

To: Kathy Haley[Kathy.Haley@upexpress.com]; Judy Pfeifer[Judy.Pfeifer@metrolinx.com]; Leslie Woo[Leslie.Woo@metrolinx.com]; Stephan Mehr[Stephan.Mehr@upexpress.com]; Bruce McCuaig[Bruce.McCuaig@metrolinx.com]
Cc: Shyvonne Lawrence[Shyvonne.Lawrence@upexpress.com]; Angela Mastrangelo[Angela.Mastrangelo@metrolinx.com]; Andrea Crockford[Andrea.Crockford@metrolinx.com]; Lena Azzou[Lena.Azzou@metrolinx.com]; Gisele Zwicker[Gisele.Zwicker@metrolinx.com]
From: Rose Butler
Sent: Tue 2/26/2013 9:34:44 PM
Subject: **Schedule Change**Minister Briefings on Monday, March 4

Hi All,

Please note that the timing of the March 4th Minister briefings have been re-jigged to enhance the communication and flow of the information we will be presenting:

Briefing Subject

Attendees

Old Time

****New Time****

UP Express (including ridership projections)

Bruce

Kathy

Stephan M.

Judy

1:30 pm – 2:15 pm

3:30 pm - 4:15 pm

RTP (aka "The Big Move Next Wave of Projects")

Bruce

Leslie

Judy

3:30 pm - 4:15 pm

1:30 pm – 2:15 pm

I will be forwarding updated invites shortly. Please let me know if you have any concerns.

Regards,

Rose

Rose Butler

Manager & Senior Advisor to the President & CEO

From: Rose Butler

Sent: Wednesday, February 20, 2013 5:00 PM

To: Kathy Haley; Judy Pfeifer; Gary McNeil; Karen Pitre; Robert Siddall
(Robert.Siddall@metrolinx.com); Steve Naylor

Cc: Shyvonne Lawrence; Angela Mastrangelo; Allison Collins; Andrea Crockford; Lena Azzou; Chelsea Munro

Subject: Minister Briefings on Monday, March 4

Importance: High

Hi All,

The next round of Minister briefings have been scheduled for **Monday, March 4**. Below is the meeting schedule and required attendees. Please advise me ASAP if you have an immovable conflict, otherwise I will assume that you can attend.

Briefing Subject

Time

Attendees

UP Express (including ridership projections)

1:30 pm – 2:15 pm

Bruce

Kathy

Judy

GO Electrification

2:30 pm – 3:15 pm

Bruce

Gary

Karen P.

Judy

MTO RTP

3:30-4:15 -

Exclusion per Committee Direction

4:30 pm – 5:15 pm

Bruce

Rob S.

Steve N.

Judy

I have also attached the briefing materials to be presented (these are the decks from the transition binder). Can I please ask that Kathy, Jack, Gary and Robert S. ensure that **15 hard copies** of your respective decks are printed and brought to the briefings.

Kathy: The Minister wants to focus on the ridership projections for the UP Express. Can you please add substantive material (3 or 4 slides) to your deck that speaks to the projections, and send the revised deck to me for Bruce's review by **end of day Thursday** (tomorrow). We can then finalize the deck before the weekend.

Thanks again for all of your continued cooperation. Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Rose

Rose Butler

Manager & Senior Advisor to the President & CEO