

February 1, 2021

8:00 AM - 8:30 AM	Daily Check-in call -- conference call
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 9:45 AM	MEETING: Agendas -- Teams/Security Concern
11:00 AM - 12:00 PM	Don/David 1:1 Security Concern Phone
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 2:30 PM	Office Time
2:30 PM - 3:30 PM	Don/Sage weekly -- phone/in person

February 2, 2021

8:00 AM - 9:00 AM	DMC on COVID -- TEAMS Security Concern
9:15 AM - 9:45 AM	Don/Raman/Scott re: Press Theatre Upgrade -- Security Concern
10:00 AM - 11:00 AM	GCPE/PO Check-in -- Security Concern or TEAMS
11:00 AM - 11:30 AM	Don/John re: Communications needs - MoS -- John to call Don
11:30 AM - 12:00 PM	11:30 Call Silas/Don/Neilane -- Call
1:15 PM - 1:45 PM	CALL: Don Zdravec and Fazil Mihar

February 2, 2021 Continued

2:00 PM - 4:00 PM

SI -- Security
Concern

TEAMS / Security
Concern

4:00 PM - 4:30 PM

Lisa Bishop bring by surface pro noon

February 3, 2021

8:00 AM - 8:30 AM

Daily Check-in call --

8:30 AM - 9:00 AM

Senior Staff Meeting - Security Concern

9:00 AM - 1:00 PM

CABINET -- Security Concern / Teams

1:00 PM - 2:00 PM

LUNCH

2:00 PM - 4:00 PM

COVID Cttee -- Security Concern / Teams

February 4, 2021

8:00 AM - 8:30 AM

Daily Check-in call --

8:30 AM - 9:00 AM

Senior Staff Meeting -- Security Concern

10:30 AM - 11:00 AM

Don/Raman 1:1

11:00 AM - 11:30 AM

Don/Rena touch base -- CALL RENA

11:30 AM - 1:00 PM

BREAK

1:00 PM - 2:00 PM

Don/Sage/Claudia re: review -- TEAMS

February 5, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 11:00 AM	DMC -- (Security Concern) Teams
8:30 AM - 9:00 AM	Senior Staff Meeting (Security Concern)
12:00 PM - 1:00 PM	BREAK
4:00 PM - 5:00 PM	Check In -- Teams Meeting

February 8, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting - (Security Concern)
9:00 AM - 9:45 AM	MEETING: Agendas -- Teams, (Security Concern)
11:00 AM - 12:00 PM	Don/Sage/Sean -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	BREAK
2:45 PM - 3:00 PM	Don to Call Jim Beatty
3:00 PM - 3:30 PM	Don/Sage weekly -- phone or in person
4:00 PM - 4:30 PM	HOLD

February 9, 2021

7:00 AM - 7:30 AM	Personal Information
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February 9, 2021 Continued

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:30 AM	DMC on COVID -- TEAMS a ^{Security Concern}
8:30 AM - 9:00 AM	Senior Staff Meeting ^{Security Concern}
10:30 AM - 11:00 AM	Don/Claudia
11:00 AM - 12:00 PM	Executive Meeting ^{Security Concern}
12:00 PM - 1:00 PM	BREAK
1:00 PM - 3:00 PM	LRC -- ^{Security Concern} Teams ^{Security Concern}

February 10, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting - ^{Security Concern}
9:00 AM - 12:30 PM	CABINET -- ^{Security Concern} /Teams
12:30 PM - 1:30 PM	BREAK
3:00 PM - 4:00 PM	Don/David 1:1 -- Microsoft Teams Meeting
4:15 PM - 4:30 PM	Don/Ros - update re: finance -- Ros to call Don

February 11, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
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February 11, 2021 Continued

8:30 AM - 9:00 AM	Senior Staff Meeting ^{Security Concern}
9:00 AM - 11:00 AM	diversity and inclusion training module 2 -- online
2:00 PM - 3:00 PM	Don/Raman 1:1
3:00 PM - 3:30 PM	Staffing Updates -- Microsoft Teams Meeting ^{Security Concern}

February 12, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting ^{Security Concern}
9:00 AM - 9:15 AM	HOLD - Silas to call
10:00 AM - 10:45 AM	MEETING: Lori and Don re: Bi-Monthly Check in ^{Security Concern}
11:30 AM - 12:00 PM	Don/Sarah
12:00 PM - 1:00 PM	Break
1:00 PM - 3:00 PM	OFFICE TIME
3:00 PM - 4:00 PM	SITE C -- Microsoft Teams Meeting
4:00 PM - 5:00 PM	OFFICE TIME

February 15, 2021

8:00 AM - 4:30 PM	STAT
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February 16, 2021

All Day	**CAUCUS MEETING** FYI
8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting -- ^{Security Concern}
10:00 AM - 10:45 AM	MEETING: Agendas -- Teams/ ^{Security Concern}
10:45 AM - 11:45 AM	GCPE/PO Check-in -- TEAMS or ^{Security Concern}

February 17, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting - ^{Security Concern}
9:30 AM - 10:00 AM	Weekly BC Trans Mountain Update Call --
11:00 AM - 11:30 AM	Comms Operations Weekly Staffing Updates - ^{Security Concern} Microsoft Teams Meeting
11:30 AM - 11:45 AM	EMBC All Agency Communications Call - COVID-19 -- Conference
12:00 PM - 1:00 PM	Break
1:00 PM - 2:00 PM	TOR -- Microsoft Teams Meeting
2:00 PM - 2:30 PM	FW: 2:00PM - CALL -- 1:1 between Minister Ralston and Don Zdravec -- Don to call MBR
3:00 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	COVID Comms -- Microsoft Teams Meeting

February 18, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting .Security Concern
2:00 PM - 3:00 PM	Don/Raman 1:1

February 19, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 10:00 AM	DMC -- TEAMS/.Security Concern
8:30 AM - 9:00 AM	Senior Staff Meeting .Security Concern
10:00 AM - 11:00 AM	OFFICE TIME
11:00 AM - 12:00 PM	All CD MEETING -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	BREAK
1:00 PM - 3:00 PM	Diversity and Inclusion Training module 3 -- online
3:00 PM - 3:45 PM	SITE C -- Microsoft Teams Meeting
4:00 PM - 5:00 PM	Check In -- Teams Meeting

February 22, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting .Security Concern

February 22, 2021 Continued

9:00 AM - 9:45 AM	MEETING: Agendas -- Teams/Rose Room
10:00 AM - 10:15 AM	Personal Information
10:30 AM - 11:00 AM	DON/RAMAN/Nammi -- CALL NAMMI ON CELL
11:00 AM - 11:15 AM	(11:00am-11:15am) Phone Mtg with DM Scott, Don Zadavec (GCPE) & Jeff Groot (CAS) RE: Working Relationship with CAS & GCPE -- Skype Meeting
1:00 PM - 3:00 PM	WGMHAH -- Security Concern TEAMS
3:00 PM - 3:30 PM	Don/Sage weekly -- phone or in person

February 23, 2021

All Day	**PINK SHIRT DAY TOMORROW**
7:30 AM - 8:30 AM	DMC on COVID -- Teams & Security Concern
8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
10:00 AM - 11:00 AM	Executive Meeting Security Concern
11:00 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 3:00 PM	LRC -- Security Concern Teams/Security Concern
2:00 PM - 3:30 PM	Tech brief trial -- Security Concern

February 23, 2021 Continued

3:30 PM - 4:00 PM	Don/Erinn -- TEAMS - link enclosed
4:00 PM - 4:30 PM	Don/Nammi/Raman re: budget and contingencies ,Security Concern

February 24, 2021

All Day	PINK SHIRT DAY
8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 1:00 PM	CABINET -- Security Concern /Teams
1:00 PM - 2:00 PM	BRREAK
2:00 PM - 3:00 PM	Tech briefing trial -- Security Concern
3:00 PM - 4:00 PM	HOLD for DON

February 25, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting ,Security Concern
9:00 AM - 12:00 PM	Corporate Executive -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 1:30 PM	Comms Operations Weekly Staffing Updates Security Concern ,Microsoft Teams Meeting

February 25, 2021 Continued

1:30 PM - 2:00 PM	Don/Rena Follow-up -- Rena call Don
2:00 PM - 4:00 PM	COVID Committee --Security Concern /Teams
3:00 PM - 4:00 PM	3:00PM - Media Prep for MBR .Security Concern
4:00 PM - 4:30 PM	Staffing Updates -- Microsoft Teams Meeting , Security Concern

February 26, 2021

8:00 AM - 8:30 AM	Daily Check-in call --
8:30 AM - 9:00 AM	Senior Staff Meeting . Security Concern
9:00 AM - 11:30 AM	Office Time
12:00 PM - 1:00 PM	LUNCH
2:00 PM - 2:30 PM	Don/Raman 1:1 -- call Don
2:30 PM - 3:30 PM	Office Time

3:30 PM - 4:30 PM

Meeting: Lori, Sage, Don Z., and Geoff .Security Concern