

October 2, 2023

8:00 AM - 5:00 PM National Day for Truth and Reconciliation

October 3, 2023

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

10:00 AM - 11:00 AM Question Period

10:00 AM - 10:30 AM Private Appointment

11:00 AM - 12:00 PM eApprovals

12:00 PM - 1:00 PM Lunch

1:00 PM - 1:30 PM #DigitalBC Livestream | Access for all: Embedding Accessibility into Agile

1:30 PM - 2:30 PM Bi-weekly: Shauna & CJ (Gen attending first 30 minutes of meeting)

3:30 PM - 4:30 PM Bi-weekly: Shauna & Susan

October 4, 2023

9:00 AM - 10:00 AM Bi-weekly: Shauna & Holly --

10:00 AM - 11:00 AM Shauna, Jeannette & Jen Touchbase --

11:15 AM - 11:30 AM Phone Call: Shauna & Vivian

11:30 AM - 12:00 PM Weekly: Shauna & Desmond

October 4, 2023 Continued

12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	eApprovals
2:30 PM - 3:00 PM	DM Meeting: Follow-up meeting in prep for Oct 10 Mtg with Shannon Salter
3:00 PM - 4:30 PM	eApprovals

October 5, 2023

8:30 AM - 12:00 PM	Corporate Executive Quarterly Meeting
10:00 AM - 11:00 AM	Question Period
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	eApprovals
2:30 PM - 4:00 PM	Article 29

October 6, 2023

All Day	Sign-off Time and Leave
9:00 AM - 9:30 AM	Weekly: Shauna & Vivian --
9:30 AM - 12:00 PM	DMC
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	MINISTER / DM Touchbase

October 6, 2023 Continued

1:30 PM - 2:15 PM	Bi-weekly: Shauna & Hayden
2:30 PM - 3:00 PM	Shauna & Gen re: Edits
3:00 PM - 3:30 PM	Shauna, CJ & James re: Cabinet Confidences Update
3:30 PM - 4:00 PM	eApprovals
4:00 PM - 5:00 PM	Do Not Book

October 9, 2023

8:00 AM - 5:00 PM	Stat Holiday
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October 10, 2023

11:00 AM - 11:45 AM	Shauna, Krista & Courtney Touchbase
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Meeting with Shannon, Shauna, CJ Ritchie, Alex MacLennan & Charmaine Lowe
2:10 PM - 2:55 PM	Bi-weekly: Shauna & Teri
3:30 PM - 4:00 PM	Virtual Coffee: Shauna & Melisa Sexsmith

October 11, 2023

9:00 AM - 9:30 AM	DM Meeting re: Cabinet Confidences
9:30 AM - 10:00 AM	Shauna and Jeannette Touchbase

October 11, 2023 Continued

10:00 AM - 11:00 AM	eApprovals
11:00 AM - 11:30 AM	Meeting: Shannon and Shauna Brouwer - Bi-monthly Check In
11:30 AM - 12:00 PM	eApprovals
12:30 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Bi-weekly: Shauna, Alex and Stuart (Mtg series end Dec 18/23) --
1:30 PM - 2:30 PM	Bi-weekly: Shauna & Jeff
3:00 PM - 3:45 PM	Shauna, Jeannette, Krista and Celeigh Touchbase

October 12, 2023

10:00 AM - 12:00 PM	MINISTER: Roundtable
1:30 PM - 2:30 PM	Phone Call: Bi-weekly: Shauna & Sunny
3:30 PM - 5:30 PM	CITZ Pre-ceremony Reception for Long Service Awards
5:45 PM - 10:00 PM	CITZ Long Service Awards

October 13, 2023

9:00 AM - 9:30 AM	Bi-Weekly Touch base: Shauna/Deb
9:30 AM - 10:00 AM	eApprovals

October 13, 2023 Continued

10:00 AM - 10:30 AM	Weekly: Shauna & Vivian --
10:30 AM - 11:00 AM	Shauna & Anita Owens Touchbase
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Shauna & Jen Touchbase
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Bi-weekly: Shauna and Alex
2:00 PM - 2:30 PM	DM Meeting: Workstation Fulfillment Form
2:30 PM - 3:00 PM	DM Meeting: Digital Office Update
3:00 PM - 4:00 PM	Bi-weekly: Shauna & Sheila

October 16, 2023

9:00 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	Skip Level meetings with DM & Alison Spilsbury
10:30 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Skip Level Meetings with DM & Don Costello
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	Shauna, Desmond & Sunny re: Ukrainian Statue at Art Gallery

October 16, 2023 Continued

1:30 PM - 2:30 PM

Question Period

2:00 PM - 4:00 PM

CITZ Executive Committee

4:15 PM - 4:45 PM

MINISTER: Briefings with JEDI and MJO ^{Cabinet}
Confidences

October 17, 2023

9:00 AM - 9:30 AM

Shauna, Sunny, Holly re: RPD Materials for Space Planning

9:30 AM - 10:00 AM

Phone Call: Shauna & Charmaine

10:00 AM - 11:00 AM

Question Period

10:00 AM - 10:15 AM

Shauna & Alyson Touch Base

11:00 AM - 12:00 PM

eApprovals

12:00 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

DM Pre-brief: Agenda for the FPT DMs' Table In-Person Meeting, February 27-28, 2024 (Victoria, BC)

1:30 PM - 2:00 PM

October 24 FPT DM's Table on Service Delivery Collaboration Meeting - Co-chairs' pre-brief

2:00 PM - 2:30 PM

Shauna/Holly re: Touchbase on Agenda Item

2:30 PM - 3:30 PM

Bi-weekly: Shauna & Charmaine

4:00 PM - 4:30 PM

MINISTER / DM Touchbase

October 18, 2023

9:00 AM - 9:30 AM	Shauna and Jeannette Touchbase
9:30 AM - 10:00 AM	eApprovals
10:00 AM - 11:00 AM	Bi-weekly: Shauna & Holly
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	DMC-DREM
1:30 PM - 2:30 PM	Question Period
2:30 PM - 3:00 PM	eApprovals
3:00 PM - 4:00 PM	MINISTER: Roundtable

October 19, 2023

9:00 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	10:00 AM Biweekly ^{Cabin} _{et} DM WG _{Confid}
10:30 AM - 11:00 AM	eApps
11:00 AM - 12:00 PM	PHONE CALL: Bi-weekly: Shauna and Susan
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	PHONE CALL: Weekly with Shauna & Vivian

October 19, 2023 Continued

4:00 PM - 5:00 PM

Check in at hotel

October 20, 2023

All Day

Sign-off Time and Leave

9:30 AM - 11:30 AM

DMC

12:00 PM - 1:00 PM

Lunch

1:30 PM - 3:00 PM

Deputy Minister Audit Committee

5:30 PM - 9:00 PM

CFN - Event

October 23, 2023

9:00 AM - 9:30 AM

Shauna, CJ, Hayden & Gen re: DMCDD Pre-brief (Meeting Oct 26)

9:30 AM - 10:30 AM

eApprovals

10:30 AM - 11:00 AM

Shauna & Hayden re: Data Plan

11:00 AM - 11:30 AM

Bi-weekly: Shauna, Alex and Stuart (Mtg series end Dec 18/23) --

11:30 AM - 12:00 PM

DM Skip-level: David Ell

12:00 PM - 1:00 PM

Lunch

3:00 PM - 6:00 PM

eApprovals

October 24, 2023

9:00 AM - 9:30 AM

Shauna, Jonathan, Hayden & Eowynn

Cabinet
Confidences

October 24, 2023 Continued

9:30 AM - 10:00 AM	DM Briefing: Digital Trust Work
10:00 AM - 11:00 AM	Question Period
10:30 AM - 12:00 PM	Meeting of the FPT DMs' Table on Service Delivery Collaboration
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Shauna, Holly & Tim re: Q2 Forecast
2:45 PM - 3:00 PM	2:45 pm - Shauna & Ken McLean Touchbase
3:00 PM - 3:30 PM	Shauna, CJ, Jeff re: Touch Base GDX
3:30 PM - 4:00 PM	MINISTER / DM Touchbase
4:00 PM - 4:15 PM	Prep for Executive Meet and Greet
4:15 PM - 4:45 PM	4:15 pm - ^{Cabinet} Confidences

October 25, 2023

All Day	1:30 to 2:30 - Question Period
9:00 AM - 10:00 AM	Bi-weekly with Shauna & Jeff
10:30 AM - 11:00 AM	Shauna and Jeannette Touchbase

October 25, 2023 Continued

11:15 AM - 11:30 AM	11:15 AM - Phone Call: Shauna & Charmaine
11:30 AM - 12:15 PM	Lunch
1:00 PM - 2:00 PM	Shannon Salter Attending - Citizens' Services - BC Data Service Divisional All Staff
3:00 PM - 4:00 PM	eApprovals

October 26, 2023

9:00 AM - 11:00 AM	DMC Digital and Data
10:00 AM - 11:00 AM	Question Period
11:00 AM - 12:00 PM	Ethics Advisory Council Meeting
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Executive Meet & Greet
2:00 PM - 2:30 PM	Bi-weekly: Shauna & Stuart
2:30 PM - 3:00 PM	eApprovals
3:00 PM - 4:00 PM	Shauna, Jeannette & Jen Touchbase
4:00 PM - 4:30 PM	PHONE CALL: Weekly: Shauna & Vivian

October 27, 2023

9:00 AM - 9:30 AM	Bi-Weekly Touch base: Shauna/Deb
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October 27, 2023 Continued

9:30 AM - 11:30 AM	DMC
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	DMCPSR
3:00 PM - 3:30 PM	Mtg with Consul of Ukraine/Ministry of Citizens' Services re: Ukrainian Statue at Robson Square
3:30 PM - 4:15 PM	Bi-weekly: Shauna & Sunny

October 30, 2023

9:00 AM - 9:30 AM	Bi-weekly: Shauna & Alex
9:30 AM - 10:30 AM	MINISTER: Roundtable
10:30 AM - 11:30 AM	Executive Feedback Survey Orientation Session
11:30 AM - 12:30 PM	Prep for Excom - Shauna, Holly, Tim
12:30 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Pre-Event Call: UniverCITZy (Opening/Closing)
1:30 PM - 2:30 PM	Bi-weekly: Shauna & CJ --
1:30 PM - 2:30 PM	Question Period
2:30 PM - 4:30 PM	CITZ Executive Committee

October 31, 2023

9:00 AM - 10:00 AM	Bi-weekly: Shauna & Sheila
10:00 AM - 11:00 AM	Bi-weekly: Shauna and Holly
10:00 AM - 11:00 AM	Question Period
11:00 AM - 11:30 AM	11:00 AM Biweekly ^{Cabine} DM WG
11:30 AM - 12:00 PM	Bi-weekly: Shauna & Desmond --
12:15 PM - 1:30 PM	12:15 - Lunch: Shauna & Michael Shoop
2:00 PM - 3:00 PM	eApprovals
3:00 PM - 3:30 PM	Shauna & Jeannette Touchbase
3:30 PM - 4:00 PM	Bi-weekly: Shauna & Susan
3:30 PM - 3:45 PM	Susan's Bi-lat with Shauna
4:00 PM - 5:00 PM	MINISTER: Telus Quarterly Meeting