

December 1, 2023

All Day	Jim away (Karl Anthony A/Adm Nov 24-Dec 4)
8:30 AM - 8:45 AM	Interview Panel Pre-Brief -- MS Teams
9:30 AM - 12:00 PM	DMC ^{Security Concern} /Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 2:15 PM	Interview #1 -- ^{Security Concern}
2:30 PM - 3:00 PM	Office Time
3:00 PM - 4:15 PM	Interview #2 -- ^{Security Concern}
4:30 PM - 5:00 PM	Deloitte Voice of Client Relationship Interview -- Microsoft Teams Meeting

December 2, 2023

All Day	Jim away (Karl Anthony A/Adm Nov 24-Dec 4) Please See Above
2:00 PM - 7:00 PM	Private Appointment

December 3, 2023

12:00 AM - 12:00 AM	Jim away (Karl Anthony A/Adm Nov 24-Dec 4) Please See Above
6:00 PM - 9:00 PM	EFC Pre-Event Dinner hosted by MKC -- ^{Security Concern}

December 4, 2023

7:15 AM - 8:00 AM	EFC Breakfast Buffet -- ^{Security Concern}
8:15 AM - 11:15 AM	EFC Meeting -- ^{Security Concern}

December 4, 2023 Continued

9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams
10:00 AM - 12:00 PM	CCE
11:15 AM - 12:15 PM	EFC Lunch -- ^{Security Concern}
12:30 PM - 1:00 PM	Travel Time
1:00 PM - 1:30 PM	^{Advice/Recommendations; Cabinet Confidences; Security Concern} MS Teams
1:30 PM - 2:00 PM	Monthly Blair & Heather -- MS Teams
1:30 PM - 2:00 PM	Office Time - Do Not Book
2:00 PM - 3:30 PM	Office Time
3:30 PM - 4:00 PM	MKC B2024 -- ^{Security Concern}
4:10 PM - 4:55 PM	DM Pre-Brief Revenue Binder Briefing (3 of 3) -- MS Teams

December 5, 2023

12:00 AM - 12:00 AM	Tiffany Away Dec 5-7th (Amanda A/ADM)
9:00 AM - 11:00 AM	MKC TB Pre-Brief (Dec 12) -- MS Teams ^{Security Concern}
9:30 AM - 10:00 AM	Monthly Tiffany & Heather -- ^{Security Concern}
10:00 AM - 12:00 PM	Inclusion Literacy for Executives - ITEM-2297-1 -- Zoom Meeting

December 5, 2023 Continued

10:30 AM - 11:00 AM	Monthly Nicole & Heather -- MS Teams	
11:00 AM - 12:00 PM	Sec TB Pre-Brief (for Dec 19) -- MS Teams , <small>Security Concern</small>	
12:15 PM - 12:45 PM	Meeting: Shannon and Heather - Weekly Check-in -- Teams	
1:00 PM - 1:30 PM	BCFSA Quarterly Meeting With Minister Conroy -- MS Teams	
1:30 PM - 2:00 PM	<small>Advice/Recommendations; Cabinet Confidences</small> MS Teams	
2:00 PM - 3:30 PM	CARC Meeting -- <small>Security Concern</small>	MS Teams
3:30 PM - 4:00 PM	Office Time - Do Not Book	
4:00 PM - 4:15 PM	4:00 Call DM Wood & DM Baskerville -- Teams	

December 6, 2023

All Day	Tiffany Away Dec 5-7th (Amanda A/ADM) Please See Above	
All Day	<small>Personal Information</small>	
9:00 AM - 12:00 PM	Cabinet <small>Security Concern</small>	MS Teams
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 1:30 PM	Weekly Lisa, Jen & Heather -- MS Teams	
1:15 PM - 2:00 PM	PSP MACIW Quarterly Mtg -- <small>Security Concern</small>	/MS Teams
1:30 PM - 1:45 PM	Meeting w/ Heather Wood + Jill Earthy -- Please call Jill Earthy's cell <small>Personal Information</small>	

December 6, 2023 Continued

2:15 PM - 2:30 PM	Kaye, Heather & Doug F -- MS Teams
2:30 PM - 3:45 PM	Interview #3 -- ^{Security Concern}
4:15 PM - 4:45 PM	Heather/Alexandra - Monthly Mtg -- ^{Security Concern}

December 7, 2023

12:00 AM - 12:00 AM	Tiffany Away Dec 5-7th (Amanda A/ADM) Please See Above
All Day	Rachel ^{Personal Information}
8:30 AM - 9:00 AM	DM Touch Base (Blair, Renee, David, Tiffany) -- MS Teams
9:00 AM - 9:30 AM	Advice/Recommendations; Cabinet Confidences -- MS Teams
9:30 AM - 10:00 AM	Office Time - Do Not Book
9:45 AM - 10:00 AM	DM Stephen Brown / DM Heather Wood -- DM Brown to Call DM Wood on Cell
10:00 AM - 10:30 AM	MKC Updates on Progress -- MS Teams
10:30 AM - 11:00 AM	Monthly Jim & Heather -- ^{Security Concern}
11:00 AM - 12:30 PM	Holiday Lunch -- ^{Security Concern}
12:30 PM - 1:00 PM	Office Time
1:00 PM - 4:00 PM	InBC: Board Meeting December 2023 -- TBD; ^{Security Concern}
1:00 PM - 1:30 PM	TRAVEL

December 7, 2023 Continued

1:30 PM - 4:30 PM	FW: EFO Planning Session - ^{Security Concern}
2:00 PM - 3:45 PM	P&P ^{Security Concern} MS Teams
4:30 PM - 5:00 PM	Travel
4:45 PM - 5:15 PM	PSP & MKC GEO Events Briefing -- MS Teams
7:00 PM - 10:00 PM	Private Appointment

December 8, 2023

All Day	Alexandra Away
All Day	Jordan Away (Francis Camilleri A/ADM)
All Day	Michele Away (Holly Acting - Dec 8th)
9:30 AM - 10:00 AM	DM Mtg Hydro -- MS Teams
10:45 AM - 12:00 PM	Interview #4 -- ^{Security Concern}
11:30 AM - 12:00 PM	MKC FPT Pre-brief -- MS Teams
12:15 PM - 1:00 PM	Call: Shannon and Heather -- Shannon to call Heather's cell: ^{Personal Information}
1:00 PM - 1:30 PM	DM Mtg BCA 2024 Roll Briefing -- MS Teams
1:30 PM - 3:00 PM	Office Time
3:30 PM - 4:00 PM	Public Sector Bargaining -- MS Teams

December 8, 2023 Continued

4:00 PM - 4:30 PM

Bi-weekly: Heather, Tiffany, & John -- MS Teams

December 10, 2023

10:30 AM - 12:30 PM

Private Appointment

December 11, 2023

9:00 AM - 9:30 AM

Meeting: Shannon and Heather - Weekly Check-in -- Teams

9:30 AM - 10:30 AM

Agenda/PPS Weekly Meeting -- Teams

10:30 AM - 11:00 AM

Office Time - Do Not Book

11:15 AM - 12:15 PM

MKC TB Pre-Brief (Dec 19) -- MS Teams

12:30 PM - 1:00 PM

Do Not Book

1:00 PM - 2:00 PM

MKC | Revenue Binder Briefing (3 of 3) -- MS Teams

2:00 PM - 2:30 PM

Advice/Recommendations; Cabinet Confidences; Security Concern

MS Teams

2:30 PM - 3:30 PM

TB Minor -- MS Teams

3:00 PM - 4:00 PM

Advice/Recommendations; Government Financial Information; Intergovernmental Communications

MS Teams

4:00 PM - 5:00 PM

Advice/Recommendations; Cabinet Confidences; Security Concern

Teams

December 12, 2023

8:15 AM - 2:00 PM

Treasury Board -- Security Concern

December 12, 2023 Continued

10:30 AM - 11:00 AM	Bi-weekly check-in Michele & Heather -- <small>Security Concern</small>
12:00 PM - 12:30 PM	Deputy Ministers of Finance Call rencontre des sous-ministres des finances -- Microsoft Teams Meeting
2:00 PM - 3:00 PM	Do Not Book
2:30 PM - 5:30 PM	Government House Come and Go
3:00 PM - 3:30 PM	Monthly Renée & Heather -- <small>Security Concern</small>
6:00 PM - 9:00 PM	Private Appointment

December 13, 2023

12:00 AM - 12:00 AM	Michele Away (Carl covering)	
12:00 AM - 12:00 AM	Michele Away (Holly Acting Dec 13-15th)	
8:30 AM - 9:00 AM	Advice/Recommendations; Cabinet Confidences	MS Teams
9:00 AM - 10:15 AM	Cabinet <small>Security Concern</small>	Teams
9:55 AM - 10:15 AM	HOLD - <small>Cabinet Confidences; Security Concern</small>	
10:30 AM - 11:30 AM	Office Time - Do Not Book	
11:30 AM - 12:00 PM	Advice/Recommendations	-- MS Teams
12:00 PM - 12:30 PM	Do Not Book	

December 13, 2023 Continued

12:30 PM - 1:00 PM	Meeting: Jessica P, Heather W and Tracy C -- MS teams	
1:00 PM - 1:30 PM	Do Not Book	
1:30 PM - 2:00 PM	Lisa, Jen & Heather Connect -- MS Teams	
2:30 PM - 4:00 PM	Office time - Do Not Book	
4:00 PM - 4:30 PM	Advice/Recommendations	MS Teams
4:30 PM - 5:00 PM	Office Time - Do Not Book	

December 14, 2023

All Day	Michele Away (Carl covering)	Please See Above
All Day	Michele Away (Holly Acting Dec 13-15th)	Please See Above
All Day	Tavel to FPT	
9:00 AM - 10:30 AM	Travel to and Check-in at Airport	
9:00 AM - 9:30 AM	PSP Mtg Gena Edwards BC Native Women's Association (MLA Rice) -- MS Teams	
10:10 AM - 10:25 AM	MKC Mtg Continuation of Revenue Binder 3 of 3 -- MS Teams	
10:30 AM - 11:30 AM	TB Minor -- MS Teams	
11:45 AM - 7:22 PM	Flight Time Air Canada #1900 Victoria to Toronto --	Security Concern
12:00 PM - 1:30 PM	Prov/Terr Finance Ministers Meeting --	Security Concern
4:00 PM - 4:30 PM	Check-in	Security Concern

December 15, 2023

All Day	Michele Away (Carl covering)	Please See Above
12:00 AM - 12:00 AM	Michele Away (Holly Acting Dec 13-15th)	Please See Above
All Day	Heather at FPT Mtg Carl A/DM -- Toronto	
5:00 AM - 1:00 PM	FPT Meetings @8am EST- in person -- Security Concern	Security Concern
9:30 AM - 11:30 AM	DMC Security Concern	Teams
12:00 PM - 12:30 PM	Hotel Check Out --	Security Concern

December 16, 2023

All Day	Michele Away (Carl covering)	Please See Above
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December 17, 2023

All Day	Michele Away (Carl covering)	Please See Above
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December 18, 2023

All Day	Michele Away (Carl covering)	Please See Above
12:00 AM - 12:00 AM	Minister Winter leave (available for emergencies only)	
12:00 AM - 12:00 AM	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29)	
8:30 AM - 9:30 AM	Do not book	
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams	

December 18, 2023 Continued

10:30 AM - 12:00 PM	Office Time	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 2:00 PM	Office Time	
2:00 PM - 2:30 PM	Advice/Recommendations	MS Teams
2:30 PM - 4:30 PM	Office Time	

December 19, 2023

All Day	Michele Away (Carl covering)	Please See Above
All Day	Minister Winter leave (available for emergencies only)	Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29)	Please See Above
8:30 AM - 12:45 PM	Treasury Board -- Teams	
12:45 PM - 1:15 PM	MKC mtg - Touchbase (Heather/Tiffany) -- MS Teams	
1:00 PM - 2:30 PM	1:00 Decarbonization Steering Committee Meeting -- or Teams	Security Concern
1:30 PM - 3:30 PM	Office time	
3:45 PM - 4:00 PM	3:45pm Call: Shannon and Heather -- Shannon to call Heather's cell:	Personal Information

December 20, 2023

All Day	Michele Away (Carl covering)	Please See Above
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December 20, 2023 Continued

All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
12:00 AM - 12:00 AM	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29)
All Day	Security Concern
5:30 AM - 12:00 AM	Renée Vacation (Joey Acting)
8:30 AM - 10:00 AM	BLOCK
10:00 AM - 10:30 AM	Heather/Diane - Touchbase -- Heather to call Diane ; Security Concern
10:30 AM - 11:00 AM	Heather/Fisnik - Touchbase -- Heather to call Fisnik on his cell Security Concern
11:00 AM - 5:00 PM	BLOCK

December 21, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
12:00 AM - 6:00 AM	Renée Vacation (Joey Acting) Please See Above
12:00 AM - 12:00 AM	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)
12:00 AM - 12:00 AM	Heather off

December 22, 2023

All Day	Michele Away (Carl covering)	Please See Above
All Day	Minister Winter leave (available for emergencies only)	Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29)	Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29)	Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)	Please See Above
All Day	Heather off	Please See Above
12:15 PM - 12:45 PM	Advice/Recommendations; Cabinet Confidences	MS Teams
2:00 PM - 2:30 PM	Advice/Recommendations; Cabinet Confidences	MS Teams

December 23, 2023

All Day	Michele Away (Carl covering)	Please See Above
All Day	Minister Winter leave (available for emergencies only)	Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29)	Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29)	Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)	Please See Above
All Day	Heather off	Please See Above

December 24, 2023

All Day	Michele Away (Carl covering)	Please See Above
All Day	Minister Winter leave (available for emergencies only)	Please See Above

December 24, 2023 Continued

All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above

December 25, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above
All Day	Christmas Day -- Canada

December 26, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above

December 26, 2023 Continued

All Day	Heather off	Please See Above
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All Day	Boxing Day -- Canada
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December 27, 2023

All Day	Michele Away (Carl covering)	Please See Above
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All Day	Minister Winter leave (available for emergencies only)	Please See Above
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All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29)	Please See Above
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All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29)	Please See Above
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All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)	Please See Above
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All Day	Heather off	Please See Above
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12:00 AM - 12:00 AM	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5)
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12:00 AM - 12:00 AM	Nicole Holidays (Amy McAleese A/ADM-EFO)
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12:00 AM - 12:00 AM	Jen Holidays
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12:00 AM - 12:00 AM	Renee Holidays (She will monitor from home)
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12:00 AM - 12:00 AM	Tiffany Holidays (A/ADM Gabe Botel or Rebecca John TBC)
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December 28, 2023

All Day	Michele Away (Carl covering)	Please See Above
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All Day	Minister Winter leave (available for emergencies only)	Please See Above
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December 28, 2023 Continued

All Day	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above
All Day	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5) Please See Above
All Day	Nicole Holidays (Amy McAleese A/ADM-EFO) Please See Above
All Day	Jen Holidays
All Day	Renee Holidays (She will monitor from home) Please See Above
All Day	Tiffany Holidays (A/ADM Gabe Botel or Rebecca John TBC) Please See Above
All Day	Jim Holidays (Janice Butler A/ADM)

December 29, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
12:00 AM - 12:00 AM	Rachel Holidays (Jen covering Dec 18-22, lauren covering 27-29) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above

December 29, 2023 Continued

All Day	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5) Please See Above
All Day	Nicole Holidays (Amy McAleese A/ADM-EFO) Please See Above
12:00 AM - 12:00 AM	Jen Holidays Please See Above
12:00 AM - 12:00 AM	Renee Holidays (She will monitor from home) Please See Above
12:00 AM - 12:00 AM	Tiffany Holidays (A/ADM Gabe Botel or Rebecca John TBC) Please See Above

December 30, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above
All Day	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5) Please See Above
All Day	Nicole Holidays (Amy McAleese A/ADM-EFO) Please See Above

December 31, 2023

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) Please See Above
All Day	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29) Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th) Please See Above
All Day	Heather off Please See Above

December 31, 2023 Continued

All Day	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5) Please See Above
All Day	Nicole Holidays (Amy McAleese A/ADM-EFO) Please See Above
All Day	New Year's Eve -- Canada