

September 1, 2020

9:30 AM - 10:30 AM	PHONE CALL: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don
10:30 AM - 11:00 AM	Debrief - Okenge/Iris/Anita -- Skype Meeting
11:00 AM - 12:00 PM	Honourable Shane Simpson welcome - Work-Able 2020/21 cohort -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Intro Mtg - Okenge/Isobel , Security Concern
1:30 PM - 2:00 PM	Completed - REVIEW: Correspondence - email from Ken McLean Sep 01
2:00 PM - 3:00 PM	Phone Call: Okenge Yuma Morisho / Shauna Brouwer / Chris Rathbone / Daniel Muzyka -- Conference Call
3:00 PM - 3:30 PM	Executive Review Practice Run -- Security Concern / MS Teams

September 2, 2020

9:30 AM - 10:00 AM	WRITE: PECSF Paragraph - email from Kelly Aug 10
11:00 AM - 11:30 AM	Budget - Okenge/Ian H./Sandra/Shirley -- Skype Meeting
11:30 AM - 12:00 PM	Monthly Communications Meeting -- Skype Meeting
1:00 PM - 1:15 PM	Touch Base - Okenge/Joanne -- Joanne to call Okenge
1:30 PM - 2:00 PM	Prep for Exec Review Panel Deadline of Sep 08 - email from Iris Mar 02
2:00 PM - 3:00 PM	Mental Health Feedback -- Skype Meeting
3:30 PM - 4:00 PM	Pre-Brief: Policy KWS Steer Cmte -- Skype Meeting

September 2, 2020 Continued

4:00 PM - 5:00 PM	Prep for Sept 10 Briefing with MCJ
5:00 PM - 5:30 PM	Completed - REVIEW: Indemnity Collections Ltr - email from Sean Gadsby Sep 02
5:30 PM - 6:00 PM	Completed - REVIEW: Draft email response - email from Kelly Sep 02

September 3, 2020

8:00 AM - 8:30 AM	NOTE: 11AM SITE TOUR
8:30 AM - 9:00 AM	Travel
9:15 AM - 10:00 AM	9:15 Live Video Conference Tour with Okenge - ^{Security Concern} MS Teams Meeting
10:00 AM - 10:30 AM	Discussion: Covid-19 Lessons Learned -- Paul to call Okenge
10:30 AM - 11:00 AM	Travel
11:00 AM - 12:00 PM	11:00 Arrival: ^{Security Concern}
1:00 PM - 1:45 PM	Okenge / Iris 1:1 -- Iris to call Okenge
2:00 PM - 2:30 PM	Monthly Check-In Mtg - Okenge/Chris -- Skype Meeting
2:30 PM - 3:00 PM	Completed - eApprovals ID: 357 + 358
3:00 PM - 3:30 PM	Discuss Correspondence Request - Okenge/Joanne/Ken -- Skype Meeting
3:30 PM - 4:30 PM	Prep for Exec Review Panel Deadline of Sep 08 - email from Iris Mar 02
5:00 PM - 5:30 PM	Completed - REVIEW: Message - email from Jen Anholt Sep 03

September 4, 2020

8:30 AM - 10:00 AM	DMC - Security Concern /Teams
10:30 AM - 11:00 AM	Prep for PECSF BoD - Okenge/Gillian -- Gillian to call Okenge
11:00 AM - 11:30 AM	Prep for Sept 10 Briefing with MCJ
11:30 AM - 12:00 PM	Corporate Survey Population Definition -- Skype Meeting
1:00 PM - 1:45 PM	Briefing re L@WW - Okenge/Steve/Priscilla/Leanna/Tamara -- Skype Meeting
2:00 PM - 3:00 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting
3:00 PM - 3:30 PM	Completed - APPROVE: Indemnity Ltr - email from Kelly Sep 04
4:00 PM - 4:30 PM	Completed - REVIEW: Message - email from Jen Anholt Sep 03

September 7, 2020

8:00 AM - 5:00 PM	STAT
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September 8, 2020

9:00 AM - 9:45 AM	9:00 Live Video Conference Tour with Okenge - Security Concern Meeting	MS Teams
10:00 AM - 10:45 AM	10:00 Live Video Conference Tour with Okenge - Security Concern Meeting	MS Teams
11:00 AM - 11:45 AM	11:00 Live Video Conference Tour with Okenge - Security Concern Meeting	-- MS Teams
1:00 PM - 1:45 PM	Okenge / William 1:1 -- William to call Okenge	

September 8, 2020 Continued

2:00 PM - 2:30 PM	WRITE: PECSF Paragraph - email from Kelly Aug 10
2:30 PM - 3:00 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
4:00 PM - 5:00 PM	Prep for Sept 10 Briefing with MCJ
5:00 PM - 5:30 PM	APPROVE: Update to Message - email from Jenn Anholt Sep 08
5:30 PM - 6:00 PM	RUSH REVIEW: Band 6 - email from Sandy Zorn Sep 08
6:00 PM - 6:30 PM	REVIEW: Updated Draft Reply - email from Ken McLean Sep 08

September 9, 2020

9:00 AM - 9:45 AM	9:00 Live Video Conference Tour with Okenge Meeting	Security Concern	MS Teams
10:15 AM - 10:45 AM	Prep for ECDI - Okenge/Michael/Priscilla -- Skype Meeting		
11:00 AM - 11:45 AM	11:00 Live Video Conference Tour with Okenge -	Security Concern	MS Teams Meeting
12:00 PM - 12:30 PM	RUSH REVIEW: Disclosure Statement - email from Sean Gadsby Sep 09		
12:30 PM - 1:00 PM	PHONE CALL: Christina Z and Okenge and Chris Rathbone - bi-weekly call -- Okenge to call Christina		
1:00 PM - 1:30 PM	APPROVE: All-Agency Agenda		
1:30 PM - 2:15 PM	Mtg with ETM -- Skype Meeting		
2:30 PM - 3:00 PM	Executive Review Practice Run --	Security Concern	MS Teams
3:00 PM - 4:00 PM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting --	Security Concern	

September 9, 2020 Continued

4:30 PM - 5:00 PM Debrief - Okenge/Iris/Anita -- Skype Meeting

5:00 PM - 6:00 PM Prep for Sept 10 Briefing with MCJ

September 10, 2020

9:00 AM - 9:45 AM 9:00 Live Video Conference Tour with Okenge .Security Concern MS Teams Meeting

10:00 AM - 11:00 AM Travel

11:00 AM - 11:30 AM Briefing with MCJ ..Security Concern

1:30 PM - 2:15 PM CONFERENCE CALL: Christina, Okenge, Vanessa, Angela -- Conference Call

3:00 PM - 4:00 PM PECSF Board Meeting -- Skype Meeting

4:00 PM - 4:30 PM REVIEW: Final Corp Plan + Messages - email from Rueben Sep 10

5:00 PM - 5:30 PM WRITE: PECSF Message

September 11, 2020

8:30 AM - 10:00 AM DMC ..Security Concern Teams

10:00 AM - 11:00 AM Basic Income Presentation -- Microsoft Teams Meeting

11:15 AM - 12:00 PM Okenge / Joanne: 1:1 -- Joanne to call Okenge

12:00 PM - 12:30 PM WRITE: PECSF Statement

12:30 PM - 1:00 PM Completed - APPROVE: C-19 Intranet Content

September 11, 2020 Continued

1:00 PM - 2:00 PM	COVID Considerations and Messaging -- Skype Meeting
2:00 PM - 3:00 PM	Travel
3:00 PM - 5:00 PM	Meeting -- ^{Security Concern} /Richard and Mark will join remotely
5:00 PM - 5:15 PM	Update - Okenge/Ken -- Okenge to call Ken
5:30 PM - 6:00 PM	Travel
6:30 PM - 7:00 PM	REVIEW: Issue Note - email from Joanne Sep 11 (1:57pm)

September 14, 2020

12:00 AM - 12:00 AM	FYI: Prov Govt Mtgs for UBCM September 14-18
8:30 AM - 9:00 AM	Completed - REVIEW/SEND: Due Process - emails from Ken McLean Sep 12
9:00 AM - 9:30 AM	Check-In Mtg - Okenge/Rachel -- Rachel to call Okenge
9:45 AM - 10:30 AM	Okenge / Iris 1:1 -- Iris to call Okenge
10:30 AM - 11:00 AM	Travel
11:00 AM - 11:30 AM	Handwashing Video - met by Matt or Ashley -- ^{Security Concern}
11:30 AM - 12:00 PM	Travel
1:00 PM - 1:30 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting

September 14, 2020 Continued

1:30 PM - 2:00 PM	Completed - REVIEW: eApps 362
2:00 PM - 2:30 PM	Corporate Ethics Update - Okenge/Rueben/Jill/Angela -- Microsoft Teams Meeting
3:00 PM - 3:45 PM	Mtg with ETM -- Skype Meeting
4:00 PM - 4:45 PM	Okenge / Bruce 1:1 -- Bruce to call Okenge
5:00 PM - 5:30 PM	Prep for OAG/PSA Mtg - Okenge/Deb -- Deb to call Okenge

September 15, 2020

All Day	FYI: Prov Govt Mtgs for UBCM September 14-18 Please See Above
8:30 AM - 9:25 AM	Personal Information -- Skype Meeting
9:30 AM - 11:00 AM	Learn @ Work Week: Equity, Equality and Inclusion -- Microsoft Teams Meeting
11:15 AM - 12:00 PM	Exec Prep for All Agency Mtg -- Skype Meeting
12:30 PM - 1:00 PM	Completed - RUSH APPROVAL: BN - email from Anita Sep 15
1:00 PM - 2:30 PM	B2V Reading
3:30 PM - 4:00 PM	CALL: Okenge and Fazil -- Skype Meeting
4:30 PM - 5:00 PM	Policy KWS Steer Cmte - Okenge/Alex -- Alex to call Okenge
5:00 PM - 5:30 PM	Completed - RUSH APPROVAL: C-19 Intranet Content

September 15, 2020 Continued

5:30 PM - 6:00 PM

Completed - REVIEW: Update to Guidelines - email from Sandy Zorn Sep 15

September 16, 2020

All Day

FYI: Prov Govt Mtgs for UBCM September 14-18
Please See Above

8:30 AM - 9:00 AM

Prep for All-Agency: PSA Exec + Senior Leaders -- Skype Meeting

9:00 AM - 9:30 AM

Reading Time

9:30 AM - 10:30 AM

Personal Information

-- Skype Meeting

11:00 AM - 11:30 AM

Budget - Okenge/Bruce/Sandra/Shirley -- Skype Meeting

11:30 AM - 12:30 PM

Prep for 4pm Mtg

1:00 PM - 2:30 PM

Policy KWS Steering Committee -- Skype Meeting

2:30 PM - 3:00 PM

Reading Time

3:00 PM - 4:00 PM

Personal Information

· Skype Meeting

4:00 PM - 4:30 PM

MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting -- Okenge to call Don

4:30 PM - 5:00 PM

Debrief - Okenge/Iris/Anita -- Skype Meeting

5:30 PM - 6:00 PM

Completed - REVIEW: All-Agency Slides

September 17, 2020

All Day

FYI: Prov Govt Mtgs for UBCM September 14-18
Please See Above

8:30 AM - 9:00 AM

Reading Time

September 17, 2020 Continued

9:00 AM - 9:45 AM	Okenge / Rueben 1:1 -- Rueben to call Okenge
9:45 AM - 10:45 AM	Personal Information - Skype Meeting
11:00 AM - 11:30 AM	Completed - REVIEW: eApps ID 362
11:30 AM - 12:00 PM	Zone Managers - Okenge/Bruce/Chris -- Skype Meeting
12:00 PM - 12:30 PM	Completed - REVIEW/SEND: Due Process - emails from Ken McLean Sep 12
1:00 PM - 2:00 PM	All-Agency Virtual Meeting (Monthly) -- Skype Meeting Broadcast (joining link and instructions enclosed)
2:15 PM - 2:45 PM	B2V Weekly Mtg for Exec -- Skype Meeting
3:00 PM - 4:30 PM	Executive Committee on Diversity and Inclusion (ECDI) -- Skype Meeting
4:30 PM - 5:00 PM	PHONE CALL: Christina Z and Okenge - bi-weekly call -- Okenge to call Christina
5:15 PM - 5:30 PM	Prep for HR Pilot DM Briefing - Okenge/Deb -- Deb to call Okenge

September 18, 2020

12:00 AM - 12:00 AM	FYI: Prov Govt Mtgs for UBCM September 14-18 Please See Above
8:30 AM - 10:00 AM	DMC -- Security Concern Teams
10:00 AM - 10:30 AM	Completed - RUSH REVIEW: Ltr - email from Chris Rathbone Sep 18
10:30 AM - 12:00 PM	Roundtable / DMC Debrief -- Skype Meeting

September 18, 2020 Continued

12:30 PM - 1:00 PM	Completed - HEADS UP RE STATUS: Due Process Request
1:00 PM - 1:30 PM	APPROVE: Exec Comm Draft Agenda - email from Shirley Sep 17
1:30 PM - 2:30 PM	Weekly Update - Okenge/Shirley/Kelly -- Skype Meeting
3:00 PM - 4:00 PM	Prep for Sept 21 Phone Briefing with MCJ

September 19, 2020

10:00 AM - 11:00 AM	MEETING: DM -- Microsoft Teams Meeting
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September 21, 2020

8:30 AM - 9:00 AM	Covid Public Health Change - Okenge/William -- Skype Meeting
9:00 AM - 9:30 AM	HR Pilot Update - Okenge/Deb/Susan -- Skype Meeting
9:30 AM - 10:00 AM	Reading Time
10:00 AM - 11:00 AM	Personal Information i -- Skype Meeting
11:00 AM - 11:30 AM	Completed - SEARCH: FOI Request (due Sept 28) email from Shirley Sep 18
11:50 AM - 12:20 PM	11:50AM Executive Committee Call -- Skype Meeting
1:00 PM - 1:30 PM	Completed - REVIEW: All-Agency Agenda for Sept 30
1:30 PM - 2:00 PM	Update - Okenge/John -- John to call Okenge
2:30 PM - 3:00 PM	Prep - DMO + ETM -- Skype Meeting

September 21, 2020 Continued

3:00 PM - 4:30 PM	Executive Committee Meeting -- Skype Meeting
4:30 PM - 5:15 PM	Finalize Submission Forms - Okenge/Iris -- Skype Meeting
5:30 PM - 6:00 PM	eApprovals ID 371

September 22, 2020

12:00 AM - 12:00 AM	FYI: UBCM September 22-24 inclusive
8:00 AM - 8:30 AM	REMINDER: 9:15am Intro for Co-op Virtual Orientation
9:15 AM - 9:30 AM	Co-op Virtual Orientation - Welcome Address - agenda and SPs attached -- Microsoft Teams Meeting
10:00 AM - 11:00 AM	Prep/Reading Time
11:00 AM - 12:00 PM	MEETING: Don Wright and Okenge Yuma Morisho - Weekly Meeting ^{Security Concern}
12:30 PM - 1:00 PM	Completed - REVIEW: All-Agency Agenda for Sept 30
1:00 PM - 2:00 PM	Sexual Harassment Policy Review -- Skype Meeting
2:30 PM - 3:00 PM	MTG: Okenge, Iris and Anita - Weekly Executive Recruitment Update -- Skype Meeting
3:00 PM - 3:30 PM	Debrief - Okenge/Iris/Anita -- Skype Meeting
3:30 PM - 4:00 PM	REVIEW: IIO Request - email from Sandy Zorn Sep 22
4:00 PM - 4:30 PM	Tim Grant / Okenge Yuma Morisho - Re: Introductory Call -- Tim Grant to call Okenge Yuma Morisho
4:30 PM - 5:00 PM	Check-in -- Conference Call

September 22, 2020 Continued

5:00 PM - 5:30 PM	Catch Up - Okenge/Mary Sue -- Mary Sue to call Okenge
5:30 PM - 6:00 PM	Completed - eApprovals ID 361
6:00 PM - 6:30 PM	Completed - REVIEW: Return to Workplace Options (DUE SEP 23) - email from Rueben Sep 21
6:30 PM - 7:00 PM	Completed - REVIEW/SEND: Due Process - email from John Sep 22

September 23, 2020

All Day	FYI: UBCM September 22-24 inclusive Please See Above
12:00 AM - 12:00 AM	PECSF Campaign - September 23 to November 6 inclusive
9:00 AM - 9:30 AM	Touch Base - Okenge/Teresa -- Skype Meeting
9:30 AM - 10:00 AM	Reading Time
10:00 AM - 11:00 AM	Personal Information - Skype Meeting
11:15 AM - 12:00 PM	Okenge / Joanne: 1:1 -- Joanne to call Okenge
12:00 PM - 12:45 PM	PECSF Virtual Launch -- Skype Meeting
1:30 PM - 2:00 PM	Completed - REVIEW: Handwashing Video - email from Kelly Sep 23
2:00 PM - 2:30 PM	Reclass Request - Okenge/Joanne/Sandy -- Skype Meeting
2:30 PM - 3:00 PM	Completed - REVIEW/SEND: Due Process - email X2 from John Sep 23
3:00 PM - 3:45 PM	Mtg with ETM -- Skype Meeting

September 23, 2020 Continued

4:00 PM - 4:30 PM	Budget - Okenge/Bruce/Sandra/Shirley -- Skype Meeting
4:30 PM - 5:00 PM	Completed - APPROVE: New Message Banner - see attached

September 24, 2020

12:00 AM - 12:00 AM	FYI: UBCM September 22-24 inclusive Please See Above
All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
All Day	UBCM Address - Federal (9am) Premier (1:15pm)
9:00 AM - 9:30 AM	UBCM Federal Address
10:00 AM - 10:20 AM	Check-In Mtg - Okenge/Cheryl -- Cheryl to call Okenge
11:15 AM - 12:00 PM	OAG/PSA Meeting re: Performance Audit Notification -- Skype Meeting
1:15 PM - 2:00 PM	UBCM PJH Address
2:15 PM - 3:00 PM	Okenge / Deb 1:1 -- Deb to call Okenge
3:30 PM - 4:00 PM	Kick Off – PSA Transition Project Team -- MS Teams Meeting
4:30 PM - 5:00 PM	REVIEW: Accommodation Scenarios - email from Ken McLean Sep 22

September 25, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
All Day	Private Appointment

September 25, 2020 Continued

8:30 AM - 10:00 AM	DMC ^{Security Concern} /Teams
10:40 AM - 11:10 AM	Review Panel Test of Chambers -- Microsoft Teams Meeting
11:15 AM - 12:00 PM	Weekly Update - Okenge/Shirley/Kelly ^{Security Concern}
1:00 PM - 2:00 PM	Roundtable / DMC Debrief -- Skype Meeting
2:30 PM - 3:30 PM	Discussion with PSA & AG Reps -- Skype Meeting
3:30 PM - 4:00 PM	Completed - RUSH: eApprovals ID 382
4:00 PM - 4:30 PM	Reel Talk - Okenge/Dave -- Dave to call Okenge
4:30 PM - 5:15 PM	Okenge / John 1:1 -- John to call Okenge

September 26, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
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September 27, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
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September 28, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
9:00 AM - 9:30 AM	eApprovals ID 371
9:30 AM - 10:00 AM	Check-In Mtg - Okenge/Steve -- Steve to call Okenge

September 28, 2020 Continued

10:00 AM - 10:30 AM	Corporate Executive Final Prep	Security Concern
10:30 AM - 11:00 AM	Reading Time	
11:00 AM - 12:00 PM	Personal Information	Security Concern
12:00 PM - 12:30 PM	PREP FOR CORP EXEC - Sign in at 12:15pm	
12:30 PM - 2:00 PM	Corporate Executive Virtual Meeting -- Skype Meeting	
2:30 PM - 3:15 PM	Okenge / Bruce 1:1 -- Bruce to call Okenge	
3:30 PM - 4:00 PM	Weekly Executive Recruitment Update - Okenge/Anita -- Anita to call Okenge	
4:30 PM - 5:15 PM	MoH Pilot - Okenge/Deb/Joanne/John/Shirley -- Skype Meeting	
6:00 PM - 6:30 PM	Completed - APPROVE: All-Agency Slides	
6:30 PM - 7:00 PM	Completed - REEL TALK: FURTHER Qs	

September 29, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
8:30 AM - 5:00 PM	Executive Review Panel - Corporate Panel (day 1 of 1) -- Chambers / MS Teams Meeting
2:00 PM - 2:30 PM	HR - Okenge/John/Amanda -- Skype Meeting
2:30 PM - 3:00 PM	Completed - UPDATED: All-Agency Slides
4:00 PM - 4:30 PM	eApprovals 371

September 29, 2020 Continued

4:30 PM - 4:45 PM	FAQs - Okenge/Rueben/John -- Skype Meeting
6:00 PM - 6:30 PM	Completed - SEARCH: Email for DM Review of Comp
7:00 PM - 7:30 PM	Completed - REEL TALK: Further Qs
8:00 PM - 8:30 PM	REMINDER: ORANGE SHIRT DAY TOMORROW

September 30, 2020

All Day	PECSF Campaign - September 23 to November 6 inclusive Please See Above
7:00 AM - 7:30 AM	REMINDER: ORANGE SHIRT DAY
8:00 AM - 8:30 AM	8:20AM - OPEN SKYPE FOR BUSINESS (IM) TO BE ADDED + TEST VIDEO
8:30 AM - 9:00 AM	September Reel Talk with Dave G. - ORANGE SHIRT DAY -- Webcast
9:30 AM - 10:00 AM	Completed - REVIEW: Draft Exec Comm Agenda
10:00 AM - 10:30 AM	MoH Pilot - Okenge/Deb/Joanne/John/Shirley -- Skype Meeting
11:00 AM - 12:00 PM	All-Agency Virtual Meeting (Monthly) -- Skype Meeting
12:30 PM - 1:00 PM	Completed - REQUEST: Intern Mtg
1:00 PM - 1:45 PM	Classification Review Outcome - Okenge/Joanne/Todd/Kim/Nic -- Skype Meeting
2:00 PM - 3:00 PM	Update -- Security Concern
3:00 PM - 3:30 PM	Travel

September 30, 2020 Continued

3:30 PM - 4:00 PM

Completed - TODAY IS DEADLINE FOR MYPERFORMANCE SIGNOFFS

4:00 PM - 4:30 PM

PHONE CALL: Christina Z and Okenge - bi-weekly call -- Okenge to call Christina

4:45 PM - 5:15 PM

Mtg with ETM -- Skype Meeting