

August 1, 2023

All Day	MKC Away
All Day	Lisa Holidays (Nova Acting)
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)
All Day	Carl Vacation Jul 31st - Aug 2nd (Alex K Acting)
9:00 AM - 9:30 AM	Heather & Doug Touch Base -- MS Teams
10:00 AM - 10:30 AM	Heather Christine - Touchbase -- MS Teams
11:00 AM - 12:00 PM	DM Mtg Tourmaline (Chief Operating Officer Al Bush, Chief Legal Officer Scott Kirker, VP Exploration Colin Frostad and Policy Specialist Curtis Kitchen) --Security Concern MS Teams
12:00 PM - 1:00 PM	Do Not Book
2:15 PM - 2:45 PM	2:15 Doug/Heather/Zachary/Ali/Dawn/Bobbi -- MS Teams
4:00 PM - 5:00 PM	HOLD: InBC Board - mid-summer update -- Microsoft Teams Meeting

August 2, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
12:00 AM - 12:00 AM	Carl Vacation Jul 31st - Aug 2nd (Alex K Acting)	Please See Above
9:30 AM - 10:00 AM	MFEX -- MS Teams	
10:00 AM - 10:30 AM	DM Phone Set Up --	Security Concern
11:00 AM - 1:00 PM	Private Appointment	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 2:00 PM	Office Time - Continued DM Phone set up	
2:30 PM - 3:00 PM	Heather & Doug Discussion --	Security Concern

August 3, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
9:00 AM - 9:30 AM	Touchbase Heather & Doug S --	MS Teams

August 3, 2023 Continued

9:30 AM - 10:00 AM	Monthly Carl & Heather -- Teams
10:30 AM - 11:00 AM	Monthly Jim & Heather -- MS Teams
11:00 AM - 11:30 AM	Monthly Mary Sue & Heather -- MS Teams
12:00 PM - 1:00 PM	Do Not Book
12:00 PM - 12:30 PM	Call MKC
1:00 PM - 1:10 PM	Call: Dr. Paul Kershaw -- Heather to call Dr. Kershaw <small>Security Concern</small>
1:30 PM - 2:00 PM	Bi-weekly: Heather, Tiffany, & John -- Skype Meeting: <small>Security Concern</small>
3:30 PM - 4:00 PM	Part 2

August 4, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
12:00 AM - 12:00 AM	Jordan Away Aug 4th and 8th (Francis Camilleri acting)	
All Day	Heather to attend PSP Meeting at 9am.	
8:00 AM - 8:00 AM	Private Appointment	
9:00 AM - 9:30 AM	PSP & DM Mtg <small>Advice/Recommendations; Cabinet Confidences</small>	-- MS Teams
10:00 AM - 12:00 PM	Risk Committee Meeting - August 4th 2023 -- Microsoft Teams Meeting	

August 4, 2023 Continued

11:30 AM - 12:00 PM	HOLD - Call Marie -- Heather to Call Marie ^{Security Concern}
12:00 PM - 1:00 PM	Do Not Book
12:30 PM - 1:30 PM	DM-EC Drought -- Teams
1:30 PM - 2:00 PM	Monthly Asha & Heather -- Teams
2:00 PM - 2:30 PM	DM Mtg Touch Base (Nova/Sean) -- MS Teams
2:45 PM - 3:15 PM	Heather/Jen Touchbase -- MS Teams

August 5, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
All Day	Jordan Away Aug 4th and 8th (Francis Camilleri acting)	Please See Above
12:00 PM - 12:30 PM	Private Appointment	

August 6, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
All Day	Jordan Away Aug 4th and 8th (Francis Camilleri acting)	Please See Above

August 7, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
All Day	Jordan Away Aug 4th and 8th (Francis Camilleri acting)	Please See Above
12:00 AM - 12:00 AM	Asha Away (Alison A/ADM)	
12:00 AM - 12:00 AM	PS Paddon Away Aug 7-11th	
All Day	BC Day	
12:00 PM - 1:00 PM	Do Not Book	

August 8, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
12:00 AM - 12:00 AM	Jordan Away Aug 4th and 8th (Francis Camilleri acting)	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	PS Paddon Away Aug 7-11th	Please See Above
12:00 AM - 12:00 AM	Jen Holidays Aug 8-18 (Melissa O covering)	
12:00 AM - 12:00 AM	Jim Away Aug 8-11 (Karl Anthony A/ADM)	

August 8, 2023 Continued

10:00 AM - 10:30 AM	Heather Richard - Touchbase -- MS Teams
11:00 AM - 12:30 PM	Agenda/PPS/Weekly Meeting -- Teams ^{Security Concern}
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	DM Mtg ^{Advice/Recommendations} (Les, Kevin, Fazil, Rebecca) -- MS Teams
1:45 PM - 2:00 PM	Heather Bobbi - Quick Touch Base -- MS Teams
2:00 PM - 2:30 PM	DM Mtg RBC (Neil McLaughlin) -- MS Teams
3:00 PM - 3:30 PM	DM Mtg Touch Base (Mark & Sean) -- MS Teams
3:30 PM - 4:00 PM	Bi-weekly check-in Michele & Heather -- Teams
4:00 PM - 4:30 PM	DM Mtg Shannon, Okenge and Heather -- MS Teams

August 9, 2023

All Day	MKC Away	Please See Above
All Day	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	PS Paddon Away Aug 7-11th	Please See Above

August 9, 2023 Continued

All Day	Jen Holidays Aug 8-18 (Melissa O covering) Please See Above
All Day	Jim Away Aug 8-11 (Karl Anthony A/ADM) Please See Above
9:30 AM - 10:00 AM	Monthly Renée & Heather -- Teams
11:30 AM - 12:00 PM	Weekly Lisa & Heather -- MS Teams
12:00 PM - 1:00 PM	Do Not Book

August 10, 2023

All Day	MKC Away Please See Above
All Day	Lisa Holidays (Nova Acting) Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13) Please See Above
All Day	Nicole Vacation July 31-Aug 11 (HB A/ADM) Please See Above
All Day	Asha Away (Alison A/ADM) Please See Above
All Day	PS Paddon Away Aug 7-11th Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering) Please See Above
All Day	Jim Away Aug 8-11 (Karl Anthony A/ADM) Please See Above
9:00 AM - 9:30 AM	DM Mtg A.G. Michael Pickup -- MS Teams
9:30 AM - 10:00 AM	9:30 AM Fazil/Heather/Kevin -- MS Teams
10:00 AM - 10:15 AM	Heather & Sean Touch Base -- MS Teams
12:00 PM - 1:00 PM	Do Not Book

August , 2023 Continued

1:00 PM - 2:00 PM	1:00 Check-In Meeting Mayor Herb Pond, CAO Rob Buchan, A/CAO Rosa Miller, DM Okenge Yuma Morisho, DM Heather Wood -- MS Teams
2:00 PM - 3:00 PM	hold for Jade
3:00 PM - 4:00 PM	call Aileen
4:00 PM - 4:30 PM	call Sean

August 11, 2023

All Day	MKC Away	Please See Above
12:00 AM - 12:00 AM	Lisa Holidays (Nova Acting)	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
12:00 AM - 12:00 AM	Nicole Vacation July 31-Aug 11 (HB A/ADM)	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
12:00 AM - 12:30 AM	PS Paddon Away Aug 7-11th	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
12:00 AM - 12:00 AM	Jim Away Aug 8-11 (Karl Anthony A/ADM)	Please See Above
12:00 AM - 12:00 AM	Heather Vacation Aug 11th -18th Carl A/DM	
11:00 AM - 12:00 PM	DM-EC Drought -- Teams	
12:00 PM - 1:00 PM	Do Not Book	
3:00 PM - 3:30 PM	Joint DM Check In <small>Advice/Recommendations; Cabinet Confidential</small> -- MS Teams	

August 12, 2023

All Day	MKC Away	Please See Above
All Day	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM	Please See Above

August 13, 2023

All Day	MKC Away	Please See Above
12:00 AM - 12:00 AM	Tiffany away July 31- Aug 25th (Sean A/ADM July 31- Aug 13)	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM	Please See Above

August 14, 2023

All Day	MKC Away	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM	Please See Above
12:00 AM - 12:00 AM	Michele Holidays (Holly A/ED) Aug 14- Sept 5th	
12:00 AM - 12:00 AM	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25)	

August 14, 2023 Continued

12:00 AM - 12:00 AM	Renée away Aug 14-18th (Steve H A/ADM)
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Teams, ^{Security Concern}
2:00 PM - 2:30 PM	PSP & PSSG Briefing -- MS Teams

August 15, 2023

All Day	MKC Away	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM	Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th	Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25)	Please See Above
All Day	Renée away Aug 14-18th (Steve H A/ADM)	Please See Above
2:30 PM - 3:00 PM	DM MTG ^{Government Financial Information; Intergovernmental Communications}	-- MS Teams

August 16, 2023

All Day	MKC Away	Please See Above
All Day	Asha Away (Alison A/ADM)	Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering)	Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM	Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th	Please See Above

August 16, 2023 Continued

All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Renée away Aug 14-18th (Steve H A/ADM) Please See Above
2:00 PM - 3:00 PM	Coffee: Heather Wood & Carolyn Rogers -- <small>Security Concern</small>
3:00 PM - 4:00 PM	PSP & GEO Bi-weekly check-in -- MS Teams

August 17, 2023

All Day	MKC Away Please See Above
All Day	Asha Away (Alison A/ADM) Please See Above
All Day	Jen Holidays Aug 8-18 (Melissa O covering) Please See Above
All Day	Heather Vacation Aug 11th -18th Carl A/DM Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Renée away Aug 14-18th (Steve H A/ADM) Please See Above
12:30 PM - 1:00 PM	<small>Advice/Recommendations; Cabinet Confidences; Security Concern</small> or MS Teams

August 18, 2023

All Day	MKC Away Please See Above
12:00 AM - 12:00 AM	Asha Away (Alison A/ADM) Please See Above
12:00 AM - 12:00 AM	Jen Holidays Aug 8-18 (Melissa O covering) Please See Above
12:00 AM - 12:00 AM	Heather Vacation Aug 11th -18th Carl A/DM Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above

August 18, 2023 Continued

12:00 AM - 12:00 AM	Renée away Aug 14-18th (Steve H A/ADM) Please See Above
All Day	Jordan Away (A/ADM Francis C) Aug 18th
All Day	MS Teams System installation in ^{Security Concern}
2:15 PM - 3:00 PM	DMC-EC Drought -- MS Teams
4:00 PM - 5:00 PM	Private Appointment

August 19, 2023

All Day	MKC Away Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
8:30 AM - 8:30 AM	Private Appointment
4:00 PM - 5:00 PM	Adhoc DMC - Chaired by Tara -- Teams

August 20, 2023

12:00 AM - 12:00 AM	MKC Away Please See Above
All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above

August 21, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
12:00 AM - 12:00 AM	Rachel Holidays Aug 21-Aug 31 (Jen covering)

August 21, 2023 Continued

9:00 AM - 9:30 AM	Q1 Update DM Pre-Brief -- ^{Security Concern}	'MS Teams
9:30 AM - 10:45 AM	Agenda/PPS/Weekly Meeting -- Teams	^{Security Concern}
10:45 AM - 11:00 AM	Heather/Carl - Touchbase -- MSTEams	
11:00 AM - 11:30 AM	MKC Mtg Update -- MS Teams	
11:30 AM - 12:30 PM	DM ^{Advice/Recommendations; Cabinet Confidences}	-- MS Teams
12:30 PM - 1:00 PM	Do Not Book	
1:00 PM - 1:30 PM	MKC ^{Advice/Recommendations; Cabinet Confidences}	-- MS Teams
2:00 PM - 2:30 PM	MKC Pre-Brief Auditor General Summary Financial Statement Audit Findings -- MS Teams	
2:30 PM - 3:00 PM	MKC & Auditor General Meeting Summary Financial Statement Audit Findings -- MS Teams	
3:00 PM - 3:30 PM	FW: ^{Advice/Recommendations}	-- Teams
3:00 PM - 3:30 PM	Office Time	
3:30 PM - 4:30 PM	MKC ^{Advice/Recommendations}	-- MS Teams

August 22, 2023

All Day Michele Holidays (Holly A/ED) Aug 14- Sept 5th
Please See Above

August 22, 2023 Continued

All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
9:00 AM - 10:00 AM	Office Time
10:00 AM - 10:15 AM	MKC Pre-Brief Insurance Council of BC -- MS Teams
10:15 AM - 10:45 AM	MKC Meeting Insurance Council of BC (Renée/Joey) -- MS Teams
11:00 AM - 12:30 PM	Personal Information -- Microsoft Teams Meeting
12:30 PM - 1:00 PM	Do Not Book
1:00 PM - 2:00 PM	MKC ^{Advice/Recommendations; Cabinet Confidences} -- MS Teams
2:00 PM - 3:00 PM	Office Time
3:15 PM - 3:30 PM	DM Mtg ^{Advice/Recommendations} (Heather, Fisnik, Andrew) -- MS Teams
3:30 PM - 4:00 PM	Monthly Doug & Heather -- ^{Security Concern}

August 23, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
9:00 AM - 9:30 AM	MKC ^{Advice/Recommendations; Cabinet Confidences} -- MS Teams
9:30 AM - 10:15 AM	Office Time
10:15 AM - 11:00 AM	MKC & MBB Meeting InBC -- MS Teams

August 23, 2023 Continued

11:00 AM - 11:45 AM	PDE & MKC <small>Advice/Recommendations; Cabinet Confidences</small> -- MS Teams
12:00 PM - 12:15 PM	DM Mtg Decision Note (Amanda) -- MS Teams
12:30 PM - 1:00 PM	Do Not Book
1:00 PM - 1:15 PM	MKC Pre -Brief BCCA -- MS Teams
1:15 PM - 1:45 PM	MKC BCCA Meeting (Tiffany, Amanda, Sean) -- MS Teams
2:00 PM - 2:30 PM	MKC Mtg Update - continuation of discussion from the 22nd -- MS Teams
2:30 PM - 3:00 PM	Office Time
3:00 PM - 3:45 PM	MKC Briefing Public Accounts -- MS Teams
4:00 PM - 4:30 PM	Touch Base Heather & Alex -- MS Teams

August 24, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
9:00 AM - 9:30 AM	Monthly Jordan & Heather -- <small>Security Concern</small>
9:45 AM - 10:00 AM	MKC Pre-Brief BCSC Meeting -- MS Teams
10:00 AM - 10:30 AM	MKC BCSC Meeting -- MS Teams
10:30 AM - 11:00 AM	Meeting: Shannon and Heather - Weekly Check-in -- Teams

August 24, 2023 Continued

11:00 AM - 11:30 AM	Office Time
11:30 AM - 12:00 PM	MEETING: Tom, Heather Wood re: ^{Advice/Recommendations; Cabinet Confidences} -- Microsoft Teams Meeting
12:00 PM - 12:15 PM	Touch Base - DM Brown / DM Wood -- DM Brown to call DM Wood cell
12:30 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Weekly Lisa & Heather -- ^{Security Concern}
1:30 PM - 2:00 PM	PSP & PSSG Briefing on GEO Work -- MS Teams
2:00 PM - 2:30 PM	Meeting: Shannon S, Jessica P, Heather W, Asha Bhat and Jade Ashbourne -- MS teams
2:30 PM - 3:30 PM	DM Mtg PSP & Lise (Heather, Asha, Jade, Lisa, Alison) -- MS Teams
3:30 PM - 4:00 PM	Monthly Asha & Heather -- MS Teams

August 25, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
All Day	Jordan Away (A/ADM Michelle L)
9:00 AM - 10:00 AM	MKC Mtg Speech prep & Bear Pit (30 min each) -- MS Teams
10:00 AM - 11:30 AM	MFEX -- MS Teams

August 25, 2023 Continued

10:00 AM - 10:30 AM	MFEX Presentations (Nicole/Deepa/Olga) -- MS Teams
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 2:00 PM	DMC-EC Drought -- MS Teams
2:00 PM - 2:30 PM	Office Time
2:30 PM - 3:00 PM	Check-in Heather & Jerymy -- MS Teams
3:30 PM - 4:00 PM	DM pre-Brief <small>Advice/Recommendations; Cabinet Confidences</small> -- MS Teams

August 26, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
3:00 PM - 6:00 PM	Private Appointment

August 27, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above

August 28, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
All Day	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
12:00 AM - 12:00 AM	Alexandra Holidays Aug 28 - Sep 15
9:30 AM - 11:00 AM	Agenda/PPS/Weekly Meeting -- Teams ^{Security Concern}
10:30 AM - 10:45 AM	Heather/Fisnik ^{Advice/Recommendations; Information} MS Teams
11:00 AM - 11:30 AM	Call w/ DM Heather Wood ^{Advice/Recommendations} Neilane to call cell: ^{Security Concern}
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	MKC ^{Advice/Recommendations; Cabinet Confidences} ^{Security Concern} Heather attending via Teams
1:45 PM - 2:15 PM	MKC briefing ^{Advice/Recommendations; Business Information; Government Financial Information} (Heather, Renée, Rob, Steve, Grant, Andrea) -- ^{Security Concern} Heather to attend via MS Teams
2:15 PM - 3:00 PM	Q1 Deck DM Pre-Brief - ^{Security Concern} MS Teams
2:30 PM - 3:00 PM	Staff briefing with MLA Greene Speculation Tax Exemptions (Steve, Teresa, Rob, Jordan, Marika) -- MS Teams
3:00 PM - 3:30 PM	MKC ^{Cabinet Confidences} -- MS Teams
3:40 PM - 4:40 PM	Sec TB Pre-Brief (for Sept 12) -- MS Teams / ^{Security Concern}

August 29, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
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August 29, 2023 Continued

12:00 AM - 12:00 AM	Tiffany Away July 31- Aug 25th (Amanda A/ADM Aug 14-25) Please See Above	
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above	
All Day	Alexandra Holidays Aug 28 - Sep 15 Please See Above	
10:00 AM - 10:45 AM	DM Meeting <small>Advice/Recommendations; Cabinet Confidences; Government Financial Information</small>	-- MS Teams
11:15 AM - 11:45 AM	MTG with CAPP (Heather, Renée, Steve, Jeremy) -- Heather attending via Teams	
12:30 PM - 1:00 PM	Do Not Book	
1:00 PM - 1:30 PM	DM Silvester Komlodi (MB) and DM Heather Wood (BC) Meet and Greet - 1:00 -1:30 pm PST / 3:00 - 3:30 pm CST -- Microsoft Teams Meeting	
3:00 PM - 3:30 PM	PSP briefing <small>Advice/Recommendation</small> (Heather, Asha) -- MS Teams	

August 30, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above	
All Day	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above	
All Day	Alexandra Holidays Aug 28 - Sep 15 Please See Above	
12:00 AM - 12:00 AM	PS Paddon Away Aug 30 - Sept 7	
12:00 AM - 12:00 AM	Jordan Away (A/ADM Satish) Wednesday 30th PM - Sept 1st	
10:30 AM - 12:00 PM	Public Accounts -- Press Gallery	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 1:30 PM	1:00 PM Call Heather/Fazil -- <small>Security Concern</small>	(Fazil to Moderate)

August 30, 2023 Continued

1:30 PM - 2:00 PM	Monthly Tiffany & Heather -- MS Teams
2:00 PM - 2:30 PM	Monthly Blair & Heather -- MS Teams
3:30 PM - 3:45 PM	Heather Debbie - Touchbase -- MS Teams

August 31, 2023

All Day	Michele Holidays (Holly A/ED) Aug 14- Sept 5th Please See Above
12:00 AM - 12:00 AM	Rachel Holidays Aug 21-Aug 31 (Jen covering) Please See Above
All Day	Alexandra Holidays Aug 28 - Sep 15 Please See Above
All Day	PS Paddon Away Aug 30 - Sept 7 Please See Above
All Day	Jordan Away (A/ADM Satish) Wednesday 30th PM - Sept 1st Please See Above
All Day	HOLIDAYS
10:15 AM - 10:45 AM	MKC Mtg Debrief from mtg with PDE (Heather, Tiffany, Amanda) -- MSTeams
11:00 AM - 11:30 AM	Meeting: Shannon and Heather - Weekly check-in -- Teams