

February 1, 2024

9:00 AM - 3:00 PM	FW: SBC Modernization: Art of the Possible
10:00 AM - 12:00 PM	Disrupting Unconscious Bias in Recruitment for Executive - ITEM-2300-1
1:00 PM - 2:00 PM	Filming - New Employee Orientation -- Security Concern
1:30 PM - 2:00 PM	Shauna\Sunny Touchbase
2:00 PM - 3:00 PM	Virtual town hall on emergency management
3:00 PM - 3:30 PM	Meeting: Shannon S, Heather W, Jessica P, Marie DM, Christina Z, Donna S, Okenge, Teri C, Stephen B, Bobbi P, Shauna B and Allison B

February 2, 2024

9:00 AM - 9:25 AM	Shauna, Jeannette & Ana Touchbase --
9:30 AM - 10:00 AM	Bi-weekly: Shauna & Stuart --
10:00 AM - 10:45 AM	Bi-weekly: Shauna & Hayden --
11:00 AM - 12:00 PM	DMC on Procurement and Strategic Contracts (DMCPSC)
1:00 PM - 2:00 PM	Bi-weekly: Shauna & Sunny --
2:30 PM - 3:00 PM	Shauna & Reuben Touchbase

February 5, 2024

10:00 AM - 10:30 AM	Advice follow-up mtg: Holly\Mary\Michael\Shauna (optional) e/Re com
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February 5, 2024 Continued

11:30 AM - 12:00 PM PWC Briefing: Shauna\Teri\Pamela

1:00 PM - 2:00 PM Bi-weekly: Shauna & CJ --

February 6, 2024

8:30 AM - 12:00 PM In-person Corporate Executive quarterly meeting

12:00 PM - 1:00 PM Shauna\CJ lunch

2:30 PM - 3:00 PM RPD IMD Issues: Shauna\Jenn\Yvonne\Holly\Tim

February 7, 2024

10:00 AM - 11:30 AM FPT Deputy Heads of Public Works / Comité des administrateurs généraux FPT des travaux publics --
Zoom - Link provided / Lien fourni

11:30 AM - 12:00 PM Bi-weekly: Shauna & Desmond --

1:30 PM - 2:00 PM Weekly: Shauna & Vivian --

2:00 PM - 2:30 PM Shauna & Jeannette Touchbase --

3:00 PM - 4:00 PM Bi-weekly: Shauna & Teri

February 8, 2024

9:00 AM - 10:15 AM Speaker Series: AI ethics for Corporate Executive -- Microsoft Teams Meeting

11:00 AM - 11:30 AM Check-in with Shauna/Peter -- Microsoft Teams Meeting

February 8, 2024 continued

1:30 PM - 2:00 PM	Shauna\Jenn H. Touchbase
2:15 PM - 3:15 PM	Bi-weekly: Shauna & Walter --

February 9, 2024

9:30 AM - 11:30 AM	DMC
11:30 AM - 12:00 PM	PAHC Pre-brief: Shauna & Del
12:30 PM - 1:00 PM	BC - Federal Governments
1:00 PM - 2:00 PM	PAHC Project Executive Board Meeting
2:30 PM - 3:30 PM	Bi-weekly: Shauna & Charmaine --

February 12, 2024

10:00 AM - 11:00 AM	Bi-weekly: Shauna & Susan --
1:00 PM - 2:00 PM	MINISTER: Roundtable
2:00 PM - 2:30 PM	ED Day Discussion -- Security Concern
2:30 PM - 4:30 PM	Executive Committee --

February 13, 2024

8:15 AM - 8:30 AM	Log in to SWH - Security Concern
8:30 AM - 9:30 AM	Service With Heart Awards
11:00 AM - 11:30 AM	Shauna\Paula Intro meet
1:30 PM - 2:00 PM	MOTI/EMCR/CITZ MEETING Advice/Recommendations;
2:30 PM - 3:00 PM	Shauna/David Wong (ICBC) Meeting

February 14, 2024

9:00 AM - 9:25 AM	Shauna\Chris Touchbase
9:30 AM - 10:00 AM	Weekly: Shauna & Vivian --
10:30 AM - 11:00 AM	DM Meeting: Device Policy / Funding
11:00 AM - 12:00 PM	Bi-weekly: Shauna & Alex --
1:30 PM - 2:00 PM	Shauna\Jenn H. Touchbase --
2:00 PM - 2:30 PM	Shauna & Jeannette Touchbase

February 15, 2024

9:00 AM - 9:45 AM Shauna, Krista & Courtney Touchbase --

10:00 AM - 12:00 PM Allyship for Executives - ITEM-2301-1

1:30 PM - 2:30 PM Bi-weekly: Shauna & Hayden --

3:00 PM - 4:00 PM Bi-weekly: Shauna & Holly --

February 16, 2024

9:00 AM - 10:30 AM Bi-weekly: Shauna & Sheila --

11:00 AM - 11:30 AM Shauna, Jeannette & Ana Touchbase --

12:00 PM - 12:30 PM HWS Discussion

2:00 PM - 3:00 PM Fleet vehicle maintenance

3:30 PM - 4:00 PM Advice/Recommendations; Shauna\Allison\Suzanne\Sheila

February 19, 2024

8:00 AM - 5:00 PM Family Day Stat

February 20, 2024

9:00 AM - 10:00 AM Bi-weekly: Shauna & Walter --

11:00 AM - 11:15 AM Quick touchbase with DM

1:00 PM - 2:00 PM Bi-weekly: Shauna & CJ --

2:00 PM - 2:30 PM DM Meeting: Pre-brief for Feb 26 DMCDD Mtg

February 20, 2024 Continued

3:00 PM - 3:30 PM

DM FPT: Shauna\Sheila\Jenni

February 21, 2024

9:00 AM - 9:30 AM

Weekly: Shauna & Vivian --

10:00 AM - 11:00 AM

Research Priorities: Shauna\Hayden\Kathleen\Stephanie\Brett

1:00 PM - 2:00 PM

Complete Annual SOC & Oath

2:00 PM - 2:30 PM

Shauna & Jeannette Touchbase --

3:00 PM - 3:30 PM

MINISTER\DM Touchbase

3:30 PM - 4:00 PM

MINISTER mtg with Shauna & Susan: Connectivity

February 22, 2024

9:00 AM - 9:45 AM

Bi-weekly: Shauna & Charmaine --

11:00 AM - 11:30 AM

Shauna\Yvonne Touchbase

1:00 PM - 2:30 PM

Executive Committee --

1:05 PM - 1:20 PM

ExComm: Service Navigator Chatbot

1:20 PM - 1:40 PM

ExComm: Security and Digital Identity, and Access

1:40 PM - 2:00 PM

ExComm: Leadership Dev't Program

February 22, 2024 continued

3:00 PM - 3:30 PM	Meet & Greet with Minister - Shauna & Hayden
3:30 PM - 4:00 PM	Meet & Greet with Minister - Shauna, CJ & Charmaine
4:00 PM - 4:30 PM	Weekly Check-in: Shauna\Paula --
4:30 PM - 5:00 PM	Meet & Greet with Minister - Shauna & Holly

February 25, 2024

9:30 AM - 11:30 AM	DMC --
11:30 AM - 11:45 AM	OPTIONAL - Chat re Digital Tools Presentation for Monday
11:45 AM - 12:00 PM	Chat re Internet
1:00 PM - 1:30 PM	Integrated Data Touchbase
1:30 PM - 2:00 PM	Shauna, Jeannette & Ana Touchbase --
4:00 PM - 4:30 PM	CJ Ritchie/Shaula Brouwer/David James/Martin Dinel - Canadian Democratic Process - 2024 Ministers' FPT meeting

February 26, 2024

9:00 AM - 11:00 AM	DMC Digital and Data Meeting
11:00 AM - 12:00 PM	Minister Roundtable
1:30 PM - 2:30 PM	Ad-hoc DMC - Human Resources Update
2:30 PM - 4:00 PM	TEAMS LINK>Expanded Executive Meeting
4:00 PM - 4:30 PM	Meet & Greet with Minister - Shauna & Teri
4:30 PM - 5:00 PM	Meet & Greet with Minister - Shauna, Sheila & Keith

February 27, 2024

7:30 AM - 5:00 PM	In-Person Meeting - FPT DM's Table on Service Delivery
12:00 PM - 1:00 PM	Lunch meeting: Shauna, Sheila & Joseph
5:00 PM - 8:00 PM	FPT DM's Table on Service Delivery Evening Reception

February 28, 2024

8:00 AM - 1:00 PM	In-Person Meeting - FPT DM's Table on Service Delivery
12:00 PM - 1:00 PM	Service Canada/Service BC Lunch
4:00 PM - 5:00 PM	Private Appointment

February 29, 2024

8:15 AM - 9:00 AM	AdHoc DMC DREM
9:00 AM - 9:45 AM	Bi-weekly: Shauna & Holly --
9:45 AM - 10:15 AM	Weekly Check-in: Shauna\Paula --
11:30 AM - 11:45 AM	MINISTER Briefing: S.13
12:00 PM - 1:00 PM	Thesa & Yoon -- Microsoft Teams Meeting
1:30 PM - 2:30 PM	Bi-weekly: Shauna & Hayden --
2:30 PM - 3:15 PM	Shauna\Yvonne Touchbase
3:00 PM - 3:15 PM	Advice/Recommendations; Cabinet Confidences
	DM, Rebecca & Yvonne
4:30 PM - 5:30 PM	Private Appointment
5:30 PM - 6:00 PM	Phone call: Shauna\Holly