

September 1, 2023

8:00 AM - 5:00 PM

Vacation

September 4, 2023

8:00 AM - 5:00 PM

Stat Holiday

September 5, 2023

9:30 AM - 10:00 AM

DMs Brouwer & Godfrey re Employee Transfer & Onboarding Project

11:30 AM - 12:00 PM

Vacation Handover with Shauna and Alex

12:00 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

Shauna & Sunny Pre-brief for Sept 8 Mtg with DM Salter and CEO Bruce Williams

2:00 PM - 2:30 PM

Bi-weekly: Shauna & CJ

2:30 PM - 3:00 PM

2:30 PM Biweekly CIS DM WG

3:00 PM - 4:30 PM

CITZ Executive Committee

September 6, 2023

8:00 AM - 5:00 PM

Vacation

September 7, 2023

8:00 AM - 5:00 PM

Vacation

September 8, 2023

All Day Sign-off Time and Leave

8:00 AM - 5:00 PM Vacation

September 11, 2023

9:00 AM - 9:45 AM Shauna & Krista Touchbase

10:00 AM - 10:30 AM MINISTER / DM Touchbase

10:30 AM - 11:00 AM Hold for over-run

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

12:00 PM - 1:00 PM Lunch

1:00 PM - 2:30 PM eApprovals

2:30 PM - 3:00 PM Shauna/CJ/Alex/Charmaine & Irene re: Exchange Online/M365 Initiative

3:00 PM - 3:45 PM DM Pre-brief for FPT Symposium with CJ

4:00 PM - 5:00 PM Bi-weekly: Shauna & Hayden + Vacation handover

September 12, 2023

9:00 AM - 10:15 AM Bi-weekly: Shauna & Charmaine

10:15 AM - 10:45 AM Bi-weekly: Shauna & Teri

September 12, 2023 Continued

11:00 AM - 11:30 AM	Shauna, Holly & Sunny re: Security Concern
11:30 AM - 12:00 PM	Bi-monthly: Shauna & Maggie Touchbase
12:00 PM - 1:00 PM	Lunch
1:30 PM - 2:00 PM	Shauna, Sunny & Rebecca re: Kamloops

September 13, 2023

8:30 AM - 9:00 AM	SBC all staff
9:00 AM - 9:30 AM	Meet & Greet: Shauna Brouwer & Amanda MacPherson, HR Specialist
9:45 AM - 10:15 AM	9:45 am - Bi-weekly: Shauna, Alex and Brad (Mtg series end Dec 18/23) --
10:30 AM - 11:00 AM	Pre-Brief with co-chairs of the FPT DMs' Table on Digital Trust and Cybersecurity
11:00 AM - 11:30 AM	Shauna and Jeannette Touchbase
11:30 AM - 12:00 PM	Weekly: Shauna & Desmond
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	DMC-DREM
2:45 PM - 4:45 PM	MINISTER: Roundtable
4:45 PM - 5:15 PM	Shauna/CJ/Alex/Hayden & Holly re: Modernization of Government Services

September 14, 2023

8:30 AM - 9:45 AM	GRS Branch Session - Opportunities, Learning and Fun
10:00 AM - 11:00 AM	eApprovals
11:00 AM - 11:45 AM	Meeting (Shauna/Hayden/Rachel): ^{Advice/Recommendations}
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Corrections Capital PEB
2:00 PM - 3:00 PM	In-Person - Bi-weekly: Shauna & Sheila
3:00 PM - 3:30 PM	Shauna/CJ/Alex/Hayden & Holly re: Updated Deck
3:30 PM - 4:00 PM	Weekly: Shauna & Vivian --

September 15, 2023

9:00 AM - 9:30 AM	Bi-Weekly Touch base: Shauna/Deb --
9:30 AM - 10:00 AM	Shauna, Tom, Sheila & Hayden re: Secondary ID
10:30 AM - 11:00 AM	Virtual Coffee: Shauna & Matt Reed
11:30 AM - 12:00 PM	Shauna, Jeannette & Jen Touchbase
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	DMCC

September 15, 2023 Continued

3:00 PM - 4:00 PM

Bi-weekly: Shauna & Alex

September 17, 2023

11:50 AM - 4:16 PM

Flight

4:16 PM - 4:46 PM

Shuttle

7:00 PM - 8:00 PM

Hotel check-in

September 18, 2023

8:00 AM - 9:00 PM

FPT Digital Trust and Cybersecurity Meeting

September 19, 2023

8:00 AM - 11:00 AM

FPT Digital Trust and Cybersecurity Meeting

11:20 AM - 11:40 AM

Shuttle Pick-up

4:15 PM - 6:15 PM

Flight

7:45 PM - 8:14 PM

Flight

September 20, 2023

9:30 AM - 12:00 PM

FPT Deputy Heads of Public Works

September 22, 2023

All Day

Sign-off Time and Leave

September 25, 2023

9:00 AM - 9:30 AM	Shauna, CJ, Hayden & Gen DMCDD Pre-brief (Meeting Sept 29)
9:30 AM - 10:00 AM	MINISTER / DM Touchbase
10:00 AM - 10:30 AM	eApprovals
10:30 AM - 11:00 AM	Shauna, Teri & Geoff re: DMCPSC Pre-brief (Mtg Sept 26)
11:00 AM - 11:30 AM	Bi-weekly: Shauna & Hayden
11:30 AM - 12:00 PM	Shauna/Alex/Holly/Tim Owen & JP Fournier re: Advice/Recommendations
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Shauna, Holly & Celeigh RISE Recommendations Update
1:30 PM - 2:15 PM	Bi-weekly: Shauna & Alex
2:30 PM - 4:30 PM	CITZ Executive Committee

September 26, 2023

9:00 AM - 9:30 AM	Shauna, Quinn (for Holly) & Sunny re: Security Concern
9:30 AM - 10:00 AM	DM Briefing ARdC Committee
10:00 AM - 10:30 AM	eApprovals
10:30 AM - 11:30 AM	DMC on Procurement Strategic Contracts (DMCPSC)

September 26, 2023 Continued

11:30 AM - 12:00 PM	eApprovals
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:45 PM	Bi-weekly: Shauna & Teri
1:50 PM - 2:20 PM	Ad hoc Housing Project Board Guests: Provincial Lands for Housing
2:30 PM - 3:15 PM	Shauna & Jeannette Touchbase
3:30 PM - 4:00 PM	Shauna & Celeigh re: Validation Approach

September 27, 2023

9:00 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	Phone Call: Shauna & Sunny re: Debrief of Sept 22 Mtg with MOTI
10:30 AM - 12:00 PM	PAHC Project Executive Board Meeting
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	eApprovals
1:30 PM - 2:30 PM	Bi-weekly: Shauna & Jeff
2:30 PM - 3:30 PM	Bi-weekly: Shauna & Sheila
3:30 PM - 4:00 PM	eApprovals
4:00 PM - 4:30 PM	Bi-weekly: Shauna, Alex and Stuart (Mtg series end Dec 18/23) --

September 28, 2023

8:30 AM - 9:00 AM	8:30 AM Biweekly CIS DM WG
9:00 AM - 10:00 AM	Bi-weekly: Shauna & Sunny
10:30 AM - 11:00 AM	Pre-brief for Oct 10 Mtg with Shannon Salter
11:00 AM - 12:00 PM	Virtual town hall on truth and reconciliation
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	eApprovals
2:30 PM - 3:00 PM	Weekly: Shauna & Vivian --
3:00 PM - 4:00 PM	Shauna, Jeannette and Jen Touchbase
4:00 PM - 4:30 PM	eApprovals

September 29, 2023

All Day	DMCPSR Cancelled
9:00 AM - 11:00 AM	DMC Digital and Data
11:00 AM - 12:00 PM	MINISTER: Roundtable
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	eApprovals

September 29, 2023 Continued

2:00 PM - 2:30 PM

Weekly: Shauna & Desmond

2:30 PM - 3:30 PM

eApprovals

3:30 PM - 4:00 PM

Advice/Reco
mmentations **Check in**

