

## June 1, 2023

|                     |                                                                                                                                                       |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | Shauna, Holly & Tim Touchbase                                                                                                                         |
| 9:30 AM - 10:30 AM  | eApprovals                                                                                                                                            |
| 10:30 AM - 12:00 PM | FPT DMs' Table on Digital Trust and Cybersecurity Meeting / Réunion de la Table des sous-ministres FPT sur la confiance numérique et la cybersécurité |
| 12:00 PM - 1:30 PM  | Lunch                                                                                                                                                 |
| 2:00 PM - 2:30 PM   | Weekly: Shauna & Vivian                                                                                                                               |
| 2:30 PM - 3:30 PM   | eApprovals                                                                                                                                            |
| 3:30 PM - 5:00 PM   | Executive Performance Review Prep                                                                                                                     |

## June 2, 2023

|                     |                                     |
|---------------------|-------------------------------------|
| All Day             | Sign-off Time and Leave             |
| 8:30 AM - 9:00 AM   | eApprovals                          |
| 9:00 AM - 10:30 AM  | DMC --                              |
| 10:30 AM - 11:00 AM | eApprovals                          |
| 11:00 AM - 12:00 PM | Shauna, Jeannette and Jen Touchbase |
| 12:00 PM - 1:00 PM  | Lunch                               |
| 1:00 PM - 5:00 PM   | Vacation                            |

## June 5, 2023

|                   |          |
|-------------------|----------|
| 8:00 AM - 5:00 PM | Vacation |
|-------------------|----------|

## June 6, 2023

|                     |                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | Touchbase with Shauna & Krista                                                                     |
| 9:00 AM - 9:30 AM   | Shauna, Hayden & Gen re: DMCDD Pre-brief (Meeting June 15)                                         |
| 9:30 AM - 10:00 AM  | MINISTER: MLB & Shauna re: Pre-brief for MLB's 1:1 with MKC                                        |
| 10:00 AM - 11:45 AM | MINISTER: Roundtable --                                                                            |
| 12:00 PM - 1:00 PM  | Lunch                                                                                              |
| 1:00 PM - 1:30 PM   | Do Not Book                                                                                        |
| 1:30 PM - 2:00 PM   | Bi-weekly: Shauna & Teri                                                                           |
| 2:00 PM - 3:00 PM   | Shauna, CJ, Sunny, Alex, Tim for Holly and Nelly Daley re: Cisco Hybrid & Smart Building Solutions |
| 3:00 PM - 3:45 PM   | Bi-weekly: Shauna & Sunny                                                                          |
| 3:45 PM - 4:30 PM   | Do Not Book                                                                                        |

## June 7, 2023

|                     |                                                                            |
|---------------------|----------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | Shauna, Holly & Celeigh re: Special Management Compensation Recommendation |
| 9:30 AM - 10:00 AM  | DM Meeting re: Insights                                                    |
| 10:00 AM - 10:30 AM | Bi-weekly: Shauna & Alex                                                   |
| 10:45 AM - 11:15 AM | 10:45 am - Shauna & Jeannette Touchbase                                    |

## June 7, 2023 Continued

|                     |                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------|
| 11:15 AM - 12:15 PM | Krista touch base                                                                                  |
| 12:00 PM - 1:00 PM  | Lunch                                                                                              |
| 1:00 PM - 1:30 PM   | ADM Emergency Committee --                                                                         |
| 1:15 PM - 2:00 PM   | Meeting: Doug C, Okenge, Chris R, Richard M, Bobbi P, Neilane M, Jonathan D, Christine M, Shawna B |
| 2:00 PM - 2:15 PM   | Meeting: Jessica P and Shauna B                                                                    |
| 2:30 PM - 3:15 PM   | Shauna Brouwer and Angela Neumann                                                                  |
| 3:30 PM - 4:00 PM   | Bi-weekly: Shauna & Jeff                                                                           |
| 4:00 PM - 4:45 PM   | Bi-weekly: Shauna & Sheila                                                                         |

## June 8, 2023

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | Joint Minister's Briefing re: Demographic Survey Launch           |
| 9:30 AM - 10:00 AM  | Shauna, Kass & Rebecca (on behalf of Sunny) re: Kamloops Property |
| 10:00 AM - 10:30 AM | MINISTER: Joint briefing with MSM re: SDPR Payment System         |
| 10:30 AM - 11:15 AM | Shauna, Jeannette & Jen Touchbase --                              |
| 11:45 AM - 2:30 PM  | CSD All Staff Event                                               |
| 3:30 PM - 4:00 PM   | Bi-weekly: Shauna & Stuart                                        |
| 4:00 PM - 5:00 PM   | eApprovals                                                        |

## June 9, 2023

8:30 AM - 4:30 PM

True Reconciliation - a Declaration Act Secretariat event

## June 12, 2023

9:00 AM - 4:30 PM

Out of Office

## June 13, 2023

8:30 AM - 10:00 AM

Review Executive Performance Submissions

10:00 AM - 11:00 AM

Bi-weekly: Shauna & Holly

11:00 AM - 11:30 AM

eApprovals

11:30 AM - 12:00 PM

Meet & Greet: Shauna Brouwer & Arjin Toor

12:00 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

Shauna, Krista & Courtney Touchbase

1:30 PM - 3:00 PM

RISE: Final Group Presentation

3:00 PM - 4:30 PM

CITZ Executive Committee

## June 14, 2023

9:00 AM - 10:00 AM

1:1 with Shauna & Sunny

10:15 AM - 11:00 AM

Shauna, James & Michael re: Pre-brief for EGC (Mtg June 26)

11:00 AM - 11:30 AM

Shauna & Jeannette Touchbase

11:30 AM - 12:00 PM

Weekly Touchbase with Shauna and Kass (mtg. series ends Dec 13/2023) --

## June 14, 2023 Continued

|                     |                               |
|---------------------|-------------------------------|
| 12:00 PM - 12:30 PM | Lunch                         |
| 12:30 PM - 2:00 PM  | eApprovals                    |
| 2:30 PM - 3:30 PM   | Bi-weekly: Shauna & Susan     |
| 3:30 PM - 4:00 PM   | eApprovals                    |
| 4:00 PM - 5:00 PM   | Bi-weekly: Shauna & Charmaine |

## June 15, 2023

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| 9:00 AM - 10:30 AM  | DMC Digital and Data                                               |
| 11:00 AM - 12:00 PM | Public Service Week town hall with Shannon Salter and Deb Godfrey  |
| 1:00 PM - 4:00 PM   | CITZ Public Service Week in-person celebration - Event Information |
| 4:00 PM - 4:30 PM   | Phone Call: Weekly with Shauna & Vivian                            |

## June 16, 2023

|                     |                         |
|---------------------|-------------------------|
| All Day             | Sign-off Time and Leave |
| 8:30 AM - 10:30 AM  | DMC --                  |
| 10:30 AM - 11:00 AM | eApprovals              |
| 11:00 AM - 11:30 AM | Shauna & Jen Touchbase  |
| 12:00 PM - 1:00 PM  | Lunch                   |

## June 16, 2023 Continued

|                   |                                               |
|-------------------|-----------------------------------------------|
| 1:30 PM - 2:30 PM | Bi-weekly: Shauna & Hayden                    |
| 2:30 PM - 3:00 PM | DM Meeting re: <sup>Cabinet Confidences</sup> |
| 3:00 PM - 4:00 PM | Bi-weekly: Shauna & Teri                      |

## June 18, 2023

|                     |                       |
|---------------------|-----------------------|
| 8:30 AM - 10:00 AM  | Travel to Airport     |
| 10:00 AM - 11:00 AM | Check-in with Airline |
| 11:00 AM - 1:55 PM  | Flight                |

## June 19, 2023

|                     |                                                  |
|---------------------|--------------------------------------------------|
| 9:00 AM - 9:15 AM   | 9:15 Am - Meet Lee Holland                       |
| 9:30 AM - 10:30 AM  | 400 Plaza Building Tour                          |
| 10:30 AM - 10:45 AM | 10:30 am - Call with Shauna & Teri Collins       |
| 10:45 AM - 11:00 AM | 10:45 am - Call with Alex re: eApp 35897         |
| 11:30 AM - 12:15 PM | Shauna, Sunny & Chris re: Pre-brief for MIRR Mtg |
| 12:30 PM - 1:30 PM  | Lunch                                            |
| 5:00 PM - 6:00 PM   | Check in at Hotel                                |

## June 20, 2023

|                    |                                  |
|--------------------|----------------------------------|
| 9:00 AM - 11:30 AM | Travel to Mackenzie              |
| 12:00 PM - 2:00 PM | Mackenzie SBC Office Tour /Lunch |
| 2:00 PM - 5:00 PM  | Travel to Dawson Creek           |
| 5:00 PM - 6:00 PM  | Check in at Hotel                |

## June 21, 2023

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| All Day             | National Aboriginal Day (Northwest Territories) -- Canada |
| 8:30 AM - 10:30 AM  | Dawson Creek SBC Office Tour                              |
| 10:30 AM - 12:00 PM | Travel to Fort St. John                                   |
| 12:00 PM - 1:30 PM  | Lunch                                                     |
| 1:30 PM - 3:30 PM   | Fort St. John SBC Office Tour                             |
| 4:00 PM - 5:00 PM   | Check in at Hotel                                         |

## June 22, 2023

|                    |                          |
|--------------------|--------------------------|
| 8:30 AM - 10:30 AM | Travel to Chetwynd       |
| 11:00 AM - 1:00 PM | Chetwynd SBC Office Tour |
| 2:00 PM - 5:30 PM  | Travel to Prince George  |

## June 22, 2023 Continued

5:30 PM - 6:30 PM

Check in at Hotel

## June 23, 2023

8:30 AM - 10:30 AM

Prince George SBC Office Tour

10:30 AM - 11:00 AM

MEETING: DMs re: July 5 Cabinet Confidences

1:00 PM - 3:00 PM

DMCPSR --

## June 24, 2023

All Day

Discovery Day (Newfoundland and Labrador) -- Canada

All Day

Quebec National Day - St. John the Baptist Day (Quebec) -- Canada

## June 25, 2023

12:30 PM - 1:30 PM

Check-in with Airline

1:55 PM - 3:29 PM

Flight

## June 26, 2023

9:00 AM - 10:00 AM

MINISTER: Roundtable --

10:00 AM - 10:30 AM

Bi-Weekly Touch base: Shauna/Deb --

10:30 AM - 11:30 AM

eApprovals

11:30 AM - 12:00 PM

Shauna/Krista Touchbase re Presentation

12:00 PM - 1:00 PM

Lunch

## June 26, 2023 Continued

|                   |                          |
|-------------------|--------------------------|
| 1:00 PM - 2:00 PM | eApprovals               |
| 2:00 PM - 3:00 PM | Bi-weekly: Shauna & CJ   |
| 3:00 PM - 4:30 PM | CITZ Executive Committee |

## June 27, 2023

|                     |                                                                                                 |
|---------------------|-------------------------------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | DM Meeting re: MFIN/CITZ Payment Projects                                                       |
| 9:30 AM - 10:30 AM  | Bi-weekly: Shauna & Alex                                                                        |
| 10:30 AM - 11:30 AM | eApprovals                                                                                      |
| 11:30 AM - 12:00 PM | ADM Megan Harris to discuss SCAP --                                                             |
| 12:00 PM - 1:00 PM  | Lunch                                                                                           |
| 1:00 PM - 2:00 PM   | Bi-weekly: Shauna & Holly                                                                       |
| 2:00 PM - 2:30 PM   | Shauna, Teri & Geoff re: DMCPSC Pre-brief (July 4 Mtg)                                          |
| 2:30 PM - 3:30 PM   | Bi-weekly: Shauna & Stuart                                                                      |
| 3:30 PM - 4:00 PM   | FW: 3:30 PM Hana Doubrava/Jonathan Clarke/Shannon Salter/Fazil Mihlar/CJ Ritchie/Jessica Prince |

## June 28, 2023

|                    |                             |
|--------------------|-----------------------------|
| 9:00 AM - 10:00 AM | Bi-weekly: Shauna & Jeff -- |
|--------------------|-----------------------------|

## June 28, 2023 Continued

|                     |                                           |
|---------------------|-------------------------------------------|
| 10:00 AM - 10:30 AM | eApprovals                                |
| 10:30 AM - 11:30 AM | Bi-weekly: Shauna & Susan --              |
| 11:30 AM - 12:30 PM | Lunch                                     |
| 1:00 PM - 3:00 PM   | ES DMT Leadership Event - DM Presentation |

## June 29, 2023

|                     |                                  |
|---------------------|----------------------------------|
| 9:30 AM - 10:15 AM  | Shauna & Jeannette Touchbase     |
| 10:30 AM - 11:00 AM | Weekly: Shauna & Vivian --       |
| 11:00 AM - 12:00 PM | eApprovals                       |
| 12:00 PM - 1:00 PM  | Lunch                            |
| 1:30 PM - 2:30 PM   | Bi-weekly: Shauna & Charmaine -- |
| 2:30 PM - 3:15 PM   | Shauna & Greg Steves Touchbase   |
| 3:30 PM - 4:30 PM   | eApprovals                       |

## June 30, 2023

|                    |                            |
|--------------------|----------------------------|
| All Day            | Sign-off Time and Leave    |
| 9:00 AM - 10:30 AM | eApprovals and Office Time |
| 12:00 PM - 1:00 PM | Lunch                      |
| 2:00 PM - 3:30 PM  | eApprovals and Office Time |