

December 1, 2020

9:15 AM - 11:15 AM	Minister's Meeting: Meeting & Greet / Ministry Overview
11:15 AM - 12:15 PM	Minister's Meeting: Information Management / FOI Training Session ^{Security Concern}
11:30 AM - 12:15 PM	Minister's Meeting: ^{Security Concern}
12:30 PM - 1:15 PM	LUNCH
2:30 PM - 2:55 PM	Minister's Meeting: Covid-19 Update
3:00 PM - 4:00 PM	Shauna/Tracee (PSD) Touchbase
4:15 PM - 6:00 PM	Shauna/Sunny (RPD) Touchbase

December 2, 2020

8:30 AM - 9:00 AM	Tara / Lori / Jill / Shauna - DM briefing prior to Supply Chain PPE Meeting
9:00 AM - 11:30 AM	Cabinet
11:30 AM - 12:00 PM	Lunch
12:00 PM - 1:00 PM	FW: Supply Chain PPE
1:30 PM - 2:00 PM	1:30 PM Phone call Bobbi/Shauga/CJ
2:00 PM - 3:00 PM	eApprovals

December 2, 2020 Continued

3:30 PM - 4:30 PM Shauna/David (GDX) Touchbase

6:00 PM - 7:30 PM Private Appointment

December 3, 2020

8:45 AM - 9:00 AM Shauna/Tracee/Pam Ness re: Naming items

9:00 AM - 10:00 AM Shauna/Jill re: Touch Base

10:00 AM - 12:00 PM Meeting of the FPT DMs' Table on Service Delivery Collaboration

12:30 PM - 1:30 PM Discussion: Record's Management and FOI with Minister Beare

1:45 PM - 2:45 PM Minister's Meeting: CIRMO Key Items & Procurement 101

2:45 PM - 3:45 PM Shauna/Jeanette/Jen re: Touch Base

3:45 PM - 4:15 PM Conference Call: Minister's Meeting: GDX Overview

4:30 PM - 5:00 PM Shauna & Michael Houle re: Touch Base

December 4, 2020

All Day Sign-off Time and Leave

8:30 AM - 10:00 AM DMC

December 4, 2020 Continued

10:30 AM - 11:00 AM	Shauna/Dean re: Staffing Requests
11:00 AM - 12:00 PM	CITZ Expanded Exec. Call
12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:00 PM	Conference Call: Shauna/Courtney/Jeanette re: GCPE Update
1:00 PM - 2:00 PM	Shauna/CJ/Alex (OCIO-ES) Touchbase
2:15 PM - 3:15 PM	Shauna/CJ/Hayden (OCIO- DPD) Touchbase
3:15 PM - 4:00 PM	Shauna/CJ/Kerry (OCIO-CIRMO) Touchbase
4:00 PM - 5:00 PM	Deputy Minister Briefings – BC First Nations Justice Strategy
5:00 PM - 5:30 PM	Tara / Shauna / Leon / Tracee

December 7, 2020

All Day	House Sitting
9:00 AM - 9:30 AM	Shauna/CJ/Hayden re: Digital Investment Board Pre-brief (Dec 17)
10:00 AM - 10:30 AM	Shauna/Tracee/Erik Wanless re: DMCPSC Pre-brief (Dec 14)
10:30 AM - 11:00 AM	Shauna/Tracee/Erik Wanless re: Mandate Commitment

December 7, 2020 Continued

11:00 AM - 12:00 PM	LUNCH
12:00 PM - 1:00 PM	Shauna/Bev (SBC) Touchbase
1:00 PM - 2:00 PM	CITZ Executive Committee
2:00 PM - 4:00 PM	Throne Speech
4:00 PM - 5:00 PM	Shauna/CJ/Susan/Courtney and Jeannette re: Connectivity

December 8, 2020

All Day	House Sitting
9:00 AM - 10:00 AM	eApprovals
10:00 AM - 11:00 AM	Question Period
11:10 AM - 11:40 AM	RUSH eApprovals
11:45 AM - 12:00 PM	CONFERNECE CALL: Shauna/Tracee & Leila Ball
12:15 PM - 1:15 PM	LUNCH: Shauna & CJ
2:00 PM - 3:30 PM	MINISTER TOUR: Security Concern

December 8, 2020 Continued

4:00 PM - 5:00 PM

MINISTER TOUR: Security Concern

December 9, 2020

All Day

House Sitting

8:30 AM - 8:55 AM

MINISTER: Prep for 3 pm meeting

9:00 AM - 11:30 AM

Cabinet Meeting

11:30 AM - 12:00 PM

LUNCH

12:00 PM - 1:00 PM

FW: Supply Chain PPE

1:00 PM - 1:30 PM

Shauna/CJ/James Shypitka/Michael Rolston re: EGC Pre-brief (Mtg Dec 11)

1:30 PM - 2:30 PM

Question Period

2:30 PM - 3:00 PM

MS Teams Training for DM with CJ, Alex, Aaron Leskiw & Dwayne Robinson (OCIO ES)

3:00 PM - 3:30 PM

Shauna/Jeanette re: Touchbase

3:30 PM - 4:30 PM

eApprovals

4:20 PM - 4:35 PM

PHONE CALL: Shauna & Sunny

December 10, 2020

All Day	House Sitting
9:00 AM - 9:30 AM	Shauna & CJ re: Restoring Confidence App
9:30 AM - 10:00 AM	Shauna/CJ/Kerry & Susan Laidlaw re: Cliff
10:00 AM - 11:00 AM	Question Period
10:00 AM - 10:30 AM	Shauna/CJ/Kerry & Chad Hoskins re: FOI Digital Investment -- MS Teams + Security Concern
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Phone Call: Weekly Touch Base with Shauna & Krystal Smith
12:00 PM - 12:30 PM	Shauna/CJ/James re: RFI for Telecom
12:30 PM - 1:15 PM	Lunch
1:30 PM - 1:45 PM	Shauna Brouwer/Don Craig re: DM Portrait
2:00 PM - 3:30 PM	eApprovals/Office Time
3:30 PM - 4:30 PM	Shauna/Jeanette/Jen Touch Base
6:45 PM - 7:15 PM	discussion re path forward on Breathe Medical

December 11, 2020

All Day	House Sitting
8:15 AM - 8:30 AM	(815) MEETING: Lori and Shauna re: MST
8:30 AM - 10:00 AM	DMC
10:30 AM - 11:00 AM	Phone Call: Shauna Brouwer/Peter Pokorny re: Touch Base
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:30 PM	MINISTER: Key Commitment Timeline Template
1:00 PM - 2:00 PM	Shauna/Sunny/Yvonne Deibert re: MST Properties
2:00 PM - 2:30 PM	Discussion: DMCPSR
2:30 PM - 3:00 PM	Phone Call: Shauna/Allison Bond re: Touch Base
3:00 PM - 3:30 PM	eApprovals

December 14, 2020

All Day	House Sitting
9:00 AM - 10:00 AM	DMCPSC
10:15 AM - 10:45 AM	MINISTER, DM, MO Staff Meeting

December 14, 2020 Continued

10:45 AM - 11:30 AM	MINISTER: - Procurement and Supply Overview
11:30 AM - 12:30 PM	Lunch --
12:30 PM - 1:00 PM	12:30-1:00pm - QP Prep
1:00 PM - 1:30 PM	CITZ Executive Committee
1:30 PM - 2:30 PM	Question Period
1:45 PM - 2:00 PM	Conference Call: Shauna Brouwer/CJ Ritchie/Kerry Pridmore & PC McEvoy re: Touch Base/Update
2:35 PM - 3:20 PM	MINISTER: SBC Overview
3:20 PM - 4:20 PM	MINISTER: OCIO Overview
4:30 PM - 5:00 PM	Shauna/Claire Avison

December 15, 2020

All Day	House Sitting
9:00 AM - 10:00 AM	Shauna/Dean/Tim Owen re: Budget 2021-22 Submission
10:00 AM - 11:00 AM	Question Period

December 15, 2020 Continued

10:00 AM - 10:30 AM	Shauna/CJ & Dean re: Pre-brief for Central Agency Risk Committee (Mtg Dec 18)
11:00 AM - 12:15 PM	MINISTER: MST + RPD Overview -- MS Teams Link + Security Concern
12:15 PM - 1:00 PM	Lunch + eApprovals --
1:00 PM - 1:45 PM	Bi-weekly: Shauna & Tracee --
2:00 PM - 3:00 PM	MINISTER TOUR: Exchange Lab (meet at first floor entrance)
3:00 PM - 4:30 PM	eApprovals
4:40 PM - 5:40 PM	MINISTER: Connectivity Overview

December 16, 2020

All Day	House Sitting
9:00 AM - 9:30 AM	Phone Call: Shauna/Teri Spaven re: Touch Base
9:30 AM - 10:00 AM	Phone Call: Shauna & David G. re: Touch Base
10:00 AM - 11:00 AM	eApprovals/office time
11:00 AM - 12:00 PM	LUNCH
12:00 PM - 1:00 PM	FW: Supply Chain PPE
1:30 PM - 2:30 PM	Question Period

December 16, 2020 Continued

2:00 PM - 4:00 PM

DMCPSR

4:00 PM - 4:45 PM

Bi-weekly: Shauna & Dean --

December 17, 2020

All Day

House Sitting

9:00 AM - 10:00 AM

eApprovals

10:00 AM - 11:00 AM

Question Period

10:30 AM - 11:00 AM

Article 29 Meeting (Shauna attending for 30 minutes)

11:00 AM - 12:00 PM

Shauna/CJ/Kerry/Matt Reed & Sara Bose re: FOIPPA

12:00 PM - 12:20 PM

MINISTER: Meeting with MLA Babchuk and Rice / RE: Connected Coast

12:30 PM - 1:00 PM

Do not book

1:00 PM - 2:00 PM

EGC

2:00 PM - 2:30 PM

Phone Call: Weekly Touch Base with Shauna & Krystal Smith

2:30 PM - 3:15 PM

Bi-weekly: Shauna & Bev (Carol Prest attending first part of mtg) --

December 17, 2020 Continued

3:15 PM - 4:00 PM	Shauna/Jen re: Touch Base
4:00 PM - 4:45 PM	PHONE CALL: Bi-weekly: Shauna & David --

December 18, 2020

All Day	Sign-off Time and Leave
9:00 AM - 10:00 AM	Discussion: How we work -- through Pandemic and beyond
10:00 AM - 10:30 AM	eApprovals
10:30 AM - 12:00 PM	Central Agency Risk Committee Meeting
12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:30 PM	Shauna/CJ/Alex & Hayden re: Funding & Operating Model Review
1:30 PM - 3:00 PM	Prep
3:00 PM - 3:30 PM	TB Mtg: Standby
3:30 PM - 4:00 PM	TB Mtg:
4:00 PM - 5:00 PM	Do Not Book

December 21, 2020

9:00 AM - 10:00 AM	Bi-weekly: Shauna & Sunny --
--------------------	------------------------------

December 21, 2020 Continued

11:00 AM - 11:45 AM Bi-weekly: Shauna & CJ --

12:00 PM - 1:00 PM Lunch

1:00 PM - 3:00 PM eApprovals

December 22, 2020

9:00 AM - 10:00 AM eApprovals

10:00 AM - 10:30 AM Shauna/Sunny & Alex Personal Information

11:00 AM - 12:00 PM MST briefing

12:00 PM - 1:00 PM Lunch

December 23, 2020

8:00 AM - 5:00 PM Personal Information

December 24, 2020

8:00 AM - 5:00 PM Personal Information

3:00 PM - 5:00 PM Christmas Eve

December 25, 2020

8:00 AM - 4:30 PM Christmas Day -- Canada

December 26, 2020

All Day

Boxing Day -- Canada

December 28, 2020

8:00 AM - 4:30 PM

Personal Information

December 29, 2020

8:00 AM - 5:00 PM

Personal Information

December 30, 2020

8:00 AM - 5:00 PM

Personal Information

December 31, 2020

8:00 AM - 5:00 PM

Personal Information