

## December 1, 2022

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|---------------------|------------------------------------------------------------------------------|
| 8:30 AM - 9:30 AM   | Meeting: Shannon, Deb and Bobbi                                              |
| 10:00 AM - 10:30 AM | PSA Awards of Excellence 2022                                                |
| 11:00 AM - 12:00 PM | Meeting RRU & BC Public Service Agency                                       |
| 1:00 PM - 1:30 PM   | Touch base: Sandra/Deb                                                       |
| 2:30 PM - 3:00 PM   | DM Carmichael, Godfrey, ADM Blackstone, ADAG Williams, K. Tsui and D. Jordan |

## December 2, 2022

|                     |                                    |
|---------------------|------------------------------------|
| 8:30 AM - 9:30 AM   | December - Executive Coaching --   |
| 10:00 AM - 11:00 AM | Meeting: Steven/Deb re: Transition |
| 12:30 PM - 12:40 PM | 12:30 PM Meeting: Melissa/Erik/Deb |
| 1:00 PM - 3:00 PM   | DMC                                |

## December 5, 2022

|                     |                                                                          |
|---------------------|--------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | DMO Touch Base --                                                        |
| 10:00 AM - 12:00 PM | Executive Committee --                                                   |
| 10:05 AM - 10:20 AM | 10:05 AM Executive Committee: Sandra reg: Staffing                       |
| 10:20 AM - 10:30 AM | 10:20 AM Executive Committee: Ian/Jen reg: Monthly Communications Update |
| 1:00 PM - 1:30 PM   | Bi-weekly Budget Update: Steven/Sandra/Deb --                            |

## December 5, 2022 Continued

1:30 PM - 2:30 PM Meeting: Rueben/Deb re: Transition

3:00 PM - 3:30 PM TA discussion

## December 6, 2022

9:30 AM - 10:00 AM Touch base: Michelle/Deb

10:30 AM - 11:00 AM Meeting: Barb Carmichael/Alyson Blackstock/Korina Tsui/Deb Godfrey

11:30 AM - 12:00 PM Meeting: Anita/Deb reg: ETM --

12:00 PM - 12:15 PM Touch base: Fazil Mihlar/Deb Godfrey

1:00 PM - 1:30 PM Touch base: Bobbi/Deb --

2:00 PM - 3:30 PM Meet the PSA Executive Team

## December 7, 2022

10:00 AM - 11:00 AM Cabinet Swearing-in Ceremony

11:15 AM - 11:30 AM PSA Executive Touch base

1:30 PM - 2:00 PM FW: DMC

3:00 PM - 4:00 PM 1:1 - Alyson/Deb --

4:00 PM - 4:15 PM Meeting: Doug Scott/Deb Godfrey

## December 8, 2022

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 9:00 AM - 9:15 AM   | Exec Recruitment Team Meeting                         |
| 9:30 AM - 10:00 AM  | Touch base: Erik/Deb                                  |
| 10:30 AM - 12:00 PM | Holiday POD-cast                                      |
| 1:30 PM - 2:30 PM   | Meeting: Shannon and Deb Godfrey - Weekly check-in -- |
| 2:30 PM - 5:00 PM   | PO Meet & Greet                                       |

## December 9, 2022

|                     |                                                  |
|---------------------|--------------------------------------------------|
| 10:30 AM - 11:30 AM | PSA Strategy Discussion                          |
| 11:30 AM - 12:00 PM | Meeting: Indy/Deb                                |
| 1:00 PM - 2:00 PM   | Meeting: Melissa/Deb re: Transition              |
| 2:00 PM - 2:30 PM   | Meeting: Anita/Deb reg: Shannon debrief --       |
| 2:30 PM - 3:00 PM   | Meeting: Rueben/Carly/Jaya/Deb re: PSCC prebrief |
| 3:00 PM - 3:30 PM   | Meeting: Rueben/Mel/Deb re: Respectful Workplace |
| 4:00 PM - 4:30 PM   | Meeting: Fazil/Trevor/Deb                        |

## December 12, 2022

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|--------------------|------------------------------------------|
| 9:30 AM - 10:00 AM | Meeting: Rueben/Angela/Jill/Deb re: PIDA |
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## December 12, 2022 Continued

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|---------------------|----------------------------------------------------------|
| 10:00 AM - 12:00 PM | Executive Committee --                                   |
| 10:05 AM - 10:20 AM | Executive Committee - Kim Steinmetz & Barb Quelch        |
| 1:00 PM - 1:30 PM   | DMO Touch Base --                                        |
| 1:30 PM - 2:00 PM   | Meeting: Shannon, Heather, Deb, Shauna, Sunny and Reuben |
| 2:00 PM - 2:30 PM   | TELUS Negotiations – Overview and Next Steps             |
| 3:00 PM - 4:00 PM   | Meeting: Dr. Lakey/Deb re: Transition                    |

## December 13, 2022

|                     |                                   |
|---------------------|-----------------------------------|
| 9:00 AM - 10:00 AM  | POD Leadership Team Breakfast     |
| 11:00 AM - 11:30 AM | Meeting: Alyson/Korina/Angela/Deb |
| 2:00 PM - 3:00 PM   | Meeting: Indy/Deb re: Transition  |
| 3:00 PM - 3:15 PM   | Touch base: Michelle/Deb          |
| 3:15 PM - 3:45 PM   | Touch base: Integrated HR Team    |
| 3:45 PM - 4:45 PM   | December - Executive Coaching --  |

## December 14, 2022

|                     |                         |
|---------------------|-------------------------|
| 9:00 AM - 10:00 AM  | Meeting: Alyson/Ken/Deb |
| 10:45 AM - 11:00 AM | Advice/Recommendations  |

## December 14, 2022 Continued

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|---------------------|---------------------------------------------------------|
| 11:30 AM - 12:00 PM | Meeting: Cheryl May/Deb Godfrey                         |
| 11:45 AM - 12:00 PM | Touch base: Jordan Will/Deb Godfrey                     |
| 1:00 PM - 2:30 PM   | PSA virtual holiday meeting                             |
| 2:30 PM - 3:00 PM   | Meeting: Indy/Mel/Alyson/Deb re: SHR ED Classifications |
| 3:00 PM - 4:00 PM   | Meeting: Indy/Mel/Deb re: HRLC                          |

## December 15, 2022

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 8:30 AM - 9:20 AM   | Agriculture and Food ADM Interview                    |
| 9:30 AM - 11:00 AM  | FPT PSC December 2022 Teleconference                  |
| 11:00 AM - 11:50 AM | Agriculture and Food ADM Interview                    |
| 12:00 PM - 12:30 PM | Meeting: Erik/Gen/Deb re: EEC Pre-brief               |
| 2:00 PM - 3:00 PM   | Meeting: Shannon and Deb Godfrey - Weekly check-in -- |
| 3:30 PM - 4:20 PM   | Agriculture and Food ADM Interview                    |

## December 16, 2022

|                    |                                  |
|--------------------|----------------------------------|
| 8:30 AM - 10:30 AM | FW: DMC                          |
| 2:00 PM - 2:45 PM  | Meeting: Shannon, Deb and Rueben |

## December 19, 2022

|                     |                                                             |
|---------------------|-------------------------------------------------------------|
| 9:00 AM - 10:00 AM  | PSA Exec Comm & EEC Monthly Meeting                         |
| 10:00 AM - 12:00 PM | Executive Committee --                                      |
| 10:05 AM - 10:20 AM | 10:05 AM - Executive Committee: Sandra Winter reg: staffing |
| 1:30 PM - 2:00 PM   | DMO Touch Base --                                           |
| 2:00 PM - 2:30 PM   | Bi-weekly Budget Update: Steven/Sandra/Deb --               |
| 2:30 PM - 3:00 PM   | Meeting: Rueben/Angela/Korina/Katrina/Jaime/Deb             |
| 3:00 PM - 4:00 PM   | Meeting: Steven/Melissa/Deb re: PDP                         |

## December 20, 2022

|                   |                      |
|-------------------|----------------------|
| 7:00 AM - 7:00 PM | Personal Information |
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## December 21, 2022

|                     |                                           |
|---------------------|-------------------------------------------|
| 9:00 AM - 9:30 AM   | Meeting: Sean/Deb re: Indemnity Coverage  |
| 10:30 AM - 11:00 AM | Follow up meeting with Marie Della Mattia |
| 11:00 AM - 11:30 AM | MO Briefing                               |

## December 22, 2022

|                     |                                    |
|---------------------|------------------------------------|
| 11:00 AM - 11:15 AM | Meeting: Maureen Baird/Deb Godfrey |
| 12:00 PM - 1:00 PM  | Virtual Lunch: CJ/Deb              |

## December 22, 2022 Continued

2:30 PM - 2:45 PM Meeting: Dr. Lakey/Rueben/Deb

3:00 PM - 4:00 PM 1:1 - Steven/Deb

## December 25, 2022

8:30 AM - 4:30 PM Christmas Day

## December 26, 2022

8:30 AM - 4:30 PM Boxing Day

## December 27, 2022

8:30 AM - 4:30 PM STAT

## December 28, 2022

9:30 AM - 10:30 AM DAG, DM Godfrey, K. Tsui, D. Jordan and M. Engelbrecht

10:30 AM - 11:00 AM Korina/Angela/Deb: Debrief

11:00 AM - 11:30 AM Meeting: Anita/Deb reg: ETM --

11:30 AM - 12:30 PM Indy/Deb 1:1

## December 29, 2022

9:00 AM - 9:30 AM Touch base: Bobbi/Deb --

9:30 AM - 9:45 AM Meeting: Angela/Deb

## December 29, 2022 Continued

10:00 AM - 10:30 AM

Touchbase: Megan/Deb

10:30 AM - 11:00 AM

DMO Touch Base --