

## February 1, 2021

|                     |                                                                |
|---------------------|----------------------------------------------------------------|
| 8:30 AM - 9:30 AM   | 1:1 Tara / Alex --                                             |
| 9:30 AM - 10:45 AM  | HR Meeting / Tara / Alex / Gaylynn                             |
| 10:45 AM - 11:00 AM | 10:45 a.m. Tara / Cameron - Touch Base re YVR                  |
| 11:00 AM - 11:30 AM | Journey of acknowledgements & pronunciation / Tara / Stephanie |
| 11:30 AM - 12:00 PM | Tara & Renee - touchbase                                       |
| 12:00 PM - 12:30 PM | Blocked                                                        |
| 12:30 PM - 1:30 PM  | 1:1 Tara / Dave --                                             |
| 1:30 PM - 2:30 PM   | YVR Arrivals Testing Discussion                                |
| 2:00 PM - 5:00 PM   | DM CNR                                                         |
| 4:00 PM - 4:30 PM   | Ministry Leadership                                            |

## February 2, 2021

|                     |                                                         |
|---------------------|---------------------------------------------------------|
| 8:00 AM - 9:00 AM   | DMC on COVID --                                         |
| 9:00 AM - 9:45 AM   | 1:1 Tara / Tom --                                       |
| 10:00 AM - 10:30 AM | MMF Briefing / TB Sub   Cabinet Confidences             |
| 10:30 AM - 11:30 AM | 1:1 Tara / Madeline --                                  |
| 11:30 AM - 12:00 PM | Weekly Calendar & Priorities / Tara / Sandra / Agnes -- |

## February 2, 2021 Continued

|                    |                                                                                 |
|--------------------|---------------------------------------------------------------------------------|
| 12:00 PM - 1:00 PM | Blocked                                                                         |
| 4:00 PM - 4:30 PM  | Cabinet Public Safety update / Tara / Tom --<br><small>Security Concern</small> |

## February 3, 2021

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| 9:00 AM - 10:00 AM  | 1:1 Tara / Michelle --                                 |
| 11:30 AM - 12:30 PM | Blocked                                                |
| 12:30 PM - 1:00 PM  | Aprio Training for E-Comm Board (Debbie Krall)         |
| 1:00 PM - 2:00 PM   | 1:1 Tara / Cameron --                                  |
| 2:00 PM - 4:00 PM   | COVID Ctee Meeting                                     |
| 4:00 PM - 5:00 PM   | Public Alerting / Tara / Madeline/ Pader / Stan / Dave |

## February 4, 2021

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| 9:00 AM - 10:00 AM  | EMBC All Staff Meeting --                                    |
| 10:00 AM - 10:45 AM | Risk Management briefing / Tara / Alex / Melissa             |
| 11:30 AM - 12:00 PM | Cultural Safety & Humility / Tara / Dave / Carol / Stephanie |
| 12:00 PM - 12:45 PM | Blocked                                                      |
| 12:45 PM - 1:00 PM  | 1:1 / Tara / Leon                                            |
| 1:00 PM - 2:00 PM   | 1:1 Tara / Heather --                                        |

## February 4, 2021 Continued

|                   |                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------|
| 2:00 PM - 2:30 PM | 30/60/90 / Tara / Tom / Sandra                                                                                   |
| 2:30 PM - 3:00 PM | FIN planning                                                                                                     |
| 3:30 PM - 4:00 PM | EPA Technical Briefing / PS Rice / DM Richards / Andrew Douglas / Cameron Lewis / Heather Brazier / Ron Burleson |
| 4:00 PM - 4:30 PM | Check-in / PS Rice / DM Richards / Andrew Douglas --                                                             |

## February 5, 2021

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| 8:30 AM - 11:00 AM  | DMC                                                                                     |
| 11:00 AM - 11:30 AM | E-Comm Board of Directors Intro: Tara / Doug                                            |
| 11:30 AM - 12:00 PM | WES Action Plans teams / Tara / Tom / Gaylynn / Sandra                                  |
| 12:00 PM - 12:45 PM | Blocked                                                                                 |
| 12:45 PM - 1:00 PM  | Follow up: Tara / Pader                                                                 |
| 1:00 PM - 1:45 PM   | 1:1 Tara / Leon --                                                                      |
| 2:00 PM - 3:30 PM   | Executive Committee Meeting / Tara / Madeline / Dave / Alex / Cameron / Tom / Sandra -- |

## February 8, 2021

|                     |                                                          |
|---------------------|----------------------------------------------------------|
| 8:30 AM - 9:30 AM   | 1:1 Tara / Alex --                                       |
| 9:30 AM - 10:15 AM  | HR Meeting / Tara / Alex / Gaylynn --                    |
| 10:45 AM - 11:00 AM | EMBC MMF Recognition re Covid / Tara / Jordan / Michelle |

## February 8, 2021 Continued

|                     |                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------|
| 11:00 AM - 12:00 PM | 1:1 Tara / Madeline --                                                                    |
| 12:00 PM - 12:45 PM | Blocked                                                                                   |
| 12:45 PM - 2:00 PM  | 1:1 Tara / Dave <sup>Personal Information</sup> .                                         |
| 2:00 PM - 3:00 PM   | ITOEMS Update / Tara / Alex / Alex Delaney                                                |
| 3:00 PM - 4:30 PM   | Organizational Effectiveness / Tara / Madeline / Dave / Alex / Cameron / Tom / Gaylynn -- |

## February 9, 2021

|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| 8:30 AM - 9:30 AM   | DMC on COVID --                                                          |
| 10:00 AM - 11:00 AM | Exec and Senior Leadership Meeting                                       |
| 11:30 AM - 12:00 PM | Travel                                                                   |
| 12:00 PM - 12:30 PM | MEETING: Lori and Tara re: Bi-Monthly Check in --                        |
| 12:30 PM - 1:00 PM  | Travel                                                                   |
| 1:00 PM - 2:00 PM   | Blocked                                                                  |
| 2:00 PM - 2:30 PM   | Pre-brief PS Rice Monthly Workplan review / Tara / Cameron / Ron         |
| 3:00 PM - 3:30 PM   | 1:1 Tara / Tom --                                                        |
| 4:00 PM - 4:30 PM   | Cabinet Public Safety update / Tara / Tom -- <sup>Security Concern</sup> |
| 4:00 PM - 4:15 PM   | Bella Coola update / Tara / Madeline / Pader                             |

## February 10, 2021

|                     |                                                                                                         |
|---------------------|---------------------------------------------------------------------------------------------------------|
| 9:00 AM - 10:30 AM  | 9:15 Introduction/Opening Remarks - Exercise Coastal Response                                           |
| 10:30 AM - 12:00 PM | Cabinet                                                                                                 |
| 12:00 PM - 12:30 PM | Blocked                                                                                                 |
| 12:30 PM - 1:00 PM  | Follow up / Tara / Lori / Leon                                                                          |
| 1:30 PM - 2:00 PM   | 1:1 Tara / Leon / Chrissy / Matt --                                                                     |
| 2:00 PM - 2:30 PM   | Weekly Calendar & Priorities / Tara / Sandra / Agnes --                                                 |
| 2:30 PM - 3:00 PM   | Change Management & HR Branch Meeting with DM Richards                                                  |
| 3:00 PM - 3:30 PM   | 1:1 Tara / Michelle --                                                                                  |
| 3:30 PM - 4:00 PM   | PS Rice Monthly Workplan meeting / PS Rice/ DM Richards / Andrew Douglas / Cameron Lewis / Ron Burleson |
| 4:00 PM - 4:30 PM   | Staffing Requests - Follow-up                                                                           |

## February 11, 2021

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| 9:00 AM - 11:00 AM  | Diversity and Inclusion: Foundations for Executive (Module 2 of 4) |
| 11:15 AM - 12:15 PM | 1:1 Tara / Cameron --                                              |
| 12:30 PM - 1:00 PM  | Tara/Madeline                                                      |
| 1:00 PM - 2:00 PM   | Blocked                                                            |
| 1:30 PM - 2:00 PM   | Private Appointment                                                |

## February 11, 2021 Continued

2:00 PM - 2:30 PM Tara / Alex - Call re: staffing & EPA costing

2:30 PM - 3:30 PM Joint EMBC/ MUNI Executive monthly meeting --

4:30 PM - 5:00 PM Dave/Tara

## February 12, 2021

8:00 AM - 8:15 AM Tara / James / Re: Shearwater Marine/Central Coaster

9:00 AM - 9:30 AM Private Appointment

11:00 AM - 12:00 PM 1:1 Tara / Heather --

12:00 PM - 1:00 PM Blocked

1:00 PM - 1:45 PM Briefing on Justice Sector SHR - Tara/Tracy/Kayla/Charmaine/Alex/Gaylynn

2:00 PM - 3:30 PM Executive Committee Meeting / Tara / Madeline / Dave / Alex / Cameron / Tom / Sandra --

4:30 PM - 5:00 PM Cabinet Confidences

## February 15, 2021

All Day Private Appointment

All Day STAT - Family Day

## February 16, 2021

8:45 AM - 9:00 AM Chrissy/Tara

9:30 AM - 10:30 AM Border Measures

## February 16, 2021 Continued

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| 10:30 AM - 11:30 AM | 1:1 Tara / Cameron --                                         |
| 11:30 AM - 12:30 PM | YVR-BC COVID Steering Committee Meeting --                    |
| 12:30 PM - 1:00 PM  | Blocked                                                       |
| 1:00 PM - 3:00 PM   | EPA 2.0 --                                                    |
| 3:15 PM - 4:00 PM   | 1:1 Tara / Tom --                                             |
| 4:00 PM - 5:00 PM   | Oliver/Tara- E-Comm Introduction                              |
| 4:00 PM - 4:30 PM   | Cabinet Public Safety update / Tara / Tom -- Security Concern |

## February 17, 2021

|                     |                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------|
| 9:00 AM - 10:00 AM  | Follow-up Organizational Effectiveness / Tara / Madeline / Dave / Alex / Cameron / Tom / Gaylynn |
| 10:00 AM - 10:30 AM | Weekly Calendar & Priorities / Tara / Sandra / Agnes --                                          |
| 10:30 AM - 11:15 AM | HR Meeting / Tara / Alex / Gaylynn --                                                            |
| 11:30 AM - 12:00 PM | Tara / Kathryn / Ken / Dave - Briefing c <sup>Cabinet Confidences</sup>                          |
| 12:00 PM - 1:00 PM  | Blocked                                                                                          |
| 1:00 PM - 2:00 PM   | Weekly Meeting - Tara / Chrissy / Matt                                                           |
| 2:00 PM - 3:30 PM   | Strategic Partnership All Staff                                                                  |

## February 17, 2021 Continued

3:30 PM - 4:30 PM

1:1 Tara / Dave

## February 18, 2021

8:30 AM - 9:00 AM

1:1 Tara / Michelle --

9:00 AM - 10:00 AM

1:1 Tara / Alex --

10:00 AM - 11:00 AM

1:1 Tara / Heather (in person) --

11:00 AM - 12:00 PM

All Staff-Regional Ops Meeting w/DM Tara Richards

12:00 PM - 12:45 PM

Blocked

12:45 PM - 1:00 PM

check in

1:00 PM - 2:00 PM

PSCCU Team Check-in

2:00 PM - 2:30 PM

Prebrief: Status of the Fire Safety Act and <sup>Cabinet Confidences</sup> / Tara / Madeline / Brian

2:30 PM - 2:45 PM

quick question

2:45 PM - 3:30 PM

Flood and Freshet – Brief by FLNRO & EMBC

3:30 PM - 4:00 PM

1:1 Tara / Madeline --

5:00 PM - 5:30 PM

Travel

5:30 PM - 6:30 PM

Private Appointment

6:30 PM - 7:00 PM

Travel

7:00 PM - 7:30 PM

Private Appointment



## February 19, 2021

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| 8:30 AM - 10:00 AM  | DMC                                                                                     |
| 10:30 AM - 12:00 PM | Executive Committee Meeting / Tara / Madeline / Dave / Alex / Cameron / Tom / Sandra -- |
| 10:30 AM - 11:15 AM | Declaration Act discussion with Executive Committee/Heather                             |
| 11:15 AM - 11:45 AM | Planning for March 18 All Staff Call                                                    |
| 12:00 PM - 1:00 PM  | Blocked                                                                                 |
| 1:00 PM - 3:00 PM   | Diversity and Inclusion: Foundations for Executive (Module 3 of 4)                      |
| 3:00 PM - 3:30 PM   | Check-in / PS Rice / DM Richards / Andrew Douglas --                                    |
| 4:00 PM - 5:00 PM   | Check In --                                                                             |

## February 22, 2021

|                     |                                                  |
|---------------------|--------------------------------------------------|
| 8:30 AM - 9:30 AM   | 1:1 Tara / Alex --                               |
| 9:30 AM - 10:15 AM  | HR Meeting / Tara / Alex / Gaylynn --            |
| 10:30 AM - 11:00 AM | MMF Briefing Re FSA (pre-brief to MLA Dykeman)   |
| 11:00 AM - 11:30 AM | MDEC review / Tara / Madeline / Dave / Ruth      |
| 11:30 AM - 12:00 PM | Advice/Recommendations                           |
| 12:00 PM - 12:45 PM | Blocked                                          |
| 12:45 PM - 1:00 PM  | MMF pre-brief re: Meeting with Alzheimer Society |

## February 22, 2021 Continued

|                   |                                                                                           |
|-------------------|-------------------------------------------------------------------------------------------|
| 1:00 PM - 1:30 PM | MMF meeting with Alzheimer Society                                                        |
| 1:30 PM - 2:30 PM | Emergency Management Modernization / Tara / Heather / Alex / Cameron                      |
| 2:30 PM - 4:00 PM | Organizational Effectiveness / Tara / Madeline / Dave / Alex / Cameron / Tom / Gaylynn -- |
| 4:00 PM - 5:00 PM | 1:1 Tara / Dave --                                                                        |

## February 23, 2021

|                     |                                                                     |
|---------------------|---------------------------------------------------------------------|
| 7:30 AM - 8:30 AM   | DMC on COVID --                                                     |
| 10:00 AM - 10:30 AM | Grand Forks Status update / Tara / Dave / Julia                     |
| 10:30 AM - 11:00 AM | 1:1 Tara / Tom --                                                   |
| 11:00 AM - 12:00 PM | WES Vision, Mission, Goals WG                                       |
| 12:00 PM - 1:00 PM  | Blocked                                                             |
| 1:00 PM - 2:00 PM   | 1:1 Tara / Madeline --                                              |
| 2:00 PM - 2:30 PM   | Weekly Calendar & Priorities / Tara / Sandra / Agnes --             |
| 3:00 PM - 3:15 PM   | IAAS BCMP / Tara / Heather                                          |
| 3:30 PM - 4:00 PM   | Cabinet Public Safety update / Tara / Tom --                        |
| 4:00 PM - 4:30 PM   | Pre-brief to quarterly with Canadian Red Cross / Tara / Alex / Dave |

## February 23, 2021 Continued

4:30 PM - 4:45 PM

Quick question / Tara / Lori

## February 24, 2021

8:30 AM - 9:00 AM

1:1 Tara / Michelle --

9:00 AM - 9:30 AM

DMC DREM Agenda planning / Tara / Madeline / Dave / Sandra / Ruth

9:30 AM - 10:30 AM

1:1 Tara / Heather --

10:30 AM - 11:00 AM

Catch-up / Tara / Jordan

11:00 AM - 1:00 PM

Hold for Cabinet

12:00 PM - 1:00 PM

Blocked

1:00 PM - 2:00 PM

DRR Team Touchbase: Monthly

2:30 PM - 3:30 PM

Regional Ops/SAR/ECC-Catch Up w/DM Richards & ADM Maley

3:30 PM - 4:00 PM

Pre-brief DMC Follow up / Tara / Nelaine

## February 25, 2021

9:00 AM - 12:00 PM

Corporate Executive

12:00 PM - 12:30 PM

Blocked

12:15 PM - 12:30 PM

Pre-brief / DMC Covid follow up / Tara / Peter

12:30 PM - 1:00 PM

Pre-brief MMF briefing <sup>Cabinet Confidences</sup> / Tara / Alex

## February 25, 2021 Continued

|                   |                                           |
|-------------------|-------------------------------------------|
| 1:00 PM - 2:00 PM | 1:3 / Tara / Chrissy / Matt / Jennifer -- |
| 2:00 PM - 4:00 PM | COVID Ctee Meeting                        |
| 4:00 PM - 4:45 PM | CRC Quarterly / DM Richards/ Pat Quealey  |
| 5:00 PM - 5:30 PM | Phone Peter                               |

## February 26, 2021

|                     |                                                                                                                                     |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 10:00 AM - 10:15 AM | Tara / Chrissy / Matt - touch base                                                                                                  |
| 10:30 AM - 11:30 AM | Executive meeting / Tara / Madeline / Dave / Alex / Cameron                                                                         |
| 11:30 AM - 12:30 PM | 1:1 Tara / Cameron --                                                                                                               |
| 12:30 PM - 1:00 PM  | Blocked                                                                                                                             |
| 1:00 PM - 1:30 PM   | MMF Briefing: <sup>Cabinet Confidences</sup>                                                                                        |
| 1:30 PM - 2:00 PM   | TMC Safety briefing with MO Staff, Min Chen, MLA Routledge                                                                          |
| 2:00 PM - 3:30 PM   | Executive Committee Meeting / Tara / Madeline / Dave / Alex / Cameron / Tom / Sandra --                                             |
| 2:15 PM - 2:30 PM   | Executive Committee Meeting presentation / Kathryn / Lisa                                                                           |
| 2:30 PM - 3:00 PM   | Executive Committee Meeting portion with Michelle                                                                                   |
| 3:30 PM - 4:15 PM   | OAG Meeting with Deputy Minister Richards                                                                                           |
| 4:30 PM - 5:00 PM   | DMC Covid Follow up / DM Richards/ DM Mayhew / DM Krishna / DM Plecas / DM Pokorni / DM Hughes / AssocDM Zacharuk / ADM Kristianson |

## February 26, 2021 Continued

6:00 PM - 7:00 PM

Catch-up