,
Reina

From: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Sent: July 3, 2018 5:01 PM
To: vancouver.party@maxschicken.com
Subject: July 5 reservation

Hi Reina,

Thanks for taking my call a moment ago. I would actually like to update the order to 2 full menu B orders, and 3 orders of Lumpiang Shanghai.

Thank you!
Elena

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

<Elena Banfield.xlsx>

Page 395

Withheld pursuant to/removed as

s.22

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Thursday, July 5, 2018 8:27 AM
To: Geary, Vanessa PREM:EX
Subject: RE: For PJH package

I'll get right on it.

See you when you get in 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Thursday, July 5, 2018 8:25 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: For PJH package

Danny, would you please ...

Sent from my iPhone

Begin forwarded message:

From: "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>
Date: July 5, 2018 at 8:20:59 AM PDT
To: "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>
Subject: Fwd: For PJH package

Good morning Vanessa :)

Can you please print this for PJH's arrival at VCO this morning? I'll be following this email with an additional document as well.

Thank you

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC |
[501 Belleville St, Victoria BC, V8V 2L8](#) | [778.387.1715](tel:778.387.1715)

Begin forwarded message:

From: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Date: July 4, 2018 at 5:13:30 PM PDT
To: "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>
Subject: FW: For PJH package

And this needs to be printed and included as well.

From: Hannah, Matt GCPE:EX
Sent: Wednesday, July 4, 2018 4:35 PM
To: Nash, Amber PREM:EX
Cc: Aaron, Sage PREM:EX; Viaud, Chantille PREM:EX
Subject: For PJH package

Attached are a couple of issues identified ahead of the Filipino roundtable tomorrow.

Matt Hannah
Director of Issues Management
778.584.1249

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 4:22 PM
To: 'Tamra Bartilucci'
Subject: RE: Invoice for Donald Bain

Hi Tamra,

Just to confirm this is for the round trip?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Friday, June 8, 2018 3:33 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Invoice for Donald Bain

Please let me know if you have any questions or need anything further .
Tamra

TAMRA BARTILUCCI

Team Leader

Flight Centre Flight Centre Business Travel



Office: +1 250 360 2058 | Toll Free: +1 866 420 4410



615 Broughton St
Victoria BC V8W 1C8
Canada



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I'm only a call or email away!



CPBC #42324 | TICO #4671384 | OPC #702971

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 3:18 PM
To: Geary, Vanessa PREM:EX; Farmer, Susan PREM:EX
Subject: RE: Reference Questions

Hi Susan and Vanessa,

I have completed the Reference Checks. Would you both have 15 mins to go over the results and re-discuss?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Geary, Vanessa PREM:EX
Sent: Wednesday, July 4, 2018 11:22 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Reference Questions

Good suggestions Susan. s.13

Maura thought it was a good idea to check both people's references and then we can re-discuss ... Danny, let us know when you are done.

Thanks Vanessa

From: Farmer, Susan PREM:EX
Sent: Wednesday, July 4, 2018 11:19 AM
To: Loubert, Danny PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Reference Questions

Hi Danny – I think you selected good questions from that long list 😊

s.13

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 10:36 AM
To: Geary, Vanessa PREM:EX; Farmer, Susan PREM:EX
Subject: Reference Questions

Hi Vanessa and Susan,

I did a small adjustment to the questions (See below for original):

Please let me know what you think.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 3:02 PM
To: 'clp@shawbiz.ca'
Cc: Porter, Jorge PREM:EX
Subject: RE: Decks

Hi Christina,

It was nice to speak to you again!

Friday would be the best between 10-1230 I am coping in my colleague Jorge who can assist with access to the two decks.

Any issues please let me know,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: clp@shawbiz.ca [mailto:clp@shawbiz.ca]
Sent: Wednesday, July 4, 2018 2:22 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Decks

Hello Danny:

It is possible to come in the afternoon tomorrow, July 5th?

If you need any further information or have any questions, please do not hesitate to contact our office.

Yours truly,

Christina Hoogeveen
Secretary

CREATIVE LANDSCAPE PROPERTIES INC.

649 West 16th Street
North Vancouver, BC
V7M 1V2
Tel: (604) 980-3387
Fax: (604) 986-4145
Email: clp@shawbiz.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 4, 2018 10:54 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Hi Sarah,

Will do, thank you for the update.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Wednesday, July 4, 2018 10:33 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Good morning to you.

I have one additional person attending the meeting today at 3pm with Minister Darcy.

Meghan Thumath

Please would you add her to the attendee list.

Many thanks,

Sarah

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 3, 2018 3:46 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Thank you and we may not need a room from 5-6 but will let you know. Thank you and have a super evening.

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 03, 2018 3:45 PM
To: Gotto, Sarah F MMHA:EX; VCO Boardrooms, PREM PREM:EX
Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Hi Sarah,

No problem, just a note our usual office hours are normally to 530 but we will have a late running committee and can accommodate. If possible please give us as much notice as to allow us to ensure the office is properly staffed.

Warmest Regards,

Danny

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 3, 2018 2:19 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

H again. The meeting originally booked at 2pm is now taking place at 3pm - same attendees. If possible can i book room from 2pm till 6pm and that way we are covered. Many thanks

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 03, 2018 12:38 PM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Thanks Sarah,

In anticipation, I kept the space for the minister in between the other meetings.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 3, 2018 12:35 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Fw: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Hello again. I forgot to mention **MJD** will need a room in between meetings. So from 3:0-4:00. If she can stay in the already booked room that would be great.

Again, thank you for all of your support.

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 03, 2018 12:13:02 PM

To: Loubert, Danny PREM:EX

Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

thank you.

From: Loubert, Danny PREM:EX

Sent: Tuesday, July 03, 2018 12:12 PM

To: Gotto, Sarah F MMHA:EX

Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Correct

Office 740

999 Canada Place

Vancouver BC V6C 3E1

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX

Sent: Tuesday, July 3, 2018 12:10 PM

To: Loubert, Danny PREM:EX

Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Address is 999 Canada Way place correct?

From: Loubert, Danny PREM:EX

Sent: Tuesday, July 03, 2018 12:01 PM

To: Gotto, Sarah F MMHA:EX

Cc: Liens, Raymond MMHA:EX; MacDonald, Alex MMHA:EX; VCO Boardrooms, PREM PREM:EX

Subject: RE: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Hi Sarah,

Please have them check in and they will be directed to the boardroom at the time of arrival.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX

Sent: Tuesday, July 3, 2018 12:00 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Cc: Liens, Raymond MMHA:EX <Raymond.Liens@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Re: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Lovely and thank you Danny. Have a great day. Is there a specific meeting room number or do guests just check in and they will be advised at the time of arrival?

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 03, 2018 11:58 AM
To: Gotto, Sarah F MMHA:EX
Cc: Liens, Raymond MMHA:EX; MacDonald, Alex MMHA:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Good Morning Sarah,

We have booked a room for Minister Darcy to hold her meetings. All of our rooms have polycoms so there shouldn't be problems dialing in participants.

Please continue to send requests to the VCO Boardroom Bookings email.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Gotto, Sarah F MMHA:EX
Sent: Tuesday, July 3, 2018 11:41 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Liens, Raymond MMHA:EX <Raymond.Liens@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>
Subject: Request for boardroom for Minister Judy Darcy - tomorrow - July 4th

Hi Danny - hope your weekend was a good one.

I am in need of a boardroom for Minister Darcy tomorrow for two meetings please and thank you. The meetings would require a speaker phone also. Please advise as soon as possible if this is possible - many thanks.

First meeting: Meeting with Dr. Heidi Oetter and Cynthia Johansen - College of Physician and Surgeons of BC

Time: 2:00-3:00

Attendees:

Minister

MMHA – Taryn – in person
MMHA - Carolyn Davison via TC
HLTH - Mitch Moneo – via TC
Raymond Liens
Cynthia Johansen - CEO of the College of Registered Nurses of BC.
Dr. Heidi Oetter – Registrar and CEO

Second meeting: Meeting with Port Moody Police Board
Time: 4:00-5:00
Attendees:

Minister
MA
RL
Mr. David Fox, Police Board member
Mayor Mike Clay, Police Board Chair
Chief Constable Dave Fleugel
Ms. Jeanette Jackson, Police Board member
Ms. Leah Zille, Police Board member
Ms. Mary Vellani, Police Board member
Rick Glumac – extended invite May 30th to Selina
Caitlin Hickenbotham

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 10:43 AM
To: Tsang, Robin FIN:EX
Subject: RE: !! New Smartphone App: Ent Security

Thanks Robin!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tsang, Robin FIN:EX
Sent: Wednesday, July 4, 2018 10:42 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: !! New Smartphone App: Ent Security

Hi Danny:

FYI if people ask. It's happening this week. Okay to install and it will ask for their iTunes password.

Thanks,
Robin

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

From: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Date: 2018-07-04 9:35 AM (GMT-08:00)
To: "FIN IMB Service Desk (78912) FIN:EX" <78912@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: !! New Smartphone App: Ent Security

Good morning, just an FYI..

We are getting a number of clients asking about this new Enterprise security for smartphones and iPads – some with issues. TrendMicro antivirus/malware app (same company as used on PCs)
Please advise any and all to that the new app “Ent Security” is OK to install.

Any issues have them contact 77000 (or if VIP clients contact us at: PREM.tech@gov.bc.ca)

Thanks,
David

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 10:38 AM
To: 'Rick Heard'
Subject: RE: Order for VCO - 740 -999 Canada Place

Thanks Richard,

Thanks for the suggestion, Ill try a few local companies. Do you have any suppliers you might recommend?

Friday is perfect 😊

Thanks again!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Rick Heard [mailto:rheard@vanhoutte.com]
Sent: Wednesday, July 4, 2018 10:34 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Order for VCO - 740 -999 Canada Place

Hi Danny

Very nice hear from you again. We did like her Eazy-E insulated cream and milk canisters. Your best bet is to try a restaurant supply company. I can get your order delivered to you on Friday if that works for you.

Please let me know

Rick

Sent from my iPhone

On Jul 4, 2018, at 10:04 AM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

- - - message externe, veuillez agir avec prudence - - -
- - - external message, proceed with caution - - -

Good Morning Rick,

I hope you are doing well,

Can I please have an order placed for a box of the House Blend Coffee (Same as before) and Coffee filters for our machine.

Do you also happen to have any options for small Insulated Carafes for milk and cream (if so how much are they)?

If we can have delivery Friday or Monday it would be great.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 10:00 AM
To: Jordan, Annette IGRS:EX
Subject: RE: meeting room

Good Morning Annette,

I have booked a room for the Minister to meet with the Ambassador.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Jordan, Annette IGRS:EX
Sent: Wednesday, July 4, 2018 9:37 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: meeting room

Hi Danny,

Do you have a room available at 8:45 for July 6th for Minister Ralston meeting with the UAE Ambassador? Not sure yet how many people will be in the meeting, at least 5 I'd say.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 9:56 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Milk / cream

Hi Vanessa,

I suspect there will be left over creamers and milk from the Cabinet Meetings over the next few days and they should be enough for this week and the start of next.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Geary, Vanessa PREM:EX
Sent: Wednesday, July 4, 2018 9:38 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Milk / cream

Should I buy milk and/or cream?

Sent from my iPhone

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 9:25 AM
To: AG LSB BC Proclamations AG:EX
Subject: RE: Sending a courier package to VCO

Good Morning Byron,

The Proclamations are signed and ready to go up front for the courier to pick up.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: AG LSB BC Proclamations AG:EX
Sent: Tuesday, July 3, 2018 11:19 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Sending a courier package to VCO

Hi Danny,

Attached is the waybill for the pickup tomorrow afternoon.

Thanks again,
Byron

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 11:04 AM
To: AG LSB BC Proclamations AG:EX
Cc: Viaud, Chantille PREM:EX
Subject: RE: Sending a courier package to VCO

Thank you Bryon,

If you could have this here by 830 I will pass to the AG for signing (I will be in the office by 750 am). Please schedule an afternoon pickup and I will have it ready up front for the courier as well.

If there are any problems please don't hesitate to call me.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: AG LSB BC Proclamations AG:EX
Sent: Tuesday, July 3, 2018 10:33 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Sending a courier package to VCO

Hi Danny,

I'll put you down as attn to on the envelope.

Is there a particular time you need to receive this by tomorrow to ensure signing? I can send it for overnight or rush delivery.

Once signed, it will need to be sent back to me in Victoria. I can schedule courier pickup if needed – just let me know. I've included a mailing label in the envelope with my office address.

Let me know if I am missing anything – thank you,

Byron

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 10:04 AM
To: AG LSB BC Proclamations AG:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Sending a courier package to VCO

Hi Byron:

I've copied Danny who is the Administrative Coordinator at VCO – he can assist you asap. If things have been sent to me, that's totally fine- Danny will receive them at the front and help coordinate Minister Eby receiving.

Cheers,
Chantille

From: AG LSB BC Proclamations AG:EX
Sent: Tuesday, July 3, 2018 8:45 AM
To: Hughes, Candice AG:EX <Candice.Hughes@gov.bc.ca>; Addo, Wolfgang AG:EX <Wolfgang.Addo@gov.bc.ca>
Cc: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>; Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: Sending a courier package to VCO

Hi Candice and Wolfgang,

I see Tanera is away so I hope you can assist with this. I have a proclamation and three judge commissions ready to send to VCO for Minister Eby to sign. I am hopeful it can be done for Wednesday's meeting.

The last time I sent to VCO, I used the following contact info:

Attn: Chantille Viaud
740-999 Canada Place
Vancouver, BC V6C 3E1

Should I use the same info? I am cc'ing Chantille so she is aware this is in the works.

Thank you,
Byron

Byron Plant | Manager and Registrar, Official Documents
Order in Council Administration Office | Office of Legislative Counsel | Legal Services Branch
Phone: 250 387-0725 | Fax: 250-387-4349 | byron.plant@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Wednesday, July 4, 2018 8:55 AM
To: Kingston, Charlotte PREM:EX
Cc: s.22
Subject: RE: Ergo-assessment

Hi Charlotte and^{s.22}

I'll look into this and see if I can find a contact for you.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 4:58 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: s.22
Subject: Ergo-assessment

Hi Danny,

Who did you have to reach out to about the ergonomic assessment? s.22 needs to be pointed in the direction of workplace health 😊

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: s.17

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 4, 2018 8:39 AM
To: White, Emily MCF:EX
Subject: RE: August 30 - Minister Conroy

Hi Emily,

We have booked a room for the Minster meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Emily MCF:EX
Sent: Wednesday, July 4, 2018 8:31 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: August 30 - Minister Conroy

Good morning –

I'm looking to request a room at VCO for Minister Conroy on August 30th from 9:30am to 10:30am.

Attendees will be:

Minister Conroy
Alisma Perry
Kathy Hay
Alisa Simon

Thank you,

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.**

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 4, 2018 8:31 AM
To: Holding, Marina TAC:EX
Subject: RE: Room requests

Hi Marina,

We have booked a boardroom for the Minister.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 3, 2018 3:58 PM
To: Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Re: Room requests

Hi Marina,

Thanks, I will confirm the booking tomorrow morning, I know we do have some space. (shouldn't be a problem) but will confirm in the am.

Warmest Regards,

Danny

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Holding, Marina TAC:EX
Sent: Tuesday, July 3, 2018 3:16 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Room requests

Hello,

Hoping to book space at VCO for the following meetings and attendees:

July 4 2:45-3:15 with Minister Beare and Charlie Beresford (apologies for the late notice!)

July 18 10:00-2:00 with Minister Beare, her DM Sandy Carroll, ADM Claire Avison, Staff: SrMA Kelly Newhook, MA James Infante, EA Korleen Carreras

Thank you,

Marina



Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

☎ P: 250-387-6808 | 📠 F: 250.387.4099



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, July 4, 2018 8:23 AM
To: White, Christine MAH:EX
Subject: RE: Meeting space for Minister Robinson

Good Moring Christine,

I have booked a room for the Minister to take her calls,

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Tuesday, July 3, 2018 4:12 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: FW: Meeting space for Minister Robinson

Hi Danny,

Can MSR have a space tomorrow from 12:45-1:45 to take 2 conference calls?

Thanks,

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: White, Christine MAH:EX
Sent: Wednesday, June 20, 2018 2:54 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Meeting space for Minister Robinson

Amazing! thank you Danny 😊

Christine White
Administrative Coordinator to the
Honourable Selina Robinson



Please consider the environment before printing this email.

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, June 20, 2018 2:27 PM
To: White, Christine MAH:EX
Subject: RE: Meeting space for Minister Robinson

Hi Christine,

Booked!

Happy Wednesday!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: White, Christine MAH:EX
Sent: Wednesday, June 20, 2018 11:37 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Meeting space for Minister Robinson
Importance: High

Hello,

I am hoping to have a meeting space for the following meetings:

MONDAY JUNE 25th

1-130 – Meeting with Musqueam First Nation. MSR, Daniela, Tara and Chief Sparrow
2-230 – Meeting with Dan Levitt. MSR, Daniela, Shayne, Dan Levitt – Need phone for Craig to Call in.
2:45-3:15 - Meeting with the City of Vancouver. MSR, Daniela, Tara, Mayor Robertson, Kevin Quinlan, Sadhu Johnston

TUES JUNE 26th

Room for a briefing - MSR, Daniela and Tara 915-945am
Room for a briefing – MSR, Daniela 10-10:30am

TUES JULY 3rd

915-945am Meeting with Network of Inner City Community Services Society MSR/Craig/Greg/Jon Robinson/Caitlin Quinn
10-12 – Did Val from SDPR book a room for the HAP Expert Panel?

WED JULY 4th

Room for briefing – MSR/Daniela 230-3PM
Room for briefing – MSR/Daniela 3-330PM

THURS JULY 5th

915-945 - Meeting with Gordon Ruth. MSR, Daniela, MAH staff member tbc*, Gordon Ruth, Anthony Ariganello

3-3:30pm – POTENTIAL meeting with CAC. MSR, Daniela, Tara, Dave Firsyth+4

4-430pm – Meeting with UBC President, MSR, Daniela, Tara, Santa Oro

I think that's it for the next couple weeks for us!

Let me know if you foresee any issues with these times noted above.

Thank you,

Christine White

Administrative Coordinator to the

Honourable Selina Robinson

Minister of Municipal Affairs and Housing

Room 310, Parliament Buildings

Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 4:17 PM
To: Kingston, Charlotte PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Re: Stakeholder Meeting

This is for a GCPE and SR meeting as per Mira and Marielle with GCPE.

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 4:13 PM
To: Loubert, Danny PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: RE: Stakeholder Meeting

Hey Danny,

What is this?

-----Original Appointment-----

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 4:13 PM
To: SSBC WTS R TP Canada Place CITZ:EX; Joshi, Shruti GCPE:EX; Oreck, Mira PREM:EX; SSBC WTS R TP Government CITZ:EX; Viaud, Chantille PREM:EX; Kingston, Charlotte PREM:EX; Truong, Lele GCPE:EX; Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX
Subject: Stakeholder Meeting
When: Wednesday, July 4, 2018 2:30 PM-3:00 PM America/Los_Angeles.
Where: Canada Place Telepresence room/GCPE Telepresence room

Hello,

Please join the Stakeholder Relations Team via either the Canada Place Telepresence room or the GCPE Telepresence room for a stakeholder meeting.

Please notify me if you require any changes to this booking.

Warmest Regards,

Danny Loubert

Loubert, Danny PREM:EX

Subject: Stakeholder Meeting
Location: Canada Place Telepresence room/GCPE Telepresence room

Start: Wed 2018-07-04 2:30 PM
End: Wed 2018-07-04 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Loubert, Danny PREM:EX

Hello,

Please join the Stakeholder Relations Team via either the Canada Place Telepresence room or the GCPE Telepresence room for a stakeholder meeting.

Please notify me if you require any changes to this booking.

Warmest Regards,

Danny Loubert

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 3:50 PM
To: Tounsi, Marielle GCPE:EX
Subject: Re: stakeholder meeting today

Will you also be a participant?

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tounsi, Marielle GCPE:EX
Sent: Tuesday, July 3, 2018 1:56 PM
To: Loubert, Danny PREM:EX
Subject: Re: stakeholder meeting today

Can you please book the TP room for 2:30-3 for that meeting and send the invite to the people Mira had mentioned below?

Thanks!

Marielle Tounsi
Media Relations
Government Communications and Public Engagement
778-584-1255
Marielle.Tounsi@gov.bc.ca

On Jul 3, 2018, at 12:53 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

Hi Marielle,

Having a quick look at all the Stakeholder Relations team (Mira, Charlotte, Chantille) they are available any time between 2 and 5 pm.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Tounsi, Marielle GCPE:EX
Sent: Tuesday, July 3, 2018 12:47 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: stakeholder meeting today

Danny,

Can you let me know what times are available in that window that Mira wanted?

Thanks,

Marielle Tounsi
Media Relations Officer
Government Communications & Public Engagement
778-584-1255

<image001.jpg>

From: Oreck, Mira PREM:EX
Sent: Tuesday, July 3, 2018 11:28 AM
To: Tounsi, Marielle GCPE:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: stakeholder meeting today

Hi Marielle,

I'm available from 2-5pm tomorrow? Can you work with Danny (cc'd) to find a new time? The meeting should include: myself, Chantille, Charlotte, Shurti, Lele and Stephanie, Sage and Jen.

Thank you!

From: Tounsi, Marielle GCPE:EX
Sent: Tuesday, July 3, 2018 10:08 AM
To: Oreck, Mira PREM:EX
Subject: stakeholder meeting today

Hi Mira,

Stephanie and Shruti are both unable to make it to the stakeholder meeting today and Stephanie was hoping that it could be rescheduled for either some time tomorrow or Monday.

Is that doable?

Thanks,

Marielle Tounsi
Media Relations Officer
Government Communications & Public Engagement
778-584-1255

<image001.jpg>

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 1:18 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight details for Don Bain - PG June 18-20

Hi Elizabeth,

I'm working on Don's Travel Claims and I need a copy of his flight itinerary with the billing information. Do you have this or should I be reaching out to Don directly for this?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 3, 2018 12:00 PM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Boardroom Booking - Jul 4th

Thanks for letting us know, we have released the boardroom.

Have a wonderful afternoon,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Tuesday, July 3, 2018 11:47 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Boardroom Booking - Jul 4th

Thank you VCO for holding a meeting room for MMF.
He is now having to be in Victoria tomorrow.
Please cancel the meeting room we have scheduled from 12:30-2:30.

Charlotte

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, June 27, 2018 1:09 PM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Boardroom Booking - Jul 4th

Thanks Charlotte,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Wednesday, June 27, 2018 10:51 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Boardroom Booking - Jul 4th

Hi again VCO,

Addition to the attendees at 12:30 – Max Logan.

Thanks,

From: Hunt, Charlotte PSSG:EX
Sent: Wednesday, June 27, 2018 10:43 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Boardroom Booking - Jul 4th

Thanks Danny,

We will have staff calling in at the 12:30pm & 1:00pm meetings as well.

Thanks,

Charlotte

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, June 26, 2018 2:54 PM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Boardroom Booking - Jul 4th

Hi Charlotte,

Thank you for the updated guest lists, boardrooms for the meeting times are confirmed for the 4th.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Tuesday, June 26, 2018 2:41 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Boardroom Booking - Jul 4th

Hello VCO,

Please revise our 2:00pm appointment with Jim World to Charley Beresford, as below.

We would like to book/confirm a meeting room for Jul 4th for the following:

12:30-1:00pm

Attendees:

MMF

Ann English

Caroline Andrewes

1:00-1:30

MMF

Nimmi

Gavin Dirom

1:30-2:00

Attendees:

MMF

Mark Sieben (via CC)

Lisa Anderson

Nimmi Takkar

Dana Larsen

2:00-2:30pm

Attendees:

MMF

Nimmi Takkar

Charley Beresford

If there are any additions/changes, I will be in touch.

Thanks kindly,



Charlotte Hunt

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, June 25, 2018 3:35 PM
To: Hunt, Charlotte PSSG:EX
Subject: RE: Boardroom Booking - Jul 4th

Hi Charlotte,

Can you confirm the details for the 4th? I only had a request for 1:30-2pm

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Hunt, Charlotte PSSG:EX
Sent: Monday, June 25, 2018 2:29 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Boardroom Booking - Jul 4th

Hi,

We have a boardroom already booked at VCO from 12:30-2:00.

We would like to book another meeting that afternoon from 2:00-2:30 with Jim World. I can update you closer to the time, as to who all the attendees are.

Thanks kindly,



Charlotte Hunt

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178*

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 11:36 AM
To: Oreck, Mira PREM:EX
Subject: RE: PLEASE RESPOND ASAP: Reminder: Call for Records OOP-2018-83918 Due June 13, 2018

Hi Mira,

I have scheduled time at 3pm today to go over this request.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Oreck, Mira PREM:EX
Sent: Tuesday, July 3, 2018 11:30 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: PLEASE RESPOND ASAP: Reminder: Call for Records OOP-2018-83918 Due June 13, 2018
Importance: High

Can you help me with this today?

From: OOP FOI PREM:EX
Sent: Tuesday, July 3, 2018 9:51 AM
To: Oreck, Mira PREM:EX
Subject: PLEASE RESPOND ASAP: Reminder: Call for Records OOP-2018-83918 Due June 13, 2018
Importance: High

Hi Mira,

The Legislated Due Date for this request is fast approaching – please respond asap.

Thank you,

Alison

From: OOP FOI PREM:EX
Sent: Thursday, June 28, 2018 11:13 AM
To: Oreck, Mira PREM:EX
Subject: FW: Reminder: Call for Records OOP-2018-83918 Due June 13, 2018
Importance: High

Hi Mira,

Further to this, I have created a folder in the LAN for you: [Z:\Government\FOI\OOP-2018-83918 - Mira Oreck December](#)

If you could please drag all responsive emails into this folder as soon as possible that would be great.

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Wednesday, June 27, 2018 9:49 AM
To: Oreck, Mira PREM:EX
Subject: Reminder: Call for Records OOP-2018-83918 Due June 13, 2018
Importance: High

Hi Mira,

Reminder for this request.

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Thursday, May 31, 2018 11:13 AM
To: Oreck, Mira PREM:EX
Subject: Call for Records OOP-2018-83918 Due June 13, 2018

Hello Mira,

Please see the below request and please let me know by June 13 whether or not you have any records:

Canvassed: Mira Oreck

Please note we have now found the easiest way for you to send us records is to highlight the emails, drag and drop them directly onto the LAN. Please call Alison when you are ready to proceed and she will assist you.

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent.

*(Date Range for Record Search: **From 12/01/2017 To 12/31/2017**)*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 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.

Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 3, 2018 11:00 AM
To: Grant, Lisa MAH:EX
Subject: RE: July 5th Room Request

Good Morning Lisa,

No problem we will extend the time for the Minister to make her calls.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Grant, Lisa MAH:EX
Sent: Tuesday, July 3, 2018 10:53 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: White, Christine MAH:EX <Christine.White@gov.bc.ca>
Subject: July 5th Room Request

Good morning,

Minister Robinson has booked a room for July 5th 9:15am – 9:45am. We are hoping she could keep this room until 11:00am as she has a few teleconference meetings scheduled afterwards.

She would need a polycom but I do not believe anyone would be joining the meeting in person.

Thanks

Lisa Grant
Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 3, 2018 10:58 AM
To: Grant, Lisa MAH:EX
Subject: RE: Room request for July 16

Hi Lisa,

Sorry this fell off the radar, we have booked a room for the Minister to take her meeting.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Grant, Lisa MAH:EX
Sent: Tuesday, July 3, 2018 10:15 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room request for July 16

Good morning,

Just wanted to follow up on this request.

Cheers,

Lisa Grant
Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

From: Grant, Lisa MAH:EX
Sent: Thursday, June 28, 2018 4:07 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: Room request for July 16

Hello,

I would like to request a room for Minister Robinson to hold a small meeting in on July 16 10:30 – 11:00am. Attendees would be: Minister Selina Robinson, Craig Ashbourne and Olga Ilich. They may require a polycom for staff to call in.

Please let me know if something could be set aside.

Thank you!

Lisa Grant

Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

Loubert, Danny PREM:EX

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, July 3, 2018 10:56 AM
To: Addo, Wolfgang AG:EX
Subject: RE: Room needed for MDE July 12 2018

Hi Wolfgang,

I have booked a room for the Attorney General. Please forward a complete list of attendees when it becomes available.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Addo, Wolfgang AG:EX
Sent: Friday, June 29, 2018 4:23 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room needed for MDE July 12 2018

Hello Danny,

I'd like to book a room for Minister David Eby for Thursday July 12th, 2018.

Meeting with Trial Lawyers Association of BC.

Time : 1:00pm-2:00pm

Total # of People : Approximately 5

Kind Regards

Wolfgang Addo, Administrative Assistant
Office of the Attorney General-Honourable David Eby
250-387-1866
Wolfgang.Addo@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 10:31 AM
To: Bain, Don PREM:EX
Subject: RE: Need Flights ASAP

Ill get on it!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

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

From: Bain, Don PREM:EX
Sent: Tuesday, July 3, 2018 10:27 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Need Flights ASAP

Hi Danny

I need to get to Victoria today about 1230pm and return by 530pm.

Harbour to harbour is best.

Sent from my iPhone

Loubert, Danny PREM:EX

Subject: Writing Assignments & Next Steps
Location: Vanessa and Danny to call Susan - 250 387-3570

Start: Tue 2018-07-03 2:00 PM
End: Tue 2018-07-03 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Loubert, Danny PREM:EX
Required Attendees Geary, Vanessa PREM:EX; Farmer, Susan PREM:EX

Hi Susan and Vanessa,

Just wanted to set up some time for us to go over the results of the writing assignments and discuss next steps. If this time does not work please let me know and we will adjust.

Susan will call your office line.

Warmest Regards,

Danny

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 10:09 AM
To: Hagglund, Jarrett GCPE:EX
Subject: Media Event - RE: elevators

Hi Jarrett,

Do you know if we are having AV brought in? if so what time should I request the elevators for?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 10:06 AM
To: Viaud, Chantille PREM:EX
Subject: RE: Invoice for Nowruz event on March 14th

Good Morning Chantille,

I will start working on this. It may take some time and I will be in touch if we need some extra information for the reimbursements.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 10:00 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Invoice for Nowruz event on March 14th

Hi Danny,
Can you please process these payments as per Vanessa's approval asap? Thank you! Let me know if you need further information.

Kind regards,
Chantille

Payments for Nowruz event:

\$262.50 for pastries from a local baker in Nanaimo (she brought them down for the event) - Shirin Younessian
\$178.40 for travel (ferry cost only) for Amir Bajehkian a member of the Multicultural Advisory Committee who helped coordinate the event and presented at the reception.

From: Shirin Younessian [<mailto:beeskneesnanaimo@gmail.com>]
Sent: Monday, June 25, 2018 7:21 PM
To: Devereux, Rick GCPE:EX
Subject: Fwd: Invoice for Nowruz event on March 14th

Hi Rick
Please check the attachment
There is the recipe for the Persian new year event.
Thank you
Shirin

Page 442

Withheld pursuant to/removed as

NR

----- Forwarded message -----

From: Shirin Younessian <beeskneesnanaimo@gmail.com>
Date: Wed, May 9, 2018 at 6:33 PM
Subject: Invoice for Nowruz event on March 14th
To: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>

Hi Rick
Hope everything goes well with you
Thank you for the call and sorry I missed it
Here is the list of stuff I made for the event

Walnut cookies 2 trays (gluten free)
\$40each
Butter cookies 2 trays
\$35 each
Lemon bar 2 trays(vegan and gluten free)
\$50each

Subtotal: \$250
+GST: \$12.5

= \$262.50

Thank you
Shirin

--

Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

--

Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 10:05 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: FW: Invoice for Nowruz event on March 14th
Attachments: Ferry Receipts for Amir.jpg

Good Morning,

Can you advise the proper procedure to process these claims?

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Viaud, Chantille PREM:EX
Sent: Tuesday, July 3, 2018 10:00 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: FW: Invoice for Nowruz event on March 14th

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Chantille

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Shirin

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Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

--

Shirin Younessian

beeskneescommunitycafe.com

250 591 5250

Loubert, Danny PREM:EX

From: Loubert, Danny PREM:EX
Sent: Tuesday, July 3, 2018 8:56 AM
To: JTT IBD Boardroom Bookings JTT:EX
Subject: RE: Media Event Tuesday

Good Morning,

I just had an update. The event should be around 1 pm. GCPE will be on site to provide assistance. As I found out more I will pass it along.

I hope you had a great weekend!

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: JTT IBD Boardroom Bookings JTT:EX
Sent: Thursday, June 28, 2018 4:16 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Media Event Tuesday

Thank you. ☺
-Daniella

From: Loubert, Danny PREM:EX
Sent: Thursday, June 28, 2018 3:57 PM
To: JTT IBD Boardroom Bookings JTT:EX
Subject: Media Event Tuesday

Hi JTT,

Please note there will be a media event happening Tuesday morning. At this time, there is no confirmed time but we expect media will be arriving after 10 am.

GCPE staff will be up front to assist and I will make sure they leave contact details for when the media arrive and if there are any stragglers.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca