

December 1, 2020

10:00 AM - 10:30 AM	Paul/Donna
4:00 PM - 4:30 PM	Private Appointment

December 2, 2020

9:00 AM - 12:00 PM	Cabinet
1:00 PM - 1:30 PM	Set Up - iPad
1:30 PM - 2:00 PM	1:30 Joanne H. / Donna S. - Meeting
2:00 PM - 2:30 PM	PHONE CALL Touchbase w/Okenge Yuma Morisho, Donna Sanford
3:00 PM - 3:30 PM	PPS Setup
4:15 PM - 5:45 PM	COVID Cabinet committee

December 3, 2020

9:30 AM - 10:00 AM	Executive Orientation
2:30 PM - 3:00 PM	New Organization - Discussion and Next Steps
3:45 PM - 4:15 PM	Amy/Donna

December 4, 2020

8:30 AM - 10:00 AM	DMC
1:30 PM - 2:00 PM	IGR: Donna/Silas

December 4, 2020 Continued

2:00 PM - 3:00 PM 2:00 prep meeting: vanessa, donna, suzanne

3:00 PM - 3:30 PM Tiffany/Donna

December 7, 2020

9:30 AM - 10:30 AM MEETING: Agendas --

4:45 PM - 5:15 PM CALL: Doug/PO re: Mandate Letter 4 Year Planning

December 8, 2020

10:00 AM - 10:15 AM Nammi/Donna -- Call

1:00 PM - 1:30 PM MEETING: Lori, Christina and Donna re: touch base

2:00 PM - 2:30 PM Discussion: FOI

3:00 PM - 3:30 PM Donna/Sheena/Silas

3:45 PM - 4:00 PM Check In

4:00 PM - 4:30 PM Job profiles

December 9, 2020

9:00 AM - 12:30 PM Cabinet

December 9, 2020 Continued

2:30 PM - 2:45 PM	Staffing
3:00 PM - 4:00 PM	Planning and Priorities Secretariat org structure and profile feedback
4:30 PM - 6:00 PM	COVID Cabinet committee

December 10, 2020

9:30 AM - 10:00 AM	MEETING: Christina, Donna and Eric re: DMC Coordination
11:15 AM - 12:00 PM	11:15AM -MBR Briefing (Royalties)
1:00 PM - 1:30 PM	TBS/ P&P Coordination re: B2021
2:00 PM - 3:00 PM	Cab retreat planning
3:45 PM - 4:00 PM	Posting Discussion

December 11, 2020

8:30 AM - 10:00 AM	DMC
10:00 AM - 10:10 AM	LAN mapping
10:30 AM - 11:00 AM	Cabinet retreat preliminary planning meeting
11:00 AM - 11:30 AM	Biweekly Standup
1:00 PM - 1:30 PM	Touch Base - Jill/Donna Sanford

December 11, 2020 Continued

4:00 PM - 5:00 PM

Check In --

December 14, 2020

9:30 AM - 10:30 AM

MEETING: Agendas --

10:30 AM - 11:30 AM

Ministry templates

December 15, 2020

9:00 AM - 10:00 AM

Posting for Band 5, Band 3 and Band 1

10:00 AM - 11:00 AM

Retreat planning

12:00 PM - 12:15 PM

Call: Christine / Donna

[!OC([1033])!]

.....
.....

4:30 PM - 6:00 PM

PS workplans

5:00 PM - 5:30 PM

Meeting: Minister Farnworth

December 16, 2020

9:00 AM - 1:30 PM

Cabinet

1:30 PM - 2:00 PM

retreat agenda review

2:00 PM - 2:30 PM

Meeting between Geoff and Donna Sanford

December 16, 2020 Continued

2:30 PM - 3:00 PM	Workplans for PS
4:00 PM - 5:00 PM	COVID committee
5:30 PM - 6:00 PM	5:30pm: Cabinet retreat planning meeting (30 minutes)

December 17, 2020

10:00 AM - 10:30 AM	One on One - Donna/Jas --
10:30 AM - 11:00 AM	LAN Security Concern
11:00 AM - 11:30 AM	DMC Discussion & More - Donna/Amy
12:00 PM - 1:00 PM	Vanessa/Suzanne
1:30 PM - 2:00 PM	One on One - Donna/Paul --
2:30 PM - 3:30 PM	TEAMS: Lori, Christina, Eric, Amy, Silas and Donna
3:30 PM - 3:45 PM	CC Update [!OC([1033])!]
4:00 PM - 4:15 PM	Jessica/Donna

December 18, 2020

1:00 PM - 2:00 PM	Touch Base
-------------------	------------

December 21, 2020

12:00 AM - 12:00 AM

Personal
Information

9:30 AM - 10:30 AM

MEETING: Agendas --

2:00 PM - 4:00 PM

FW: Teams Invite - DMs Committee on Housing and Homelessness

December 22, 2020

All Day

Personal

Please See Above

10:00 AM - 11:00 AM

CALL: MSR, Lori, Heather, Donna, Tiffany and Robyn re: Budget 2021

December 23, 2020

All Day

Personal

Please See Above

December 24, 2020

All Day

Personal

Please See Above

December 25, 2020

12:00 AM - 12:00 AM

Personal

Please See Above

December 28, 2020

9:30 AM - 10:30 AM

MEETING: Agendas --

December 29, 2020

2:00 PM - 2:30 PM

Executive Director (BAND 5) - Recruitment Planning Consultation

December 31, 2020

10:00 AM - 11:00 AM

Cabinet retreat