April 1, 2024

All Day	**Annual Leave**

April 2, 2024

All Day	**Annual Leave** **Please See Above**

April 3, 2024

All Day	**Annual Leave** **Please See Above**
11:30 AM - 12:00 PM	**MO: Pre Brief w/ MNC**

April 4, 2024

All Day	**Annual Leave** **Please See Above**

April 5, 2024

12:00 AM - 12:00 AM	**Annual Leave** **Please See Above**

April 8, 2024

11:30 AM - 12:00 PM	**Review: PPT deck**
1:00 PM - 1:30 PM	**Pre-brief: April 10 - ENV/IRR/AG**
1:30 PM - 2:00 PM	**Review: All staff service pins draft**
2:00 PM - 3:00 PM	**Elenore & Michelle check-in --**

April 9, 2024

11:00 AM - 11:30 AM	**Review: Multiculturalism report**

April 9, 2024 Continued

1:00 PM - 1:30 PM	**Check-in: Mirella and Elenore --**
1:30 PM - 2:00 PM	**Check in: Julie and Elenore --**
3:15 PM - 3:45 PM	**Connect**
3:30 PM - 4:30 PM	**Review: Ksi Lisims Notice**

April 10, 2024

9:00 AM - 10:00 AM	**Review / Approve: Jordan Solar**
10:00 AM - 12:00 PM	**SLT Committee --**
3:00 PM - 3:30 PM	**Check in: Chris and Elenore --**
3:30 PM - 4:30 PM	**EAO BIPOC/Anti-racism Actions**
4:30 PM - 4:45 PM	**Doug & Elenore connect**
5:30 PM - 6:00 PM	**BRIEFING | ENV/IRR/AG**

April 11, 2024

9:30 AM - 10:00 AM	**Review: emails**
10:00 AM - 10:10 AM	**Welcome from Elenore: EAO101 Regulatory Framework Training**
10:30 AM - 11:00 AM	**Check in: Sabrina (as needed) --**

April 11, 2024 Continued

11:00 AM - 11:30 AM	**Michelle & Elenore connect**
1:00 PM - 2:00 PM	**1:00 Mining Project Delivery Board --**
2:00 PM - 2:30 PM	**Review: emails**

April 12, 2024

9:00 AM - 11:00 AM	**Review: emails**
11:00 AM - 11:30 AM	**Bi-monthly meeting: EAO & BCER --**
12:30 PM - 2:00 PM	**12:30 Energy Planning and Transition Project Implementation Board --**
3:00 PM - 3:30 PM	**Weekly Check In | Elenore & Charlie --**

April 15, 2024

9:00 AM - 9:15 AM	**Pre-brief: MGH & Katzie First Nations**
9:30 AM - 10:00 AM	**Review: eApps (hiring approvals)**
10:00 AM - 10:30 AM	**Check in: Chris and Elenore --**
10:30 AM - 12:00 PM	**Review: emails**
1:00 PM - 2:00 PM	**Review: emails**
2:00 PM - 2:30 PM	**Elenore & Michelle check-in --**
2:30 PM - 4:00 PM	**Review: emails**

April 15, 2024 Continued

4:00 PM - 4:30 PM	**Timicw Designation Request Referral Package pre-brief**

April 16, 2024

9:00 AM - 10:00 AM	**Review: emails**
10:00 AM - 10:30 AM	**Record Ridge Project Briefing**
10:30 AM - 11:00 AM	**Review: emails**
11:00 AM - 11:45 AM	**Pre-brief: April 17 Ministers' meeting**
1:00 PM - 2:30 PM	**Review: Timicw**
2:30 PM - 3:00 PM	**Check-in: Mirella and Elenore --**

April 17, 2024

9:30 AM - 10:00 AM	**Check in: Sabrina (as needed) --**
10:00 AM - 10:30 AM	**Check in: Jacquie (as needed) --**
10:30 AM - 11:00 AM	**Review: DN - substantial start for the Pattullo Project**
11:00 AM - 11:30 AM	**Record 101-Welcome to EAO-Introduction from Elenore**
1:00 PM - 1:45 PM	**BRIEFING W/MNC, MJO & MMR**
2:30 PM - 4:00 PM	**Review: Mud Bay**

April 17, 2024 Continued

4:00 PM - 4:30 PM	**Connect**

April 18, 2024

10:00 AM - 10:30 AM	**Review: All-staff BEA**
10:30 AM - 11:00 AM	**Review: ENVs workforce larger plan report out**
11:00 AM - 12:00 PM	**EAO BIPOC/Anti-racism Actions Part 2**
1:30 PM - 2:00 PM	**Review: Media request**
2:00 PM - 2:30 PM	**1:1 Michelle & Elenore**
2:30 PM - 3:00 PM	**EAO Relocation**
3:00 PM - 3:30 PM	**Review: eApps**
3:45 PM - 4:15 PM	**Review: EPIC Solutions Project Board presentation**

April 19, 2024

9:30 AM - 11:45 AM	**DMC --**
1:00 PM - 2:30 PM	**B.C. Deputy Minister and IJC Commissioners Meeting** **–**
3:00 PM - 3:30 PM	**Weekly Check In | Elenore & Charlie --**
3:30 PM - 4:00 PM	**Review: Issues Note**

April 22, 2024

3:45 PM - 4:15 PM **Review: : IN**

April 23, 2024

8:30 AM - 9:00 AM **Pre-brief: MULTI DM MEETING | EA Process -- Microsoft Teams Meeting**

9:00 AM - 9:30 AM **Review: CEAO letter**

10:30 AM - 3:00 PM **Tranquille site visit with knowledge keepers**

4:00 PM - 4:15 PM **Review: admin professional day messaging**

5:05 PM - 5:35 PM **Review: DMCNR materials**

April 24, 2024

9:00 AM - 10:00 AM **Review: Initial notification package**

10:00 AM - 12:00 PM **SLT Committee --**

1:00 PM - 1:15 PM **Touch base Kaye & Elenore**

1:30 PM - 2:30 PM **MULTI DM MEETING | EA Process**

2:30 PM - 3:00 PM **Check in: Jacquie (as needed) --**

4:00 PM - 5:00 PM **MEETING| ADM Roundtable**

April 25, 2024

9:00 AM - 9:30 AM	**Check-in: Mirella and Elenore --**
9:30 AM - 10:00 AM	**Review: eApps**
10:00 AM - 11:00 AM	**Check in: Julie and Elenore --**
11:00 AM - 11:30 AM	**Check in: Chris and Elenore --**
1:00 PM - 3:00 PM	**Solutions Project Board --**
3:15 PM - 3:45 PM	**Elenore & Michelle check-in --**
3:45 PM - 4:00 PM	**Out of country access / WLRS key connections**
4:15 PM - 4:30 PM	**Review: info note**

April 26, 2024

9:30 AM - 10:30 AM	**Review: MACIW presentation**
12:00 PM - 12:30 PM	**Review 30-60-90**
12:30 PM - 2:00 PM	**12:30 Energy Planning and Transition Project Implementation Board --**
2:00 PM - 3:00 PM	**TB Sub**
3:00 PM - 3:30 PM	**Weekly Check In | Elenore & Charlie --**

April 29, 2024

9:00 AM - 9:30 AM	**Review: MACIW deck**

April 29, 2024 Continued

9:30 AM - 10:30 AM	**P3-WES**
10:30 AM - 11:00 AM	**Check in: Julie and Elenore --**
11:00 AM - 11:30 AM	**EPIC.track Walkthrough -- Microsoft Teams Meeting**
11:30 AM - 12:00 PM	**Timicw Designation decision**
1:00 PM - 2:00 PM	**Review: eApps**
2:00 PM - 2:45 PM	**Review: Timicw**
3:00 PM - 3:30 PM	**Review: EPIC.engage all-staff email**
3:30 PM - 4:00 PM	**Check in Elenore --**
4:00 PM - 4:30 PM	**Review: Record Ridge letters**

April 30, 2024

9:00 AM - 12:00 PM	**DMCNR --**
1:30 PM - 2:00 PM	**Review: 30-60-90**
2:00 PM - 3:00 PM	**Review: emails**
3:30 PM - 4:15 PM	**EPIC.track Alignment Session Discussion -- Microsoft Teams Meeting**
4:15 PM - 4:30 PM	**Review: Mental Health Week all staff msg**

April 30, 2024 Continued