

**November 1, 2023**

**8:00 AM - 8:30 AM**

**The Daily -- Conference Call**

**8:30 AM - 10:00 AM**

**OFFICE TIME**

**10:00 AM - 11:00 AM**

**PECSF EVENT: Pet-a-Palooza! -- MS Teams**

**10:35 AM - 11:15 AM**

**Housing Project Board - MS Teams**

## November 1, 2023 Continued

11:00 AM - 11:50 AM

Leadership Culture Advisory Committee (LCAC) -- Microsoft Teams Meeting

## November 1, 2023 Continued

|                    |                                               |
|--------------------|-----------------------------------------------|
| 12:00 PM - 1:00 PM | Lunch                                         |
| 1:00 PM - 1:30 PM  | APPROVALS                                     |
| 1:30 PM - 2:30 PM  | Question Period (QP) --                       |
| 1:30 PM - 2:30 PM  | Travel                                        |
| 2:30 PM - 3:05 PM  | 2:30 HJ Flight                                |
| 3:30 PM - 4:30 PM  | Accommodation                                 |
| 4:30 PM - 5:00 PM  | Travel                                        |
| 5:00 PM - 8:00 PM  | FNLG Reception -- <sup>Security Concern</sup> |

## November 2, 2023

|                   |                                              |
|-------------------|----------------------------------------------|
| 8:00 AM - 5:00 PM | FNLG Meetings -- <sup>Security Concern</sup> |
| 5:00 PM - 6:00 PM | Accommodation                                |

## November 3, 2023

|                   |                                              |
|-------------------|----------------------------------------------|
| 8:00 AM - 5:00 PM | FNLG Meetings -- <sup>Security Concern</sup> |
|-------------------|----------------------------------------------|

## November 3, 2023 Continued

|                   |         |
|-------------------|---------|
| 5:00 PM - 6:00 PM | Travel  |
| 6:00 PM - 6:35 PM | 6:00 HJ |

## November 6, 2023

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| 8:00 AM - 8:30 AM   | The Daily -- Conference Call                        |
| 8:30 AM - 9:00 AM   | OFFICE TIME                                         |
| 9:00 AM - 9:30 AM   | DM BRIEFING -- MS Teams                             |
| 9:30 AM - 11:30 AM  | APPROVALS/OFFICE TIME                               |
| 11:30 AM - 12:00 PM | DM BRIEFING -- MS Teams                             |
| 12:00 PM - 1:00 PM  | Lunch                                               |
| 1:00 PM - 2:00 PM   | Prep for DMCSI                                      |
| 1:30 PM - 2:30 PM   | Question Period (QP) --                             |
| 2:30 PM - 3:00 PM   | Travel                                              |
| 3:00 PM - 5:00 PM   | CCSI                                                |
| 5:15 PM - 5:35 PM   | 5:15 MAK PRE-BRIEF   Prior to NCLGA Mtg -- MS Teams |

## November 7, 2023

|                   |                              |
|-------------------|------------------------------|
| 8:00 AM - 8:30 AM | The Daily -- Conference Call |
|-------------------|------------------------------|

## November 7, 2023 Continued

|                     |                                                                                  |
|---------------------|----------------------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | MDM -- MS Teams                                                                  |
| 9:00 AM - 9:30 AM   | OFFICE TIME                                                                      |
| 9:30 AM - 10:00 AM  | PECSF EVENT: Fitness Break! -- MS Teams                                          |
| 10:00 AM - 11:00 AM | Question Period (QP) --                                                          |
| 11:00 AM - 11:45 AM | MAK BRIEFING                                                                     |
| 12:00 PM - 1:00 PM  | Lunch                                                                            |
| 1:00 PM - 2:00 PM   | Touch Base   Okenge and Deb                                                      |
| 2:00 PM - 2:30 PM   | MAK MEETING   w/NCLGA -- MS Teams                                                |
| 2:30 PM - 2:45 PM   | 2:30 MAK PRE-BRIEF   Prior to Mtg w/new UBCM President Trish Mandewo -- MS Teams |
| 3:00 PM - 4:00 PM   | Executive Performance Review   Okenge and Tara -- Tara to call Okenge            |
| 4:00 PM - 5:00 PM   | OFFICE TIME                                                                      |

## November 8, 2023

|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| 8:00 AM - 8:30 AM | The Daily -- Conference Call                                         |
| 8:30 AM - 9:30 AM | Executive Performance Review   Okenge and Rachel -- Security Concern |
| 9:30 AM - 9:50 AM | Check-In Meeting   Okenge and Raul -- MS Teams                       |

## November 8, 2023 Continued

|                     |                                             |
|---------------------|---------------------------------------------|
| 10:00 AM - 12:00 PM | APPROVALS/READING                           |
| 12:00 PM - 1:00 PM  | Lunch                                       |
| 1:00 PM - 1:30 PM   | Travel                                      |
| 1:30 PM - 3:00 PM   | Modernizing Government Services – Session 1 |

1:30 PM - 2:30 PM      Question Period (QP) --

3:00 PM - 3:30 PM      Travel

## November 8, 2023 Continued

3:30 PM - 5:00 PM

APPROVALS/OFFICE TIME

## November 9, 2023

8:00 AM - 8:30 AM

The Daily -- Conference Call

8:30 AM - 9:00 AM

8:30 MAK BRIEFING | Forum of Ministers Responsible for Immigration (FMRI) -- MS Teams

9:00 AM - 10:00 AM

APPROVALS

10:00 AM - 11:00 AM

PECSF 50/50 Draw | Okenge, Mari, Amy, Ernesto

11:00 AM - 12:00 PM

OFFICE TIME

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:00 PM

READING

2:00 PM - 3:30 PM

DMCSI -- MST

**November 9, 2023 Continued**

3:30 PM - 4:30 PM                      APPROVALS

**November 10, 2023**

8:30 AM - 9:30 AM                      DM BI-WEEKLY | Okenge and Kim -- Okenge's Office | Kim to call Okenge

9:30 AM - 10:00 AM                      PDP Conversation | Okenge and Shirley

10:00 AM - 11:00 AM                      Prep for DMCE

11:15 AM - 12:00 PM                      11:15 MUNI RoundTable -- Security Concern                      | Conference Call

## November 10, 2023 Continued

|                    |                                                |
|--------------------|------------------------------------------------|
| 12:00 PM - 1:00 PM | Lunch                                          |
| 1:00 PM - 3:00 PM  | OFFICE TIME/APPROVALS                          |
| 3:15 PM - 4:15 PM  | 3:15 WEEKLY UPDATE   Okenge, Shirley, Kelly -- |

## November 13, 2023

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

## November 14, 2023

|                    |                              |
|--------------------|------------------------------|
| 8:00 AM - 8:30 AM  | The Daily -- Conference Call |
| 8:30 AM - 9:30 AM  | OFFICE TIME                  |
| 9:30 AM - 10:30 AM | 9:30 DMCE -- Teams           |

**10:30 AM - 11:00 AM**                      **DM BI-WEEKLY | Okenge and Rachel --**

**11:00 AM - 11:30 AM**                      **Update -- Teams**

## November 14, 2023 Continued

|                     |                                                                |
|---------------------|----------------------------------------------------------------|
| 11:30 AM - 12:00 PM | MDM -- MS Teams                                                |
| 12:00 PM - 1:00 PM  | Lunch                                                          |
| 1:00 PM - 2:00 PM   | MAK   Minister's Council Meeting -- MS Teams                   |
| 2:00 PM - 3:30 PM   | MUNI Executive Committee -- Security Concern   Conference Call |
| 3:30 PM - 4:00 PM   | APPROVALS                                                      |
| 4:15 PM - 4:45 PM   | 4:15 Joint HOUS/MUNI Bi-Weekly Meeting -- MS Teams             |
| 5:00 PM - 5:30 PM   | APPROVALS                                                      |

## November 15, 2023

|                     |                                       |
|---------------------|---------------------------------------|
| 9:00 AM - 10:00 AM  | Travel to airport - arrive by 10am PT |
| 12:00 PM - 12:30 PM | 12:00 PT, AC Flight                   |
| 1:25 PM - 5:57 PM   | 1:25 PT AC Flight                     |
| 6:00 PM - 7:00 PM   | Accommodation                         |

## November 16, 2023

|                   |        |
|-------------------|--------|
| 3:00 PM - 3:30 PM | Travel |
|-------------------|--------|

## November 16, 2023 Continued

|                   |                                 |
|-------------------|---------------------------------|
| 3:30 PM - 4:30 PM | 6:30 ET Delegate Reception      |
| 4:30 PM - 6:00 PM | 7:30 ET Senior Officials Dinner |
| 6:00 PM - 7:00 PM | Accommodation                   |

## November 17, 2023

|                   |                                          |
|-------------------|------------------------------------------|
| 4:30 AM - 5:30 AM | 7:30 ET Registration & Breakfast Service |
| 5:30 AM - 1:00 PM | 8:30 ET FPT FMRI Conference              |
| 6:00 PM - 7:00 PM | Accommodation                            |

## November 18, 2023

|                   |                                      |
|-------------------|--------------------------------------|
| 5:00 AM - 6:00 AM | Travel to airport - arrive by 9am ET |
| 7:55 AM - 1:16 PM | 10:55 ET, Porter Airlines            |

## November 20, 2023

|                    |                               |
|--------------------|-------------------------------|
| 8:00 AM - 8:30 AM  | The Daily -- Conference Call  |
| 8:30 AM - 8:45 AM  | 8:30 MAK BRIEFING -- MS Teams |
| 9:00 AM - 10:00 AM | DM FPT Meeting -- MS teams    |





## November 20, 2023 Continued

|                     |                                   |
|---------------------|-----------------------------------|
| 10:00 AM - 10:30 AM | Travel - please arrive by 10:15am |
| 10:30 AM - 12:00 PM | Interview Panel                   |
| 12:00 PM - 12:30 PM | Travel                            |
| 12:30 PM - 1:30 PM  | Lunch                             |
| 1:30 PM - 2:30 PM   | Question Period (QP) --           |
| 2:00 PM - 2:30 PM   | Update -- TEAMS                   |

|                   |                             |
|-------------------|-----------------------------|
| 2:30 PM - 2:50 PM | MAK BRIEFING -- MS Teams    |
| 3:00 PM - 4:00 PM | APPROVALS                   |
| 4:00 PM - 4:30 PM | MAK/MMR MEETING -- MS Teams |

## November 20, 2023 Continued

4:30 PM - 5:00 PM

Prep for DMCE

5:00 PM - 5:30 PM

Update | Okenge and Tara

## November 21, 2023

8:00 AM - 8:30 AM

The Daily -- Conference Call

9:00 AM - 12:30 PM

Security Day

9:00 AM - 10:00 AM

Prep for DMCSI

10:00 AM - 11:00 AM

Question Period --

12:30 PM - 1:30 PM

Lunch

1:30 PM - 2:00 PM

MDM -- MS Teams

2:00 PM - 3:00 PM

MAK | Minister's Council Meeting -- MS Teams

3:15 PM - 3:45 PM

3:15 DMCE -- Teams

**4:30 PM - 5:00 PM**

**Travel**

**5:00 PM - 10:00 PM**

**Premier's Awards Ceremony**

## November 22, 2023

8:00 AM - 8:30 AM      The Daily -- Conference Call

8:30 AM - 9:00 AM      OFFICE TIME

9:00 AM - 12:30 PM      Security Day

12:30 PM - 1:30 PM      Lunch

1:30 PM - 2:30 PM      Question Period (QP) --

2:30 PM - 4:30 PM      OFFICE TIME

4:30 PM - 5:00 PM      DM Debrief

## November 23, 2023

8:00 AM - 8:30 AM      The Daily -- Conference Call

8:30 AM - 9:00 AM      OFFICE TIME

9:00 AM - 9:35 AM      Housing Project Board -- MS Teams only

**9:35 AM - 10:05 AM                      Housing Project Board -- MS Teams only**

|                     |                                   |
|---------------------|-----------------------------------|
| 10:00 AM - 11:00 AM | Question Period --                |
| 11:00 AM - 12:00 PM | READING                           |
| 12:00 PM - 1:00 PM  | Lunch                             |
| 1:00 PM - 2:00 PM   | DM BI-WEEKLY   Okenge and Tara -- |
| 2:00 PM - 3:30 PM   | DMCSI -- MST                      |

## November 23, 2023 Continued

|                   |                                                        |
|-------------------|--------------------------------------------------------|
| 3:30 PM - 4:00 PM | HR Item   Okenge and Rhonda -- MS Teams                |
| 4:00 PM - 4:30 PM | Pre-Meeting   Prior to November 24 DMCP SR -- MS Teams |
| 4:30 PM - 5:30 PM | Prep for DMCP SR                                       |

## November 24, 2023

All Day

|                    |                                                       |
|--------------------|-------------------------------------------------------|
| 8:30 AM - 9:00 AM  | Travel                                                |
| 9:00 AM - 12:00 PM | 9:00 Ethics Advisors Fall Training --Security Concern |

## November 24, 2023 Continued

|                     |                                        |
|---------------------|----------------------------------------|
| 12:00 PM - 12:30 PM | Travel                                 |
| 12:30 PM - 1:30 PM  | Lunch                                  |
| 1:30 PM - 2:30 PM   | OFFICE TIME                            |
| 2:30 PM - 3:30 PM   | MUNI RoundTable                        |
| 3:30 PM - 4:30 PM   | WEEKLY UPDATE   Okenge, Shirley, Kelly |
| 4:30 PM - 5:00 PM   | APPROVALS                              |

## November 27, 2023

|                     |                                                     |
|---------------------|-----------------------------------------------------|
| 8:00 AM - 8:30 AM   | The Daily -- Conference Call                        |
| 8:30 AM - 9:00 AM   | OFFICE TIME                                         |
| 9:00 AM - 9:30 AM   | Communications Meeting -- MS Teams                  |
| 9:30 AM - 10:30 AM  | APPROVALS                                           |
| 10:30 AM - 11:00 AM | DM BRIEFING -- MS Teams                             |
| 11:00 AM - 11:30 AM | READING                                             |
| 11:30 AM - 11:45 AM | 11:30 Touch Base   Okenge and Elisabeth -- MS Teams |
| 12:00 PM - 1:00 PM  | Lunch                                               |

## November 27, 2023 Continued

|                   |                             |
|-------------------|-----------------------------|
| 1:00 PM - 1:30 PM | OFFICE TIME                 |
| 1:30 PM - 2:30 PM | Question Period (QP) --     |
| 2:00 PM - 3:30 PM | MUNI Executive Committee -- |
| 3:00 PM - 5:00 PM | Job shadow                  |

## November 28, 2023

|                     |                                                   |
|---------------------|---------------------------------------------------|
| 8:00 AM - 8:30 AM   | The Daily -- Conference Call                      |
| 8:30 AM - 10:00 AM  | APPROVALS                                         |
| 10:00 AM - 11:00 AM | Question Period --                                |
| 11:00 AM - 12:00 PM | OFFICE TIME                                       |
| 12:00 PM - 1:00 PM  | Lunch                                             |
| 1:00 PM - 1:30 PM   | READING                                           |
| 1:30 PM - 2:00 PM   | MDM -- MS Teams                                   |
| 2:00 PM - 2:30 PM   | OFFICE TIME                                       |
| 2:45 PM - 3:45 PM   | 2:45 DM BI-WEEKLY   Okenge and Rachel -- MS Teams |
| 4:00 PM - 5:00 PM   | MAK   Minister's Council Meeting -- MS Teams      |

**November 29, 2023**

**8:00 AM - 9:00 AM**                      **Bi-Monthly JOINT Executive Meeting: EMCR, MUNI and HOUSING -- Microsoft Teams Meeting**

**9:00 AM - 10:00 AM**                      **APPROVALS**

**10:00 AM - 11:00 AM**                      **DM BI-WEEKLY | Okenge and Kim --**

**11:00 AM - 12:00 PM**                      **APPROVALS**

## November 29, 2023 Continued

12:00 PM - 1:00 PM

Lunch

1:00 PM - 2:00 PM

MEETING: MUNI/IRR -- Microsoft Teams Meeting

1:30 PM - 2:30 PM

Question Period (QP) --

1:30 PM - 2:00 PM

Update -- Teams

## November 29, 2023 Continued

|                   |              |
|-------------------|--------------|
| 2:30 PM - 3:00 PM | APPROVALS    |
| 3:00 PM - 3:30 PM | READING      |
| 3:30 PM - 4:30 PM | Prep for DMC |
| 4:30 PM - 5:00 PM | OFFICE TIME  |

## November 30, 2023

|                     |                                        |
|---------------------|----------------------------------------|
| 8:00 AM - 8:30 AM   | The Daily -- Conference Call           |
| 8:30 AM - 10:00 AM  | OFFICE TIME/APPROVALS                  |
| 10:00 AM - 11:00 AM | Question Period --                     |
| 11:00 AM - 12:00 PM | MUNI All Staff Meeting -- MS Teams     |
| 12:00 PM - 1:00 PM  | Premier's Office Year-End Appreciation |
| 1:00 PM - 2:00 PM   | Lunch                                  |
| 2:00 PM - 4:30 PM   | OFFICE TIME                            |