

**December 1, 2023**

9:30 AM - 12:00 PM

**DMC** Security Concern **Teams**

---

---

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Government Financial Information; Security Concern

12:30 PM - 1:00 PM

**TACS - Exec Check-In --**

**December 4, 2023**

9:30 AM - 10:30 AM

**Quarterly Meeting w/ Tracy Drake (A/CEO, RBCM) --**

11:00 AM - 12:00 PM

**Compass article | Neilane Mayhew and Evan Sinclair**

## December 4, 2023 Continued

1:00 PM - 1:30 PM	MLP Pre-brief Roundtables (Dec 5th)
1:40 PM - 2:10 PM	MLP Briefing STR Regulations
2:15 PM - 2:45 PM	MLP Meeting: Pre-brief MST and City of Vancouver mtg
2:45 PM - 3:00 PM	Phone Call   Neilane Mayhew and Jessica Prince
3:30 PM - 4:00 PM	1:1 Neilane and Chelsea
4:00 PM - 4:30 PM	Weekly HR Call --

## December 5, 2023

9:00 AM - 10:00 AM	Kim Horn/ Neilane 1:1 (Bi-weekly) --
10:00 AM - 11:30 AM	DMCNR Series -- Microsoft Teams Meeting Meeting series reissued due to technical issue. Thank you.

---

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Government Financial Information; Security Concern

## December 5, 2023 Continued

Government Financial Information; Security Concern

10:00 AM - 11:00 AM	MLP Publishing Roundtable
11:15 AM - 12:15 PM	MLP Music Roundtable
1:30 PM - 2:30 PM	MLP Film Roundtable
2:45 PM - 3:45 PM	MLP Creative Industries Roundtable
4:00 PM - 5:00 PM	Neilane & Joel   Monthly Meeting --

## December 6, 2023

2:00 PM - 3:00 PM	MLP Meeting with MST and City of Vancouver
-------------------	--

## December 7, 2023

8:30 AM - 9:00 AM	Monthly Meeting - Amanda Farrell / Neilane Mayhew --
10:00 AM - 10:30 AM	Pre-Brief: Kim H., Claire and Neilane
10:30 AM - 11:00 AM	De-brief Roundtables
11:15 AM - 11:45 AM	Weekly   Corinna Filion and Neilane Mayhew --

## December 7, 2023 Continued

12:30 PM - 1:00 PM	Pre-Brief RBCM Meeting
1:30 PM - 2:00 PM	Neilane/Melissa   Weekly Touchbase --
2:30 PM - 3:30 PM	MLP Briefing TACS staff and DBC (DBC Travel App)
4:00 PM - 5:00 PM	MLP Check in with TACS Executive

## December 8, 2023

9:00 AM - 9:30 AM	Check in: Andrea / Neilane
9:30 AM - 10:30 AM	Meeting with TACS and RBCM
11:00 AM - 11:45 AM	Neilane/Michelle   Quarterly Meeting
11:45 AM - 2:00 PM	Declaration Act Secretariat
3:00 PM - 3:30 PM	Emergency Accommodations Booking Portal Briefing Note November 2023 -- Microsoft Teams Meeting

This sender might be impersonating a domain that's associated with your organization. [Learn why this could be a risk](#)

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Good Morning Nick, Neilane and Deputy Minister Tara Richards;

Please find my attached briefing note regarding the booking portal solution for Emergency Preparedness and Climate Readiness.

**December 8, 2023 Continued**

I would appreciate the opportunity to have a meeting to discuss this solution with you at your convenience.

I have included Kyla on this email so she can assist with a time that works for your schedules. Thank you very much.

Best Regards;  
Ingrid

---

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Government Financial Information; Security Concern

---

**December 10, 2023**

9:30 AM - 10:30 AM

MLP Call with Minister of Sport and Physical Activity (Minister Qualtrough)

**December 11, 2023**

9:00 AM - 9:45 AM

Safe Sport -- Microsoft Teams Meeting

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

---

## Réunion Microsoft Teams

**Participez à partir de votre ordinateur, de l'application mobile ou d'un appareil de la salle**

Government Financial Information; Security Concern

---

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Government Financial Information; Security Concern

## December 11, 2023 Continued

10:00 AM - 12:00 PM

MLP Meeting/Tour with BC Aviation Museum and MLA Adam Olsen

2:00 PM - 3:15 PM

CC Tour -- CC

**[EXTERNAL]** This email came from an external source. Only open attachments or links that you are expecting from a known sender.

4:00 PM - 4:15 PM

Touch Base - BC Aviation Museum

5:00 PM - 7:00 PM

Executive Holiday Get Together

## December 12, 2023

8:15 AM - 8:45 AM

8:15am: Pre-Brief: PEB (Claire, DM, Sarah, Angela)

9:00 AM - 10:00 AM

Kim Horn/ Neilane 1:1 (Bi-weekly) --

10:30 AM - 11:30 AM

PEB Subcommittee Briefing - VZ Storage -- Microsoft Teams Meeting

**Purpose:** briefing of the PEB Subcommittee on requested cabinet changes to accommodate whale specimens in the VZ dry collection

---

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

Government Financial Information; Security Concern

December 12, 2023 Continued

Government Financial Information; Security Concern

2:00 PM - 2:45 PM                      Kim L. /Neilane 1:1 (Bi-weekly) --

3:00 PM - 3:45 PM                      Coffee | Neilane and Chris

4:00 PM - 5:00 PM                      Claire/DM 1:1 (Bi-weekly) --

December 13, 2023

9:00 AM - 9:45 AM                      TACS All Staff

10:00 AM - 12:00 PM                      TACS Holiday Open House

12:30 PM - 12:45 PM                      Call Mary Sue

1:00 PM - 2:00 PM                      DMC-DREM -- Teams

Microsoft Teams meeting  
Join on your computer, mobile app or room device

Government Financial Information; Security Concern



December 13, 2023 Continued

Government Financial Information; Security Concern

3:00 PM - 4:00 PM                      TACS Exec Comm (Bi-Weekly) --

December 14, 2023

9:00 AM - 9:30 AM                      Nick/DM 1:1 (Bi-weekly) --

9:30 AM - 10:00 AM                      Neilane/Melissa | Weekly Touchbase --

10:30 AM - 10:45 AM                      Touch Base | Neilane and Kim L.

11:00 AM - 12:00 PM                      TACS Expanded Executive Committee Monthly Meeting --

4:00 PM - 4:45 PM                      MLP Meeting SACM Check In

December 15, 2023

8:45 AM - 9:00 AM

DM Call | Neilane and Rick

9:00 AM - 9:30 AM

Call Bob Lenarduzzi

9:30 AM - 11:30 AM

DMC Security Concern Teams

Microsoft Teams meeting

Join on your computer, mobile app or room device

Government Financial Information; Security Concern

11:30 AM - 12:00 PM

MLP Check In

1:00 PM - 1:30 PM

Weekly | Corinna Filion and Neilane Mayhew --

## December 15, 2023 Continued

2:45 PM - 3:00 PM Touch Base | Neilane and Jessica

3:30 PM - 4:00 PM Phone Call | Neilane and Ken

## December 18, 2023

9:30 AM - 10:00 AM MLP Meeting with Strategic Communications/GCPE (re affordability of sports research)

10:00 AM - 12:00 PM Minister's Council with Executive (MCE)

2:30 PM - 5:00 PM MLP Tourism Priorities Meeting

## December 19, 2023

2:00 PM - 2:30 PM MLP Meeting: RBCM Survey and Engagement Plans

2:45 PM - 3:15 PM MLP Meeting with Mark deFrias

3:30 PM - 4:00 PM MLP Meeting with MLA Routley and Cowichan Public Art Gallery Group

## December 23, 2023

12:00 AM - 12:00 AM PDE Away December 23rd to January 8th

## December 24, 2023

All Day PDE Away December 23rd to January 8th  
Please See Above

## December 25, 2023

All Day PDE Away December 23rd to January 8th  
Please See Above

## December 26, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

## December 27, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

12:00 AM - 12:00 AM	Nick Grant Vacation - A/ADM TBD
---------------------	---------------------------------

## December 28, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

All Day	Nick Grant Vacation - A/ADM TBD Please See Above
---------	---

## December 29, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

All Day	Nick Grant Vacation - A/ADM TBD Please See Above
---------	---

1:00 PM - 1:30 PM	Phone Call   Neilane and Kim H.
-------------------	---------------------------------

## December 30, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

All Day	Nick Grant Vacation - A/ADM TBD Please See Above
---------	---

12:00 AM - 12:00 AM	Kim Horn Vacation - Sandy A/ADM
---------------------	---------------------------------

## December 31, 2023

All Day	PDE Away December 23rd to January 8th Please See Above
---------	---

All Day	Nick Grant Vacation - A/ADM TBD Please See Above
---------	---

## December 31, 2023 Continued

All Day

Kim Horn Vacation - Sandy A/ADM

Please See Above