January 1, 2024

All Day	**Vacation - December 21 to January 05 inclusive**
8:00 AM - 5:00 PM	**STAT**

January 2, 2024

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

January 3, 2024

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

January 4, 2024

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

January 5, 2024

12:00 AM - 12:00 AM	**Vacation - December 21 to January 05 inclusive** **Please See Above**

January 8, 2024

8:00 AM - 8:30 AM	**The Daily -- Conference Call**
8:30 AM - 9:00 AM	**READING**
9:00 AM - 9:45 AM	**DM DEBRIEF | Okenge and Tara --** Security Concern **| MS Teams**
10:00 AM - 10:30 AM	**MAK MEETING -- MS Teams |** Security Concern

-----Original Appointment-----

January 8, 2024 Continued

10:30 AM - 11:00 AM **DM FMRI Meeting -- Hybrid | Grosse Ile**

January 8, 2024 Continued

11:00 AM - 11:30 AM	**MDM -- MS Teams**
11:30 AM - 12:00 PM	**MLA BRIEFING -- MS Teams**

January 8, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:30 PM	**DM BRIEFING -- MS Teams**
1:30 PM - 2:00 PM	**APPROVALS**
2:00 PM - 2:30 PM	**MAK BRIEFING -- MS Teams**
2:30 PM - 3:00 PM	**APPROVALS**
3:00 PM - 3:30 PM	**DM BRIEFING -- MS Teams**
3:30 PM - 5:00 PM	**OFFICE TIME**

January 9, 2024

8:30 AM - 9:30 AM	**APPROVALS**
9:30 AM - 10:00 AM	**READING**
10:00 AM - 10:30 AM	**Leadership Interview | Okenge and Shanesh -- MS Teams**
10:30 AM - 11:00 AM	**OFFICE TIME**
11:00 AM - 11:30 AM	**MAK/MNC MEETING -- MS Teams**
11:30 AM - 12:00 PM	**Check-In | Okenge and Angela -- MS Teams**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:30 PM	**PDE/MAK/MKC MEETING -- MS Teams**

January 9, 2024 Continued

1:30 PM - 2:30 PM	**APPROVALS**
2:30 PM - 3:00 PM	**DM PRE-BRIEF -- MS Teams**
3:00 PM - 4:00 PM	**DM BI-WEEKLY | Okenge and Kim --** Security Concern **| Kim to call Okenge**
4:00 PM - 4:30 PM	**OFFICE TIME**
4:30 PM - 5:00 PM	**Joint HOUS/MUNI Bi-Weekly Meeting -- MS Teams**
5:00 PM - 5:30 PM	**APPROVALS**

January 10, 2024

8:00 AM - 8:30 AM	**CHECK-IN MEETING -- Microsoft Teams Meeting**

January 10, 2024 Continued

8:30 AM - 9:00 AM	**OFFICE TIME**
9:00 AM - 11:30 AM	**Cabinet -- MS Teams Link will be sent directly to you**
11:30 AM - 11:45 AM	**UPDATE**

January 10, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:20 PM	**MAK PRE-BRIEF -- MS Teams**
1:30 PM - 2:30 PM	**READING/APPROVALS**
2:30 PM - 3:15 PM	**MAK BRIEFING -- MS Teams**
3:30 PM - 4:00 PM	**MUNI/DAS MEETING -- MS Teams**
4:00 PM - 4:30 PM	**OFFICE TIME**

January 11, 2024

9:00 AM - 9:30 AM	**OFFICE TIME**
9:30 AM - 10:00 AM	**DM BRIEFING | Q3 Reporting -- MS Teams**
10:15 AM - 10:45 AM	**10:15 Touch Base | Okenge and Vanessa -- MS Teams**
11:00 AM - 12:00 PM	**Leadership Culture Advisory Committee (LCAC) - 2024 Kickoff meeting -- Microsoft Teams Meeting**

January 11, 2024 Continued

January 11, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**Prep for DMCE**
2:00 PM - 4:30 PM	**APPROVALS**

January 12, 2024

9:00 AM - 9:30 AM	**Travel**
9:30 AM - 11:30 AM	**DMC** Security Concern **Teams**

January 12, 2024 Continued

11:30 AM - 12:00 PM	**Travel**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**APPROVALS**
2:00 PM - 2:30 PM	**Tech Support | Okenge and Lawrence --** Security Concern
2:30 PM - 3:00 PM	**READING**
3:00 PM - 4:00 PM	**MUNI RoundTable --** Security Concern **| Conference Call**

January 12, 2024 Continued

4:00 PM - 4:10 PM	**Call: Shannon and Okenge -- Shannon to call Okenge's cell**
4:30 PM - 5:30 PM	**Weekly Update | Okenge, Shirley, Kelly --** Security Concern **| Conference Call**

January 15, 2024

8:00 AM - 8:30 AM	**The Daily -- Conference Call**
8:30 AM - 9:00 AM	**OFFICE TIME**
9:00 AM - 10:00 AM	**MUNI Executive Committee --** Security Concern **| Conference Call**
10:00 AM - 12:00 PM	**DMCE -- Microsoft Teams Meeting**

January 15, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**Prep for DMCSI**
2:00 PM - 3:00 PM	**READING**
3:00 PM - 3:30 PM	**MAK MEETING -- MS Teams**
3:30 PM - 5:00 PM	**OFFICE TIME/APPROVALS**

January 16, 2024

8:30 AM - 9:00 AM	**OFFICE TIME**
9:00 AM - 10:00 AM	**DM BI-WEEKLY | Okenge and Tara --** Security Concern **| Tara to call Okenge**

January 16, 2024 Continued

10:00 AM - 11:00 AM	**READING**
11:00 AM - 11:30 AM	**MDM -- MS Teams**
11:30 AM - 12:00 PM	**APPROVALS**
12:00 PM - 1:00 PM	**Lunch**

January 16, 2024 Continued

2:45 PM - 2:55 PM **2:45 Housing Project Board** --Government Financial Information; Security Concern

January 16, 2024 Continued

3:00 PM - 4:30 PM	**READING/APPROVALS**

January 17, 2024

9:00 AM - 12:00 PM	**OFFICE TIME**

January 17, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**MCM -- MS Teams**
2:00 PM - 3:00 PM	**APPROVALS**
3:00 PM - 3:15 PM	**PDE/MAK BRIEFING -- MS Teams**
3:30 PM - 4:00 PM	**READING**
4:00 PM - 4:30 PM	**DM BRIEFING -- MS Teams**
4:30 PM - 5:00 PM	**OFFICE TIME**

January 18, 2024

8:30 AM - 9:15 AM	**APPROVALS**
9:20 AM - 10:00 AM	**9:20 MAK BRIEFING -- MS Teams**
10:00 AM - 10:30 AM	**MAK BRIEFING -- MS Teams**
10:30 AM - 11:00 AM	**Touch Base | Tom, Okenge, Tara -- MS Teams**
11:00 AM - 11:30 AM	**Communications Meeting -- MS Teams**
11:30 AM - 12:00 PM	**APPROVALS**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 3:00 PM	**OFFICE TIME**

January 18, 2024 Continued

3:00 PM - 3:30 PM **Meeting: Jnt w/PS Chow and MUNI -- MS Teams**

January 18, 2024 Continued

January 18, 2024 Continued

3:30 PM - 4:00 PM	**READING**
4:00 PM - 4:30 PM	**Joint DM MTG -- Microsoft Teams Meeting**

January 18, 2024 Continued

January 18, 2024 Continued

January 19, 2024

8:30 AM - 10:30 AM	**OFFICE TIME**
10:30 AM - 11:30 AM	**MUNI RoundTable -- MS Teams**
11:30 AM - 12:30 PM	**PREP TIME**

January 19, 2024 Continued

January 19, 2024 Continued

January 19, 2024 Continued

12:30 PM - 1:30 PM	**Lunch**
1:30 PM - 2:30 PM	**Weekly Update | Okenge, Shirley, Kelly -- Conference Call**
2:40 PM - 3:00 PM	**2:40 MAK BRIEFING -- MS Teams**
3:00 PM - 3:30 PM	**Touch Base | Okenge, Paul, Sandra, Tara -- MS Teams**

January 19, 2024 Continued

3:30 PM - 5:00 PM	**APPROVALS**

January 22, 2024

8:00 AM - 8:30 AM	**The Daily -- Conference Call**
8:30 AM - 9:00 AM	**Expanded Executive Committee Meeting -- MS Teams**
9:00 AM - 9:30 AM	**OFFICE TIME**
9:30 AM - 10:30 AM	**LG FIN WG + UBCM Presidents Cmte -- MS Teams**
9:30 AM - 10:00 AM	

January 22, 2024 Continued

January 22, 2024 Continued

10:30 AM - 10:45 AM **MAK BRIEFING -- MS Teams**

January 22, 2024 Continued

11:00 AM - 11:30 AM	**MDM -- MS Teams**
11:30 AM - 12:00 PM	**MAK BRIEFING -- MS Teams**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 3:00 PM	**APPROVALS/READING**

January 23, 2024

9:00 AM - 10:00 AM	**APPROVALS**
10:00 AM - 10:45 AM	**DM Mtg w/Dr. Paul Kershaw -- Microsoft Teams Meeting**

January 23, 2024 Continued

11:00 AM - 11:30 AM	**Touch Base | Okenge and Dom**
11:30 AM - 12:00 PM	**Travel**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 3:00 PM	**OFFICE TIME**
3:00 PM - 4:00 PM	**DM BI-WEEKLY | Okenge and Kim -- MS Teams**
4:00 PM - 4:30 PM	**READING**
4:30 PM - 5:00 PM	**Joint HOUS/MUNI Bi-Weekly Meeting -- MS Teams**

January 24, 2024

8:00 AM - 8:30 AM	**PREP TIME**

January 24, 2024 Continued

8:30 AM - 10:30 AM	**READING**
10:30 AM - 10:45 AM	**DM BRIEFING -- MS Teams**
11:00 AM - 12:00 PM	**APPROVALS**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:30 PM	**CHECK-IN MEETING | Okenge and Vanessa -- MS Teams**
1:30 PM - 3:30 PM	**OFFICE TIME**
3:30 PM - 4:00 PM	**DM BRIEFING -- MS Teams**
4:00 PM - 4:30 PM	**APPROVALS**
4:30 PM - 5:00 PM	**Touch Base | Gary, Okenge, Tara -- MS Teams**

January 25, 2024

8:00 AM - 8:30 AM	**Travel**
8:30 AM - 9:00 AM	**Check-In Meeting | Okenge and Jeff**
9:20 AM - 10:15 AM	**MCM -- MS Teams**
10:30 AM - 11:00 AM	**OFFICE TIME**

January 25, 2024 Continued

11:00 AM - 12:00 PM	**DM BI-WEEKLY | Okenge and Rachel -- Okenge's Office | Rachel to call Okenge**
11:00 AM - 12:00 PM	**MUNI All Staff Meeting -- MS Teams**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:30 PM	**MAK BRIEFING -- MS Teams**
1:30 PM - 2:30 PM	**APPROVALS**
2:30 PM - 3:00 PM	**MAK MEETING | w/Mayor John Henderson, District of Sechelt -- MS Teams**
3:00 PM - 3:30 PM	**Prep for DMC**
3:30 PM - 4:30 PM	**Prep for DMCPSR**

January 26, 2024

9:00 AM - 9:30 AM	**OFFICE TIME**
9:30 AM - 11:30 AM	**DMC -- Chambers/Teams**

January 26, 2024 Continued

11:30 AM - 12:00 PM	**MUNI RoundTable --** Security Concern | **Conference Call**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 3:00 PM	**DMCPSR -- TEAMS ONLY**

January 26, 2024 Continued

3:00 PM - 4:00 PM	**Weekly Update | Okenge, Shirley, Kelly --** Security Concern **| Conference Call**
4:00 PM - 5:00 PM	**APPROVALS**

January 29, 2024

8:00 AM - 8:30 AM	**The Daily -- Conference Call**
8:30 AM - 9:30 AM	**OFFICE TIME**
9:30 AM - 10:00 AM	**MAK/MLA Babchuk Briefing -- MS Teams**
10:00 AM - 11:00 AM	**MCM -- MS Teams**
11:00 AM - 12:00 PM	**READING**
12:00 PM - 1:00 PM	**Lunch**

January 29, 2024 Continued

1:00 PM - 1:30 PM	**Meeting: Shannon S, Jessica P, Okenge, Barb C, Tom M, Jessica W -- MS teams**
1:30 PM - 2:00 PM	**MDM -- MS Teams**
2:15 PM - 2:45 PM	**MRF/MAK MEETING**

January 29, 2024 Continued

3:00 PM - 4:00 PM	**Prep for DMCE**
4:00 PM - 5:00 PM	**Prep for DMCSI**

January 30, 2024

9:00 AM - 9:45 AM	**Travel**
10:15 AM - 10:50 AM	**10:15 HJ Flight**
11:00 AM - 11:30 AM	**Travel**
11:30 AM - 12:00 PM	**Meeting | Jessica, Tara, Okenge -- MS teams**

January 30, 2024 Continued

12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**MST Tech Team Meeting**
2:00 PM - 3:30 PM	**OFFICE TIME**
3:30 PM - 4:00 PM	**Travel**
4:00 PM - 4:35 PM	**4:00 HJ Flight**

January 31, 2024

9:00 AM - 10:00 AM	**DMCE -- Teams**

10:00 AM - 11:00 AM	**APPROVALS**
11:00 AM - 12:00 PM	**2023 PECSF Campaign Virtual Recognition Event -- MS Teams**

January 31, 2024 Continued

January 31, 2024 Continued

11:30 AM - 12:00 PM	**MAK BRIEFING | w/HOUS -- MS Teams**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 1:30 PM	**OFFICE TIME**
1:30 PM - 2:00 PM	**PO STAFF BRIEFING -- MS Teams**
2:00 PM - 4:00 PM	**PP -- MS Teams link will be shared at beginning**

January 31, 2024 Continued

4:00 PM - 4:30 PM	**APPROVALS**
4:30 PM - 5:00 PM	**DMCPSR Debrief | Okenge, Kim, Rhonda -- MS Teams**
5:00 PM - 6:00 PM	**APPROVALS**