

January 1, 2022

All Day	Private Appointment
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All Day	Private Appointment
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January 2, 2022

All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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January 3, 2022

All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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All Day	STAT - NEW YEARS (in leu of Jan 1)
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January 4, 2022

All Day	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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12:00 AM - 12:00 AM	Personal Information
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January 5, 2022

12:00 AM - 12:00 AM	Private Appointment	Please See Above
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All Day	Private Appointment	Please See Above
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12:00 AM - 12:00 AM	Personal Information
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January 6, 2022

All Day	Private Appointment	Please See Above
8:30 AM - 9:00 AM	Senior Staff Meeting --	Security Concern; Government Financial Information
10:00 AM - 10:30 AM	Donna/Vanessa -- Donna to call Vanessa	
11:00 AM - 11:30 AM	Donna/Laurie	
11:30 AM - 12:00 PM	Team Huddle -- Microsoft Teams Meeting	
12:00 PM - 1:00 PM	Donna/Paul - Debrief	
1:00 PM - 1:30 PM	Call: Donna/Jade/Andrea -- Donna to call Jade	Personal Information
2:00 PM - 3:00 PM	Donna/Rosa	
4:00 PM - 5:00 PM	COVID WG	

January 7, 2022

12:00 AM - 12:00 AM	Private Appointment	Please See Above
8:30 AM - 9:00 AM	Senior Staff Meeting --	Security Concern; Government Financial Information
9:00 AM - 9:45 AM	Meeting: PO Directors (Spring 2022 priorities) -- MS Teams	
11:00 AM - 11:30 AM	Future Workforce Multi-Minister Meetings -- Microsoft Teams Meeting	
11:30 AM - 12:00 PM	Updates re: Year 2 Plan and Priority Legislation -- Microsoft Teams Meeting	
1:00 PM - 1:30 PM	Donna/Laurie	

January 7, 2022 Continued

3:00 PM - 4:00 PM PPS Team Mtg -- Microsoft Teams Meeting

January 10, 2022

8:30 AM - 9:00 AM Senior Staff Meeting -Security Concern; Government Financial Information

9:00 AM - 9:45 AM MEETING: Agendas Security Concern /Teams

9:45 AM - 10:30 AM 9:45AM Planning and Priorities Secretariat Security Concern Teams

10:30 AM - 11:30 AM MEETING: Lori, Mark, Eric, Geoff, Amber, Don Bain and Donna Sanford - Weekly Meeting -- Chambers/Teams

11:30 AM - 12:00 PM Team Huddle -- Microsoft Teams Meeting

1:00 PM - 1:30 PM Meeting: Lori, Amy and Donna -- Microsoft Teams Meeting

1:30 PM - 2:00 PM Donna/Robyn -- Invite to be sent once IDIR setup is complete

2:00 PM - 3:00 PM Cabinet Briefing -- Con Call

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

3:30 PM - 3:45 PM Touch base: Leg list -- MS Teams

January 11, 2022

8:30 AM - 9:00 AM Senior Staff Meeting -Security Concern; Government Financial Information

9:00 AM - 10:00 AM Donna/Shelley/Paul/Andrea/Rosa -Security Concern

10:00 AM - 12:00 PM PP -- MS Teams

January 11, 2022 Continued

12:15 PM - 1:00 PM	Security Concern; Personal Information
1:15 PM - 1:45 PM	Donna/Laurie
2:00 PM - 2:30 PM	Bi-weekly check-in: Geoff and Donna -- Geoff to call Donna; Personal Information
2:30 PM - 3:00 PM	Donna/Shelley/Rosa Security Concern
3:00 PM - 3:15 PM	Donna/Michael
4:00 PM - 4:30 PM	Private Appointment

January 12, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern; Government Financial Information
9:00 AM - 4:00 PM	Cabinet -- MS Teams

January 13, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting Security Concern; Government Financial Information
10:00 AM - 11:00 AM	Call: Donna Sanford/Rob Cooke -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Donna/Robyn
11:30 AM - 12:00 PM	Donna/Laurie -- Microsoft Teams Meeting
1:00 PM - 2:00 PM	Call: Donna Sanford/Tanya Bowerman (RRU) -- MS Teams
2:00 PM - 2:15 PM	Call: Donna/Trevor -- Donna to call Trevor Personal Information

January 13, 2022 Continued

2:30 PM - 3:00 PM Donna/Rosa

3:00 PM - 3:30 PM Donna/Shelley Security Concern

3:30 PM - 4:00 PM Donna/JM: Year 2 Plan and Priority Legislation

4:15 PM - 4:30 PM Private Appointment

January 14, 2022

8:30 AM - 10:15 AM DMC -- Teams

11:30 AM - 12:00 PM Donna/Laurie -- Microsoft Teams Meeting

1:00 PM - 1:30 PM Donna/Paul -- Paul to call Donna

2:30 PM - 3:00 PM Donna/Andrea -- Andrea to call Donna

3:00 PM - 4:00 PM PPS Team Mtg -- Microsoft Teams Meeting

January 17, 2022

8:30 AM - 9:00 AM (George Smith to host) Senior Staff Meeting - Security Concern; Government Financial Information
Security Concern

9:30 AM - 10:00 AM Donna/Shelley/Robyn Security Concern

10:30 AM - 11:00 AM Donna/Rosa/JM -- MS Teams & Security Concern

2:30 PM - 3:00 PM Donna/Laurie -- Microsoft Teams Meeting

January 17, 2022 Continued

January 18, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting .Security Concern; Government Financial Information
9:30 AM - 9:45 AM	MEETING: Agendas -- Teams .Security Concern
9:45 AM - 10:00 AM	Planning and Priorities Secretariat -- Teams .Security Concern
11:00 AM - 11:30 AM	MEETING: Lori, Mark, Eric, Geoff, Amber, Don Bain and Donna Sanford - Weekly Meeting .Security Concern and Teams
11:30 AM - 12:00 PM	Donna/Laurie -- Microsoft Teams Meeting
1:00 PM - 2:00 PM	Cabinet Briefing -- Con Call
2:00 PM - 2:30 PM	Bi-weekly check-in: Geoff and Donna .Security Concern (or phone if preferred)
2:30 PM - 3:00 PM	Team Huddle -- Microsoft Teams Meeting .Security Concern
3:30 PM - 4:00 PM	Meeting: Donna and Mark -- .Security Concern

January 19, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting .Security Concern; Government Financial Information
9:00 AM - 11:30 AM	Cabinet -- MS Teams
11:45 AM - 12:15 PM	Donna/Rosa
1:30 PM - 1:45 PM	Quick Check-In -- Microsoft Teams Meeting .Security Concern

January 19, 2022 Continued

2:00 PM - 2:30 PM Donna/Laurie -- Microsoft Teams Meeting

3:30 PM - 4:00 PM Donna/Shelley/Robyn -- Security Concern

4:00 PM - 4:30 PM Check-in -- Microsoft Teams Meeting

January 20, 2022

8:30 AM - 9:00 AM Senior Staff Meeting -- Security Concern; Government Financial Information

9:00 AM - 9:15 AM Donna/Paul/Will/Veronica -- Microsoft Teams Meeting

9:30 AM - 10:00 AM Donna/Paul

10:00 AM - 10:30 AM Donna/Shelley -- Security Concern

10:30 AM - 11:00 AM Meeting: Cheryl/Rosa/Donna re: Housing -- Security Concern

11:00 AM - 11:30 AM Donna/Christine/Darryl/Shelley/Robyn -- MS Teams

11:30 AM - 12:00 PM Donna/Laurie -- Microsoft Teams Meeting

1:30 PM - 2:00 PM Donna/Andrea

2:30 PM - 3:30 PM Team Review: ADM Committees -- Microsoft Teams Meeting

3:30 PM - 3:50 PM Donna/Rosa/JM: Pre-Mtg -- Security Concern

4:00 PM - 5:00 PM MEETING: Lori, Mark, Eric, Amy, Silas and Donna re: Monthly PO Exec Meeting -- Security Concern

January 21, 2022

8:30 AM - 9:00 AM **Senior Staff Meeting** .Security Concern; Government Financial Information

10:00 AM - 10:15 AM **Call: Donna/Angela -- MS Teams**

10:15 AM - 10:45 AM **Donna/Laurie -- Microsoft Teams Meeting**

11:00 AM - 12:00 PM **Weekly Meeting: Lori W, Geoff, Christina, Amber & Don** Security Concern **Phone**

1:30 PM - 2:30 PM **Don/Sage/Megan/Donna/Tim/George -** Security Concern

3:00 PM - 4:00 PM **PPS Team Mtg -- Microsoft Teams Meeting**

January 24, 2022

8:30 AM - 9:00 AM **Senior Staff Meeting** .Security Concern; Government Financial Information

9:00 AM - 9:45 AM **MEETING: Agendas** .Security Concern **Teams**

9:45 AM - 10:30 AM **9:45AM Planning and Priorities Secretariat** .Security Concern **Teams**

11:30 AM - 11:45 AM **Private Appointment**

1:30 PM - 2:00 PM **Team Huddle -- Microsoft Teams Meeting**

2:00 PM - 2:30 PM **MEETING: Lori, Mark, Eric, Geoff, Amber, Don Bain and Donna Sanford - Weekly Meeting --** Security Concern **Teams**

2:30 PM - 2:45 PM **Touch base: Leg list -- MS Teams**

3:00 PM - 3:30 PM **Donna/Laurie**

January 25, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting Security Concern; Government Financial Information
9:30 AM - 10:00 AM	Donna/Andrea
10:00 AM - 10:30 AM	Donna/Rosa
11:00 AM - 11:30 AM	Donna/Shelley -- MS Teams Security Concern
11:30 AM - 12:30 PM	Cabinet Briefing Security Concern Con Call
1:30 PM - 2:30 PM	Weekly Meeting: Lori W, Geoff, Christina, Amber & Donna Security Concern Phone
3:00 PM - 3:30 PM	Donna/Laurie

January 26, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern; Government Financial Information
9:00 AM - 12:30 PM	Cabinet -- MS Teams
12:30 PM - 1:00 PM	Donna/Rachel Security Concern
1:30 PM - 2:00 PM	Donna/Laurie
2:30 PM - 3:30 PM	CWGDR -- MS Teams

January 27, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern; Government Financial Information
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January 27, 2022 Continued

9:30 AM - 10:00 AM Donna/Ann/Robyn/Rosa/Shelley --^{Security Concern}

10:30 AM - 10:45 AM Call: Donna/Andrew -- MS Teams

11:00 AM - 11:30 AM Donna/Robyn

11:30 AM - 12:00 PM Donna/Andrea/Caitlin

12:15 PM - 12:45 PM Private Appointment

1:00 PM - 1:30 PM Donna/Andrea/Shelley --^{Security Concern}

2:00 PM - 2:30 PM Donna/Laurie

2:30 PM - 2:45 PM Quick chat -- Microsoft Teams Meeting

3:30 PM - 4:00 PM Cabinet Confidences - MS Teams

4:30 PM - 4:45 PM Caitlin/Andrea/Donna -- Microsoft Teams Meeting

January 28, 2022

8:30 AM - 10:00 AM DMC --^{Security Concern}

11:00 AM - 11:30 AM Discussion on HWs recognition -- Microsoft Teams Meeting

11:30 AM - 12:00 PM Donna/Laurie

1:00 PM - 2:00 PM PPS Team Mtg -- Microsoft Teams Meeting

January 28, 2022 Continued

2:15 PM - 2:45 PM

Meeting: Lori and Donna - Bi-weekly Check in , Security Concern

3:00 PM - 3:30 PM

Meeting with Angela Cooke, Donna Sanford & Haiqa Cheema -- MS Teams

3:30 PM - 5:00 PM

Personal Information

January 31, 2022

8:30 AM - 9:00 AM

Senior Staff Meeting , Security Concern; Government Financial Information

9:00 AM - 9:45 AM

MEETING: Agendas - Security Concern

9:45 AM - 10:30 AM

9:45AM Planning and Priorities Secretariat , Security Concern

12:00 PM - 12:30 PM

Team Huddle -- Microsoft Teams Meeting

1:00 PM - 2:00 PM

Cabinet Briefing -- Con Call

2:15 PM - 3:00 PM

MEETING: Lori, Mark, Eric, Geoff, Amber, Don Bain and Donna Sanford - Weekly Meeting -- Chambers and Teams

3:00 PM - 3:30 PM

Donna/Laurie

4:00 PM - 4:15 PM

Call: Trevor/Donna/JM -- MS Teams