

April 3, 2023

08:00 - 08:30	1:1 Tara/Mary Sue --
08:30 - 09:00	4G MOU: Tara/Kaye/Peter/Rick/Mary Sue/Jennifer
09:30 - 09:55	Ana/Alisha/Christine/Mary Sue Weekly --
09:45 - 10:00	Raeleen
10:00 - 10:30	Strategic Partnership's Response Roles: Tara/Mary Sue/Monica/Madeline/Carol/Kayla/Brittany/Ryan/Irene
10:30 - 11:00	Cabinet Confidences
11:00 - 11:55	Grant/Mary Sue 1:1 Weekly --
12:00 - 13:00	Lunch
12:10 - 12:30	Tara/Krystal
13:30 - 14:00	Weekly Touchbase: Tara/Mary Sue/Mel/Andrew/Arjin/Mack/Jenn
13:45 - 14:30	Private Appointment
14:30 - 15:00	Tara/Marie/Mary Sue/Jen/Krystal
15:15 - 16:15	HOLD: Tara\Mary Sue\Grant

April 4, 2023

All Day	Private Appointment
08:00 - 08:15	Check-in Tara/Mary Sue/Jenn

April 4, 2023 Continued

08:15 - 08:30	Krystal/TR/MS
08:30 - 09:55	SET
08:30 - 08:40	HOLD - SET - Cabinet Confidences
10:00 - 10:50	Trilat: Tara/Mary Sue/Alex --
11:00 - 11:20	Connect In: Mary Sue/Julia
11:30 - 12:00	1:1 Alisha/Mary Sue - Bi-monthly --
12:00 - 13:00	Lunch
13:00 - 13:25	SET Accountability Letter Final review 22/23: Personal Information
13:30 - 14:00	MBM Weekly Check-in: MBM/Tara/Mary Sue --
14:30 - 15:30	Mary Sue M. Ingrid Executive Coaching
16:15 - 17:00	MBM Security Concern Tara\Mary Sue\Krystal\Grant

April 5, 2023

08:00 - 08:30	4G: Tara/Rick/Mary Sue/Eamon/Jennifer/Matt --
08:30 - 08:55	DMC-DREM Agenda Planning: Tara/Mary Sue/Madeline/Jennifer/Kathryn/Alisha/Gemma --
09:00 - 09:55	Alex/Mary Sue 1:1 Weekly --
10:00 - 10:30	Org Structure Updates --

April 5, 2023 Continued

10:30 - 11:00	SHR Catch up
11:00 - 11:25	Trilat: Tara/Mary Sue/Madeline --
11:45 - 12:15	check in
12:00 - 13:00	Lunch
12:45 - 13:25	1:1 Mary Sue/Madeline
13:30 - 14:00	2023 TEAMS All Roster Engagement---Virtual
13:45 - 14:10	Trilat: Tara/Mary Sue/Grant --
14:15 - 14:55	Check-in: Tara/Mary Sue/Raeleen/Jenn --
15:00 - 15:30	Trilat: Tara/Mary Sue/Krystal --
15:30 - 16:00	1:1 Tara/Mary Sue --
16:30 - 17:00	MBM Check in

April 6, 2023

08:00 - 08:30	Check-in: Tara/Mary Sue
09:00 - 12:00	Leadership Culture Conversations – Session 3
12:15 - 13:00	Lunch
13:15 - 13:30	MBM Pre-brief: Mtg w/ CAO David Stuart

April 6, 2023 Continued

13:30 - 14:00	MBM Mtg with CAO Stuart
14:00 - 14:30	MBM Mtg with MLA Glumac
15:00 - 15:45	Check in: Mary Sue\Grant\Raeleen
16:00 - 16:30	Private Appointment

April 7, 2023

All Day	Good Friday
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April 10, 2023

All Day	Easter Monday
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April 11, 2023

08:30 - 09:00	Check in: Mary Sue\Grant
09:00 - 12:00	DMCNR
12:00 - 13:00	Lunch
12:45 - 13:00	12:45pm MBM FNLC Pre-Brief
13:00 - 13:20	1-1:20 PDE & MBM/Helicopters w/o Borders
13:30 - 13:55	Ana/Alisha/Christine/Mary Sue Weekly --
14:00 - 14:25	Grant/Mary Sue 1:1 Weekly --

April 11, 2023 Continued

15:30 - 15:45	Call Melanie
16:00 - 16:15	Check in with JI

April 12, 2023

09:00 - 09:55	Alex/Mary Sue 1:1 Weekly --
09:00 - 09:30	9am Mtg w/ ABCMTN leadership
10:00 - 11:00	Cabinet Confidences Mary Sue/Grant/Raeleen/Julia/Alisha/Jordan
11:30 - 11:45	Review deck
12:00 - 13:00	Lunch
13:00 - 13:30	1:1 cont'd - Mary Sue\Alex
13:30 - 14:15	MBM 2023 Seasonal Technical Briefing
15:00 - 15:30	Quick connect: Minister Hooper/MNBC and Minister Ma
15:30 - 15:45	Regroup
16:00 - 16:30	A.DM pre-brief: ESS Program Guide: Mary Sue\Madeline\Chrissy\Leah
16:30 - 17:00	Raeleen
17:30 - 19:30	Private Appointment

April 13, 2023

08:30 - 09:00	Bi-Weekly Check in: Mary Sue\Raeleen\Sally --
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April 13, 2023 Continued

10:00 - 10:30	MO Pre-brief in advance of MBM PB re: PDE Briefing on Lytton
11:00 - 11:30	Grant/MS/Alisha
12:00 - 13:00	Lunch
12:00 - 12:15	MBM Call - ERA/ESS pre-registration: MBM\Mary Sue\Madeline\Chrissy\Melanie\Pader
13:30 - 14:30	Watch live: Seasonal Preparedness Media Briefing
14:30 - 15:00	Check in: Mary Sue\Jenn
15:30 - 16:00	Hybrid Work Update: Mary Sue\Alex\Christine
16:30 - 16:45	Private Appointment

April 14, 2023

All Day	Private Appointment
08:00 - 08:15	Private Appointment
08:15 - 08:30	Private Appointment
08:30 - 09:30	FW: NRS Cross Sector Priorities Project - EMCR
09:30 - 10:00	ESS Program Guide Briefing (Mary Sue/Madeline/Chrissy/Mel/Mack)
10:00 - 11:00	Trilat: Mary Sue\Raeleen\Alisha --
11:15 - 11:55	MyPerformance Review: Personal Information
12:00 - 13:00	Lunch

April 14, 2023 Continued

13:00 - 13:30 Comms Check-in: Mary Sue/Jenn/Alisha/CPC Team --

13:30 - 13:50 Check-in - Mary Sue/Christine/Alisha

14:30 - 14:45 Cabinet
Confidence Mary Sue\Alex

14:45 - 15:30 Madeline/Mary Sue 1:1 Weekly --

15:30 - 16:00 Arin- MS will call

April 17, 2023

08:00 - 08:30 1:1 Tara/Mary Sue --

08:30 - 09:00 Joint DM Pre-brief: Natural Hazards Seasonal Technical Briefing

09:00 - 09:30 MBM Weekly Check-in: MBM/Tara/Mary Sue --

09:30 - 10:00 2023 Natural Hazards Seasonal Technical Briefing w/ Minister Ralston

10:00 - 10:25 Check-in Tara/Mary Sue/Jenn

10:30 - 11:00 Ana/Alisha/Christine/Mary Sue Weekly --

11:00 - 11:25 DM Briefing Cabinet Confidences Tara\Mary Sue\Alex

11:30 - 12:00 DM pre-brief for joint Minister briefing on 4G Leadership Meetings: Tara/Jennifer/Mary Sue

12:00 - 13:00 Lunch

13:00 - 13:40 Weekly Touchbase: Tara/Mary Sue/Mel/Andrew/Arjin/Mack/Jenn --

April 17, 2023 Continued

15:00 - 15:30	Calendar review: Tara/Mary Sue/Agnes/Christine/Alisha
16:00 - 16:30	DM/A.DM Pre-brief in advance of SET - Hybrid Work: Tara\Mary Sue\Alex\Christine\Jennifer
16:30 - 16:45	Grant/MS

April 18, 2023

09:00 - 09:55	Trilat: Tara/Mary Sue/Grant --
10:00 - 11:00	DMO / Associate DMO - Hybrid Work & Team Agreement
11:00 - 11:25	DM/A.DM Pre-brief – Change Readiness Findings: Tara\Mary Sue\Raeleen\Christine F\Sally
11:30 - 12:00	Grant/Mary Sue 1:1 Weekly --
12:00 - 13:00	Lunch
12:30 - 13:00	Mary Sue\Brianna Coffee
13:15 - 13:45	Madeline
14:00 - 14:45	Planning Review: Mary Sue\Raeleen\Geoff
15:00 - 16:00	Meeting with Arin
16:00 - 16:30	Touchbase w/ Mary Sue around Seasonal Briefings (Verbal)
17:00 - 18:00	Private Appointment

April 19, 2023

08:30 - 09:00	A.DM Pre-brief - Public Alerting: Mary Sue\Madeline\Leah\Katie
09:15 - 09:30	Jenn/MS touch pass on planning
09:30 - 10:25	Alex/Mary Sue 1:1 Weekly --
10:30 - 12:00	SET
12:00 - 13:00	Lunch
13:00 - 13:30	ECOMM UPDATES --
13:30 - 13:50	TOUCHBASE: Mary Sue & Doug Scott (re: Ecomm Apr 20 BOD Meeting)
14:00 - 15:00	DM/A.DM Pre-brief Cabinet Confidences Tara\Mary Sue\Grant\Keith\Katie\Jess
15:00 - 15:30	Comms Check-in: Mary Sue/Jenn/Alisha/CPC Team --
16:00 - 17:00	Private Appointment

April 20, 2023

08:30 - 08:45	MBM Pre-Brief w/ Staff Re: UBCM Meeting (MBM/Tara/Mary Sue/Grant/Keith)
09:00 - 12:00	Board of Directors
12:00 - 13:00	Lunch
13:00 - 13:30	Cabinet Confidences Tara/Mary Sue/Alex/Grant/Raeleen/Julia/Sally --
13:30 - 13:55	1:1 Tara/Mary Sue --
14:30 - 15:30	MBM Cabinet Confidences Tara\Mary Sue\Grant\Keith\Katie\Jess

April 20, 2023 Continued

15:30 - 15:55	Trilat: Tara/Mary Sue/Krystal --
16:00 - 16:30	DM Briefing - EEW Public Ed. and Awareness Campaign: Tara\Mary Sue\Kathryn\Amanda\Tina\Jordan\Lisa\Rhiannon
16:30 - 17:30	Tara/Mary Sue

April 21, 2023

09:00 - 09:15	Check-in - Alisha/Mary Sue
09:30 - 10:00	HR: Alex/Christine F/Mary Sue - Bi-weekly --
10:00 - 11:00	Madeline/Mary Sue 1:1 Weekly --
11:00 - 11:55	Trilat: Tara/Mary Sue/Alex --
12:00 - 13:00	Lunch
12:00 - 13:00	Private Appointment
13:00 - 13:55	Check-in: Tara/Mary Sue/Raeleen/Jenn/Geoff --
14:00 - 14:55	Governance: Tara\Kathryn\Nikki/Mary Sue
15:30 - 16:30	DMC-DREM

April 24, 2023

08:30 - 09:15	1:1 Tara/Mary Sue --
09:15 - 09:30	Check-in Tara/Mary Sue/Jenn

April 24, 2023 Continued

09:30 - 10:00	Joint Ministers & MLA Glumac Briefing for F2F leadership meeting on April 28th
10:00 - 10:30	Trilat: Tara/Mary Sue/Madeline --
10:30 - 11:00	Ana/Alisha/Christine/Mary Sue Weekly --
11:00 - 11:55	Grant/Mary Sue 1:1 Weekly --
12:00 - 13:00	Lunch
13:00 - 13:40	Weekly Touchbase: Tara/Mary Sue/Mel/Andrew/Arjin/Mack/Jenn --
13:00 - 13:15	Meeting: Shannon and Mary Sue Maloughney
14:30 - 15:00	Org Structure Updates --
15:00 - 16:00	MBM Cabinet Confidences Tara\Mary Sue\Grant\Keith\Katie\Jess

April 25, 2023

08:30 - 09:00	MBM Weekly Check-in: MBM/Tara/Mary Sue/Grant --
09:00 - 09:45	Trilat: Mary Sue\Raeleen\Alisha --
10:00 - 10:45	Madeline/Mary Sue 1:1 Weekly --
10:45 - 11:10	Touchbase: Mary Sue\Grant
11:30 - 12:20	Mary Sue/Paul - Lunch
12:00 - 13:00	Lunch

April 25, 2023 Continued

12:30 - 13:00	DMO/Associate DMO - Connect
13:00 - 13:25	Trilat: Tara/Mary Sue/Alex --
14:15 - 14:30	ESS Update (Mary Sue, Madeline, Mel)
15:00 - 16:00	Executive Team Meeting
16:00 - 16:30	Pre-brief: All Staff Meeting: Tara\Mary Sue\Raeleen\Sandra\Jordan\Jenn\Madeline

April 26, 2023

07:00 - 08:00	Appointment
09:00 - 10:00	Planning for Fall/Summer (Tara/Mary Sue/Grant/Keith/Katie/Anna/Jesse/Hayley)
10:00 - 12:00	SET Business Planning
12:00 - 13:00	INVITATION: 2nd Annual EMCR HQ Mini-Golf Tournament
12:00 - 13:00	Lunch
13:00 - 14:00	Communications During Activation
15:30 - 15:55	Trilat: Tara/Mary Sue/Krystal --
16:30 - 17:30	MBM Cabinet Confidences Tara\Mary Sue\Grant\Keith\Katie\Jess

April 27, 2023

09:00 - 10:00	EMCR All Staff meeting
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April 27, 2023 Continued

10:00 - 10:30	Check-in: Tara/Mary Sue/Raeleen/Jenn --
10:30 - 11:00	Engagement strategy cont'd
11:00 - 11:25	Trilat: Tara/Mary Sue/Grant --
11:30 - 12:00	Mary Sue\Haiqa Coffee
12:00 - 13:00	Lunch
12:30 - 13:30	MBM Cabinet Confidences Tara\Mary Sue\Grant\Keith\Katie\Jess
13:30 - 14:00	1:1 Tara/Mary Sue --
14:00 - 14:30	Comms Check-in: Mary Sue/Jenn/Alisha/CPC Team --
14:30 - 15:00	MS/Alisha
15:00 - 15:30	EMCR/BCWS Check-in: Eamon/Ian/Madeline/Mary Sue - Bi-weekly --
15:45 - 16:00	Grant/MS- MO request
16:00 - 16:15	Alex-MS ERA
16:15 - 16:30	SET Stand-up
18:00 - 19:00	Appoint

April 28, 2023

All Day	Private Appointment
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April 28, 2023 Continued

08:00 - 08:15	Private Appointment
09:15 - 09:30	Raeleen/MS 1:1
10:00 - 11:00	Alex/Mary Sue 1:1 Weekly --
11:00 - 12:00	Laptop Swap: Mary Sue\Arlington
12:00 - 13:00	Lunch
13:00 - 16:00	FW: Virtual Session - April 28 - Overview of Updates to BC's Draft Emergency Management Legislation and Next Steps
16:30 - 18:00	personal appoint - leave at 4:30

April 30, 2023

All Day	Reminder: Bring Sat phone on Monday for updating
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