

December 1, 2023

9:00 AM - 9:30 AM

OFFICE TIME

9:30 AM - 12:00 PM

DMC Security Concern Teams

12:00 PM - 1:00 PM

Lunch

1:00 PM - 3:00 PM

APPROVALS

3:00 PM - 4:00 PM

WEEKLY UPDATE | Okenge, Shirley, Kelly Security Concern | Conference Call

December 1, 2023 Continued

4:00 PM - 4:30 PM

Lytton Update -- Teams

December 4, 2023

8:00 AM - 8:30 AM

The Daily -- Conference Call

8:30 AM - 9:00 AM

MOTI/MUNI Meeting - UBCM -- MS Teams Meeting

December 4, 2023 Continued

9:00 AM - 11:00 AM	OFFICE TIME
11:00 AM - 11:30 AM	Travel
11:30 AM - 12:30 PM	RT Lunch
12:30 PM - 1:00 PM	Travel
1:00 PM - 2:00 PM	APPROVALS
2:00 PM - 3:00 PM	Village of Lytton - Community Recovery Update for PS Russell -- Microsoft Teams Meeting

3:00 PM - 3:45 PM

DM MEETING | UBCx: MOTI & MUNI -- MS TEAMS

December 4, 2023 Continued

4:00 PM - 5:00 PM OFFICE TIME/READING

December 5, 2023

9:00 AM - 10:00 AM OFFICE TIME

10:00 AM - 10:30 AM MDM -- MS Teams

10:30 AM - 11:00 AM APPROVALS

11:00 AM - 12:00 PM OFFICE TIME

12:00 PM - 1:00 PM Lunch

December 5, 2023 Continued

1:00 PM - 2:00 PM	APPROVALS/READING
2:00 PM - 4:00 PM	OFFICE TIME
4:00 PM - 5:00 PM	DM BI-WEEKLY Okenge and Tara --Security Concern Tara to call Okenge

December 6, 2023

9:00 AM - 9:30 AM	Réunion d'introduction Okenge et Mélanie -- MS Teams
9:30 AM - 10:30 AM	OFFICE TIME
10:30 AM - 11:00 AM	Connect RE: Lytton Continued -- MS Teams

11:00 AM - 12:00 PM	APPROVALS
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December 6, 2023 Continued

12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	READING
1:30 PM - 2:00 PM	MAK BRIEFING w/HOUS -- MS Teams
2:00 PM - 5:00 PM	APPROVALS/READING

December 7, 2023

9:00 AM - 9:30 AM	DM/ADM BRIEFING -- MS Teams
9:30 AM - 11:00 AM	OFFICE TIME
11:00 AM - 12:00 PM	Expanded Executive Committee -- MS Teams
12:00 PM - 12:30 PM	Travel
12:30 PM - 1:30 PM	12:30 Seasonal Celebration
1:30 PM - 2:00 PM	Travel
2:00 PM - 4:00 PM	PP -- MS Teams Link
4:00 PM - 4:30 PM	APPROVALS

December 8, 2023

9:00 AM - 9:30 AM	MUNI RoundTable -- Boardroom Conference Call
9:30 AM - 10:30 AM	OFFICE TIME

December 8, 2023 Continued

10:30 AM - 11:00 AM	WEEKLY UPDATE Okenge, Shirley, Kelly Security Concern Conference Call
11:00 AM - 2:00 PM	Declaration Act Secretariat Open House
1:30 PM - 2:30 PM	MAK Minister's Council Meeting -- MS Teams
2:30 PM - 3:00 PM	MAK BRIEFING w/MOTI -- MS Teams Meeting

3:00 PM - 4:30 PM	OFFICE TIME/READING
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December 11, 2023

8:00 AM - 8:30 AM

The Daily -- Conference Call

8:30 AM - 9:30 AM

Deputy Ministers' Management Committee (DMMC) Annual Meeting -- MS Teams

9:30 AM - 10:30 AM

DM BI-WEEKLY | Okenge and Kim -- MS Teams

10:00 AM - 11:45 AM

Information Session | w/HOUS

December 11, 2023 Continued

12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	APPROVALS
2:00 PM - 3:00 PM	MUNI Executive Committee Security Concern Conference Call
3:00 PM - 3:30 PM	Update -- MS Teams
3:30 PM - 4:30 PM	OFFICE TIME

December 12, 2023

9:00 AM - 10:00 AM	OFFICE TIME
10:00 AM - 11:30 AM	MUNI Executive Open House Security Concern MS Teams
11:30 AM - 12:00 PM	READING
12:00 PM - 1:00 PM	Lunch

December 12, 2023 Continued

1:00 PM - 2:00 PM	Prep for DMC DREM
2:00 PM - 3:00 PM	DM BI-WEEKLY Okenge and Rachel Security Concern Rachel to call Okenge
3:00 PM - 5:30 PM	OFFICE TIME/READING

December 13, 2023

9:00 AM - 9:30 AM	PREP TIME
9:30 AM - 11:00 AM	OFFICE TIME
11:00 AM - 11:30 AM	Check-In Meeting Okenge, Paul, Tara, Danielle -- MS Teams
11:30 AM - 12:00 PM	APPROVALS
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	DMC-DREM -- Teams

December 13, 2023 Continued

2:00 PM - 3:30 PM	READING/APPROVALS
3:30 PM - 4:00 PM	DM BRIEFING -- MS Teams
4:00 PM - 5:00 PM	OFFICE TIME

December 14, 2023

8:30 AM - 11:00 AM	OFFICE TIME
11:00 AM - 12:00 PM	ISSP Seasonal Event -- Microsoft Teams Meeting

11:55 AM - 12:50 PM

IOG Zoom Leadership Presentation -- Zoom Call



December 14, 2023 Continued

1:00 PM - 4:30 PM In-person AI Session for Corporate Executive

4:30 PM - 5:00 PM Travel

5:00 PM - 6:00 PM Prep for DMC

December 15, 2023

9:00 AM - 9:30 AM APPROVALS

9:30 AM - 11:30 AM DMC Security Concern Teams

December 15, 2023 Continued

11:30 AM - 12:00 PM	OFFICE TIME
12:00 PM - 12:30 PM	Travel
12:30 PM - 1:30 PM	12:30 Catch Up Okenge and Bernard
1:30 PM - 2:00 PM	Travel
2:00 PM - 3:00 PM	MUNI RoundTable -- Security Concern Conference Call
3:00 PM - 4:00 PM	WEEKLY UPDATE Okenge, Shirley, Kelly -- Security Concern Conference Call
4:00 PM - 5:00 PM	APPROVALS
6:00 PM - 6:30 PM	

December 18, 2023

8:00 AM - 8:30 AM	The Daily -- Conference Call
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December 18, 2023 Continued

8:30 AM - 9:00 AM	Call: Shannon and Okenge - Bi-Monthly Check In -- Shannon to call Okenge
9:00 AM - 12:00 PM	OFFICE TIME
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	DM BRIEFING Strategic Risk Register -- MS Teams
1:30 PM - 4:00 PM	APPROVALS/READING
4:00 PM - 4:30 PM	PB Huddle -- MS Teams

December 19, 2023

9:00 AM - 11:00 AM	OFFICE TIME/APPROVALS
11:15 AM - 11:30 AM	Update Okenge and Michelle -- Microsoft Teams Meeting

December 19, 2023 Continued

11:30 AM - 12:00 PM	READING
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	OFFICE TIME
1:30 PM - 2:00 PM	Check-In Meeting -- MS Teams
2:00 PM - 2:30 PM	APPROVALS
2:45 PM - 3:15 PM	Update Okenge and Michelle -- Microsoft Teams Meeting

December 19, 2023 Continued

3:30 PM - 4:30 PM

OFFICE TIME

December 20, 2023

9:00 AM - 12:00 PM

OFFICE TIME

12:00 PM - 1:00 PM

Lunch

1:00 PM - 3:00 PM

APPROVALS/READING

3:00 PM - 4:00 PM

PDP Conversation | Okenge and Kelly Security Concern

4:00 PM - 5:00 PM

OFFICE TIME

December 21, 2023

12:00 AM - 12:00 AM

Vacation - December 21 to January 05 inclusive

9:00 AM - 10:00 AM

OFFICE TIME

10:00 AM - 10:30 AM

DM Level FPT Meeting -- MS Teams

December 21, 2023 Continued

10:30 AM - 5:00 PM

5:00 PM - 5:30 PM Check-In Meeting | Okenge and Tara -- Tara to call Okenge

December 22, 2023

All Day Vacation - December 21 to January 05 inclusive
Please See Above

All Day Private Appointment

6:00 PM - 6:30 PM

December 23, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 24, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 25, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

8:00 AM - 5:00 PM

STAT

December 26, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

8:00 AM - 5:00 PM

STAT

December 27, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 28, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 29, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 30, 2023

All Day

Vacation - December 21 to January 05 inclusive
Please See Above

December 31, 2023

All Day

**Vacation - December 21 to January 05 inclusive
Please See Above**