

## February 1, 2022

|               |                                                                      |
|---------------|----------------------------------------------------------------------|
| 08:30 - 09:00 | Corporate Comms Cont: Mary Sue/Dave/Madeline/Julia I/Pader/Christine |
| 09:00 - 09:30 | HR discussion: Heather/Mary Sue/Grant --                             |
| 09:30 - 10:30 | 1:1 Mary Sue/Alex --                                                 |
| 11:00 - 11:30 | HR: Mary Sue/Alex --                                                 |
| 11:30 - 12:00 | RO Comms: Mary Sue/Madeline/Pader/Christine/Aaron                    |
| 12:00 - 13:00 | Lunch                                                                |
| 13:00 - 13:50 | RO All Staff                                                         |
| 14:00 - 14:25 | National Earthquake Early Warning discussion                         |
| 14:30 - 15:00 | Check-in: Mary Sue/Heather -- Teams                                  |
| 15:00 - 15:30 | Pre-brief for PS Rice re Professional Employees Association          |
| 15:30 - 16:00 | Private Appointment                                                  |
| 16:00 - 16:30 | Pre-brief to MMF Alerting                                            |

## February 2, 2022

|               |                                            |
|---------------|--------------------------------------------|
| 08:00 - 09:00 | Joint EMBC/ MUNI Executive monthly meeting |
| 09:00 - 09:30 | Heather/MS                                 |
| 09:30 - 10:00 | Touch base: Mary Sue/Clementine            |

## February 2, 2022 Continued

|               |                                                |
|---------------|------------------------------------------------|
| 10:00 - 10:30 | SAT phone training: Mary Sue/Tara/Stuart/Lisa  |
| 10:45 - 11:00 | Follow up: Mary Sue/ Yvonne                    |
| 11:00 - 12:00 | Check-in: Tara/Mary Sue --                     |
| 12:00 - 13:00 | Lunch                                          |
| 13:00 - 13:30 | Cabinet Confidences                            |
| 13:40 - 14:30 | Cabinet Confidences                            |
| 14:30 - 15:00 | Check-in: Tara/Mary Sue/Michelle/Jenn/Alex --  |
| 15:00 - 15:30 | PS Rice Professional Employees Association     |
| 15:45 - 16:00 | Follow-up: Mary Sue/Sharon                     |
| 16:30 - 17:00 | Post brief Table-Top Ex; Tara/Mary Sue/Kathryn |
| 17:00 - 17:15 | Madeline- SOE                                  |
| 18:00 - 20:00 | Private Appointment                            |

## February 3, 2022

|               |                                                    |
|---------------|----------------------------------------------------|
| 08:00 - 08:30 | Weekly check-in: Mary Sue/Julia/Aaron/Christine -- |
| 08:30 - 09:15 | Skip-level meeting: Mary Sue/Ken                   |
| 09:15 - 09:30 | Prep for MMF                                       |

## February 3, 2022 Continued

|               |                                                                |
|---------------|----------------------------------------------------------------|
| 09:30 - 10:00 | 9:30am Briefing re: Alerting w/Minister Farnworth, EMBC & GCPE |
| 10:00 - 11:00 | Online Communication                                           |
| 11:00 - 11:30 | Mary Sue/Christine                                             |
| 11:30 - 12:00 | Trilat: Tara/Mary Sue/Madeline --                              |
| 12:00 - 13:00 | Mary Shaw/MSM --                                               |
| 13:00 - 13:15 | Travel                                                         |
| 14:00 - 14:30 | Sechelt                                                        |
| 14:30 - 15:00 | Advice/Recommendations      Internal Briefing                  |
| 15:00 - 15:30 | F/P/T DM prep for EMBC/CITZ                                    |
| 16:30 - 16:45 | Tara/MS- quick check in                                        |

## February 4, 2022

|               |                                               |
|---------------|-----------------------------------------------|
| 08:00 - 08:45 | Private Appointment                           |
| 09:00 - 10:00 | Preparedness (Ken Craig)                      |
| 10:00 - 10:30 | Approvals                                     |
| 10:30 - 10:45 | 10:30 Indy & Mary Sue Maloughney - Quick Chat |
| 11:00 - 11:30 | Call with Mike Bailey and Conair Group        |

## February 4, 2022 Continued

|               |                                             |
|---------------|---------------------------------------------|
| 11:30 - 12:00 | Check in: Mary Sue/Cam                      |
| 12:00 - 12:45 | Lunch                                       |
| 12:45 - 13:15 | EMBC & GCPE Corporate Communications        |
| 13:15 - 14:00 | Skip-Level meeting: Mary Sue/Alex           |
| 16:00 - 16:30 | Touch Base Mary Sue/Christine --            |
| 16:30 - 17:00 | 4:30pm Joint Briefing with MDE re: Seawatch |

## February 7, 2022

|               |                                           |                    |
|---------------|-------------------------------------------|--------------------|
| 08:30 - 09:00 | Advice/Recommendations                    | Tara/Mary Sue/Doug |
| 09:00 - 09:30 | Advice/Recommendations                    |                    |
| 09:30 - 17:30 | Private Appointment                       |                    |
| 12:00 - 13:00 | Lunch                                     |                    |
| 12:00 - 12:15 | Private Appointment                       |                    |
| 13:00 - 13:30 | First Nations Capacity Funding            |                    |
| 14:30 - 15:00 | FPT pre-brief: Tara/Mary Sue/Madeline/Tom |                    |
| 15:00 - 15:30 | Communications Model                      |                    |
| 16:00 - 16:30 | Emergent Priorities & Business Plan       |                    |
| 16:30 - 17:00 | Madeline- MS call                         |                    |

## February 8, 2022

|               |                                                                                     |
|---------------|-------------------------------------------------------------------------------------|
| 08:15 - 09:00 | Check-in: Tara/Mary Sue/Christine/Jenn                                              |
| 09:05 - 10:00 | Trilat: Tara/Mary Sue/Alex --                                                       |
| 10:00 - 10:30 | 1:1 Mary Sue/Alex --                                                                |
| 10:30 - 11:00 | Check-in: Tara/Mary Sue/Jordan --                                                   |
| 11:00 - 12:00 | Org Effectiveness                                                                   |
| 12:00 - 12:30 | Lunch                                                                               |
| 12:30 - 12:45 | Call: Mark, Tara and Mary Sue                                                       |
| 12:45 - 13:45 | Advice/Recommendations                                                              |
| 13:45 - 14:00 | Supply Chain week proclamation: Mary Sue/Kathryn                                    |
| 14:00 - 14:45 | HR: Mary Sue/Alex --                                                                |
| 14:45 - 15:00 | Touch Base: Mary Sue/Aaron/Julia                                                    |
| 15:00 - 15:30 | Check-in: Tara/Mary Sue/Christine --                                                |
| 15:30 - 16:00 | DMC-DREM Agenda Planning: Tara/Mary Sue/Madeline/Dave/Kathryn/Jenn/Alisha/Linsey -- |
| 16:00 - 16:30 | Check-in: Tara/Mary Sue --                                                          |
| 16:30 - 17:00 | Alerting: Mary Sue/Madeline                                                         |
| 17:00 - 18:00 | Eamon/MS 1:1                                                                        |

## February 9, 2022

|               |                                                    |
|---------------|----------------------------------------------------|
| 08:30 - 09:00 | Check-in: Tara/Mary Sue/Michelle/Jenn --           |
| 09:00 - 09:30 | Meet and Greet with Mary Sue Maloughney            |
| 09:30 - 10:00 | Touch Base Mary Sue/Christine --                   |
| 11:30 - 12:30 | Lunch                                              |
| 12:30 - 14:00 | Senior Executive Team meeting --                   |
| 14:00 - 14:30 | SAR Team Meet and Greet                            |
| 14:30 - 15:00 | Weekly check-in: Mary Sue/Julia/Aaron/Christine -- |
| 15:00 - 15:45 | Next Steps Discussion - Sea Watch Lane             |
| 15:45 - 16:15 | Private Appointment                                |
| 16:30 - 17:00 | Alerting- <sup>Advice/Recommendations</sup>        |

## February 10, 2022

|               |                                           |
|---------------|-------------------------------------------|
| 08:00 - 08:30 | 1:1 Mary Sue/Madeline --                  |
| 08:30 - 09:00 | Private Appointment                       |
| 09:00 - 09:30 | DDR Structure: Mary Sue/Kathryn/Christine |
| 09:30 - 10:00 | Travel                                    |
| 10:00 - 11:00 | Private Appointment                       |
| 11:00 - 11:30 | Personal Information                      |

## February 10, 2022 Continued

|               |                                                            |
|---------------|------------------------------------------------------------|
| 11:30 - 12:30 | Lunch                                                      |
| 12:00 - 12:15 | Cabinet Confidences<br>review: Tara/Mary Sue               |
| 12:30 - 13:00 | Weekly 1:1 (Heather Brazier w/Mary Sue Maloughney) --      |
| 13:00 - 13:45 | Skip-level meeting: Tara/Mary Sue/Jen McLarty              |
| 13:45 - 14:30 | Check-in: Tara/Mary Sue --                                 |
| 14:30 - 15:00 | 2:30 District of Sechelt SOLE Request W/Minister Farnworth |
| 15:00 - 15:30 | 3:00pm Cabinet Confidences                                 |
| 15:30 - 16:00 | 3:30pm EMBC Budget Briefing                                |
| 16:00 - 16:30 | Cabinet Confidences<br>Mary Sue/Tara/Madeline/David Cowie  |
| 16:30 - 17:00 | Mtg: Mary Sue, Alex, Christine                             |

## February 11, 2022

|               |                                            |
|---------------|--------------------------------------------|
| 09:00 - 10:00 | Coffee and orientation - Mary Sue and Doug |
| 10:00 - 10:30 | Mtg: Mary Sue, Paul K and Becky            |
| 10:30 - 11:00 | Spacing: Tara/Mary Sue/Alex                |
| 11:00 - 12:15 | Executive Team Meeting --                  |
| 12:15 - 12:30 | 12:15 - Mary Sue & Aaron touch base        |

## February 11, 2022 Continued

|               |                     |
|---------------|---------------------|
| 12:30 - 13:00 | Lunch               |
| 13:30 - 14:00 | Private Appointment |
| 14:30 - 15:00 | Private Appointment |
| 16:00 - 16:30 | Approvals           |

## February 12, 2022

|               |                     |                           |
|---------------|---------------------|---------------------------|
| 20:30 - 21:00 | Cabinet Confidences | - Microsoft Teams Meeting |
|---------------|---------------------|---------------------------|

## February 13, 2022

|               |                                                      |
|---------------|------------------------------------------------------|
| 10:00 - 10:30 | Cabinet<br>Confidences                               |
| 13:30 - 14:30 | 1:30pm - briefing <small>Cabinet Confidences</small> |

## February 14, 2022

|               |                                                                                                      |
|---------------|------------------------------------------------------------------------------------------------------|
| 08:00 - 08:30 | Cabinet: Tara/Doug/Mary Sue/Barbara/Wayne                                                            |
| 08:30 - 09:30 | Trilat: Tara/Mary Sue/Alex --                                                                        |
| 09:30 - 10:00 | MS/Grant <small>Cabinet<br/>Confidence</small>                                                       |
| 10:00 - 10:30 | Cabinet Confidences briefing                                                                         |
| 10:30 - 11:00 | Check-in: Tara/Mary Sue --                                                                           |
| 11:00 - 11:45 | Update on freshet prep X Ministry: Tara/Mary Sue/Madeline/Brendan/David Muter/Ted White/Andrew Giles |
| 11:20 - 11:50 | Cabinet<br>Confidence                                                                                |



## February 14, 2022 Continued

|               |                                                     |
|---------------|-----------------------------------------------------|
| 11:45 - 12:15 | Private Appointment                                 |
| 12:15 - 12:45 | Lunch                                               |
| 12:30 - 13:00 | 12:30pm <sup>Cabinet</sup> Confidences Pre-Brief    |
| 13:00 - 13:30 | 1:1 Mary Sue/Madeline --                            |
| 13:30 - 14:00 | EMBC/FLNRO Check in: Mary Sue/Eamon/Madeline/Ian -- |
| 15:00 - 16:30 | LRC                                                 |
| 16:30 - 17:00 | 1:1 Mary Sue/Grant                                  |

## February 15, 2022

|               |                                                                                  |
|---------------|----------------------------------------------------------------------------------|
| 08:30 - 08:45 | Org Effectiveness: Mary Sue, Christine, Jenn                                     |
| 08:45 - 09:15 | Private Appointment                                                              |
| 09:15 - 09:30 | Prep for <sup>Cabinet</sup> Confidence                                           |
| 09:30 - 10:00 | Private Appointment                                                              |
| 10:15 - 10:45 | Private Appointment                                                              |
| 11:00 - 12:00 | Org Effectiveness --                                                             |
| 11:20 - 11:40 | <sup>Cabinet</sup> Confidences                                                   |
| 12:00 - 12:30 | Mtg: Alex, Christine, Mary Sue                                                   |
| 12:10 - 12:40 | (12:10pm) CALL: Doug, Mary Sue, Wayne & Barbara re <sup>Cabinet</sup> Confidence |

## February 15, 2022 Continued

|               |                                                       |
|---------------|-------------------------------------------------------|
| 12:30 - 13:00 | Lunch                                                 |
| 13:00 - 13:30 | 1:00pm Cabinet<br>et al Cabinet Briefing              |
| 13:30 - 14:00 | Regroup on Cabinet<br>Confide                         |
| 14:15 - 15:00 | EMBC All Staff: 2021 Hazards Season Recognition Event |
| 15:00 - 15:30 | EMBC ICLR: Mary Sue/Kathryn/Dave/Becky                |
| 16:30 - 17:00 | 1:1 Madeline/Mary Sue                                 |

## February 16, 2022

|               |                                                                 |
|---------------|-----------------------------------------------------------------|
| 08:30 - 08:45 | UBCM/year end CEPF: Tara/Mary Sue/Alex/Kathryn                  |
| 08:45 - 09:15 | Private Appointment                                             |
| 10:00 - 11:30 | IM/IT Governance Committee Meeting --                           |
| 10:00 - 10:30 | Competition scoring                                             |
| 11:30 - 12:00 | Cabinet                                                         |
| 12:00 - 13:00 | Lunch                                                           |
| 14:00 - 14:30 | Check-in: Tara/Mary Sue/Michelle/Jenn/Alex --                   |
| 14:30 - 14:45 | Tara / Jenn / Christine / Mary Sue - Associate DMO/DMO Staffing |
| 15:00 - 15:30 | Strategic Update --                                             |

## February 16, 2022 Continued

15:45 - 16:45

DMC-DREM --

## February 17, 2022

08:30 - 09:00

Budget Lock-up pre-brief: Tara/Mary Sue/Alex/Dara

09:00 - 09:30

Check-in: Tara/Mary Sue --

09:30 - 10:00

Pre-brief PS Rice Monthly Workplan Review: Tara/Mary Sue/Tom/Jenn

10:30 - 11:30

Pre-test Teleconference Line

11:30 - 12:00

Trilat: Tara/Mary Sue/Madeline --

12:00 - 12:30

Lunch

12:00 - 12:15

SET Stand-up

13:00 - 13:30

Check-in: Tara/Mary Sue/Christine --

13:30 - 14:00

Follow-up to Cheekeye Fan Debris Flow Mitigation Barrier

14:00 - 14:30

CSS All Staff Meeting

14:30 - 15:00

Weekly check-in: Mary Sue/Julia/Aaron/Christine --

15:00 - 15:45

Disaster Mitigation (Amanda Broad) -- Teams

15:45 - 16:30

Skip-level meeting: Tara/Mary Sue/Melia

## February 18, 2022

|               |                                              |
|---------------|----------------------------------------------|
| 08:30 - 08:45 | Mtg: Mary Sue & Kathryn                      |
| 09:30 - 10:00 | Alerting: PS Rice                            |
| 10:00 - 10:30 | Skip-level meeting: Mary Sue/Mike            |
| 10:30 - 11:00 | Weekly 1-1: Mary Sue & Alex                  |
| 11:00 - 12:00 | Intro: Mary Sue/Paul                         |
| 12:00 - 13:00 | Lunch                                        |
| 12:00 - 12:30 | MS/Jennifer Catch up                         |
| 13:00 - 15:00 | Do not book                                  |
| 14:00 - 14:30 | Legislation Briefing - EMBC (Green Caucus)   |
| 15:00 - 15:30 | Madeline/Mary Sue                            |
| 16:15 - 16:45 | Legislation Briefing - EMBC (Liberal Caucus) |

## February 21, 2022

|         |                                       |
|---------|---------------------------------------|
| All Day | Family Day (many provinces) -- Canada |
|---------|---------------------------------------|

## February 22, 2022

|               |                                     |
|---------------|-------------------------------------|
| 09:00 - 09:30 | Leadership Regional Ops             |
| 09:30 - 09:55 | SOLE Process Discussion -- MS Teams |

## February 22, 2022 Continued

|               |                                                                        |
|---------------|------------------------------------------------------------------------|
| 10:00 - 10:45 | OFC Team Meet and Greet                                                |
| 11:00 - 11:45 | Mtg: Mary Sue & Alisha                                                 |
| 12:00 - 13:00 | Lunch                                                                  |
| 13:30 - 14:15 | BI Alerting-Executive Steering Committee                               |
| 13:30 - 14:00 | Introductions                                                          |
| 14:15 - 15:00 | 1:1 Mary Sue/Alex --                                                   |
| 15:00 - 15:30 | HR: Mary Sue/Alex --                                                   |
| 15:30 - 16:00 | Oliver Grüter-Andrew/ Mary Sue Maloughney- Introductory E-Comm Meeting |
| 16:15 - 17:15 | Private Appointment                                                    |

## February 23, 2022

|               |                                                                                     |
|---------------|-------------------------------------------------------------------------------------|
| 08:00 - 08:30 | Cabinet Confidences<br>and DRR Org Structure: Tara/Mary Sue/Kathryn                 |
| 08:30 - 10:00 | Senior Executive Team meeting --                                                    |
| 10:00 - 10:30 | Weekly check-in: Mary Sue/Julia/Aaron/Christine --                                  |
| 10:30 - 11:00 | Adhoc - Executive Team Meeting                                                      |
| 10:30 - 11:00 | Touch Base Mary Sue/Christine --                                                    |
| 11:00 - 11:30 | DMC-DREM Agenda Planning: Tara/Mary Sue/Madeline/Dave/Kathryn/Jenn/Alisha/Linsey -- |

## February 23, 2022 Continued

|               |                                                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|
| 11:30 - 12:00 | All staff pre-brief / check-in: Tara/Mary Sue/Michelle/Jenn --                                                 |
| 12:00 - 13:00 | Lunch                                                                                                          |
| 12:05 - 12:20 | Mtg: Mary Sue, Christine, Grant                                                                                |
| 13:00 - 14:00 | Trilat: Tara/Mary Sue/Alex --                                                                                  |
| 14:00 - 14:30 | Regulation Development Briefing                                                                                |
| 14:30 - 16:00 | Cabinet<br>Confidences                                                                                         |
| 16:00 - 16:30 | PS Rice Monthly Workplan meeting / PS Rice/ DM Richards / Assoc DM Maloughney / Andrew Douglas / Jordan Turner |
| 16:30 - 17:00 | PS Rice - EMBC Budget Briefing                                                                                 |

## February 24, 2022

|               |                                             |
|---------------|---------------------------------------------|
| 08:00 - 08:30 | Tara/Mary Sue                               |
| 08:30 - 09:00 | Breakfast with Oliver (2022-02-24 @ 08:30)  |
| 09:00 - 12:00 | Board of Directors (2022-02-24 @ 09:00)     |
| 11:30 - 12:00 | Check-in: Tara/Mary Sue/Jordan --           |
| 12:00 - 12:30 | Lunch                                       |
| 12:30 - 13:00 | Coffee (Tom McCarthy w/Mary Sue Maloughney) |

## February 24, 2022 Continued

|               |                                          |
|---------------|------------------------------------------|
| 13:30 - 14:00 | Connecting: Mary Sue/Cameron             |
| 14:00 - 15:00 | EMBC All Staff Meeting                   |
| 15:00 - 15:30 | Mtg: Mary Sue, Ian, Brian (Burnaby Evac) |
| 15:30 - 16:00 | Check-in: Tara/Mary Sue --               |

## February 25, 2022

|               |                      |
|---------------|----------------------|
| 09:00 - 16:00 | Personal Information |
| 13:30 - 13:45 | Private Appointment  |

## February 28, 2022

|               |                                                     |
|---------------|-----------------------------------------------------|
| 08:30 - 09:30 | Trilat: Tara/Mary Sue/Alex --                       |
| 09:30 - 10:00 | FW: 9:30am EMBC Updates                             |
| 10:00 - 10:30 | 1:1 Mary Sue & Kathryn                              |
| 10:30 - 11:00 | Check-in: Tara/Mary Sue --                          |
| 11:00 - 11:30 | Mary Sue Maloughney Computer Issues                 |
| 12:00 - 13:00 | Lunch: Mary Sue and Mark - Reservation under Mark   |
| 13:30 - 14:00 | EMBC/FLNRO Check in: Mary Sue/Eamon/Madeline/Ian -- |
| 14:00 - 14:30 | Mtg: Mary Sue, Monica, Chrissy                      |

## February 28, 2022 Continued

|               |                                      |
|---------------|--------------------------------------|
| 14:30 - 15:00 | Mtg: Mary Sue, Christine, Clementine |
| 15:00 - 15:30 | Mtg: Mary Sue, Brendan & Alex        |
| 15:30 - 16:00 | Mtg: Mary Sue, Brendan, Ian          |
| 16:00 - 16:30 | Grant/Mary Sue 1:1                   |
| 16:30 - 17:00 | De-brief: Mary Sue & Doug S.         |