

## July 3, 2023

All Day

\*Canada Day Stat\*

## July 4, 2023

8:00 AM - 8:30 AM

8 am Check-in -- Microsoft Teams Meeting

9:00 AM - 10:15 AM

Agenda/PPS/Weekly Meeting -- <sup>Security Concern</sup>

10:15 AM - 11:15 AM

Marie/Sage/Trevor -- Teams

11:15 AM - 12:00 PM

Break

12:00 PM - 3:00 PM

Health Project Board Meeting -- <sup>Security Concern</sup>

3:15 PM - 3:45 PM

Newsletter Review

4:00 PM - 4:20 PM

Pre-Cabinet Huddle -- <sup>Security</sup>

4:30 PM - 5:30 PM

Drought and Wildfire planning FOR/EMCR -- Teams

5:00 PM - 5:30 PM

Call George

6:30 PM - 8:00 PM

MS

## July 5, 2023

8:00 AM - 8:30 AM

Emails/Office Time

8:30 AM - 12:00 PM

Cabinet -- Teams

12:30 PM - 1:00 PM

G & R

1:00 PM - 1:15 PM

MDM/ST Check in -- <sup>Security Concern</sup>

## July 5, 2023 Continued

1:30 PM - 2:00 PM

Email/Office Time

2:00 PM - 4:30 PM

P&P -- Teams

## July 6, 2023

8:00 AM - 8:30 AM

Call

9:30 AM - 10:30 AM

CITZ Comm Shop visit -- Security Concern

10:30 AM - 11:00 AM

Calendar planning -- Microsoft Teams Meeting

11:00 AM - 11:30 AM

Executive Staffing Approvals -- Teams Security Concern

11:30 AM - 12:00 PM

MDM/JH 1:1 -- Teams Security Concern

12:00 PM - 1:00 PM

Call Mike --

1:00 PM - 1:30 PM

Creative Review Briefing -- Teams

1:45 PM - 2:00 PM

Quick Connect -- Security Concern

2:00 PM - 4:00 PM

SI

3:30 PM - 4:00 PM

MDM/AL 1:1 -- Teams Security Concern

4:00 PM - 4:30 PM

PSSG Update -- MS Teams

4:30 PM - 4:45 PM

ADM Huddle -- Security Concern

4:45 PM - 5:15 PM

Wednesday Debrief -- Security Concern

## July 7, 2023

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 8:00 AM - 8:30 AM   | Review draft -- Teams                                 |
| 8:30 AM - 9:50 AM   | Emails/Office Time                                    |
| 9:50 AM - 10:50 AM  | MDM/AB Connect <sup>Security Concern</sup> Teams      |
| 11:00 AM - 11:30 AM | Emails/Office time                                    |
| 12:00 PM - 12:30 PM | NH - MDM to call                                      |
| 12:30 PM - 1:30 PM  | Break                                                 |
| 2:00 PM - 2:30 PM   | PSSG small group -- Microsoft Teams Meeting           |
| 2:30 PM - 3:00 PM   | Procurement Process <sup>Security Concern</sup> Teams |
| 3:00 PM - 3:45 PM   | Prep for the Monday Agenda Meeting -- Teams           |
| 3:45 PM - 4:00 PM   | ADM Huddle -- Secur                                   |

## July 10, 2023

|                     |                                                          |
|---------------------|----------------------------------------------------------|
| 8:00 AM - 8:30 AM   | 8 am Check-in -- Microsoft Teams Meeting                 |
| 8:30 AM - 9:00 AM   | MDM/HW Check in -- Teams                                 |
| 9:00 AM - 10:30 AM  | Agenda/PPS/Weekly Meeting -- <sup>Security Concern</sup> |
| 10:00 AM - 12:30 PM | ELUC                                                     |
| 10:00 AM - 10:30 AM | Comms chat -- Microsoft Teams Meeting                    |

## July 10, 2023 Continued

10:30 AM - 11:10 AM

Cabinet Confidences

-- Teams

11:30 AM - 12:00 PM

Accessibility Tool discussion -- Teams

12:00 PM - 12:45 PM

Review workbook/sheets -- Microsoft Teams Meeting

12:45 PM - 1:00 PM

Break

1:00 PM - 1:30 PM

TNO Pre-brief -- Microsoft Teams Meeting

Cabinet  
Confidences

1:30 PM - 1:50 PM

Org Huddle

Security  
Concern

2:00 PM - 5:00 PM

Suzanne, Marie, Sage -- Teams

3:30 PM - 5:30 PM

CCE

## July 11, 2023

8:30 AM - 4:00 PM

Treasury Board - Teams -- Microsoft Teams Meeting

4:00 PM - 4:30 PM

Pre-Cabinet Huddle

Security  
Concern

## July 12, 2023

8:30 AM - 9:00 AM

Essential Elements of People-First Communications Workshop --

Security Concern

9:00 AM - 12:00 PM

Cabinet -- Teams

10:00 AM - 10:30 AM

ADM EC & DMC-DREM -- MS Teams

12:00 PM - 1:00 PM

Break

## July 12, 2023 Continued

|                   |                                                                                               |
|-------------------|-----------------------------------------------------------------------------------------------|
| 1:00 PM - 1:30 PM | Meeting w/SB and MDM --<br><small>Security Concern</small>                                    |
| 1:30 PM - 2:00 PM | Executive Staffing Approvals -Via Teams --<br><small>Security Concern</small>                 |
| 2:00 PM - 3:00 PM | Executive Meeting -Via Teams -- Microsoft Teams Meeting or<br><small>Security Concern</small> |
| 3:00 PM - 3:30 PM | Connect -- Teams                                                                              |
| 3:30 PM - 4:00 PM | Office Space -- Teams                                                                         |
| 4:00 PM - 4:30 PM | Cabinet Debrief<br><small>Security Concern</small> Teams                                      |
| 4:30 PM - 5:00 PM | Meeting Debrief<br><small>Security Concern</small>                                            |

## July 13, 2023

|                     |                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | Essential Elements of People-First Communications Workshop --<br><small>Security Concern</small>       |
| 9:00 AM - 9:30 AM   | Emails/Office Time                                                                                     |
| 9:30 AM - 10:00 AM  | Review<br><small>Security Concern</small> Teams                                                        |
| 10:00 AM - 11:00 AM | Introduction to Performance Development Platform (PDP): GCPE People Leaders -- Microsoft Teams Meeting |
| 10:00 AM - 10:30 AM | MDM/JH 1:1                                                                                             |
| 11:30 AM - 12:00 PM | MDM/TH 1:1<br><small>Security Concern</small> Teams                                                    |
| 12:00 PM - 1:00 PM  | Break                                                                                                  |
| 1:00 PM - 1:30 PM   | Emails/Office Time                                                                                     |

## July 13, 2023 Continued

|                   |                                  |
|-------------------|----------------------------------|
| 1:30 PM - 2:00 PM | Cabinet Confidences<br>-- Teams  |
| 2:15 PM - 2:45 PM | FOI Check in -- Security Concern |
| 2:45 PM - 3:15 PM | M & D                            |
| 3:30 PM - 4:00 PM | TNO Sub Briefing -- Teams        |
| 4:00 PM - 4:20 PM | ADM Huddle -- Security Concern   |
| 4:30 PM - 5:30 PM | Sage + Marie                     |

## July 14, 2023

|                     |                                                   |
|---------------------|---------------------------------------------------|
| 8:30 AM - 11:00 AM  | Emails/Office Time                                |
| 9:30 AM - 10:30 AM  | Debrief: workshops 1&2 -- Microsoft Teams Meeting |
| 11:00 AM - 11:45 AM | MDM/SM 1:1 -- Teams Security Concern              |
| 11:45 AM - 12:30 PM | Break                                             |
| 12:30 PM - 1:00 PM  | Schedule for planning -- Microsoft Teams Meeting  |
| 1:00 PM - 1:30 PM   | DMC -- Teams                                      |
| 1:30 PM - 2:00 PM   | Katie and Marie -- Microsoft Teams Meeting        |
| 2:00 PM - 3:00 PM   | Marie/Hayley -- Teams Security Concern            |
| 3:45 PM - 4:00 PM   | ADM Huddle -- Security Concern                    |

## July 14, 2023 Continued

4:00 PM - 5:30 PM

Guide review

## July 17, 2023

8:00 AM - 8:30 AM

8 am Check-in -- Microsoft Teams Meeting

9:30 AM - 11:00 AM

Agenda/PPS/Weekly Meeting -- Security Concern

11:00 AM - 12:00 PM

Technical Briefing Dry Run #1 -- Microsoft Teams Meeting

12:00 PM - 1:00 PM

Break

1:00 PM - 1:20 PM

Org Huddle -- Teams

1:30 PM - 1:45 PM

PSSG Check-in -- Teams

2:15 PM - 2:30 PM

EMCR Briefing -- Teams

3:00 PM - 3:30 PM

Follow up/connect -- Teams

3:30 PM - 4:30 PM

DM-EC Drought -- Teams

## July 18, 2023

8:30 AM - 9:00 AM

Essential Elements of People-First Communications Workshop -- Security Concern

9:00 AM - 9:30 AM

Check-in: Marie -- Security Concern

9:45 AM - 10:15 AM

Pre-Cabinet Huddle -- Security Concern

10:30 AM - 12:00 PM

Technical Briefing- Dry Run #2 -- Security Concern

## July 18, 2023 Continued

|                    |                                                                                            |
|--------------------|--------------------------------------------------------------------------------------------|
| 12:00 PM - 1:00 PM | Break                                                                                      |
| 1:00 PM - 1:30 PM  | Executive Staffing Approvals -- Teams <small>Security Concern</small>                      |
| 2:15 PM - 2:45 PM  | MDM/SM/AB <small>Security Concern</small> Teams                                            |
| 3:00 PM - 3:30 PM  | MDM/SA 1:1 -- <small>Security Concern</small>                                              |
| 3:30 PM - 5:00 PM  | Afternoon brainstorming session with MDM <small>Security Concern</small> with a Teams link |

## July 19, 2023

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| 9:00 AM - 9:30 AM   | TBS Meeting -- Teams                                |
| 9:30 AM - 10:00 AM  | debrief -- Microsoft Teams Meeting                  |
| 10:00 AM - 10:30 AM | Housing next steps -- Microsoft Teams Meeting       |
| 11:00 AM - 11:30 AM | MDM/TH 1:1 -- Teams <small>Security Concern</small> |
| 12:00 PM - 12:45 PM | Break                                               |
| 12:45 PM - 1:30 PM  | MDM/AB 1:1 <small>Security Concern</small> Teams    |
| 1:00 PM - 1:30 PM   | Wildfire & Drought Technical Briefing -- MS Teams   |
| 1:30 PM - 2:00 PM   | Connect -- Teams                                    |
| 2:00 PM - 3:00 PM   | Suzanne and Sage -- <small>Security Concern</small> |
| 3:00 PM - 4:00 PM   | Calendar planning -- Microsoft Teams Meeting        |

## July 19, 2023 Continued

4:30 PM - 4:50 PM

Org Huddle -- <sup>Security</sup>Concern

## July 20, 2023

8:30 AM - 9:00 AM

Essential Elements of People-First Communications Workshop -- <sup>Security</sup>Concern

9:00 AM - 9:30 AM

Check-in -- Teams

9:30 AM - 11:00 AM

Office Hours + return calls

11:00 AM - 11:30 AM

Marie/Jeff 1:1 -- <sup>Security</sup>Concern

11:30 AM - 12:00 PM

MDM/JH 1:1 -- Teams <sup>Security</sup>Concern

12:00 PM - 12:30 PM

Call Matt --

12:35 PM - 12:55 PM

Touch base -- Teams

1:00 PM - 4:00 PM

Treasury Board -- Microsoft Teams Meeting

4:15 PM - 4:45 PM

Briefing: Spring 2024 Legislation <sup>Security</sup>Concern Teams

## July 21, 2023

9:30 AM - 10:30 AM

Debrief: workshops 3&4 -- Microsoft Teams Meeting

10:30 AM - 11:00 AM

Cabinet Confidences

Christine / Marie / Penny -- MS Teams

11:00 AM - 11:45 AM

MDM/SM 1:1 -- Teams <sup>Security</sup>Concern

11:45 AM - 12:30 PM

Break

## July 21, 2023 Continued

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| 12:00 PM - 12:30 PM | MDM/AL 1:1 -- Teams <small>Security Concern</small> |
| 12:30 PM - 1:00 PM  | Framing Discussion -- Teams                         |
| 1:00 PM - 2:00 PM   | DM-EC Drought -- Teams                              |
| 2:00 PM - 3:00 PM   | Cabinet Confidences -- MS Teams                     |
| 3:00 PM - 3:45 PM   | Prep for the Monday Agenda Meeting -- Teams         |
| 3:45 PM - 4:05 PM   | ADM Huddle -- <small>Security Concern</small>       |
| 4:30 PM - 5:00 PM   | Follow up -- Microsoft Teams Meeting                |

## July 24, 2023

|                   |                   |
|-------------------|-------------------|
| All Day           | Marie OFF         |
| 8:00 AM - 5:00 PM | Marie off all day |

## July 25, 2023

|                    |                                                                         |
|--------------------|-------------------------------------------------------------------------|
| 8:30 AM - 4:30 PM  | DM-EC - Drought Workshop -- In person - <small>Security Concern</small> |
| 12:00 PM - 1:00 PM | Break                                                                   |
| 4:30 PM - 5:30 PM  | Check-in: Marie -- <small>Security Concern</small>                      |
| 5:30 PM - 6:00 PM  | ADM Huddle -- <small>Security Concern</small>                           |

## July 26, 2023

|                     |                                                                            |
|---------------------|----------------------------------------------------------------------------|
| 8:30 AM - 11:00 AM  | <b>Strategic planning</b> <small>Security Concern</small>                  |
| 10:00 AM - 10:30 AM | <b>Check in -- Teams</b>                                                   |
| 11:00 AM - 12:00 PM | <b>Office hours + return calls</b>                                         |
| 12:00 PM - 1:00 PM  | <b>Break</b>                                                               |
| 1:00 PM - 1:30 PM   | <b>Wildfire &amp; Drought Technical Briefing -- MS Teams</b>               |
| 1:30 PM - 2:00 PM   | <b>MDM/SA 1:1</b> <small>Security Concern</small> <b>Teams</b>             |
| 2:00 PM - 2:30 PM   | <b>Call James</b>                                                          |
| 2:35 PM - 2:45 PM   | <b>Check in RD</b>                                                         |
| 3:00 PM - 4:00 PM   | <b>DMC-DREM -- Teams</b>                                                   |
| 3:30 PM - 4:00 PM   | <b>MDM/SA/DD/CG follow up</b> <small>Security Concern</small> <b>Teams</b> |
| 4:30 PM - 4:50 PM   | <b>Org Huddle</b> <small>Security Concern</small>                          |

## July 27, 2023

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| 8:00 AM - 8:30 AM   | <b>Reserve for catch up</b>                                        |
| 9:00 AM - 10:00 AM  | <b>Executive Meeting</b> <small>Security Concern</small> <b>--</b> |
| 9:00 AM - 9:30 AM   | <b>9:00am Meeting -- MS Teams</b>                                  |
| 10:15 AM - 10:45 AM | <b>FOI review</b> <small>Security Concern</small> <b>--</b>        |

## July 27, 2023 Continued

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 11:00 AM - 12:00 PM | IR meeting -- <small>Security Concern</small>         |
| 12:00 PM - 1:15 PM  | Break                                                 |
| 1:15 PM - 2:00 PM   | MDM/SM 1:1 -- Teams <small>Security Concern</small>   |
| 2:00 PM - 2:45 PM   | MDM/ST Check in <small>Security Concern</small> Teams |
| 2:45 PM - 3:05 PM   | ADM Huddle -- <small>Security Concern</small>         |
| 3:05 PM - 4:35 PM   | Emails/Office Time                                    |

## July 28, 2023

|                     |                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------|
| 9:30 AM - 10:30 AM  | Hold for RS                                                                                   |
| 10:30 AM - 11:00 AM | MDM/AL 1:1 <small>Security Concern</small> Teams                                              |
| 11:00 AM - 11:45 AM | Health Discussion                                                                             |
| 11:45 AM - 12:30 PM | Break                                                                                         |
| 12:30 PM - 1:00 PM  | Executive Reviews: Government Communications and Public Engagement -- Microsoft Teams Meeting |
| 1:30 PM - 1:45 PM   | MDM/ST Check in -- <small>Security Concern</small>                                            |
| 2:00 PM - 2:30 PM   | MDM/JH 1:1 -- Teams                                                                           |
| 2:30 PM - 3:00 PM   | Branding -- Microsoft Teams Meeting                                                           |
| 3:00 PM - 4:00 PM   | DM-EC Drought -- Teams                                                                        |

## July 28, 2023 Continued

4:00 PM - 4:30 PM

Office hours + return calls

## July 31, 2023

8:00 AM - 8:30 AM

8 am Check-in -- Microsoft Teams Meeting

9:00 AM - 9:30 AM

9:00am Meeting -- MS Teams

9:30 AM - 11:00 AM

Agenda/PPS/Weekly Meeting -- Security Concern

11:00 AM - 11:30 AM

Donna/Marie

11:30 AM - 12:00 PM

MDM/LB/JH -- Microsoft Teams Meeting

12:00 PM - 1:00 PM

Break

1:00 PM - 2:00 PM

Emails/Office Time

2:00 PM - 2:30 PM

Call RM

3:30 PM - 3:50 PM

Org Huddle -- Security Concern

4:00 PM - 5:00 PM

America -- Microsoft Teams Meeting