

January 2, 2023

8:00 AM - 4:00 PM

STAT

January 3, 2023

9:30 AM - 11:00 AM

Agenda/PPS/Weekly Meeting --

Teams

11:00 AM - 11:30 AM

Marie/America Check in -- Security Concern

11:30 AM - 12:00 PM

FOI with Marie -- Security Concern

12:00 PM - 1:00 PM

Break

1:00 PM - 2:00 PM

Decrim Discussion --

Security Concern

2:00 PM - 3:00 PM

Updates with Marie --

Security Concern

3:00 PM - 3:30 PM

Marie/Jeff re: Mac Stuff -- Security Concern

3:30 PM - 4:00 PM

Touch base with RH

4:00 PM - 5:00 PM

Public Service Agency - Pre-Meet --

Security Concern

5:00 PM - 6:00 PM

Marie/Sage re: Cabinet Priorities --

Security Concern

January 4, 2023

9:30 AM - 9:45 AM

Leah follow up

10:00 AM - 10:30 AM

Bobbi -- will call me

January 4, 2023 Continued

11:00 AM - 12:00 PM	Meeting: Shannon, Deb, Marie, Rueben and Sage -- Teams
12:00 PM - 12:30 PM	Emails
12:00 PM - 12:05 PM	Lisa Anderson A/SG will try calling you at NOON
12:30 PM - 1:00 PM	Marie/Stephen check-in -- Teams
1:30 PM - 2:00 PM	MDM/SA/SG - Cab Priorities template -- Security Concern
2:00 PM - 2:45 PM	Marie/America 1:1
3:30 PM - 4:30 PM	Marie Della Mattia / Aileen -- Security Concern
4:30 PM - 6:00 PM	Prep for MNS session

January 5, 2023

9:00 AM - 10:00 AM	Meeting with AG Sharma -- TEAMS
10:30 AM - 11:00 AM	Marie and Veronica
11:30 AM - 12:00 PM	Kings Printer Walkthrough -- Security Concern
12:00 PM - 12:15 PM	Secret Santa -- Security Concern
1:00 PM - 1:45 PM	Jeff/Marie 1:1 -- Security Concern

January 5, 2023 Continued

2:00 PM - 2:45 PM	Meeting: Marie Della Mattia and Matt Smith -- Security Concern MS Teams
3:00 PM - 3:45 PM	Jen/ Marie -- Security Concern
3:45 PM - 4:30 PM	Marie/ Megan 1:1 -- Security Concern
4:30 PM - 5:15 PM	Sage/ Marie 1:1 -- Security Concern
6:00 PM - 8:00 PM	Private Appointment

January 6, 2023

9:00 AM - 9:30 AM	R & D
9:30 AM - 10:00 AM	Marie/Marnie
10:30 AM - 11:00 AM	Angela/ Marie -- Security Concern
11:00 AM - 12:00 PM	STOB67 Process 2023-2025 -- Security Concern
12:00 PM - 1:00 PM	Marie/Rob S -- Security Concern
1:30 PM - 1:45 PM	DM meet Legal Counsel -- Security Concern TEAMS
2:00 PM - 2:30 PM	R&D
2:30 PM - 3:15 PM	Planning Meeting: Sage Aaron and Marie Della Mattia -- Security Concern
4:00 PM - 5:00 PM	Agenda/Issues Prep Planning -- Teams Security Concern

January 9, 2023

8:00 AM - 8:30 AM	8am Weekly Check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Security Concern Teams
11:15 AM - 12:00 PM	PSA Discussion -- Security Concern
12:00 PM - 12:30 PM	Sara/Marie connect -- Security Concern
12:30 PM - 1:30 PM	MDM/SA re: check-in -- Security Concern
1:00 PM - 1:30 PM	Private Appointment
1:30 PM - 3:00 PM	MDM/SA/SG re: Cabinet Priorities -- Security Concern
3:00 PM - 4:00 PM	SHR Priorities and Executive Coaching Briefing -- Security Concern
4:30 PM - 5:00 PM	Speech language for announcements Jan/Feb
5:00 PM - 6:00 PM	Office time/emails etc

January 10, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:30 AM - 10:00 AM	Marie/Kindree Draper re: Bargaining Communications -- Security Concern
10:00 AM - 10:30 AM	check in pre Housing ministry meeting -- Security Concern

January 10, 2023 Continued

10:30 AM - 11:15 AM	Touch Base -- Security Concern
12:00 PM - 1:00 PM	Break
1:00 PM - 1:30 PM	Executive Staffing Approvals -- Security Concern
2:00 PM - 2:30 PM	UBCM -- MS Teams
3:00 PM - 3:30 PM	Marie/Megan/Jen re: review process and best practices -- Security Concern
3:30 PM - 5:00 PM	MDM/SG/ST/SA re: Shannon's process and documenting best practices -- Security Concern
5:00 PM - 5:30 PM	Office Time

January 11, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting
9:00 AM - 12:00 PM	Cabinet -- TEAMS/in person
12:00 PM - 12:30 PM	Cabinet De-brief -- Security Concern
12:30 PM - 1:00 PM	MDM/SA/HF/JH Budget Prep Prep -- Security Concern
1:00 PM - 2:00 PM	BREAK
2:00 PM - 4:00 PM	P&P -- Teams ONLY - no in person option Security Concern
4:00 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	Marie/Tiffany re: TNO/Digital Hub -- TEAMS OR call Marie direct on Cell

January 11, 2023 Continued

5:00 PM - 5:30 PM

Personal Information

5:30 PM - 7:00 PM

Office Time - Emails

January 12, 2023

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 10:00 AM

DMC Corporate Executive Culture Pre-brief -- Security Concern MS TEAMS

10:05 AM - 10:20 AM

Marie/Zoe re: All Staff Call -- Security Concern

10:30 AM - 11:00 AM

Angela/ Marie 1:1 -- Security Concern

11:00 AM - 12:00 PM

Engagement MDM/SA/TMS -- Teams

12:00 PM - 12:30 PM

Break

12:30 PM - 1:00 PM

Marie/Sam -- Security Concern

1:00 PM - 1:45 PM

Jeff/Marie 1:1 -- Security Concern

1:45 PM - 2:30 PM

Marie/ Megan 1:1 -- Security Concern

2:30 PM - 3:30 PM

Agendas and Issues Prep, Planning --

Security Concern

TEAMS

4:00 PM - 5:00 PM

Office Time

5:00 PM - 7:00 PM

Private Appointment

January 13, 2023

8:00 AM - 8:30 AM	Meeting: Shannon and Marie Della Mattia - Monthly Check In -- Teams
8:30 AM - 10:30 AM	FW: DMC -- Security Concern Teams
11:00 AM - 11:30 AM	Marie/Sage/Sharon Cab Priorities position -- Security Concern Advise if teams link needed
11:30 AM - 12:00 PM	Marie/Sara -- Security Concern
12:00 PM - 1:00 PM	BREAK
1:00 PM - 1:30 PM	MDM/SA/JH/MH/SD re: Pre-budget -- Security Concern
1:30 PM - 2:15 PM	Jen/ Marie 1:1 -- Security Concern
2:30 PM - 3:00 PM	Meeting with DM/ADMs -- TEAMS
3:00 PM - 3:45 PM	Marie/Sage 1:1 -- Security Concern
4:00 PM - 4:30 PM	Marie/Marnie

January 16, 2023

8:00 AM - 8:30 AM	8am Weekly Check-in -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	FW: 8:30 Meeting -- Microsoft Teams Meeting
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Security Concern Teams
11:15 AM - 12:00 PM	MDM/SA/JH/AM/GS -- Security Concern Teams

January 16, 2023 Continued

12:00 PM - 12:40 PM	Break	
1:00 PM - 1:30 PM	COFFEE Maria Della Mattia and Kaye Krishna --	Security Concern
1:30 PM - 2:00 PM	HOLD	
2:00 PM - 3:00 PM	Marie + Sara - prep for CDs meeting tomorrow -- teams	
3:00 PM - 3:30 PM	Call binder	
4:15 PM - 5:30 PM	Private Appointment	

January 17, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:00 AM - 12:00 PM	UPDATED Leadership Culture Conversations -- Session 2 --	Security Concern
9:00 AM - 9:30 AM	T8 details and roll-out -- Microsoft Teams Meeting	
10:30 AM - 11:30 AM	GCPE Staff + Press Gallery mixer --	Security Concern
12:30 PM - 12:45 PM	DM Stephen Brown/DM Marie Della Mattia -- DM Brown to Call Marie on Cell	
1:00 PM - 1:30 PM	Marie/Robyn - check-in -- Teams	
1:30 PM - 2:00 PM	Executive Staffing Approvals --	Security Concern
2:00 PM - 3:00 PM	Tim	
4:30 PM - 5:00 PM	Check in on presentations	
6:00 PM - 7:45 PM	Private Appointment	

January 18, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:00 AM - 11:30 AM	Health Strategic Communications planning --	Security Concern
11:30 AM - 12:00 PM	RETURN to office	
12:00 PM - 1:00 PM	Ship material for Shannon	
1:00 PM - 1:55 PM	DMC-DREM -- Teams	
2:00 PM - 3:00 PM	Budget Steering Committee --	Security Concern
3:30 PM - 4:00 PM	Angela/Marie 1:1 --	Security Concern
4:00 PM - 5:00 PM	Sage	

January 19, 2023

8:30 AM - 9:00 AM	8:30 Meeting -- Microsoft Teams Meeting	
9:00 AM - 9:45 AM	Jen/ Marie --	Security Concern
11:00 AM - 12:00 PM		Personal Information
12:00 PM - 12:30 PM	CITZ/GCPE Mtg re: FOI	
12:30 PM - 1:00 PM	BREAK	
1:00 PM - 1:30 PM	Jeff/ Marie 1:1	
2:00 PM - 2:45 PM	Meeting: Marie Della Mattia and Matt Smith --	Security Concern MS Teams
2:45 PM - 3:30 PM	Agendas and Issues Prep, Planning --	Security Concern Teams

January 19, 2023 Continued

3:45 PM - 4:30 PM Marie/Megan 1:1 -- Microsoft Teams Meeting

January 20, 2023

8:30 AM - 9:30 AM Longer Term Planning Meeting -- Microsoft Teams Meeting

10:00 AM - 10:30 AM Marie/Marnie

10:30 AM - 11:00 AM Meeting | HOUS/GCPE -- MS Teams

11:30 AM - 12:00 PM Marie/Lisa MKC check-in -- teams

12:00 PM - 12:30 PM Planning Meeting: Sage Aaron and Marie Della Mattia -- MS Teams

12:30 PM - 1:00 PM BREAK

1:00 PM - 4:00 PM Cabinet -- Security Concern

4:00 PM - 4:30 PM Cabinet De-brief -- Security Concern

January 23, 2023

8:00 AM - 8:30 AM 8am Weekly Check-in -- Microsoft Teams Meeting

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 9:30 AM Pre-Budget Check-in -- Teams OR Security Concern

9:30 AM - 11:00 AM Agenda/PPS/Weekly Meeting -- Security Concern Teams

11:00 AM - 12:00 PM Meeting re: GCPE 2023 Winter Message Framework -- teams

12:00 PM - 1:00 PM Break

January 23, 2023 Continued

1:00 PM - 5:00 PM

Treasury Board -- Teams

January 24, 2023

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

11:00 AM - 12:00 PM

Presentation prep with coms team -- TEAMS

12:00 PM - 1:30 PM

HOLD BREAK

1:30 PM - 2:00 PM

Executive Staffing Approvals -- Security Concern

2:00 PM - 4:30 PM

Office time/emails

January 25, 2023

8:00 AM - 8:30 AM

Meeting: Shannon and Marie -- Teams

8:00 AM - 8:00 AM

****FYI**** In person PECSF Ceremony 8:30am to 10:30am - Security Concern

8:30 AM - 9:00 AM

8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 12:00 PM

Cabinet -- Security Concern Teams

12:00 PM - 12:30 PM

BREAK

12:30 PM - 12:45 PM

Cabinet de-brief -- Security Concern

1:00 PM - 1:30 PM

Tara Richards -- by phone

2:00 PM - 4:00 PM

P&P -- Teams

4:00 PM - 5:30 PM

Office time/emails catch up

January 25, 2023 Continued

6:15 PM - 6:45 PM Sage and Aileen and Marie

January 26, 2023

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 9:30 AM Aileen

9:30 AM - 12:00 PM Office time/emails

12:00 PM - 12:30 PM Sara

12:30 PM - 1:30 PM Break

2:45 PM - 3:45 PM Agendas and Issues Prep, Planning -- Teams

3:45 PM - 4:00 PM Danielle

4:00 PM - 4:45 PM Meeting: Marie Della Mattia and Matt Smith -- MS Teams

5:00 PM - 6:00 PM Office Time book nothing new

January 27, 2023

8:30 AM - 9:00 AM Marie Della Mattia/Dr. Henry -- Teams

9:00 AM - 11:00 AM DMC --Security Concern Teams

11:00 AM - 12:00 PM Andrew

12:00 PM - 1:00 PM Break

1:00 PM - 2:00 PM 2022 Analytics Presentation -- Teams

2:00 PM - 2:45 PM Planning Meeting: Sage Aaron and Marie Della Mattia -- MS Teams

January 27, 2023 Continued

3:00 PM - 4:00 PM Executive Meeting -- Teams

4:00 PM - 5:30 PM Office time

January 30, 2023

8:00 AM - 8:30 AM 8am Weekly Check-in -- Microsoft Teams Meeting

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

9:00 AM - 9:30 AM Ali

9:30 AM - 10:00 AM Trevor

10:00 AM - 10:30 AM Heather

10:30 AM - 11:00 AM Tim

1:45 PM - 2:15 PM FW: Budget -- Microsoft Teams Meeting

2:30 PM - 3:30 PM Marie/Chandler check-in -- TEAMS

3:30 PM - 4:30 PM 100 day weekly check in -- ' Security Concern

5:00 PM - 5:30 PM MDM/Kassandra Check-in -- teams

January 31, 2023

8:30 AM - 9:00 AM 8:30 Meeting -- Microsoft Teams Meeting

9:30 AM - 10:00 AM Marie/Zoe re: Communications -- Teams

12:00 PM - 1:00 PM Break

January 31, 2023 Continued

1:30 PM - 2:30 PM	Health Discussion -- Teams	
5:00 PM - 6:00 PM	MoH Planning Prep -- TEAMS	Security Concern