

December 1, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Government Financial Information; Security Concern
9:45 AM - 10:00 AM	Marie/Sage/America Service Plan -- Security Concern
10:00 AM - 11:00 AM	CD Meeting with Comm Shop Directors -- Security Concern
10:30 AM - 11:00 AM	Check in -- MS Teams
11:00 AM - 11:45 AM	100 Day Meeting -- Security Concern
11:45 AM - 12:00 PM	Post CD meeting Debrief -- Security Concern
11:45 AM - 12:30 PM	BREAK
12:30 PM - 1:00 PM	Marie/Sara -- Security Concern
1:15 PM - 1:30 PM	Marie/America/Zoe December All Staff Call prep -- Security Concern
1:30 PM - 2:30 PM	Briefing re: planning GCPE/GDX -- Security Concern
2:15 PM - 2:30 PM	Marie/Heather -- YOU call Heather
2:30 PM - 3:30 PM	Planning -- GCPE
4:00 PM - 4:30 PM	Sara/ Marie Follow up - Security Concern
4:30 PM - 5:00 PM	Meeting with MSR re: Budget Theme -- Teams

December 1, 2022 Continued

5:00 PM - 5:45 PM

Marie/Sage 1:1 -- Security Concern

December 2, 2022

8:30 AM - 9:00 AM

Senior Staff Meeting -- Government Financial Information; Security Concern

9:00 AM - 10:30 AM

Office time/Training

12:00 PM - 1:00 PM

Break

12:00 PM - 1:00 PM

Call with Dr's Henry, Minsiter Dix Etc.

1:00 PM - 3:00 PM

DMC -- Security Concern Teams

3:00 PM - 3:15 PM

Economic Forecast Council - Check-in -- Microsoft Teams Meeting

December 3, 2022

11:30 AM - 1:45 PM

New Appointment

December 5, 2022

8:00 AM - 8:30 AM

8am check-in -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

Senior Staff Meeting -- Government Financial Information; Security Concern

9:00 AM - 9:45 AM

Meeting: Agendas -- Security Concern Teams

10:30 AM - 11:00 AM

Health Comms -- Security Concern

11:30 AM - 12:00 PM

Krista/ Marie Check in -- Security Concern

December 5, 2022 Continued

12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	FOI quick discussion -- Security Concern
1:30 PM - 2:00 PM	Coms director for health -- By phone
2:00 PM - 3:30 PM	Office Catch up
3:00 PM - 3:30 PM	TA discussion -- By phone
3:30 PM - 4:00 PM	Research and Engagement Kelly + Marie --Security Concern TEAMS
4:30 PM - 5:00 PM	Research and Engagement discussion - Kim + Marie -- Security Concern Teams
5:00 PM - 6:00 PM	Template review - Sage

December 6, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Security Concern
9:00 AM - 10:00 AM	Coms huddle
10:00 AM - 10:30 AM	Marie/ JJ 1:1 - Security Concern TEAMS.
11:00 AM - 12:00 PM	Executive Meeting. - Security Concern Microsoft Teams Meeting
12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	Processes and Functions -- Security Concern
1:30 PM - 2:00 PM	Powerpoint Discussion - Security Concern

December 6, 2022 Continued

2:00 PM - 2:45 PM	Angela/Marie -- Security Concern
3:00 PM - 3:45 PM	Matrix Discussion -- TEAMS
3:45 PM - 5:15 PM	Office Work/ Focus Time - Possible Finance Course
6:00 PM - 8:00 PM	Private Appointment

December 7, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Government Financial Information; Security Concern
9:00 AM - 9:30 AM	Travel Security Concern
9:30 AM - 10:00 AM	Arrive Security Concern
10:00 AM - 12:00 PM	Cabinet Swearing in Ceremony -- Security Concern
12:00 PM - 1:00 PM	Hold for Cabinet needs
1:30 PM - 2:00 PM	FW: DMC -- Security Concern
2:00 PM - 2:30 PM	Travel ready Expansion Briefing -- Security Concern
2:30 PM - 3:00 PM	TNO Access/training with Scott -- Security Concern
3:00 PM - 3:30 PM	ICBC - trademark issue -- MS Teams
3:30 PM - 4:15 PM	Work/Review Time
4:15 PM - 4:45 PM	Wednesday de-brief - Security Concern

December 7, 2022 Continued

5:30 PM - 8:00 PM	Press Gallery Holiday Party --	Security Concern
7:30 PM - 8:30 PM	Dinner: Meeting: Marie Della Mattia and Matt Smith --	Security Concern

December 8, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting --	Government Financial Information; Security Concern
9:00 AM - 9:45 AM	Megan/ Marie 1:1 --	Security Concern
10:00 AM - 11:00 AM	Pre-Presentation of Content - Minister Coms Brief -- Microsoft Teams Meeting	
11:00 AM - 11:30 AM	Post Cabinet MO / CD meetings -- Teams	
11:30 AM - 12:00 PM	Break	
12:00 PM - 12:30 PM	Post Cabinet MO / CD meeting -- Microsoft Teams Meeting	
12:30 PM - 1:00 PM	Post Cabinet MO / CD Meeting -- Teams	
1:00 PM - 1:45 PM	100 Day Meeting --	Security Concern
2:30 PM - 5:00 PM	Security Concern	
3:00 PM - 3:45 PM	Marie/ Jen 1:1 --	Security Concern
4:45 PM - 5:30 PM	Marie/Sage 1:1 --	Security Concern

December 9, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Government Financial Information; Security Concern
9:00 AM - 10:00 AM	a deep dive discussion about marketing -- Security Concern
10:00 AM - 10:30 AM	health -- teams
10:30 AM - 11:15 AM	Meeting: Shannon, Matt Smith, Marie Della Mattia, Aileen Machell, Heather Wood, Tiffany Ma and Jessica Prince -- Security Concern Teams
11:30 AM - 12:00 PM	Marie/Krista Check in -- Security Concern
11:30 AM - 12:00 PM	Sage/Marie/Megan quick chat
12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	Meeting: Will Maartman, Lia Brewer, Tim Howlett, Aileen Machell, Donna Sanford, Don Bain, Marie Della Mattia -- MS Teams
1:30 PM - 2:00 PM	Mailer quick chat -- TEAMS
2:00 PM - 2:45 PM	Research/Engagement - Alissa + Marie -- Security Concern TEAMS
3:00 PM - 4:00 PM	Training- Personal Information

December 12, 2022

8:00 AM - 8:30 AM	8am check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	Senior Staff Meeting - Government Financial Information; Security Concern
9:00 AM - 9:45 AM	Meeting: Agendas -- Security Concern Teams

December 12, 2022 Continued

10:00 AM - 11:00 AM	Follow up Research and Engagement Planning - Security Concern
11:15 AM - 12:00 PM	Travel Ready program expansion -- Security Concern
12:00 PM - 1:00 PM	Prep for meetings
1:00 PM - 2:00 PM	Cabinet pre-brief with Sage -- Security Concern
2:00 PM - 2:30 PM	Training
2:30 PM - 3:00 PM	Phone Call with DM Brouwer -- Phone Call
3:00 PM - 3:30 PM	Marie/Tim 1:1 -- Security Concern Teams
3:30 PM - 4:00 PM	Quick Chat with Duncan -- Phone call -He'll call you.
4:00 PM - 4:30 PM	Angela/ Marie 1:1 -- Security Concern
4:30 PM - 5:00 PM	Future Ready Discussions -- Security Concern

December 13, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Government Financial Information; Security Concern
9:00 AM - 9:30 AM	Final Prep for all staff call
9:30 AM - 10:00 AM	America/Marie Final Review of Deck
10:00 AM - 10:30 AM	one on one with Minister Nathan Cullen -- Teams

December 13, 2022 Continued

11:00 AM - 12:30 PM	All Staff Call -- Teams
12:30 PM - 1:00 PM	Prep for meeting/travel time
1:00 PM - 3:00 PM	1:00 Planning (1 of 2) -- Security Concern AEST:EX
3:00 PM - 3:30 PM	Processes and Functions Follow up - Security Concern
3:30 PM - 4:00 PM	Krista/Marie Check in -- Security Concern
4:30 PM - 6:30 PM	GCPE Seasonal Gathering - Victoria -- Security Concern

December 14, 2022

8:30 AM - 9:00 AM	Don Bain to Chair: Senior Staff Meeting -- Government Financial Information; Security Concern
9:00 AM - 12:00 PM	Cabinet -- Security Concern MS Teams (NOW)
12:00 PM - 1:00 PM	Prep for meetings
1:00 PM - 1:30 PM	Pre- Media training session -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Check in: Aileen Machell, Jimmy Smith, Sage Aaron, Marie Della Mattia, Tim Howlett, Matt Hannah, Jen Holmwood -- MS Teams
2:00 PM - 2:30 PM	Wednesday de-brief - Security Concern
2:30 PM - 3:30 PM	Executive Staffing Approvals -- Security Concern Teams if needed
2:45 PM - 3:30 PM	All-Staff meeting -- Security Concern

December 14, 2022 Continued

3:30 PM - 4:00 PM	Travel to media Training
4:00 PM - 6:00 PM	4:00 Media Training -- Security Concern

December 15, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting --	Security Concern	
9:00 AM - 9:55 AM	Marie/America 1:1 --	Security Concern	
10:00 AM - 12:00 PM	Planning 2 of 2 --	Security Concern	GCPE:EX
12:00 PM - 1:00 PM	Break		
12:00 PM - 12:30 PM	Marie/ Alison Pre media training session --	Teams	
2:00 PM - 2:30 PM	Eric/Marie --	Security Concern	
2:30 PM - 3:00 PM	Private Appointment		
3:00 PM - 3:45 PM	Jen/Marie 1:1 --	Security Concern	
3:45 PM - 4:30 PM	Megan/ Marie 1:1 --	Security Concern	
4:00 PM - 4:15 PM	Quick check in with Matt Smith --	Phone call	
4:45 PM - 5:30 PM	Sage/ Marie 1:1 --	Security Concern	

December 15, 2022 Continued

6:00 PM - 8:30 PM

Private Appointment

December 16, 2022

8:30 AM - 10:30 AM

FW: DMC -- Security Concern

8:30 AM - 9:00 AM

Don Bain to Chair: Senior Staff Meeting -- Government Financial Information; Security Concern

10:30 AM - 11:00 AM

Meeting: Shannon and Marie Della Mattia - Monthly Check In -- Teams

11:00 AM - 11:30 AM

Creative strategy HR -- Security Concern

12:00 PM - 1:00 PM

BREAK

1:00 PM - 1:45 PM

Marie/Jeff 1:1 -- Security Concern

2:00 PM - 3:00 PM

Training-

3:00 PM - 3:30 PM

GCPE/GDX -- TEAMS

December 17, 2022

3:45 PM - 4:45 PM

Private Appointment

December 19, 2022

8:30 AM - 9:00 AM

Senior Staff Meeting -- Government Financial Information; Security Concern

9:00 AM - 9:30 AM

Marie/ America Catch up -- Security Concern

December 19, 2022 Continued

9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Security Concern	Teams
12:00 PM - 1:00 PM	LUNCH	
12:45 PM - 2:15 PM	Briefing: Climate -- MS Teams	
4:30 PM - 5:15 PM	Future Ready Info Share --	Security Concern GCPE:EX

December 20, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -	Government Financial Information; Security Concern
9:30 AM - 11:00 AM	Creative Strategy Leadership Meeting -- Security	Security Concern
11:00 AM - 11:30 AM	Meeting: Shannon, Bobbi and Marie -- Microsoft Teams Meeting	
11:30 AM - 12:00 PM	Executive meeting- relocation -- Security Concern	TEAMS
12:10 PM - 12:30 PM	DM Call Maria & Heather -- MS Teams	
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Security Concern	Teams if needed
2:30 PM - 3:30 PM	Media Training for Minister Dean -- In person	
3:30 PM - 4:00 PM	mailer -- Microsoft Teams Meeting	
4:00 PM - 4:45 PM	America/Marie 1:1 --	Security Concern

December 21, 2022

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

December 21, 2022 Continued

9:00 AM - 9:30 AM

Check in Matt Smith and Sage Aaron -- Teams.

Government Financial Information; Security Concern

9:00 AM - 9:30 AM

GDX/GCPE Briefing^{Security Concern}

9:30 AM - 10:30 AM

Aileen

10:30 AM - 11:00 AM

Follow up meeting with Marie Della Mattia -- TEAMS

11:00 AM - 11:15 AM

Email update -- Microsoft Teams Meeting

11:30 AM - 12:30 PM

Marie/America Connect -- Security Concern

December 21, 2022 Continued

12:30 PM - 1:00 PM	LUNCH
1:00 PM - 2:00 PM	Polling/ Research -- TEAMS
3:30 PM - 5:45 PM	Rick

December 22, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -	Government Financial Information; Security Concern
10:00 AM - 11:00 AM	Trevor	
11:00 AM - 12:45 PM	Private Appointment	
12:00 PM - 1:00 PM	Kelly	
1:00 PM - 2:00 PM	Marie Della Mattia and Kate Fagan Taylor -- In Person-	Security Concern
2:00 PM - 4:00 PM	Marie/America/Sara Digital Director - next steps --	Security Concern

December 23, 2022

8:00 AM - 4:00 PM	WFH	
8:30 AM - 9:00 AM	Senior Staff Meeting -	Security Concern
10:30 AM - 11:00 AM	Rosa/Marie -- Microsoft Teams Meeting	

Government Financial Information; Security Concern

December 23, 2022 Continued

Government Financial Information; Security Concern

December 26, 2022

8:00 AM - 4:00 PM STAT

December 27, 2022

8:00 AM - 4:00 PM STAT

9:30 AM - 11:30 AM Event prep

11:30 AM - 12:00 PM MOTI staff briefing

12:30 PM - 1:00 PM Comms prep

1:00 PM - 1:30 PM Prep

2:00 PM - 3:00 PM Event - MOTI

December 28, 2022

8:00 AM - 4:00 PM Security Concern

December 28, 2022 Continued

8:30 AM - 9:00 AM	Senior Staff Meeting - Government Financial Information; Security Concern
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Security Concern Teams
11:00 AM - 2:15 PM	TB subs and briefing material
2:15 PM - 3:45 PM	Aileen

December 29, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting - Government Financial Information; Security Concern
10:00 AM - 12:00 PM	Sara
12:30 PM - 1:15 PM	Sage Aaron
1:15 PM - 2:05 PM	America/Marie Chat -- Teams
2:00 PM - 2:45 PM	Meeting: Marie Della Mattia and Matt Smith - Security Concern /MS Teams
2:45 PM - 3:45 PM	Chris Sewchuck
4:00 PM - 4:30 PM	Claudia

December 30, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting - Government Financial Information; Security Concern
10:00 AM - 11:00 AM	James
11:30 AM - 1:30 PM	Shannon
2:00 PM - 2:30 PM	America