

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 5:07 PM  
**To:** LP Premiers Vancouver Office  
**Subject:** UC/REFRESH - Monday December 3rd

Hi VCO,

Please note Monday we will begin our transition to the New Unified Communications Phone System and will be refreshing our Hotel Work Stations on Monday December 3<sup>rd</sup>.

We will be doing our best to work around the office activity and will coordinate times Monday for 1-1 with the tech's for any questions you might have.

I will be sending everyone their new phone numbers in a separate email this weekend.

If you have any questions or concerns, please feel free to reach 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](mailto:Danny.Loubert@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 3:57 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Can you give me a 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](mailto:Danny.Loubert@gov.bc.ca)



## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 3:14 PM  
**To:** Tombs, Brenda SDPR:EX  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: printing

Hi Brenda,

Im in the middle of a time crunch can I trouble you to check with Olivia?

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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**From:** Tombs, Brenda SDPR:EX  
**Sent:** Friday, November 30, 2018 3:07 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** printing

Hey Danny. Could I send you a couple of things for printing please? You don't mind, do you?

Brenda

**Brenda Tombs**  
Executive Assistant  
Honourable Shane Simpson  
Minister of Social Development and Poverty Reduction  
C: 250.361.8147

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:54 PM  
**To:** Pearson, Barbera AG:EX  
**Subject:** RE: Hi - Quick Question  
**Attachments:** Senior Government Drop-In Centre - Fact Sheet (15Aug2018).pdf

Hi Barb,

Office B is probably the largest of the rooms downstairs, it should comfortably hold 8-12 persons. I have included the guide which has an accurate floor plan of the space.

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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**From:** Pearson, Barbera AG:EX  
**Sent:** Friday, November 30, 2018 2:48 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Hi - Quick Question

Hi there – quick question – I have booked Office B for Doug on Dec 10<sup>th</sup> – as I have never seen the offices there – would that be big enough for a meeting with 3 stakeholders? Or do you have a recommendation of a better choice?

Thanks,  
Barb

Barbera Pearson, Manager, Business Operations  
Associate Deputy Minister's Office  
Ministry of Attorney General  
PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4  
11<sup>th</sup> Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5  
Phone: 778-698-0402 / Cellular: 250-216-7983  
<mailto:barbera.pearson@gov.bc.ca>

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:48 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** SDPR Letters ready

Hi Maura,

I have the SDPR letter ready,

J:\HR\COMPENSATION\COMPENSATION LETTERS 2018\SDPR

One I have the okay I will do the rest of the ministry letters 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:36 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** RE: draft itinerary - Ambassador ODOR to British Columbia

All is well,

This is a different meeting.

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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Dixon, Olivia PREM:EX  
**Sent:** Friday, November 30, 2018 2:21 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: draft itinerary - Ambassador ODOR to British Columbia

Hi Danny,

This is the first I'm hearing about this? Was the Ambassador supposed to be meeting with the AG? That's the only booking on the 6<sup>th</sup> -7<sup>th</sup> that I have with no info in it.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

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**From:** Loubert, Danny PREM:EX  
**Sent:** November 30, 2018 1:49 PM  
**To:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** FW: draft itinerary - Ambassador ODOR to British Columbia

Hi Olivia,

Please note the change for the Ambassador of Hungary, the meeting will no longer be happening.

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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**From:** Windrim, Craig IGRS:EX

**Sent:** Friday, November 30, 2018 12:28 PM

**To:** Robb, Amanda JTT:EX <[Amanda.Robb@gov.bc.ca](mailto:Amanda.Robb@gov.bc.ca)>; Armstrong, Karen LASS:EX <[Karen.Armstrong@leg.bc.ca](mailto:Karen.Armstrong@leg.bc.ca)>; Scott, Heidi LASS:EX <[Heidi.Scott@leg.bc.ca](mailto:Heidi.Scott@leg.bc.ca)>; Elliott, Heidi FIN:EX <[Heidi.Elliott@gov.bc.ca](mailto:Heidi.Elliott@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Cc:** Lobmeier, Lucy S IGRS:EX <[Lucy.Lobmeier@gov.bc.ca](mailto:Lucy.Lobmeier@gov.bc.ca)>; Jordan, Annette IGRS:EX <[Annette.Jordan@gov.bc.ca](mailto:Annette.Jordan@gov.bc.ca)>; [mdhawan@victoria.ca](mailto:mdhawan@victoria.ca)

**Subject:** Fwd: draft itinerary - Ambassador ODOR to British Columbia

Hi everyone,

Per below, unfortunately the ambassador of Hungary must cancel his visit next week (December 6-7).

Thank you for your hard work and help and we'll look forward to welcoming His Excellency back another time.

Sincerely,

**Craig Windrim**

Protocol Manager

Intergovernmental Relations Secretariat | Government of British Columbia

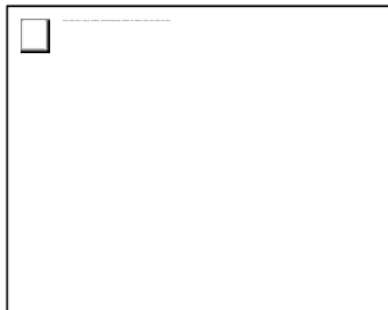
+1 (250) 508-3264

[www.gov.bc.ca/officeofprotocol](http://www.gov.bc.ca/officeofprotocol)

[www.gov.bc.ca/bureauduprotocole](http://www.gov.bc.ca/bureauduprotocole)

Intergovernmental Relations Secretariat

620 Superior Street, Victoria, BC, V8V 1V2



Begin forwarded message:

**From:** Sinka László - OTT <[LSinka@mfa.gov.hu](mailto:LSinka@mfa.gov.hu)>

**Date:** November 30, 2018 at 11:44:46 AM PST

**To:** "Windrim, Craig IGRS:EX" <[Craig.Windrim@gov.bc.ca](mailto:Craig.Windrim@gov.bc.ca)>

**Subject:** RE: draft itinerary - Ambassador ODOR to British Columbia

Dear Craig,

I am sorry but we will have to cancel the visit.s.22  
s.22

I know you put a great effort to this for which we are grateful. I will come back to you later about a possible new date. We will see.

Thanks,

Laszlo



Deputy Head of Mission  
Első beosztott

Embassy of Hungary | Magyarország Nagykövetsége  
299 Waverley Street, Ottawa, ON K2P 0V9  
T: +1 (613) 230-2717 F: +1 (613) 230-7560  
E: [LSinka@mfa.gov.hu](mailto:LSinka@mfa.gov.hu)  
W: <https://ottawa.mfa.gov.hu/>



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**From:** Windrim, Craig IGRS:EX <[Craig.Windrim@gov.bc.ca](mailto:Craig.Windrim@gov.bc.ca)>  
**Sent:** Thursday, November 29, 2018 5:07 PM  
**To:** Sinka László - OTT <[LSinka@mfa.gov.hu](mailto:LSinka@mfa.gov.hu)>  
**Subject:** draft itinerary - Ambassador ODOR to British Columbia

Dear Laszlo,

Attached is a draft itinerary for the visit of His Excellency to B.C. next week.

I will finalize all details and send you the finished version 48 hours in advance. For now, you may plan from this.

Can you send me the Ambassador's cellphone number?

If you have any questions please let me know.

Sincerely,

**Craig Windrim**

Protocol Manager

Intergovernmental Relations Secretariat | Government of British Columbia

+1 (250) 508-3264

[www.gov.bc.ca/officeofprotocol](http://www.gov.bc.ca/officeofprotocol)

[www.gov.bc.ca/bureauduprotocole](http://www.gov.bc.ca/bureauduprotocole)

Intergovernmental Relations Secretariat

620 Superior Street, Victoria, BC, V8V 1V2



Where ideas work



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:36 PM  
**To:** s.22  
**Subject:** RE: Tammy Baker Forms & ID

Thank you 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** s.22  
**Sent:** Friday, November 30, 2018 2:34 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Tammy Baker Forms & ID

Danny,

Attached are the requested items for Tammy's employment processing.

s.22

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:32 PM  
**To:** 'Brent Humphrey'  
**Subject:** RE: Processing your Appointment

Thanks Brent,

I hope you have a good weekend, I will be in touch more with other forms to be filled out as they come 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Brent Humphrey s.22  
**Sent:** Friday, November 30, 2018 2:12 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Processing your Appointment

Sorry, Danny.  
Here it is.  
Brent

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**From:** "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Date:** Friday, November 30, 2018 at 1:35 PM  
**To:** s.22  
**Subject:** RE: Processing your Appointment

Hi Brent,

Just reviewing your documents and I still am requiring your 2 pieces of ID before I can begin the process.

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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**From:** Brent Humphrey s.22  
**Sent:** Friday, November 30, 2018 11:22 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Processing your Appointment  
**Importance:** High

Hello, Danny.



Attached please find the two forms required, plus ID images as requested.

Because I was initially to onboard with GCPE last week, please be advised that I have just been through the criminal record check (if that saves time), and that GCPE may have begun on-boarding HR processes that could "confuse" the HR databases?

FYI, Danny, here's the notification I got back from last week's process:

+++++FWDed MAIL++++

Hi Brent,

RE: Position - Communications Director

This email is to confirm that we have processed your Consent for Disclosure of Criminal Record Information and security clearance has been granted for the above-noted position.

Please review the Security Screening Policy. During your employment with the BC Public Service, you will be required to notify the Ministry of Justice, Personnel Security Screening Office by phone at 1-855-587-0185 (select option 2) or by email at [sgspdra@gov.bc.ca](mailto:sgspdra@gov.bc.ca) in the event you are arrested, charged or convicted of any federal or provincial criminal offence.

Thank you,

GCPE HR

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

From: [CriminalRecordsReviewProgram@victoria1.gov.bc.ca](mailto:CriminalRecordsReviewProgram@victoria1.gov.bc.ca) [<mailto:CriminalRecordsReviewProgram@victoria1.gov.bc.ca>]

Sent: Monday, November 26, 2018 4:00 PM

To: Chand, Rita GCPE:EX

Cc: MYHR PSA:EX

Subject: Security Clearance for Allen Brent Humphrey, Service s.22

Dear Rita Chand,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Allen Brent Humphrey, born s.22

Thank you for your cooperation.

Personnel Security Screening Office  
Ministry of Justice - Security Programs Division  
Telephone: 1-855-587-0185 Fax: 1-250-356-5987

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**From:** "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Date:** Friday, November 30, 2018 at 9:14 AM

**To:** s.22

**Subject:** Processing your Appointment

Good Morning Brent,

We are processing your appointment. If you could please fill out to the best of your ability both forms and include 2 pieces of ID (for approved ID please see side 2 of the Consent for disclosure of criminal record information).

Please confirm your Full Legal Name is Allen Brent Humphrey.

To ensure your appointment is processed in a timely manner please return as soon as possible.

Please feel free to call me if you have any questions,

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 2:05 PM  
**To:** 'Neria Espenilla'  
**Subject:** RE: Dec 1 meeting

Thanks Ria,

If we could also ensure that the air is running as well.

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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Neria Espenilla <neriae@opwtc.ca>  
**Sent:** Friday, November 30, 2018 2:02 PM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Subject:** Dec 1 meeting

Hi Danny,

Happy Friday! I received a request from WSI regarding a meeting in your offices tomorrow, Saturday, 1<sup>st</sup> December from 8:30AM until 4:00PM. We shall leave heat on as per your request and bill your office accordingly.

Just giving you a head's up that one of our tenants in #750 are moving out tomorrow practically whole day as well so you might experience a bit of noise and slight inconvenience while they are moving. It should be nothing, really but just a friendly note from me.

Good luck on the meeting tomorrow!

Kind regards,  
Ria

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 1:32 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: training - STOB?

6516

**Danny 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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**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, November 30, 2018 1:31 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** training - STOB?

Hi – what STOB does training fall under? Thanks V

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 12:35 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Letters for AH to sign

Hi Maura,

Should the bottom have Office of the Premier – Deputy Minister's Office or should it be Executive Branch?

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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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, November 30, 2018 11:29 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Letters for AH to sign

Hi Danny,  
Please find attached letters for AH review and signature.  
Can you please do a final copy edit before she sees them?

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 016 of 460

Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 9:19 AM  
**To:** Sheppard, Grant TAC:EX  
**Cc:** VCO Boardrooms, PREM PREM:EX; Friesen, Avalon TAC:EX  
**Subject:** RE: Room Booking - December 1 1PM - 4 PM

Good Morning Grant,

Thank you for the list. I do want to mention again that there is seating for about 25 at the table and I would suggest that staff be encouraged to sit behind those they are supporting to allow for everyone to fit comfortably. If we could please have the cell phone number for a staff member that will be acting at the on-site meeting contact should there be any issues with access.

Here are our contact details for tomorrow:  
Danny Loubert – O: 604-775-1677 s.22  
Olivia Dixon – 604-775-1600

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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**From:** Sheppard, Grant TAC:EX  
**Sent:** Friday, November 30, 2018 9:09 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>; Friesen, Avalon TAC:EX <[Avalon.Friesen@gov.bc.ca](mailto:Avalon.Friesen@gov.bc.ca)>  
**Subject:** FW: Room Booking - December 1 1PM - 4 PM

Good Morning, Danny.

I just wanted to connect with you to confirm that everything is in order for the Vancouver Cabinet Office booking for tomorrow:

### Chinese Canadian Museum Working Group

Date: Saturday, December 1  
Time: 1:00 – 4:00 (Meeting to take place from 1:30 – 3:30)  
Attendees: 28 – 30 (see list below – 2 have not yet confirmed)  
Caterer: Lazy Gourmet – arriving at 1:00 (pick up on Monday)  
Building entry: Attendees to meet by front door of the World Trade Centre Complex to be met by staff

	Attendee	Organization	No Response
1	<b>Minister George Chow</b>	Minister of State for Trade	
2	<b>Stephanie Chang</b>	Ministerial Assistant, Minister George Chow	

3	<b>Ramesh Ranjan</b>	Ministerial Assistant, Minister Lisa Beare	
4	<b>Brian Jonker</b>	Executive Director, Ministry of Tourism, Arts and Culture	
5	<b>Grant Sheppard</b>	Director, Minister Tourism, Arts and Culture	
6	<b>Baldwin Wong</b>	Senior Social Planner, Chinatown Transformation Team, City of Vancouver	
7	<b>Helen Lee</b>	Chinatown Transformation Team, City of Vancouver	
8	<b>Tanya Twynstra</b>	Director, Government Communications and Partner Engagement	
9	<b>Lisa Guiney</b>	Government Communications and Partner Engagement	
10	<b>Robin Prest</b>	Simon Fraser University, Wosk Centre for Dialogue	
11	<b>Robert Daum</b>	Simon Fraser University, Wosk Centre for Dialogue	
12	<b>Julie Bezard</b>	Simon Fraser University, Wosk Centre for Dialogue	
13	<b>Alan Lowe</b>	Chinese Canadian Museum Working Group	
14	<b>Bill Yee</b>	Chinese Canadian Museum Working Group	
15	<b>Christina Chang</b>	Chinese Canadian Museum Working Group	
16	<b>Devon Wong</b>	Chinese Canadian Museum Working Group	
17	<b>Elizabeth Johnson</b>	Chinese Canadian Museum Working Group	
18	<b>Fred Mah</b>	Chinese Canadian Museum Working Group	No response
19	<b>George Ing</b>	Chinese Canadian Museum Working Group	
20	<b>Grace Wong</b>	Chinese Canadian Museum Working Group	
21	<b>Harris Niu</b>	Chinese Canadian Museum Working Group	
22	<b>Imogene Lim</b>	Chinese Canadian Museum Working Group	
23	<b>John Adams</b>	Chinese Canadian Museum Working Group	
24	<b>June Chow</b>	Chinese Canadian Museum Working Group	
25	<b>Kevin Huang</b>	Chinese Canadian Museum Working Group	
26	<b>Kory Wilson</b>	Chinese Canadian Museum Working Group	
27	<b>Tung Chan</b>	Chinese Canadian Museum Working Group	
28	<b>William Ma</b>	Chinese Canadian Museum Working Group	
29	<b>Winnie Cheung</b>	Chinese Canadian Museum Working Group	
30	<b>Winnie Lee</b>	Chinese Canadian Museum Working Group	No response

Thanks,

Grant Sheppard, Director  
Corporate Initiatives and Strategic Priorities Branch  
Ministry of Tourism, Arts and Culture  
Cell: 250-896-4235  
Email: [grant.sheppard@gov.bc.ca](mailto:grant.sheppard@gov.bc.ca)

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**From:** Sheppard, Grant TAC:EX  
**Sent:** Tuesday, November 27, 2018 1:57 PM  
**To:** Loubert, Danny PREM:EX



**Cc:** Friesen, Avalon TAC:EX

**Subject:** FW: Room Booking - December 1 1PM - 4 PM

Hi Danny,

Please find an updated list of meeting attendees for this Saturday's meeting at the Cabinet Office.

Helen Lee, City of Vancouver – highlighted below has been added to the list. I am expecting further updates during the week with one or more names being removed from the list.

Avalon Friesen – Cc'd above – will be coordinating the catering, and we'll update you on this when arrangements have been made.

Please let us know if there's anything else you need from us through the week.

Thanks,  
Grant.

**Chinese Canadian Museum Working Group - Meeting Attendees**  
**Vancouver Cabinet Office**  
**#740 – 999 Canada Place**  
**December 1, 2018**  
**1:30 - 3:30 PM**

	Attendee	Organization
1	<b>Minister George Chow</b>	Minister of State for Trade
2	<b>Stephanie Chang</b>	Ministerial Assistant, Minister George Chow
3	<b>Ramesh Ranjan</b>	Ministerial Assistant, Minister Lisa Beare
4	<b>Brian Jonker</b>	Executive Director, Ministry of Tourism, Arts and Culture
5	<b>Grant Sheppard</b>	Director, Minister Tourism, Arts and Culture
6	<b>Baldwin Wong</b>	Senior Social Planner, Chinatown Transformation Team, City of Vancouver
7	<b>Helen Lee</b>	Chinatown Transformation Team, City of Vancouver
8	<b>Tanya Twynstra</b>	Director, Government Communications and Partner Engagement
9	<b>Lisa Guiney</b>	Government Communications and Partner Engagement
10	<b>Robin Prest</b>	Simon Fraser University, Wosk Centre for Dialogue
11	<b>Robert Daum</b>	Simon Fraser University, Wosk Centre for Dialogue
12	<b>Julie Bezar</b>	Simon Fraser University, Wosk Centre for Dialogue

13	<b>Alan Lowe</b>	Chinese Canadian Museum Working Group
14	<b>Bill Yee</b>	Chinese Canadian Museum Working Group
15	<b>Christina Chang</b>	Chinese Canadian Museum Working Group
16	<b>Devon Wong</b>	Chinese Canadian Museum Working Group
17	<b>Elizabeth Johnson</b>	Chinese Canadian Museum Working Group
18	<b>Fred Mah</b>	Chinese Canadian Museum Working Group
19	<b>George Ing</b>	Chinese Canadian Museum Working Group
20	<b>Grace Wong</b>	Chinese Canadian Museum Working Group
21	<b>Harris Niu</b>	Chinese Canadian Museum Working Group
22	<b>Imogene Lim</b>	Chinese Canadian Museum Working Group
23	<b>John Adams</b>	Chinese Canadian Museum Working Group
24	<b>June Chow</b>	Chinese Canadian Museum Working Group
25	<b>Kevin Huang</b>	Chinese Canadian Museum Working Group
26	<b>Kory Wilson</b>	Chinese Canadian Museum Working Group
27	<b>Thomas Chan</b>	Chinese Canadian Museum Working Group
28	<b>Tung Chan</b>	Chinese Canadian Museum Working Group
29	<b>William Ma</b>	Chinese Canadian Museum Working Group
30	<b>Winnie Cheung</b>	Chinese Canadian Museum Working Group
31	<b>Winnie Lee</b>	Chinese Canadian Museum Working Group

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**From:** Sheppard, Grant TAC:EX

**Sent:** Monday, November 26, 2018 3:03 PM

**To:** VCO Boardrooms, PREM PREM:EX

**Cc:** Loubert, Danny PREM:EX; Jonker, Brian TAC:EX; Friesen, Avalon TAC:EX

**Subject:** Room Booking - December 1 1PM - 4 PM

Hi Danny,

Thanks for your list of caterers.

Please find below my signature the initial attendee list for the Chinese Canadian Museum Working Group scheduled for Saturday December 1 from 1:30 – 3:30 PM.

We do not expect all 30 people to attend as 5 have not yet rsvp'd.

I would like to confirm that we will be able to get into the room from 12:30, if possible with clean-up lasting until 4 or 4:15.

We will also be arranging catering, although a caterer has not yet been selected.

For technology, could you please confirm that there will be a:

- Projector and screen
- Cables to plug a laptop into for the presentation
- Teleconference capable phone with multiple mics.

Are there instructions I should be providing to working group members for how to get to the building – is it just, check in at the desk in the lobby?

Thanks,

Grant Sheppard, Director  
Corporate Initiatives and Strategic Priorities Branch  
Ministry of Tourism, Arts and Culture  
Cell: 250-896-4235  
Email: [grant.sheppard@gov.bc.ca](mailto:grant.sheppard@gov.bc.ca)

**Chinese Canadian Museum Working Group - Meeting Attendees**  
**December 1, 2018**  
**1:30 - 3:30 PM**

	Attendee	Organization
1	<b>Minister George Chow</b>	Minister of State for Trade
2	<b>Stephanie Chang</b>	Ministerial Assistant, Minister George Chow
3	<b>Ramesh Ranjan</b>	Ministerial Assistant, Minister Lisa Beare
4	<b>Brian Jonker</b>	Executive Director, Ministry of Tourism, Arts and Culture
5	<b>Grant Sheppard</b>	Director, Minister Tourism, Arts and Culture
6	<b>Baldwin Wong</b>	Senior Social Planner, Chinatown Transformation Team
7	<b>Tanya Twynstra</b>	Director, Government Communications and Partner Engagement
8	<b>Lisa Guiney</b>	Government Communications and Partner Engagement
9	<b>Robin Prest</b>	Simon Fraser University, Wosk Centre for Dialogue
10	<b>Robert Daum</b>	Simon Fraser University, Wosk Centre for Dialogue
11	<b>Julie Bezar</b>	Simon Fraser University, Wosk Centre for Dialogue
12	<b>Alan Lowe</b>	Chinese Canadian Museum Working Group
13	<b>Bill Yee</b>	Chinese Canadian Museum Working Group

14	<b>Christina Chang</b>	Chinese Canadian Museum Working Group
15	<b>Devon Wong</b>	Chinese Canadian Museum Working Group
16	<b>Elizabeth Johnson</b>	Chinese Canadian Museum Working Group
17	<b>Fred Mah</b>	Chinese Canadian Museum Working Group
18	<b>George Ing</b>	Chinese Canadian Museum Working Group
19	<b>Grace Wong</b>	Chinese Canadian Museum Working Group
20	<b>Harris Niu</b>	Chinese Canadian Museum Working Group
21	<b>Imogene Lim</b>	Chinese Canadian Museum Working Group
22	<b>John Adams</b>	Chinese Canadian Museum Working Group
23	<b>June Chow</b>	Chinese Canadian Museum Working Group
24	<b>Kevin Huang</b>	Chinese Canadian Museum Working Group
25	<b>Kory Wilson</b>	Chinese Canadian Museum Working Group
26	<b>Thomas Chan</b>	Chinese Canadian Museum Working Group
27	<b>Tung Chan</b>	Chinese Canadian Museum Working Group
28	<b>William Ma</b>	Chinese Canadian Museum Working Group
29	<b>Winnie Cheung</b>	Chinese Canadian Museum Working Group
30	<b>Winnie Lee</b>	Chinese Canadian Museum Working Group

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 10:01 AM  
**To:** Sheppard, Grant TAC:EX  
**Subject:** Vancouver Catering

Hi Grant,

It was nice speaking with you this morning.

Please find the attached list of catering companies we have used in the past.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 9:15 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Advisor Role

Thanks Maura

**Danny 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:** Parte, Maura PSA:EX  
**Sent:** Friday, November 30, 2018 9:12 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Advisor Role

It will be either today or Monday – I am waiting to hear.

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 9:09 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Advisor Role

Do we have a start date?

**Danny 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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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, November 30, 2018 9:05 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Advisor Role

No – we need all the forms please. His role at GPCE was different. He needs the pre-hiring onboarding forms and the post-hiring onboarding forms. Thank you

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 9:04 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Advisor Role

Hi Maura,

Just to confirm we only need the CRC consent form?

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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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, November 29, 2018 12:35 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Advisor Role

Hi Danny, can you please reach out to Brent Humphrey and get him started on the onboarding forms?  
Please see below. He will have to do another CRC as it is a different position and it is in the PO.  
Thank you,  
Maura

---

**From:** Brent Humphrey s.22  
**Sent:** Wednesday, November 28, 2018 4:54 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Advisor Role

Hi, Maura. Thanks for your congrats, I'm very happy to help out.  
On that note, I've just been through the HR process with GCPE, including criminal record check...would it be helpful to you to see that paperwork? I'll flip it to you if you like, Maura.

My legal name = Allen Brent Humphrey, born s.22

hi ho  
bh

On Nov 28, 2018, at 4:18 PM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hello Brent,

Amber Hockin has asked me to get in touch regarding your appointment to the role of Ministerial Advisor in the Premier's Office.

I understand she has confirmed the terms with you and I will follow up with a letter, to come tomorrow.

I need to initiate your appointment order so please expect forms to come shortly that will need to be filled out immediately.

For now, can you please confirm your full legal name is Brent Humphrey?

Thanks, and congratulations on your new role.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 30, 2018 7:26 AM  
**To:** McLaren, Kenn FLNR:EX  
**Subject:** Re: good morning Danny

I'll be there just after 815 if you need to get in a little early.

Cheers,

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "McLaren, Kenn FLNR:EX" <Kenn.McLaren@gov.bc.ca>  
**Date:** 2018-11-30 7:04 AM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** good morning Danny

Good morning man;

We are in VCO at 9am for a meeting. Could we please have the room at 8:45 or so for a pre-brief with staff?

Thanks,

Kenn

Kenn McLaren

Ministerial Assistant | Honourable Doug Donaldson

Minister of Forests, Lands, Natural Resource Operations and Rural Development

o- 250-387-6240 c – 250-893-7231

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## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 4:37 PM  
**To:** s.22  
**Subject:** Processing your Appointment Letter  
**Attachments:** consent\_for\_disclosure\_of\_criminal\_record\_information.pdf; Checklist of Information Required for New Hires.docx

Hi Tammy,

We are processing your appointment this week for a start date of Monday, December 3<sup>rd</sup> 2018.

Can you please confirm your full legal name as Tammy Baker. Please be sure to include any given Middles names as well.

Also, please fill out the attached forms and send them back with two pieces of identification, one that is preferably your DL.

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)



**Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 4:35 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Workshop List  
**Attachments:** Dec 10th and 11th.xlsx

Hi Maura,

Please find the attached Registration Lists for the Equity and Inclusion workshop.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 4:33 PM  
**To:** Szabo, Maria JTT:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Maria,

You are now registered for December 11<sup>th</sup>.

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:** Szabo, Maria JTT:EX  
**Sent:** Thursday, November 29, 2018 4:32 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Fwd: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I'm interested in attending this workshop on the 11th. Can you tell me if there are any spaces left?

Thank you!

Maria

Sent from my iPhone

Begin forwarded message:

**From:** "Stone, Lynne TRAN:EX" <[Lynne.Stone@gov.bc.ca](mailto:Lynne.Stone@gov.bc.ca)>  
**Date:** November 27, 2018 at 10:01:42 AM PST  
**To:** "Tombs, Brenda SDPR:EX" <[Brenda.Tombs@gov.bc.ca](mailto:Brenda.Tombs@gov.bc.ca)>, "Brown, Edena MCF:EX" <[Edena.Brown@gov.bc.ca](mailto:Edena.Brown@gov.bc.ca)>, "Pecora, Talea PSSG:EX" <[Talea.Pecora@gov.bc.ca](mailto:Talea.Pecora@gov.bc.ca)>, "Liens, Raymond MMHA:EX" <[Raymond.Liens@gov.bc.ca](mailto:Raymond.Liens@gov.bc.ca)>, "Bansal, Mindy CITZ:EX" <[Mindy.Bansal@gov.bc.ca](mailto:Mindy.Bansal@gov.bc.ca)>, "Brown, Edena MCF:EX" <[Edena.Brown@gov.bc.ca](mailto:Edena.Brown@gov.bc.ca)>, "Brown, Evan PREM:EX" <[Evan.Brown@gov.bc.ca](mailto:Evan.Brown@gov.bc.ca)>, "Dick, Jolleen IRR:EX" <[Jolleen.Dick@gov.bc.ca](mailto:Jolleen.Dick@gov.bc.ca)>, "Djonlic, Matt MAH:EX" <[Matt.Djonlic@gov.bc.ca](mailto:Matt.Djonlic@gov.bc.ca)>, "Fogg, Bruce PREM:EX" <[Bruce.Fogg@gov.bc.ca](mailto:Bruce.Fogg@gov.bc.ca)>, "Hamdon, Nadia EDUC:EX" <[Nadia.Hamdon@gov.bc.ca](mailto:Nadia.Hamdon@gov.bc.ca)>, "Hammond, Danika S EMPR:EX" <[Danika.Hammond@gov.bc.ca](mailto:Danika.Hammond@gov.bc.ca)>, "Hannah, Jeff TAC:EX" <[Jeff.Hannah@gov.bc.ca](mailto:Jeff.Hannah@gov.bc.ca)>, "Jones, Tristan FLNR:EX" <[Tristan.Jones@gov.bc.ca](mailto:Tristan.Jones@gov.bc.ca)>, "Liens, Raymond MMHA:EX" <[Raymond.Liens@gov.bc.ca](mailto:Raymond.Liens@gov.bc.ca)>, "Lo, Reamick ENV:EX" <[Reamick.Lo@gov.bc.ca](mailto:Reamick.Lo@gov.bc.ca)>, "Pecora, Talea PSSG:EX" <[Talea.Pecora@gov.bc.ca](mailto:Talea.Pecora@gov.bc.ca)>, "Pham, Thuy HLTH:EX" <[Thuy.Pham@gov.bc.ca](mailto:Thuy.Pham@gov.bc.ca)>, "Rzepa, Christina AEST:EX" <[Christina.Rzepa@gov.bc.ca](mailto:Christina.Rzepa@gov.bc.ca)>, "Sather, Kelly FIN:EX" <[Kelly.Sather@gov.bc.ca](mailto:Kelly.Sather@gov.bc.ca)>, "Scott, Samantha AG:EX" <[Samantha.Scott@gov.bc.ca](mailto:Samantha.Scott@gov.bc.ca)>, "Szabo, Maria JTT:EX" <[Maria.Szabo@gov.bc.ca](mailto:Maria.Szabo@gov.bc.ca)>, "Wieczorek, Chris AGRI:EX" <[Chris.Wieczorek@gov.bc.ca](mailto:Chris.Wieczorek@gov.bc.ca)>, "Zimmerman,

Emily LBR:EX" <Emily.Zimmerman@gov.bc.ca>

**Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018**

Interesting to know.

Thanks Brenda

---

**From:** Tombs, Brenda SDPR:EX

**Sent:** Tuesday, November 27, 2018 9:41 AM

**To:** Brown, Edena MCF:EX; Pecora, Talea PSSG:EX; Stone, Lynne TRAN:EX; Liens, Raymond MMHA:EX; Bansal, Mindy CITZ:EX; Brown, Edena MCF:EX; Brown, Evan PREM:EX; Dick, Jolleen IRR:EX; Djonlic, Matt MAH:EX; Fogg, Bruce PREM:EX; Hamdon, Nadia EDUC:EX; Hammond, Danika S EMPR:EX; Hannah, Jeff TAC:EX; Jones, Tristan FLNR:EX; Liens, Raymond MMHA:EX; Lo, Reamick ENV:EX; Pecora, Talea PSSG:EX; Pham, Thuy HLTH:EX; Rzepa, Christina AEST:EX; Sather, Kelly FIN:EX; Scott, Samantha AG:EX; Stone, Lynne TRAN:EX; Szabo, Maria JTT:EX; Tombs, Brenda SDPR:EX; Wieczorek, Chris AGRI:EX; Zimmerman, Emily LBR:EX

**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hey all. I too am booked in on Dec 11. My senior MA inquired as to whether or not there will be workshops for us on the Monday and was told yes, and that the Tuesday, Dec 11 session is for us EAs – so keep that in mind.

I also wanted to point out to you all that the EA listserve is not just us – if you open up the EA group in your 'To' box, you will see there are others listed there, not just EAs. I have removed them in this email so it's just us for now, but I wanted to point that out in case you ever want to email just our group without those others being included...just so that you are aware.

Brenda

**Brenda Tombs**

Executive Assistant

Honourable Shane Simpson

Minister of Social Development and Poverty Reduction

C: 250.361.8147

---

**From:** Brown, Edena MCF:EX

**Sent:** Tuesday, November 27, 2018 9:25 AM

**To:** Pecora, Talea PSSG:EX; Stone, Lynne TRAN:EX; Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants

**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi All,

I am also booked the workshop for the 11<sup>th</sup>. I arrive Sunday night and will work at the MO on Monday. If anyone else is around on Sunday I would love to have dinner. ☺

Cheers,

Edena

**Edena Brown**

**Executive Assistant to Hon. Katrine Conroy**

Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT

Cell: 250-480-8627 Email: [Edena.Brown@gov.bc.ca](mailto:Edena.Brown@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:** Pecora, Talea PSSG:EX  
**Sent:** Tuesday, November 27, 2018 9:24 AM  
**To:** Stone, Lynne TRAN:EX; Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

I have also booked the workshop on the 11<sup>th</sup> and will head to Victoria on Monday afternoon/evening.

---

**From:** Stone, Lynne TRAN:EX  
**Sent:** Tuesday, November 27, 2018 9:21 AM  
**To:** Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

I have booked the workshop for the Tuesday (11<sup>th</sup>).  
I had planned on coming down on Sunday 9<sup>th</sup> – assuming we had to be there for 2 days.  
Looks now like it is only the workshop so I think I will cancel my Sunday night hotel booking and drive down on the Monday afternoon.  
Lynne

**Lynne Stone**  
**Executive Assistant to Hon. Claire Trevena**  
**Minister of Transportation and Infrastructure**  
**Phone: 778-676-3562**

---

**From:** Bansal, Mindy CITZ:EX  
**Sent:** Tuesday, November 27, 2018 9:17 AM  
**To:** Liens, Raymond MMHA:EX; LP Executive Assistants  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello, is there a schedule out for the 2 days or do we just pick one of the two?

**Mindy Kalsi Bansal | Executive Assistant**  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 1-250-812-7256  
e: [mindy.bansal@gov.bc.ca](mailto:mindy.bansal@gov.bc.ca)

---

**From:** Liens, Raymond MMHA:EX  
**Sent:** November 26, 2018 3:11 PM  
**To:** LP Executive Assistants <[LPEAS@Victoria1.gov.bc.ca](mailto:LPEAS@Victoria1.gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello lovely cohorts,

I am suggesting that we all take this workshop at same time. I am planning for December 10-11. Please let me know if anyone else plans to attend the same 2 days. See you soon. My best to you all.

Raymond

---

**From:** Wade, Debbie PREM:EX  
**Sent:** November 26, 2018 3:04 PM  
**To:** LP Ministerial Assistants <[LPMAs@Victoria1.gov.bc.ca](mailto:LPMAs@Victoria1.gov.bc.ca)>; LP Executive Assistants <[LPEAS@Victoria1.gov.bc.ca](mailto:LPEAS@Victoria1.gov.bc.ca)>; LP Support Staff <[LPSUPPORT@Victoria1.gov.bc.ca](mailto:LPSUPPORT@Victoria1.gov.bc.ca)>; LP Administrative Coordinators <[LPACS@Victoria1.gov.bc.ca](mailto:LPACS@Victoria1.gov.bc.ca)>; LP PO Executive Office <[LPPOEO@Victoria1.gov.bc.ca](mailto:LPPOEO@Victoria1.gov.bc.ca)>; LP PREM Directors <[PREMDIR@Victoria1.gov.bc.ca](mailto:PREMDIR@Victoria1.gov.bc.ca)>; LP Senior Ministerial Assistants <[SRMINAST@Victoria1.gov.bc.ca](mailto:SRMINAST@Victoria1.gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Please see attached Bio for Natasha Tony

Thanks!

*Debbie Wade*  
*Executive Coordinator to Geoff Meggs - Chief of Staff*  
*and Amber Hockin - Deputy Chief of Staff*  
*Office of the Premier*  
*250-356-2785*

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will

be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration: To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.**

**About the Facilitator: Natasha Tony – please see attached bio**

### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

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Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 3:49 PM  
**To:** Nash, Amber PREM:EX  
**Cc:** Brown, Evan PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: Issues Scan

Hi Amber,

Will do, do you have an eta on that other document?

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:** Nash, Amber PREM:EX  
**Sent:** Thursday, November 29, 2018 3:47 PM  
**To:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Brown, Evan PREM:EX <[Evan.Brown@gov.bc.ca](mailto:Evan.Brown@gov.bc.ca)>  
**Subject:** FW: Issues Scan  
**Importance:** High

Hi Olivia & Danny,

Could one of you please print this and a fresh copy of the Premier's schedule for tomorrow and run them over to Evan?

I MAY have one more document to send you before you go – so let me know right before you leave 😊

A

---

**From:** Howlett, Tim GCPE:EX  
**Sent:** November 29, 2018 3:45 PM  
**To:** Nash, Amber PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Brown, Evan PREM:EX; Richards, Erin PREM:EX  
**Subject:** Issues Scan

attached

Tim Howlett  
Director of Issues Management  
250.208.4828



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 2:38 PM  
**To:** McLaren, Chris PREM:EX  
**Subject:** Re: VCO REQUEST Re: Clean Energy briefing

Atm mira has the cabinet boardroom booked all day. I'll see if this is part of the hold.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>  
**Date:** 2018-11-29 2:29 PM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** RE: VCO REQUEST Re: Clean Energy briefing

Hi Danny,

It is up to you, as long as we know which one we are connecting with from here prior to the meeting.

I was not aware that there were multiple rooms that could video with our cabinet chambers.

Cheers,

Chris

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 2:13 PM  
**To:** McLaren, Chris PREM:EX  
**Subject:** RE: VCO REQUEST Re: Clean Energy briefing

Hi Chris,

Is there a preference for a room that could be used for Video Conferencing?

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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**From:** McLaren, Chris PREM:EX  
**Sent:** Thursday, November 29, 2018 12:57 PM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Subject:** VCO REQUEST Re: Clean Energy briefing  
**Importance:** High

Hello Danny,

We will require the VCO boardroom for this meeting on Monday, December 3 from 1 – 2:30 pm.

It looks like Mira will be joining by video conference as well as DM Bobbi Plecas.

Please confirm that this is possible and I will set up premtch to assist us.

Thanks tons!

Chris

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**From:** McLaren, Chris PREM:EX

**Sent:** Thursday, November 29, 2018 12:56 PM

**To:** Neilson, Kirsten ENV:EX; Duncan, Kate EMPR:EX; Faust, Marnie L GCPE:EX

**Subject:** REQUESTING Re: Clean Energy briefing

**Importance:** High

Hello all,

We would like to confirm the identified DMs and staff below to a briefing on the Clean Energy plan with the Premier on Monday, December 3 from 1 – 2:30 pm in Cabinet Chambers or through video conference at VCO.

Staff required:

DM Bobbi Plecas (From VCO boardroom via tele conference)

DM Dave Nikolejsin

DM Evan Lloyd

Tim Lesiuk, Executive Director, Clean Growth Strategy

Along with your confirmation of staff I would appreciate it if you could let me know if any materials will be coming for this meeting and when they may be available, at your earliest convenience.

Thank you for your kind assistance with this request.

Cheers,

Chris



**Christine McLaren, Scheduling Officer**  
Office of the Premier  
250-387-1806

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 2:28 PM  
**To:** Hammond, Danika S EMPR:EX  
**Subject:** Re: Registration for training

Hi Danika,

We have moved you to the 11th.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Hammond, Danika S EMPR:EX" <Danika.Hammond@gov.bc.ca>  
Date: 2018-11-29 11:23 AM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: RE: Registration for training

Hello Danny

My apologies but is it possible for me to switch to the 11th for the training? Please let me know.

Many thanks,

Danika

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

From: Loubert, Danny PREM:EX  
Sent: Monday, November 26, 2018 4:17 PM  
To: Hammond, Danika S EMPR:EX  
Subject: RE: Registration for training

Hi Danika,

You have been registered for December 10th.

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: Hammond, Danika S EMPR:EX  
Sent: Monday, November 26, 2018 3:18 PM

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

Subject: Registration for training

Hello Danny

I would like to register for the Building Inclusive Organizations workshop on Monday, December 10th.

Kind regards,

Danika Hammond

Executive Assistant - Ministry of Mines, Energy and Petroleum Resources

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 2:22 PM  
**To:** Sather, Kelly FIN:EX  
**Subject:** Re: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Kelly,

We have switched you to the 11th.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Sather, Kelly FIN:EX" <Kelly.Sather@gov.bc.ca>  
Date: 2018-11-29 11:19 AM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Re: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I've learned that EAs should be taking the training on the 11th. Is it possible to have my date switched?

Thank you,  
Kelly Sather

Sent from my iPhone

On Nov 27, 2018, at 9:37 AM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Hi Kelly,

I have registered you for December 10<sup>th</sup>.

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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**From:** Sather, Kelly FIN:EX  
**Sent:** Monday, November 26, 2018 5:03 PM

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

**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I would like to register for this workshop. Either the 10<sup>th</sup> or 11<sup>th</sup> works for me as I'm local to Victoria – please slot me in to either day.

Thank you,  
Kelly

**Kelly Sather**

Executive Assistant

Office of the Minister of Finance and Deputy Premier

250-888-5930

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**From:** Hockin, Amber PREM:EX

**Sent:** November 26, 2018 2:51 PM

**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants

**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator:** Natasha Tony – please see attached bio

**Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 12:55 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Pls call when you can

Hi Maura,

I'm free after 130.

Sent from my Samsung Galaxy smartphone.

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

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>  
Date: 2018-11-29 12:35 PM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Pls call when you can

Maura Parte  
BC Public Service Agency  
250-213-6377



## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 10:31 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: review next week and Sat

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 10:30 AM  
**To:** PREM CAL PREM:EX  
**Subject:** Accepted: FW: BC Fed reception

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 29, 2018 8:30 AM  
**To:** Cooling, Karen LBR:EX  
**Subject:** Re: Notebook

Hi Karen I have your notebook.

Warmest Regards

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "Cooling, Karen LBR:EX" <Karen.Cooling@gov.bc.ca>  
**Date:** 2018-11-29 8:11 AM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** Re: Notebook

Thanks so much!

K

Sent from my BlackBerry — the most secure mobile device

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**From:** Danny.Loubert@gov.bc.ca  
**Sent:** November 29, 2018 7:58 AM  
**To:** Karen.Cooling@gov.bc.ca  
**Subject:** Re: Notebook

Good Morning Karen,

I'll have a look around for it when I get in and let you know.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "Cooling, Karen LBR:EX" <Karen.Cooling@gov.bc.ca>  
**Date:** 2018-11-29 7:08 AM (GMT-08:00)

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

Hi Danny

My bad. I think (hope) I left a black notebook in the very back office last night. I don't think I left it in Amber's office - where I also was for a short while.

Could you please check and let me know?

I will be at VCO around 1030.

Thanks  
Karen

Sent from my BlackBerry — the most secure mobile device

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 4:34 PM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: Planning items we confirmed today

Hi Jason,

After our chat and some reflection on the needs/dynamics of our office and its use I feel it would be best that the UC and the Refresh Team's have different priorities.

As the Refresh will only affect hotel work stations (and Cabinet) The Priority for Monday Dec 3<sup>rd</sup> would be:

Cabinet Boardroom (2 laptops)  
Chief of Staff's Office 713  
DM to PREM Office 714  
All others as directed

For UC:  
Boardroom 1 – 3  
Executive Boardroom  
Office 712  
Reception  
Office 712  
Office 713  
Office 714  
All others as directed

If you have any other questions, please feel free to call me or send me an 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](mailto:Danny.Loubert@gov.bc.ca)

PS. There was an incident with the delivery driver on Tuesday that I wanted passed along to the appropriate team who handled the order:

On Tuesday Morning Maximum Express attempted to Deliver the Boxes for Refresh through the lobby of Canada Place. Because they were using a 4-wheel dolly, the Security guard whom was working the lobby desk instructed as per the policy of the World Trade Centre that he was prohibited from bringing his cart through the lobby and was redirected to the Loading Dock located on waterfront road. After pleading with the security guard to make an exception the delivery driver and being refused the driver became confrontational and swore at the Security Guard. He did eventually go to the loading dock and was able to finish the delivery.

I would like to note that I did mention the policy and instructions during our meeting for the Delivery.

If you have any questions please contact me at the number listed in my Signature,

Warmest Regards,

Danny Loubert

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**From:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 28, 2018 7:58 AM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Subject:** RE: Planning items we confirmed today

Hi Danny,

I'm happy to help in any way I can. 😊 Let me know when you've completed the document and I walk over and pick it up, and if there is anything else I can help with, please let me know.

Thanks,  
Jason

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 27, 2018 4:53 PM  
**To:** Smith, Jason FIN:EX <Jason.Smith@gov.bc.ca>  
**Subject:** RE: Planning items we confirmed today

Thanks again Jason,

Thank you for being so accommodating today.

I will have that Document back to you when it has been completed.

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:** Smith, Jason FIN:EX  
**Sent:** Tuesday, November 27, 2018 4:26 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Planning items we confirmed today

Hi Danny,

Here is a summary of the planning items we reviewed/confirmed today with highlighted tasks:

**Reviewed the schedule doc:**

- Dany provide scheduling info
- Jason to transcribe electronic file and provide to Refresh and UC Team.

**Refresh**

- **Staging November 28<sup>th</sup>** 1 WTRP person is also scheduled for that staging time Dustin Tulloch. Start time, arrival time is 8:30.

- **Deployment Day Dec 3<sup>rd</sup> & 4<sup>th</sup> 8:30am start** Dustin Tulloch, approx. noon start for Jack Connors coming from Victoria.
- **Pickup of Old Devices** – 1 week after deployment date (Tuesday Dec 11<sup>th</sup>)? One-week retention confirmed by Danny
- **Garbage & Recycling** – Where and how to deal with the garbage and recycling. Need to provide instructions to the techs on this. **Techs to break down boxes and separate garbage and recycling and stack in the staging space for cleaners to remove.**

#### UC

- **UC will follow the Refresh team, and do their installs at the same time.**
- **2 techs**, Eric Seiferling and James Richardson.
- **Porting of numbers will start on the 4th at 7:30am. Danny knows this early start time.**
- **Old devices will go by courier, Danny** confirmed to ship by calling the courier
- **Garbage & Recycling** – Where and how to deal with the garbage and recycling. Need to provide instructions to the techs on this. **See above.**

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst  
**Operational Support Services**

Ministry of Finance, Information Management Branch

*Serving the Ministries of Finance, the Office of the Premier and various other entities*

PH: (250) 812-4714

Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

Page 050 of 460

Withheld pursuant to/removed as

s.22



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 3:13 PM  
**To:** Stoica, Flavia JTT:EX  
**Cc:** Mercado, Maria JTT:EX; Thindwa, Pamela JTT:EX  
**Subject:** RE: BC FLAGS

All good,

Thanks Flavia!

**Danny 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:** Stoica, Flavia JTT:EX  
**Sent:** Wednesday, November 28, 2018 2:36 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Mercado, Maria JTT:EX <[Maria.Mercado@gov.bc.ca](mailto:Maria.Mercado@gov.bc.ca)>; Thindwa, Pamela JTT:EX <[Pamela.Thindwa@gov.bc.ca](mailto:Pamela.Thindwa@gov.bc.ca)>  
**Subject:** Re: BC FLAGS

Still need them?

Sorry, we are in a meeting and I missed your email

Sent from my iPhone

On Nov 28, 2018, at 2:22 PM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Hi friends I was hoping I could get 4 BC flags for a media event happening in 5 mins?

Sorry for the short notice.

Danny

Sent from my Samsung Galaxy smartphone.

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 2:05 PM  
**To:** Purdy, Sandra FLNR:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** McLaren, Kenn FLNR:EX; Donaldson, Doug FLNR:EX  
**Subject:** RE: Meritorious Service Certificate

Hi Sandra,

Will do, I will connect with you once it has been signed.

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:** Purdy, Sandra FLNR:EX  
**Sent:** Wednesday, November 28, 2018 1:56 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** McLaren, Kenn FLNR:EX <[Kenn.McLaren@gov.bc.ca](mailto:Kenn.McLaren@gov.bc.ca)>; Donaldson, Doug FLNR:EX <[Doug.Donaldson@gov.bc.ca](mailto:Doug.Donaldson@gov.bc.ca)>  
**Subject:** Meritorious Service Certificate

Hello Danny

I am sending over to you this afternoon a certificate for Minister Doug Donaldson's signature. The Minister will be in a meeting at VCO on Friday, November 30<sup>th</sup> at 9am. Could you please ensure that he signs it and could you please return it to our office in Victoria.

Thank you so much for your help.

Sandra



**Sandra Purdy**

Administrative Assistant to the

**Honourable Doug Donaldson**

Minister of Forests, Lands, Natural Resource Operations and Rural Development

t 250.387-6240 f 250.387.1040

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## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 1:44 PM  
**To:** Bansal, Mindy CITZ:EX  
**Subject:** RE: Th Building Inclusive Organization Workshop

Thanks Mindy,

I'm sorry we will miss you for this. I have made the changes.

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:** Bansal, Mindy CITZ:EX  
**Sent:** Wednesday, November 28, 2018 1:15 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Th Building Inclusive Organization Workshop

Hi Danny, unfortunately I will not be able to attend due to a change in Ministers schedule. If there is any correspondence you can share via email that will be great.

Thank you.

Sent from my iPhone

On Nov 27, 2018, at 9:40 AM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Good Morning Mindy,

You have been registered for December 11<sup>th</sup>.

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:** Bansal, Mindy CITZ:EX  
**Sent:** Tuesday, November 27, 2018 9:25 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Th Building Inclusive Organization Workshop

Hello Danny, can you please confirm me for December 11<sup>th</sup> workshop, thank you.

**Mindy Kalsi Bansal** | Executive Assistant

Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
*Ph:* 1-250-812-7256  
*e:* [mindy.bansal@gov.bc.ca](mailto:mindy.bansal@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 12:31 PM  
**To:** McLaren, Chris PREM:EX  
**Subject:** RE: REQUESTING Re: TNG Leadership briefing and meeting

Hi Chris,

We have booked the Cabinet Boardroom for the Premier.

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:** McLaren, Chris PREM:EX  
**Sent:** Wednesday, November 28, 2018 12:28 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** REQUESTING Re: TNG Leadership briefing and meeting

Hello Danny,  
Please book the VCO boardroom on Monday, January 28 from 10:30 – 4 pm for the Premier and the ministers below.  
At this time we do not have all confirmed attendees but it will require the large boardroom.  
Thank you for your kind assistance with this request.  
Cheers,  
Chris

---

**From:** McLaren, Chris PREM:EX  
**Sent:** Wednesday, November 28, 2018 11:24 AM  
**To:** Nanninga, Tanera AG:EX; Roberts, Connie A IRR:EX; Neilson, Kirsten ENV:EX; Silverio, Lisa FLNR:EX  
**Subject:** CONFIRMING Re: TNG Leadership briefing and meeting

Hello all,  
We would like to confirm your ministers for the Tsilhqot'in National Government Leadership briefing on Monday, January 28 at 10:30 (30 minutes) and the meeting from 11 – 4 pm at VCO.  
Thank you for confirming this in their calendars. I will be in touch later regarding any further invites to staff or for materials.  
Cheers,  
Chris



**Christine McLaren, Scheduling Officer**  
Office of the Premier  
250-387-1806

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 12:00 PM  
**To:** Gunn, Paula MCF:EX  
**Subject:** RE: Cabinet

From what I understand its running behind. They are still 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

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

From: Gunn, Paula MCF:EX  
Sent: Wednesday, November 28, 2018 12:00 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: Cabinet

Hi Danny, i an just racing to VCO, is Cabinet out yet?

Sent from my iPhone

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 11:59 AM  
**To:** Roberts, Connie A IRR:EX  
**Subject:** RE: MSF materials for uploading to ipad

Hi Connie,

I'll get on it

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Roberts, Connie A IRR:EX  
**Sent:** Wednesday, November 28, 2018 11:32 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Cc:** Sas, Jonathan IRR:EX <[Jonathan.Sas@gov.bc.ca](mailto:Jonathan.Sas@gov.bc.ca)>; Sam, Anne-Marie IRR:EX <[AnneMarie.Sam@gov.bc.ca](mailto:AnneMarie.Sam@gov.bc.ca)>; Dick, Jolleen IRR:EX <[Jolleen.Dick@gov.bc.ca](mailto:Jolleen.Dick@gov.bc.ca)>  
**Subject:** FW: MSF materials for uploading to ipad  
**Importance:** High

Hi Danny/Olivia,

Could I be a real bug???? Would you be able to print off 4 copies of the attached? Minister, Jonathan, Ann Marie and Jolleen need these for the 1 pm!! If you could give MSF's his copy for after Cabinet, that would be great. Jonathan/Anne Marie/Jolleen can come and get their copies for 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:** Pocock, Sharon GCPE:EX  
**Sent:** Wednesday, November 28, 2018 11:04 AM  
**To:** Sas, Jonathan IRR:EX; Sam, Anne-Marie IRR:EX; Dick, Jolleen IRR:EX; Roberts, Connie A IRR:EX; Demelo, Paula IRR:EX  
**Cc:** Plank, Sarah GCPE:EX; Venn, Tania GCPE:EX  
**Subject:** MSF materials for uploading to ipad

Hi folks, here is the package of materials for uploading to MSF's ipad.

- Draft itinerary for opening media avail

- KMs FNLG
- QA FNLG
- QA Cabinet Committee on Reconciliation
- QA shíshálh Foundation Agreement
- MSF Speaking notes for opening media event
- MSF Speaking notes for plenary on cabinet committee
- MSF Speaking notes for plenary on shíshálh
- MSF Speaking notes for closing
- Fact Sheet - accomplishments

Also

- Minister James speaking notes for plenary on cabinet committee for reference.

Also you know the NR is still going through the review process, so I haven't included it here as it will have revisions.

Thanks

Sharon

Sharon Pocock

Senior Public Affairs Officer

Ministry of Indigenous Relations and Reconciliation

250 387 1253

250 920 5012 (cell)



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 11:38 AM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** RE: VCO Dinner

Hi Jarrett,

I'll check to see if that day works 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Wednesday, November 28, 2018 10:03 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** VCO Dinner

Hey Danny,

Are you folks back on the 12<sup>th</sup>? If so that would be ideal. If not the wed or thurs the following week would work. Let me know if there are any issues and I can see if any schedule adjustments can be made on our end.

Cheers,

Jarrett

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 10:18 AM  
**To:** Brown, Evan PREM:EX  
**Cc:** Nash, Amber PREM:EX  
**Subject:** RE: UPDATED - for PJH FNLG Binder - fact sheet and key messages

Thanks Amber,

Evan,  
I have these on my desk for when you 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

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

From: Nash, Amber PREM:EX  
Sent: Wednesday, November 28, 2018 10:11 AM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>  
Subject: FW: UPDATED - for PJH FNLG Binder - fact sheet and key messages

Hi Both,

Can you swap these out in the binder? They both will be found under the Press conference tab.

A

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

From: Plank, Sarah GCPE:EX  
Sent: November 28, 2018 10:09 AM  
To: Aaron, Sage PREM:EX; Nash, Amber PREM:EX  
Cc: Dalzell, Danielle GCPE:EX  
Subject: UPDATED - for PJH FNLG Binder - fact sheet and key messages

Hi Sage and Amber,

Here are updated documents to swap out in the Premier's FNLG binder. I have formatted the Key Messages in a larger font, per his preference. And there were some slight changes to the Fact Sheet of accomplishments - minor tweaks from some of the other ministries from the version you have.

Other comms materials like speaking notes to come shortly - just sending them to Danielle for a look first.

Thanks,  
Sarah.

Sarah Plank

Communications Director | Ministry of Indigenous Relations & Reconciliation Government Communications & Public Engagement

Office: 250.952.1889 | Mobile: 250.208.9621 | Email: sarah.plank@gov.bc.ca

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:59 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Travel - Oct  
**Attachments:** Travel Tracking.xlsx

Hi Vanessa,

Based on the information and travel claims submitted I'm seeing \$2783.31 in travel for the Month of October.

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)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:20 AM  
**To:** Henry, David A FIN:EX  
**Cc:** PREM Tech  
**Subject:** RE: Vancouver Cabinet Office cellular issue

Thank you David.

Looking forward to hearing back from 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 28, 2018 9:03 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** RE: Vancouver Cabinet Office cellular issue

Hi Danny,  
From speaking to the TELUS team and a tech at RALPH's it should.

The timeline – as it affects the building – may not be what you are looking for. I am looking into if we can get the current signal booster 'reboot' to see if that helps. Will advise on that.

As soon as I hear anything new from the TELUS group below will advise as well.

David

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 27, 2018 4:55 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** RE: Vancouver Cabinet Office cellular issue

Thanks David,

Based on what they were proposing would you think it would help address the issues we are facing in this 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Henry, David A FIN:EX  
**Sent:** Sunday, November 25, 2018 8:03 PM

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

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

**Subject:** FW: Vancouver Cabinet Office cellular issue

Danny, sorry for delay, this one got lost in the REFRESH! Please see below for a response from TELUS. Basically it seems they are 'working on it'. Sounds like the negotiations are wrapping up within a month..

I hope to hear more by then. Will keep on them.

David.

---

**From:** Charles Sawyer <Charles.Sawyer@telus.com>

**Sent:** November 19, 2018 3:09 PM

**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Roger Liu <Roger.Liu@telus.com>

**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>; McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>

**Subject:** RE: Vancouver Cabinet Office cellular issue

Hi David,

I can't really speak to 3<sup>rd</sup> party boosters that may have been purchased and installed at this location in the past. From my previous conversations with my colleague Roger<sup>s.22</sup>

s.22 the boosters would have all been 3<sup>rd</sup> party off air boosters; essentially using some kind of antenna to collect signal from outside, boosting it then re-broadcasting it inside through a new antenna. My understanding was the government had tried out several brands and models of these boosters over the past few years however, based on the feedback about the service and testing done by Roger during a location visit, I believe whatever is currently installed is not meeting your needs.

TELUS is in confidential discussions with the buildings ownership group hoping to come to an arrangement on many communications items including a different kind of wireless coverage solution for the building; similar to what currently exists in different areas of the building. The exact solution will depend on what is negotiated, but essentially the new solution would most likely be an engineered in building solution using a combination of devices and in building antennas that would broadcast a signal generated by equipment within the building, with the information being delivered back to our network through a wired data connection.

Our real estate team anticipates discussions should wrap up in the next 3 or 4 weeks; after an agreement is signed our client support team will learn the details and know more about the solution that was agreed to.

If you like I can copy you on the update I send to Danny Loubert when I hear back on the outcome of our conversations with the building owners.

---

**From:** Henry, David A FIN:EX [mailto:David.Henry@gov.bc.ca]

**Sent:** November 19, 2018 01:55 PM

**To:** Charles Sawyer <Charles.Sawyer@telus.com>; Roger Liu <Roger.Liu@telus.com>

**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>; McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>

**Subject:** !!: Vancouver Cabinet Office cellular issue

**Importance:** High

Good afternoon Charles and Roger,

My team does the technical support for the Office of the Premier, including Vancouver Cabinet Office located on 7<sup>th</sup> floor at 999 Canada Place. As you are well aware, there is an ongoing issue with TELUS cellular signal strength and the

Vancouver Cabinet Office (VCO). This is being escalated inside government, and I am hoping we can come up with a viable solution soon.

There was/is a 'cell-booster' installed by the previous administration which cost over \$10,000+. Is this current system non-functional?

In any event, VCO have requested to have plans on a resolution and an update for VCO by end of week.

Please advise?

Many thanks,  
**David Henry**  
**Service Manager**  
**Ministry of Finance | Offices of the Premier | Government House**  
**#: 250-888-8803**

---

**From:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Sent:** Monday, November 19, 2018 11:54 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny,

The solution TELUS is thinking of for the Premier's Office is a Pico cell, essentially a very small indoor cell site that requires a data connection back to our network in order for it to work. It does not boost existing signal from outside like the previous solutions you have tried but creates on and uses the data connection to bring the signal back to our network. Setting up the data link to our network will require us to run additional services to the office, which requires some sort of new agreement with the buildings landlord; which can take some time. Given this is the premier's office it was unlikely, but still worth checking to see if you could ping the two IP address. If you were able to we could have just plugged in a Pico cell to an existing internet connection and had a temporary solution up and running "in a few days".

Since plugging something in to your existing network will not work we need to wait on discussions with your Landlord to finish up, our estimate is that will likely be another 3 or 4 weeks. Assuming the discussions yield some kind of agreement, we should be able to install something shortly after contracts are created and signed.

I will let you know as soon as Roger and I get any updates on the results of the discussion. If you do have any questions please feel free to email me or call me on my cell s.22

---

**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** November 19, 2018 10:07 AM  
**To:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Cc:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Charles,

Following up on this email. Are you able 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 8:56 AM  
**To:** 'Roger Liu' <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Cc:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

Thank you,

I was unable to ping the IP address you provided. You had mentioned I would need to do it outside of my VPN?

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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**From:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Sent:** Saturday, November 10, 2018 7:39 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Subject:** FW: Request Floor Plans for Premier's Office

Hi Danny:

I am just wondering if you have a chance to do the ping tests. If you have any questions please contact my colleague Charles who can assist you during my absence for the next three weeks.

Thanks and have a nice weekend.

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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**From:** Roger Liu  
**Sent:** November 8, 2018 12:24 PM



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

**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny:

Please do a ping test on each of the following IP address:

209.91.94.218

tsegwbs.01.sc.telusmobility.com

You will need to do the ping tests outside your VPN.

Here is a link on Youtube on how to do a simple ping test:

<https://youtu.be/nh8LQBMoC7I>

Please let me know what you find.

Thanks,

Roger

---

**From:** Loubert, Danny PREM:EX [mailto: Danny.Loubert@gov.bc.ca]

**Sent:** November 2, 2018 03:11 PM

**To:** Roger Liu <Roger.Liu@telus.com>

**Cc:** Xiaolei Hao <Xiaolei.Hao@telus.com>

**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

Thank you again for your assistance. I was hoping I might be able to get a timeline of events? We are still having issues with Cell phone coverage and as head into one of our business month I would like to be able to provide assurances to my colleagues the service will be 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](mailto: Danny.Loubert@gov.bc.ca)

---

**From:** Roger Liu <Roger.Liu@telus.com>

**Sent:** Friday, November 2, 2018 1:05 PM

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

**Cc:** Xiaolei Hao <Xiaolei.Hao@telus.com>

**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny:

This looks like the same drawing beside the elevator but it may be what we have to work with right now. I make some inquiries and this office space may be managed by the Port of Vancouver or Vancouver Trade and Convention Center.

Thanks and have a nice weekend,

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** October 30, 2018 03:50 PM  
**To:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

I am still awaiting something from our Facilities team but I did find this.

Would that work for your needs?

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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**From:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Sent:** Friday, October 26, 2018 3:22 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Request Floor Plans for Premier's Office

Hi Danny:

I am just wondering if you have a chance to contact someone for the floor plan?

Thanks,

Roger

---

**From:** Roger Liu  
**Sent:** October 17, 2018 04:49 PM

**To:** 'danny.loubert@gov.bc.ca' <danny.loubert@gov.bc.ca>

**Subject:** Request Floor Plans for Premier's Office

Hi Danny:

Per our conversation, please let me know when you are able to contact the person who may be able to provide us with the floor plan for your office space.

Thank you again for letting us to gather the information we need today.

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:20 AM  
**To:** Magee, Tracey FIN:EX  
**Subject:** RE: Height Adjustable table - Victoria Premier's Office

Thanks Tracey,

If you need any assistance 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Magee, Tracey FIN:EX  
**Sent:** Wednesday, November 28, 2018 8:22 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Height Adjustable table - Victoria Premier's Office

Hi Danny,

We ordered different sizes of the desk. What size are they looking for do you know? Elizabeth did reach out to me, so I will ask her the questions.

*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:** November 26, 2018 11:37 AM  
**To:** Magee, Tracey FIN:EX <[Tracey.Magee@gov.bc.ca](mailto:Tracey.Magee@gov.bc.ca)>; Privett, Don PREM:EX <[Don.Privett@gov.bc.ca](mailto:Don.Privett@gov.bc.ca)>  
**Cc:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Subject:** Height Adjustable table - Victoria Premier's Office

Hi Tracey,

I hope you are doing well,

My Colleagues in the Victoria Premier's office, Elizabeth and Don, are looking to order a height adjustable Desk(Similar to the ones we ordered last year) for one of the staff and I was hoping you could give them a hand getting that order placed.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:06 AM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** FW: Scan From <Device Name>  
**Attachments:** Scanned Letter from Christine Kennedy20181128.pdf

Hi Christine,

Please find the attached scan 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](mailto:Danny.Loubert@gov.bc.ca)

**From:** s.15 <Danny.Loubert@gov.bc.ca>  
**Sent:** Wednesday, November 28, 2018 8:40 AM  
**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:** Wednesday, November 28, 2018 9:02 AM  
**To:** Bubrick, Sebastian JTT:EX  
**Subject:** RE: Looking for doc, maybe you know?

Hi Sebastian,

I did create that several years back. Unfortunately, I don't recall where I had left it. I suspect it would be in the Shared admin folder. It was an Excel program if I recall.

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:** Bubrick, Sebastian JTT:EX  
**Sent:** Wednesday, November 28, 2018 8:50 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Looking for doc, maybe you know?

Hi Danny,

Did you put the cleaning schedule together and know where I can find it on the shared drive or who to ask?

2018 Kitchen Clean-up Calendar											
Date	January	February	March	April	May	June	July	August	September	October	November
1	NEW YEAR'S DAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		NATURAL RESOURCES	INTERNATIONAL MARKETS		NATURAL RESOURCES		INT'L MISSIONS AND CORP EVENTS/MSO	REMEMBRANCE DAY
2	MONDAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	EASTER MONDAY	TECHNOLOGY AND INNOVATION		CANADA DAY	NATURAL RESOURCES		INT'L MISSIONS AND CORP EVENTS/MSO	REMEMBRANCE DAY
3	TUESDAY			TUESDAY	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES	LABOUR DAY	INT'L MISSIONS AND CORP EVENTS/MSO	
4	WEDNESDAY			WEDNESDAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		NATURAL RESOURCES		INT'L MISSIONS AND CORP EVENTS/MSO	
5	THURSDAY	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	THURSDAY		INTERNATIONAL MARKETS			EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	REMEMBRANCE DAY
6		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	FRIDAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		BC DAY	EAST ASIA		REMEMBRANCE DAY
7		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		NATURAL RESOURCES	EAST ASIA		NATURAL RESOURCES
8	NATURAL RESOURCES	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		NATURAL RESOURCES		THANKSGIVING	NATURAL RESOURCES
9	NATURAL RESOURCES	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	MONDAY	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES		INT'L MISSIONS AND CORP EVENTS/MSO	NATURAL RESOURCES
10	NATURAL RESOURCES			TUESDAY	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES	EAST ASIA	SCMULTI	
11	NATURAL RESOURCES			WEDNESDAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS				SCMULTI	
12	NATURAL RESOURCES	FAMILY DAY	INT'L MISSIONS AND CORP EVENTS/MSO	THURSDAY		INTERNATIONAL MARKETS		INTERNATIONAL MARKETS	INTERNATIONAL MARKETS	SCMULTI	REMEMBRANCE DAY
13		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	FRIDAY	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI	NATURAL RESOURCES
14		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		TECHNOLOGY AND INNOVATION		SCMULTI	NATURAL RESOURCES
15	NATURAL RESOURCES	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS		TECHNOLOGY AND INNOVATION		SCMULTI	NATURAL RESOURCES
16	NATURAL RESOURCES	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO	MONDAY	EAST ASIA			TECHNOLOGY AND INNOVATION		SCMULTI	NATURAL RESOURCES
17	NATURAL RESOURCES			TUESDAY	EAST ASIA			TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI	
18	NATURAL RESOURCES			WEDNESDAY	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO			INTERNATIONAL MARKETS	SCMULTI	
19	NATURAL RESOURCES	INTERNATIONAL MARKETS	SCMULTI	THURSDAY	NATURAL RESOURCES	INT'L MISSIONS AND CORP EVENTS/MSO			INTERNATIONAL MARKETS	SCMULTI	NATURAL RESOURCES
20		INTERNATIONAL MARKETS	SCMULTI	FRIDAY	NATURAL RESOURCES	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI	NATURAL RESOURCES
21	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI		VICTORIA DAY	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION		SCMULTI	TECHNOLOGY AND INNOVATION
22	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION		SCMULTI	TECHNOLOGY AND INNOVATION
23	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES	EAST ASIA			TECHNOLOGY AND INNOVATION		SCMULTI	TECHNOLOGY AND INNOVATION
24	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES	EAST ASIA			TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI	
25	TECHNOLOGY AND INNOVATION			NATURAL RESOURCES	EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO			INT'L MISSIONS AND CORP EVENTS/MSO	SCMULTI	TECHNOLOGY AND INNOVATION
26	TECHNOLOGY AND INNOVATION	INTERNATIONAL MARKETS	SCMULTI		NATURAL RESOURCES	INT'L MISSIONS AND CORP EVENTS/MSO			INT'L MISSIONS AND CORP EVENTS/MSO	SCMULTI	TECHNOLOGY AND INNOVATION
27		INTERNATIONAL MARKETS	SCMULTI		NATURAL RESOURCES	INT'L MISSIONS AND CORP EVENTS/MSO		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION
28		INTERNATIONAL MARKETS	SCMULTI		EAST ASIA	SCMULTI		EAST ASIA	INT'L MISSIONS AND CORP EVENTS/MSO		TECHNOLOGY AND INNOVATION
29	TECHNOLOGY AND INNOVATION		SCMULTI		EAST ASIA	SCMULTI		EAST ASIA		SCMULTI	TECHNOLOGY AND INNOVATION
30	TECHNOLOGY AND INNOVATION		GOOD FRIDAY	NATURAL RESOURCES	EAST ASIA			EAST ASIA		SCMULTI	TECHNOLOGY AND INNOVATION
31	TECHNOLOGY AND INNOVATION				INTERNATIONAL MARKETS			EAST ASIA		SCMULTI	

Sebastian Bubrick  
 Information Officer  
 Natural Resources & Agrifoods  
 Ministry of Jobs, Trade and Technology  
 Suite 730-999 Canada Place  
 Vancouver, British Columbia  
 Canada V6C 3E1  
 T: 604 775.2186  
[sebastian.bubrick@gov.bc.ca](mailto:sebastian.bubrick@gov.bc.ca)  
[www.britishcolumbia.ca](http://www.britishcolumbia.ca)





## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 8:25 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** E130150 - Geary, Vanessa  
**Attachments:** E130150 - Geary, Vanessa.pdf

Hello,

Please find the attached Travel Claim Package for Vanessa Geary – E130150.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 8:03 PM  
**To:** Hockin, Amber PREM:EX  
**Subject:** RE: Geoff Meggs meeting schedule

Hi Amber,

I will have it ready for when you arrive tomorrow.

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:** Hockin, Amber PREM:EX  
**Sent:** Tuesday, November 27, 2018 7:42 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Fwd: Geoff Meggs meeting schedule

Danny could you please have this ready for my binder - which I brought with me. I also have my iPad. Thanks. Amber

Amber Hockin  
Deputy Chief of Staff  
7785840867  
[Amber.hockin@gov.bc.ca](mailto:Amber.hockin@gov.bc.ca)  
Sent from my iPhone

Begin forwarded message:

**From:** "Howie, Matthew IRR:EX" <[Matthew.Howie@gov.bc.ca](mailto:Matthew.Howie@gov.bc.ca)>  
**Date:** November 27, 2018 at 7:36:26 PM PST  
**To:** "Hockin, Amber PREM:EX" <[Amber.Hockin@gov.bc.ca](mailto:Amber.Hockin@gov.bc.ca)>  
**Cc:** "French, Shawna IRR:EX" <[Shawna.French@gov.bc.ca](mailto:Shawna.French@gov.bc.ca)>, "Howie, Matthew IRR:EX" <[Matthew.Howie@gov.bc.ca](mailto:Matthew.Howie@gov.bc.ca)>, "Root, Danielle IRR:EX" <[Danielle.Root@gov.bc.ca](mailto:Danielle.Root@gov.bc.ca)>  
**Subject:** Geoff Meggs meeting schedule

Hi Amber,

I understand you're replacing Geoff in his meetings. Here's his meeting schedule.

Shawna will confirm with Mira tomorrow how the PO wants to proceed with on-site PO meeting requests. At any rate, should the PO assign any new meetings to you on Geoff's behalf, for simplicity sake, I'll continue to schedule the meetings under his name rather than re-jig the scheduling system to display your name. That just means you'd be informing Nations of the change when they arrive for the meetings.

I trust this is alright. Please let me know if you have any questions or concerns. Thanks.

Matthew Howie  
First Nations Leaders' Gathering Meeting Coordinator  
Ministry of Indigenous Relations & Reconciliation  
Phone: 778-974-2080

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 4:54 PM  
**To:** Wade, Debbie PREM:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** RE: Request to send forms to Tammy Baker

Hi Debbie,

I have sent out the document to begin the onboarding process earlier this afternoon.

Just for clarification sake, will we be returning to Maura or 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:11 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** Request to send forms to Tammy Baker

Hi Danny;

Hope all is going great with you. Maura and I have hired a new Administrative Assistant, her name is Tammy Baker, she will be starting in the buildings on Monday Dec. 3rd. Maura is working on getting her OIC going as well as doing up her offer letter. Could you please send Tammy an email, with the onboarding forms that she needs to fill out. We are hoping to get the forms sent to her today so that she can fill them out and return to Maura asap.

Her email is: s.22

If you have any questions, please let me know.

Thanks so much!

**Debbie Wade**  
*Executive Coordinator to Geoff Meggs - Chief of Staff  
and Amber Hockin - Deputy Chief of Staff  
Office of the Premier  
250-356-2785*

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 4:08 PM  
**To:** Henry, David A FIN:EX  
**Subject:** Ready to connect

Sent from my Samsung Galaxy smartphone.

Page 080 of 460 to/à Page 082 of 460

Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

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**Subject:** REFRESH/UC Update  
**Location:** PREM VCO MR R Boardroom PREM:EX  
  
**Start:** Tue 2018-11-27 3:00 PM  
**End:** Tue 2018-11-27 3:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Loubert, Danny PREM:EX  
**Required Attendees** Smith, Jason FIN:EX  
**Resources:** PREM VCO MR R Boardroom PREM:EX

s.15; s.17

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 2:35 PM  
**To:** s.22  
**Subject:** Processing your Appointment Letter  
**Attachments:** consent\_for\_disclosure\_of\_criminal\_record\_information.pdf; Checklist of Information Required for New Hires.docx

Hi Tammy,

We are processing your appointment this week for a start date of Tuesday, August 18.

Can you please confirm your full legal name as Tammy Baker. Please be sure to include any given Middles names as well.

Also, please fill out the attached forms and send them back with two pieces of identification, one that is preferably your DL.

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)



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 2:30 PM  
**To:** Smollett, Debbie JTT:EX  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hi Debbie,

Let's meet at VCO I can then give you the access card you will need for the day.

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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**From:** Smollett, Debbie JTT:EX  
**Sent:** Tuesday, November 27, 2018 1:14 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hello! I'll see you tomorrow...

Danny, I should be at the office by 8am tomorrow. Will I find you in the VCO or at 730?

I'm on a 330pm flight today but available by email or cell (250 896-7507) if you need anything from me.

---

**From:** Smollett, Debbie JTT:EX  
**Sent:** Friday, November 23, 2018 2:32 PM  
**To:** Dixon, Olivia PREM:EX; Roberts, Dianna JTT:EX  
**Cc:** Anderson, Dianne S JTT:EX; Loubert, Danny PREM:EX  
**Subject:** RE: Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hello and happy Friday!

Attached is the list of attendees for the EETF meeting next Wednesday (9am to 1pm). Catering is being managed by [Potluck Catering](http://PotluckCatering.com) (604.609.7368) and they will arrive shortly after 8:30am to deliver coffee/tea/refreshments including some food. They will return again before noon to deliver lunch including sandwiches/salads/beverages. I understand their policy is next day pick up for items.

Confirming a few other things for the room set up:

- we have presentation materials and I understand we will be able to link our laptop to the system in the room (HDMI hook up)
- there will be 2 easels and flip charts set up in the room (or do we bring flip charts?)
- we expect 15 around the table
- we need a small table for staff to the side (for note taking/laptops will be set up) – 2 staff will be seated here

Questions:

1. Is there a polycom in the room? We have one member that would like to dial in.
2. And confirming, catering will be delivered and we need to have a table set up in the room (not outside the room) to accommodate?

My contact info on the day is by email or cell, 250 896-7507

Thank you so much for all of your assistance in organising our meeting!

---

**From:** Dixon, Olivia PREM:EX  
**Sent:** Tuesday, November 13, 2018 2:10 PM  
**To:** Roberts, Dianna JTT:EX  
**Cc:** Anderson, Dianne S JTT:EX; Loubert, Danny PREM:EX; Smollett, Debbie JTT:EX  
**Subject:** Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hi Dianna!

As I mentioned on the phone, on Wednesday, November 28<sup>th</sup> the Emerging Economy Task Force will be meeting in the Executive Boardroom from 8:30AM – 1PM. The meeting starts at 9AM, so guests will start arriving at JTT around 8:30AM. Debbie Smollett (cc'd) will be the point of contact for this meeting. We will provide her with an access card so she is able to go back and forth at her convenience. Catering will also be delivered to JTT, to be set-up in the Executive Boardroom.

Debbie – Can you please cc Dianna and Dianne to your email when you send us the confirmed list of attendees as well as any information they will need regarding the catering delivery (ex. Company, order, time of delivery, etc.)

If you have any questions or concerns, please do not hesitate to contact me 😊

Thank you!

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:21 PM  
**To:** McLaren, Chris PREM:EX  
**Subject:** RE: INFO Re: FNLG briefing

Thanks Chris,

We have an adjacent meeting happening in the room but I have notified they have until 4 now to conclude 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** McLaren, Chris PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:03 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: INFO Re: FNLG briefing  
**Importance:** High

Hi Danny,  
Please ensure that Mira and Don are aware of this change and the conference room will be available...which I believe will have to be adjusted for them.  
Thanks so much for your assistance!  
Cheers,  
Chris

---

**From:** McLaren, Chris PREM:EX  
**Sent:** Tuesday, November 27, 2018 12:51 PM  
**To:** Loubert, Danny PREM:EX  
**Subject:** RE: INFO Re: FNLG briefing  
**Importance:** High

Hi Danny,  
We have just made a change to the start time of the briefing for 4 pm.  
I have attached the revised agenda and there are other documents you may want to check with Mira and Don to see what they want printed.  
Over to you and let me know if you need any further information.  
Cheers,  
Chris



**Christine McLaren, Scheduling Officer**  
Office of the Premier  
250-387-1806

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:45 AM  
**To:** McLaren, Chris PREM:EX  
**Subject:** RE: INFO Re: FNLG briefing

Thanks Chris!

**Danny 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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**From:** McLaren, Chris PREM:EX  
**Sent:** Tuesday, November 27, 2018 10:21 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** INFO Re: FNLG briefing

Hi Danny,  
We are still updating information for the briefing at 4:30 pm today and I will let you know when the schedule is up to date.  
In regards to what will be required by Mira and Don you may want to check with them before printing all the materials.  
They will for sure need a copy of the briefing agenda.  
More to come.  
Cheers,  
Chris



**Christine McLaren, Scheduling Officer**  
Office of the Premier  
250-387-1806

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:19 PM  
**To:** Henry, David A FIN:EX  
**Cc:** PREM Tech  
**Subject:** RE: Cables for Monitors

Thanks David,

That works wonderfully!

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:** Henry, David A FIN:EX  
**Sent:** Tuesday, November 27, 2018 12:54 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Re: Cables for Monitors

Hi Danny,  
I will bring 4 of these when I come over Monday if that works?

Cheers,  
David

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

From: "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
Date: 2018-11-27 12:44 PM (GMT-08:00)  
To: PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
Subject: Cables for Monitors

Hi Prem Tech,

Would you happen to have any Mini Display Port to Display Port Cables? We are looking for 4 of these cables (Mini Display to HDMI will also work). The new Monitors we are getting don't have a DVI display port (I have several of these if you are willing to take 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 12:13 PM  
**To:** Baker, Jelene ENV:EX  
**Subject:** RE: 6th FI Boardroom User Guide  
**Attachments:** Senior Government Drop-In Centre - Fact Sheet (15Aug2018).pdf

Hi Jelene,

Here is the latest sheet for the 6<sup>th</sup> Floor Drop in space. It is located in Suite 667 and requires an access card (which I believe Bobbi has). The guests can request access from an intercom just to the right of the door. It would be worth mentioning that it is not a staffed office so Bobbi would need to let them in as well. CITZ services are currently working on finding a replacement responsible for the suite and I hope that once they do that information will be communicated out to the DM and ADM 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Baker, Jelene ENV:EX  
**Sent:** Tuesday, November 27, 2018 11:53 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** 6th FI Boardroom User Guide

Hi Danny,

I am looking at booking a boardroom on the 6<sup>th</sup> floor at 999 Canada place involving our Minister and others on Dec 3<sup>rd</sup> but want to clarify instructions for guests. Bobbi will be around to let them into the boardroom. Can you please let me know where guests are to go once they take the elevator to the 6<sup>th</sup> fl to find boardroom A? I did a tour at VCO a few years ago with DM Fazil Mihlar but I can't remember.

Also do you have a user guide for booking on the 6<sup>th</sup> floor? Virginia Bremner sent me one a while back but it's outdated. I also noticed those boardrooms in the GAL have a location at 4000 Seymour? Are you the contact now?

# CITZ R 999 Canada Place MR667A CITZ:EX

Owner: Virginia Bremner

General Organization Phone/Notes Member Of E-mail Addresses

## Name

First: CITZ R Initials: Last: 999 Canada Place MR667A  
Display: CITZ R 999 Canada Place MF Alias: MR667A

Address: W341 - 4000 Seymour Place Title: Owner: Virginia Bremner  
City: Victoria Company: Citizens' Services  
State: Department:  
Zip code: V8W 9W6 Assistant:  
Country/Region: Canada Phone:  
E-mail Address: MR667A@gov.bc.ca

Add to Contacts

Actions

Thank you for clarifying.

## Jelene Baker

Senior Executive Assistant to  
Bobbi Plecas, Deputy Minister  
Ministry of Environment & Climate Change Strategy  
Office: 250-356-8794 | Mobile: 778-678-5684

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:51 AM  
**To:** Chang, Stephanie JTT:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Stephanie,

You have been registered for December 11<sup>th</sup>.

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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**From:** Chang, Stephanie JTT:EX  
**Sent:** Tuesday, November 27, 2018 10:21 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I'd like to register for the Tuesday, Dec 11<sup>th</sup> session of the Building Inclusive Organizations workshop.

Thanks!

**Stephanie Chang**  
**Ministerial Assistant to the Honourable George Chow, Minister of State for Trade**  
Ministry of Jobs, Trade, and Technology  
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8  
[Stephanie.Chang@gov.bc.ca](mailto:Stephanie.Chang@gov.bc.ca) | Office: 250-387-9142 | Cell: 250-886-5442

---

**From:** Wade, Debbie PREM:EX  
**Sent:** November 26, 2018 3:04 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Please see attached Bio for Natasha Tony

Thanks!

*Debbie Wade*  
*Executive Coordinator to Geoff Meggs - Chief of Staff*  
*and Amber Hockin - Deputy Chief of Staff*  
*Office of the Premier*  
250-356-2785



---

**From:** Hockin, Amber PREM:EX

**Sent:** Monday, November 26, 2018 2:51 PM

**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants

**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator: Natasha Tony – please see attached bio**

#### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:50 AM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Thanks Shannon,

I'll let you know if that's the case 😊

**Danny 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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**From:** Russell, Shannon CITZ:EX  
**Sent:** Tuesday, November 27, 2018 10:20 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Unfortunately I can't do the Monday, sorry. I've participated in two equity/inclusion classes already so if you need the seat for another that's no problem at all.

Thanks,  
Shannon

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:39 AM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Shannon,

I have registered you for December 11<sup>th</sup>. Space is getting tight would you be able to accommodate the 10<sup>th</sup> if it would allow those out of town to attend the 11<sup>th</sup>?

Warmest Regards,

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:** Russell, Shannon CITZ:EX  
**Sent:** Monday, November 26, 2018 7:17 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

If there's room available, I'd like to attend the above noted workshop on Tuesday, December 11<sup>th</sup>.

Thanks,  
Shannon

**Shannon Russell**  
*Senior Ministerial Assistant to Jinny Sims*  
*Minister of Citizens' Services*  
[Shannon.Russell@gov.bc.ca](mailto:Shannon.Russell@gov.bc.ca) | 250-387-9699

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator: Natasha Tony – please see attached bio**

#### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:48 AM  
**To:** Roberts, Dianna JTT:EX  
**Subject:** RE: meeting rooms list!

Thank you Dianna 😊

**Danny 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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**From:** Roberts, Dianna JTT:EX  
**Sent:** Tuesday, November 27, 2018 11:45 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** meeting rooms list!

Here it is 😊

Dianna Roberts  
*Jobs, Trade & Technology*  
Reception – P:604-775-2100  
Suite 730 – 999 Canada Place,  
Vancouver, BC V6C3E1

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:47 AM  
**To:** Van El, Wendy M CITZ:EX  
**Subject:** RE: Venue - CITZ  
**Attachments:** External Meeting Room List - Vancouver.pdf

Good Morning Wendy,

Thank you for reaching out to us about space for your event. Unfortunately, the Vancouver Cabinet office does not have a large enough space that would be able to accommodate the size of workshop you are looking for. There are a few venues that can be rented (please see JTT's Guide above). Hopefully this helps you find your space.

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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**From:** Van El, Wendy M CITZ:EX  
**Sent:** Tuesday, November 27, 2018 9:27 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Venue - CITZ

Hi Danny,

I work for David Curtis, ADM, CIRMO, CITZ and Louise Ryan was kind enough to pass along your contact information, as we are looking for a venue for a workshop to be held in Vancouver.

We are looking between January 15 and January 30 for a three hour workshop for 45 people. Would you have any space that could accommodate us. Our date hasn't been set, so thought I would check in to see what dates would be available, if any, for that time period.

The coordinators are David Curtis, Susan Laidlaw and Jody Elson, and I have been asked to help find a venue. Your help would be appreciated.

Regards,

Wendy

**Wendy Van El** | Executive Administrative Assistant | to David Curtis, ADM, CRO | CIRMO Ministry of Citizens' Services  
Ph: 778 698 5861 | PO Box 9406, Stn Prov Gov, Victoria BC V8W 9V1

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:47 AM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** FW: meeting rooms list!  
**Attachments:** External Meeting Room List - Vancouver.pdf

May want to keep this for reference 😊

**Danny 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:** Roberts, Dianna JTT:EX  
**Sent:** Tuesday, November 27, 2018 11:45 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** meeting rooms list!

Here it is 😊

Dianna Roberts  
*Jobs, Trade & Technology*  
Reception – P:604-775-2100  
Suite 730 – 999 Canada Place,  
Vancouver, BC V6C3E1

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:36 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87455 Records Due December 7, 2018

Hello,

I 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** OOP FOI PREM:EX  
**Sent:** Monday, November 26, 2018 3:32 PM  
**To:** LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>  
**Subject:** Call for Records OOP-2018-87455 Records Due December 7, 2018

Hello,

Please see the below request and please let me know by December 7<sup>th</sup> whether or not you have any records:

**Canvassed: All Staff**

---

*All internal correspondence regarding Craig James or Gary Lenz.*

*(Date Range for Record Search: From **10/01/2018 To 11/22/2018**) 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 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

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 10:23 AM  
**To:** Smith, Jason FIN:EX  
**Subject:** Re: Delivery of UC Devices

Can you call my mobile <sup>s.22</sup>

Sent from my Samsung Galaxy smartphone.

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

**From:** "Smith, Jason FIN:EX" <Jason.Smith@gov.bc.ca>  
**Date:** 2018-11-27 10:16 AM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** RE: Delivery of UC Devices

Hi Danny,  
I am across the street at the Waterfront hotel. Let me know when you would like me to bring over the UC devices at any time.

Thanks,  
Jason

---

**From:** Smith, Jason FIN:EX  
**Sent:** November 26, 2018 12:45 PM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Subject:** Delivery of UC Devices

Hi Danny,

As already discussed, I will be coming to Vancouver tomorrow morning via the ferry to deliver the UC devices to your office.

Number of Boxes:

- Two: 2x2x2
- One: 2x2x1
- Three: smaller device size boxes (presumably a polycom, and 2 handsets)

I have a dolly and will likely have to make 2 trips in the elevator.

What time would you like me to drop off the boxes (keeping in mind that I will only likely arrive later in the morning due to the ferry)? Are there any special instructions you have for delivery for example, what elevator to use or?

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst

**Operational Support Services**

Ministry of Finance, Information Management Branch

*Serving the Ministries of Finance, the Office of the Premier and various other entities*

PH: (250) 812-4714

Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:38 AM  
**To:** Spilker, Robyn FIN:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Good Morning Robyn,

You have been registered for December 10<sup>th</sup>.

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:** Spilker, Robyn FIN:EX  
**Sent:** Monday, November 26, 2018 6:51 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Hope your week is going well!

I'm interested in signing up for the Dec 10<sup>th</sup> training if there is space.

Thanks,  
Robyn

---

**From:** Hockin, Amber PREM:EX  
**Sent:** November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants <[LPMAs@Victoria1.gov.bc.ca](mailto:LPMAs@Victoria1.gov.bc.ca)>; LP Executive Assistants <[LPEAS@Victoria1.gov.bc.ca](mailto:LPEAS@Victoria1.gov.bc.ca)>; LP Support Staff <[LPSUPPORT@Victoria1.gov.bc.ca](mailto:LPSUPPORT@Victoria1.gov.bc.ca)>; LP Administrative Coordinators <[LPACS@Victoria1.gov.bc.ca](mailto:LPACS@Victoria1.gov.bc.ca)>; LP PO Executive Office <[LPPOEO@Victoria1.gov.bc.ca](mailto:LPPOEO@Victoria1.gov.bc.ca)>; LP PREM Directors <[PREMDIR@Victoria1.gov.bc.ca](mailto:PREMDIR@Victoria1.gov.bc.ca)>; LP Senior Ministerial Assistants <[SRMINAST@Victoria1.gov.bc.ca](mailto:SRMINAST@Victoria1.gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator:** Natasha Tony – please see attached bio

### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:37 AM  
**To:** Henry, Molly FIN:EX  
**Subject:** RE: Workshop

Hi Molly,

You have been registered for December 11<sup>th</sup>,

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:** Henry, Molly FIN:EX  
**Sent:** Monday, November 26, 2018 6:27 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshop

Hey Danny – Please sign me up for the Dec 11<sup>th</sup> equity and inclusion workshop 😊

**Molly Henry**  
Ministerial Assistant  
Office of the Minister of Finance and Deputy Premier  
250-387-3751  
*Pronouns: she/her*

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:32 AM  
**To:** Wieczorek, Chris AGRI:EX  
**Subject:** RE: Registration - Dec. 10 training

Good Morning Chris,

You have been registered for December 10<sup>th</sup>.

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:** Wieczorek, Chris AGRI:EX  
**Sent:** Monday, November 26, 2018 5:29 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Registration - Dec. 10 training

Hi Danny,

If possible, I would like to attend the inclusivity training on this day please. However, I'm also based in Victoria, and my understanding is that there will be more sessions in the new year; if you're pressed for space and there are more out-of-town folks who'd like the spot I'm more than happy to defer to them and sign up for one of the latter sessions.

Warmly,  
Chris

**Chris Wieczorek**  
Executive Assistant to Hon. Lana Popham  
Minister of Agriculture for the B.C. Government  
C: 250.812.5463 | O: 250.387.1023 | PO Box 9043 Stn Prov Govt, Victoria BC V8W 9E2

**Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:22 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** CRC - Szabo Maria, s.22  
**Attachments:** CRC - Szabo, Maria 20181127.pdf

Hi Dawn-Lynn,

Please find the attached completed CRC consent form for Maria Szabo for her file.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:18 AM  
**To:** Brown, Edena MCF:EX  
**Cc:** VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Booking a room?

Hi Edena,

I hope you are doing well,  
Tomorrow is a bit busy but I'm going to turn you over to Olivia who can have a look and see if we can make it work, How long will they need the room 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Brown, Edena MCF:EX  
**Sent:** Tuesday, November 27, 2018 8:43 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Booking a room?  
**Importance:** High

Good morning Danny,

I am looking to book a room for a meeting with MKC and MCJ on Wednesday, Nov 28<sup>th</sup> (tomorrow) at 1:30 at VCO.

Can I do this through you? Can I also request a room with a phone for a possible call in from another Minister? There would also be 2 other staff attending so 4 in person and one on a call. 😊

Thanks Danny.

Cheers,  
Edena

**Edena Brown**  
**Executive Assistant to Hon. Katrine Conroy**  
Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT  
Cell: 250-480-8627 Email: [Edena.Brown@gov.bc.ca](mailto:Edena.Brown@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

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:44 PM  
**To:** Hamdon, Nadia EDUC:EX  
**Subject:** RE: Registration

Hi Nadia,

You have been registered for Dec 11<sup>th</sup>.

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:** Hamdon, Nadia EDUC:EX  
**Sent:** Monday, November 26, 2018 3:09 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Registration

Hello Danny,

I would like to register for the Diversity and Inclusion workshop on Tuesday December 11<sup>th</sup> . If this spot is unavailable due to priority for out of towners could I please register for Monday December 10<sup>th</sup> .

Best,

Nadia Hamdon  
Minster Fleming's Executive Assistant  
Cell- 1-250-213-1432 || Office – 1-250-387-0896 || E-mail- [nadia.hamdon@gov.bc.ca](mailto:nadia.hamdon@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:43 PM  
**To:** Cooling, Karen LBR:EX  
**Subject:** RE: Workshop

Hi Karen,

You are now confirmed for December 11<sup>th</sup>.

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:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:24 PM  
**To:** Cooling, Karen LBR:EX <[Karen.Cooling@gov.bc.ca](mailto:Karen.Cooling@gov.bc.ca)>  
**Subject:** RE: Workshop

Hi Karen,

We have been tentatively confirmed for the 11<sup>th</sup> pending the priority registration.

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:** Cooling, Karen LBR:EX  
**Sent:** Monday, November 26, 2018 3:24 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshop

Hi Danny:

I would like to attend on Tuesday, Dec. 11.

Thanks!  
Karen

Karen Cooling  
Senior Ministerial Assistant  
**Honourable Harry Bains**  
Minister of Labour

Legislative Buildings | Victoria | British Columbia | V8V 1X4

**Warning:** *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:43 PM  
**To:** Lindsay-Baugh, Anna MMHA:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Anna,

You have been registered for December 11<sup>th</sup>

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:** Lindsay-Baugh, Anna MMHA:EX  
**Sent:** Monday, November 26, 2018 2:55 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I would like to register for Tuesday December 11<sup>th</sup> as Alex MacDonald from our office will attend on the Monday session.

Thank you!

Anna

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in

December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator: Natasha Tony – please see attached bio**

#### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:43 PM  
**To:** Gunn, Paula MCF:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Paula,

You have been registered for Dec 11<sup>th</sup>

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:** Gunn, Paula MCF:EX  
**Sent:** Monday, November 26, 2018 2:56 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny, can you put me down for the December 11<sup>th</sup> workshop please?

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

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**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator: Natasha Tony – please see attached bio**

**Building Inclusive Organizations**

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Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:42 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Kathleen,

You have been registered for Dec 11<sup>th</sup>.

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:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, November 26, 2018 2:56 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I would like to register for this workshop on Dec 11<sup>th</sup> if there's still room.

Thanks,  
Kathleen

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants <[LPMAs@Victoria1.gov.bc.ca](mailto:LPMAs@Victoria1.gov.bc.ca)>; LP Executive Assistants <[LPEAS@Victoria1.gov.bc.ca](mailto:LPEAS@Victoria1.gov.bc.ca)>; LP Support Staff <[LPSUPPORT@Victoria1.gov.bc.ca](mailto:LPSUPPORT@Victoria1.gov.bc.ca)>; LP Administrative Coordinators <[LPACS@Victoria1.gov.bc.ca](mailto:LPACS@Victoria1.gov.bc.ca)>; LP PO Executive Office <[LPPOEO@Victoria1.gov.bc.ca](mailto:LPPOEO@Victoria1.gov.bc.ca)>; LP PREM Directors <[PREMDIR@Victoria1.gov.bc.ca](mailto:PREMDIR@Victoria1.gov.bc.ca)>; LP Senior Ministerial Assistants <[SRMINAST@Victoria1.gov.bc.ca](mailto:SRMINAST@Victoria1.gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

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Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:41 PM  
**To:** Waters, Leah TRAN:EX  
**Cc:** Leverman, Charly TRAN:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Lean and Charly,

I have registered you both for the work shop:

Leah – Dec 11<sup>th</sup>

Charly – Dec 10<sup>th</sup>

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:** Waters, Leah TRAN:EX  
**Sent:** Monday, November 26, 2018 2:57 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Leverman, Charly TRAN:EX <[Charly.Leverman@gov.bc.ca](mailto:Charly.Leverman@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Both Charly and I would like to attend this workshop. Our office is flexible on the date, however, we will have to attend a separate session so an admin is still in office to man the phones. ☺

Let me know if you need any further info from us.

Thanks,



**Leah Waters**  
Administrative Coordinator to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
Main: 250 387 1978  
Email: [Leah.Waters@gov.bc.ca](mailto: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:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive

Office; LP PREM Directors; LP Senior Ministerial Assistants

**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

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Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:38 PM  
**To:** Robinson, Jon PREM:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Jon,

You have been registered for December 10<sup>th</sup>.

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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**From:** Robinson, Jon PREM:EX  
**Sent:** Monday, November 26, 2018 4:24 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Could you sign me up for the Monday session?

Thanks,

**Jon Robinson, Director of Policy**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 250-893-4538

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**From:** Wade, Debbie PREM:EX  
**Sent:** Monday, November 26, 2018 3:04 PM  
**To:** LP Ministerial Assistants <[LPMAs@Victoria1.gov.bc.ca](mailto:LPMAs@Victoria1.gov.bc.ca)>; LP Executive Assistants <[LPEAS@Victoria1.gov.bc.ca](mailto:LPEAS@Victoria1.gov.bc.ca)>; LP Support Staff <[LPSUPPORT@Victoria1.gov.bc.ca](mailto:LPSUPPORT@Victoria1.gov.bc.ca)>; LP Administrative Coordinators <[LPACS@Victoria1.gov.bc.ca](mailto:LPACS@Victoria1.gov.bc.ca)>; LP PO Executive Office <[LPPOEO@Victoria1.gov.bc.ca](mailto:LPPOEO@Victoria1.gov.bc.ca)>; LP PREM Directors <[PREMDIR@Victoria1.gov.bc.ca](mailto:PREMDIR@Victoria1.gov.bc.ca)>; LP Senior Ministerial Assistants <[SRMINAST@Victoria1.gov.bc.ca](mailto:SRMINAST@Victoria1.gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Please see attached Bio for Natasha Tony

Thanks!

*Debbie Wade*  
*Executive Coordinator to Geoff Meggs - Chief of Staff*  
*and Amber Hockin - Deputy Chief of Staff*  
*Office of the Premier*

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

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Thank you,

**Amber Hockin, Deputy Chief of Staff**  
Office of the Premier  
Cell: 778-584-0867  
Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:38 PM  
**To:** Pecora, Talea PSSG:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Talea,

You are Registered for December 11<sup>th</sup>.

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:** Pecora, Talea PSSG:EX  
**Sent:** Monday, November 26, 2018 3:29 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Would you please sign me up for the December 11<sup>th</sup> workshop.

Thank you ☺

Talea Pecora  
Executive Assistant to Honourable Mike Farnworth  
Minister of Public Safety & Solicitor General

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

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Thank you,

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Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:36 PM  
**To:** Tombs, Brenda SDPR:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Brenda,

You have been registered for December 11<sup>th</sup>

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:** Tombs, Brenda SDPR:EX  
**Sent:** Monday, November 26, 2018 3:17 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Could you put me on the list for Dec 11<sup>th</sup> please? Thanks. 😊

Brenda

**Brenda Tombs**  
Executive Assistant  
Honourable Shane Simpson  
Minister of Social Development and Poverty Reduction  
C: 250.361.8147

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
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Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:36 PM  
**To:** Lo, Reamick ENV:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Reamick,

You have been Registered for December 11<sup>th</sup>.

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:** Lo, Reamick ENV:EX  
**Sent:** Monday, November 26, 2018 2:59 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,  
Can I please register for Dec. 11<sup>th</sup>? Thanks.

Reamick Lo  
Executive Assistant to the **Honourable George Heyman**  
Minister of Environment and Climate Change Strategy  
P: 250-812-8642

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
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Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:35 PM  
**To:** Scott, Samantha AG:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Samantha,

You have been Registered for December 10<sup>th</sup>.

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:** Scott, Samantha AG:EX  
**Sent:** Monday, November 26, 2018 3:00 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I'd like to attend the workshop on Dec 10<sup>th</sup>.

Thanks,

**Samantha Scott** | Executive Assistant to the Honourable Minister Eby  
Ministry of the Attorney General  
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

---

**From:** Hockin, Amber PREM:EX  
**Sent:** November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
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**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator:** Natasha Tony – please see attached bio

### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:30 PM  
**To:** MacDonald, Alex MMHA:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Alex,

You have been registered for December 10<sup>th</sup>.

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:** MacDonald, Alex MMHA:EX  
**Sent:** Monday, November 26, 2018 2:53 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,  
I would like to register for December 10.  
-Alex

**Alex MacDonald**  
Senior Ministerial Assistant to the Honourable Judy Darcy  
Minister of Mental Health and Addictions  
Government of British Columbia  
C: 778.584.1371  
E: [Alex.MacDonald@gov.bc.ca](mailto:Alex.MacDonald@gov.bc.ca)

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 2:51 PM  
**To:** LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session.

Registration is limited to staff in Ministers' Offices and the Office of the Premier.

**Registration:** To register send an email to Danny Loubert in the Premier's Office at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca). Please note the day you wish to attend.

**About the Facilitator:** Natasha Tony – please see attached bio

### **Building Inclusive Organizations**

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

**Amber Hockin, Deputy Chief of Staff**

Office of the Premier

Cell: 778-584-0867

Email: [amber.hockin@gov.bc.ca](mailto:amber.hockin@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:30 PM  
**To:** Cheevers, Michael LBR:EX  
**Subject:** RE: Inclusion workshop

Hi Michael,

You have been registered for Monday December 10<sup>th</sup>.

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:** Cheevers, Michael LBR:EX  
**Sent:** Monday, November 26, 2018 3:44 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Inclusion workshop

Hello,

Can I sign up for the Monday workshop?

Thanks,

**Michael Cheevers**

Ministerial Assistant to the Honourable Harry Bains  
Minister of Labour  
Parliament Buildings, Victoria, BC  
Telephone: 250-953-0908

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## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:29 PM  
**To:** Stone, Lynne TRAN:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 11th 2018

Hi Lynne,

You have been registered for December 11<sup>th</sup>

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:** Stone, Lynne TRAN:EX  
**Sent:** Monday, November 26, 2018 3:41 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 11th 2018

Hi Danny  
Could you please register me for the December 11<sup>th</sup> Workshops on building equity and inclusion.  
With thanks,  
Lynne

**Lynne Stone**  
*Executive Assistant to Hon. Claire Trevena*  
*Minister of Transportation and Infrastructure*  
*Phone: 778-676-3562*

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:28 PM  
**To:** Neilson, Kirsten ENV:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Kirsten,

You have been registered for December 10<sup>th</sup>.

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:** Neilson, Kirsten ENV:EX  
**Sent:** Monday, November 26, 2018 3:33 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello Danny,

I would like to sign up for the workshop on December 10<sup>th</sup>.

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, November 26, 2018 4:25 PM  
**To:** Zimmerman, Emily LBR:EX  
**Subject:** RE: Building Equality and Inclusion Workshop

Hi Emily,

You have been registered for December 11<sup>th</sup>

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:** Zimmerman, Emily LBR:EX  
**Sent:** Monday, November 26, 2018 3:26 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Building Equality and Inclusion Workshop

Hi Danny,  
If possible can I change my mind and attend the workshop on December 11, 2018 with my EA colleagues? If you can't make it work that is fine. ☺  
Sincerely,

*Emily Zimmerman*

Executive Assistant to the Honourable Harry Bains  
Minister of Labour  
Parliament Buildings, Victoria, BC

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---

**From:** Zimmerman, Emily LBR:EX  
**Sent:** Monday, November 26, 2018 3:03 PM  
**To:** Loubert, Danny PREM:EX  
**Subject:** Building Equality and Inclusion Workshop

Hi Danny,  
I will attend the Building Equality and Inclusion workshop. I am available either day – let me know what is best for you. I am in Victoria both days. ☺  
Thanks

Sincerely,

*Emily Zimmerman*

Executive Assistant to the Honourable Harry Bains  
Minister of Labour  
Parliament Buildings, Victoria, BC

**Warning:** *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:18 PM  
**To:** Liens, Raymond MMHA:EX  
**Subject:** RE: Correction FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Raymond,

Thank you I hope you are doing as well!

You have been registered for December 11<sup>th</sup>.

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:** Liens, Raymond MMHA:EX  
**Sent:** Monday, November 26, 2018 3:20 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Correction FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello Danny,

Sorry for the confusion. Since the workshop was only for 1 day, please register me for December 11 instead. Much thanks,

Raymond

---

**From:** Liens, Raymond MMHA:EX  
**Sent:** November 26, 2018 3:13 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello Danny,

Could you please register me for Dec 10-11. Thanks Danny. Take good care and see you soon .

Raymond

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:17 PM  
**To:** Brown, Edena MCF:EX  
**Subject:** RE: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Edena,

You have been registered for December 11<sup>th</sup>.

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:** Brown, Edena MCF:EX  
**Sent:** Monday, November 26, 2018 3:17 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Please register me for the Tuesday, Dec 11<sup>th</sup> workshop.

Thanks,  
Edena

**Edena Brown**  
**Executive Assistant to Hon. Katrine Conroy**  
**Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT**  
Cell: 250-480-8627 Email: [Edena.Brown@gov.bc.ca](mailto:Edena.Brown@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:** Monday, November 26, 2018 4:16 PM  
**To:** Hannah, Jeff TAC:EX  
**Subject:** RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Jeff,

You have been registered for December 11<sup>th</sup>

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:** Hannah, Jeff TAC:EX  
**Sent:** Monday, November 26, 2018 3:10 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hey Danny,

I would like to register for the workshop on building equity and inclusion on Dec. 11<sup>th</sup>, 2018

Thanks,

Jeff Hannah



**Jeff Hannah**, 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, November 26, 2018 4:14 PM  
**To:** Newhook, Kelly TAC:EX  
**Subject:** RE: RSVP: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Kelly,

You have been registered for December 10<sup>th</sup>

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:** Newhook, Kelly TAC:EX  
**Sent:** Monday, November 26, 2018 2:55 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RSVP: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

Can you please sign me up for the workshop on December 10<sup>th</sup> in Victoria?

THANKS!

Kelly



**Kelly Newhook**, Senior Ministerial Assistant

Minister's Office

Ministry of Tourism, Arts & Culture, Responsible for  
Sport and Multiculturalism

 250-953-0905



Please consider the environment before printing this email.



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:11 PM  
**To:** Rzepa, Christina AEST:EX  
**Subject:** RE: Registration for Training

Thank you Christina,

You have been registered for December 11<sup>th</sup>

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:** Rzepa, Christina AEST:EX  
**Sent:** Monday, November 26, 2018 2:52 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Registration for Training

Hi Danny, I'd like to register for the training session in Victoria on Inclusion and Diversity for Tuesday, December 11<sup>th</sup>, thank you!

Christina Rzepa  
Executive Assistant to Hon. Melanie Mark  
Minister for Advanced Education, Skills and Training  
Room 133 Parliament Buildings  
Cell: 250-812-6940

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 4:03 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** FW: Security Clearance for Maria s.22 Szabo, Service s.22

Hi Dawn-Lynn

Please see the completed CRC for Maria s.22 Szabo.

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: CriminalRecordsReviewProgram@victoria1.gov.bc.ca <CriminalRecordsReviewProgram@victoria1.gov.bc.ca>  
Sent: Monday, November 26, 2018 4:00 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Cc: MYHR PSA:EX <myhr@gov.bc.ca>  
Subject: Security Clearance for Maria s.22 Szabo, Service s.22

Dear Danny Loubert,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Maria s.22 Szabo, born s.22

Thank you for your cooperation.

Personnel Security Screening Office  
Ministry of Justice - Security Programs Division  
Telephone: 1-855-587-0185 Fax: 1-250-356-5987

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 2:06 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Address for M Szabo

Hi Maura,

Maria Szabo  
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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, November 26, 2018 2:03 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Address for M Szabo

Hi Danny – do you have a home address for Maria Szabo please? Thank you

Maura Parte  
BC Public Service Agency  
250-213-6377

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 1:00 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Ordering more Quick Tickets

Hi Vanessa,

I would like to order 2 books of 10 (20) quick tickets for travel. Costs would be  $20 \times \$243.00 = \$4,860.00$  + GST = \$5,103.00.

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 12:56 PM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: Confirmation of Delivery contact Refresh

Hi Jason,

Any word on the delivery of the Refreshed Equipment?

I need to provide the building with a window for the delivery.

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:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 21, 2018 9:13 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Confirmation of Delivery contact Refresh

Hi Danny,

I am told the morning of Nov. 27<sup>th</sup> .

Thanks,  
Jason

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 21, 2018 9:08 AM  
**To:** Smith, Jason FIN:EX <[Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)>  
**Subject:** RE: Confirmation of Delivery contact Refresh

Hi Jason,

Thanks for checking, I would be the contact for the delivery. Just to confirm delivery will be next Monday or Tuesday? I will let the building know we are expecting 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 21, 2018 9:06 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Subject:** Confirmation of Delivery contact Refresh

Hi Danny,

I am pretty sure the answer to this question but are you to be contacted by the courier prior to delivery of the refresh equipment, or is there another person that should be contacted.

The courier will call ahead of time.

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst

**Operational Support Services**

Ministry of Finance, Information Management Branch

*Serving the Ministries of Finance, the Office of the Premier and various other entities*

PH: (250) 812-4714

Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, November 26, 2018 12:53 PM  
**To:** VCO Boardrooms, PREM PREM:EX; White, Emily MCF:EX  
**Subject:** RE: Room Booked - Nov 27

Just to confirm this was originally taking place 5:30-6:30PM?

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:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, November 26, 2018 10:41 AM  
**To:** White, Emily MCF:EX <[Emily.White@gov.bc.ca](mailto:Emily.White@gov.bc.ca)>; VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Room Booked - Nov 27

Thanks 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** White, Emily MCF:EX  
**Sent:** Friday, November 23, 2018 3:15 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** Room Booked - Nov 27

Hello!

I tentatively booked a room for Minister Conroy at VCO on November 27<sup>th</sup>. This can now be cancelled!

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](mailto: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:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 12:20 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Free to talk today?

Hi Maura,

Sure thing I'm free after 1.

Warmest Regards,

Danny Loubert

Sent from my Samsung Galaxy smartphone.

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

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>  
Date: 2018-11-26 12:07 PM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Free to talk today?

Maura Parte  
BC Public Service Agency  
250-213-6377



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 11:43 AM  
**To:** Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Chang, Johann GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX; LP Premiers Vancouver Office; Truong, Lele GCPE:EX  
**Subject:** FW: Suite renovation on 5th Floor

Hi VCO Staff,

Please see the note from building management regarding renovations and potential noise disruptions this Wednesday from Noon till 1 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Neria Espenilla <[neriae@opwtc.ca](mailto:neriae@opwtc.ca)>  
**Sent:** Monday, November 26, 2018 11:36 AM  
**Subject:** Suite renovation on 5th Floor

Dear Tenants,

WTC Building Management is currently renovating a suite on 5<sup>th</sup> Floor. In this context, please be advised that there will be noise involved especially on Wednesday, 28<sup>th</sup> November as our contractors are scheduled to do jackhammering on the floor between 12 Noon until 1:00PM (as per building standard protocol).

We apologize for any inconvenience this may cause and appreciate your kind consideration on this matter.

Sincerely,

**WTC Building Management**

**Dan Paunovski**  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 11:40 AM  
**To:** Badger, Joleen GCPE:EX  
**Subject:** RE: BC Fed Credentials

Perfect!

**Danny 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:** Badger, Joleen GCPE:EX  
**Sent:** Monday, November 26, 2018 11:39 AM  
**To:** Nash, Amber PREM:EX <[Amber.Nash@gov.bc.ca](mailto:Amber.Nash@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: BC Fed Credentials

I doubt they'll need it. Marlene is technically off today, but she's meeting them at 5:30 to do a walk through. So she can grab them then if needed.

---

**From:** Nash, Amber PREM:EX  
**Sent:** Monday, November 26, 2018 11:35 AM  
**To:** Loubert, Danny PREM:EX  
**Cc:** Badger, Joleen GCPE:EX  
**Subject:** RE: BC Fed Credentials

Sure – but does he need them?

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 26, 2018 11:18 AM  
**To:** Nash, Amber PREM:EX  
**Subject:** BC Fed Credentials

Hi Amber,

Would you like one of us to pick up the Premier's Credentials for tomorrow? I can also pick up for the staff if you pass along their names.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 11:33 AM  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Stand-up Ergo Desk details

Hi Don,

I have been working with Tracey Magee who helped order the tables last time. The Tables were ordered from Graphic Office Interiors.

Ill send an email to Tracey including you and Elizabeth to get it started.

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:** Privett, Don PREM:EX  
**Sent:** Monday, November 26, 2018 11:28 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Stand-up Ergo Desk details

Danny, see below.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** 26 November 2018 10:44  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Stand-up Ergo Desk details

Thanks Don. The ergo has been done and the table approved. I just want the table ordering details.

---

**From:** Privett, Don PREM:EX  
**Sent:** Friday, November 23, 2018 10:06 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Stand-up Ergo Desk details

Danny's response. I'll ask him for the emails and contacts.  
Don

---

**From:** Loubert, Danny PREM:EX  
**Sent:** 23 November 2018 09:53  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Stand-up Ergo Desk details

Hi Don,

An Ergonomic Assessment must first be completed. Once the assessment has been made an order can be placed, and it will take 6-8 weeks for the table to be built and delivered.

I can find the emails and contacts I used to order Geoff's and forward to you. There are costs associated with the assessment and depending on how busy the company is can take 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Privett, Don PREM:EX  
**Sent:** Thursday, November 22, 2018 2:37 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Stand-up Ergo Desk details

Hi Danny,  
Can you send us the details on the stand-up desk that was acquired for Geoff, we're looking at one for Sage.  
Any other advice on the subject appreciated.  
Thx,  
Don

---

**DON PRIVETT** | Administrative Assistant | Office of the Premier  
Phone: 250.387.1715 / 250.387.1716 | [don.privett@gov.bc.ca](mailto:don.privett@gov.bc.ca)  
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 11:22 AM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** FW: ERP : Confirmation de paiement / Payment Confirmation

Lets take care of this today when we are both free

**Danny 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:** Sheena Mccoach <[Sheena.Mccoach@vanhoutte.com](mailto:Sheena.Mccoach@vanhoutte.com)>  
**Sent:** Friday, November 23, 2018 1:16 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: ERP : Confirmation de paiement / Payment Confirmation

Hi Danny,

I have sent a copy of the invoice through our automated system to your email address,

I have updated the system so when you place an order you will receive an email copy of the invoice.

We don't have a change form for credit card info you can if you like either call me or email me the credit card# the expiry and the CVD#,

I will be happy to add the credit card for you,

Please advise thanks

Sheena

---

**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** November-23-18 9:54 AM  
**To:** Sheena Mccoach  
**Cc:** Dixon, Olivia PREM:EX; Rick Heard  
**Subject:** RE: ERP : Confirmation de paiement / Payment Confirmation

--- message externe, veuillez agir avec prudence ---  
--- external message, proceed with caution ---

Good Morning,

Along with a copy of the Invoice can we please have any form required to change the CC on file?

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:** [smccoach.consultant@vanhoutte.com](mailto:smccoach.consultant@vanhoutte.com) <[smccoach.consultant@vanhoutte.com](mailto:smccoach.consultant@vanhoutte.com)>

**Sent:** Friday, November 23, 2018 8:21 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Cc:** [smccoach.consultant@vanhoutte.com](mailto:smccoach.consultant@vanhoutte.com)

**Subject:** ERP : Confirmation de paiement / Payment Confirmation



Confirmation de paiement / Payment Confirmation

Payé à / Paid to : VAN HOUTTE COFFEE SERVICES INC.

Carte # / Card # : s.17

Token : 64X534792XMX2

Client : OFFICE OF THE PREMIER

Facture(s) payée(s) / Paid Invoice(s)

Facture/Invoice	Montant/Amount	Autorisation / Authorization
64-2019-23214759	108.53	112117

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## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 11:17 AM  
**To:** Baker, Jelene ENV:EX  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: Low Carbon Strategy Strategic Team Attendees - Nov 28

Hi Jelene,

We have adjusted the Meeting and have booked a room for the DM's to meet prior to 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Baker, Jelene ENV:EX  
**Sent:** Monday, November 26, 2018 10:34 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Low Carbon Strategy Strategic Team Attendees - Nov 28  
**Importance:** High

Hi Danny,

The DMs including Don Wright would like to have a pre-brief prior to the BCBC SLT meeting and the only time that works for his schedule is Nov 28 1-1:30pm. May I please reserve a boardroom for Don Wright, Christine Kennedy, Bobbi Plecas, Fazil Mihar, Dave Nikolejsin, Lori Wanamaker and John Allan. I tried to book the meeting at Don's office but it's too small.

I will have to contact Nikki at BCBC to see if the meeting currently scheduled from 1-3pm can be adjusted to 1:30-3:30 but wanted to check with you first to see if the boardroom that you booked could be adjusted.

Once you confirm, I will contact Nikki.

Thank you!

Jelene

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 23, 2018 1:54 PM  
**To:** Baker, Jelene ENV:EX <[Jelene.Baker@gov.bc.ca](mailto:Jelene.Baker@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Low Carbon Strategy Strategic Team Attendees - Nov 28

Hi Jelene,

We have booked a boardroom. Please have the guests come to Suite 740 – 999 Canada Place and check in with us at reception.

I have included my colleague Olivia whom I work with here at the Vancouver Cabinet Office.  
Future request can be sent to [VCO.Boardrooms@gov.bc.ca](mailto:VCO.Boardrooms@gov.bc.ca) and will be answered by Olivia or myself.

If you have any changes or require more information, please let us 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Baker, Jelene ENV:EX  
**Sent:** Friday, November 23, 2018 1:42 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Low Carbon Strategy Strategic Team Attendees - Nov 28  
**Importance:** High

Hi Danny – please see the list below of attendees for the SLT meeting that we are trying to schedule for Nov 28, 1-3pm.  
Once you confirm the boardroom I will reschedule the meeting. Don insisted it be rescheduled so he can attend.

- Don Wright, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service, Office of the Premier
- Christine Kennedy, Assistant Deputy Minister, Office of the Premier

**Assistant to both Don and Christine:** Keira Higgins, Executive Administrative Coordinator

[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)  
250 356-2206

- Bobbi Plecas, Deputy Minister, Climate Change, Ministry of Environment and Climate Change Strategy

- Lori Wanamaker, Deputy Minister, Ministry of Finance

**Assistant:** Lara, O'Connor, Senior Executive Assistant  
[Lara.OConnor@gov.bc.ca](mailto:Lara.OConnor@gov.bc.ca)  
250 387-3184

- Dave Nikolejsin, Deputy Minister, Ministry of Energy, Mines and Petroleum Resources

**Assistant:** Meghan McCann, Senior Executive Assistant  
[Meghan.McCann@gov.bc.ca](mailto:Meghan.McCann@gov.bc.ca)  
250 952-0504

- Fazil Mihlar, Deputy Minister, Ministry of Jobs, Trade and Technology

**Assistant:** Shirley Kwan, Senior Executive Assistant  
[Shirley.Kwan@gov.bc.ca](mailto:Shirley.Kwan@gov.bc.ca)  
778 698-1667

- John Allan, Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations & Rural Development

**Assistant:** Brenda Larkin, Senior Executive Assistant  
[Brenda.Larkin@gov.bc.ca](mailto:Brenda.Larkin@gov.bc.ca)  
250 952-6500



The industry people who are on the team are:

Steve	Carr	Consultant
Kim	Henderson	Consultant
Richard	Dunn	Encana Corporation
Susannah	Pierce	Shell Canada Limited
Tom	Syer	Teck Resources Limited
Susan	Yurkovich	Council of Forest Industries
Greg	D'Avignon	BCBC

If you require anything further from me or have any further questions, please feel free to reach out.  
Many thanks.

All the best!

Nikki Roussanidis

*Executive Assistant to the President*

Direct: 604-696-6586 |



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## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, November 26, 2018 10:41 AM  
**To:** White, Emily MCF:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room Booked - Nov 27

Thanks 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** White, Emily MCF:EX  
**Sent:** Friday, November 23, 2018 3:15 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** Room Booked - Nov 27

Hello!

I tentatively booked a room for Minister Conroy at VCO on November 27<sup>th</sup>. This can now be cancelled!

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](mailto: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:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 10:01 AM  
**To:** Sheppard, Grant TAC:EX  
**Subject:** Vancouver Catering  
**Attachments:** VCO Catering Companies Contact Info.docx

Hi Grant,

It was nice speaking with you this morning.

Please find the attached list of catering companies we have used in the past.

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 26, 2018 9:36 AM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: At a Glance UC/Refresh schedule

Thanks Jason,

I'll review it today and hope to get back to you with the information.

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:** Smith, Jason FIN:EX  
**Sent:** Friday, November 23, 2018 3:12 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** At a Glance UC/Refresh schedule

Hi Danny,

As mentioned I am building a workbook that incorporates information for UC/Workstation Refresh/Scheduling/floor plan to aid the coordination of the deployment. I was able to add the appropriate fields from different data sources but need some input from you.

Please have a look at the tab "UserFloorplanScheduleAtaGlance" and confirm:

Under the "Room" field

- that the workstation locations are correct.
- The room numbers for the "Cabinet(CABOPS)" workstation locations
- Provide the room number for the "?" items

If you have already determined the schedule/sequence in which to deploy. Please provide your schedule so I can add it to this document. If not, please confirm the deployment schedule/sequencing you would like for each UC/Refresh device (with the understanding that circumstances may need to change on the fly on your request).

- Using columns K-M "Refresh date", "Refresh sequence", "Preferred Time".

I am currently looking for a suitable floor plan to match with this document. Please let me know if you know of one that would be suitable

Let me know if you have any questions about this workbook.

Thanks,

Jason

**Jason A. Smith** – Intermediate Technology Analyst

**Operational Support Services**

Ministry of Finance, Information Management Branch

*Serving the Ministries of Finance, the Office of the Premier and various other entities*

PH: (250) 812-4714  
Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, November 26, 2018 8:42 AM  
**To:** Massoud, Simone GCPE:EX  
**Cc:** Twynstra, Tanya L GCPE:EX; Sheppard, Grant TAC:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room request

Good Morning Simone,

We have booked a room for this meeting on the 1<sup>st</sup>.

Please at your earliest convince provide a complete list of attendees. As the building is closed over the weekend and requires special access, we will be in touch with directions on how we will work on accommodating guests to and from 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Massoud, Simone GCPE:EX  
**Sent:** Friday, November 23, 2018 10:55 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Twynstra, Tanya L GCPE:EX <[Tanya.Twynstra@gov.bc.ca](mailto:Tanya.Twynstra@gov.bc.ca)>; Sheppard, Grant TAC:EX <[Grant.Sheppard@gov.bc.ca](mailto:Grant.Sheppard@gov.bc.ca)>  
**Subject:** Room request

Hi there,

I am looking to book a room for 30 people for the Chinese Museum Working Group lead by Minister Chow.

**Date:** December 1, 2018

**Time:** 1 – 4pm (1:30-3:30pm)

**Attendees:** 30 (I understand your room holds 24 for wondering if we can add a few chairs around the room)

Hope this could work out!

Many thanks,

**Simone Massoud**  
Citizen Engagement Analyst  
GDX – Government Digital Experience Division  
Government Communications & Public Engagement  
4<sup>th</sup> floor, 617 Government Street | Victoria BC | 778-584-2685

Find out more:



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 4:39 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Can call me on my Cell s.22

Hi Maura,

Sounds good, yes, she did. I would be happy to take it on.

Have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, November 23, 2018 4:38 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Can call me on my Cell s.22

Hi Danny, let's connect Monday re: registration for the inclusivity workshops in December.  
Did VG mention it to you? I'm hoping you can manage registration for it. M

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 4:35 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Can call me on my Cell s.22

Hi Maura,

Sorry I missed your call, I'm heading out of the office but if you need to get a hold of me you can reach me at 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 3:38 PM  
**To:** Oreck, Mira PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Hi Mira,

Here are you flights for Monday, we are waiting on Helijet to confirm the waitlist for Monday, I will add them to your calendar.

Please see me before you leave today so I can give you the Quick Tickets for your flight. Please hold on to them and use them when you check in for your flights.

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:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** Friday, November 23, 2018 3:36 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.22
Name	Mira Oreck
Company	Government Of Bc

**Booking** s.22



Monday, November 26, 2018

709

09:30 Vancouver Harbour (Downtown)

10:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

· Mira Oreck, Female

[Add to Calendar](#)

Invoice #355223

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

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

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

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

<b>Grand Total</b>	<b>\$325.00</b>
--------------------	-----------------

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)

Booking \$22

Monday, November 26, 2018

722

15:50 Victoria Harbour (Downtown)

16:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

· Mira Oreck, Female

[Add to Calendar](#)

Invoice #355224

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

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

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

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

<b>Grand Total</b>	<b>\$325.00</b>
--------------------	-----------------

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)

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Page 167 of 460

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## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 3:35 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** Tentcards  
**Attachments:** 16 Days of Activism Against Gender-Based Violence - Final.pub

**Danny 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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 3:28 PM  
**To:** Oreck, Mira PREM:EX  
**Subject:** RE: flights

Hi Mira,

Monday morning is waitlist (first available flight is 9:30 am)

I'm on hold to see if I can waitlist you for the 7:50 am flight.

You Hotel Confirmation will be coming in a separate 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Oreck, Mira PREM:EX  
**Sent:** Friday, November 23, 2018 3:08 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: flights

Yes pls re hotel! Thank you.

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 2:04 PM  
**To:** Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** RE: flights

Hi Mira,

The Following Flights are available:

Dec 11th  
To Victoria  
4:00PM  
4:40PM  
5:10PM  
5:45PM

Dec 12<sup>th</sup>  
To Vancouver  
1:45PM  
3:00PM  
3:50PM  
4:20PM

Would you also require a Hotel Overnight?

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:** Oreck, Mira PREM:EX  
**Sent:** Friday, November 23, 2018 12:23 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** flights

Hi Danny – can you look into a flight for me on Monday leaving morning, back early eve? And I would like to explore flights on the 11<sup>th</sup> late in the day (4:30/5) returning the 12<sup>th</sup> mid-afternoon.

Thank you!

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:** Friday, November 23, 2018 2:21 PM  
**To:** Jordan, Annette IGRS:EX  
**Subject:** RE: Water

Hi Annette,

The water and Glasses are in the room just to the left as you enter the 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

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

From: Jordan, Annette IGRS:EX  
Sent: Friday, November 23, 2018 2:18 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: Water

Hey Danny,

Sorry but could you put some water and glasses in the room for me? Thanks

Sent from my iPhone

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:57 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: Danny/Vanessa check in



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:43 AM  
**To:** Dixon, Olivia PREM:EX  
**Attachments:** Names for BC BUSINESS ROUNDTABLE.pub

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:39 AM  
**To:** Oreck, Mira PREM:EX  
**Subject:** RE: Employee Self Serve - Time On-Line Website

s.22

I'll be right there to 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:** Oreck, Mira PREM:EX  
**Sent:** Friday, November 23, 2018 11:37 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Employee Self Serve - Time On-Line Website

I need help on this because the system is telling me: s.22  
Any idea how I adjust that?

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:10 AM  
**To:** Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** Employee Self Serve - Time On-Line Website

Hi Mira,

Your time off can be entered into time online here - <https://timepay.gov.bc.ca>

If you have any questions or need some help I would be happy 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](mailto:Danny.Loubert@gov.bc.ca)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:37 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: See Danny For Helijet Tickets

## Loubert, Danny PREM:EX

---

**Subject:** See Danny For Helijet Tickets

**Start:** Mon 2018-11-26 4:00 PM

**End:** Mon 2018-11-26 4:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Geary, Vanessa PREM:EX

**Required Attendees**Loubert, Danny PREM:EX

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 11:05 AM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** E130078 - Kingston, Charlotte  
**Attachments:** E130078 - Kingston, Charlotte.pdf

Good Morning,

Please find the attached Travel Claim Package for Charlotte Kingston – E130078

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 10:55 AM  
**To:** Wharton, Karen S CITZ:EX  
**Subject:** RE: Boardrooms at 999 Canada Place

Hi Karen,

The original inquiry originated from our office with the hope that the Ministry of Citizens' Services, who are/were responsible for the space, would provide a contact for it that could be given to requesting offices. At such time, our office would not have the capacity nor the ability to oversee this space. We can continue to issue access cards as we have done in the past, but it would be best if a solution were found sooner than later as there have been an increase to the number of requests and inquires since the room was expanded to include Assistant Deputy Ministers.

Please feel free to contact me at the number below.

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:** Wharton, Karen S CITZ:EX  
**Sent:** Monday, November 19, 2018 3:49 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Boardrooms at 999 Canada Place

Hi Danny,

I understand there are problems with booking the following meeting rooms at 999 Canada Place.

CITZ R 999 Canada Place MR667A  
CITZ R 999 Canada Place MR667B  
CITZ R 999 Canada Place MR667C  
CITZ R 999 Canada Place MR667D  
CITZ R 999 Canada Place MR667E  
CITZ R 999 Canada Place MR667F  
CITZ R 999 Canada Place MR667G

It appears the owner responsible is from CITZ but has left the organization. As such, none of the meeting requests are getting accepted. RPD is trying to determine why these would be a CITZ responsibility and not FIN. If the permissions for these boardrooms can be transferred to FIN, would you be the appropriate person to have the responsibility for the boardrooms or can you tell me who would?

Regards,

**Karen Wharton, Director Client Relations**  
Client Services Branch | Ministry of Citizens' Services | Real Property Division  
PO Box 9412 Stn Prov Gov | Victoria BC | V8W 9V1 | e: [Karen.Wharton@gov.bc.ca](mailto:Karen.Wharton@gov.bc.ca) | Cell: 778-679-1565



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 23, 2018 10:31 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: M Szabo

Hi Maura,

I can process the CRC. Would a new form and copy of ID 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, November 23, 2018 10:30 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** M Szabo

Good morning Danny,

We have a new employee starting Monday – Maria Szabo.

She will be the EA to Minister Ralston and is starting at \$65,000.

Though she is already in government she needs to complete another criminal record check.

Can I please leave that with you to coordinate? She is at [maria.szabo@gov.bc.ca](mailto:maria.szabo@gov.bc.ca)

Thank you

Maura Parte  
BC Public Service Agency  
250-213-6377



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 4:17 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** Fwd: Your Reservation Confirmation

Hi Olivia,

Here is your hotel confirmation for the 11th of Dec.

Warmest Regards,

Danny Loubert

Sent from my Samsung Galaxy smartphone.

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

From: s.15  
Date: 2018-11-22 1:55 PM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Your Reservation Confirmation

s.15

Dear Ms Dixon,

We look forward to welcoming you to Victoria during your upcoming visit. Below you will find the specifics regarding your reservation.

---

## Your Reservation

---

**CONFIRMATION NUMBER:** s.15

**GUEST NAME:** Ms Olivia Dixon

**ADULTS:** 1

**CHILDREN:** 0

**ROOM TYPE:** Victoria Room Two Queens

Bed types are not guaranteed and are  
subject to availability

**CHECK-IN:** Tuesday, December 11, 2018

**CHECK-OUT:** Wednesday, December 12,  
2018

**NUMBER OF NIGHTS:** 1

**NIGHTLY RATE:** \$105.00 CAD plus  
applicable taxes and fees

**RATE DETAILS:**

Provincial Government Rate

- Must present valid proof of government  
employment at check-in to qualify for the  
rate

s.15

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Withheld pursuant to/removed as

s.15

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 3:39 PM  
**To:** 'Wong, Tamarra'  
**Subject:** RE: MA's for Minister Robinson

Hi Tamara,

Hopefully we get to see you soon!

Here are Minister Robinsons MA's Contact Information:

Craig Ashbourne – [Craig.Ashbourne@gov.bc.ca](mailto:Craig.Ashbourne@gov.bc.ca) - 250-387-0116

Daniella Gardea – [Daniella.Gardea@gov.bc.ca](mailto:Daniella.Gardea@gov.bc.ca) – 250-256-0966

These numbers will likely change in the next month as we switch phone systems in the Premier's Office and Minister's Offices.

If you are looking to book a meeting I would suggest sending it to the Minister's Inbox [MAH.Minister@gov.bc.ca](mailto:MAH.Minister@gov.bc.ca). Alternatively you can call their office at 250-387-2283.

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:** Wong, Tamarra <[Tamarra.Wong@vancouver.ca](mailto:Tamarra.Wong@vancouver.ca)>  
**Sent:** Thursday, November 22, 2018 9:34 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** MA's for Minister Robinson

Hi Danny!

Still trying to find a time to come by for a visit. Been so hectic around here.

I was wondering if you could help me with something. Can you please give me the contact information for Minister Robinson's two MA's?

Thanks ☺

**Tamarra Wong**  
Assistant to Councillors | City of Vancouver  
P: 604.871.6710  
E: [tamarra.wong@vancouver.ca](mailto:tamarra.wong@vancouver.ca)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 2:08 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** Quick Ticket Tracking Document

Hi Saija,

I hope you are doing well,

Thanks for the information you provided on our call last week about the Pre-Paid Quick Tickets. I was hoping you might be able to send that tracking document you had or if it is better, by way of reply, indicate what information would be needed in my own document to properly track and report 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**Subject:** GCPE HQ - Media Events  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX  
  
**Start:** Thu 2018-11-22 4:15 PM  
**End:** Thu 2018-11-22 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:** Thursday, November 22, 2018 1:35 PM  
**To:** Dixon, Olivia PREM:EX; Geary, Vanessa PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Hi Olivia and Vanessa,

Please see below for the Flight details for the 11<sup>th</sup> of Dec. A copy has been added to your calendars. I have confirmed rooms for us at the s.15 and will forward those emails as 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](mailto:Danny.Loubert@gov.bc.ca)

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** Thursday, November 22, 2018 1:16 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto: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.22
	Name	Mira Oreck
	Company	Government Of Bc

### Booking s.22

Tuesday, December 11, 2018  703	Invoice #354416	
	FARE-YWH-FULL_Winter18-19	\$928.56
	+ GST	\$46.44

07:30 Vancouver Harbour (Downtown)

08:05 Victoria Harbour (Downtown)

35 minutes

Confirmed

3 Passengers - Full-Fare

- Danny Loubert, Male
- Olivia Dixon, Female
- Vanessa Geary, Female

[Add to Calendar](#)

Billing	\$928.56
Taxes	\$46.44
<b>Grand Total</b>	<b>\$975.00</b>

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)

Booking s.22

Wednesday, December 12, 2018

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

3 Passengers - Full-Fare

- Danny Loubert, Male
- Olivia Dixon, Female
- Vanessa Geary, Female

[Add to Calendar](#)

Invoice #354417	
FARE-YWH-FULL_Winter18-19	\$928.56
+ GST	\$46.44

Billing	\$928.56
Taxes	\$46.44
<b>Grand Total</b>	<b>\$975.00</b>

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**



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Withheld pursuant to/removed as

Copyright

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 1:05 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** Accepted: Planning Session for December 1st Meeting

When: Nov 26, 2018 3:30:00 PM  
Where: TBC

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 11:12 AM  
**To:** Szabo, Maria GCPE:EX  
**Subject:** Re: Receipts for Diwali food

Thanks Maria,

Were there any more invoices that needed to be paid?

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>  
Date: 2018-11-22 11:07 AM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Receipts for Diwali food

SPICE INDIAN CUI  
15 CLOVERD V8X5H9  
TORIA BC

23387936  
H2338793601

PURCHASE



Table 101 Server 28 Kuljeet

\*\*\*\*\*

1 SPECIAL FOOD	762.00
----------------	--------

Taxable:	762.00
----------	--------

Sub-total:	762.00
------------	--------

GST:	38.10
------	-------

Total Due:	800.10
------------	--------

**Maria Szabo** | Events Assistant  
Government Communications and Public Engagement  
250.896.6823 | maria.szabo@gov.bc.ca  
Sent from my iPhone

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 10:33 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: BCFL - First nation protocol signing

When: Nov 28, 2018 4:30:00 PM  
Where: Convention Centre East

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 10:33 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: Premier - BCFL Address

When: Nov 27, 2018 9:30:00 AM  
Where: Convention Centre East



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 22, 2018 9:21 AM  
**To:** 'Doyle, Melissa'  
**Subject:** RE: Minister Wilson Raybould and BC Cabinet

Good Morning Melissa,

I am inquiring your question and will be in touch with the response.

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: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Sent: Thursday, November 22, 2018 6:52 AM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Danny,

Will the Minister's staff be able to go with her in the Cabinet room?

Thanks!  
Melissa

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

From: Loubert, Danny PREM:EX [mailto: Danny.Loubert@gov.bc.ca]  
Sent: November-21-18 2:25 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Thanks Amber,

Hello Melissa,

We look forward to welcoming Minister Wilson-Raybould and her staff to the Vancouver Cabinet office. We are Located in Suite 740 - 999 Canada Place.

Should you have any issues finding the office or have any questions please feel free 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

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

From: Nash, Amber PREM:EX  
Sent: Wednesday, November 21, 2018 11:14 AM  
To: 'Doyle, Melissa' <Melissa.Doyle@justice.gc.ca>  
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Oh Geez. Sorry about that. Danny is coped here now.

Amber

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

From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
Sent: November 21, 2018 10:24 AM  
To: Nash, Amber PREM:EX  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Thank you, Amber. He wasn't copied :)

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

From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
Sent: November-21-18 12:59 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Melissa,

Cabinet will take place at the Vancouver Cabinet Offices - 700, 999 Canada Place. Your contact on the day will be Danny Loubert, our Administrative Coordinator in Vancouver. I've copied him here for ease of connection.

Amber

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

From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
Sent: November 21, 2018 7:14 AM  
To: Nash, Amber PREM:EX  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Amber,

Could I get the location of the meeting? Will you be the contact that day?

Thanks,  
Melissa

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

From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
Sent: November-16-18 5:04 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

This should work very well. Thanks for confirming Melissa. I have requested further info regarding format from our Cabinet Operations team and will provide as soon as received.

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

From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
Sent: Friday, November 16, 2018 10:18 AM  
To: Nash, Amber PREM:EX  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Amber,

The Minister would be available to address the Cabinet at 10:30am on the 28th. She could be there for 1 hour.

Would that work on your end?

Thank you,  
Melissa

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

From: Doyle, Melissa  
Sent: November-14-18 5:17 PM  
To: 'Nash, Amber PREM:EX' <Amber.Nash@gov.bc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Amber,

My direct line is 613-947-7677.

Thanks,  
Melissa

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

From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
Sent: November-14-18 4:06 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Could we connect at 2pm (PST)?

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

From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
Sent: Wednesday, November 14, 2018 12:59 PM  
To: Nash, Amber PREM:EX  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Amber,

When would be a good time to speak today?

Thanks!  
Melissa

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

From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
Sent: November-09-18 3:37 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Thank you Melissa. Yes I will give you a call on Wednesday. Till then!

Safe flight.

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

From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
Sent: Friday, November 9, 2018 12:30 PM  
To: Nash, Amber PREM:EX  
Subject: RE: Minister Wilson Raybould and BC Cabinet

Hi Amber,

No worries! I'll be back in the office on Wednesday. Could we connect then?

I can tell you that we are aiming for November 28th for her to attend the BC Cabinet meeting.

Thank you,  
Melissa

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

From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
Sent: November-09-18 3:24 PM  
To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
Subject: Re: Minister Wilson Raybould and BC Cabinet

Hi Melissa

Apologies for not calling you sooner. Today has been a busy one! Is it possible to connect on Monday?

Amber

> On Nov 9, 2018, at 12:12 PM, Doyle, Melissa <Melissa.Doyle@justice.gc.ca> wrote:

>

> Hi Amber,

>

> I have to leave the office at 4pm (EST) to catch a flight, would you be available for a chat before then?

>

> Thanks,

> Melissa

>

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

> From: Nash, Amber PREM:EX [mailto:Amber.Nash@gov.bc.ca]  
> Sent: November-08-18 9:14 PM  
> To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
> Cc: Sas, Jonathan IRR:EX <Jonathan.Sas@gov.bc.ca>

> Subject: Re: Minister Wilson Raybould and BC Cabinet  
>  
> That would be great. I will give you a call to discuss further. Can you let me know the best number to reach you at?  
>  
> Amber  
>  
>> On Nov 8, 2018, at 6:08 PM, Doyle, Melissa <Melissa.Doyle@justice.gc.ca> wrote:  
>>  
>> Thank you, Jonathan. Yes, Whitney and Colin have been speaking.  
>>  
>> Amber - perhaps we could discuss a date tomorrow? We are hoping to make it work for the 28th.  
>>  
>> Thanks,  
>> Melissa  
>>  
>> Sent from my BlackBerry 10 smartphone on the Rogers network.  
>> Original Message  
>> From: Sas, Jonathan IRR:EX  
>> Sent: Thursday, November 8, 2018 7:14 PM  
>> To: Doyle, Melissa  
>> Cc: Nash, Amber PREM:EX  
>> Subject: Re: Minister Wilson Raybould and BC Cabinet  
>>  
>>  
>> Hi Melissa,  
>>  
>> I understand Colin at the Leadership Council is working with Whitney from your office on details for the Attorney's participation? I have been waiting on word back from them as we co develop the program.  
>>  
>> In any event, I am copying Amber Nash here from the Premier's office in regard to a possible cabinet date.  
>>  
>> Feel free to give me a shout if need be,  
>>  
>>  
>> Jonathan Sas I Senior Ministerial Assistant to Minister Scott Fraser  
>> I Ministry of Indigenous Relations and Reconciliation  
>>  
>> From: Melissa.Doyle@justice.gc.ca  
>> Sent: November 6, 2018 7:29 AM  
>> To: Jonathan.Sas@gov.bc.ca  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>>  
>> Hi Jonathan,  
>>  
>> Hope all is well!  
>>  
>> Do you have any more information on the Leadership Gathering Invitation?  
>>  
>> Thank you!  
>> Melissa  
>>

>> From: Sas, Jonathan IRR:EX [mailto:Jonathan.Sas@gov.bc.ca]  
>> Sent: November-01-18 4:46 PM  
>> To: Doyle, Melissa <Melissa.Doyle@justice.gc.ca>  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hi Melissa,  
>>  
>> Do you have 5 minutes now? I'd prefer to discuss by phone.  
>>  
>> Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous  
>> Relations and Reconciliation | 778 587 4376  
>>  
>> From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
>> Sent: Thursday, November 1, 2018 1:45 PM  
>> To: Sas, Jonathan IRR:EX  
>> Subject: Re: Minister Wilson Raybould and BC Cabinet  
>>  
>> Sorry, that's not going to work for me.  
>>  
>> Are you able to send the answers by email to her or we can connect tomorrow?  
>>  
>> Sent from my BlackBerry 10 smartphone on the Rogers network.  
>> From: Sas, Jonathan IRR:EX  
>> Sent: Thursday, November 1, 2018 4:41 PM  
>> To: Doyle, Melissa; Prince, Jessica; Morrison, Whitney  
>> Cc: Sam, Anne-Marie IRR:EX; Nash, Amber PREM:EX  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>>  
>> Great,  
>>  
>> Can I call you at 3 PST?  
>>  
>> Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous  
>> Relations and Reconciliation | 778 587 4376  
>>  
>> From: Doyle, Melissa [mailto:Melissa.Doyle@justice.gc.ca]  
>> Sent: Thursday, November 1, 2018 1:40 PM  
>> To: Sas, Jonathan IRR:EX; Prince, Jessica; Morrison, Whitney  
>> Cc: Sam, Anne-Marie IRR:EX; Nash, Amber PREM:EX  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hi Jonathan,  
>>  
>> Regrettably, Jessica cannot connect by phone today.  
>>  
>> I'd be happy to speak by phone to get the answers to her questions.  
>>  
>> Thanks!  
>> Melissa  
>>  
>> From: Sas, Jonathan IRR:EX [mailto:Jonathan.Sas@gov.bc.ca]

>> Sent: November-01-18 4:20 PM  
>> To: Prince, Jessica  
>> <Jessica.Prince@justice.gc.ca<mailto:Jessica.Prince@justice.gc.ca>>;  
>> Morrison, Whitney  
>> <Whitney.Morrison@justice.gc.ca<mailto:Whitney.Morrison@justice.gc.ca>>  
>> >  
>>>  
>> Cc: Sam, Anne-Marie IRR:EX  
>> <AnneMarie.Sam@gov.bc.ca<mailto:AnneMarie.Sam@gov.bc.ca>>; Doyle,  
>> Melissa  
>> <Melissa.Doyle@justice.gc.ca<mailto:Melissa.Doyle@justice.gc.ca>>;  
>> Nash, Amber PREM:EX  
>> <Amber.Nash@gov.bc.ca<mailto:Amber.Nash@gov.bc.ca>>  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hi Jessica,  
>>  
>> Great questions. Could we per chance connect by phone to discuss? I've also copied Amber Nash in the Premiere's office here who can help nail down final logistical details once we've touched base on the substantives.  
>>  
>> Is there a time that works for you this aft/evening?  
>>  
>> Thanks,  
>> Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous  
>> Relations and Reconciliation | 778 587 4376  
>>  
>> From: Prince, Jessica [mailto:Jessica.Prince@justice.gc.ca]  
>> Sent: Thursday, November 1, 2018 7:04 AM  
>> To: Sas, Jonathan IRR:EX; Morrison, Whitney  
>> Cc: Sam, Anne-Marie IRR:EX; Doyle, Melissa  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hi Jonathan,  
>>  
>> I wanted to follow up on the Leadership Gathering invitation. We received it – thank you very much!  
>>  
>> I was wondering a couple things: (1) what would you anticipate the Minister's role being, if any? Would you want her to speak, or would she simply be there to attend? (2) Are any other federal Ministers invited or planning on attending?  
>>  
>> Thanks so much,  
>>  
>> Jessica Prince  
>> Chief of Staff / Chef de cabinet  
>> Office of the Minister of Justice and Attorney General of Canada /  
>> Cabinet de la ministre de la Justice et procureur général du Canada  
>>  
>>  
>>  
>> From: Sas, Jonathan IRR:EX [mailto:Jonathan.Sas@gov.bc.ca]  
>> Sent: October-23-18 1:28 PM  
>> To: Morrison, Whitney  
>> <Whitney.Morrison@justice.gc.ca<mailto:Whitney.Morrison@justice.gc.ca>

>> >  
>>>  
>> Cc: Prince, Jessica  
>> <Jessica.Prince@justice.gc.ca<mailto:Jessica.Prince@justice.gc.ca>>;  
>> Sam, Anne-Marie IRR:EX  
>> <AnneMarie.Sam@gov.bc.ca<mailto:AnneMarie.Sam@gov.bc.ca>>  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hi Whitney,  
>>  
>> My apologies, how could I forget. Both Cabinet meetings are from 9 – 11:30 am. We can be flexible for when/what  
portion Minister Wilson Raybould would attend, but of course the larger agenda is cabinet confidence. The Leadership  
Gathering invite should come to you folks today!  
>>  
>> Cheers,  
>>  
>>  
>>  
>> Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous  
>> Relations and Reconciliation | 778 587 4376  
>>  
>> From: Morrison, Whitney [mailto:Whitney.Morrison@justice.gc.ca]  
>> Sent: Tuesday, October 23, 2018 10:23 AM  
>> To: Sas, Jonathan IRR:EX  
>> Cc: Prince, Jessica; Sam, Anne-Marie IRR:EX  
>> Subject: RE: Minister Wilson Raybould and BC Cabinet  
>>  
>> Thanks Jonathan, much appreciated.  
>>  
>> It may be helpful to know the timing, i.e. how long the meeting would be? If you can send a bootleg copy of the draft  
agenda for the BC Cabinet and First Nations Leadership Gathering, that would be great. If not, we will await the official  
invite.  
>>  
>> I've also copied, Melissa Doyle, the Minister's Executive Assistant.  
>> We will get back to you as soon as can  
>>  
>> Kind regards,  
>>  
>> Whitney Morrison  
>> Policy Advisor/Conseillère en politique Office of the Minister of  
>> Justice and Attorney General of Canada / Cabinet de la ministre de  
>> la Justice et procureur général du Canada  
>>  
>>  
>> From: Sas, Jonathan IRR:EX [mailto:Jonathan.Sas@gov.bc.ca]  
>> Sent: October-23-18 1:13 PM  
>> To: Morrison, Whitney  
>> <Whitney.Morrison@justice.gc.ca<mailto:Whitney.Morrison@justice.gc.ca>  
>> >  
>>>  
>> Cc: Prince, Jessica  
>> <Jessica.Prince@justice.gc.ca<mailto:Jessica.Prince@justice.gc.ca>>;



>> Sam, Anne-Marie IRR:EX  
>> <AnneMarie.Sam@gov.bc.ca<mailto:AnneMarie.Sam@gov.bc.ca>>  
>> Subject: Minister Wilson Raybould and BC Cabinet  
>>  
>> Hello Whitney,  
>>  
>> Hope this finds you well. I am just following up on Minister Fraser's conversation with the Attorney re: the invitation to address BC Cabinet in November.  
>>  
>> Both November 21st (in Victoria) and November 28th (in Vancouver) are options, and your Minister will be receiving an invite, shortly, to the First Nations Leadership Gathering being convened from November 28th to 30th. Do let us know if there is anything we can do to confirm this.  
>>  
>> With kind regards,  
>>  
>>  
>> Jonathan Sas | Senior Ministerial Assistant | Ministry of Indigenous  
>> Relations and Reconciliation | 778 587 4376  
>>

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:46 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Payroll Forms for Ravi Parmar

Thanks Dawn-Lynn,

Have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Wednesday, November 21, 2018 3:43 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Payroll Forms for Ravi Parmar

Hi Danny – I heard back from Payroll as follows –

*I have processed your tax forms and direct deposit request for Ravi Parmar and it has been applied to pay period ending November 24, 2018.*

Thank you.....dl

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



Where ideas work

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:31 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Payroll Forms for Ravi Parmar

Good Morning Dawn-Lynn,

Please see the attached forms for Ravi Parmar:

- BC Tax
- Federal Tax
- ICT Agreement
- Payroll Auth Form

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:22 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: President's Address - BCFL

Thanks Vanessa,

That works well for 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:15 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: President's Address - BCFL

Wow you are on it. I am going to ask Olivia if she wants to come watch Jagmeet speak at 2pm on Monday, which means you would staff VCO then – ok?

-----Original Appointment-----

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:14 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: President's Address - BCFL  
**When:** Monday, November 26, 2018 12:00 PM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Convention Centre East

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:14 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: President's Address - BCFL

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 2:22 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** RE: Staples Order November - #EW76100905

Hi Olivia,

It would be good to order more now. I usually order a few boxes at a time but if you think 2 will be enough I will defer 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Dixon, Olivia PREM:EX  
**Sent:** Wednesday, November 21, 2018 2:20 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Staples Order November - #EW76100905

Wonderful!

Just to clarify, I can go ahead and order the 2 cases of paper included in this order, or would you like me to remove them and order more when we are closer to being out?

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 21, 2018 2:18 PM  
**To:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Staples Order November - #EW76100905

Hi Olivia,

I think this is good.

If we need more we can order when we order more paper next 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Dixon, Olivia PREM:EX  
**Sent:** Wednesday, November 21, 2018 2:14 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Staples Order November - #EW76100905

Hi Danny!

I have attached a preview of the items I would like to order from Staples today. Can you please look it over before I send it to Vanessa for approval, and let me know if you would like anything added or removed.

Just FYI – I would like to order more letter sized paper as we only 4 - 5 pks left in the storage room.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 1:36 PM  
**To:** 'Neria Espenilla'  
**Cc:** 'danp@opwtc.ca'  
**Subject:** RE: Delivery for 740

Hi Ria (apologies on the misspelling of your name),

We are expecting boxes of Technology (Computers with their peripherals) Still waiting to hear but I'm not sure if they will give me an exact time.

Will let you and Dan know as the information is sent to me.

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

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

From: Neria Espenilla <neriae@opwtc.ca>  
Sent: Wednesday, November 21, 2018 1:30 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: FW: Delivery for 740

Hello Danny,

What items are you expecting? Please give me a timeline in the morning.

Thank you,  
Ria

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

From: Danilo Paunovski <danp@opwtc.ca>  
Sent: November-21-18 1:26 PM  
To: Neria Espenilla <neriae@opwtc.ca>  
Subject: FW: Delivery for 740

See below

Thanks,

Dan Paunovski  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888



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

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

Sent: November-21-18 9:28 AM

To: Danilo Paunovski <danp@opwtc.ca>

Subject: Delivery for 740

Good Morning Dan,

We are expecting a delivery on morning of the 27th of November (next tuesday). I don't have a time yet but will let you know when they have one.

Warmest Regards,

Danny Loubert

Sent from my Samsung Galaxy smartphone.

## Loubert, Danny PREM:EX

---

**Subject:** FW: Unified Communications Training Session Vancouver Cabinet Office  
**Location:** Skype Meeting

**Start:** Thu 2018-11-22 11:00 AM  
**End:** Thu 2018-11-22 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Smith, Jason FIN:EX

This would be good for both of us to attend. We can do it from our computers ☺

-----Original Appointment-----

**From:** Smith, Jason FIN:EX  
**Sent:** Thursday, November 15, 2018 12:38 PM  
**To:** Smith, Jason FIN:EX; Loubert, Danny PREM:EX; Meckbach, John MICT:EX  
**Subject:** Unified Communications Training Session Vancouver Cabinet Office  
**When:** Thursday, November 22, 2018 11:00 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Skype Meeting

This training session is focused on ensuring that staff in your area can become more familiar with Unified Communications before they are moved to the new telephone and collaboration toolset in Dec.

Please feel free to forward this meeting information to staff in your office.

s.15; s.17

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 12:04 PM  
**To:** Martin, Victoria FIN:EX  
**Subject:** RE: Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

Hi Victoria,

Thanks for letting us know.

Have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Martin, Victoria FIN:EX  
**Sent:** Wednesday, November 21, 2018 12:02 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

*Hi Danny,  
Charley has external meetings next Thursday morning so we do not need you to organise a space for her to work.  
Thanks ever so much,  
Victoria*

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 21, 2018 11:26 AM  
**To:** Martin, Victoria FIN:EX <[Victoria.Martin@gov.bc.ca](mailto:Victoria.Martin@gov.bc.ca)>  
**Subject:** RE: Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

Hi Victoria,

No problem at all feel free to get back to me by Friday if that helps 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Martin, Victoria FIN:EX  
**Sent:** Wednesday, November 21, 2018 11:21 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Subject:** RE: Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

*Hi Danny ,*

*Thank you for your email – place to do some work. It is now looking like she may have external meetings so may need a workspace at all. Can I let you know by end of the day or first thing tomorrow or does that muck things up at your end?*

*Best,*

*Victoria*

---

**From:** Loubert, Danny PREM:EX

**Sent:** November 21, 2018 11:08 AM

**To:** Martin, Victoria FIN:EX <[Victoria.Martin@gov.bc.ca](mailto:Victoria.Martin@gov.bc.ca)>

**Subject:** RE: Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

Good Morning Victoria,

Its nice to hear from you, I hope you are doing as well.

Thanks for checking, Just to confirm it was a place for Charley to do some work? Or will there be meetings involved 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Martin, Victoria FIN:EX

**Sent:** Tuesday, November 20, 2018 10:07 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Subject:** Still work for you to have Charley work in the morning at your resume is in our talent bank on Thursday, November 29, 2018

*Good morning Danny,*

*I hope that you are well.*

*I am just confirming that it still is do able at your end for Charley to work at the VCO on Thursday, November 29<sup>th</sup> in the morning. She flies out on Harbour Air at 11:30 to Victoria.*

*I appreciate your time and efforts and we do understand if it does not work at your end.*

*Best,*

*Victoria*

**Victoria Martin** | Executive Administrative Assistant

Crown Agencies and Board Resourcing Office | [CABRO](mailto:CABRO)

Ministry of Finance | [Victoria.Martin@gov.bc.ca](mailto:Victoria.Martin@gov.bc.ca)

617 Government St, Victoria  
Office #778 974-4007  
Cell# 778 678 - 5136

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 11:06 AM  
**To:** White, Juliana FIN:EX  
**Subject:** Accepted: Confirm VCO scheduling

When: Nov 21, 2018 3:00:00 PM  
Where: Skype Meeting

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:31 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Payroll Forms for Ravi Parmar  
**Attachments:** BC Tax.pdf; Federal Tax.pdf; ICT Agreement.pdf; Payroll Auth Form (002).pdf

Good Morning Dawn-Lynn,

Please see the attached forms for Ravi Parmar:

- BC Tax
- Federal Tax
- ICT Agreement
- Payroll Auth Form

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 21, 2018 8:41 AM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: Refresh Laptops

Good Morning Jason,

The Two Laptops are for a boardroom and connect to the installed system there. They do not connect to desktop monitors.

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:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 21, 2018 8:25 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Refresh Laptops

Hi Danny,

Just checking in to see if the 2 laptops that are being refreshed are connected to external monitors?

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst  
**Operational Support Services**  
Ministry of Finance, Information Management Branch  
*Serving the Ministries of Finance, the Office of the Premier and various other entities*  
PH: (250) 812-4714  
Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 20, 2018 5:33 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Re: Leave Balances and Entering Vacation

Hi Vanessa,

s.22

Let me know if you need anything done.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>  
Date: 2018-11-20 5:28 PM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: Re: Leave Balances and Entering Vacation

Great thanks!

Have a good day tomorrow - remind me,<sup>s.22</sup>

Sent from my iPhone

On Nov 20, 2018, at 4:21 PM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Hi Vanessa,

Please find the attached 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](mailto:Danny.Loubert@gov.bc.ca)

<PO Leave Balances.xlsx>

<How to Enter Vacation into TIME ONLINE.docx>

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 20, 2018 4:31 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** FW: VCO Day Ahead - Wednesday November 21st

**Danny 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:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 20, 2018 4:31 PM  
**To:** Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>; Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Chang, Johann GCPE:EX <Johann.Chang@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>; Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca>; Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>  
**Subject:** VCO Day Ahead - Wednesday November 21st

Hi Everyone!

Might help if I include the rest of the details:

For those of you who will be in the office on **Wednesday**, here is your VCO Day Ahead.

**THE PREMIER WILL NOT BE IN THE OFFICE TODAY.**

Currently we have only 2 bookings:

Amy Miller from the DM's Office will be in a meeting in Boardroom 3 from 9AM-NOON  
Eric Kristiansen's Guest will be Joining a conference Call in Boardroom 1 from Noon till 1:30PM

QP Will be in the Cabinet Boardroom at 1:30PM

WEDNESDAY

21

Danny Working From Home

8<sup>AM</sup>

9

**Amy Miller**  
Boardroom 3

10

11

12<sup>PM</sup>

**Erick Kristianson, DM**  
Boardroom 1

1

**Question Period**  
Cabinet Boardroom

2

3

4

5

Have a great Evening!

**Danny 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)

## **Loubert, Danny PREM:EX**

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, November 20, 2018 4:11 PM  
**To:** Gotto, Sarah F MMHA:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** Larson, Lori MMHA:EX  
**Subject:** RE: Request for boardroom for Friday, Nov 23rd

Hi Sarah,

As we get closer to the end of session we can look forward to more as well ☺

We have booked a room for the Ministers to take their meetings, can you please let us know if the total attendees ends up exceeding 6 total.

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:** Gotto, Sarah F MMHA:EX  
**Sent:** Tuesday, November 20, 2018 3:45 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Larson, Lori MMHA:EX <[Lori.Larson@gov.bc.ca](mailto:Lori.Larson@gov.bc.ca)>  
**Subject:** Request for boardroom for Friday, Nov 23rd

Good afternoon.

Twice in one day.....

May I secure a room for this coming Friday, Nov 23<sup>rd</sup> at 2:00-2:30 for Minister Darcy and Minister Heyman. Likely their MA's will attend with them. So a space big enough for say 6.

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

Page 227 of 460

Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 20, 2018 3:16 PM  
**To:** Bain, Don PREM:EX  
**Subject:** RE: Staying an extra night

Hi Don,

I have taken care of extending your reservations, If you could please see the front desk at the hotel they will update the key Card with the new check out date.

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:** Bain, Don PREM:EX  
**Sent:** Tuesday, November 20, 2018 3:14 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Staying an extra night

Hi Danny

Do I have to do anything about this?

Don

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 9:10 PM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>; Bain, Don PREM:EX <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)>  
**Subject:** Re: Staying an extra night

Hi don,

I'll take care of the extra day tomorrow morning.

Have a good night,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Geary, Vanessa PREM:EX" <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
Date: 2018-11-19 6:57 PM (GMT-08:00)

To: "Bain, Don PREM:EX" <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)>  
Cc: "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
Subject: Re: Staying an extra night

Sounds good / see you tomorrow!

Sent from my iPhone

On Nov 19, 2018, at 6:19 PM, Bain, Don PREM:EX <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)> wrote:

Hello Danny and Vanessa,

I have to stay over Wednesday night.

I will be returning the car Thursday afternoon and will need the hotel to add another night.

Thanks,

**Don Bain** | Special Advisor  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1675 | E: [don.bain@gov.bc.ca](mailto:don.bain@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, November 20, 2018 2:45 PM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Thanks Brianna,

We will keep the Boardroom. Please provide any updated staff attendance lists before EOD 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** Tuesday, November 20, 2018 2:42 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hi there,

Please disregard my previous email. Staff will be attending on behalf of Minister Popham, so the meeting will still be taking place on November 23.

Thank you, and sorry for any confusion.

Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, November 19, 2018 9:49 AM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Done 😊

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** November 19, 2018 9:31 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hi there,



I was hoping to extend the time for the board room booked with Minister Popham, on November 23 from 1:30-3:00 pm please.

Thank you!  
Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 4:03 PM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Hi Breanna,

Thank you for the updated list.

We 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** Friday, November 9, 2018 3:43 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hello,

I just received confirmation of who will be staffing Minister Caselli:

1. **Mr. Massimiliano IACCHINI**, Consul General of Italy in Vancouver
2. **Ms. Francesca PONTI**, Manager, Agriculture Internationalization
3. **Mr. Stefano ASPREA**, Spokesperson to the Minister
4. **Mr. Fabrizio DELL'AQUILA**, Photographer

Thank you,  
Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 10:53 AM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Hi Brianna,

I have updated to the booking time to be from 2:30PM – 3PM and I will update the list of attendees when you receive the information regarding Minister Caselli's staffers.

Because we tend to move things around as other booking requests are received, we don't provide the room numbers until the guests arrive on the day of.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** November 9, 2018 10:45 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hi there,

I am still waiting to hear back in regards to who is staffing Minister Caselli. It turns out we only need the room from 2:30-3:00 pm. Also, which room will the meeting be taking place?

Thank you,  
Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 9:33 AM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Good morning Brianna,

Sorry for the delay in reply, I have a space booked for Minister Popham from 2:30PM – 4PM on Friday, November 23<sup>rd</sup>. Please pass on the finalized list of attendees at your earliest convenience. 😊

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

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**From:** Leppard, Brianna AGRI:EX  
**Sent:** November 9, 2018 9:23 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** FW: Boardroom- Nov. 23

Hello there,

On behalf of Minister Popham, I was hoping to book a boardroom for a meeting taking place on November. 23, 2018 from 2:30 pm- 4:00 pm please.

Attendees:

- Minister Popham
- Jessica Smith
- Minister Simona Caselli (who will be accompanied by a business delegation – name to be confirmed shortly).

Thank you very much,  
Brianna

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:00 PM  
**To:** Jordan, Annette IGRS:EX; Dixon, Olivia PREM:EX  
**Cc:** VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Materials: Visit of Italian Regional Min. of Agriculture (Emilia-Romagna), Nov 21+23

Hi Annette,

We have booked the Executive Boardroom for the Meeting with Minister Popham. If the number increases we have an alternative available 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Jordan, Annette IGRS:EX  
**Sent:** Tuesday, November 20, 2018 11:33 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Cc:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** FW: Materials: Visit of Italian Regional Min. of Agriculture (Emilia-Romagna), Nov 21+23

Hello Danny and Olivia,

I just wanted to make sure that we have a big enough meeting room for this meeting on Friday with Minister Popham. There will be at least 15 people present.

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:** Windrim, Craig IGRS:EX  
**Sent:** November 19, 2018 4:49 PM  
**To:** Ennis, Randall LASS:EX <[Randall.Ennis@leg.bc.ca](mailto:Randall.Ennis@leg.bc.ca)>; Graham2, Dorothy LASS:EX <[Dorothy.Graham2@leg.bc.ca](mailto:Dorothy.Graham2@leg.bc.ca)>; Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>; Robb, Amanda JTT:EX <[Amanda.Robb@gov.bc.ca](mailto:Amanda.Robb@gov.bc.ca)>; Carroll,

Deborah ENV:EX <[Deborah.Carroll@gov.bc.ca](mailto:Deborah.Carroll@gov.bc.ca)>; Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

Cc: Jordan, Annette IGRS:EX <[Annette.Jordan@gov.bc.ca](mailto:Annette.Jordan@gov.bc.ca)>; Lobmeier, Lucy S IGRS:EX <[Lucy.Lobmeier@gov.bc.ca](mailto:Lucy.Lobmeier@gov.bc.ca)>

**Subject:** Materials: Visit of Italian Regional Min. of Agriculture (Emilia-Romagna), Nov 21+23

Hi everyone,

Please find attached the itinerary and relevant CVs for the visit of Minister Simona CASELLI, Regional Minister of Agriculture for Emilia-Romagna, Italy. She and her delegation will be in Victoria on Wednesday, Nov 21, and in Vancouver on Friday, Nov 23.

Remarks:

- The delegation size grew overnight from a handful to 12. I've been reassured that while the group size is large, those participating in the meetings will remain no more than 6.
- **Amanda:** Accordingly, can we ask Min. Ralston to take his meeting in the Rattenbury Room, #139, instead of his Minister's Office?
- **Amanda:** I will have gifts for Minister to present to the delegation, which I will drop off Wednesday morning.
- **Amanda:** I will have the introduction note for you in a separate email.
- I will be accompanying the delegation throughout the day on Wednesday. **Annette Jordan** will accompany on Friday.
- **Randy:** May I park the Protocol Van on the Leg grounds on Wednesday? Arriving approx. 12:00, and departing approx. 16:00

Any questions, please let me know.

Sincerely,

**Craig Windrim**

Protocol Manager

Intergovernmental Relations Secretariat | Government of British Columbia

+1 (250) 508-3264

[www.gov.bc.ca/officeofprotocol](http://www.gov.bc.ca/officeofprotocol)

[www.gov.bc.ca/bureauduprotocole](http://www.gov.bc.ca/bureauduprotocole)

Intergovernmental Relations Secretariat

620 Superior Street, Victoria, BC, V8V 1V2



Where ideas work



## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, November 20, 2018 10:58 AM  
**To:** Gotto, Sarah F MMHA:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** Larson, Lori MMHA:EX  
**Subject:** RE: Request for boardroom Dec 5

Hi Sarah,

We hope you are also doing well!

We have put a room aside for the minister pending the confirmation of times and details for the meetings.

I hope you have a wonderful day,

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: Gotto, Sarah F MMHA:EX  
Sent: Tuesday, November 20, 2018 8:14 AM  
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>  
Cc: Larson, Lori MMHA:EX <Lori.Larson@gov.bc.ca>  
Subject: Request for boardroom Dec 5

Good morning to both of you hope you're doing well. I am in need of a boardroom on Dec 5 for the afternoon. Say noon till 4 and I will confirm exact time. Would be for Minister Darcy and let's say 10 people.

Do you have anything available?

Look forward to hearing from you

Many thanks.  
Sent from my iPhone

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 4:22 PM  
**To:** Anderson, Dianne S JTT:EX  
**Subject:** Re: Access to the LAN room

Thanks Dianne,

Larry has completed the project.

Have a great night!

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "Anderson, Dianne S JTT:EX" <Dianne.Anderson@gov.bc.ca>  
**Date:** 2018-11-19 9:56 AM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** RE: Access to the LAN room

Hi – Larry has access to the lan room !!! makes that easy ☺

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

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 8:50 AM  
**To:** Anderson, Dianne S JTT:EX  
**Subject:** Access to the LAN room

Hi Dianne,

Just wanted to remind you that Larry will be requiring access to the LAN room today. If there are any problems or issues please feel free 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](mailto:Danny.Loubert@gov.bc.ca)



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 3:09 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: Meeting Space for Nov 21

Hi Amy,

We have booked a room for this Wednesday at VCO. A TV will be provided in the room for any presentations.

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:** Miller, Amy PREM:EX  
**Sent:** Monday, November 19, 2018 2:27 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Meeting Space for Nov 21

Hi Danny,

Just wanted to follow up and confirm if we were able to get a room for Wednesday. Thanks.

Amy

---

**From:** Miller, Amy PREM:EX  
**Sent:** November 16, 2018 10:30 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Meeting Space for Nov 21

Hi Danny,

I was wondering if I might be able to book a meeting room with a TV/projector for next Wednesday (Nov 21) from 9:00-12:30?

Besides me, the attendees would be:  
Daniel Cairns (Stern Partners)  
Neil de Gelder (Stern Partners) - *Possibly*  
Donnie Wing (Contractor – Premier's Office)  
Scott Barillaro (ED, Ministry of Jobs, Trade and Technology)

Thanks!

Amy

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 2:00 PM  
**To:** 'Danilo Paunovski'  
**Subject:** RE: OPWTC Main Contact number

Thanks Dan

**Danny 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:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** Monday, November 19, 2018 1:56 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: OPWTC Main Contact number

Danny,

Our main office line is 604.682.7391.  
My direct line is 604.844.2888

Thanks,

**Dan Paunovski**  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: **604.682.7391** | Fax: 604.682-5359 | Direct: **604.844.2888**

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November-19-18 12:17 PM  
**To:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Subject:** OPWTC Main Contact number

Hi Dan,

I'm talking to TELUS and I just wanted to pass along your main office Line. Can you confirm it for 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 1:11 PM  
**To:** Parkinson, Carolyn FLNR:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

I have booked MR667C (Room C)

I hope you have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Parkinson, Carolyn FLNR:EX  
**Sent:** Monday, November 19, 2018 11:58 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Thank you Danny: Matt already has an access card. I'll just need to know the room you've booked, so I can put that info into his calendar please.

Again, I really appreciate your help on this one, and look forward to hearing what the resolve is.

Carolyn

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 11:55 AM  
**To:** Parkinson, Carolyn FLNR:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Hi Carolyn,

I am working with my support team to see what can be done to escalate this and ensure access is granted to the calendars for future bookings. In the mean time I will do a manual booking for Matt. Please have Matt come to VCO to collect his Access card for the 6<sup>th</sup> floor prior to 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Parkinson, Carolyn FLNR:EX  
**Sent:** Monday, November 19, 2018 10:41 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

I can't add any of them (I've tried a, b and c so far)

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 10:28 AM  
**To:** Parkinson, Carolyn FLNR:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Hi Carolyn,

Which room are you trying to add as the resource?

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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**From:** Parkinson, Carolyn FLNR:EX  
**Sent:** Monday, November 19, 2018 9:44 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Good morning Danny:

Any luck on how I can book these boardrooms? I'm still getting declined notices when I try to do this from Matt's calendar.

Let me know if there is someone else I should be contacting in this regard.

Thank you kindly  
Carolyn

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 4:17 PM  
**To:** Parkinson, Carolyn FLNR:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Hi Carolyn,

My contact at the Ministry of CITZ is away but I can follow up in the morning. My hope is I can also have a contact for booking the space should there be any other problems 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Parkinson, Carolyn FLNR:EX  
**Sent:** Wednesday, November 14, 2018 4:07 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Hi Danny: My booking has been declined, even though I booked it through Matt's Calendar. Do I need to get him to do it himself, even though I manage his calendar?

---

**From:** Parkinson, Carolyn FLNR:EX  
**Sent:** Wednesday, November 14, 2018 4:06 PM  
**To:** Loubert, Danny PREM:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Thanks Danny: I believe Matt already has a card for access 😊 I'll book it through the calendar then. Many thanks!

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 3:58 PM  
**To:** Parkinson, Carolyn FLNR:EX  
**Subject:** RE: Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Hi Carolyn,

I have included a copy of the Senior Government Drop-In Centre – Fact Sheet provided by the Minister of Citizens' Services who oversees the resource. It has instructions on how to book the rooms for your ADM. I believe you would just have it added as a resource though their calendar. The room is located on the 6<sup>th</sup> Floor suite 667.

I can provide ADM Matt Austin with an access card for the suite. Please have them come to suite 740 – Vancouver Cabinet office with a piece of photo ID to collect.

Please feel free to give me a call if you have any other questions.

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:** Parkinson, Carolyn FLNR:EX  
**Sent:** Wednesday, November 14, 2018 3:44 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Request for ADM Matt Austin - Nov. 28th - Sr. Gov't Drop in Centre

Good afternoon Danny:

I'm hoping that Matt can come utilize one of the drop in meeting rooms at 999 Canada Place for the afternoon of Nov. 28<sup>th</sup>? 1 – 4:30 approx.?

Please let me know if this is possible.

Thank you kindly.

Carolyn Parkinson  
A/Executive Administrative Assistant to Matt Austin, Assistant Deputy Minister  
Integrated Resource Operations Division  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
Phone: (778) 698-4895

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 1:03 PM  
**To:** Henry, David A FIN:EX  
**Subject:** FW: Request Floor Plans for Premier's Office

Hi David,

I apologize for the multiple emails on the subject. Please see Vanessa's Note about the issue and the specific questions being asked.

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:** Geary, Vanessa PREM:EX  
**Sent:** Monday, November 19, 2018 12:52 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Request Floor Plans for Premier's Office

Please ask PremTech to review and provide advice.

As we have been actively dealing with this for almost 3 months, I am not thrilled about the timeline here, but if you and PremTech think the wait will result in an actual fix it may be worth it.

If you and PremTech do not think it will result in a fix, then I would like alternatives by end of week.

Thanks Vanessa

Sent from my iPhone

On Nov 19, 2018, at 12:20 PM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Hi Vanessa,

Here is an FYI on the current status of the Cell Service Issues.

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:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Sent:** Monday, November 19, 2018 11:54 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny,

The solution TELUS is thinking of for the Premier's Office is a Pico cell, essentially a very small indoor cell site that requires a data connection back to our network in order for it to work. It does not boost existing signal from outside like the previous solutions you have tried but creates on and uses the data connection to bring the signal back to our network. Setting up the data link to our network will require us to run additional services to the office, which requires some sort of new agreement with the buildings landlord; which can take some time. Given this is the premier's office it was unlikely, but still worth checking to see if you could ping the two IP address. If you were able to we could have just plugged in a Pico cell to an existing internet connection and had a temporary solution up and running "in a few days".

Since plugging something in to your existing network will not work we need to wait on discussions with your Landlord to finish up, our estimate is that will likely be another 3 or 4 weeks. Assuming the discussions yield some kind of agreement, we should be able to install something shortly after contracts are created and signed.

I will let you know as soon as Roger and I get any updates on the results of the discussion. If you do have any questions please feel free to email me or call me on my cell 604-775-1677.

---

**From:** Loubert, Danny PREM:EX [mailto:[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)]

**Sent:** November 19, 2018 10:07 AM

**To:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>

**Cc:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>

**Subject:** RE: Request Floor Plans for Premier's Office

Hi Charles,

Following up on this email. Are you able 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Loubert, Danny PREM:EX

**Sent:** Tuesday, November 13, 2018 8:56 AM

**To:** 'Roger Liu' <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>

**Cc:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>

**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

Thank you,

I was unable to ping the IP address you provided. You had mentioned I would need to do it outside of my VPN?

Warmest Regards,

**Danny Loubert** | Administrative Coordinator, Operations and Strategic Initiatives

**From:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Sent:** Saturday, November 10, 2018 7:39 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Charles Sawyer <[Charles.Sawyer@telus.com](mailto:Charles.Sawyer@telus.com)>  
**Subject:** FW: Request Floor Plans for Premier's Office

Hi Danny:

I am just wondering if you have a chance to do the ping tests. If you have any questions please contact my colleague Charles who can assist you during my absence for the next three weeks.

Thanks and have a nice weekend.

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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---

**From:** Roger Liu  
**Sent:** November 8, 2018 12:24 PM  
**To:** 'Loubert, Danny PREM:EX' <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny:

Please do a ping test on each of the following IP address:

209.91.94.218  
[tsegwbs.01.sc.telusmobility.com](http://tsegwbs.01.sc.telusmobility.com)

You will need to do the ping tests outside your VPN.

Here is a link on Youtube on how to do a simple ping test:

<https://youtu.be/nh8LQBMoc7I>

Please let me know what you find.



Thanks,

Roger

---

**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** November 2, 2018 03:11 PM  
**To:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Cc:** Xiaolei Hao <[Xiaolei.Hao@telus.com](mailto:Xiaolei.Hao@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

Thank you again for your assistance. I was hoping I might be able to get a timeline of events? We are still having issues with Cell phone coverage and as head into one of our business month I would like to be able to provide assurances to my colleagues the service will be 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Sent:** Friday, November 2, 2018 1:05 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Xiaolei Hao <[Xiaolei.Hao@telus.com](mailto:Xiaolei.Hao@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Danny:

This looks like the same drawing beside the elevator but it may be what we have to work with right now. I make some inquiries and this office space may be managed by the Port of Vancouver or Vancouver Trade and Convention Center.

Thanks and have a nice weekend,

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** October 30, 2018 03:50 PM  
**To:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Subject:** RE: Request Floor Plans for Premier's Office

Hi Roger,

I am still awaiting something from our Facilities team but I did find this.

Would that work for your needs?

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:** Roger Liu <[Roger.Liu@telus.com](mailto:Roger.Liu@telus.com)>  
**Sent:** Friday, October 26, 2018 3:22 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Request Floor Plans for Premier's Office

Hi Danny:

I am just wondering if you have a chance to contact someone for the floor plan?

Thanks,

Roger

---

**From:** Roger Liu  
**Sent:** October 17, 2018 04:49 PM  
**To:** '[danny.loubert@gov.bc.ca](mailto:danny.loubert@gov.bc.ca)' <[danny.loubert@gov.bc.ca](mailto:danny.loubert@gov.bc.ca)>  
**Subject:** Request Floor Plans for Premier's Office

Hi Danny:

Per our conversation, please let me know when you are able to contact the person who may be able to provide us with the floor plan for your office space.

Thank you again for letting us to gather the information we need today.

Roger Liu  
TELUS Wireless Network Technician  
TELUS Wireless Operations  
Cell: 604-328-5992  
E-mail: [roger.liu@telus.com](mailto:roger.liu@telus.com)

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## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 11:09 AM  
**To:** 'Gail McDowell'  
**Subject:** RE: Options for Room rentals in Canada Place

Hi Gail and thank you for getting back to us so quickly,

Currently, we are not currently planning an event (I apologise if my email was miscommunicated that way), but instead we are trying to establish a list of possible options for future 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Gail McDowell <[gail.mcdowell@panpacificvancouver.com](mailto:gail.mcdowell@panpacificvancouver.com)>  
**Sent:** Monday, November 19, 2018 10:50 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Options for Room rentals in Canada Place

Hello Danny,

May I please have more information as I would need to know the following in order to quote you on space rental:

1. Date?
2. Type of event?
3. Time frame?
4. Set up required?
5. Number of attendees?
6. Any food & beverage requirements?

Many thanks

Gail

Gail McDowell  
Catering Manager

Pan Pacific Vancouver  
300-999 Canada Place  
Vancouver, BC V6C 3B5  
Canada

T: +1 (604) 891-2879  
F: +1 (604) 891-2864  
W: [www.panpacificvancouver.com](http://www.panpacificvancouver.com)

---

**From:** Loubert, Danny PREM:EX [<mailto:Danny.Loubert@gov.bc.ca>]  
**Sent:** November-19-18 10:44 AM  
**To:** Gail McDowell <[gail.mcdowell@panpacificvancouver.com](mailto:gail.mcdowell@panpacificvancouver.com)>  
**Cc:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Subject:** RE: Options for Room rentals in Canada Place

Good Morning Gail,

Following up on my original email. Are you able to provide a list of available spaces and costs for Media and Hosting events at the Pan Pacific?

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:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, October 9, 2018 2:40 PM  
**To:** 'Danilo Paunovski' <[danp@opwtc.ca](mailto:danp@opwtc.ca)>; Gail McDowell <[gail.mcdowell@panpacificvancouver.com](mailto:gail.mcdowell@panpacificvancouver.com)>  
**Subject:** RE: Options for Room rentals in Canada Place

Thank you Dan,

Hi Gail, I look forward to connecting with 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** Tuesday, October 9, 2018 2:14 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Gail McDowell <[gail.mcdowell@panpacificvancouver.com](mailto:gail.mcdowell@panpacificvancouver.com)>  
**Subject:** RE: Options for Room rentals in Canada Place

Hi Danny,

The person you should talk to at the hotel is Gail McDowell (cc'd in this email). Her phone number is 604-891-2879  
Hope this helps.

Thanks,

**Dan Paunovski**

Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

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**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Sent:** October-09-18 11:08 AM

**To:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>

**Subject:** Options for Room rentals in Canada Place

Hi Dan,

I hope you had a wonderful weekend,

I am putting together a database on locations here at Canada Place that we can use for Media and Hosting events. I was hoping you might be able to point me to the right person for pricing and layouts of rooms here at Canada Place, either in the WTC or in the hotel.

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)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 10:20 AM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** New Time Proposed: 1:1 Olivia & Danny ( 3 Month Review)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 10:17 AM  
**To:** Seiferling, Eric CITZ:EX  
**Cc:** Parkinson, Elizabeth PREM:EX; Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX; PREM Tech  
**Subject:** RE: Premier's line

Good Morning Eric,

Thank you for checking with us. We would like to revise our earlier decision of the line being a Common area profile. We would now like the Premier's number to be a Basic User Profile. In the event that a new office user is required a work order can be placed for the replacement 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Seiferling, Eric CITZ:EX  
**Sent:** Monday, November 19, 2018 9:12 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>; Smith, Jason FIN:EX <[Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)>; White, Juliana FIN:EX <[Juliana.White@gov.bc.ca](mailto:Juliana.White@gov.bc.ca)>; Preston, Olivia C CITZ:EX <[Olivia.Preston@gov.bc.ca](mailto:Olivia.Preston@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Priemer's line

Good morning Danny,

On our UC workbook for 501 Belleville, you have requested that the Premier's line <sup>s.17</sup> be set up as a **common area phone** configuration as a "keep it simple" approach.

I want to ensure that you are aware that this means it will be limited to the following features:

- In/out calling
- International Dialing
- Call transfer (from the phone itself)

Key features that will **not** be available:

- Call Forwarding
- Voicemail
- Workstation pairing

If you could please confirm that this limited feature set will meet his needs, it would be greatly appreciated!

Further to this, Elizabeth has requested that we port his existing number into UC. We will be arranging this for **January 7<sup>th</sup>, Between 7:30-8:00 AM**, along with the main line<sup>s.17</sup>. Don Privett has agreed to attend on that morning to help us test. 250-387-3286 will replace the existing, temporary UC number on the Premier's desk.



Thank you kindly,

**Eric Seiferling**

UC Consultant

Network Communications and Collaboration Services

OCIO Enterprise Services, Office of the Government Chief Information Officer

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Phone: 778-698-2667

[Eric.seiferling@gov.bc.ca](mailto:Eric.seiferling@gov.bc.ca)



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 8:47 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Flights Nov 27

Good Morning Vanessa,

Would you want to spend the day over? Or would you like me to book flights around your meeting?  
Here are the flights over.

851	Nov 27	07:00	Vancouver Harbour (Downtown)	07:35	Victoria Harbour (Downtown)
703	Nov 27	07:30	Vancouver Harbour (Downtown)	08:05	Victoria Harbour (Downtown)
705	Nov 27	07:50	Vancouver Harbour (Downtown)	08:25	Victoria Harbour (Downtown)
707	Nov 27	08:40	Vancouver Harbour (Downtown)	09:15	Victoria Harbour (Downtown)
709	Nov 27	09:30	Vancouver Harbour (Downtown)	10:05	Victoria Harbour (Downtown)
711	Nov 27	10:00	Vancouver Harbour (Downtown)	10:35	Victoria Harbour (Downtown)
713	Nov 27	11:20	Vancouver Harbour (Downtown)	11:55	Victoria Harbour (Downtown)
715	Nov 27	12:00	Vancouver Harbour (Downtown)	12:35	Victoria Harbour (Downtown)

There are 3 Flights back from Victoria,

724	Nov 27	16:20	Victoria Harbour (Downtown)	16:55	Vancouver Harbour (Downtown)
726	Nov 27	16:55	Victoria Harbour (Downtown)	17:30	Vancouver Harbour (Downtown)
728	Nov 27	17:30	Victoria Harbour (Downtown)	18:05	Vancouver Harbour (Downtown)

Just let me know which you would prefer.

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: Sunday, November 18, 2018 9:03 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: Flights Nov 27

Hi - tomorrow, would you please see what flights are available on Nov 27 - I have to be over for a meeting from 130-4pm but can earlier, stay later.  
Thx V

Sent from my iPhone

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 19, 2018 8:31 AM  
**To:** Kristianson, Eric PREM:EX  
**Cc:** Geary, Vanessa PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: DM Blewitt call

Good Morning Eric,

We will put a room aside for the call. If you could please forward a list of guests expected.

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:** Kristianson, Eric PREM:EX  
**Sent:** Sunday, November 18, 2018 11:33 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** Fwd: DM Blewitt call

Danny,

Re: the note below, can you look into the availability of a room at VCO? There would only be 2-3 people and a speakerphone.

Thanks.

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

Begin forwarded message:

**From:** L BROWNSEY s.22  
**Date:** November 18, 2018 at 9:18:17 AM PST  
**To:** "Kristianson, Eric Gcpe:Ex" <[eric.kristianson@gov.bc.ca](mailto:eric.kristianson@gov.bc.ca)>, "Brownsey, Silas HLS:EX" <[silas.brownsey@gov.bc.ca](mailto:silas.brownsey@gov.bc.ca)>  
**Subject:** DM Blewitt call

I have suggested to Chief Chamberlin that it would be advantageous if we took the call with DFO together. I would go to Vancouver to do so. Can we get a meeting room? I was thinking of the EC/DEV space beside PVO. The call is at 12.30 on this coming Wednesday, so we would probably want space from 12-1.30.

Thanks

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 3:47 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Thank you for choosing to take off with Helijet!

Hi Vanessa,

It will. (the attendant on the phone mentioned it would)

**Danny 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:** Geary, Vanessa PREM:EX  
**Sent:** Friday, November 16, 2018 3:44 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Thanks for changing to quick tickets – it still shows cost of \$325 per ticket ... does get it adjusted at the front desk?

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)>  
**Sent:** Friday, November 16, 2018 3:42 PM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@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.22

Name

Vanessa Geary

Booking s.22

**Tuesday, November 20, 2018**

**703**

**07:30 Vancouver Harbour (Downtown)**

**08:05 Victoria Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

• Vanessa Geary, Female

[Add to Calendar](#)

Invoice #347343

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

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

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

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

<b>Grand Total</b>	<b>\$325.00</b>
--------------------	-----------------

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)

**Booking** s.22

**Tuesday, November 20, 2018**

**728**

**17:30 Victoria Harbour (Downtown)**

**18:05 Vancouver Harbour (Downtown)**

**35 minutes**

**Confirmed**

**1 Passengers - Full-Fare**

• Vanessa Geary, Female

[Add to Calendar](#)

Invoice #347349

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

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

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

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

<b>Grand Total</b>	<b>\$325.00</b>
--------------------	-----------------

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)

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## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 3:18 PM  
**To:** Viaud, Chantille PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: Map Sharepoint to Local Drive

Thanks Chantille,

I wanted to be sure, unfortunately I'm not sure how to.

I hope you do, (if you do find out may I ask you to share the steps with us?)

Have 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Viaud, Chantille PREM:EX  
**Sent:** Friday, November 16, 2018 3:15 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Map Sharepoint to Local Drive

Website! 😊 if you don't know, I'll ask Prem Tech, but thought you might know!

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 3:14 PM  
**To:** Viaud, Chantille PREM:EX <[Chantille.Viaud@gov.bc.ca](mailto:Chantille.Viaud@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: Map Sharepoint to Local Drive

Hi Chantille,

Are you inquiring about a Website SharePoint site or a Shared Folder?

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:** Viaud, Chantille PREM:EX  
**Sent:** Friday, November 16, 2018 2:50 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** Map Sharepoint to Local Drive

Do either of you know how to do this?

**Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 1:39 PM  
**To:** Larry Siegrist  
**Cc:** danp@opwtc.ca  
**Subject:** Cable Install Monday

Hi Larry,

Please disregard the Change of the install date to Tuesday. If we could please continue with a Monday install.

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 11:46 AM  
**To:** Preston, Naomi D FLNR:EX  
**Subject:** RE: Senior Government Drop-in Centre

Hi Naomi,

Thanks for the inquiry. There are no spaces large enough in the Senior Government Drop-In Centre that will accommodate 20 people(I believe the largest is 12). If you would like to give me a call I would be happy to see where else this meeting can be accommodated.

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:** Preston, Naomi D FLNR:EX  
**Sent:** Friday, November 16, 2018 11:39 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Senior Government Drop-in Centre

Hi Danny,

Deputy Minister John Allan has requested I book a meeting room for him later this month while he is in Vancouver. Before doing so I wanted to ask if any of the rooms at the Senior Government Drop-in Centre would accommodate 20 people?

Thank you,  
Naomi

**Naomi Preston**  
**Project and Administrative Assistant**  
Deputy Minister's Office  
Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
780 Blanshard Street, Victoria  
**Ph:** 250.387-1772

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 10:44 AM  
**To:** Tombs, Brenda SDPR:EX  
**Subject:** RE: printing

Hi Brenda,

How many copies will you need?

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:** Tombs, Brenda SDPR:EX  
**Sent:** Friday, November 16, 2018 10:43 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** printing

Hi Danny,

Could I trouble you to print these up for me please? I'll be into VCO for 1pm today and I'm not at my other office so I can't print these notes for MSS for tomorrow. Do you mind?

Thank you!!

Brenda

**Brenda Tombs**  
Executive Assistant  
Honourable Shane Simpson  
Minister of Social Development and Poverty Reduction  
C: 250.361.8147

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 9:55 AM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: PREM Tech During FNLG

Good Morning David,

Happy Friday!

With the exception of Cabinet I don't see a need for PREM TECH for that week. I will keep an eye on how it continues to develop and will let you know if that changes.

Warmest Regard,

**Danny 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:** Henry, David A FIN:EX  
**Sent:** Friday, November 16, 2018 7:08 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: PREM Tech During FNLG

Thanks for the head's up Danny.  
Question: is there a lot of activity at VCO? If so, we can be onsite there, if you think that would be beneficial.  
If not, I will be over on the 3<sup>rd</sup>-4<sup>th</sup> for your REFRESH!



Cheers,  
David

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 15, 2018 3:31 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>  
**Subject:** FW: PREM Tech During FNLG

Hi David,

I consulted with Kate Van Meer-Mass and we will no require PREM TECH Assistance During FNLG.

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:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Thursday, November 15, 2018 3:12 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: PREM Tech During FNLG

Hi Danny,

I spoke with the Ministry and this year they do not need PremTech on site so all good!

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 2:09 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** PREM Tech During FNLG

Hi Kate,

I had an inquiry from PREM TECH Today while in our office regarding Tech support for FNLC. Do you think they will be needed during the event? They will send someone over if required if not I will advise they not come.

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 9:18 AM  
**To:** Oreck, Mira PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: 10am

Hi Mira,

Boardroom 1 is available if you would like 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

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

From: Oreck, Mira PREM:EX  
Sent: Friday, November 16, 2018 9:17 AM  
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: 10am

Hi folks:

I have a meeting with outside consultants for a couple of hours starting at 10am. Is one of the meeting rooms available? If not, I'll use my office.

Olivia, you can expect Nancy and Jim to come shortly before 10.

Thx

Mira Oreck  
604 839 1967



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 16, 2018 9:01 AM  
**To:** Anderson, Dianne S JTT:EX  
**Subject:** RE: Activate Card s.15 for Annette Jordan

Good Morning and Happy Friday,

Suite access for Annette has been granted.

Have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Anderson, Dianne S JTT:EX  
**Sent:** Friday, November 16, 2018 7:52 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; 'Amy Li' <[amyl@opwtc.ca](mailto:amyl@opwtc.ca)>  
**Subject:** Activate Card s.15 for Annette Jordan

Good morning – could you please activate CP Card s.15 in the name of Annette Jordan for Suite 730/770 access and 24/7 building/elevator access.  
Thank you ☺

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

## Loubert, Danny PREM:EX

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 4:17 PM  
**To:** Kingston, Charlotte PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Hi Charlotte,

Please review your flight details, If you need any changes 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](mailto:Danny.Loubert@gov.bc.ca)

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** Thursday, November 15, 2018 4:15 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto: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.22
	Name	Mira Oreck
	Company	Government Of Bc

### Booking s.22

Monday, November 26, 2018	Invoice #350837	
703	FARE-YWH-FULL_Winter18-19	\$309.52
07:30 Vancouver Harbour (Downtown)	+ GST	\$15.48

**08:05 Victoria Harbour (Downtown)**

Billing	\$309.52
Taxes	\$15.48
<b>Grand Total</b>	<b>\$325.00</b>

**35 minutes**

**Confirmed**

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

**1 Passengers - Full-Fare**

• Charlotte Kingston, Female

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.

[Add to Calendar](#)

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)

**Booking** s.22

**Monday, November 26, 2018**

Invoice #350838

**726**

FARE-YWH-FULL\_Winter18-19 \$309.52

**16:55 Victoria Harbour (Downtown)**

+ GST \$15.48

**17:30 Vancouver Harbour (Downtown)**

Billing \$309.52

Taxes \$15.48

**35 minutes**

**Grand Total \$325.00**

**Confirmed**

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

**1 Passengers - Full-Fare**

• Charlotte Kingston, Female

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.

[Add to Calendar](#)

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)

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Page 274 of 460 to/à Page 275 of 460

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## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 4:17 PM  
**To:** Kingston, Charlotte PREM:EX  
**Cc:** Oreck, Mira PREM:EX; Geary, Vanessa PREM:EX  
**Subject:** RE: Travel for Nov 26

Hi Charlotte,

I have booked your flights with Helijet as they are more reliable during the late Fall/ Winter Months.

I will forward the confirmation and have it added 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Kingston, Charlotte PREM:EX  
**Sent:** Thursday, November 15, 2018 4:11 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** Travel for Nov 26

Hi Danny,

I need to go to Victoria for the day on Monday, Nov 26. Can you arrange travel there and back for me? I'd like to be there in time for the 9am check in, and to leave around 430 or slightly later. Happy to take Helijet or Harbour Air, whichever you think makes the most sense.

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:** Thursday, November 15, 2018 4:05 PM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: Power Supply

Hi Brett,

I can have it sent back via Housemail 😊

**Danny 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:** Trimble, Brett FIN:EX  
**Sent:** Thursday, November 15, 2018 4:04 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Power Supply

Hi Danny,

In my haste I neglected to grab my power supply from BR 2. Would you be able to retrieve it and either keep it until the next time one of us is there or send it house mail, it doesn't matter either way to me. Much appreciated.

Regards, Brett

Brett Trimble  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 3:46 PM  
**To:** Kingston, Charlotte PREM:EX  
**Subject:** RE: Send me the PJH correspondence files?  
**Attachments:** CLIFF Project for 16 Days of Activism.docx; DTES Women's Centre.pdf; Encana Corporation - Ending Violence Association of BC.PDF; Victoria Women's Transition House Society.pdf; Zonta Club of Victoria.pdf

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Kingston, Charlotte PREM:EX  
**Sent:** Thursday, November 15, 2018 3:23 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Send me the PJH correspondence files?

Hi Danny,

s.22 cannot connect to the shared drive. Could you attach the files you pulled from CLIFF for me for the 16 Days? There is one in particular in there that is very helpful.

Sent from my Samsung Galaxy smartphone.

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 2:43 PM  
**To:** 'Troy MacDonald'  
**Subject:** RE: Pre-Paid Quick Tickets

Hi Troy,

If there was one it wasn't passed along and likely the information was lost.

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:** Troy MacDonald <[tmacdonald@helijet.com](mailto:tmacdonald@helijet.com)>  
**Sent:** Thursday, November 15, 2018 2:18 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Pre-Paid Quick Tickets

Thank you Danny,

Do you happen to know off hand if your office had an account in the past either pre or post paid?

Best,

Troy

Troy MacDonald, Director of Sales

Helijet International

Cell: 250-889-6851

[tmacdonald@helijet.com](mailto:tmacdonald@helijet.com)





---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November 15, 2018 2:14:32 PM  
**To:** Troy MacDonald  
**Subject:** RE: Pre-Paid Quick Tickets

Thanks Troy,

Please see the attached Quick Ticket Agreement. At this time our office is looking for a book of 10 to start off and once we have a better understanding of our travel in the Winter will be ordering more.

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:** Troy MacDonald <[tmacdonald@helijet.com](mailto:tmacdonald@helijet.com)>  
**Sent:** Friday, November 9, 2018 8:42 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Pre-Paid Quick Tickets

Hello Danny,

Apologize for the delay in getting this to you, was on the road yesterday.

As per our discounted pre-paid quick tickets we sell them at a price of \$243.00 + GST which is off of our full price peak winter fare of \$325.00

The quick tickets are good on all available flights during the year, can be used by whomever you choose to fly with them, have a 1 year expiry from the date of purchase.

A book of 25 works out as follows:

1 Helijet quick ticket = \$243.00 x 25 = \$6,075.00 + 5% GST = \$6,378.75 for a book of 25 pre-paid quick tickets. We do sell in books of 10 (no extra tickets added).

Helijet does have some lower fares available on weekends (\$189) and some of the slower flights during the week when it would be better not to use the quick tickets. Also during the summer season we will have lower prices and will make sure to keep you updated when this will happen.

Helijet offers free parking at all of our terminals along with a full complimentary coffee and amenity bar. Please don't hesitate in contacting me if you have any further questions on the quick tickets or other items with our services. I have attached a quick ticket agreement we would ask you to fill out if you would like to go forward with a purchase.

Best,

Troy

Troy MacDonald, Director of Sales

Helijet International

Cell: 250-889-6851

[tmacdonald@helijet.com](mailto:tmacdonald@helijet.com)



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**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Sent:** November 8, 2018 10:14:27 AM

**To:** Troy MacDonald

**Subject:** Pre-Paid Quick Tickets

Hi Troy,

I was hoping you might be able to provide me with some information on your Pre-Paid Quick Tickets? (costs, quantities, Expiration dates, how to use them, etc.)

I look forward to hearing from 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 2:36 PM  
**To:** Sampson, Laura EDUC:EX  
**Subject:** RE: Access Card for VCO

Hi Laura,

It was nice speaking with you today. As mentioned the access card has been reactivated in Scott's Name with 24/7 access. If this card is lost or stolen please let us know immediately as it will need to be deactivated and a new one issued in its place. For Scott's meetings tomorrow, we have a temporary pass he can use we just ask that it be returned at the end of the day. Please have him see us on his way in.

Any issues or concerns 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Sampson, Laura EDUC:EX  
**Sent:** Thursday, November 15, 2018 10:21 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Access Card for VCO

Hi Danny,

Able to help me with getting an access card to VCO 6<sup>th</sup> floor for my DM? I have an old one but last time he tired using it, it didn't work. The # is 15.  
Please let me know if I should get in touch with someone else about this.

Thank you,

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

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 2:02 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: IMG\_1348.JPG

Hi Amber,

This was taken at Fan Expo, I don't recall any specific reason expect that Sheena is from Clan McConnell.

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: Nash, Amber PREM:EX  
Sent: Thursday, November 15, 2018 1:49 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: FW: IMG\_1348.JPG

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

From: Nash, Amber PREM:EX  
Sent: Thursday, November 15, 2018 12:44 PM  
To: Nash, Amber PREM:EX  
Subject: IMG\_1348.JPG

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 1:52 PM  
**To:** Wansbrough, Joe FIN:EX  
**Subject:** RE: iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Thanks 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Wansbrough, Joe FIN:EX  
**Sent:** Thursday, November 15, 2018 1:51 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Hi Danny,

I just received notification that this request has been resolved and your Android device has been activated.

You will be receiving further setup instructions by email.

Thanks,

### Joe Wansbrough

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  
Telephone: 250-387-8912  
E-mail: FIN IMB Service Desk (78912) FIN:EX  
Web Site <http://www.fin.gov.bc.ca/>

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 9, 2018 11:15 AM  
**To:** Wansbrough, Joe FIN:EX <[Joe.Wansbrough@gov.bc.ca](mailto:Joe.Wansbrough@gov.bc.ca)>  
**Subject:** RE: iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Thanks Joe!

You have a good weekend as 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Wansbrough, Joe FIN:EX  
**Sent:** Friday, November 9, 2018 11:00 AM

**To:** Loubert, Danny PREM:EX  
**Subject:** iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Hi Danny,

I've submitted both the cancellation of service request and the new device activation request under iStore #910950. There will be no interruption of service.

I will update you once the request has been resolved. Let me know if you have any questions.

Have a good weekend,

**Joe Wansbrough**

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  
Telephone: 250-387-8912  
E-mail: FIN IMB Service Desk (78912) FIN:EX  
Web Site <http://gwww.fin.gov.bc.ca/>

**From:** [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca) <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November 9, 2018 9:43 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <[78912@gov.bc.ca](mailto:78912@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto: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**

**MDMS/Active Sync - Upgrade Device**

**First Name:** Danny  
**Last Name:** Loubert  
**IDIR:** s.15  
**Current Mobile:** iPhone  
**Replacement Mobile:** Android Phone  
**Activation Assistance:** No

*Requestor:* Loubert, Danny PREM:EX  
*Email:* [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)  
*Time:* 2018-11-09 09:43:10

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 1:07 PM  
**To:** Smith, Jason FIN:EX  
**Subject:** Accepted: Unified Communications Training Session Vancouver Cabinet Office

When: Nov 22, 2018 11:00:00 AM

Where: Skype Meeting

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 1:07 PM  
**To:** Smith, Jason FIN:EX  
**Subject:** Accepted: Windows 10 Office 2016 Training session Vancouver Cabinet Office

When: Nov 20, 2018 10:00:00 AM

Where: Skype Meeting



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 11:34 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** s.15 s.17 03NOV18 - For Approval  
**Attachments:** FY1819 VCO Refreshment BEA.PDF; s.15 s.17 03NOV18 - Receipts.pdf; s.15 s.17 03NOV18.xlsx

Hi Vanessa,

Please find my attached Pcard Reconciliation (Register, Receipts and Supporting BEA's) for November 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 11:16 AM  
**To:** Beale, William TRAN:EX  
**Subject:** RE: 1 Speaking Notes Nov 2018.docx

Just let me know when you have a free moment and Ill come by and set it up 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

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

From: Beale, William TRAN:EX  
Sent: Thursday, November 15, 2018 11:16 AM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: RE: 1 Speaking Notes Nov 2018.docx

That will be super helpful in future!

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

From: Loubert, Danny PREM:EX  
Sent: November 15, 2018 11:15 AM  
To: Beale, William TRAN:EX <William.Beale@gov.bc.ca>  
Subject: RE: 1 Speaking Notes Nov 2018.docx

Hi will,

I am happy to assist, I can also have the printers added to your device to allow for seamless printing 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

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

From: Beale, William TRAN:EX  
Sent: Thursday, November 15, 2018 11:14 AM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: FW: 1 Speaking Notes Nov 2018.docx

Hi Danny,

Can you please assist me with printing this document as well? Thank you very much.

Much obliged.

Will

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

From: Lewthwaite, Jennifer TRAN:EX

Sent: November 15, 2018 11:13 AM

To: Beale, William TRAN:EX <William.Beale@gov.bc.ca>

Subject: 1 Speaking Notes - Taxi Briefing & LRC Binder 2018 - 15 Nov 2018.docx

Here you go.

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 11:14 AM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: Training WIN10 Office 2016 and UC

Apologies for the delay,

Please send them and I will be sure to attend.

**Danny 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:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 14, 2018 9:00 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Training WIN10 Office 2016 and UC

Hi Danny,

This training more geared towards staff rather than the in office Trainer. If you feel the staff would like some training these sessions would be appropriate.

Either way please let me know what you would like, and I will forward the invitation(s) depending on what you would like.

Thanks,  
Jason

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 14, 2018 8:29 AM  
**To:** Smith, Jason FIN:EX <[Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)>  
**Subject:** RE: Training WIN10 Office 2016 and UC

Hi Jason,

I have two invites (one for the 21<sup>st</sup> and one for the 29<sup>th</sup>) for Train the trainer, would this be the same training as I would be receiving on the 20<sup>th</sup> and 22<sup>nd</sup>?

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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**From:** Smith, Jason FIN:EX  
**Sent:** Wednesday, November 14, 2018 8:13 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Subject:** Training WIN10 Office 2016 and UC

Hi Danny,

We have booked online training for Nov 20, 10-11am and Nov 22 11am-12pm, for WIN10 Office 2016 and UC Training. This training is outlining the difference between WIN10 and Office 2016 and of course Unified communications.

I will send you the meeting invite later on today.

Let me know if you have any questions or concerns.

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst

**Operational Support Services**

Ministry of Finance, Information Management Branch

*Serving the Ministries of Finance, the Office of the Premier and various other entities*

PH: (250) 812-4714

Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 11:03 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Checklist of Information Required for New Hires - Ravi Parmar

Thanks Dawn-Lynn!

**Danny 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:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Thursday, November 15, 2018 10:41 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>; McKinstry, Cindy D FIN:EX <[Cindy.McKinstry@gov.bc.ca](mailto:Cindy.McKinstry@gov.bc.ca)>  
**Subject:** RE: Checklist of Information Required for New Hires - Ravi Parmar

Hi Danny – Ravi's employee (EE) number is s.22 he is on payroll 112-1010 effective 15NOV18 as Maura advised he is starting today. Thank you.....dl

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



Where ideas work

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 9:40 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Checklist of Information Required for New Hires - Ravi Parmar

Good Morning Dawn-Lynn,

I hope you had a pleasant weekend,

Please see the attached Checklist – I wasn't sure which Band Ravi would be, so I have left it blank.  
I submitted the CRC this morning and will forward once completed.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 10:53 AM  
**To:** Parmar, Ravi CITZ:EX  
**Cc:** Fleurant, Kathleen CITZ:EX  
**Subject:** Setting up your IDIR

Hi Ravi

Here is your employee ID. You will need this to set up your IDIR and to access Time and Pay and other government systems.

Your employee ID is **s.22** . Please keep this number handy for reference as you will need it from time to time.

### 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](#) – to access it from your home use: <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

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 10:50 AM  
**To:** Parmar, Ravi CITZ:EX  
**Cc:** Fleurant, Kathleen CITZ:EX  
**Subject:** Welcome Onboarding Forms  
**Attachments:** 7. Tax - BC 2018.pdf; 6. Tax - Federal 2018.pdf; 5. Direct Deposit Authorization.pdf; 4. Oath - Political.pdf; 3. IM-IT Agreement.pdf; 2. Standards of Conduct - Political Ack. - Copy.pdf; 1. Contact Information.pdf; 8. Benefits At a Glance-Excluded.pdf; 9. Benefits Guide - Excluded.pdf; 10. Flexible Benefits Calculator Tool.xlsm; 11. MSP Group Enrolment.pdf; 12. Flexible Benefit Enrollment-Change.pdf; 13. Group Life - Beneficiary Designation.pdf; 14. Evidence of Insurability.pdf; 15. Pension - Nomination of Beneficiary.pdf

Hi Ravi,

Congratulations on your new appointment!

You will soon be provided with your employee ID, which you will need to complete these attached forms:

Please submit within the first 3 days –

- Direct Deposit Authorization
- TD1 – Tax – federal 2017
- TD1BC – Tax – BC 2017
- Waiver of Pension Coverage (Optional) – only if waiving pension coverage

Please submit within the first 2 weeks –

- Personal and Emergency Contact Information
- Information Management and Information Technology Agreement
- Standards of Conduct Acknowledgement
- Flexible Benefits Enrolment/Change
- Medical Service Plan (MSP) Application for Group Enrolment
- Nomination of Beneficiary (Pensions)
- Group Life Beneficiary Designation – see note below
- Evidence of Insurability – see note below

Oath of Employment – Oath must be completed within 90 days of your start date. When taking your Oath, please ensure you take a current piece of photo identification with your signature, a copy of the Oath of Employment form but do not sign in advance as your signature must be witnessed by a Commissioner.

**Please scan and email all forms to Danny Loubert at [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca) with the exception of the Group Life Beneficiary Designation and Evidence of Insurability forms**

Group Life Beneficiary Designation form, please mail ORIGINAL to –  
Benefits Service Centre  
Block E-2261 Keating Cross Road  
Saanichton, BC V8M 2A5

Evidence of Insurability form - On initial enrolment, an employee can choose up to \$50,000 in Optional Group Life Insurance (as long as they have chosen 3 times their annual salary for Basic Group Life Insurance) and up to \$50,000 in Optional Spousal Life Insurance without Evidence of Insurability.



Complete the Evidence of Insurability only if more than \$50,000 in Optional Life Insurance is chosen.

Send completed form to:

The Great-West Life Assurance Company

Group Medical Underwriting

PO Box 6000

Winnipeg, MB R3C 3A5

We wish you all the best in your new position!

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 10:13 AM  
**To:** Magee, Tracey FIN:EX  
**Subject:** Re: Cabinet Table finish cracking

Thanks so much for worming on this Tracey,

I think over Christmas will be great. Let me get back to you with dates the room will no longer be needed.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

From: "Magee, Tracey FIN:EX" <Tracey.Magee@gov.bc.ca>  
Date: 2018-11-15 9:52 AM (GMT-08:00)  
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
Subject: RE: Cabinet Table finish cracking

Hi Danny,

Doug has advised that the table will need to be offsite for them to work on it for a week to 10 days. Doug McConnell is our contact for continuity.

He was suggesting over Christmas break, but I let him know you will advise of some dates that work for your office. Let me know as soon as you can so I can schedule the removal of the table.

Thanks Danny

*Tracey Magee*

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

---

**From:** Magee, Tracey FIN:EX  
**Sent:** November 14, 2018 11:36 AM

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

**Subject:** RE: Cabinet Table finish cracking

Okay, thanks. I'll let you know when he responds to timelines.

---

**From:** Loubert, Danny PREM:EX

**Sent:** November 14, 2018 9:40 AM

**To:** Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>

**Subject:** RE: Cabinet Table finish cracking

Thanks Tracey,

Until we know how long it will take I am not able to give a time for pick up (as we are nearing the end of session). We are also waiting to see how December will look. But I can probably say that the best time would be before the end of the month.

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Magee, Tracey FIN:EX

**Sent:** Wednesday, November 14, 2018 7:53 AM

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

**Subject:** FW: Cabinet Table finish cracking

Hi Danny,

Sorry, I didn't respond to all on my response to Doug. As you can see, I have asked who the contact will be for further work on the table.

Is there a convenient time to allow the table to be gone? I have asked how long it needs to be gone for.

*Tracey Magee*

Facilities Project Manager

Corporate, Financial and Facilities Services

Corporate Services Division

Ministry of Finance

Ph: 250-812-8859

---

**From:** Magee, Tracey FIN:EX

**Sent:** November 14, 2018 7:49 AM

**To:** 'Doug McConnell' <[dmcconnell@heritageoffice.com](mailto:dmcconnell@heritageoffice.com)>

**Subject:** RE: Cabinet Table finish cracking

Hi Doug,

It would have been appreciated if Doug could of advised Danny of this, as he had not heard from him after he visited the site. I will let Danny know and see when the table could be removed.

Are you the contact to arrange this or should we be working with Doug? How long will the table need to be gone for?

*Tracey Magee*

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

---

**From:** Doug McConnell <[dmccconnell@heritageoffice.com](mailto:dmccconnell@heritageoffice.com)>  
**Sent:** November 13, 2018 7:44 AM  
**To:** Magee, Tracey FIN:EX <[Tracey.Magee@gov.bc.ca](mailto:Tracey.Magee@gov.bc.ca)>  
**Cc:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Cabinet Table finish cracking

Hi Tracey,

I spoke with the other Doug who met with Danny and he said the only thing we can do is pull the table out again and do it again.

Please let me know when it would be convenient for us to take the table again.

Thank you

Doug McConnell

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

---

**From:** Magee, Tracey FIN:EX <[Tracey.Magee@gov.bc.ca](mailto:Tracey.Magee@gov.bc.ca)>  
**Sent:** Friday, November 09, 2018 11:30 AM  
**To:** Doug McConnell <[dmccconnell@heritageoffice.com](mailto:dmccconnell@heritageoffice.com)>  
**Cc:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Cabinet Table finish cracking

Hi Doug,

I just left you a voicemail regarding this. I spoke with Danny this morning, Doug, your finisher, did pay a site visit to look at the table, but we have heard nothing since and the table remains with the cracked surface which is not satisfactory.

Can you please have Doug contact me to advise the status of the repair to this table, we do not have his contact information.

Thanks

*Tracey Magee*

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

---

**From:** Magee, Tracey FIN:EX  
**Sent:** July 4, 2018 12:11 PM  
**To:** 'Doug McConnell' <[dmcconnell@heritageoffice.com](mailto:dmcconnell@heritageoffice.com)>  
**Subject:** FW: Cabinet Table finish cracking

Hi Doug,

I called you in regards to the newly refinished table and how the surface is now cracking (see attached photos). You had advised you were going to let Doug the finisher know and he would arrange with Danny to pay a visit to site to look at the table and determine a resolution.

Last time I spoke with Danny, he has not heard from Doug at all regarding this. Can you please advise where this is at, and/or provide Doug's contact information so we can arrange to have this scheduled for a redo.

Thanks

*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:** May 28, 2018 2:22 PM  
**To:** Magee, Tracey FIN:EX <[Tracey.Magee@gov.bc.ca](mailto:Tracey.Magee@gov.bc.ca)>  
**Subject:** Cabinet Table finish cracking

Hi Tracey,

There has been peeling and cracking of the far end table where it was refinished. Please see photos.

Perhaps we can have a discussion regarding this later when you have time.

Warmest Regards,

Danny

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 9:33 AM  
**To:** Aaron, Sage PREM:EX  
**Cc:** LP Premiers Vancouver Office  
**Subject:** RE: does anyone have a Surface power cord I can borrow?

I have one I will bring it to 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Thursday, November 15, 2018 9:29 AM  
**To:** LP Premiers Vancouver Office <[LPPVO@Victoria1.gov.bc.ca](mailto:LPPVO@Victoria1.gov.bc.ca)>  
**Subject:** does anyone have a Surface power cord I can borrow?

**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 9:33 AM  
**To:** Bain, Don PREM:EX  
**Subject:** FW: Your Reservation Confirmation

Hi Don,

Please find your Hotel Confirmation for next week. A copy will be added 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](mailto:Danny.Loubert@gov.bc.ca)

**From:** s.15  
**Sent:** Thursday, November 15, 2018 8:49 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Your Reservation Confirmation

s.15

Dear Mr Bain,

We look forward to welcoming you to Victoria during your upcoming visit. Below you will find the specifics regarding your reservation.



---

## Your Reservation

---

**CONFIRMATION NUMBER:** s.15

**GUEST NAME:** Mr Don Bain

**ADULTS:** 1

**CHILDREN:** 0

**ROOM TYPE:** Victoria Room Two Queens

Bed types are not guaranteed and are  
subject to availability

**CHECK-IN:** Sunday, November 18, 2018

**CHECK-OUT:** Wednesday, November 21,  
2018

**NUMBER OF NIGHTS:** 3

**NIGHTLY RATE:** \$105.00 CAD plus  
applicable taxes and fees

**RATE DETAILS:**

Provincial Government Rate

- Must present valid proof of government  
employment at check-in to qualify for the  
rate

s.15

Page 305 of 460 to/à Page 306 of 460

Withheld pursuant to/removed as

s.15

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 8:40 AM  
**To:** Don Bain PREM:EX (Don.Bain@gov.bc.ca)  
**Subject:** Vehicle Rental

Hi Don,

I have your Car Reservation (Full Size) with Enterprise arranged for pickup before noon Saturday (Open 9 am to noon) and Return after hours on Wednesday. Please ensure your daily rate is \$37/Day when picking up the vehicle.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 15, 2018 8:31 AM  
**To:** 'Danilo Paunovski'  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: 2019 Annual Evac drill

Hi Dan,

Thanks again for checking, Budget day is in February, so these days are fine. While it will be spring break, the two days proposed should be an issue. If you could confirm with us which day is chosen I'll be sure to notify our staff and other that the event will be happening.

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:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** Wednesday, November 14, 2018 4:20 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: 2019 Annual Evac drill

Thanks, Danny.

**Dan Paunovski**  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November-14-18 4:18 PM  
**To:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: 2019 Annual Evac drill

Thanks Dan,

Thanks for the heads up. Let me look into those two days and I will 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** Wednesday, November 14, 2018 3:47 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** FW: 2019 Annual Evac drill  
**Importance:** High

Hi Danny and Olivia,

I have a date for the 2019 annual evacuation drill, see below.  
Please let me know if March 11 or 18 works for you. If you remember last time we had a bit of an issue as the budget was coming out on the same day.

Thanks,

**Dan Paunovski**  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

---

**From:** Marino, Gerry <[Gerry.Marino@portvancouver.com](mailto:Gerry.Marino@portvancouver.com)>  
**Sent:** November-14-18 3:33 PM  
**To:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Subject:** 2019 Annual Evac drill  
**Importance:** High

Hi Dan,

As discussed, we are planning our **2019** annual evacuation drill and were wondering if there are any conflicts with any of your tenants on the following dates:

**Monday March 11<sup>th</sup>**  
**Or**  
**Monday March 18<sup>th</sup>.**

Kind regards,

**Gerry Marino**  
Occupational Health and Safety Coordinator



**Vancouver Fraser Port Authority**  
100 The Pointe, 999 Canada Place  
Vancouver, B.C. Canada V6C 3T4  
  
P: 604.665.9537 | CELL: 604.833.3409  
[portvancouver.com](http://portvancouver.com)

## Loubert, Danny PREM:EX

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 3:13 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Hi Olivia,

Please see your updated Flight for Tuesday Morning.

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:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** Wednesday, November 14, 2018 2:42 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto: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.22
	Name	Mira Oreck
	Company	Government Of Bc

### Booking s.22

Tuesday, November 20, 2018

703

07:30 Vancouver Harbour (Downtown)

Invoice #349846

FARE-YWH-FULL\_Winter18-19

+ GST

\$309.52

\$15.48

**08:05 Victoria Harbour (Downtown)**

Billing	\$309.52
Taxes	\$15.48
<b>Grand Total</b>	<b>\$325.00</b>

**35 minutes**

**Confirmed**

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

**1 Passengers - Full-Fare**  
• Olivia Dixon, Female

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.

[Add to Calendar](#)

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)

## Bookings

**Tuesday, November 20, 2018**

Invoice #349684

**707**

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

**08:40 Vancouver Harbour (Downtown)**

**09:15 Victoria Harbour (Downtown)**

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.

**35 minutes**

**Cancelled**

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)

**1 Passengers - Full-Fare**  
• Olivia Dixon, Female

[Add to Calendar](#)

## Booking

**Tuesday, November 20, 2018**

Invoice #349685

**726**

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

**16:55 Victoria Harbour (Downtown)**

**17:30 Vancouver Harbour (Downtown)**

Billing	\$309.52
Taxes	\$15.48

35 minutes

Grand Total

\$325.00

Confirmed

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

1 Passengers - Full-Fare

• Olivia Dixon, Female

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.

Add to Calendar

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)

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Page 313 of 460

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## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 3:08 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** Accepted: 1:1 Olivia & Danny ( 3 Month Review)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 10:57 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Re: Phone Case

Hi Vanessa,

I would like to revise to \$40.

Warmest Regards,

Danny

Sent from my Samsung Galaxy smartphone.

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

**From:** "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>  
**Date:** 2018-11-14 9:55 AM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>  
**Subject:** RE: Phone Case

approved

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 9:54 AM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** Phone Case

Hi Vanessa,

Looking for approval for up to \$30 for a phone case for my phone.

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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 14, 2018 9:04 AM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: my apologies....

Thanks Marnie 😊

Such ifs the life 😊

**Danny 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:** Faust, Marnie L GCPE:EX  
**Sent:** Wednesday, November 14, 2018 8:57 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** my apologies....

We are not needing the telepresence room today 4:30pm to 5:30pm on either side.

Thank you for assisting with organizing/securing this for me.

Our lives – set up/cancel REPEAT.....

Marnie

## Loubert, Danny PREM:EX

---

**Subject:** Canceled: Booked for GCPE  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX  
  
**Start:** Wed 2018-11-14 4:30 PM  
**End:** Wed 2018-11-14 5:30 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

JM McColl, James McNish  
Robb Gibbs, Brad Spenser, Sarah Zaharia

## Loubert, Danny PREM:EX

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Wednesday, November 14, 2018 8:39 AM  
**To:** Waters, Leah TRAN:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Thanks Leah,

Have a great 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Waters, Leah TRAN:EX  
**Sent:** Wednesday, November 14, 2018 8:34 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Hi Olivia,

The Mayor from each district will be attending, along with staff (however I don't have confirmation on specific individuals). These meetings will occur from 9:15AM every 30 minutes until 3:30 PM.

Hope that helps!

Thanks,



Leah Waters  
Administrative Coordinator to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
Main: 250 387 1978  
Email: [Leah.Waters@gov.bc.ca](mailto:Leah.Waters@gov.bc.ca)

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---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:10 AM  
**To:** Waters, Leah TRAN:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Good morning Leah,

Do you have an updated list of attendees for Minister Trevena's meetings with the Lower Mainland Mayors tomorrow? Also I want to confirm the start times of the meetings for tomorrow. Will it be one (1) meetings from 8:30AM – 1PM with the Minister and Staff, followed by the meetings with the Mayors (one every 30 minutes?).

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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---

**From:** Waters, Leah TRAN:EX  
**Sent:** November 9, 2018 8:26 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Thank you!



**Leah Waters**  
Administrative Coordinator to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
Main: 250 387 1978  
Email: [Leah.Waters@gov.bc.ca](mailto:Leah.Waters@gov.bc.ca)

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---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Thursday, November 8, 2018 4:44 PM  
**To:** Waters, Leah TRAN:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Hi Leah!

For Wednesday, November 14<sup>th</sup> I have one boardroom booked from 8:30AM – 4PM for Minister Trevena's meetings with the Mayors. Please provide a list of attendees prior to the meetings.

For Thursday, November 15<sup>th</sup> I have one boardroom booked from 9AM – 1:30PM for Minister Trevena to hold her meeting with North Vancouver in, as well as work.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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---

**From:** Waters, Leah TRAN:EX  
**Sent:** November 8, 2018 11:10 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Hi Olivia,

I can provide which Mayor's office will be attending, but can't confirm names of all of their staff who may accompany them:

Nov. 14<sup>th</sup>.. these meetings run from 9:15 AM onwards and wrap at 3:30 PM

City of North Vancouver  
Surrey  
Port Moody  
Delta  
Langley  
City of Richmond  
Burnaby  
New Westminster  
Coquitlam  
Township of Langley  
Squamish (still TBC)  
District of North Vancouver

Nov. 15<sup>th</sup>:

9-10 AM: Conference call, Minister Trevena and staff will be in VCO for this  
10:15 AM: City of North Vancouver (Dale Bracewell and Lon LaClaire), Minister and staff  
Will require office/boardroom to work out of until LRC at 1:30 PM



Leah Waters

Administrative Coordinator to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
Main: 250 387 1978  
Email: [Leah.Waters@gov.bc.ca](mailto:Leah.Waters@gov.bc.ca)

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<https://www.lobbyistsregistrar.bc.ca/>.*

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Thursday, November 8, 2018 10:20 AM  
**To:** Waters, Leah TRAN:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Good morning Leah,

Is this all for one meeting or two separate meetings? We currently already have a space being held for Minister Trevena from 8:30AM – 1PM. I can extend the booking to 4PM if you would like. Also, is the number of expected guests still 6-8? And have you received a list of attendees yet that you would be able to share.

In regards to the LRC meeting, I have the Cabinet Boardroom reserved on November 15<sup>th</sup> for any Ministers who need to attend in Vancouver. 😊

Warmest regards,



**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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---

**From:** Waters, Leah TRAN:EX  
**Sent:** November 8, 2018 8:58 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Leverman, Charly TRAN:EX <[Charly.Leverman@gov.bc.ca](mailto:Charly.Leverman@gov.bc.ca)>  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Good Morning!

Another update to this room request at VCO:

For Nov. 14<sup>th</sup> can we please reserve 9AM – 4PM? Also wondering if we can reserve a room for the morning of the 15<sup>th</sup> (8:30-1PM would be great).

MCT will also be attending LRC from Vancouver.. not sure if there is already a room reserved for this?

Thanks in advance,



**Leah Waters**  
Administrative Coordinator to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
Main: 250 387 1978  
Email: [Leah.Waters@gov.bc.ca](mailto:Leah.Waters@gov.bc.ca)

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---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, October 23, 2018 9:41 AM  
**To:** Waters, Leah TRAN:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** Leverman, Charly TRAN:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Done 😊

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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**From:** Waters, Leah TRAN:EX  
**Sent:** October 23, 2018 9:35 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Leverman, Charly TRAN:EX <[Charly.Leverman@gov.bc.ca](mailto:Charly.Leverman@gov.bc.ca)>  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Hi Olivia,

It looks like the time of these meetings have changed, can we please reserve 8:30 – 1:30 PM instead?

Thanks!



Leah Waters

Administrative Coordinator to the

**Honourable Claire Trevena**

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: [Leah.Waters@gov.bc.ca](mailto:Leah.Waters@gov.bc.ca)

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---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Monday, October 22, 2018 11:13 AM  
**To:** Waters, Leah TRAN:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** Leverman, Charly TRAN:EX  
**Subject:** RE: Meeting Room for Minister Trevena, Nov. 14th

Hi Leah,

I have booked a boardroom on November 14<sup>th</sup> from 12:30PM – 5PM for Minister Trevena. I will break up the booking into individual 30 minute blocks once I receive your list of attendees and meeting times.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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---

**From:** Waters, Leah TRAN:EX  
**Sent:** October 22, 2018 10:17 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Leverman, Charly TRAN:EX <[Charly.Leverman@gov.bc.ca](mailto:Charly.Leverman@gov.bc.ca)>  
**Subject:** Meeting Room for Minister Trevena, Nov. 14th

Good Morning,

Can I please reserve a meeting room at VCO for Minister Trevena for the following:

Nov. 14<sup>th</sup> from 12:30 PM – 5PM  
Capacity: 6 - 8

We will be booking approx. 30 minute blocks with Mayors in Vancouver and surrounding areas. I will confirm attendee's and timing in the coming days.

Please let me know if there are any issues.

Thanks!



**Leah Waters**

Administrative Coordinator to the

**Honourable Claire Trevena**

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: [Leah.Waters@gov.bc.ca](mailto: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/>.*

Page 324 of 460

Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 3:06 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** Business Card Template  
**Attachments:** Business Cards - Danny Loubret.pub

**Danny 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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 1:34 PM  
**To:** Richards, Erin PREM:EX; Squance, Leah SDPR:EX  
**Subject:** RE: meeting

Hi Leah,

I would be happy to help you with this meeting. Please feel free to stop by and I can go over it with 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Richards, Erin PREM:EX  
**Sent:** Tuesday, November 13, 2018 1:32 PM  
**To:** Squance, Leah SDPR:EX <[Leah.Squance@gov.bc.ca](mailto:Leah.Squance@gov.bc.ca)>  
**Cc:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: meeting

I've cc'd Danny here. He will help you when you're there 😊

**Erin Richards**  
250-896-6322

---

**From:** Squance, Leah SDPR:EX  
**Sent:** November 13, 2018 1:31 PM  
**To:** Richards, Erin PREM:EX  
**Subject:** Re: meeting

Haha ok. Where do I do that at VCO?

Sent from my iPhone

On Nov 13, 2018, at 1:04 PM, Richards, Erin PREM:EX <[Erin.Richards@gov.bc.ca](mailto:Erin.Richards@gov.bc.ca)> wrote:

I'm not sure how that works so I just booked the Telepresence Room 😊

**Erin Richards**  
250-896-6322

---

**From:** Squance, Leah SDPR:EX  
**Sent:** November 13, 2018 11:29 AM  
**To:** Richards, Erin PREM:EX; Holmwood, Jen PREM:EX  
**Cc:** Infante, James SDPR:EX  
**Subject:** RE: meeting

If we can figure out how to use it, we could probably just use the video option on Lync

---

**From:** Richards, Erin PREM:EX  
**Sent:** Tuesday, November 13, 2018 11:27 AM  
**To:** Holmwood, Jen PREM:EX; Squance, Leah SDPR:EX  
**Cc:** Infante, James SDPR:EX  
**Subject:** RE: meeting

Just waiting to hear back from Linda about booking the Telepresence Room. Or are you okay with doing this over the phone?

**Erin Richards**  
250-896-6322

---

**From:** Holmwood, Jen PREM:EX  
**Sent:** November 9, 2018 1:54 PM  
**To:** Squance, Leah SDPR:EX; Richards, Erin PREM:EX  
**Cc:** Infante, James SDPR:EX  
**Subject:** Re: meeting

Yes. Perhaps Erin can find some time that works?

Thanks!

Jen Holmwood  
Deputy Communications Director  
Office of the Premier | Government of BC  
250-818-4881

On Nov 8, 2018, at 5:33 PM, Squance, Leah SDPR:EX <[Leah.Squance@gov.bc.ca](mailto:Leah.Squance@gov.bc.ca)> wrote:

Hey Jen, can we try the video conference thing on Thursday to do some planning/talking? James and I will both be at VCO and can be pretty flexible I think.

Leah Squance  
Senior Ministerial Assistant to Hon. Shane Simpson  
Minister of Social Development and Poverty Reduction  
c: 250-882-1445 w: 250-387-1428 e: [leah.squance@gov.bc.ca](mailto:leah.squance@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**Subject:** Booked for Premier's Office  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX  
  
**Start:** Thu 2018-11-15 10:00 AM  
**End:** Thu 2018-11-15 10:30 AM  
**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, November 13, 2018 1:05 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** FW: android costs

Hi Vanessa,

The costs are the same.

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:** Lee, Bonnie FIN:EX  
**Sent:** Tuesday, November 13, 2018 1:05 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: android costs

Hi Danny,

The charge for iPhone is the same as for the Android.

Cheers,  
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  
Service Desk: 250-387-8912  
Direct Line: 778-698-2633  
E-mail: FIN IMB Service Desk (78912) FIN:EX  
Web Site <http://gwww.fin.gov.bc.ca/>

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---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 13, 2018 12:06 PM  
**To:** Lee, Bonnie FIN:EX <[Bonnie.Lee@gov.bc.ca](mailto:Bonnie.Lee@gov.bc.ca)>  
**Subject:** FW: android costs

Hi Bonnie,

Thank you again for the help this morning,

I was wondering if you might be able to provide costs for iPhone Active Sync as well and if it similar to Android.

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:** Geary, Vanessa PREM:EX  
**Sent:** Tuesday, November 13, 2018 12:01 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** android costs

Hi – below are the costs that I am to approve for your android. Are the monthly charges the same or similar with the iphone? Thx VG

1	PI-CANCEL-ACTIVESYNC-IPHONE	Office Productivity IBM	004.36346.34410.6301.3600000.	EA	1	0.00	N/A		
1	PI-ACTIVESYNC-ANDROID-PHONE	Office Productivity IBM	004.36346.34410.6301.3600000.	EA	1	14.64	MONTHLY		
									<b>Total:</b>

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 11:56 AM  
**To:** Henry, David A FIN:EX; PREM Tech  
**Cc:** Geary, Vanessa PREM:EX  
**Subject:** RE: iPad for Vanessa

Good Morning PREM TECH,

Just following up again.

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:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 10:03 AM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: iPad for Vanessa

Thanks David,

Should we get just WiFi or WiFi and 4G?

**Danny 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:** Henry, David A FIN:EX  
**Sent:** Friday, November 9, 2018 9:48 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: iPad for Vanessa

Sorry for delays on this Danny.  
If she has an iPhone already, then she should be good for mailbox account.  
A few models are available:  
<https://www.apple.com/ipad/compare/>

Lana and Ralph's Radio can get these for you as well.

We can help setup, we will be there for the 15<sup>th</sup> if that works or can help setup over here?

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 9, 2018 9:38 AM  
**To:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: iPad for Vanessa  
**Importance:** High

Hi There,

Just following up on this Inquiry.

**Danny 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:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:58 AM  
**To:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** iPad for Vanessa

Hi PREM Tech,

Vanessa requires an iPad for a Cabinet Committee's Materials. I can pick it up today but if possible, can you please provide the appropriate approved device model and next steps after.

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)

## Loubert, Danny PREM:EX

---

**Subject:** Booked for GCPE  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX  
  
**Start:** Wed 2018-11-14 4:30 PM  
**End:** Wed 2018-11-14 5:30 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; SSBC WTS R TP Government CITZ:EX

JM McColl, James McNish  
Robb Gibbs, Brad Spenser, Sarah Zaharia

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 9:22 AM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting Next Wednesday

s.22

Sounds good just let me know if there are any changes.

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** Tuesday, November 13, 2018 9:20 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Meeting Next Wednesday

s.22

Lets book 4:30 for now and I'll let you know if I need to move it.

THANK YOU!!!

M

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 9:18 AM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting Next Wednesday

Hi Marnie,

I hope you had a good long weekend,

Both times are available I can book both or a specific time if you wish.

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:** Faust, Marnie L GCPE:EX  
**Sent:** Tuesday, November 13, 2018 9:16 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Meeting Next Wednesday

2:30 to 3:30 OR 4:30 to 5:30 work for the telepresence room?

Marnie

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 10:18 AM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting Next Wednesday

Hi Marnie,

I can book both sides just let me know what time works for everyone and Ill make sure it gets in the 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** Thursday, November 8, 2018 3:31 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Meeting Next Wednesday

Hi Friend,

Are you able to assist with this? Booking the VCO side for JTT MO staff to call us over here at GCPE from the virtual meeting room?

I just need to figure out how to book my end lol.

Thanks Danny!

Have a super long weekend<sup>s.22</sup>

Marnie

---

**From:** Zaharia, Sarah GCPE:EX  
**Sent:** Thursday, November 8, 2018 2:28 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** Meeting Next Wednesday

Hey Marnie,

Robb, Brad Spenser and I would like to meet with the MO for JTT (JM McColl and James McNish) via teleportation room next Wednesday any time after noon. Can you help get that on our calendars?

**Sarah Zaharia**

Executive Director | Financial Ministries

Government Communications and Public Engagement

[Sarah.Zaharia@gov.bc.ca](mailto:Sarah.Zaharia@gov.bc.ca)

(778) 584-1258



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 13, 2018 9:16 AM  
**To:** Chandler, Alex FIN:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: TB Meeting - Tuesday, November 13th

Thanks Alex,

I 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Chandler, Alex FIN:EX  
**Sent:** Tuesday, November 13, 2018 8:17 AM  
**To:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Cc:** Dunn, Paula FIN:EX <[Paula.Dunn@gov.bc.ca](mailto:Paula.Dunn@gov.bc.ca)>; John, Rebecca FIN:EX <[Rebecca.John@gov.bc.ca](mailto:Rebecca.John@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: TB Meeting - Tuesday, November 13th

TB members attending at VCO:

Minister Ralston  
Minister Robinson  
Minister Dix  
MLA Ma  
MLA Elmore  
MLA Brar

TBS staff:

Rebecca John (director TBS)

Item 1 (130)

Minister Sims  
Jit Kott, DM CITZ  
Susan Stanford, ADM CITZ

Item 2 (200)

Minister Sims  
Jit Kott, DM CITZ  
Sunny Dhaliwal, ADM CITZ

Item 3 (230)

Minister Sims  
Jit Kott, DM CITZ  
Sunny Dhaliwal, ADM CITZ

Item 5 (445)

Minister Dix

Sabine Feulgen, Assoc DM, HLTH

Kirk Eaton, ED, HLTH

---

**From:** Dixon, Olivia PREM:EX

**Sent:** Friday, November 9, 2018 12:35 PM

**To:** Chandler, Alex FIN:EX <[Alex.Chandler@gov.bc.ca](mailto:Alex.Chandler@gov.bc.ca)>

**Subject:** TB Meeting - Tuesday, November 13th

Hi Alex!

Do you have a list of the guests that we can expect to be attending the Treasury Board Meeting here at Vancouver Cabinet Office? Also will there be a catering order arriving for this meeting?

Warmest regards,

**Olivia Dixon** | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Saturday, November 10, 2018 3:54 PM  
**To:** Oreck, Mira PREM:EX  
**Subject:** Fwd: Thank you for choosing to take off with Helijet!

Hi Mira,

Your flight details for Tuesday

Warmest regards,

Danny

Sent from my iPhone

Begin forwarded message:

**From:** <passengerservices@helijet.com>  
**Date:** November 10, 2018 at 15:50:28 PST  
**To:** <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.22
	Name	Mira Oreck
	Company	Government Of Bc

### Booking s.22

Tuesday, November 13, 2018	Invoice #348558	
	FARE-YWH-FULL_Winter18-19	\$309.52

<b>851</b>	+ GST	\$15.48
<b>07:00 Vancouver Harbour (Downtown)</b>		
<b>07:35 Victoria Harbour (Downtown)</b>	Billing	\$309.52
	Taxes	\$15.48
<b>35 minutes</b>	<b>Grand Total</b>	<b>\$325.00</b>
<b>Confirmed</b>	Fully Changeable / Refundable up to 5pm the day prior to departure.	
<b>1 Passengers - Full-Fare</b>	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.	
Mira Oreck, Female		
<a href="#">Add to Calendar</a>	<p>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)</p>	

<b>Booking \$22</b>		
<b>Tuesday, November 13, 2018</b>	Invoice #348559	
	FARE-YWH-OffPeak_2018	\$219.05
	+ GST	\$10.95
<b>722</b>		
<b>15:50 Victoria Harbour (Downtown)</b>	Billing	\$219.05
<b>16:25 Vancouver Harbour (Downtown)</b>	Taxes	\$10.95
	<b>Grand Total</b>	<b>\$230.00</b>
<b>35 minutes</b>		
<b>Confirmed</b>	Fully Changeable / Refundable up to 5pm the day prior to departure.	
<b>1 Passengers - Off-Peak</b>	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.	
Mira Oreck, Female		
<a href="#">Add to Calendar</a>	<p>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)</p>	

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Page 341 of 460 to/à Page 342 of 460

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## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 4:03 PM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Hi Breanna,

Thank you for the updated list.

We 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** Friday, November 9, 2018 3:43 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hello,

I just received confirmation of who will be staffing Minister Caselli:

1. **Mr. Massimiliano IACCHINI**, Consul General of Italy in Vancouver
2. **Ms. Francesca PONTI**, Manager, Agriculture Internationalization
3. **Mr. Stefano ASPREA**, Spokesperson to the Minister
4. **Mr. Fabrizio DELL'AQUILA**, Photographer

Thank you,  
Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 10:53 AM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Hi Brianna,

I have updated to the booking time to be from 2:30PM – 3PM and I will update the list of attendees when you receive the information regarding Minister Caselli's staffers.

Because we tend to move things around as other booking requests are received, we don't provide the room numbers until the guests arrive on the day of.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** November 9, 2018 10:45 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Boardroom- Nov. 23

Hi there,

I am still waiting to hear back in regards to who is staffing Minister Caselli. It turns out we only need the room from 2:30-3:00 pm. Also, which room will the meeting be taking place?

Thank you,  
Brianna

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 9, 2018 9:33 AM  
**To:** Leppard, Brianna AGRI:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Boardroom- Nov. 23

Good morning Brianna,

Sorry for the delay in reply, I have a space booked for Minister Popham from 2:30PM – 4PM on Friday, November 23<sup>rd</sup>. Please pass on the finalized list of attendees at your earliest convenience. 😊

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

---

**From:** Leppard, Brianna AGRI:EX  
**Sent:** November 9, 2018 9:23 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** FW: Boardroom- Nov. 23

Hello there,

On behalf of Minister Popham, I was hoping to book a boardroom for a meeting taking place on November. 23, 2018 from 2:30 pm- 4:00 pm please.

Attendees:

-Minister Popham

-Jessica Smith

-Minister Simona Caselli (who will be accompanied by a business delegation – name to be confirmed shortly).

Thank you very much,  
Brianna



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 3:58 PM  
**To:** s.22  
**Subject:** Processing your Appointment Letter  
**Attachments:** Checklist of Information Required for New Hires.docx;  
consent\_for\_disclosure\_of\_criminal\_record\_information.pdf

Hello Ravi,

We are processing your appointment this week for a start date of Tuesday, August 18.

Can you please confirm your full legal name is Ravi Parmar.

Also, please fill out the attached forms and send them back with two pieces of identification, one that is preferably your DL.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 3:54 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: New staff person

Thanks Maura,

Will do,

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

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

From: Parte, Maura PSA:EX  
Sent: Friday, November 9, 2018 3:40 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: Re: New staff person

It's the first onboarding - the CRC and the checklist

Maura Parte  
BC Public Service Agency  
250-213-6377

> On Nov 9, 2018, at 3:19 PM, Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> wrote:

>

> Hi Maura,

>

> Has a CRC be completed? Or does that also need to be done?

>

> 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: Parte, Maura PSA:EX

> Sent: Friday, November 9, 2018 3:16 PM

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

> Subject: New staff person

>

> Hi Danny,  
>  
> Can you please send the onboarding forms for new hires to Ravi Parmar  
> at s.22  
>  
> His details are:  
> Ministerial Assistant in Citizens' Services  
> \$72,000 annually  
> Term appointment until December 7, 2018 Start date is Wednesday,  
> November 14  
>  
> Thank you,  
> Maura  
>  
> Maura Parte  
> BC Public Service Agency  
> 250-213-6377  
>

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 3:23 PM  
**To:** 'theHUB'  
**Cc:** caseexchange@dxcas.com  
**Subject:** RE: INC0014089 - MPS1337 - printer display won't stay on

Hi Sandi,

Thank you for checking in. Im happy to report that the Printer in questions has been without incident since the update.

The ticket can be closed and I will if there are more issues call in a new ticket and refer this incident number for reference.

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** theHUB <thehub@service-now.com>  
**Sent:** Friday, November 9, 2018 3:22 PM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Cc:** caseexchange@dxcas.com  
**Subject:** INC0014089 - MPS1337 - printer display won't stay on

Hi Danny,

Just checking back in. How is the MPS1337 behaving since I did the update? Are you good to close your incident or do you require more investigation into the issue?

Thanks!

## Sandi Coutts

*Shared File and Print Service Administrator*  
Infrastructure Services  
Phone: 1-250-405-4500 ext.4440

**Advanced Solutions, a DXC Technology Company**

Ref:MSG0101611\_8RioP8cP5e7JWFq93SuM

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 2:44 PM  
**To:** Smollett, Debbie JTT:EX  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: Check in re space at VCO

Hi Debbie,

It was good to speak to you again.

As mentioned we have set aside a space for the meeting, and on that note, I would also like to introduce my colleague Olivia Dixon who helps oversee the resources here in our office. Olivia will work with you to ensure that all the information required is collected and as always, I remain available to help as well.

I hope you have a great long 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Smollett, Debbie JTT:EX  
**Sent:** Friday, November 9, 2018 12:40 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Check in re space at VCO

Hi Danny, hope you are doing well!

We are looking for meeting space later this month – specifically Wednesday, November 28<sup>th</sup>. Can you let me know if there is anything available for a group of approximately 20, which would include members of the Minister's appointed Emerging Economy Task Force and Ministry supporting staff, from approximately 9am to 1pm that day?

We would be happy in any space that could accommodate a group of that size and catering.

Thanks!

**Debbie Smollett**

Emerging Economy Task Force  
Ministry of Jobs, Trade and Technology  
Province of British Columbia  
T: 778.698.9811 | M: 250.896.7507

## Loubert, Danny PREM:EX

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**Subject:** Canceled: SR Weekly Meeting  
**Location:** SSBC WTS R TP Government CITZ:EX; SSBC WTS R TP Canada Place CITZ:EX

**Start:** Mon 2018-08-27 10:00 AM  
**End:** Mon 2018-08-27 11:00 AM  
**Show Time As:** Free

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Monday from 10:00 AM to 11:00 AM effective 27/08/2018 until 26/11/2018.  
(UTC-08:00) Pacific Time (US & Canada)

**Meeting Status:** Not yet responded

**Organizer:** Loubert, Danny PREM:EX  
**Resources:** SSBC WTS R TP Government CITZ:EX; SSBC WTS R TP Canada Place CITZ:EX

**Importance:** High

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 11:15 AM  
**To:** Wansbrough, Joe FIN:EX  
**Subject:** RE: iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Thanks Joe!

You have a good weekend as 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Wansbrough, Joe FIN:EX  
**Sent:** Friday, November 9, 2018 11:00 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** iStore #910950 - 63328 - Danny Loubert - MDMS Upgrade

Hi Danny,

I've submitted both the cancellation of service request and the new device activation request under iStore #910950. There will be no interruption of service.

I will update you once the request has been resolved. Let me know if you have any questions.

Have a good weekend,

### Joe Wansbrough

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  
Telephone: 250-387-8912  
E-mail: FIN IMB Service Desk (78912) FIN:EX  
Web Site <http://gwww.fin.gov.bc.ca/>

**From:** [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca) <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November 9, 2018 9:43 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <[78912@gov.bc.ca](mailto:78912@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto: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

### **MDMS/Active Sync - Upgrade Device**

**First Name:** Danny

**Last Name:** Loubert

**IDIR:** s.15

**Current Mobile:** iPhone

**Replacement Mobile:** Android Phone

**Activation Assistance:** No

*Requestor:* Loubert, Danny PREM:EX

*Email:* [Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)

*Time:* 2018-11-09 09:43:10



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 10:31 AM  
**To:** 'Erskine Barrow'  
**Subject:** RE: Phone upgrade for PREM

Thanks again Erskine,

The phone arrived today.

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: Erskine Barrow <erskine@ralphs.ca>  
Sent: Thursday, November 8, 2018 2:55 PM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Subject: RE: Phone upgrade for PREM

Danny,  
I shipped it out to your attention. Thanks for being understanding.

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

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
Sent: Thursday, November 08, 2018 11:23 AM  
To: Erskine Barrow <erskine@ralphs.ca>  
Subject: Re: Phone upgrade for PREM

Thanks Erskine,

No huge rush if it needs to wait till tomorrow it can wait.

Thanks again,

Danny

Sent from my iPhone

On Nov 8, 2018, at 11:13, Erskine Barrow <erskine@ralphs.ca<mailto:erskine@ralphs.ca>> wrote:

Danny,  
I will deliver the device early this afternoon. s.22

But I will be there before 1:30pm.

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto: Danny.Loubert@gov.bc.ca>>  
Sent: Thursday, November 08, 2018 11:12 AM

To: Lana Garraway <lanaralphs.ca@mailto:lanaralphs.ca>; Tsang, Robin FIN:EX  
<Robin.Tsang@gov.bc.ca@mailto:Robin.Tsang@gov.bc.ca>; Erskine Barrow  
<erskineralphs.ca@mailto:erskineralphs.ca>  
Cc: PREM Tech <PREM.Tech@gov.bc.ca@mailto:PREM.Tech@gov.bc.ca>  
Subject: RE: Phone upgrade for PREM

Thanks Lana, Erskine and 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@mailto:Danny.Loubert@gov.bc.ca

From: Lana Garraway <lanaralphs.ca@mailto:lanaralphs.ca>  
Sent: Thursday, November 8, 2018 9:01 AM  
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca@mailto:Danny.Loubert@gov.bc.ca>; Tsang, Robin FIN:EX  
<Robin.Tsang@gov.bc.ca@mailto:Robin.Tsang@gov.bc.ca>; Erskine Barrow  
<erskineralphs.ca@mailto:erskineralphs.ca>  
Cc: PREM Tech <PREM.Tech@gov.bc.ca@mailto:PREM.Tech@gov.bc.ca>  
Subject: RE: Phone upgrade for PREM

Hi Danny, the A8 is the current \$0 device.

Erskine, can you please have one put together and delivered to Danny?

Lana Garraway  
Ralph's Radio Ltd.  
815 View St, Victoria BC V8W 1K1  
Cellular: (250)896-4866  
Office: 778-404-7232  
Please note: I have a new email address lanaralphs.ca@mailto:lanaralphs.ca  
www.ralphs.ca<http://www.ralphs.ca/>

<image001.jpg>  
<image002.jpg>

From: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca@mailto:Danny.Loubert@gov.bc.ca>  
Sent: November 7, 2018 11:29 AM  
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca@mailto:Robin.Tsang@gov.bc.ca>; Lana Garraway  
<lanaralphs.ca@mailto:lanaralphs.ca>  
Cc: PREM Tech <PREM.Tech@gov.bc.ca@mailto:PREM.Tech@gov.bc.ca>  
Subject: RE: Phone upgrade for PREM

Thanks Robin,

Hi Lana,  
our account number is s.17  
My Mobile number is: 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<mailto:Danny.Loubert@gov.bc.ca>

From: Tsang, Robin FIN:EX

Sent: Wednesday, November 7, 2018 11:27 AM

To: Lana Garraway (lana@ralphs.ca<mailto:lana@ralphs.ca>) <lana@ralphs.ca<mailto:lana@ralphs.ca>>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca<mailto:Danny.Loubert@gov.bc.ca>>

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

Subject: Phone upgrade for PREM

Morning Lana:

Loubert, Danny PREM:EX would like to upgrade his phone to an Android. Is the Samsung S8 approved \$0? If not, the A8 is fine. He is working in VCO.

Danny: please provide Lana your phone number and account number.

Thanks,  
Robin

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 9, 2018 9:39 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87153 Records Due November 16, 2018

Good Morning,

I have reviewed the request and have no Records for Danny Loubert, Jorge Porter or Maria Szabo.

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:** OOP FOI PREM:EX  
**Sent:** Thursday, November 8, 2018 10:16 AM  
**To:** LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>  
**Subject:** Call for Records OOP-2018-87153 Records Due November 16, 2018

Hello,

Please see the below request and please let me know by November 16<sup>th</sup> whether or not you have any records:

**Canvassed: All Staff**

---

*All communications concerning LNG Canada at the Premier / Deputy Premier / Deputy Ministers' / Ministers' office containing or referring to, in full or in part, the phrase "four train LNG facility"; All briefing notes and all decision notes concerning LNG Canada prepared for the minister in charge of FLNRORD, ENVR and EMPR and for the Premier containing or referring to, in full or in part, the phrase "four train LNG facility"*

*(Date Range for Record Search: **From 07/18/2017 To 10/02/2018**) 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 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*

Page 359 of 460 to/à Page 360 of 460

Withheld pursuant to/removed as

s.22

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 4:19 PM  
**To:** Aaron, Sage PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: Schedule a cab

Hi Sage,

We have scheduled a Yellow Cab for you with Pickup at 4:50.

Danny 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:** Aaron, Sage PREM:EX  
**Sent:** Thursday, November 8, 2018 4:13 PM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>  
**Subject:** Schedule a cab

Hi Danny & Olivia,  
Would you please schedule a cab for me & Geoff.  
Leaving here at 4:50 pm, going to Global studios in Burnaby.  
Thanks

Sage  
778-678-0832  
Sent from my mobile device

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 4:13 PM  
**To:** Khaira, Manjit IGRS:EX  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: Meeting Rooms for Nov. 13 & 14th?

Hi Manjit,  
Thanks for the email (looping in my colleague Olivia).

We will put a room aside for Minister Ralston to meet the Consul Generals.

We look forward to seeing you 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Khaira, Manjit IGRS:EX  
**Sent:** Thursday, November 8, 2018 3:58 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Meeting Rooms for Nov. 13 & 14th?

Hi Danny – correction, we will need room for up to 7 people. If we can get 15 minutes before each meeting start time that would be great so we can do any setup. Thanks again.

Manjit

---

**From:** Khaira, Manjit IGRS:EX  
**Sent:** Thursday, November 8, 2018 3:22 PM  
**To:** Loubert, Danny PREM:EX  
**Subject:** Meeting Rooms for Nov. 13 & 14th?

Hi Danny,

We need to book a meeting room for Nov. 13th & 14th when Minister Ralston is scheduled to meet with the Consul Generals of Japan and Korea. We expect no more than 6 people total on both days.

- Japan for Nov. 13<sup>th</sup> for 10-10:30 am.
- Korea for Nov. 14<sup>th</sup> for 3-3:30 p.m.

Regards,

Manjit Khaira  
Office of Protocol | Intergovernmental Relations Secretariat | Office of the Premier  
Government of British Columbia  
Email: [Manjit.Khaira@gov.bc.ca](mailto:Manjit.Khaira@gov.bc.ca)  
Phone:250.356.9459 Mobile:250.883.4421 Fax:356.2814





## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 3:48 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** Hotel Folio Danny Loubert  
**Attachments:** s.15 .pdf

Hi Saija,

As requested.

**Danny 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)

**Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 1:12 PM  
**To:** Anderson, Dianne S JTT:EX  
**Cc:** Larry Siegrist  
**Subject:** Access to Lan room Nov 19th

Hi Dianne,

Larry will be working in our office on the 19<sup>th</sup> but will also require access to the Lan room through the day to complete the project.

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)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 1:02 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Cc:** Geary, Vanessa PREM:EX  
**Subject:** RE: E130013 - Bain, Don

Thanks Saija

**Danny 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:** Poldrugovac, Saija FIN:EX  
**Sent:** Thursday, November 8, 2018 12:55 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: E130013 - Bain, Don

Hi Danny,

The GST was missed when you were calculating the hotel room rate. I've made the adjustment below. Please keep this for your records.

~S

# Travel Voucher (Re

**Freedom of Information and Protection of Privacy:** The persc  
expense administration and under the authority of the Financial A  
information is in accordance with the Freedom of Information and  
collection, please contact your Ministry's Director/Manager of Info

<b>Name</b> Bain, Don				<b>Employee ID</b> s.22	
<b>Client Organization</b> Office of the Premier				<b>Job Title</b> Special Advis	
<b>5. Date Completed</b> 2018/11/02		<b>6. Fiscal Year</b> 2019		<b>7. Special</b>	
<b>Type of Travel</b> In Province		<b>14. Reason for Travel</b> Meetings In Victoria			
<b>12. Mailing Address for Cheque</b> ,					
<b>16. Travel Dates</b>	<b>17. Places Travelled</b>			<b>18. Personal Vehicle Use</b>	
	<b>Destination</b>	<b>Start</b>	<b>End</b>	<b>Km</b>	<b>Cost</b>
2018					
10/28	Victoria	1500	2359		0.00
10/29	Victoria	0000	2359		0.00
10/30	Victoria	0000	2359		0.00
10/31	Victoria/Vancouv	0000	1600		0.00
<b>TOTALS OF COLUMNS</b>					<b>36.</b> \$ 0.00
<b>48. Client Code</b> 004 004		<b>49. Resp.</b> 36A10		<b>50. Service Line</b> 36200	
					<b>51. STOB</b> 5702

**From:** Loubert, Danny PREM:EX  
**Sent:** November 5, 2018 1:23 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** E130013 - Bain, Don

Good Afternoon,

Please find the attached Travel Claim package for Don Bain – E130013.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 12:13 PM  
**To:** Don Bain PREM:EX (Don.Bain@gov.bc.ca); Geary, Vanessa PREM:EX; Oreck, Mira PREM:EX  
**Subject:** FW: Caucus Meeting - Nov 5/Tue - Victoria

FYI,

I can have it put in your calendar if you require.

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:** Giuliano, Angela <Angela.Giuliano@leg.bc.ca>  
**Sent:** Thursday, November 8, 2018 12:11 PM  
**To:** LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>; LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>  
**Cc:** LP Executive Assistants <LPEAS@Victoria1.gov.bc.ca>; LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>  
**Subject:** Caucus Meeting - Nov 5/Tue - Victoria

Hi,

Please note for your Minister's calendar the following Caucus Meeting:

**Feb 5/Tue**  
9:00 am to 5:00 pm  
\*in Victoria

More detail to follow.

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](mailto:angela.giuliano@leg.bc.ca) | [www.bcndpcaucus.ca](http://www.bcndpcaucus.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 11:23 AM  
**To:** Piotrowicz, Eddie P FIN:EX  
**Subject:** RE: istore Order 893278 - question

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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Piotrowicz, Eddie P FIN:EX  
**Sent:** Thursday, November 8, 2018 10:54 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: istore Order 893278 - question

Hi Danny,

Your iStore Order 893278 (Service Request SR2711850) shows as it has been resolved. 61531 not cancelled.

Software Adobe Pro DC has been installed.

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 8, 2018 10:46 AM  
**To:** Piotrowicz, Eddie P FIN:EX <[Eddie.Piotrowicz@gov.bc.ca](mailto:Eddie.Piotrowicz@gov.bc.ca)>  
**Subject:** istore Order 893278 - question

Hi Eddie,

Vanessa had some questions around an order that is showing as cancelled. It was referred to a request for adobe Pro for Olivia Dixon, can you provide some background to the "Cancelled" status of 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](mailto:Danny.Loubert@gov.bc.ca)



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 10:41 AM  
**To:** Bain, Don PREM:EX; Geary, Vanessa PREM:EX; Kingston, Charlotte PREM:EX; Oreck, Mira PREM:EX; Viaud, Chantille PREM:EX  
**Subject:** FW: Briefing for Government Caucus Members and Staff

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Scambler, Teresa <[Teresa.Scambler@leg.bc.ca](mailto:Teresa.Scambler@leg.bc.ca)>  
**Sent:** Wednesday, November 7, 2018 10:27 AM  
**To:** LP Administrative Coordinators <[LPACS@Victoria1.gov.bc.ca](mailto:LPACS@Victoria1.gov.bc.ca)>; LP Support Staff <[LPSUPPORT@Victoria1.gov.bc.ca](mailto:LPSUPPORT@Victoria1.gov.bc.ca)>; NDP Legislative Assistants <[NDPLegislativeAssistants@leg.bc.ca](mailto:NDPLegislativeAssistants@leg.bc.ca)>; LP Ministerial Assistants <[LPMAAs@Victoria1.gov.bc.ca](mailto:LPMAAs@Victoria1.gov.bc.ca)>; LP Senior Ministerial Assistants <[SRMINAST@Victoria1.gov.bc.ca](mailto:SRMINAST@Victoria1.gov.bc.ca)>  
**Subject:** Briefing for Government Caucus Members and Staff

Good Morning,  
Minister Donaldson will be hosting a Session on Forestry for all Government Caucus members.  
Staff are welcome to attend.  
Please RSVP to Teresa

**“Seeing the forestry and the trees”**  
**A guide to how forestry currently works in BC**  
**Tenure – Log exports – Old growth – Stumpage – Silviculture and more**

If you have asked “why”, “where” or what the \$%&#” in relation to those or other tree-related topics, then this session will be for you.  
Join ministry staff and Minister Doug Donaldson for a quick, informative presentation about the whys and wherefores about an industry that supports tens of thousands of jobs across BC and the health of the forests that supports the industry!

Monday, November 26<sup>th</sup>  
9:30 a.m. – 10 a.m.  
Caucus Room

\*\*\*\*\*  
**Teresa Scambler** | Caucus Event Coordinator/Legislative Assistant to Raj Chouhan, Deputy Speaker

New Democrat BC Government Caucus  
T: 250.387-8346  
[Teresa.scambler@leg.bc.ca](mailto:Teresa.scambler@leg.bc.ca) | [www.bcndpcaucus.ca](http://www.bcndpcaucus.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**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 10:28 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Can you give me a shout? - Regarding Snacks

**Danny 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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 10:22 AM  
**To:** Sanderson, Melanie TRAN:EX  
**Subject:** FW: Moving expenses

Hi Melanie,

Please see Maura Parte's Note about your moving expenses.

If you have any questions, 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, November 2, 2018 10:56 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Moving expenses

Yes, I would assist on interpreting the policy and what is covered.  
The MO staff – AC and AA should assist with processing their claim.  
They are new and may not have done this before so they should work with MOSS – Cindy McKinstry's group, to ensure they are following government process.  
Also – she will need to have a copy of her authorization letter (sent by me when she was hired) and a copy of her agreement to repay the assistance should she resign within 2 years.  
Thank you,  
Maura

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 10:19 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Moving expenses

Hi Maura,

I believe I recall that you handle this conversation with Staff as the Hiring manager?

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:** Sanderson, Melanie TRAN:EX  
**Sent:** Friday, November 2, 2018 10:05 AM

**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>

**Subject:** Moving expenses

Hi Danny,

I'm wondering about how to submit my moving expenses for reimbursement. Do I speak with you about that?

Thanks,

Melanie



Melanie Sanderson  
Ministerial Assistant to the  
**Honourable Claire Trevena**  
Minister of Transportation and Infrastructure  
250-880-9508

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:59 AM  
**To:** Brubacher, Kelly IGRS:EX  
**Subject:** RE: YOUR TICKETS: Last PECSF 50/50 Draw

Thanks Kelly,

I'll send the Money tomorrow in the house mail (its already left early this 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Brubacher, Kelly IGRS:EX  
**Sent:** Thursday, November 8, 2018 9:58 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** YOUR TICKETS: Last PECSF 50/50 Draw

Hi Danny,

That's great! Here are your tickets.

Good luck!!

Kelly Brubacher  
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier  
Office (250) 387-0752 Cell (250) 507-6658



---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 8, 2018 9:42 AM  
**To:** Brubacher, Kelly IGRS:EX <[Kelly.Brubacher@gov.bc.ca](mailto:Kelly.Brubacher@gov.bc.ca)>  
**Subject:** RE: Last PECSF 50/50 Draw

Hi Kelly,

I would like to participate again 😊

Green would be great again.

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:** Brubacher, Kelly IGRS:EX

**Sent:** Thursday, November 8, 2018 9:00 AM

**To:** LP PO Executive Office <[LPPOEO@Victoria1.gov.bc.ca](mailto:LPPOEO@Victoria1.gov.bc.ca)>; LP PO Deputy Minister <[LPPODM@Victoria1.gov.bc.ca](mailto:LPPODM@Victoria1.gov.bc.ca)>; LP PO Cabinet Operations <[LPPOCO@Victoria1.gov.bc.ca](mailto:LPPOCO@Victoria1.gov.bc.ca)>; LP PO Correspondence Branch <[LPPOCB@Victoria1.gov.bc.ca](mailto:LPPOCB@Victoria1.gov.bc.ca)>; LP Intergovernmental Relations Secretariat <[LPIGRS@Victoria1.gov.bc.ca](mailto:LPIGRS@Victoria1.gov.bc.ca)>; LP Office of Protocol <[FINPROTOCOLBranch@Victoria1.gov.bc.ca](mailto:FINPROTOCOLBranch@Victoria1.gov.bc.ca)>; LP Premiers Vancouver Office <[LPPVO@Victoria1.gov.bc.ca](mailto:LPPVO@Victoria1.gov.bc.ca)>

**Cc:** Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>; Brodeur, Chantal IGRS:EX <[Chantal.Brodeur@gov.bc.ca](mailto:Chantal.Brodeur@gov.bc.ca)>; Shortt, Amanda PREM:EX <[Amanda.Shortt@gov.bc.ca](mailto:Amanda.Shortt@gov.bc.ca)>; Breheret, Julie IGRS:EX <[Julie.Breheret@gov.bc.ca](mailto:Julie.Breheret@gov.bc.ca)>; Hostad, Gary PREM:EX <[Gary.Hostad@gov.bc.ca](mailto:Gary.Hostad@gov.bc.ca)>; Sparling, Anika IGRS:EX <[Anika.Sparling@gov.bc.ca](mailto:Anika.Sparling@gov.bc.ca)>

**Subject:** Last PECSF 50/50 Draw

Good morning,

Just a reminder that today will be our last 50/50 draw for PECSF!

Our OOP team (copied above) will be canvassing in the various offices this morning.

For those in Vancouver, please let me know if you would like to purchase tickets.

**RED:** 1 ticket for \$2

**BLUE:** 3 tickets for \$5

**GREEN:** 7 tickets for \$10

The winning ticket will be drawn at 3pm.

Thank you for your continued support of our PECSF campaign!

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier  
Office (250) 387-0752 Cell (250) 507-6658



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:54 AM  
**To:** 'Larry Siegrist'  
**Subject:** RE: Cabling

Thanks Larry,

Lets set it for the 19<sup>th</sup>.

Have a good long 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Larry Siegrist <larrys@opwtc.ca>  
**Sent:** Thursday, November 8, 2018 9:51 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Cabling

I'm away tomorrow so the week of the 19th will work. Any day is fine, we could do Monday if it's all the same to you.

Get [Outlook for iOS](#)

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** Thursday, November 8, 2018 9:40:20 AM  
**To:** Larry Siegrist  
**Subject:** RE: Cabling

Hi Larry,

I'm having a look at tomorrow (it appears to be free) but if not the next available day(s) would be the week of the 19<sup>th</sup>-22<sup>nd</sup> (23<sup>rd</sup> would be busy). Which of these days would be good 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Larry Siegrist <larrys@opwtc.ca>  
**Sent:** Thursday, November 8, 2018 9:02 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Cabling

Hi Danny,

I work might take a full day.



Larry

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November 8, 2018 8:54 AM  
**To:** Larry Siegrist <[larrys@opwtc.ca](mailto:larrys@opwtc.ca)>  
**Subject:** RE: Cabling

Thanks Larry,

Do you have an idea how long you would need to complete the project? I want to make sure you can complete the project uninterrupted 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Larry Siegrist <[larrys@opwtc.ca](mailto:larrys@opwtc.ca)>  
**Sent:** Thursday, November 8, 2018 8:19 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Cabling

Hi Danny,

I have the work order and the supplies to do the cabling.  
Do you have any days in mind that you would like the work done?

Thanks,

Larry

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:52 AM  
**To:** Szabo, Maria GCPE:EX  
**Subject:** RE: Invoice

Thanks Maria,

Its not 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Szabo, Maria GCPE:EX  
**Sent:** Thursday, November 8, 2018 9:51 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Invoice

Danny, here you go! Will it be a problem that she's written GCPE on the receipt...?

Maria  
250.896.6823

---

**From:** Boutin, Dominique <[Dominique.Boutin@leg.bc.ca](mailto:Dominique.Boutin@leg.bc.ca)>  
**Sent:** November 7, 2018 1:51 PM  
**To:** Szabo, Maria GCPE:EX <[Maria.Szabo@gov.bc.ca](mailto:Maria.Szabo@gov.bc.ca)>  
**Subject:** Invoice

Good afternoon Maria,  
Attached are copies of the Dining Room and credit card receipts 😊  
Until next time, you are very organized and a pleasure to work with.  
Regards,  
Dom

*Dominique*

D. Boutin  
Manager, Parliamentary Dining Room  
Rm 032  
Parliament Buildings  
Victoria, BC  
V8V 1X4  
p: 250-952-0816  
f: 250-952-0897  
[dominique.boutin@leg.bc.ca](mailto:dominique.boutin@leg.bc.ca)



## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:33 AM  
**To:** Dixon, Olivia 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.

**Danny 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)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 9:32 AM  
**To:** Bain, Don PREM:EX; Dixon, Olivia PREM:EX  
**Subject:** RE: Conference line?

Hi Don,

Here you are we will book the time slot for your call.

s.15; s.17

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:** Bain, Don PREM:EX  
**Sent:** Thursday, November 8, 2018 9:07 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** Conference line?

Hello Danny and Olivia,

I need to book the PO conference line from 11:30 – 12:00 today.

Thanks

**Don Bain** | Special Advisor  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1675 | E: [don.bain@gov.bc.ca](mailto:don.bain@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 8:55 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: TELUS

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Thursday, November 8, 2018 8:42 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: TELUS  
**Importance:** High

Can we please talk after the 830. Thanks Vanessa

---

**From:** Bain, Don PREM:EX  
**Sent:** Thursday, November 8, 2018 8:38 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** TELUS  
**Importance:** High

Hello Vanessa and Danny,

I came into the office at 7:30 to call into a two hour meeting in Victoria regarding ministerial-led sensitive negotiations.

Like many other calls to my cell while in my office, it starts out fine and then within 15-20 minutes the signal quality begins to deteriorate until eventually I lose the call. Another dropped call. It is, simply put, infuriating.

I am now back into the meeting using my office landline.

Any timeline for Telus' repairs?

**Don Bain** | Special Advisor  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1675 | E: [don.bain@gov.bc.ca](mailto:don.bain@gov.bc.ca)

**Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 8, 2018 8:54 AM  
**To:** Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Chang, Johann GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX; Li, Jony GCPE:EX; LP Premiers Vancouver Office  
**Subject:** Cell phone connectivity issues at VCO

Good Afternoon VCO Staff;

I wanted to provide an update on the cell phone connectivity at VCO.

I have been working with TELUS to provide a solution to poor signal quality and the dropped calls. We are now working with their engineering team to come up with a plan that would bring the signal into the office. At this point in time they are predicting it may take 2 weeks to get the approvals, set up the install and complete the project.

I will keep you up to date with any progress as it comes.

Any questions 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 7, 2018 3:57 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Re: Approval Request

Hi Vanessa,

I would like to amend the approval to \$100

Warmest Regards,

Danny

Sent from my iPhone

On Nov 7, 2018, at 12:13, Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)> wrote:

Approved with thanks

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 7, 2018 11:52 AM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** Approval Request

Hi Vanessa,

May I have approval for \$60 to provide snacks and refreshments for the Premier's event tomorrow (Thursday Nov 7<sup>th</sup>).

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)



## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 7, 2018 11:09 AM  
**To:** 'theHUB'  
**Cc:** caseexchange@dxcas.com  
**Subject:** RE: INC0014089 - MPS1337 - printer display won't stay on

Thanks Sandi,

We will continue to monitor the printer 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** theHUB <thehub@service-now.com>  
**Sent:** Wednesday, November 7, 2018 11:04 AM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Cc:** caseexchange@dxcas.com  
**Subject:** INC0014089 - MPS1337 - printer display won't stay on

Hi Danny,

I have updated the firmware on your printer MPS1337. This should help with the issue you are having where the display won't wake up. Please reply to this email after you've tested it for a bit to confirm the issue has been resolved

Thank you!

## Sandi Coutts

*Shared File and Print Service Administrator*  
Infrastructure Services  
Phone: 1-250-405-4500 ext.4440

### Advanced Solutions, a DXC Technology Company

2200 - 4464 Markham Street  
Victoria, BC V8Z 7X8  
[www.dxcas.com](http://www.dxcas.com)

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Ref:MSG0097110\_5Zrp7B6reSzB76fSjnPp

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 7, 2018 10:02 AM  
**To:** Gallant, Linda GCPE:EX  
**Cc:** Sturrock, James GCPE:EX  
**Subject:** RE: Cords for Refresh

Thanks Linda and James!

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)

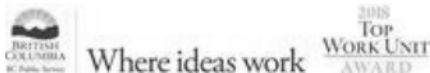
---

**From:** Gallant, Linda GCPE:EX  
**Sent:** Wednesday, November 7, 2018 9:53 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Sturrock, James GCPE:EX <[James.Sturrock@gov.bc.ca](mailto:James.Sturrock@gov.bc.ca)>  
**Subject:** Cords for Refresh

Hi Danny,  
James has given me two DVI cords and we will courier them to you this morning.  
If you think of any other items or want to discuss the refresh with James, please connect with him.

Take care and enjoy a long weekend! Linda

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



Where ideas work

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, November 7, 2018 8:35 AM  
**To:** Angell, Heather CITZ:EX  
**Subject:** RE: Response Required: Working at 865 Hornby - Wednesday Nov 7th

Its 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Angell, Heather CITZ:EX  
**Sent:** Wednesday, November 7, 2018 8:33 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Response Required: Working at 865 Hornby - Wednesday Nov 7th

Hi Danny  
My apologies for this request. I really don't know why Tracy contacted you, as she works with us ?? Once again, sorry

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 5, 2018 2:22 PM  
**To:** Aitchison, Tracy CITZ:EX <[Tracy.Aitchison@gov.bc.ca](mailto:Tracy.Aitchison@gov.bc.ca)>  
**Cc:** Angell, Heather CITZ:EX <[Heather.Angell@gov.bc.ca](mailto:Heather.Angell@gov.bc.ca)>  
**Subject:** RE: Response Required: Working at 865 Hornby - Wednesday Nov 7th

Hi Tracey,

Thank you for reaching out to me about gaining access to 865 Hornby. I apologise, I am not familiar with the procedure of how to request access or the working of 865 and am also not sure who would be the best to reach out to.

I hope you are able to find the information you are looking for.

**Danny 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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**From:** Aitchison, Tracy CITZ:EX  
**Sent:** Monday, November 5, 2018 1:28 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Angell, Heather CITZ:EX <[Heather.Angell@gov.bc.ca](mailto:Heather.Angell@gov.bc.ca)>  
**Subject:** Response Required: Working at 865 Hornby - Wednesday Nov 7th

Hi Danny!

I would normally go through Heather but I see she's currently away. I will be working out of 865 Hornby this Wednesday November 7<sup>th</sup> and will need access to the building. Is that something you can help me with?

Please let me know if you have any questions or if I should direct this to someone else.

Thanks for your assistance!

Kind regards

Tracy

**Tracy Aitchison, Client Services Manager**

Client Services Branch | Real Property Division | Ministry of Citizens' Services

**e:** [Tracy.Aitchison@gov.bc.ca](mailto:Tracy.Aitchison@gov.bc.ca) | **ph:** 778-679-9688 | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

**Please consider the environment before printing this email.**

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 6:15 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: Team meeting

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 2:14 PM  
**To:** 'Danilo Paunovski'  
**Cc:** Dixon, Olivia PREM:EX  
**Subject:** RE: New security employee, Brandon Tan-Ricafrente

Hi Dan,

I'm not sure if I have followed up on your inquiry but the changes have been made and the new access cards should be working now.

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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**From:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** Monday, October 29, 2018 10:16 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** RE: New security employee, Brandon Tan-Ricafrente

Danny/Olivia,

Just following up on the request below.

Thanks,

### Dan Paunovski

Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

---

**From:** Danilo Paunovski  
**Sent:** October-05-18 10:05 AM  
**To:** 'Loubert, Danny PREM:EX' <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>  
**Subject:** New security employee, Brandon Tan-Ricafrente

Danny or Olivia,

Could you please update your records and activate the access card for Brandon Tan-Ricafrente. The card number is s.15

Also, please remove the following ones from your system:

s.15                      Ronnie Tang                      s.22  
                                 Mark Barry

Thanks,

**Dan Paunovski**

Ocean Pacific Management Ltd.

World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1

Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 12:50 PM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87249 Records Due November 21, 2018

Good afternoon Amanda,

I have uploaded my records for this request to the requested Folder.  
Please let me know if there are any issues.

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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**From:** OOP FOI PREM:EX  
**Sent:** Tuesday, November 6, 2018 11:22 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Call for Records OOP-2018-87249 Records Due November 21, 2018

Hi Danny,

Please see the request below and please let me know by November 21<sup>st</sup> whether or not you have any records. Please PDF records into this folder:

Z:\Government\FOI\OOP-2018-87249 - Danny all sent September\Records

Please let Alison know if you need any help with PDF'ing these records.

**To PDF records:**

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

---

**Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages - excluding attachments - sent from Danny Loubert**

**(Date Range for Record Search: From 09/01/2018 To 09/30/2018) Date Format is MM/DD/YYYY**

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**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

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 12:45 PM  
**To:** Gallant, Linda GCPE:EX  
**Subject:** RE: Johann

Hi Linda,

I hope you are doing well,

Johann's Canada Place Card number is s.15 , I don't believe that it accepts programming outside of Canada Place however If it does 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Gallant, Linda GCPE:EX  
**Sent:** Tuesday, November 6, 2018 12:23 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Johann

Hi Danny,  
Thanks for all your help with getting Johann settled in. He's arrived in Victoria today.  
Do you happen to know his card number? I scanned thru my reader but can't seem to read it.

Cheers, Linda

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



Where ideas work



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 11:04 AM  
**To:** Szabo, Maria GCPE:EX  
**Cc:** Kingston, Charlotte PREM:EX  
**Subject:** RE: Diwali purchasing

Thank you for pulling all of this together :D

**Danny 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:** Szabo, Maria GCPE:EX  
**Sent:** Tuesday, November 6, 2018 11:04 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>  
**Subject:** RE: Diwali purchasing

Thanks so much, Danny! I really appreciate it. Of course, that's no trouble at all.

Best,

Maria  
250.896.6823

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 6, 2018 11:03 AM  
**To:** Szabo, Maria GCPE:EX <[Maria.Szabo@gov.bc.ca](mailto:Maria.Szabo@gov.bc.ca)>  
**Cc:** Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>  
**Subject:** RE: Diwali purchasing

Hi Maria,

I've called the vendors with my Purchasing Card. It should be good to go now. If I could trouble you to ensure I receive a copy of all receipts after the event has been completed.

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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**From:** Szabo, Maria GCPE:EX  
**Sent:** Tuesday, November 6, 2018 10:43 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>  
**Subject:** RE: Diwali purchasing

Hi again Danny,

Had to bump up the number of plates when it came to the refreshments, so we're paying a little bit more for that now. I've also requested table cloths from the dining hall which have a small cost.

I believe we'll need to put a credit card down for the dining hall before tomorrow. Are you able to help with this – should I go about it another way?

Thanks,

Maria  
250.896.6823

---

**From:** Szabo, Maria GCPE:EX  
**Sent:** October 31, 2018 1:21 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>  
**Subject:** Diwali purchasing

Hi Danny!

Hope you're well.

We talked about having you help me with the purchasing and procuring of Diwali items, since I don't have a purchasing card, unfortunately. Are you still able to assist? I've attached a list of the things that I've sourced.

As it turns out, the only items that I think we'll need to pay for are the refreshments. When I asked the performers, they said they didn't want to charge a fee. I'm not sure if Charlotte wants to consider offering a small honorarium to the performers or to Guddi and Usha for helping and lending us their things, anyway, or if that's even possible.

Let me know if you have any questions or if you can think of a better way to arrange this!

Thanks,

**Maria Szabo** | Events Assistant  
Government Communications and Public Engagement  
250.896.6823 | [maria.szabo@gov.bc.ca](mailto:maria.szabo@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 9:46 AM  
**To:** Baker, Jelene ENV:EX  
**Subject:** RE: REQUEST to BOOK: Canada Place - November 6, 2018, 2-3:30pm

Hi Jelene,

s.22

Thank you, we will cancel the 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Baker, Jelene ENV:EX  
**Sent:** Tuesday, November 6, 2018 9:39 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: REQUEST to BOOK: Canada Place - November 6, 2018, 2-3:30pm

Hi Danny,

s.22 . Thank you so much for graciously helping me book a room for one of our EDs. There have been some changes and the meeting room is no longer needed so I'd like to please cancel the booking.

Best regards,

Jelene

---

**From:** Loubert, Danny PREM:EX  
**Sent:** November 5, 2018 10:18 AM  
**To:** Baker, Jelene ENV:EX <[Jelene.Baker@gov.bc.ca](mailto:Jelene.Baker@gov.bc.ca)>  
**Cc:** Duncan, Laurie ENV:EX <[Laurie.1.Duncan@gov.bc.ca](mailto:Laurie.1.Duncan@gov.bc.ca)>  
**Subject:** Re: REQUEST to BOOK: Canada Place - November 6, 2018, 2-3:30pm

Good Morning Jelene,

I wanted to confirm a space for the Executive Director to hold this meeting.

Please direct the guests to Suite 740- Vancouver Cabinet Office on the 7th Floor of 999 Canada Place.

Warmest Regards,

Danny Loubert - Administrative Coordinator

Vancouver Cabinet Office - Office of the Premier

604-775-1677

---

**From:** Baker, Jelene ENV:EX

**Sent:** Thursday, November 01, 2018 4:07 PM

**To:** Loubert, Danny PREM:EX

**Cc:** Duncan, Laurie ENV:EX

**Subject:** FW: REQUEST to BOOK: Canada Place - November 6, 2018, 2-3:30pm

Hi Danny,

It was nice to talk to you yesterday. Thank you for being so accommodating in helping me find a meeting room for one of our Executive Directors while he's in Vancouver. Thanks also for clarifying booking boardrooms on the 6<sup>th</sup> floor at 999 Canada Pl.

Meeting details:

Neil Dobson is meeting with Tzeporah Berman on Tuesday, November 6, 2018 2-3:30pm. Would it be possible to meet in one of your meeting rooms? If yes, please let me know where and I can pass on the information.

Please let me know if you need anything else.

Thank you,

**Jelene Baker**

Senior Executive Assistant to

Bobbi Plecas, Deputy Minister

Ministry of Environment & Climate Change Strategy

Office: 250-356-8794 | Mobile: 778-678-5684

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 9:20 AM  
**To:** Privett, Don PREM:EX  
**Subject:** FW: Requested Lists  
**Attachments:** Premier's Office Org Chart - October 2018.docx; MO Staff List - Nov 1st.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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 1:18 PM  
**To:** Valley, Nancy PSA:EX <[Nancy.Valley@gov.bc.ca](mailto:Nancy.Valley@gov.bc.ca)>  
**Subject:** Requested Lists

Hi Nancy,

Please see the following contact lists. I hope they are useful for what you are looking 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 9:00 AM  
**To:** Henry, David A FIN:EX  
**Cc:** PREM Tech  
**Subject:** RE: Your IDIR password will expire in 6 days

Thank you David. It has been changed

**Danny 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:** Henry, David A FIN:EX  
**Sent:** Tuesday, November 6, 2018 7:37 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** RE: Your IDIR password will expire in 6 days

Good morning Danny,

A reminder that your IDIR password will soon expire. We are letting you know to ensure that you do not get locked out on the iPad/iPhone/Android/Blackberry and PC.

If logged on to a standard workstation on the BC Government network (or VPN), please change password through the usual process:

- Tap **Ctrl, Alt** and the **Delete key (Del)**. Select: **Change a Password**. Put in current password. Then new password twice and tap the arrow.
- If using a device other than a standard workstation (i.e. home PC), go to <https://www.pwchange.gov.bc.ca/> to change your IDIR password.

Now updated, you will need to change it on your mobile devices: (iPhone/iPad/Android/Blackberry). There are normally a few locations the IDIR password needs to be changed:

- **AIRWATCH ActiveSync (iPhone/iPad/Android/Blackberry):** this is for email/calendar/contacts/tasks. **See below.**
- **WiFi (iPhone/iPad/Android/Blackberry):** if connected to Government WiFi (**BCNGN**). **See below.**
- **Microsoft Lync (Skype for Business - iPhone/Android):** if used

If any issues or questions please Contact:


**Tech Support:**  
**TEL #: 250-953-5151**  
**Email: [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca)**

\*\*\*\*\*



## Updating IDIR Password on iPad/iPhone



1. On the iPad/iPhone Screen, Tap **Settings**
2. Tap on Wi-Fi on the Top Left. If you are inside a Government building, look to see if BCNGN is ticked. Tap on it and it should prompt you for a Username and Password. Enter with new IDIR password.
3. You should now have the active fan for WiFi in the top left corner of the iPad.  Now go to **Step 5.**
4. If the Wireless does **not** prompt you for a Username and/or Password then you will need to Forget Network and reconnect.

Copyright

Tap on the **Blue i in the circle**. Choose "Forget Network" at the top. Close the window and then tap on the BCNGN to reconnect entering: your **IDIR username** and Password. If BCNGN is not available, then go to **step 5.**

5. In **Settings** tap **Accounts & Passwords** then tap on your government account under **Accounts** -> (*i.e. Exchange ActiveSync*) **THEN** tap on your email address.

Update your password and tap on **Done**.

Tap Home button to  
exit.

\*\*\*

\*\*\*\*\*

### Updating IDIR Password on Android

\*\* Information may be different depending on your Android device\*\*

1. Go to your government email.
2. Tap 3 lines on LEFT top. Then tap on Gear.

Copyright

3. Tap on your government email account (i.e. BC Gov Exchange or 2<sup>nd</sup> mailbox etc.)
4. Scroll down to **Exchange Server Settings**.
5. Type in new password. Tap **DONE**
6. Go back to your email view and do a sync.

\*\*\*\*\*

## Updating IDIR Password on BlackBerry 10

1. Swipe down from the top of the screen and choose '**Settings**'.
2. Select '**Accounts**'.
3. Select your '**Government**' account.
4. Type your new password in the '**Update Password**' field.

\*\*\*\*\*

## UPDATE password in PDF Expert

There may be one or more locations IDIR password needs resetting in PDF Expert – if used.  
See below on how to make this change.

In PDF Expert, tap on "**GEAR**" in the top Left.

Copyright

1. Then tap on NETWORK on left side. Tap on the Arrow/circle to right of the documents library.

2. Tap on the **little arrow** to right of **the account name** account. (i.e. eBinder or eOIC)
3. Change the password to your new IDIR password.
4. Then, tap on the **“Save”** button in top right.
5. Do this for each entry under accounts.

**\*\* NEVER go to your folders or files under 'In the Cloud' OR 'Documents or syncing will not work! \*\***

**\*\* Tap *Synced folders* in top left and sync/access your files and folders there \*\***

\*\*\*\*\*

## **iPad/iPhone TIPS**

If you are have an Exchange Password pop-up that you can't get out of see below to close all the apps. Then Hold down power button at top of iPad for 5 seconds until the prompt to Power Off appears. Power off wait for a few seconds and press and hold on-off button again to restart. On your iPad tap the Home button 2 times quickly to show all the running applications. Then swipe up from bottom of app screen to close each app.

**From:** NoReply@gov.bc.ca <NoReply@gov.bc.ca>  
**Sent:** November 6, 2018 5:02 AM  
**To:** Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Your IDIR password will expire in 6 days

Your IDIR password will expire in 6 days.

If you are logged on to a standard workstation, please change your password through the usual process.

If you are using a device other than a standard workstation, click [here](#) to change your password.

For additional password information, click [here](#).

\*\*\* This notification is generated automatically - please do not reply \*\*\*

## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Tuesday, November 6, 2018 8:55 AM  
**To:** Campbell, Sue LBR:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: room

Hi Sue,

We have booked a room for the Minister pending the final 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Campbell, Sue LBR:EX  
**Sent:** Monday, November 5, 2018 4:46 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** room

Hi

I'd like another meeting room for Minister Bains for a meeting on November 15 at 9:45-10:30am. I believe there will be about 5 people or so, but I'll confirm soon.

Thank you

Sue Campbell  
Administrative Coordinator  
**The Honourable Harry Bains**  
Minister of Labour

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\*\* 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

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**From:** Loubert, Danny PREM:EX  
**Sent:** Tuesday, November 6, 2018 8:49 AM  
**To:** Saadati, Negin FIN:EX  
**Cc:** VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room Booking VCO

Thank you Negin,

We have booked a room for Molly.

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:** Saadati, Negin FIN:EX  
**Sent:** Monday, November 5, 2018 11:04 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Room Booking VCO

Hi Danny,

Thank you for the information. I believe these are the only members joining the meeting.

Thank you,  
Negin Saadati

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 10:45 AM  
**To:** Saadati, Negin FIN:EX  
**Cc:** VCO Boardrooms, PREM PREM:EX  
**Subject:** Re: Room Booking VCO

Hi Negin,

Thank you for your request, I would be happy to look into it for you.

Will there be any other Guests joining or just those listed below?

I am removing Maria Szabo from future emails as she has joined the team with GCPE, for future emails can you please send them to [VCO.Boardrooms@gov.bc.ca](mailto:VCO.Boardrooms@gov.bc.ca) (cc'ed in this 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Saadati, Negin FIN:EX  
**Sent:** Monday, November 05, 2018 10:12 AM  
**To:** Loubert, Danny PREM:EX  
**Cc:** Szabo, Maria GCPE:EX  
**Subject:** Room Booking VCO

Good Morning,

I am looking to book some space for Molly Henry (MA to Minister James)

Nov 16<sup>th</sup>:

1:00-1:30 with the Single Mothers' Alliance (Viveca Ellis)

3:15-3:45 with the Michael Smith Foundation (Lisa Carver and Zena Sharman)

Thank You

**Negin Saadati**  
Administrative Assistant to the Honourable Carole James  
Minister of Finance and Deputy Premier  
250-387-3751  
[negin.saadati@gov.bc.ca](mailto:negin.saadati@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 4:24 PM  
**To:** Assaf, Kathleen CITZ:EX  
**Subject:** RE: Meeting attendees: Integrated Data Division, 10-11:30 am on Tuesday

Hi Kathleen,

We are happy to have you use the meeting rooms in our office for this meeting.

Please direct your guest to:  
Vancouver Cabinet Office  
Suite 740  
999 Canada Place

Please feel free to reach out to me if there are any issues or concerns.

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:** Assaf, Kathleen CITZ:EX  
**Sent:** Monday, November 5, 2018 4:12 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Meeting attendees: Integrated Data Division, 10-11:30 am on Tuesday

Hi Danny,

The meeting attendees are:

1. Hayden Lansdell, Executive Lead, IDD, OCIO
2. Kim McGrail, PopData BC
3. Maria Kim-Bautista, PopData BC
4. Tim Choi, PopData BC
5. Kathleen Assaf, IDD OCIO

Thanks very much,  
K.

---

Kathleen Assaf ~ Director, Strategic Data Policy  
Integrated Data Division, OCIO  
Phone: 250 208-1979

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 4:01 PM  
**To:** Flora, Tanveer CITZ:EX  
**Cc:** 'Welgush, Lindsey GCPE:EX'  
**Subject:** RE: Meeting room booking for 6 people for tomorrow  
**Attachments:** Senior Government Drop-In Centre - Fact Sheet (15Aug2018).pdf

Hi Tanveer,

Suite 667 is a designated senior executive space available to Assistant Deputy Minister's and above. While I do not oversee the resource, I have shared the document sent by Ministry of Citizens' Service.

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:** Flora, Tanveer CITZ:EX  
**Sent:** Monday, November 5, 2018 2:11 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Meeting room booking for 6 people for tomorrow

Hi Danny,

I was looking to book a meeting room for tomorrow Nov 6<sup>th</sup> from 10-11:30 am at 999 Canada Place. We had the room MR667A in mind, but it can be any room. Please confirm if you could help me with this.

Thanks,

**Tanveer Flora**  
Administrative Assistant  
Integrated Data Division | Ministry of Citizens Services  
BC Stats | Ministry of Jobs, Trade and Technology

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 3:52 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** FW: Quote - 4 data Drops for Suite 740

Hi Vanessa,

We had a walk through with Larry this afternoon to identify the offices that would need data drops for the coming UC deployment.

I am looking for approval to place the order for the 3 offices that will require the data ports. Larry has provided a quote of \$900 for this project.

Office 712  
Office 716  
Boardroom 3

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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**From:** Larry Siegrist <larrys@opwtc.ca>  
**Sent:** Monday, November 5, 2018 3:15 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Quote - 4 data Drops for Suite 740

Hi Danny,

For the three data lines we talked about, we would be looking at about \$900.

Let me know if you would like to proceed and I'll order the materials needed.

Thanks,

Larry

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November 2, 2018 10:17 AM  
**To:** Larry Siegrist <larrys@opwtc.ca>  
**Subject:** RE: Quote - 4 data Drops for Suite 740

Hi Larry,

There is time after 3 today if your 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Larry Siegrist <[larrys@opwtc.ca](mailto:larrys@opwtc.ca)>  
**Sent:** Friday, November 2, 2018 9:58 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: Quote - 4 data Drops for Suite 740

Hi Danny,

Is there a good time/day to come up and take a look?

Thanks,

Larry

---

**From:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Sent:** November 1, 2018 2:47 PM  
**To:** Larry Siegrist <[larrys@opwtc.ca](mailto:larrys@opwtc.ca)>  
**Subject:** FW: Quote - 4 data Drops for Suite 740

See below.

Thanks,

**Dan Paunovski**  
Ocean Pacific Management Ltd.  
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1  
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

---

**From:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Sent:** November-01-18 2:36 PM  
**To:** Danilo Paunovski <[danp@opwtc.ca](mailto:danp@opwtc.ca)>  
**Subject:** Quote - 4 data Drops for Suite 740

Hi Dan,

In the coming weeks we will be requiring 4 new data drops for our office as we transition to a new phone system. Can you please have Larry quote the costs of these? They will be for 4 separate offices in our suite.

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)

**Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 1:23 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** E130013 - Bain, Don  
**Attachments:** E130013- Bain, Don.pdf

Good Afternoon,

Please find the attached Travel Claim package for Don Bain – E130013.

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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 1:22 PM  
**To:** Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Chang, Johann GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX; Li, Jony GCPE:EX; LP Premiers Vancouver Office  
**Subject:** FW: Reminder: 2018 Cold and Flu Program  
**Attachments:** 2018 Consent Form.pdf

Hi VCO Staff,

Please see the reminder for the Flu Clinic happening in the JTT offices door this Wednesday November 7<sup>th</sup>. For those who have booked their appointment and still need to complete their consent form please see attached. If you have any questions or concerns 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Sood, Arush JTT:EX  
**Sent:** Monday, November 5, 2018 12:01 PM  
**To:** JTT 999 Canada Place <JTT999CP@Victoria1.gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>  
**Subject:** Reminder: 2018 Cold and Flu Program

Happy Monday Everyone,

Just a quick reminder that the flu clinic will take place on **Wednesday, November 7, 2018** from **8:30am to 10:00am** in the Whistler and the Prince George Rooms.

For everyone participating in the program, please review the following information:

- Wear a short-sleeved top to the clinic.
- Complete and bring along a consent form to the clinic. Please complete this form in advance with the exception of the signature/date – this must be done in the presence of a nurse.
- Plan to remain at the clinic for 15 minutes after being immunized.
- Plan to arrive at least five minutes early.
- If you have inquiries related to an individual health issue, contact Healthserv directly by e-mail at [fluohn@healthserv.com](mailto:fluohn@healthserv.com) or by phone at 1-866-663-5848, ext. 232.

There are also printed copies of the consent form at Reception if needed.

I look forward to seeing you there, and please let me know if you have any questions in the meantime!

Thank you,

**Arush Sood**





## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 1:00 PM  
**To:** Privett, Don PREM:EX  
**Subject:** Im back in the office when your free

**Danny 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)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 11:54 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: Team meeting

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 11:23 AM  
**To:** Oreck, Mira PREM:EX  
**Subject:** RE: Flight Times Oct 7th  
**Attachments:** Thank you for choosing to take off with Helijet!

Hi Mira,

They should be in your calendar now. I have also attached the confirmations.

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:** Oreck, Mira PREM:EX  
**Sent:** Monday, November 5, 2018 11:13 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Flight Times Oct 7th

Hi Danny –

Did you confirm the flights for me for this week (Wednesday)? I don't see them in my calendar.

Tx

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Wednesday, October 31, 2018 12:23 PM  
**To:** Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** RE: Flight Times Oct 7th

Hi Mira,

Yes they are Helijet.

**Danny 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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**From:** Oreck, Mira PREM:EX  
**Sent:** Wednesday, October 31, 2018 12:22 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Flight Times Oct 7th

Are these Helijet?

Mira Oreck  
604 839 1967

On Oct 31, 2018, at 12:10 PM, Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)> wrote:

Hi Mira,

Please review the times and let me know which you would prefer.

<image001.jpg>

<image002.jpg>

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)

Page 423 of 460

Withheld pursuant to/removed as

s.22

## Loubert, Danny PREM:EX

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**Subject:** Amber and Maura

**Location:** Online meeting

**Start:** Mon 2018-11-05 11:00 AM

**End:** Mon 2018-11-05 12:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Loubert, Danny PREM:EX

**Required Attendees** PREM Rose Room PREM:EX; PREM VCO MR R Boardroom PREM:EX

s.15; s.17

## **Loubert, Danny PREM:EX**

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**Subject:** Amber and Maura

**Location:** Online meeting

**Start:** Mon 2018-11-05 10:00 AM

**End:** Mon 2018-11-05 11:00 AM

**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** Loubert, Danny PREM:EX

**Required Attendees** PREM Rose Room PREM:EX; PREM VCO MR R Boardroom PREM:EX

s.15; s.17

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 9:21 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Accepted: Danny/Vanessa 1:1



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Monday, November 5, 2018 9:14 AM  
**To:** LP Premiers Vancouver Office; Li, Jony GCPE:EX; Joshi, Shruti GCPE:EX; Behrens, Marlene GCPE:EX; Hagglund, Jarrett GCPE:EX  
**Subject:** Fw: INCIDENT: Unable to Open Outlook

---

**From:** FIN IMB Service Desk (78912) FIN:EX  
**Sent:** Monday, November 05, 2018 8:52 AM  
**To:** FIN IMB SD TIBS; FIN IMB SD Site Contacts  
**Subject:** FW: INCIDENT: Unable to Open Outlook

FYI. Please see email below for details.

FIN IMB Service Desk  
Information Management Branch  
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other Agencies, Boards & Commissions  
Tel. 9-250-387-8912  
Fax. 250-356-1494

*Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

**From:** cshelp@gov.bc.ca [mailto:cshelp@gov.bc.ca]  
**Sent:** Monday, November 5, 2018 8:47 AM  
**To:** CITZ SC PROB LIST  
**Subject:** INCIDENT: Unable to Open Outlook

**Type:** Incident  
**Status:** Incident: Unable To Open Outlook  
**Impact:** Clients are unable to open/log into the Outlook Application

**Date:** 11/5/2018  
**Time:** 08:45

**Subject:** INCIDENT: Unable to Open Outlook

**Description:** Please be advised we are receiving reports of some clients unable to open Outlook. Technical teams are investigating and we will have more information for you shortly.

In the interim - summer is available and accessible for email access at <https://summer.gov.bc.ca>.

Due to the volume of calls to Option 1 77000 at this time, there may be a 'ring busy' tone.

For previous Hot Tickets, refer to this website: [https://ssbc-client.gov.bc.ca/hot\\_ticket/](https://ssbc-client.gov.bc.ca/hot_ticket/)

If you require further information, please contact the Service Desk at 250 387-7000. Non-Provnet customers can call toll-free at 1-866-660-0811.

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 2:01 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: RE: IN601158 - Emergency iStore order:909171 - completed

Hi Vanessa,

This could be for the UC or the Refresh equipment, I will make 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, November 2, 2018 1:53 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** FW: RE: IN601158 - Emergency iStore order:909171 - completed  
**Importance:** High

Any idea what this is about?

---

**From:** Haugen, Sterling ISMC:EX  
**Sent:** Friday, November 2, 2018 11:28 AM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Cc:** Chiuten, Jerome FIN:EX <[Jerome.Chiuten@gov.bc.ca](mailto:Jerome.Chiuten@gov.bc.ca)>  
**Subject:** RE: IN601158 - Emergency iStore order:909171 - completed  
**Importance:** High

Hello Vanessa,  
The iStore order 909171 (modify user) has been updated to an Emergency order.  
An analyst has completed work on this order .

***Sterling Haugen***

ISM Canada providing services to:  
OCIO Enterprise Services  
Identity & Access Management, Technician  
[WSSDIDIAM@gov.bc.ca](mailto:WSSDIDIAM@gov.bc.ca)

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## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 1:46 PM  
**To:** Banfield, Elena GCPE:EX; Geary, Vanessa PREM:EX  
**Subject:** RE: Possible TRAN tech briefings at VCO - Nov 6 & 19

Hi Elena,

I just spoke with Vanessa and we both agree that's fine.  
We can book it into the Cabinet like we have in past. With the house sitting we won't have any other conflicting requests.

Let me know if you need any 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Banfield, Elena GCPE:EX  
**Sent:** Friday, November 2, 2018 12:18 PM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Possible TRAN tech briefings at VCO - Nov 6 & 19

Hi Vanessa and Danny,

Transportation is discussing two possible technical briefings on Nov 6 and Nov 19, which would take place in Victoria, but might include a media lock-up in Vancouver. In the past we've done these at the Pan Pacific, but I'm not sure if that's because VCO was booked, or if it was the preference not to host media at VCO.

Would it be possible for these briefings, if they happen, to take place in one of our boardrooms on those dates? Or would it be best for us to look into booking a meeting room in the hotel? On Nov 6 they're looking at 9:15am-10:00am, and I don't yet have a time for Nov 19.

Let me know your thoughts!

Thanks,  
Elena

**Elena Banfield** | Event Coordinator  
Government Communications and Public Engagement  
Mobile: 604-842-0984 | [elena.banfield@gov.bc.ca](mailto:elena.banfield@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 1:09 PM  
**To:** Brown, Evan PREM:EX  
**Subject:** Conference Call Commands

### Touch Tone Features Quick Guide

The following features are available during the conference.

#### Chairperson

- \*0 Operator Assistance
- \*2 Sub-conference with another attendee
- \*4 Lock conference
- \*5 Unlock conference
- \*6 Mute / un-mute own line
- \*9 Mute / un-mute all participants
- \*#2 Roll Call of participants
- \*#6 Conference recording
- \*#7 Project / Billing Code

#### Participants

- \*0 Operator Assistance
- \*2 Sub-conference with another attendee
- \*6 Mute / un-mute own line

Please see the [Audio Conferencing Quick Start Guide](#) for a full listing of Touch Tone Commands.

**Danny 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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 12:16 PM  
**To:** Wade, Debbie PREM:EX  
**Cc:** Bain, Don PREM:EX; Kristianson, Eric PREM:EX  
**Subject:** RE: I'll send along a revised version of the deck for the 112:30 call in an hour or so.

Hi Debbie and Happy Friday!

All done.

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:** Wade, Debbie PREM:EX  
**Sent:** Friday, November 2, 2018 12:00 PM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Cc:** Bain, Don PREM:EX <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Subject:** FW: I'll send along a revised version of the deck for the 112:30 call in an hour or so.  
**Importance:** High

Hi Danny;

As mentioned can you please print off a copy for Don and Geoff for their 12:45pm meeting today.

Thanks so much!

*Debbie Wade  
Executive Coordinator to Geoff Meggs - Chief of Staff  
and Amber Hockin - Deputy Chief of Staff  
Office of the Premier  
250-356-2785*

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Friday, November 2, 2018 11:59 AM  
**To:** Wade, Debbie PREM:EX; Bain, Don PREM:EX  
**Subject:** RE: I'll send along a revised version of the deck for the 112:30 call in an hour or so.  
**Importance:** High

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Friday, November 2, 2018 11:05 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: I'll send along a revised version of the deck for the 112:30 call in an hour or so.

Hey Eric;

Let me know when you have a chance to send that revised version over. I will get Danny Loubert to print a copy off for Geoff and Don.

Thanks!

*Debbie Wade*  
*Executive Coordinator to Geoff Meggs - Chief of Staff*  
*and Amber Hockin - Deputy Chief of Staff*  
*Office of the Premier*  
*250-356-2785*

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Friday, November 2, 2018 8:18 AM  
**To:** Wade, Debbie PREM:EX; Bain, Don PREM:EX  
**Subject:** I'll send along a revised version of the deck for the 112:30 call in an hour or so.

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

## Loubert, Danny PREM:EX

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**Subject:** Amber/Don  
**Location:** VCO - Amber's Office  
  
**Start:** Mon 2018-11-05 9:30 AM  
**End:** Mon 2018-11-05 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Bain, Don PREM:EX  
**Required Attendees**Hockin, Amber PREM:EX

Quick Discussion on Work Camps



## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 11:27 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Re: are you back?

All is well :)

Sent from my iPhone

On Nov 2, 2018, at 11:23, Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)> wrote:

Ok thanks – on call so wasn't sure what is going on up front

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Friday, November 2, 2018 11:20 AM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: are you back?

Im back! (been back but your door was closed)

**Danny 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:** Geary, Vanessa PREM:EX  
**Sent:** Friday, November 2, 2018 11:09 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** are you back?

## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Friday, November 2, 2018 9:18 AM  
**To:** Robb, Amanda JTT:EX; VCO Boardrooms, PREM PREM:EX  
**Cc:** Walters, Hailey JTT:EX  
**Subject:** RE: Boardroom: MBR November 13 10:45AM - 11:15AM

Good Morning Amanda,

We have booked a room for the Minister's 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Robb, Amanda JTT:EX  
**Sent:** Thursday, November 1, 2018 4:34 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Walters, Hailey JTT:EX <[Hailey.Walters@gov.bc.ca](mailto:Hailey.Walters@gov.bc.ca)>  
**Subject:** Boardroom: MBR November 13 10:45AM - 11:15AM

Hi VCO,

Can we book another boardroom for Minister Ralston on **November 13<sup>th</sup> from 10:45AM – 11:15AM.**

Attendees:

Dick Vollet, President and CEO of St. Paul's Foundation  
Ivone Martins, Chief Innovation Development Officer

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](mailto:amanda.rob主@gov.bc.ca)

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 5:39 PM  
**To:** Arora, Jasleen MCF:EX  
**Subject:** Tentative: BIPOC with Natasha Tony

## Loubert, Danny PREM:EX

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 4:07 PM  
**To:** Kingston, Charlotte PREM:EX  
**Subject:** Re: VCO Day Ahead - Friday, November 2nd

Thanks Charlotte!

Sent from my iPhone

On Nov 1, 2018, at 15:49, Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)> wrote:

Hi Vanessa,

I can provide coverage s.22

Sent from my Samsung Galaxy smartphone.

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

**From:** "Geary, Vanessa PREM:EX" <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Date:** 2018-11-01 3:45 PM (GMT-08:00)  
**To:** "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>, "Bain, Don PREM:EX" <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)>, "Banfield, Elena GCPE:EX" <[Elena.Banfield@gov.bc.ca](mailto:Elena.Banfield@gov.bc.ca)>, "Behrens, Marlene GCPE:EX" <[Marlene.Behrens@gov.bc.ca](mailto:Marlene.Behrens@gov.bc.ca)>, "Joshi, Shruti GCPE:EX" <[Shruti.Joshi@gov.bc.ca](mailto:Shruti.Joshi@gov.bc.ca)>, "Kingston, Charlotte PREM:EX" <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>, "Li, Jony GCPE:EX" <[Jony.Li@gov.bc.ca](mailto:Jony.Li@gov.bc.ca)>, "Oreck, Mira PREM:EX" <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** RE: VCO Day Ahead - Friday, November 2nd

Hi everyone – I will be staffing the Premier tomorrow morning s.22

s.22

There is not a lot happening during that time, but could someone provide coverage if needed? Please check in with Danny in the morning.  
Thanks Team!

VG

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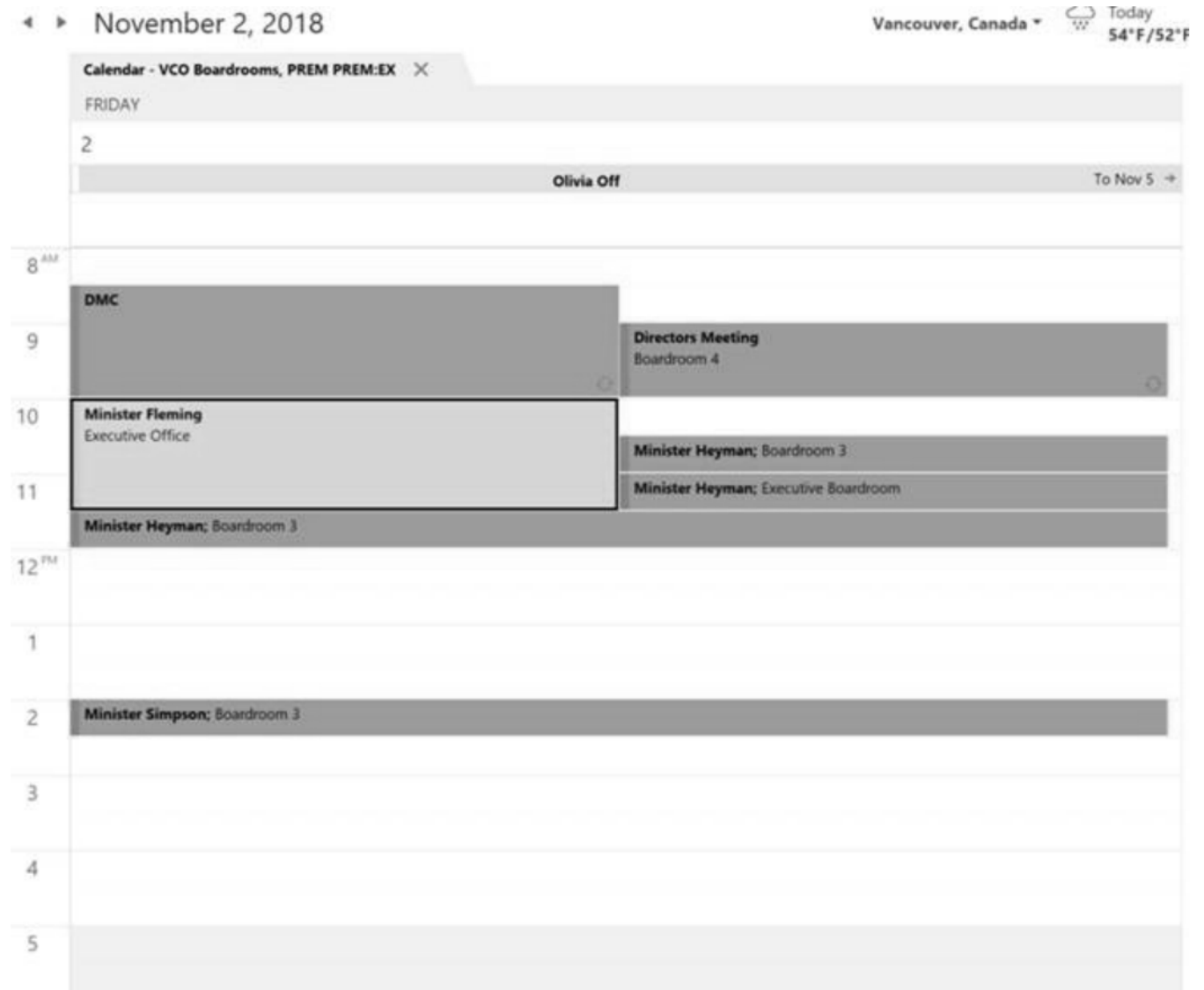
**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 3:29 PM  
**To:** Bain, Don PREM:EX <[Don.Bain@gov.bc.ca](mailto:Don.Bain@gov.bc.ca)>; Banfield, Elena GCPE:EX <[Elena.Banfield@gov.bc.ca](mailto:Elena.Banfield@gov.bc.ca)>; Behrens, Marlene GCPE:EX <[Marlene.Behrens@gov.bc.ca](mailto:Marlene.Behrens@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>; Hagglund, Jarrett GCPE:EX <[Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)>; Joshi, Shruti GCPE:EX <[Shruti.Joshi@gov.bc.ca](mailto:Shruti.Joshi@gov.bc.ca)>; Kingston, Charlotte PREM:EX <[Charlotte.Kingston@gov.bc.ca](mailto:Charlotte.Kingston@gov.bc.ca)>; Li, Jony GCPE:EX <[Jony.Li@gov.bc.ca](mailto:Jony.Li@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Oreck, Mira PREM:EX <[Mira.Oreck@gov.bc.ca](mailto:Mira.Oreck@gov.bc.ca)>  
**Subject:** VCO Day Ahead - Friday, November 2nd

Good afternoon VCO Staff,

For those who will be here tomorrow (Friday), Here is your VCO Day Ahead.

**THE PREMIER WILL BE IN THE OFFICE**

- DMC will have a few DM's connecting from Vancouver
- Ministers Fleming, Simpson and Heyman will be in the office with External Guests



Happy Thursday!

**Danny 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)

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 3:31 PM  
**To:** Gallant, Linda GCPE:EX; Spencer, Brad GCPE:EX; GCPE Service Desk GCPE:EX  
**Subject:** RE: Welcome Johann!

Hi all,

Please note the packages have arrived 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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Gallant, Linda GCPE:EX  
**Sent:** Tuesday, October 23, 2018 9:02 AM  
**To:** Spencer, Brad GCPE:EX <[Brad.Spencer@gov.bc.ca](mailto:Brad.Spencer@gov.bc.ca)>; GCPE Service Desk GCPE:EX <[gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca)>  
**Cc:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Re: Welcome Johann!

Thanks for the heads up Brad. L

Sent from my iPhone

On Oct 23, 2018, at 8:59 AM, Spencer, Brad GCPE:EX <[Brad.Spencer@gov.bc.ca](mailto:Brad.Spencer@gov.bc.ca)> wrote:

Hi Linda

I am sorry, I think I missed this email. Yes please we will need to get Johann set up with a computer and phone.

Thanks  
Brad

---

**From:** Gallant, Linda GCPE:EX  
**Sent:** October 16, 2018 10:41 AM  
**To:** Loubert, Danny PREM:EX; Spencer, Brad GCPE:EX  
**Subject:** RE: Welcome Johann!

Sorry, Johann is male, and Brad, should the service desk get a laptop and iphone ready to courier over for his use?

---

**From:** Gallant, Linda GCPE:EX  
**Sent:** Tuesday, October 16, 2018 8:48 AM  
**To:** Loubert, Danny PREM:EX  
**Cc:** Spencer, Brad GCPE:EX  
**Subject:** FW: Welcome Johann!

Good morning Danny,  
Thank you for your assistance with Jony Li.  
We have another GCPE hire, Johann Chang starting Nov 5<sup>th</sup>. She is taking over Joseph Li's position, so I think he was sitting elsewhere on the floor, within the ministry?  
Are you able to assist with an access card?

Cheers, Linda

---

**From:** Chand, Rita GCPE:EX  
**Sent:** Monday, October 15, 2018 4:16 PM  
**To:** 'Johann Chang'  
**Cc:** Spencer, Brad GCPE:EX; Dale, Raman GCPE:EX; Sall, Gurmeet GCPE:EX; GCPE HR GCPE:EX; GCPE Facilities and Administration; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; GCPE Corporate Calendar GCPE:EX  
**Subject:** Welcome Johann!

<image001.png>

## **Welcome to Government Communications and Public Engagement!**

Dear Johann,

Congratulations on your new assignment with Government Communications and Public Engagement. We look forward to working with you!

### **Getting ready for your first day:**

Your location and contact information for reporting to work is as follows.

**Position:** Senior Public Affairs Officer  
**Start Date & Time:** November 5, 2018 @ 830am  
**Shop/Unit:** Jobs, Trade and Technology Communications  
**Location:** Suite 740, 999 Canada Place Van BC  
**Supervisor's Name and Contact Information:** Brad Spencer, 778 974-3546  
**Paylist /Department ID:** 022-5294  
**Attire:** Business Casual

It is important to understand how GCPE supports government. This has been clearly outlined in the [Core Policy Manual Chapter 22](#). This chapter includes information on the GCPE mandate, objectives and policies as they relate to communications and public engagement services. This information will help you to understand our organization.

We also encourage you to familiarize yourself with current government news/announcements particularly those related to the ministry that you are assigned to support. The [BC Newsroom](#) as well as the [Ministry of Jobs, Trade and Technology](#) website contain recent announcements, information about the minister, and the ministry service plan.

FYI - here is the [Parliamentary Calendar](#).

## **Corporate Values, Standards of Conduct and Appropriate Use Policy:**

Prior to your first day, please review the six corporate values of the BC Public Service.

**Curiosity, Service, Passion, Teamwork, Accountability, and Courage** – These corporate values shape our culture and help to:

- foster practices that build a positive work culture
- establish a single employer identity
- define shared expectations
- maintain consistency of management practices
- improve organizational performance

**Integrity** has been placed above all the other values as an overarching quality that strongly affirms the Standards of Conduct for the BC Public Service and provides an environment where we are all able to make the right decision for the right reasons.

In addition, please review the Appropriate Use policy. This is a common sense guide on the appropriate use of government systems and devices. This policy outlines key considerations with respect to managing and protecting confidential information, including the use of personal email when doing government work and the necessity to abide by the Standards of Conduct.

## **Startup process and paperwork – Due within your first week:**

We will email you the employee start-up paper work shortly. Your employee start up paperwork must be filled out and hand-delivered directly to our HR unit within a week of starting in your new position. The HR unit is located on the 4<sup>th</sup> floor, 617 Government Street

We will review your paper work with you to ensure all the necessary information is included. To arrange an appointment to review your paperwork, and do your Oath of Employment, please contact our **HR Coordinators Becky Hamilton or Linda Reed at 250-387-1420**, during your first week of work. All public service employees swear/affirm to abide by the Standards of Conduct for Public Service Employees, as part of their Oath of Employment.

When you come in to HR, please bring:

- Social Insurance Card
- Birth Certificate

Following up from your offer letter, here is a link to the terms and conditions of employment equivalent to those established for Category A appointments.

Thank you and please feel free to call at any time if you have any questions.

Sincerely,

Rita



## Loubert, Danny PREM:EX

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**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Thursday, November 1, 2018 2:02 PM  
**To:** Neilson, Kirsten ENV:EX  
**Subject:** RE: Nov 2 Boardrooms for Minister Heyman

Thanks Kirsten,

We have booked a room for the Minister this Friday.

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:** Neilson, Kirsten ENV:EX  
**Sent:** Thursday, November 1, 2018 1:56 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** Nov 2 Boardrooms for Minister Heyman

Vancouver Cabinet Office Boardroom Booking Request	
<b>Ministry:</b>	ENV
<b>Meeting:</b>	Doug McArthur
<b>Date:</b>	Nov 2
<b>Time:</b>	10:30 am to 11 am

<b>Attendees:</b>	
Doug McArthur	Eveline Xia
Minister Heyman	

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Vancouver Cabinet Office Boardroom Booking Request	
<b>Ministry:</b>	ENV
<b>Meeting:</b>	Zero Emissions Building Exchange
<b>Date:</b>	Nov 2
<b>Time:</b>	11:30 am to noon

<b>Attendees:</b>	
Eveline Xia	Minister Heyman
Christian Cianfrone	
Fiona Famulak,	

<b>Other Requirements:</b>	
11am – Nov 2	
MGH will have a videographer from the Zero Waste conference coming to meet him. We are working on getting the name,	

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**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 1:18 PM  
**To:** Valley, Nancy PSA:EX  
**Subject:** Requested Lists  
**Attachments:** Premier's Office Org Chart - October 2018.docx; MO Staff List - Nov 1st.docx

Hi Nancy,

Please see the following contact lists. I hope they are useful for what you are looking 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](mailto:Danny.Loubert@gov.bc.ca)

## Loubert, Danny PREM:EX

---

**From:** VCO Boardrooms, PREM PREM:EX  
**Sent:** Thursday, November 1, 2018 11:29 AM  
**To:** Roberts, Connie A IRR:EX  
**Subject:** RE: Room booking - November 5th

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](mailto:Danny.Loubert@gov.bc.ca)

---

**From:** Roberts, Connie A IRR:EX  
**Sent:** Thursday, November 1, 2018 11:24 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Room booking - November 5th

Hi Danny,

It's in the email below, but here you go! ☺

**Catering Company: The Dirty Apron**  
**Catering Staff:** Scott Maan, Annette Spreeuw, Susanna Ng  
Contact Information: 604-879-8588 ext 2  
Breakfast Delivery Time: 8:00am  
Lunch Delivery Time: 12:00pm  
Pick Up Time: 4:30pm

**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:** Thursday, November 1, 2018 10:59 AM  
**To:** Roberts, Connie A IRR:EX  
**Subject:** RE: Room booking - November 5th

Hi Connie,

Can you confirm the catering company being used?

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:** Roberts, Connie A IRR:EX  
**Sent:** Thursday, November 1, 2018 9:38 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Room booking - November 5th  
**Importance:** High

Hi Danny,

Please see the below attendees and catering details for this meeting on Nov. 5<sup>th</sup>:

**MACIW Attendees:**

- Chastity Davis, Chair
- Barbara Ward-Burkitt, Vice Chair
- Paulette Flamond, Member
- Sarah Robinson, Member
- Coreen Child, Member
- Raven Lacerte, Member, Youth Representative
- Lorna Williams, Member, Elder Representative

**MIRR Staff:**

- Laurel Nash, Assistant Deputy Minister
- Juanita Berkhout, Executive Director
- Catherine Sheldrake, Director
- Ingrid Schmidt, Senior Advisor
- Shireen Banaee, MACIW Indigenous Youth Intern

**Guests:**

- Neilane Mayhew, Deputy Minister, Ministry of Mental Health and Addictions
- Lynne Belle-Isle, Senior Policy Analyst, Ministry of Mental Health and Addictions
- Brendan Williams, Indigenous Youth Intern, Ministry of Mental Health and Addictions
- Cheryl May, Assistant Deputy Minister, Ministry of Children and Family Development
- Rachel Holmes, Executive Lead, Ministry of Public Safety and Solicitor General
- Sara Pye, Director, Ministry of Public Safety and Solicitor General

**Indigenous Youth Intern (IYIP):**

- Kwiigay Kennedy, Youth Agriculture Outreach Coordinator, Indigenous Youth Intern

**Catering Company: The Dirty Apron**

**Catering Staff:** Scott Maan, Annette Spreeuw, Susanna Ng

Contact Information: 604-879-8588 ext 2

Breakfast Delivery Time: 8:00am

Lunch Delivery Time: 12:00pm

Pick Up Time: 4:30pm

*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:** Tuesday, October 30, 2018 2:11 PM  
**To:** Roberts, Connie A IRR:EX; VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room booking - November 5th

Hi Connie,

It shouldn't be a problem. Ill be here for 8am and well have a staff member here for them when they are finished.

Once you have the confirmed list of attendees please ensure that it is forwarded to us.

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:** Roberts, Connie A IRR:EX  
**Sent:** Tuesday, October 30, 2018 1:52 PM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** RE: Room booking - November 5th  
**Importance:** High

Hi Danny,

Ok, so further to our conversation yesterday, they would like everyone to arrive at 8 am, including the caterers, so they can set up and start their meeting right at 8:30 am. Also, they would need the room till 5:15 pm now, as Minister Fraser will be calling into the meeting at 4:15 pm for an hour. Is all of this ok?

**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, October 29, 2018 2:33 PM  
**To:** VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room booking - November 5th  
**Importance:** High

Hi Olivia,

*I've been asked to see if we can book this room from 8-5 pm, on November 5<sup>th</sup>?*

**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, October 1, 2018 12:44 PM  
**To:** VCO Boardrooms, PREM PREM:EX  
**Subject:** RE: Room booking - November 5th

Thanks so much, Olivia!

**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, October 1, 2018 12:37 PM  
**To:** Roberts, Connie A IRR:EX  
**Subject:** RE: Room booking - November 5th

Hi Connie,

I have placed a hold on our largest boardroom for November 5<sup>th</sup>, from 8:30AM – 4:30PM.

- We don't have a projector, however; if the DMO brings a USB and a laptop we will be able to use TV screens.
- We can provide coffee, tea, and water at reception for guests as they arrive, however; if you would like refreshments during your meeting, I would suggest adding it to the catering order.

Please provided the list of confirmed attendees at your earliest convenience. If you have any other questions, please do not hesitate to ask!

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **M:** 604-818-1484  
**E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

**From:** Roberts, Connie A IRR:EX  
**Sent:** October 1, 2018 11:37 AM  
**To:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** Room booking - November 5th

Vancouver Cabinet Office Boardroom Booking Request	
<b>Ministry:</b>	<b>Indigenous Relations and Reconciliation</b>
<b>Meeting:</b>	<b>MACIW (Minister's Advisory Council on Indigenous Women)</b>
<b>Date:</b>	<b>November 5<sup>th</sup></b>
<b>Time:</b>	<b>8:30 am – 4:30 pm</b>

<b>Attendees:</b>	
Approx. 15-18 people, names still tbc, so probably a room capable of up to 20 people!	

<b>Other Requirements:</b>	
MSF will not be in attendance. Our DMO has caterers coming in the will deliver breakfast and lunch. Our office will confirm those details with you.	
DMO is also requesting a need for a projector? Is there a room that has a project? Cabinet Boardroom??	
Does staff also require to bring in coffee/tea and watter?	

*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**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 10:55 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Forms for Melanie Sanderson  
**Attachments:** MSanderson - Personal and Emergency Contact Info.pdf; MSanderson - Nomination of Beneficiary.pdf; MSanderson - ICT Agreement.pdf; MSanderson - Flex Benefits Enrolment.pdf; MSanderson - MSP.PDF; MSanderson - Interim BC Services Card.pdf; s.22  
s.22 .pdf; Passport-MelanieSanderson.pdf; s.22 MSanderson  
- Standards of Conduct for Poli Staff.pdf; MSanderson - Interim BC Services Card.pdf; MSanderson - Interim BC Services Card.pdf

Hi Dawn-Lynn,

Please find the remaining forms for Melanie Sanderson.

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)

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 10:17 AM  
**To:** Oreck, Mira PREM:EX  
**Subject:** Parking Pass for Canada Place

Hi Mira,

Are you currently using the Canada Place Parking Pass?

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)

## Loubert, Danny PREM:EX

---

**Subject:** Canceled: Meeting with Mira Oreck  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

**Start:** Thu 2018-11-01 10:30 AM  
**End:** Thu 2018-11-01 11:00 AM  
**Show Time As:** Free

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** VCO Boardrooms, PREM PREM:EX  
**Required Attendees** Frampton, Caelie ENV:EX  
**Resources:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

**Importance:** High

As Per Ashley Drew. Telepresnce no longer required.

## **Loubert, Danny PREM:EX**

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 10:13 AM  
**To:** Drew, Ashley ENV:EX  
**Subject:** RE: booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Thanks Ashley,

I will remove the TP bookings.

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:** Drew, Ashley ENV:EX  
**Sent:** Thursday, November 1, 2018 10:12 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Danny.

I am so sorry. You have been a wonderful help but we have booked a room in the leg and no longer need telepresence!

### **Ashley Drew**

Administrative Assistant to the Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
**Office:** 250-387-1187

---

**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 10:11 AM  
**To:** Drew, Ashley ENV:EX; Gallant, Linda GCPE:EX; Whitehorne, Laura CITZ:EX  
**Subject:** RE: booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Hi All,

The Telepresence rooms at Canada place and Gov't street are now booked for Ashley.

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:** Drew, Ashley ENV:EX  
**Sent:** Thursday, November 1, 2018 10:08 AM  
**To:** Gallant, Linda GCPE:EX <[Linda.Gallant@gov.bc.ca](mailto:Linda.Gallant@gov.bc.ca)>; Whitehorne, Laura CITZ:EX <[Laura.Whitehorne@gov.bc.ca](mailto:Laura.Whitehorne@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Hi everyone,

thank you for trying to help! The room is not available at this time and we have booked a meeting room in the leg.

Have the best day ever,

**Ashley Drew**

Administrative Assistant to the Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
**Office:** 250-387-1187

---

**From:** Gallant, Linda GCPE:EX  
**Sent:** Thursday, November 1, 2018 9:56 AM  
**To:** Whitehorne, Laura CITZ:EX; Loubert, Danny PREM:EX  
**Cc:** Drew, Ashley ENV:EX  
**Subject:** Re: booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Hi Danny  
Please book this meeting for Ashley.  
Thanks so much , L

Sent from my iPhone

On Nov 1, 2018, at 9:46 AM, Whitehorne, Laura CITZ:EX <[Laura.Whitehorne@gov.bc.ca](mailto:Laura.Whitehorne@gov.bc.ca)> wrote:

Hi Linda and Ashley, please contact Danny Loubert with the Premier's Office.

Thank you!

**Laura Whitehorne**  
Senior Service Analyst | Conferencing Services  
Network, Communications and Collaboration Services  
Office of the Chief Information Officer  
[Laura.Whitehorne@gov.bc.ca](mailto:Laura.Whitehorne@gov.bc.ca)  
250-953-6218  
<image002.png>

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**From:** Gallant, Linda GCPE:EX  
**Sent:** Thursday, November 1, 2018 9:45 AM  
**To:** Whitehorne, Laura CITZ:EX; Drew, Ashley ENV:EX  
**Subject:** booking TP Room for 617Govt St and 999 Canada Pl today at 1030am

Good morning Laura

Are you able to book a meeting today for Ashley in ENV office with 999 Canada Place and 4<sup>th</sup> floor 617 Govt St.

Thank you, Linda

Linda Gallant  
Facilities Services Advisor  
GCPE – HQ  
4<sup>th</sup> Floor, 617 Govt St  
Victoria BC V8W 9V1  
<image003.jpg>

## Loubert, Danny PREM:EX

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 10:11 AM  
**To:** Kingston, Charlotte PREM:EX  
**Subject:** RE: Parking pass

Hi charlotte,

Currently both passes are out. But I will see if one is 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](mailto:Danny.Loubert@gov.bc.ca)

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**From:** Kingston, Charlotte PREM:EX  
**Sent:** Thursday, November 1, 2018 10:03 AM  
**To:** Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** Parking pass

Hey Danny,  
Does the parking pass happen to be available today?  
s.22

Sent from my Samsung Galaxy smartphone.



## Loubert, Danny PREM:EX

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**Subject:** Meeting with Mira Oreck  
**Location:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX  
  
**Start:** Thu 2018-11-01 10:30 AM  
**End:** Thu 2018-11-01 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** VCO Boardrooms, PREM PREM:EX  
**Required Attendees** Frampton, Caelie ENV:EX  
**Resources:** SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

## **Loubert, Danny PREM:EX**

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**From:** Loubert, Danny PREM:EX  
**Sent:** Thursday, November 1, 2018 9:33 AM  
**To:** Viaud, Chantille PREM:EX  
**Subject:** Costs for Business Cards

Hi Chantille,

I heard back from Queens Printers and the cost for braille business are:

500 – \$284.00  
1000 - \$489.80

Our regular costs are

500 – \$33.30  
1000 – \$45.20

If you would still like to proceed please provide a business case for me to provide to Vanessa who will need to approve.

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)