

December 1, 2020

All Day	Arianna and Angie in Office
8:30 AM - 9:00 AM	Daily Check-in with Char -- Skype Meeting
10:15 AM - 10:30 AM	Call with Jen and Tom re: staff recognition -- Jen to call Tom on cell
11:30 AM - 11:45 AM	Call: Lori and Tom re: Transition -- Tom to call Lori
12:00 PM - 1:00 PM	Private Appointment
3:00 PM - 4:30 PM	Minister's Council Meeting -- Microsoft Teams Meeting
4:30 PM - 5:30 PM	Intro Briefing re: Fisheries and Aquaculture - MLP/PS Donnelly/Sam/Tom/Jennifer/Mike Turner/Kelly Rainforth -- Skype Meeting

December 2, 2020

All Day	Char in Office
All Day	Shawna, Holly and Char in Office
8:30 AM - 9:30 AM	Shawna Lyttle and Tom Ethier --
10:00 AM - 11:00 AM	DM All-Staff Broadcast -- Skype Broadcast
11:00 AM - 11:30 AM	Daily Check-in with Char -- Skype Meeting
12:00 PM - 1:00 PM	Private Appointment
1:30 PM - 3:30 PM	AGRI Alignment and Planning Meeting -- Microsoft Teams Meeting

December 3, 2020

All Day	Jena and Arianna in Office
9:00 AM - 9:30 AM	Daily check-in - Tom/Sam/Shawna -- Skype Meeting
9:45 AM - 10:00 AM	Call with Tom Ethier/Lindsay Miles-Pickup -- Skype Meeting
10:00 AM - 10:30 AM	Daily Check-in with Char -- Skype Meeting
11:00 AM - 11:30 AM	Meeting with Exec and ED's re: Priorities -- Skype Meeting
12:00 PM - 1:00 PM	Private Appointment
1:00 PM - 1:30 PM	DM/ADM BCSRIF Update/Approval Briefing -- Skype Meeting
4:30 PM - 5:30 PM	Briefing re: Food Hubs - MLP/Sam/Tom/Arif/Shelley Canitz/Allison Witter/Chelsea Sutherland -- Microsoft Teams Meeting

December 4, 2020

All Day	Shawna, Holly and Angie in Office
8:30 AM - 10:00 AM	DMC - Tom attending via Teams -- Security Concern Teams
10:15 AM - 11:00 AM	Weekly Calendar Meeting with Char -- Skype Meeting
12:00 PM - 1:00 PM	Private Appointment
1:00 PM - 1:30 PM	Jennifer and Tom - pre-brief for DMCNR -- Skype Meeting
3:30 PM - 4:00 PM	RAAN, Tom & Sam -- zoom
4:00 PM - 4:30 PM	RAAN de-brief with Arif/Mark/Rose/Kelly -- Skype Meeting

December 5, 2020

3:30 PM - 4:30 PM

Mink update -- Skype Meeting

December 7, 2020

12:00 AM - 12:00 AM

Cabinet Sitting

All Day

Holly, Angie and Arianna in Office

8:30 AM - 9:00 AM

Daily Check-in with Char -- Skype Meeting

9:00 AM - 9:30 AM

Daily check-in - Tom/Sam/Shawna -- Skype Meeting

9:45 AM - 10:15 AM

Discussion: Mink Farms -- Teams Meeting

11:00 AM - 11:30 AM

Call with Arif/Tom re: Tree Fruit Comp Fund DN -- Arif to call Tom on cell

12:00 PM - 1:00 PM

Private Appointment

1:00 PM - 2:00 PM

Weekly Executive Committee --

2:00 PM - 5:00 PM

DMC NR -- MS Teams

2:00 PM - 2:30 PM

Speech from the Throne

December 8, 2020

All Day

Cabinet Sitting

Please See Above

All Day

Char and Jena in Office

December 8, 2020 Continued

All Day	Char in Office
8:30 AM - 8:45 AM	Call with DM MacDonald and DM Ethier re: Mandate letter issues EDUC and MAFF are partnered on -- Tom to call Scott
9:00 AM - 9:30 AM	Daily check-in - Tom/Sam/Shawna -- Skype Meeting
9:30 AM - 10:00 AM	Call with DM Kelly and DM Ethier re: BRM -- Conference Call - Security Concern; Government Financial Information
10:15 AM - 10:45 AM	Daily Check-in with Char -- Skype Meeting
11:00 AM - 12:00 PM	Briefing with PS Donnelly/Jack/Sam/Tom/Jennifer/Mike Turner re: Aquaculture and Fisheries Transition -- Microsoft Teams Meeting
12:00 PM - 12:30 PM	Private Appointment
12:30 PM - 2:00 PM	Follow-up Discussion for Mandate Letter Templates -- Skype Meeting
2:00 PM - 2:45 PM	Meeting with Consul General Berenice Diaz Ceballos - MLP/Sam/Tom/Jennifer/Shannon Tucker -- Zoom Meeting
3:00 PM - 4:30 PM	Minister's Council Meeting -- Microsoft Teams Meeting

December 9, 2020

All Day	Cabinet Sitting	Please See Above
All Day	Char in Office	
All Day	Shawna, Holly and Char in Office	
8:30 AM - 9:00 AM	Shawna Lyttle and Tom Ethier --	

December 9, 2020 Continued

9:00 AM - 9:30 AM	Daily check-in - Tom/Sam/Shawna -- Skype Meeting
9:45 AM - 10:00 AM	Call with DM Jardine and DM Ethier re: Mandate letter issues ENV and AFF are partnered on -- Tom to call Kevin on cell
10:30 AM - 11:00 AM	Daily Check-in with Char -- Skype Meeting
11:00 AM - 12:00 PM	Call: Tom/Lori -- Lori call Tom
12:00 PM - 1:00 PM	Private Appointment
1:00 PM - 1:15 PM	Call with DM Galbraith and DM Ethier re: Mandate letter issues SDPR and AFF are partnered on -- Tom to call David on cell
2:00 PM - 2:45 PM	DM Pre-Brief for DM's CCFAM Meeting on November 10 -- Skype Meeting
3:30 PM - 4:30 PM	Meeting re: Review of high-level timeline of priorities - MLP/Sam/Tom/Jennifer/Arif/Kelly -- Microsoft Teams Meeting
4:45 PM - 5:30 PM	Briefing re: BC Tree Fruits - MLP/Sam/Tom/Derek Sturko/Arif/Mark/Georgina/Adrian Arts -- Zoom Meeting

December 10, 2020

All Day	Cabinet Sitting	Please See Above
All Day	Angie and Arianna in Office	
7:45 AM - 7:45 AM	7:45am - Connect to CCFAM DM's Meeting	
8:00 AM - 9:00 AM	CCFAM Deputy Ministers' Meeting -- Zoom Meeting - Coordinates Enclosed	

December 10, 2020 Continued

9:00 AM - 9:30 AM	Daily check-in - Tom/Sam/Shawna -- Skype Meeting
10:00 AM - 10:45 AM	Call with Bobbi Plecas and Tom Ethier re: mandate letter issues JEDC and AFF are partnered on and Cannabis -- Tom to call Bobbi on cell
11:30 AM - 12:00 PM	Daily Check-in with Char -- Skype Meeting
12:00 PM - 1:00 PM	Private Appointment
1:00 PM - 1:30 PM	Bi-Weekly Meeting with Kelly/Tom -- Kelly to call Tom on cell
2:00 PM - 2:45 PM	RAAN discussion with Karn & team (SG)
3:00 PM - 3:45 PM	Meeting with Rickey Yada, UBC - MLP/Sam/Tom/Arif -- Zoom Meeting
4:00 PM - 4:45 PM	Meeting with BCFIRB - MLP/Sam/Tom/Jennifer/Arif -- Zoom Meeting - Details Enclosed

December 11, 2020

All Day	Cabinet Sitting	Please See Above
All Day	Shawna and Jena in Office	
8:30 AM - 10:00 AM	DMC - Tom attending via Teams -- Security Concern	/Teams
10:30 AM - 11:15 AM	Meeting with Minister Jordan/PS Donnelly/MLP/Sam/Tom/Jennifer/Mike -- Microsoft Teams Meeting	
11:30 AM - 12:00 PM	Weekly Calendar Meeting with Char -- Skype Meeting	
12:00 PM - 1:00 PM	Private Appointment	
1:00 PM - 1:30 PM	Call with Arif/Tom re: ALUS Transition -- Arif to call Tom on cell	

December 11, 2020 Continued

2:00 PM - 5:00 PM

Private Appointment

December 12, 2020

All Day

Cabinet Sitting

Please See Above

December 13, 2020

All Day

Cabinet Sitting

Please See Above

December 14, 2020

All Day

Cabinet Sitting

Please See Above

All Day

Arianna and Char in Office

All Day

Char in Office

8:30 AM - 9:00 AM

Daily Check-in with Char -- Skype Meeting

10:00 AM - 10:45 AM

Meeting with ALC - MLP/Sam/Tom/Kim Grout/Jennifer Dyson -- Microsoft Teams Meeting

11:00 AM - 11:45 AM

Meeting with COABC, Heather Stretch/Eva-Lena Lang/MLP/Sam/Tom/Arif/Mark Raymond -- Zoom Meeting

12:00 PM - 1:00 PM

Private Appointment

1:00 PM - 2:00 PM

Weekly Executive Committee --

3:30 PM - 4:00 PM

Tom and David - Advice Species at Risk -- Microsoft Teams Meeting

4:00 PM - 4:30 PM

DM pre-brief for DM FPT call Dec 15 -- Microsoft Teams Meeting

December 14, 2020 Continued

4:30 PM - 5:00 PM

Meeting re: OIC - Farms Classification and Apiculture - MLP/Sam/Tom/David Travia/Arlene Anderson/Liam Lawson/Richard Purnell/Rob Fraser -- Skype Meeting

December 15, 2020

All Day

Cabinet Sitting

Please See Above

All Day

Angie and Jena in Office

All Day

Tom WFH

8:30 AM - 9:30 AM

CALL: Fazil, Tom, May, Paul, James, Kim, Jen, Martin, and Monica

9:30 AM - 10:00 AM

FW: Leg Bi-Weekly Check-in w/Jennifer, David and Arlene -- Skype Meeting

10:00 AM - 10:30 AM

Daily Check-in with Char -- Skype Meeting

11:00 AM - 12:00 PM

FPT Deputy Minister's Conference Call

12:00 PM - 1:00 PM

Private Appointment

2:00 PM - 2:45 PM

Meeting with BC Honey Producers Association, Heather Higo/MLP/Sam/Tom/Arif/Mark Raymond -- Zoom Meeting

2:30 PM - 3:30 PM

FW: Bees and Farm Class -- Skype Meeting

3:40 PM - 5:00 PM

Minister's Council Meeting -- Microsoft Teams Meeting

5:00 PM - 5:30 PM

Call with Harvey Sasaki, BC Chicken Marketing Board

December 16, 2020

All Day

Cabinet Sitting

Please See Above

December 16, 2020 Continued

All Day	Char in Office
All Day	Shawna, Holly and Char in Office
8:30 AM - 9:30 AM	Shawna Lyttle and Tom Ethier --
9:30 AM - 10:00 AM	Daily Check-in with Char -- Skype Meeting
10:30 AM - 11:00 AM	DM Pre-brief for call with Glen Lucas, BCFGA - Tom/Arif/Mark/Adrian -- Skype Meeting
11:30 AM - 12:00 PM	Call with Glen Lucas re: Status of the Tree Fruit Sector
12:00 PM - 1:00 PM	Private Appointment
12:00 PM - 12:30 PM	Call between DM Sargent and DM Ethier re: Discovery Islands -- MS Teams
2:15 PM - 2:30 PM	2:15 - Call re: Poultry Processing -- Skype Meeting
3:00 PM - 3:45 PM	Meeting with BC Food and Beverage, James Donaldson/MLP/Sam/Tom/Arif/Martha Anslow/James Street -- Zoom Meeting - Details Enclosed
4:00 PM - 4:45 PM	Meeting with SSFPA, Pamela Baxter/Candace Appleby/MLP/Sam/Tom/Arif/Martha Anslow/James Street -- Zoom Meeting - Details Enclosed
5:00 PM - 5:45 PM	Meeting with Chair of BC Turkey Marketing Board, Kevin Klippenstein/MLP/Sam/Tom/Arif/Jennifer/Peter Donkers -- Zoom Meeting - Details Enclosed

December 17, 2020

All Day	Cabinet Sitting	Please See Above
All Day	Arianna and Jena in Office	

December 17, 2020 Continued

All Day	Laura Plante's Birthday
9:30 AM - 10:00 AM	Daily Check-in with Char -- Skype Meeting
10:00 AM - 10:30 AM	Call with Kelly and Tom -- Skype Meeting
11:00 AM - 11:30 AM	Touch base with Kim Grout/Tom Ethier -- Skype Meeting
12:00 PM - 12:45 PM	Meeting with Chair of BC Chicken Marketing Board, Harvey Sasaki/MLP/Sam/Tom/Arif/Jennifer/Peter Donkers -- Zoom Meeting - Details Enclosed
1:00 PM - 2:00 PM	Private Appointment
2:00 PM - 2:30 PM	BCFGA Board Meeting - Tom and Adrian -- Zoom Meeting - Details Enclosed
4:00 PM - 4:45 PM	Meeting with Chair, Vegetable Marketing Commission, Debbie Etsell/MLP/Sam/Tom/Jennifer/Arif/Peter Donkers -- Zoom Meeting - Details Enclosed
5:00 PM - 5:45 PM	Meeting with Chair, BC Milk Marketing Board, Ben Janzen/MLP/Sam/Tom/Jennifer/Arif/Peter Donkers -- Zoom Meeting - Details Enclosed

December 18, 2020

12:00 AM - 12:00 AM	Cabinet Sitting	Please See Above
All Day	Shawna, Angie and Holly in Office	
9:00 AM - 9:30 AM	Jennifer and Tom - pre-brief for DMCNR -- Skype Meeting	
9:30 AM - 10:00 AM	Check-in with Jennifer/Tom	
10:00 AM - 10:45 AM	Meeting with BC Cattlemen Association, Kevin Boone/MLP/Sam/Tom/Arif/Mark Raymond -- Zoom Meeting - Details Enclosed	

December 18, 2020 Continued

11:30 AM - 12:00 PM Weekly Calendar Meeting with Char -- Skype Meeting

12:00 PM - 1:00 PM Private Appointment

1:00 PM - 5:00 PM Private Appointment

December 21, 2020

8:30 AM - 9:00 AM Daily Check-in with Char -- Skype Meeting

9:00 AM - 9:30 AM Call with Tom Ethier, Jillian, Megan, David and Jackie re: Craft Distilleries -- Microsoft Teams Meeting

9:30 AM - 10:00 AM Check-in - Jennifer and Tom -- Jen to call Tom

11:00 AM - 11:15 AM Call with Tyler Dyck and DM Tom Ethier

11:30 AM - 12:00 PM Call: Discussion re: BCFGA letter - Tom/Arif/Mark -- Skype Meeting

12:00 PM - 1:00 PM Private Appointment

1:00 PM - 2:00 PM Weekly Executive Committee --

December 22, 2020

8:30 AM - 9:00 AM Daily Check-in with Char -- Skype Meeting

9:30 AM - 10:00 AM DM Pre-brief for meeting with Pat Bell - Tom/Jackie/Elissa Whittington -- Skype Meeting

10:00 AM - 10:15 AM Meeting with Pat Bell and Tom Ethier re: Fruit Wine Industry

12:00 PM - 12:30 PM DMO Team Virtual Festivus -- Microsoft Teams Meeting

December 22, 2020 Continued

1:30 PM - 1:45 PM

Call: DM Ethier and DM Wood re: AFF Budget -- Tom to call Heather's cell

2:30 PM - 3:15 PM

Discussion re: Monitoring of Production - Data from ALR -- Microsoft Teams Meeting

December 23, 2020

9:00 AM - 10:30 AM

Parliamentary Secretary: Review of Transition Binders - PSFD/Sam/Tom/Jennifer/Kevin Romanin -- Microsoft Teams Meeting

11:00 AM - 11:30 AM

Shawna Lyttle and Tom Ethier --

12:00 PM - 1:00 PM

Private Appointment

December 24, 2020

12:00 PM - 1:00 PM

Private Appointment

December 25, 2020

All Day

Christmas Day -- Canada

All Day

Christmas Day -- Canada

December 26, 2020

All Day

Boxing Day -- Canada

All Day

Boxing Day -- Canada

December 29, 2020

12:00 AM - 12:00 AM

.Personal Information

Jennifer Acting

December 30, 2020

All Day	Personal Information	- Jennifer Acting Please See Above
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December 31, 2020

All Day	Personal Information	Jennifer Acting Please See Above
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