

December 1, 2022

08:30 - 09:25	1:1 Tara/Mary Sue --
09:30 - 09:55	Ministries Regulation - Tara/Mary sue/Grant/Keith/Katie/Anna Vunder/Hayley O'Neil
10:15 - 10:30	Advi Jordan
10:30 - 11:00	Check-in Tara/Jenn - Mary Sue to join for first portion
11:00 - 11:25	Comms Check-in: Michelle/Christine S/Jenn/Mary Sue --
11:30 - 11:55	Christine S/Mary Sue - Weekly --
13:00 - 13:30	Follow-up:Advice/Recom follow-up meeting
14:00 - 14:55	EMBC All Staff Session: Business Plan & Values - Updated invite
15:00 - 15:30	SET Stand-up
15:30 - 16:30	Check-in: Tara/Mary Sue/Christine/Jenn --
16:45 - 17:30	Private Appointment

December 2, 2022

08:00 - 09:00	Tara/Mary Sue
09:00 - 09:30	Part 2: EM training & preparedness for Cabinet and DMC: Tara/Mary Sue/Ken/Lisa
09:30 - 09:50	SAT Phone refresher: Tara/Mary Sue/Lisa/Alex D
10:30 - 10:55	Advice/Recommentati - Tara/Mary Sue/Grant/Alex/Julia/Christine -Security Concern Security Concern

December 2, 2022 Continued

11:00 - 11:25	Encampment Update - Monthly - Mary Sue/Madeline/Brian/Corey --
12:00 - 12:30	Private Appointment
15:30 - 15:45	Quick regroup or Advice/Recommendations
17:00 - 18:00	Private Appointment

December 5, 2022

08:00 - 08:55	Trilat: Tara/Mary Sue/Alex --	
09:00 - 10:25	SET	
10:30 - 11:00	Tara/Mary Sue (if needed after SET)	
11:00 - 11:30	Jeff/Alex/Tanya/Jordan/Mary Sue/Cathleen re GDX/EMBC	
11:30 - 11:55	Doug/Mary Sue/Madeline Maley	
12:30 - 13:30	1:1 Tara/Mary Sue --	
13:30 - 14:00	DRR Check in- Amanda/Ken	
14:00 - 14:55	Madeline/Mary Sue 1:1 Weekly --	
15:00 - 15:25	Cabinet Confidences Clarkson	Tara/Mary Sue/Grant/Keith/Katie/Jesse Baltutis/Alanna
16:00 - 16:25	Advice/Recomm	

December 6, 2022

08:30 - 08:55	Dave de Bold/Mary Sue Maloughney - Introduction
09:00 - 09:30	EMBC/FOR Check-in: Madeline/Ian - Bi-weekly --
09:00 - 09:25	HRVA: Tara/Mary Sue/Ken/Amanda (Kathryn optional)
09:30 - 10:00	Alex/Heather/Ken Advice/Recommendations
10:00 - 10:25	Madeline/Brian/Mary Sue - Trilat
10:30 - 11:00	Check-in: Tara/Mary Sue/Christine/Jenn --
11:30 - 11:45	Check in on Advice/Recommendations
13:00 - 13:30	Follow-up: Tara/Mary Sue/Christine/Jenn
14:00 - 14:55	Alex/Mary Sue 1:1 Weekly --
15:00 - 16:00	Surface Pro Set-up
16:00 - 16:30	1:1 Ken/Mary Sue
17:15 - 18:15	Private Appointment

December 7, 2022

08:00 - 09:00	Private Appointment
08:30 - 09:00	Check-in Tara/Mary Sue/Christine/Jenn
09:00 - 10:00	Community Recovery Update for: PS Rice & PS Russell

December 7, 2022 Continued

09:30 - 12:25	Cabinet Swearing-in Ceremony
13:30 - 14:20	Regional Operations All Staff
14:30 - 15:30	EMBC Briefing
17:00 - 17:20	Briefing Tara/Mary Sue/Alex

December 8, 2022

08:00 - 08:30	Trilat: Tara/Mary Sue/Madeline --
08:30 - 08:45	Budget Deck - Tara/Mary Sue/Alex
09:00 - 10:30	9am Briefing
11:00 - 11:25	Christine S/Mary Sue - Weekly --
11:30 - 11:55	Comms Check-in: Michelle/Christine S/Jenn/Mary Sue --
12:30 - 13:15	Pre-brief: FPT Meeting: Tara/Mary Sue/Madeline/Alex/Jennifer
13:30 - 13:50	Trilat: Tara/Mary Sue/Krystal
14:00 - 15:00	EM 101 - Role of Minister (inc. PSOE)
15:00 - 16:00	Response (ESS, BI Alerting, GSAR, Financial Guidelines)
16:30 - 17:00	SET

December 9, 2022

08:00 - 08:25	Advice/Recommendations; Cabinet	Check-in --
10:15 - 11:15	Community Recovery	
11:15 - 12:15	Advice/Recommendations; Cabinet	
13:15 - 14:15	Modernized Legislation & Regulation	
14:15 - 15:15	Modernized Legislation - Implementation	Advice/Recommendations; Cabinet
16:30 - 17:00	Check-in - Tara/Mary Sue/Christine S/Jenn	

December 11, 2022

08:30 - 09:00	Private Appointment
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December 12, 2022

08:00 - 08:45	Trilat: Tara/Mary Sue/Alex --
09:00 - 09:25	HR: Alex/Christine F/Mary Sue - Bi-weekly --
09:30 - 09:55	Wendy/Mary Sue - Weekly --
10:00 - 10:30	Touchbase - Tara/Mary Sue/Melanie
10:30 - 11:00	Trilat: Tara/Mary Sue/Kathryn --
11:15 - 11:30	Trilat: Tara/Grant/Mary Sue
11:30 - 12:15	Lytton

December 12, 2022 Continued

12:45 - 17:15

ADM Interviews

17:15 - 19:00

Private Appointment

December 13, 2022

All Day

Private Appointment

08:00 - 08:30

Debrief: Tara/Mary Sue

08:30 - 08:45

Final check in for all staff

09:45 - 10:00

9:45am START - Provincial Recovery (DFA)

10:00 - 11:00

Provincial Recovery (DFA)

11:00 - 12:00

11:00am - TEAMS link: Disaster Risk Reduction

11:00 - 12:00

Disaster Risk Reduction

13:00 - 14:00

1:00pm TEAMS Link: Indigenous Partnerships

13:00 - 14:00

Indigenous Partnerships

14:00 - 15:00

2:00pm TEAMS Link: FPT Pre-Brief

14:00 - 15:00

FPT Pre-Brief

15:30 - 15:55

Comms Model

16:00 - 16:30

Madeline/Mary Sue 1:1 Weekly --

December 14, 2022

08:30 - 08:55	Recovery and Resilience Secretariat Mandate/Next Steps: Tara/Mary Sue/Sarah
09:00 - 10:00	Community Recovery Update for: PS Rice & PS Russell
09:00 - 09:15	Ken/Kathryn/Mary Sue
09:15 - 09:55	Alex/Mary Sue 1:1 Weekly --
10:00 - 10:45	All Staff Meeting
11:00 - 11:15	Michelle C/Mary Sue
11:30 - 12:00	Provincial Risk Assessment: EMCR/ENV
12:05 - 12:30	Check-in: Tara/Mary Sue/Kathryn
13:00 - 13:30	Introduction: Tara/Mary Sue/Nikki
13:30 - 14:30	PSR Workplan and MBM briefings: Tara/Mary Sue/Jenn
14:30 - 15:00	Monthly check in: Tara/Mary Sue/Christine F. --
15:30 - 16:30	3:30 - Climate Readiness

December 15, 2022

00:00 - 00:00	SOREM / FPT Ottawa - Minister Meeting
08:00 - 08:30	Flood Strategy and Diking/Advice/R Tara/Rick/Mary Sue/Eamon/Jennifer/Jillian/Perry
08:30 - 09:00	Check-in: Tara/Mary Sue/Christine/Jenn --
09:00 - 09:15	Teams Add-in for Outlook

December 15, 2022 Continued

09:15 - 09:55	Wendy/Mary Sue Check-in
10:00 - 11:25	DRR Divisional Meeting
10:30 - 11:30	Tara/MS SOW
14:00 - 15:00	CSS Holiday Celebration
15:00 - 15:45	Alex/MS Risk
16:00 - 17:30	Private Appointment
17:15 - 19:15	Private Appointment

December 16, 2022

00:00 - 00:00	SOREM / FPT Ottawa - Minister Meeting Please See Above
08:30 - 10:30	DMC
10:30 - 10:50	Christine S/Mary Sue - Weekly --
10:50 - 11:10	10:50 - Comms Check-in: Michelle/Christine S/Jenn/Mary Sue --
11:30 - 12:15	Private Appointment
12:30 - 13:00	Advice/Recommendations Check-in --
13:00 - 14:00	1:1 Tara/Mary Sue
14:00 - 14:15	Alex/MSM/Tara
14:45 - 15:45	Briefing: PDE, Shannon, Doug, Matt, Jessica, Tara, Mary Sue Maloughney, Madeline Maley re: EMBC 101 Training

December 16, 2022 Continued

16:00 - 16:25 Kathryn/Mary Sue 1:1 Weekly --

17:00 - 18:00 Private Appointment

December 19, 2022

00:00 - 00:00 Personal
Information

December 20, 2022

00:00 - 00:00 Personal
Information Please See Above

17:00 - 18:00 Private Appointment

December 21, 2022

08:00 - 08:30 DM Call -Warming Centers/Kelowna

08:30 - 08:50 Follow up: Assoc.DM Maloughney/Julie Chase

09:00 - 10:00 Community Recovery Update for: PS Rice & PS Russell

09:45 - 10:15 Extreme Weather Planning

10:00 - 11:30 IM/IT Governance Committee Meeting --

13:00 - 13:25 Dara/Mary Sue 1:1 Weekly --

14:05 - 14:35 2:05PM Media Prep for Global TV interview

14:30 - 15:00 TEAMS Next Steps

15:00 - 15:55 Madeline/Mary Sue 1:1 Weekly --

December 21, 2022 Continued

16:30 - 17:00 Coordination Call Update

17:30 - 20:30 Private Appointment

December 22, 2022

09:00 - 10:00 EComm - Board Information Session

09:00 - 09:30 MBM/MRF Weather Brief

10:00 - 10:30 MS/Tara check in

10:30 - 10:45 Quinn/Mary Sue 1:1

11:00 - 11:25 Amanda/Mary Sue 1:1 Weekly --

11:30 - 11:55 Wendy/Mary Sue Weekly --

12:45 - 13:15 12:30PM Media Prep

13:00 - 13:15 Pre-brief to meeting with Mayor Dyas

13:15 - 14:30 130pm media avail

December 23, 2022

All Day Personal Information **Madeline Acting/DM**

07:00 - 08:00 Private Appointment

December 25, 2022

All Day

Christmas Day -- Canada

December 26, 2022

All Day

Boxing Day -- Canada

12:45 - 13:15

Situational Update

December 27, 2022

All Day

Stat in Lieu of Christmas Day

11:30 - 12:00

MOTI staff briefing

December 28, 2022

10:00 - 11:00

Christine- Service Plan, catch up

14:00 - 15:00

Nikki/MS

December 29, 2022

13:00 - 13:25

Wendy/Mary Sue - Weekly --

13:30 - 14:00

Natural Hazard Briefing video

14:00 - 14:15

Tara/MS

14:30 - 16:00

Call Dara as needed

December 30, 2022

All Day

Personal
Information