

Message

From: Kathleen Lovett [/O=IMO/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=LOVETTK]
Sent: 2016-12-13 4:23:44 PM
To: Terry Young [/O=IMO/OU=MSX1/cn=Recipients/cn=Terry Young]
Subject: Tomorrow's Calendar & Other Items

Other Items:

- 1) Ministry Meeting is now scheduled from 9:30 – 10:00
- 2) Late arrival for SAC – updated Susan
- 3) Comments due back by end of day today Bruce on MSP Response!
- 4) Deadline for Expenses Credit Card Reconciliation (Dec 3rd) are due tomorrow – yours are completed you need to approve all your DR's
- 5) Blair would prefer to meet up in the New Year he is very busy as well. I have put his email in Kim's bring forward.

Tomorrow's Calendar:

8:45 – 9:00 Issues & Opportunities Document Discussion for ELT

9:30 – 10:00 Meeting with the Premier on Rate Mitigation – Whitney Block Boardroom 6501

10:00 – 1:00 SAC Meeting – Conference Room 1806

1:00 – Travel to Clarkson

1:30 - Katherine's Team Meeting & Holiday Get together to follow 330 Yonge Street

2:00 – 3:00 Kim's Coffee Party – Clarkson Cafeteria

3:00 – 3:30 Hold to complete approvals for Business Expenses Direct Reports (due today)

3:30 – 4:00 Pre-Brief for Whole Home & P4P Ministry briefing – Conference Call

4:00 – 5:00 Follow-up Discussion with Innovation with Candace/Vicky/Tom & Katherine

5:00 – 9:00 Kim Warren's Retirement Celebration – Le Dome Banquet Hall, Oakville

Have a safe flight back see you in the morning.

Kathleen

Kathleen Lovett | Administration Coordinator to Terry Young VP, Conservation & Corporate Relations

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