

December 1, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	Senior Staff Meeting --
9:30 AM - 10:30 AM	Executive Meeting
11:00 AM - 1:30 PM	Personal
3:00 PM - 4:00 PM	IPAD/Lisa Bishop and Marnie/Don

December 2, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	Senior Staff Meeting --
9:00 AM - 11:30 AM	CABINET -- Personal Information
2:30 PM - 3:00 PM	Phone Meeting with DM Scott & Don Zabavec (GCPE) RE: Crown Communication -- Doug to call Don

December 3, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	BI-Weekly Call: Don Z, Fazil M, and Liam I -- Skype Meeting
8:30 AM - 9:00 AM	Senior Staff Meeting --
9:30 AM - 10:00 AM	9:30am: Phone call with Geoff and Don Z, Sage, Jeff Groot and Nammi re: Covid -- Conference
11:00 AM - 11:30 AM	Don/Lisa re: headset

December 3, 2020 Continued

12:00 PM - 1:00 PM	Person
1:00 PM - 2:00 PM	Don/Sage re: Media Relations -- Security Concern
2:00 PM - 3:00 PM	Don/Raman -- Securi

December 4, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 10:00 AM	DMC -- MS Teams
8:30 AM - 9:00 AM	Senior Staff Meeting --Security Concern
10:30 AM - 11:00 AM	MEETING: Lori and Don --Security Concern
11:30 AM - 12:00 PM	Don/Raman -- Call Raman
12:00 PM - 1:00 PM	Person
1:30 PM - 2:25 PM	Discussion: Roles/Responsibilities --Security Concern
2:30 PM - 3:00 PM	Don / Sage -- Microsoft Teams Meeting
3:00 PM - 4:30 PM	Office Time

December 7, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	Senior Staff Meeting --

December 7, 2020 Continued

9:30 AM - 10:30 AM	MEETING: Agendas -- Teams and ^{Security Concern}
11:00 AM - 11:30 AM	Covid 19 Vaccination Strategy Meeting -- ^{Security Concern} then you'll call in
11:00 AM - 11:30 AM	COVID-19 Vaccine Strategy: Alignment on communications requirements
2:00 PM - 2:30 PM	QP
3:00 PM - 4:00 PM	BH and AD
3:00 PM - 3:30 PM	Don/Sage --
3:30 PM - 4:00 PM	HOLD - Call
4:30 PM - 5:00 PM	Media reporting on CFO-identification of CFO counsel -- Skype Meeting

December 8, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	Senior Staff Meeting --
9:00 AM - 9:15 AM	Don Z/Tara R re: communications
9:30 AM - 10:00 AM	HR Staffing Updates -- ^{Security Concern} Skype
10:00 AM - 10:30 AM	QP
11:00 AM - 11:30 AM	Don Z/David G re: communications

December 9, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
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December 9, 2020 Continued

8:30 AM - 9:00 AM	Senior Staff Meeting --
9:00 AM - 12:30 PM	CABINET -- Security Concern Teams
12:30 PM - 2:00 PM	Person
2:00 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	Don/Tracy - Media and Comms role
3:00 PM - 4:00 PM	BH/AD
3:30 PM - 4:00 PM	DON XMAS VIDEO with Marnie
4:30 PM - 6:00 PM	COVID Committee -- Security Concern MS Teams

December 10, 2020

8:00 AM - 8:30 AM	Daily Check-in Call --
8:30 AM - 9:00 AM	Senior Staff Meeting --
10:00 AM - 10:30 AM	QP
11:00 AM - 11:30 AM	Don/Nammi/David re: Health translation
11:30 AM - 12:00 PM	Don/David 1:1
1:30 PM - 1:45 PM	Don Z/Neilane M
2:00 PM - 2:30 PM	Don/Raman -- Security or call

December 10, 2020 Continued

3:00 PM - 3:30 PM

Don/Sage re: Media Prep

December 11, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

8:30 AM - 10:00 AM

DMC --Security Concern Teams

8:30 AM - 9:00 AM

Senior Staff Meeting --Security Concern

10:00 AM - 10:30 AM

TEAMS: Lori, Steve and Don re: Communications -- In person if possible/Teams option as well

11:00 AM - 12:00 PM

All CD Meeting -- Microsoft Teams Meeting

4:00 PM - 5:00 PM

Check In -- Teams Meeting

December 14, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

8:30 AM - 9:00 AM

Senior Staff Meeting --

9:30 AM - 10:30 AM

MEETING: Agendas -- Teams and Security Concern

11:00 AM - 11:30 AM

Don/Nammi re: Personal Information

2:00 PM - 2:15 PM

Don/Sarah

3:00 PM - 4:00 PM

BH/AD

3:00 PM - 3:30 PM

Don/Sage --

December 14, 2020 Continued

3:30 PM - 4:00 PM

Personal Information

December 15, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

8:30 AM - 9:00 AM

Senior Staff Meeting --

9:30 AM - 10:00 AM

HR Staffing Updates --Security ConcernrSkype

2:00 PM - 2:30 PM

COVID-19 Unit discussion -- Skype Meeting

3:15 PM - 3:30 PM

Don/Stephen re: COVID Comms

December 16, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

8:30 AM - 9:00 AM

Senior Staff Meeting --

9:00 AM - 1:00 PM

CABINET --Security Concern MS Teams

1:00 PM - 2:00 PM

Person :

1:00 PM - 1:30 PM

CALL: Heather, Don, Tiffany, Lisa -- Skype Meeting

2:00 PM - 2:30 PM

Comms Update -- Microsoft Teams Meeting

2:30 PM - 3:00 PM

COVID 19 Comms -- Microsoft Teams Meeting

3:00 PM - 4:00 PM

Stronger BC Marketing -- Microsoft Teams Meeting

December 16, 2020 Continued

4:00 PM - 5:00 PM

COVID Committee -- MS Teams

December 17, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

8:30 AM - 9:00 AM

Senior Staff Meeting --

9:00 AM - 9:30 AM

BI-Weekly Call: Don Z, Fazil M, and Liam I --

9:30 AM - 10:15 AM

Communications Managers Meeting -- Microsoft Teams Meeting

10:30 AM - 11:15 AM

Meeting with SPAOs -- Microsoft Teams Meeting

12:00 PM - 1:00 PM

[Person]

1:15 PM - 2:00 PM

Meeting with PAOs -- Microsoft Teams Meeting

2:00 PM - 2:30 PM

Don/Raman --

2:30 PM - 3:00 PM

Don/David re: Multi lingual

3:00 PM - 4:00 PM

BH/AD

3:30 PM - 4:30 PM

GCPE Holiday (virtual) Social (hour) -- Microsoft Teams Meeting

December 18, 2020

8:00 AM - 8:30 AM

Daily Check-in Call --

December 18, 2020 Continued

8:30 AM - 9:00 AM Senior Staff Meeting --

10:30 AM - 11:30 AM MOVE Don Z^{Personal Information}

11:30 AM - 2:30 PM |Persona

December 21, 2020

8:30 AM - 9:00 AM Senior Staff Meeting --

9:30 AM - 10:30 AM MEETING: Agendas -- Teams and Security Concern

December 22, 2020

8:30 AM - 9:00 AM Senior Staff Meeting --Security Concern

9:30 AM - 10:00 AM HR Staffing Updates --Security Concern skype

11:00 AM - 12:00 PM MHAH Cabinet Committee -- teams

December 23, 2020

8:30 AM - 9:00 AM Senior Staff Meeting --

December 24, 2020

8:30 AM - 9:00 AM Senior Staff Meeting --

December 25, 2020

8:30 AM - 9:00 AM Senior Staff Meeting --

December 28, 2020

8:00 AM - 5:00 PM	*STAT for Boxing Day**
8:30 AM - 9:00 AM	Senior Staff Meeting --
9:30 AM - 10:30 AM	MEETING: Agendas -- Teams and Security Concern

December 29, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting --
10:00 AM - 11:00 AM	Executive Committee Meeting --

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December 30, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting --
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December 31, 2020

8:30 AM - 9:00 AM	Senior Staff Meeting --
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