

## August 1, 2023

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| 9:00 AM - 10:00 AM  | Bi-weekly: Shauna & Jeff                                      |
| 10:00 AM - 10:45 AM | Bi-weekly: Shauna & Teri                                      |
| 11:15 AM - 11:45 AM | 11:15 am - MS Teams Coffee: Shauna & Katherine van der Gracht |
| 12:00 PM - 1:00 PM  | eApprovals                                                    |
| 1:00 PM - 2:00 PM   | Lunch                                                         |
| 3:00 PM - 5:00 PM   | eApprovals                                                    |

## August 2, 2023

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| 9:00 AM - 9:15 AM   | Phone Call: Shauna & CJ                                                 |
| 9:30 AM - 10:00 AM  | DM Meeting: <small>Advice/Recommendations</small>                       |
| 10:00 AM - 11:30 AM | eApprovals                                                              |
| 12:00 PM - 1:00 PM  | Lunch                                                                   |
| 1:00 PM - 1:30 PM   | Wildfire & Drought Technical Briefing                                   |
| 1:30 PM - 3:30 PM   | eApprovals                                                              |
| 4:00 PM - 4:30 PM   | Shauna Brouwer/Teri Collins/Meghan Will/Sunny Dhaliwal re: PG Follow-up |

## August 3, 2023

|                    |                                                           |
|--------------------|-----------------------------------------------------------|
| 9:00 AM - 10:30 AM | FPT DMs' Table on Digital Trust and Cybersecurity Meeting |
|--------------------|-----------------------------------------------------------|

## August 3, 2023 Continued

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 10:30 AM - 11:00 AM | eApprovals                                            |
| 11:00 AM - 11:30 AM | Weekly: Shauna & Vivian --                            |
| 11:30 AM - 12:00 PM | eApprovals                                            |
| 12:00 PM - 1:00 PM  | Lunch                                                 |
| 1:00 PM - 1:30 PM   | eApprovals                                            |
| 1:30 PM - 2:00 PM   | DM Briefing re: <small>Advice/Recommendations</small> |
| 2:00 PM - 2:30 PM   | eApprovals                                            |
| 2:30 PM - 3:00 PM   | Bi-weekly: Shauna & Stuart                            |
| 4:00 PM - 4:15 PM   | Touchbase with Shauna & Allison re: PG                |

## August 4, 2023

|                     |                                      |
|---------------------|--------------------------------------|
| 9:00 AM - 9:30 AM   | Touchbase: Shauna and Jessica re: PG |
| 9:30 AM - 10:30 AM  | Bi-weekly: Shauna & Alex             |
| 10:30 AM - 11:30 AM | Shauna & Jen Touchbase --            |
| 12:00 PM - 1:00 PM  | Lunch                                |
| 1:30 PM - 2:00 PM   | Weekly Mtg: Shauna & Arjin --        |
| 2:00 PM - 3:30 PM   | Bi-weekly: Shauna & Sunny            |

## August 4, 2023 Continued

3:30 PM - 4:30 PM

Shauna, Krista & Courtney Touchbase

## August 7, 2023

8:00 AM - 5:00 PM

Stat Holiday

## August 8, 2023

9:00 AM - 10:00 AM

Bi-weekly: Shauna & Sheila

12:00 PM - 1:00 PM

Lunch

## August 9, 2023

9:30 AM - 10:30 AM

Bi-weekly: Shauna & Susan --

11:30 AM - 12:00 PM

Weekly Mtg: Shauna & Arjin --

12:00 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

Wildfire & Drought Technical Briefing

2:00 PM - 2:30 PM

Shauna and Jeannette Touchbase

3:00 PM - 4:30 PM

RPD Session #1 - Topic: Org Structure to Support Clients

## August 10, 2023

9:00 AM - 10:00 AM

Bi-weekly: Shauna & Charmaine

10:00 AM - 10:30 AM

Weekly: Shauna & Vivian --

## August 10, 2023 Continued

|                     |                                                      |
|---------------------|------------------------------------------------------|
| 10:30 AM - 11:00 AM | eApprovals                                           |
| 11:00 AM - 11:45 AM | Shauna, Krista & Courtney Touchbase                  |
| 12:00 PM - 1:00 PM  | Lunch                                                |
| 1:00 PM - 1:30 PM   | eApprovals                                           |
| 1:30 PM - 2:15 PM   | Bi-weekly: Shauna & Hayden                           |
| 2:30 PM - 2:45 PM   | Pre-brief with Shauna, Dawson & Pam re: 4 pm meeting |
| 3:00 PM - 3:45 PM   | Shauna, Jeannette & Jen Touchbase                    |
| 4:00 PM - 4:30 PM   | DAG Meeting   <small>Security Concern</small>        |

## August 11, 2023

|                   |                         |
|-------------------|-------------------------|
| All Day           | Sign-off Time and Leave |
| 8:00 AM - 5:00 PM | Vacation Day            |

## August 14, 2023

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

## August 15, 2023

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| 9:00 AM - 9:45 AM   | Bi-weekly: Shauna & Teri                                   |
| 10:00 AM - 11:00 AM | Shauna, Teri and Geoff re: <small>Security Concern</small> |
| 11:30 AM - 12:00 PM | Meeting: Jessica P, Christine M, Shauna B, Carolyn K       |

## August 15, 2023 Continued

|                    |                                                                  |
|--------------------|------------------------------------------------------------------|
| 12:00 PM - 1:00 PM | Lunch                                                            |
| 1:00 PM - 1:30 PM  | Bi-weekly: Shauna, Alex and Stuart (Mtg series end Dec 18/23) -- |
| 2:00 PM - 2:30 PM  | 2:00 PM Call with Shauna/Fazil                                   |
| 2:30 PM - 4:30 PM  | eApprovals                                                       |

## August 16, 2023

|                     |                                                                                               |
|---------------------|-----------------------------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | DMs Meeting re: Squamish Yard                                                                 |
| 10:00 AM - 10:30 AM | DMO Move <small>Security Concern</small>                                                      |
| 10:30 AM - 11:00 AM | Shauna and Jeannette Touchbase                                                                |
| 11:30 AM - 12:00 PM | Weekly Mtg: Shauna & Arjin --                                                                 |
| 12:00 PM - 1:00 PM  | Lunch                                                                                         |
| 1:00 PM - 1:30 PM   | Wildfire & Drought Technical Briefing                                                         |
| 1:30 PM - 2:00 PM   | 4:30 - DAG Corbett and DAG Carmichael - <small>s</small> <small>Advice/Recommendation</small> |
| 2:30 PM - 3:00 PM   | Shauna & James Shypitka Touchbase                                                             |
| 3:00 PM - 3:30 PM   | eApprovals                                                                                    |
| 3:30 PM - 4:00 PM   | Meet & Greet - Shauna, Desmond, Arjin                                                         |

## August 17, 2023

|                    |                                      |
|--------------------|--------------------------------------|
| 9:30 AM - 10:00 AM | Shauna, Krista, JC - re 4000 Seymour |
|--------------------|--------------------------------------|

## August 17, 2023 Continued

10:00 AM - 10:30 AM Weekly: Shauna & Vivian --

11:00 AM - 12:45 PM Bi-weekly: Shauna & Sunny

1:00 PM - 2:00 PM Lunch

## August 18, 2023

9:00 AM - 9:30 AM Bi-Weekly Touch base: Shauna/Deb

9:30 AM - 10:30 AM Bi-weekly: Shauna & Alex

10:30 AM - 11:00 AM Shauna & Stuart Touchbase

11:30 AM - 12:30 PM Shauna and Jeannette Touchbase

12:30 PM - 1:30 PM Lunch

1:30 PM - 3:30 PM Future of Work

## August 19, 2023

4:00 PM - 5:00 PM Adhoc DMC - Chaired by Tara

## August 21, 2023

9:00 AM - 10:00 AM Meeting with Chief Logan, Lheidli T'enneh First Nation

10:30 AM - 12:00 PM eApprovals

12:00 PM - 1:00 PM Lunch

2:30 PM - 4:30 PM CITZ Executive Committee

## August 21, 2023 Continued

5:30 PM - 6:00 PM

Call - Shauna Brouwer, Teri Spaven, Eamon O'Donoghue, Rob Schweitzer

## August 22, 2023

10:00 AM - 10:15 AM

Call Shauna / Hayden

10:30 AM - 11:00 AM

ED Day - Krista

11:00 AM - 12:00 PM

eApprovals

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:00 PM

Bi-weekly: Shauna & Susan

3:00 PM - 4:30 PM

RPD Session #2 - Topic: Leasing/FWS/Support to HOUS

## August 23, 2023

8:30 AM - 9:00 AM

Call Holly

9:00 AM - 9:30 AM

eApprovals

9:30 AM - 11:00 AM

Final Presentation - Employer Accommodation Process Improvement – IMIT Provisioning Lean Project.

11:00 AM - 12:00 PM

Prep for Executive Reviews

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:30 PM

Executive Reviews: Citizen Services

2:30 PM - 3:00 PM

2:30 Biweekly <sup>Advice/Recommendations</sup>

3:00 PM - 4:00 PM

Executive Feedback Survey Development - Consultation Session with Berlineaton

## August 23, 2023 Continued

4:00 PM - 5:00 PM

eApprovals

## August 24, 2023

9:00 AM - 9:30 AM

DM Pre-brief: Sept 6 MRT re Secondary ID

9:30 AM - 10:00 AM

eApprovals

10:00 AM - 11:00 AM

Bi-weekly: Shauna & Holly

11:30 AM - 12:00 PM

Weekly Mtg: Shauna & Desmond

12:00 PM - 1:00 PM

Lunch

1:30 PM - 2:15 PM

Bi-weekly: Shauna & Hayden

2:15 PM - 2:45 PM

Shauna, Hayden re Indigenous Languages

3:00 PM - 4:30 PM

eApprovals

## August 25, 2023

All Day

Sign-off Time and Leave

11:00 AM - 12:00 PM

Shauna & Jeannette Touchbase

12:00 PM - 1:00 PM

Lunch

## August 28, 2023

9:30 AM - 11:00 AM

eApprovals

11:00 AM - 12:00 PM

Bi-weekly: Shauna & Alex

## August 28, 2023 Continued

|                    |                                                    |
|--------------------|----------------------------------------------------|
| 12:00 PM - 1:00 PM | Lunch                                              |
| 1:30 PM - 2:30 PM  | Bi-weekly: Shauna & Sunny                          |
| 2:30 PM - 4:00 PM  | RPD Session #3 - Topic: CBRE and Service Providers |

## August 29, 2023

|                    |                                                    |
|--------------------|----------------------------------------------------|
| 9:00 AM - 9:30 AM  | Deputy Meeting   <sup>Advice/Recommendations</sup> |
| 9:45 AM - 11:00 AM | MINISTER: Roundtable --                            |
| 3:00 PM - 3:30 PM  | Touchbase: Shauna & Keith                          |
| 3:45 PM - 4:15 PM  | Bi-weekly: Shauna & Stuart --                      |

## August 30, 2023

|                     |                                          |
|---------------------|------------------------------------------|
| 9:00 AM - 9:30 AM   | Shauna, Alex, & Colleen re: AI Pre-brief |
| 10:00 AM - 11:00 AM | eApprovals                               |
| 12:00 PM - 1:00 PM  | Lunch                                    |
| 1:00 PM - 1:30 PM   | Wildfire & Drought Technical Briefing    |
| 1:30 PM - 2:30 PM   | Bi-weekly: Shauna & Jeff                 |
| 2:30 PM - 3:00 PM   | Shauna & Jeannette Touchbase             |
| 3:00 PM - 3:30 PM   | Weekly Mtg: Shauna & Desmond --          |

**August 30, 2023 Continued**

3:30 PM - 4:15 PM                      Shauna, Krista & Courtney Touchbase

**August 31, 2023**

8:30 AM - 10:30 AM                      1/2 Vacation

10:30 AM - 1:00 PM                      eapps -UBCM

1:00 PM - 2:30 PM                      Editing

2:30 PM - 3:15 PM                      2:30 pm Shauna & Colleen - Advice/Recommendations

3:15 PM - 3:45 PM                      Shauna, Sunny, Chris re Advice/Recommendations