

December 1, 2022

8:30 AM - 9:30 AM	Meeting: Shannon, Deb and Bobbi -- Teams
9:30 AM - 10:00 AM	Meeting: Shannon and John Davison - Bi-Monthly Check In -- tbd
12:00 PM - 1:00 PM	Planning Committee -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Teams Meeting: Shannon and Stephanie Smith -- Teams
1:30 PM - 2:00 PM	Meeting: Shannon and Yvette re: Scheduling -- Security Concern
2:00 PM - 3:00 PM	Private Appointment
3:00 PM - 3:30 PM	Prebrief: Canada/BC bilateral <small>Security Concern</small> Teams
3:30 PM - 4:00 PM	Meeting: Shannon, Barbara, Paul, Zac and Maya -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Meeting: Matt Smith, Shannon Salter, Amy Miller, Lia Brewer -- MS Teams
4:50 PM - 5:10 PM	Private Appointment
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 2, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Conf. Call // <small>Security Concern</small>
8:40 AM - 8:40 AM	Arrive at Helijet for ride to Richmond -- Helijet Vancouver

December 2, 2022 Continued

9:30 AM - 10:00 AM	Bilateral meeting with PM JT -- Security Concern
10:00 AM - 10:30 AM	Travel to Security Concern
12:30 PM - 1:00 PM	Meeting: Mandate Letter Review -- Microsoft Teams Meeting
1:00 PM - 3:00 PM	DMC -- Security Concern Teams
3:00 PM - 4:00 PM	Shannon Salter BCPS Fall Conference Recording Session -- Microsoft Teams Meeting
4:00 PM - 5:00 PM	Hold for Security Concern
6:00 PM - 7:00 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 3, 2022

7:00 PM - 8:00 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 4, 2022

8:30 PM - 8:40 PM	Private Appointment
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December 5, 2022

8:00 AM - 8:30 AM	Check in: Matt/Shannon/PDE -- Teams or Security Concern
8:30 AM - 9:00 AM	FW: Prebrief: DTES Roundtable, Matt Smith, Simka Marshall, Anne Vavrik -- Security Concern

December 5, 2022 Continued

8:30 AM - 9:00 AM	Meeting: Shannon and Fazil -- Fazil to call Shannon on her cell
9:00 AM - 10:00 AM	DTES Service Providers Roundtable -- Security Concern
9:00 AM - 9:45 AM	Meeting: Agendas -- Security Concern Teams
9:45 AM - 10:30 AM	Weekly Meeting: Planning and Priorities Secretariat -- Security Concern Teams
10:15 AM - 11:00 AM	Meeting: Cabinet Confidences Security Concern MS Teams
11:00 AM - 12:00 PM	Weekly Meeting: Shannon, Mark, Matt, Don Bain, Jessica, Donna Sanford, and Doug Caul -- Security Concern Security Concern Teams
11:30 AM - 12:00 PM	Meeting: Shannon and Shannon B. -- Microsoft Teams Meeting
12:00 PM - 12:30 PM	Briefing: PDE, Shannon, Matt, Mark, Doug Scott and Cheryl May -- Microsoft Teams Meeting
1:30 PM - 3:00 PM	Meeting: Shannon and Matt -- Teams
3:00 PM - 3:30 PM	Meeting: Shannon, Paul Craven, Barb Carmichael, Kevin Jardine, Richard Fyfe and Maya Engelbrecht -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Check In: Shannon, Mark, Jessica and Doug -- MS Teams / Security Concern
4:00 PM - 4:30 PM	Meeting: Shannon, Teri Collins, Donna Sanford, Jade Ashbourne -- Microsoft Teams Meeting
5:00 PM - 5:30 PM	Meeting: Shannon and Bobbi -- Microsoft Teams Meeting
5:15 PM - 7:15 PM	Private Appointment

December 5, 2022 Continued

8:30 PM - 8:40 PM

Private Appointment

December 6, 2022

6:00 AM - 6:30 AM

Travel Time

7:00 AM - 7:35 AM

Helijet Van to Vic

8:00 AM - 8:30 AM

Meeting: Shannon, Matt, Jessica, Donna, Mike and Caitlin -- Security Concern/Teams

8:30 AM - 9:00 AM

Meeting: Shannon, Doug, Tom, Donna, Jessica and Rachel Shaw -- Security Concern Teams

8:30 AM - 9:00 AM

Senior Staff Meeting -- Conference call // Security Concern

9:30 AM - 10:30 AM

Office time

10:30 AM - 11:00 AM

Meeting: Shannon and Fazil re: Monthly check-in -- Microsoft Teams Meeting

11:15 AM - 11:45 AM

Meeting: Toxic Drug Crisis -- MS Teams

12:00 PM - 1:00 PM

Planning Committee -- Microsoft Teams Meeting

12:00 PM - 12:30 PM

Meeting with PDE and Matt -- Security Concern

1:00 PM - 2:00 PM

Meeting: Shannon, Anita and Tracy -- Security Concern

2:00 PM - 3:00 PM

HOLD: advice DM of change/no change

December 6, 2022 Continued

3:00 PM - 4:00 PM **Weekly Briefing: PDE, Mark, Donna, Shannon, Don, Jessica, Doug** -- Security Concern

8:30 PM - 8:40 PM **Private Appointment**

December 7, 2022

8:30 AM - 9:00 AM **Senior Staff Meeting -- Conference Call**//Security Concern

8:30 AM - 9:30 AM **Private Appointment**

9:15 AM - 11:00 AM **Cabinet Swearing In** -- Security Concern

11:30 AM - 1:00 PM **Swearing in Reception -- Legislature** - Security Concern

1:00 PM - 1:30 PM **Meeting: Shannon and Amy re: Weekly check in** -- Security Concern

1:30 PM - 2:00 PM **DMC** -- Security Concern

2:00 PM - 2:30 PM **Meeting: Shannon, Kevin, Donna and Andrea Mercer** -- Security Concern

2:45 PM - 3:30 PM **Weekly Meeting: Shannon and Jessica** -- Security Concern

3:30 PM - 4:00 PM **Travel Time**

4:00 PM - 4:35 PM **4PM Helijet Victoria to Vancouver**

5:00 PM - 6:00 PM **Bi-weekly Provincial Exec Steering Committee Mtg** -- MS Teams ([link below](#))

5:00 PM - 6:00 PM **Private Appointment**

December 7, 2022 Continued

5:30 PM - 7:00 PM Private Appointment

8:30 PM - 8:40 PM Private Appointment

December 8, 2022

6:00 AM - 6:30 AM Travel time

7:00 AM - 7:35 AM Helijet - Vancouver to Victoria -- Booking

8:00 AM - 8:30 AM Meeting: Shannon, Stephen, Donna and Rosa --Security Concern

8:30 AM - 9:00 AM Senior Staff Meeting -- conference call //Security Concern

9:15 AM - 9:30 AM Travel Time

9:30 AM - 10:15 AM BC Gov EFO Leadership Development Program with Dave Galbraith -- Security Concern
Security Concern

10:15 AM - 10:30 AM Travel time

10:30 AM - 11:00 AM Check in: PDE/Matt/Shannon Security Concern Microsoft Teams Meeting

11:00 AM - 11:30 AM Meeting: Shannon and Kaye - Bi-monthly Check In

11:30 AM - 12:00 PM Shannon and Yvette - Scheduling -- Security Concern

11:50 AM - 12:00 PM Shannon and Barth -- Security Concern

1:00 PM - 1:30 PM FW: Meeting: BCOHRC Security Concern Microsoft Teams Meeting

1:30 PM - 2:30 PM Meeting: Shannon and Deb Godfrey - Weekly check-in -- Security Concern

December 8, 2022 Continued

2:30 PM - 3:00 PM	Meeting: Shannon and Amy -- Security Concern
3:00 PM - 3:15 PM	Meeting: Shannon and Jackie - FOI -- Security Concern
5:15 PM - 7:15 PM	Private Appointment
6:30 PM - 8:30 PM	FW: BC Gov Finance Program Dinner -- Security Concern
6:30 PM - 7:30 PM	Private Appointment
7:30 PM - 8:00 PM	Security Concern
8:30 PM - 8:40 PM	Private Appointment

December 9, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call/ Security Concern
9:00 AM - 9:30 AM	Meeting: Shannon and Jessica W. - Monthly Check In -- Security Concern
9:30 AM - 10:30 AM	Meeting Shannon, Amy, Heather and Tiffany -- Security Concern
10:30 AM - 11:15 AM	Meeting: Shannon, Matt Smith, Marie Della Mattia, Aileen Machell, Heather Wood, Tiffany Ma and Jessica Prince -- Security Concern Teams
11:30 AM - 12:30 PM	Meeting: Shannon, Mark, Heather, Stephen, Jonathan, Kaye, Doug White, Kevin Volk, Becky Black, Tom , Doug C. Barb C. and Jessica P. -- Security Concern Teams
12:30 PM - 1:00 PM	Meeting: Shannon S, Matt, Doug, Kevin, Fazil, Shannon B and Donna -- Security Concern MS Teams
1:45 PM - 2:00 PM	1:45pm - Doug and Shannon Quick Connect -- Microsoft Teams Meeting

December 9, 2022 Continued

2:00 PM - 2:15 PM	Meeting: Shannon and Kelly --Security Concern
2:15 PM - 2:30 PM	2:15PM Meeting: Shannon and Kelly Durand -- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Meeting with Shannon, Mark, Jessica, Jackie -- Security Concern
3:00 PM - 3:30 PM	Private Appointment
3:30 PM - 4:00 PM	Travel time/Check-in
4:00 PM - 4:35 PM	Helijet - Victoria to Vancouver
8:30 PM - 8:40 PM	Private Appointment

December 10, 2022

10:40 AM - 11:10 AM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 11, 2022

8:30 PM - 8:40 PM	Private Appointment
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December 12, 2022

8:00 AM - 8:30 AM	Check in: PDE/Matt/Shannon --Security Concern
8:30 AM - 9:00 AM	Meeting: Shannon and Heather re: Weekly Check-in -- Teams
8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call//Security Concern

December 12, 2022 Continued

9:00 AM - 9:45 AM	Meeting: Agendas -- Security Concern Teams
9:45 AM - 10:30 AM	Weekly Meeting: Planning and Priorities Secretariat -- Security Concern Teams
10:30 AM - 11:00 AM	Check In: Shannon, Mark, Jessica and Doug -- MS Teams / Security Concern
11:00 AM - 12:00 PM	Weekly Meeting: Shannon, Mark, Matt, Don Bain, Jessica, Donna Sanford, and Doug Caul -- Security Concern Security Concern Teams
12:30 PM - 1:30 PM	Project Boards -- MS Teams
1:30 PM - 2:00 PM	Meeting: Shannon, Heather, Deb, Shauna, Sunny and Reuben -- Microsoft Teams Meeting
2:10 PM - 2:30 PM	Weekly Meeting: Shannon and Jessica -- Teams
3:00 PM - 3:20 PM	Briefing: Shannon, Matt and Doug -- Teams
4:00 PM - 5:00 PM	Pre-cabinet briefing: PDE, Shannon Salter, Mark Sieben, Doug Caul, Donna Sanford, Amy Miller, Jessica Prince -- MS Teams//Security Concern
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 13, 2022

8:00 AM - 8:30 AM	Check in: PDE/Matt/Shannon -- Security Concern
8:30 AM - 9:00 AM	Prebrief: DTES meeting Security Concern Teams (link below)

December 13, 2022 Continued

8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call / ^{Security Concern}
9:00 AM - 10:30 AM	DTES Meeting -- ^{Security Concern}
12:30 PM - 1:00 PM	Meeting: Paul Kariya, Shannon Salter, and Matt Smith -- MS Teams
2:00 PM - 2:15 PM	Meeting: Shannon and Donna -- Microsoft Teams Meeting
2:30 PM - 2:45 PM	Meeting: Shannon and Tracy Mandur -- Teams
3:00 PM - 4:00 PM	DM LINK ONLY - NRS Townhall -- Microsoft Teams Meeting
8:30 PM - 8:40 PM	Private Appointment

December 14, 2022

8:00 AM - 9:00 AM	FW: CanLII Board meeting - Finance special -- Google Meet
8:30 AM - 9:00 AM	Don Bain to Chair: Senior Staff Meeting -- Conference Call/ ^{Security Concern}
9:00 AM - 12:00 PM	Cabinet - Premier in Van -- ^{Security Concern}
12:00 PM - 12:30 PM	Meeting: Shannon, Mark, Heather, Jonathan and Doug -- Microsoft Teams Meeting, ^{Security Concern}
1:00 PM - 5:00 PM	Private Appointment
1:30 PM - 1:45 PM	Private Appointment
1:45 PM - 2:45 PM	Private Appointment
2:45 PM - 3:00 PM	Private Appointment

December 14, 2022 Continued

3:00 PM - 4:00 PM	Private Appointment
4:00 PM - 4:15 PM	Private Appointment
4:30 PM - 5:00 PM	Meeting: Shannon and Amy re: Weekly check in -- Microsoft Teams Meeting
5:00 PM - 6:00 PM	Private Appointment
5:30 PM - 7:00 PM	Private Appointment
5:50 PM - 6:50 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 15, 2022

7:00 AM - 7:35 AM	Helijet-Vancouver to Victoria
8:00 AM - 8:45 AM	Meeting: Shannon, Stephen and John -- Teams
8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call//Security Concern
9:00 AM - 11:00 AM	DMC Digital and Data
9:00 AM - 9:30 AM	Meeting: Shannon and Elenore - Bi-Monthly Check In -- tbd
9:00 AM - 9:30 AM	Meeting: Shannon Salter and Stephen Rotstein -- Teams
9:30 AM - 10:00 AM	Meeting: Shannon and Barb -- Teams
10:00 AM - 11:00 AM	Private Appointment

December 15, 2022 Continued

11:00 AM - 11:15 AM	Private Appointment
11:15 AM - 12:15 PM	Private Appointment
12:15 PM - 12:45 PM	Private Appointment
12:45 PM - 1:30 PM	Lunch/Office Time
1:30 PM - 2:00 PM	1:30 GUEST INVITE MUNI All Staff Meeting -- MS Teams
2:00 PM - 3:00 PM	Meeting: Shannon and Deb Godfrey - Weekly check-in -- Teams
3:00 PM - 4:00 PM	Meeting: Shannon, Mark, Heather, Stephen, Jonathan, Kaye, Doug White, Kevin Volk, Becky Black, Tom M. , Doug C. Barb C.,Eva Ross, Julie Willams and Jessica P .Security Concern MS Teams
4:15 PM - 5:15 PM	Private Appointment
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 16, 2022

8:30 AM - 9:00 AM	Don Bain to Chair: Senior Staff Meeting -- Conference Call,Security Concern
8:30 AM - 10:30 AM	DMC -- Security Concern
10:30 AM - 11:00 AM	Meeting: Shannon and Marie Della Mattia - Monthly Check In -- Teams
11:30 AM - 11:45 AM	Meeting: Shannon and Leslie Teramoto -- Microsoft Teams Meeting
11:45 AM - 12:00 PM	Meeting: Shannon and Jackie - FOI -- Teams

December 16, 2022 Continued

12:45 PM - 12:55 PM	Call: Shannon and Neil -- Shannon to call Neil
1:00 PM - 1:30 PM	Meeting: Shannon and Neilane Mayhew - Monthly Check In -- Teams
2:00 PM - 2:45 PM	Meeting: HR Policy 25/Communications - Shannon, Deb and Rueben -- Teams
2:45 PM - 3:45 PM	Briefing: PDE, Shannon, Doug, Matt, Jessica, Tara, Mary Sue Maloughney, Madeline Maley re: EMBC 101 Training ^{Security} Teams Concern
4:30 PM - 5:00 PM	Meeting: Shannon, Shauna, Teri and Sunny -- Microsoft Teams Meeting
8:30 PM - 8:40 PM	Private Appointment

December 17, 2022

12:00 PM - 2:00 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 18, 2022

8:00 AM - 9:00 AM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 19, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call// ^{Security} Concern
9:00 AM - 9:30 AM	Meeting: Shannon and Heather re: Weekly Check-in -- Teams
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- ^{Security} Concern Teams

December 19, 2022 Continued

12:45 PM - 2:15 PM	Briefing: Climate -- MS Teams
2:15 PM - 2:30 PM	Call: Shannon and AG Sharma -- MNS to call Shannon's cell
2:30 PM - 3:00 PM	TO BE MOVED Meeting: Minister Conroy -- MS Teams
3:00 PM - 3:30 PM	Briefing: Advice/Recommen MS Teams (link below)
3:30 PM - 4:00 PM	Meeting: Shannon and Shannon Baskerville - Monthly Check In -- Teams
4:15 PM - 5:00 PM	Check in: PDE, Shannon Salter & Matt Smith -- MS teams
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 20, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Convergence Call//Security Concern
8:30 AM - 9:30 AM	Briefing: Climate, with PDE and Mark Jaccard -- MS Teams, link below
9:45 AM - 10:00 AM	Meeting: Shannon & Cabinet Operations staff -- MS teams
10:00 AM - 10:15 AM	Meeting: Shannon and Michelle Koski -- MS teams
10:15 AM - 10:30 AM	Meeting: Shannon and Priscilla Sabbas Watts -- MS teams
11:00 AM - 11:30 AM	Meeting: Shannon, Bobbi and Marie -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	Meeting: Shannon and Silas re: bi-weekly check-in -- Teams

December 20, 2022 Continued

1:00 PM - 2:00 PM	Briefing: Climate, with PDE and Clean Energy Canada -- Teams (link below)
2:15 PM - 3:00 PM	Meeting: Nature Agreement Working Group -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Meeting: Shannon and Peter Pokorny - Monthly Check In -- Teams
4:00 PM - 4:30 PM	Meeting: Shannon and Tara Richards - Monthly Check In -- Teams
4:30 PM - 4:45 PM	Phone call with Minister Dix -- Shannon to call Minister Dix mobile
8:30 PM - 8:40 PM	Private Appointment

December 21, 2022

8:30 AM - 9:00 AM	Senior Staff Meeting -- Conference Call/ <small>Security Concern</small>
9:00 AM - 9:30 AM	Check in: Matt/Shannon/Doug White/PDE -- MS Teams (link below)
9:30 AM - 10:00 AM	Meeting: Shannon and Deb Godfrey - Weekly check-in -- Teams
10:00 AM - 10:30 AM	Meeting: Shannon and Trevor Hughes - Monthly Check In -- Teams
10:30 AM - 11:00 AM	Project Boards -- Microsoft Teams Meeting
11:00 AM - 12:00 PM	Meeting: Shannon, Mark, Doug Caul, Jonathan Dube, Heather Wood, Doug White & Don Bain -- MS teams
12:00 PM - 12:30 PM	Meeting: Shannon and Teri Collins -- MS teams
12:45 PM - 1:00 PM	Phone call: Shannon and Shannon B -- Shannon to call Shannon B
1:00 PM - 1:30 PM	Meeting: Shannon and Jackie - FOI -- Teams

December 21, 2022 Continued

1:30 PM - 2:00 PM	Meeting: Shannon, Korina Tsui and Angela Weltz -- MS teams
2:00 PM - 2:45 PM	Check In: Shannon, Matt Smith, Doug Caul, Jessica Prince, Meghan Sali and Rosa Kouri -- MS teams
2:45 PM - 3:00 PM	Meeting: Shannon and Heather Wood -- MS teams
3:00 PM - 3:30 PM	JCC - Shannon Salter John Davison Barb Carmichael Paul Craven Natalie Barnes Anita Nadziejko Karri Wolfe -- MS Teams
3:30 PM - 4:00 PM	Meeting: Prince Rupert update -- Teams
4:00 PM - 4:30 PM	Meeting: Shannon and Stephen Brown - Monthly Check In -- Teams
4:30 PM - 4:50 PM	Weekly Meeting: Shannon and Jessica -- Teams
4:50 PM - 5:15 PM	Check in: Shannon and Amy Miller -- ms teams
5:00 PM - 6:00 PM	Bi-weekly Provincial Exec Steering Committee Mtg -- MS Teams (link below)
5:00 PM - 6:00 PM	Private Appointment
5:30 PM - 7:00 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 22, 2022

9:30 AM - 10:00 AM	Meeting: MJO & MGH -- Teams - link below
10:30 AM - 11:00 AM	Meeting: Shannon and Allison Bond - Bi-Monthly Check In -- tbd
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 23, 2022

10:00 AM - 11:00 AM	Briefing: Budget, Year End, with PDE -- MS Teams
12:30 PM - 12:45 PM	Meeting: PDE, MSR -- Teams
8:30 PM - 8:40 PM	Private Appointment

December 24, 2022

8:30 PM - 8:40 PM	Private Appointment
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December 25, 2022

8:30 PM - 8:40 PM	Private Appointment
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December 26, 2022

12:00 AM - 12:00 AM	Stat Holiday
5:15 PM - 7:15 PM	Private Appointment
8:30 PM - 8:40 PM	Private Appointment

December 27, 2022

12:00 AM - 12:00 AM	Stat Holiday	Please See Above
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December 27, 2022 Continued

8:30 PM - 8:40 PM

Private Appointment

December 28, 2022

5:00 PM - 6:00 PM

Private Appointment

5:30 PM - 7:00 PM

Private Appointment

8:30 PM - 8:40 PM

Private Appointment

December 29, 2022

5:15 PM - 7:15 PM

Private Appointment

8:30 PM - 8:40 PM

Private Appointment

December 30, 2022

8:30 PM - 8:40 PM

Private Appointment

December 31, 2022

8:30 PM - 8:40 PM

Private Appointment