

May 2, 2016

Monday

9:00 AM - 10:00 AM	Cheryl, Tara, Steve, David re: Budget Discussion
10:00 AM - 11:00 AM	DMCMH
11:00 AM - 12:00 PM	Review Time
1:30 PM - 2:30 PM	QP
2:00 PM - 2:45 PM	DM Briefing: Cheryl, David, Charmaine, Hayley and Athana
3:00 PM - 5:00 PM	Privacy, Access and Records Management Training - Ministerial Staff & Chiefs of Staff
5:30 PM - 9:30 PM	Private Appointment

May 3, 2016

Tuesday

9:30 AM - 10:00 AM	Cheryl/Kate - Leadership Development
10:00 AM - 11:00 AM	QP
10:00 AM - 10:30 AM	Briefing for Cheryl - BN Discussion
11:00 AM - 12:00 PM	Kate's weekly --
12:15 PM - 12:30 PM	Meeting: Cheryl/Athana
1:00 PM - 1:30 PM	Chris' weekly --
2:00 PM - 3:00 PM	Privacy, Access and Records Management Training - Ministers and Chiefs of Staff
3:00 PM - 4:00 PM	David's weekly --
4:00 PM - 5:00 PM	Privacy, Access and Records Management Training - Ministers and Chief of Staff

May 4, 2016

Wednesday

8:30 AM - 8:45 AM	Cheryl WY/ Kim
9:00 AM - 9:30 AM	Weekly - Shelley/Sarah

May 4, 2016 Continued

Wednesday

9:30 AM - 10:30 AM	Cheryl, David, Sharon Pre-brief
10:30 AM - 10:45 AM	CWY
11:00 AM - 11:30 AM	Office Time - Review Time
1:00 PM - 2:30 PM	Division Executive Meeting --
1:30 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	
3:00 PM - 4:00 PM	Minister/CWY/David Curtis
4:00 PM - 4:30 PM	
4:30 PM - 5:00 PM	Cheryl and Stuart - Draft report

May 5, 2016

Thursday

10:00 AM - 11:00 AM	QP
1:00 PM - 2:00 PM	Jim Lightbody & Cheryl Wenezenki-Yolland - Update Meeting -- Telephone Call
2:30 PM - 3:00 PM	MDJ/CWY/David/Tara
4:00 PM - 5:00 PM	1:1 John / Cheryl --
5:30 PM - 9:30 PM	Private Appointment

May 6, 2016

Friday

9:00 AM - 11:00 AM	DMC Capital
11:00 AM - 12:00 PM	Appeals Briefing --
12:00 PM - 1:00 PM	Personal Information

May 6, 2016 Continued

Friday

1:00 PM - 2:00 PM	Cheryl, Kate, Sasha, Erin, Elaine, Denise, Lori CARO discussion
2:00 PM - 2:30 PM	Cheryl/Lianna Olson
3:00 PM - 3:30 PM	Cheryl and Chris re: Pre-brief to May 10th meeting
5:30 PM - 6:00 PM	Cheryl and David - Touching Base -- Teleconference

May 9, 2016

Monday

9:00 AM - 9:30 AM	Weekly - Sarah/Lianna --
10:00 AM - 10:30 AM	Chery, Elizabeth, David re: Pending Initiatives -- Via Telephone
10:30 AM - 11:30 AM	Office Time - Review Time
11:30 AM - 12:00 PM	Touch Base Cheryl /Stuart /Suzanne -- Via Telephone
12:00 PM - 1:30 PM	Personal Information
1:30 PM - 2:30 PM	QP
2:30 PM - 3:00 PM	MÓ
3:00 PM - 4:00 PM	Media Availability: FOI
4:30 PM - 5:00 PM	Cheryl, Sarah - Estimates/ Agenda for DM meeting
5:30 PM - 9:30 PM	Private Appointment

May 10, 2016

Tuesday

8:00 AM - 9:00 AM	Privacy, Access and Records Management Training-Ministers'
9:15 AM - 10:00 AM	Kate's weekly --

May 10, 2016 Continued

Tuesday

10:00 AM - 11:00 AM	QP
10:00 AM - 10:30 AM	CALL w/ Cheryl Wenezenki-Yolland & Grant -- Teleconference
11:00 AM - 12:00 PM	Office Time = Review Time
12:00 PM - 1:00 PM	Privacy, Access and Records Management Training-Ministers'
1:00 PM - 1:30 PM	
1:15 PM - 2:15 PM	1:1 John / Cheryl --
2:15 PM - 3:15 PM	1:1 Chris/Cheryl - Steve to join for first 30 mins
4:00 PM - 4:30 PM	Cheryl, Dr. Jay Fedorak, Charmaine -- Via Teleconference

May 11, 2016

Wednesday

9:00 AM - 10:00 AM	Office Time
10:30 AM - 12:00 PM	Cheryl, David, Sharon, Ken McLean, Rob Witcher, Jamie Ross
1:00 PM - 1:30 PM	Office Time - Review Time
1:30 PM - 2:30 PM	QP
1:30 PM - 2:00 PM	Cheryl, Kate, Chris, Sasha re: CAMF discussion
2:45 PM - 3:00 PM	2:45 DM Briefing: Cheryl, Chris and Athana
4:00 PM - 4:30 PM	Minister's briefing

May 12, 2016

Thursday

9:30 AM - 10:00 AM	DM Briefing: Cheryl, John and Athana
10:00 AM - 11:00 AM	QP
10:00 AM - 10:30 AM	Weekly: Cheryl Wenezenki-Yolland & Athana Mentzelopoulos --

May 12, 2016 Continued

Thursday

11:00 AM - 12:00 PM	Chris, Alessandro, Stephen - Pre-brief Cheryl - Review meeting
1:00 PM - 1:30 PM	Cheryl, Dave, Chris -- Via T/C
1:30 PM - 2:00 PM	Review Time = Review CFTF material prior to meeting on May 16
2:00 PM - 2:30 PM	Cheryl and Sarah - Discuss week of June 1-June 6
2:30 PM - 5:00 PM	Block - No meetings
5:30 PM - 9:30 PM	Private Appointment

May 13, 2016

Friday

9:30 AM - 10:30 AM	DMC - approximately 9:20
11:00 AM - 12:00 PM	Office Time - Review Time
12:00 PM - 1:00 PM	Lunch/Walk
1:00 PM - 1:30 PM	Cheryl, Tara, Steve, John re: BCLC Work plan -- Via T/C
2:00 PM - 2:30 PM	Cheryl, Charmaine, Sharon, pre-brief to Ministers' Meeting

May 16, 2016

Monday

9:00 AM - 12:00 PM	CFTF - Video Conference Call - 12:00 to 3:00 (Toronto time)
12:00 PM - 1:30 PM	Lunch / Walk
1:30 PM - 2:30 PM	QP
1:30 PM - 2:00 PM	Weekly - Sarah/Lianna --
2:00 PM - 3:00 PM	Athana, Cheryl, Bette-Jo, Tim, Jacquie, Chris: DM Update
3:15 PM - 4:45 PM	MEETING: Review Meeting

May 16, 2016 Continued

Monday

5:00 PM - 5:30 PM MDJ/CWY/Athana

5:30 PM - 9:30 PM Private Appointment

May 17, 2016

Tuesday

8:30 AM - 9:00 AM Meet w/ Kim Henderson

9:30 AM - 10:00 AM Chery, Elaine, Pat Strategic HR

10:00 AM - 11:00 AM QP

10:00 AM - 10:30 AM Cheryl, Chris Pre-brief to meeting on May 20 (DM update)

10:30 AM - 10:45 AM Cheryl and David - touching base

1:30 PM - 6:00 PM HOLD for Estimates

May 18, 2016

Wednesday

8:45 AM - 9:00 AM Office Time

9:00 AM - 10:00 AM 1:1 John / Cheryl --

10:15 AM - 10:30 AM Travel Required

10:30 AM - 11:30 AM FOI Training for MSB

11:30 AM - 12:00 PM Heather/Elan/David/CWY/Leanne

12:00 PM - 12:15 PM DM Briefing: Cheryl/Athana

1:00 PM - 1:15 PM Cheryl, Chris and Mark

1:30 PM - 2:30 PM QP

2:30 PM - 7:00 PM HOLD FOR ESTIMATES

May 19, 2016

Thursday

9:00 AM - 10:00 AM	Kate's weekly --
10:00 AM - 11:00 AM	QP
11:00 AM - 12:00 PM	Appeals Briefing --
1:00 PM - 2:00 PM	Chris' weekly (Mark to join first half of meeting) --
1:30 PM - 2:00 PM	Cheryl, Kate, Gilbert PSO Orientation and Development Program Proposal
2:00 PM - 2:30 PM	Office Time - Review Time
2:30 PM - 3:30 PM	Global Relay - Meeting - Ministry of Finance
3:30 PM - 4:15 PM	Cheryl, Kate, Sasha, Darren re: CARO Website
5:30 PM - 9:30 PM	Private Appointment

May 20, 2016

Friday

9:00 AM - 10:00 AM	MFEX Sub-Committee of ADM's for Critical Hires --
10:00 AM - 11:00 AM	David's weekly --
11:00 AM - 12:00 PM	Division Executive Meeting --
12:00 PM - 1:30 PM	Lunch/Walk
12:00 PM - 12:15 PM	Update
1:30 PM - 2:00 PM	Office Time
2:00 PM - 2:30 PM	Weekly: Cheryl Wenezenki-Yolland & Athana (By Phone) -- Via TC
2:30 PM - 4:00 PM	DM Update

May 23, 2016

Monday

All Day

Victoria Day

5:30 PM - 9:30 PM

Private Appointment

May 24, 2016

Tuesday

9:00 AM - 9:30 AM

Weekly - Sarah/Lianna --

9:30 AM - 11:00 AM

Kate's weekly and Personal Information --

11:00 AM - 11:30 AM

Cheryl, Stuart, Ken Action Plan

11:30 AM - 12:00 PM

Cheryl, David Pre-brief to DM briefing

1:00 PM - 2:00 PM

Chris' weekly --

2:00 PM - 2:30 PM

Weekly: Cheryl Wenezenki-Yolland & Athana Mentzelopoulos -- Via TC

2:30 PM - 3:30 PM

1:1 John / Cheryl --

3:15 PM - 3:30 PM

HR - Overview re staffing

3:30 PM - 4:30 PM

Office Time

4:30 PM - 5:30 PM

D Loukadelis -- Via TC

May 25, 2016

Wednesday

9:00 AM - 10:00 AM

Cheryl, Kate, Sasha, Jamie, Jessica, Sonja re: Crown Board Chairs Package/Letter

10:00 AM - 11:00 AM

Office Time

11:00 AM - 11:30 AM

Cheryl, David re: Discussion = FOI presentations to Ministry Executives

11:30 AM - 12:00 PM

Office Time

1:00 PM - 2:00 PM

Cheryl, Kate, Sasha, Gilbert - PSO Board Governance Orientation and Development Proposal

2:00 PM - 2:30 PM

Office Time

May 25, 2016 Continued

Wednesday

2:30 PM - 3:00 PM Travel Time

3:00 PM - 4:00 PM DMCMH

4:00 PM - 5:00 PM Office Time

May 26, 2016

Thursday

8:00 AM - 8:30 AM Meeting: Cheryl/Athana

8:30 AM - 9:00 AM Cheryl, John, Steve - BCLC discussion

9:00 AM - 9:30 AM DM Briefing: Cheryl, David and Athana

9:30 AM - 10:00 AM Office Time - no meetings

10:00 AM - 10:30 AM Reference Check

10:30 AM - 11:00 AM Cheryl, Chris - Touching base

11:00 AM - 11:30 AM Cheryl, Sarah - Personal Information

11:30 AM - 12:00 PM Meeting: Cheryl, Stuart and Athana

1:00 PM - 5:30 PM Out of Office

5:30 PM - 9:30 PM Private Appointment

May 27, 2016

Friday

12:00 AM - 12:00 AM Personal Information**May 28, 2016**

Saturday

All Day Personal Information

Please See Above

May 29, 2016

Sunday

All Day

Personal Information

Please See Above

May 30, 2016

Monday

All Day

Personal Information

Please See Above

5:30 PM - 9:30 PM

Private Appointment

May 31, 2016

Tuesday

All Day

Personal Information

Please See Above