

December 1, 2023

9:30 AM - 12:00 PM

DMC^{Security Concern} Teams

1:00 PM - 2:30 PM

Executive Steering Committee -- Teams

2:30 PM - 3:00 PM

CAS Prebrief MMF

3:00 PM - 3:30 PM

Darwin & Mary Sue -- Lobby

3:45 PM - 4:15 PM

Tribunal follow up -- Teams

December 4, 2023

8:30 AM - 11:30 AM	BTAP Quarterly Security Concern	Teams
11:30 AM - 12:00 PM	1:1 David Wong & Mary Sue Maloughney -- Teams	
1:00 PM - 1:30 PM	LDB/CAS Bi weekly -- Teams	

December 4, 2023 Continued

2:30 PM - 3:00 PM	1:1 Coffee Meeting Catherine Holt & Mary Sue Maloughney -- Lobby
3:30 PM - 3:45 PM	CALL - Shannon will call MSM
3:45 PM - 4:15 PM	OAG response -- Teams
4:45 PM - 5:00 PM	Andra - calendar check in /vacation

December 5, 2023

6:45 AM - 7:45 AM	CHECK-IN Helijet -- Vic to Van
9:00 AM - 12:00 PM	LDB EMC -- Security Concern
12:00 PM - 12:45 PM	LDB IM / IT Modernization Plan -- Security Concern
12:45 PM - 1:30 PM	Tracee, Erin McEwan & Mary Sue LDB Social Impact Launch -- Security Concern
3:35 PM - 4:35 PM	CHECK-IN Helijet -- Van to Vic
5:00 PM - 5:30 PM	Next steps -- Teams

December 5, 2023 Continued

December 6, 2023

11:00 AM - 11:45 AM	Tribunal Follow Up -- Teams	
11:45 AM - 1:00 PM	LUNCH Meeting Tracee, Pat and Laura -- Lobby	
1:15 PM - 2:45 PM	BCLC and Minister Conroy	Security Concern Teams
3:00 PM - 3:30 PM	Weekly Planning / Check-In with MSM	Security Concern Teams
3:30 PM - 4:00 PM	MEETING re: Finalize ED Interviews -- In Person & Teams	
4:00 PM - 7:00 PM	Save the date: CAS Holiday Party! --	Security Concern
	Security Concern	

December 6, 2023 Continued

December 7, 2023

9:00 AM - 9:30 AM	MKC MO Staff briefing HPOA -- In Person & Teams
9:30 AM - 11:00 AM	CAS Executive Leadership Team Meeting -- In Person & Teams
11:00 AM - 12:00 PM	Raeleen & Mary Sue -- In Person
1:00 PM - 1:30 PM	WEEKLY TOUCHBASE Vanessa & Mary Sue -- Mary Sue will call Vanessa on her cell
1:30 PM - 2:00 PM	Andra & Mary Sue Performance Conversation -- In Person
3:00 PM - 3:30 PM	MSM/Toby - Weekly Touchbase -- Teams
4:00 PM - 4:30 PM	Check In Mary Sue Maloughney & Kaye Krishna -- Teams

December 7, 2023 Continued

4:30 PM - 6:30 PM	Farewell to Grant -- Security Concern
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December 8, 2023

All Day	Private Appointment
8:00 AM - 8:15 AM	Private Appointment
9:15 AM - 9:45 AM	Simmi & Mary Sue -- Teams
10:30 AM - 11:00 AM	10:30 CAS/DSG Brief MMF Graduated Licensing Programs -- Conf Call

December 8, 2023 Continued

11:00 AM - 11:30 AM	BI-WEEKLY Pat Davis & Mary Sue Maloughney -- Teams
11:30 AM - 12:00 PM	Declaration Act Secretariat Open House -- Security Concern
1:00 PM - 2:00 PM	Tracee, Mary Sue, Nikki S. & Rene -- In Person & Teams
2:00 PM - 2:30 PM	PRE-BRIEF For CAS All Staff -- In Person & Teams
2:30 PM - 3:00 PM	org structure -- In Person

December 8, 2023 Continued

3:00 PM - 3:15 PM

Prebrief with CAS
Cabinet Confidences

Conf Call

3:15 PM - 3:45 PM

Meeting w/MLA Olsen
Cabinet Confidences

Conf Call

3:45 PM - 4:45 PM

Capital Briefing -- Teams

December 8, 2023 Continued

December 11, 2023

8:30 AM - 9:00 AM	Private Appointment
9:00 AM - 9:30 AM	Vanessa & MSM -- Teams
9:30 AM - 10:00 AM	1:1 Bree & Mary Sue -- Teams
10:00 AM - 10:30 AM	MEETING Doug Foster, Tracee Schmidt & Mary Sue Maloughney -- Teams
12:00 PM - 12:30 PM	Denise & Mary Sue -- Teams
2:00 PM - 3:30 PM	CAS Executive Leadership Team Meeting -- In Person & Teams
2:30 PM - 2:45 PM	Meeting: Shannon S and Mary Sue -- Teams

December 11, 2023 Continued

3:30 PM - 4:15 PM

Blain/Mary Sue -- Teams

December 11, 2023 Continued

- 4:15 PM - 4:45 PM

Simmi & Mary Sue -- Teams
- 5:30 PM - 7:00 PM

Cheryl & Mary Sue --

Security Concern

December 12, 2023

- All Day

1 Night - HOTEL

Security Concern
- All Day

Private Appointment
- 8:00 AM - 9:15 AM

Planning -- In Person
- 10:10 AM - 10:30 AM

Fisnik & Mary Sue | re: Feedback -- Teams
- 11:00 AM - 12:00 PM

MONTHLY CAS All Staff Meeting -- MS Teams

Security Concern
- 12:00 PM - 2:00 PM

The Secretariat's Holiday Potluck Party!

Security Concern

December 12, 2023 Continued

1:30 PM - 2:00 PM

Meeting: Mary Sue Maloughney, Deb Godfrey -- Teams

2:40 PM - 4:40 PM

CHECK IN | Pacific Coastal -- Victoria to Kamloops

December 13, 2023

8:00 AM - 3:30 PM

BCLC & CAS Exec Mtg -- Security Concern

December 13, 2023 Continued

4:05 PM - 6:05 PM

CHECK IN | Pacific Coastal Airlines -- Kamloops to Victoria

December 14, 2023

9:15 AM - 9:30 AM

PREBRIEF FOR MSM | Prior to 10am MMF Briefing re ICBC Claim -- Teams

9:30 AM - 10:00 AM

Draft criteria for review - CAS response -- teams

10:00 AM - 10:30 AM	ICBC Brief MMF ICBC Claim	Personal Information	Conf Call
10:30 AM - 11:00 AM	WEEKLY TOUCHBASE Vanessa & Mary Sue -- In Person & Teams		
11:00 AM - 11:30 AM	Debrief the Dec. 6 MKC & BCLC Meeting Tracee, MSM, Sam & Jillian -- In Person & Teams		

December 14, 2023 Continued

11:30 AM - 1:00 PM Vanessa, Tracee, Bree, Toby & MSM -- In Person & Teams

1:00 PM - 4:30 PM In-person AI session for Corporate Executive -- Security Concern
Security Concern

5:00 PM - 6:00 PM Mary Sue/Tara

December 15, 2023

8:45 AM - 9:15 AM Tribunal discussion -- Teams

9:30 AM - 11:30 AM

DMC

Security Concern

Teams

December 15, 2023 Continued

12:30 PM - 1:00 PM

PREBRIEF MSM for CAS Updates with Doug @ 3pm -- Teams

1:00 PM - 1:30 PM

CRT Comms Planning -- Teams

December 15, 2023 Continued

1:30 PM - 2:00 PM	Donna, Andrea & Mary Sue -- Teams
2:00 PM - 2:30 PM	Interview Follow Up Vanessa Geary, Mary Sue Maloughney & RE -- Teams
3:00 PM - 3:30 PM	MEETING Doug & Mary Sue CAS Items Updates -- In Person & Teams

December 15, 2023 Continued

3:30 PM - 4:00 PM Raeleen & Mary Sue -- In Person

December 19, 2023

3:00 PM - 3:30 PM CRT Final Comms -- Teams

December 19, 2023 Continued

December 22, 2023

All Day	Private Appointment
8:00 AM - 8:15 AM	Private Appointment

December 23, 2023

7:00 AM - 8:00 AM	Private Appointment
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December 25, 2023

All Day	Christmas Day
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December 26, 2023

All Day	Boxing Day
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