

## February 1, 2023

|                     |                                            |
|---------------------|--------------------------------------------|
| 11:15 AM - 11:45 AM | 11:15-11:45 - MLP Meeting - Coastal Jazz   |
| 1:00 PM - 1:15 PM   | Check in: Neilane / Kim / Andrea (15 mins) |
| 2:10 PM - 2:30 PM   | 2:10-2:30 MLP Briefing with TACS staff     |
| 2:30 PM - 3:00 PM   | 2:30-3:00 - MLP Meeting - BC Wine Growers  |

## February 2, 2023

|                     |                                                                                 |
|---------------------|---------------------------------------------------------------------------------|
| 10:00 AM - 11:30 AM | 10:00-11:30 Tour/Meet and Greet PavCo                                           |
| 12:30 PM - 1:00 PM  | 12:30-1:00 - MLP & PSBD Meeting with DigiBC                                     |
| 1:10 PM - 1:40 PM   | 1:10-1:40 - MLP & PSBD Meeting - Motion Picture Production Industry Association |
| 1:50 PM - 2:20 PM   | 1:50-2:20 - MLP Meeting - Sport Hosting Vancouver (City of Vancouver)           |
| 2:30 PM - 3:00 PM   | 2:30-3:00 - MLP & PSBD Meeting - Music BC                                       |

## February 3, 2023

|                     |                                               |
|---------------------|-----------------------------------------------|
| 9:00 AM - 10:00 AM  | TACS Expanded Executive Committee Meeting --  |
| 10:00 AM - 10:30 AM | Nick/Neilane - Debrief<br>Cabinet Confidences |
| 1:00 PM - 1:30 PM   | 1:1 Ashley/Neilane   Weekly Touchbase --      |
| 2:00 PM - 2:30 PM   | Andrea / Neilane                              |

## February 6, 2023

9:00 AM - 9:45 AM TACS Exec Check in

10:00 AM - 12:00 PM TACS Exec Comm

1:30 PM - 2:30 PM Kim/Neilane 1:1

## February 7, 2023

9:00 AM - 9:30 AM Weekly | Corinna and Neilane --

11:15 AM - 11:45 AM 11:15-11:45 Meeting with PS Elmore

12:30 PM - 1:00 PM 12:30-1:00 - MLP Prebrief Cabinet  
Confidences

1:30 PM - 6:00 PM 1:30-6:00 - Report back Advice/Recommendations

## February 8, 2023

9:30 AM - 11:00 AM 9:30-11:00 Minister's Council with Executive

11:15 AM - 11:45 AM 11:15-11:45 MLP Meeting with PSBD

12:00 PM - 1:00 PM 12:00-1:00 MLP Meeting with DM and COS

2:30 PM - 3:00 PM Monthly Meeting - Amanda / Neilane --

3:00 PM - 4:00 PM TACS Exec Comm

## February 9, 2023

8:30 AM - 9:00 AM 1:1 Ashley/Neilane | Weekly Touchbase

## February 9, 2023 Continued

|                     |                              |
|---------------------|------------------------------|
| 9:00 AM - 10:00 AM  | Claire/DM 1:1                |
| 10:00 AM - 11:00 AM | Nick/DM 1:1 --               |
| 11:00 AM - 11:15 AM | Meeting: Jessica and Neilane |
| 1:30 PM - 2:30 PM   | Meet & Greet   ORCBC/DM      |
| 2:30 PM - 3:00 PM   | 1:1 DM / MO Chief of Staff   |
| 3:30 PM - 4:30 PM   | Neilane/Alana 1:1            |

## February 10, 2023

|                     |                                 |
|---------------------|---------------------------------|
| 8:30 AM - 10:30 AM  | DMC --                          |
| 12:00 PM - 12:30 PM | DM Prebrief for Feb 16 RBCM PEB |

## February 21, 2023

|                    |                                                         |
|--------------------|---------------------------------------------------------|
| 9:00 AM - 10:00 AM | Neilane/Nick                                            |
| 12:45 PM - 1:15 PM | Monthly Meeting   Richard and Neilane --                |
| 1:45 PM - 3:15 PM  | 1:45-3:15 Minister's Council with Executive --          |
| 4:15 PM - 5:00 PM  | 4:15-5:00 MLP Briefing with PDE - Advice/Recommendation |

## February 22, 2023

|                    |                                 |
|--------------------|---------------------------------|
| 9:30 AM - 10:00 AM | Weekly   Corinna and Neilane -- |
|--------------------|---------------------------------|

## February 22, 2023 Continued

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| 11:00 AM - 11:45 AM | 11:00-11:45 - TACS All Staff Meeting                |
| 11:45 AM - 12:00 PM | 11:45 Nick / Liz / Neilane - check in               |
| 1:00 PM - 2:00 PM   | Kim/Neilane 1:1 --                                  |
| 2:30 PM - 3:30 PM   | Neilane/Alana 1:1                                   |
| 4:30 PM - 5:00 PM   | 4:30 - 5:00pm - MLP Pre-Brief - Cabinet Confidences |

## February 23, 2023

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| 8:45 AM - 9:15 AM   | 8:45-9:15 <sup>Cabinet<br/>Confidence</sup> Prep       |
| 9:30 AM - 9:45 AM   | Neilane/Ashley Connect                                 |
| 10:00 AM - 10:45 AM | 10:00-10:45 -Monthly Meeting   Virginia and Neilane -- |
| 12:00 PM - 1:00 PM  | <sup>Cabinet<br/>Confidence</sup> Discussion           |
| 1:00 PM - 1:45 PM   | 1:00-1:45 - Monthly Meeting   Walt and Neilane --      |
| 2:00 PM - 2:30 PM   | Weekly HR Call --                                      |
| 3:15 PM - 4:00 PM   | 3:15pm - Mtg with PSBA/MLP Re: Advice/Recommendations  |

## February 24, 2023

|                     |                            |
|---------------------|----------------------------|
| 8:30 AM - 10:30 AM  | DMC --                     |
| 11:00 AM - 11:30 AM | Nick/DM 1:1 (Bi-weekly) -- |

## February 24, 2023 Continued

|                     |                                                        |
|---------------------|--------------------------------------------------------|
| 11:30 AM - 12:00 PM | DM / MLP /Melissa Call                                 |
| 12:00 PM - 12:30 PM | Call with Neilane                                      |
| 12:30 PM - 12:45 PM | Neilane/Claire - Touchbase      Advice/Recommendations |
| 1:00 PM - 2:15 PM   | 1:00PM DMCE                                            |
| 3:15 PM - 3:45 PM   | 3:15pm: Check in: Neilane & Andrea                     |

## February 27, 2023

|                     |                                        |
|---------------------|----------------------------------------|
| 12:00 AM - 12:00 AM | House in Session - (Feb 27 to March 2) |
| 10:45 AM - 11:15 AM | Kim/Neilane Touch Base                 |
| 11:15 AM - 12:15 PM | TACS Exec Comm (Bi-weekly) --          |
| 12:30 PM - 1:00 PM  | Weekly HR Call --                      |
| 1:00 PM - 1:30 PM   | Weekly   Corinna and Neilane --        |
| 1:30 PM - 2:00 PM   | Advice/Recommendations      Discussion |
| 2:00 PM - 5:00 PM   | DMCNR                                  |
| 4:45 PM - 5:15 PM   | 4:45 - MLP Briefing BC Arts Council    |
| 5:30 PM - 6:00 PM   | 5:30-6:00 Meeting with Satwinder Bains |

**February 28, 2023**

|                            |                                                                          |
|----------------------------|--------------------------------------------------------------------------|
| <b>All Day</b>             | <b>House in Session - (Feb 27 to March 2)</b><br><b>Please See Above</b> |
| <b>9:00 AM - 10:00 AM</b>  | <b>Monthly Mentor Session --</b>                                         |
| <b>11:30 AM - 11:45 AM</b> | <b>Neilane/Liz - Touchbase</b>                                           |
| <b>12:00 PM - 12:30 PM</b> | <b>Shannon/Neilane/Cheryl - Touchbase</b>                                |
| <b>12:30 PM - 12:45 PM</b> | <b>12:30-12:45 - Neilane/Alicia</b>                                      |
| <b>1:00 PM - 2:00 PM</b>   | <b>Claire/DM 1:1 (Bi-weekly)</b>                                         |
| <b>3:30 PM - 5:00 PM</b>   | <b>3:30-5:00 Minister's Council with Executive (MCE) --</b>              |