

January 1, 2024

All Day	Michele Away (Carl covering)
All Day	Minister Winter leave (available for emergencies only)
12:00 AM - 12:00 AM	Tiffany Vacation (Amanda Acting Dec 20-21, Gabriel Dec 22-27, Rebecca Dec 28-29)
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)
All Day	Vacation
All Day	Asha away Dec 27th-Jan 5th (Heidi to Monitor and Alert Asha Dec 27-29th, Alison A/ADM from Jan 2-5)
All Day	Nicole Holidays (Amy McAleese A/ADM-EFO)
All Day	New Year's Day -- Canada

January 2, 2024

All Day	Michele Away (Carl covering) Please See Above
All Day	Minister Winter leave (available for emergencies only) 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	Vacation 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	Renée Vacation (Joey Acting)
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- MS teams

January 3, 2024

All Day	Michele Away (Carl covering)	Please See Above
All Day	Minister Winter leave (available for emergencies only)	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	Vacation	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
12:00 AM - 12:00 AM	Nicole Holidays (Amy McAleese A/ADM-EFO)	Please See Above
11:00 AM - 12:00 PM	Private Appointment	
1:00 PM - 2:00 PM	Private Appointment	
1:00 PM - 1:30 PM	Weekly Lisa, Jen & Heather --	Security Concern

January 4, 2024

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

January 5, 2024

All Day	Michele Away (Carl covering)	Please See Above
12:00 AM - 12:00 AM	Minister Winter leave (available for emergencies only)	Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)	Please See Above

January 5, 2024 Continued

12:00 AM - 12:00 AM	Vacation	Please See Above
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)	Please See Above
All Day	Renee Away (Joey A/ADM)	

January 6, 2024

All Day	Michele Away (Carl covering)	Please See Above
All Day	Jordan Away (Satish A/ADM - Dec 21st to 29th; Michelle A/ADM - Jan 2nd to 5th)	Please See Above
3:00 PM - 5:45 PM	Private Appointment	

January 7, 2024

All Day	Michele Away (Carl covering)	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)	Please See Above
10:00 AM - 10:30 AM	Private Appointment	

January 8, 2024

All Day	Michele Away (Carl covering)	Please See Above
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams	
10:30 AM - 11:00 AM	Office time	
11:00 AM - 11:30 AM	DM Mtg with DM Heather Wood, DM Tom McCarthy & DM Jessica Wood -- Teams; <small>Security Concern</small>	<small>Security Concern</small>
11:30 AM - 12:00 PM	Do Not Book	
1:00 PM - 1:30 PM	Advice/Recommendations	-- MS Teams

January 8, 2024 Continued

1:30 PM - 2:00 PM	Office Time
2:00 PM - 3:30 PM	MFEX -- MS Teams
2:00 PM - 2:15 PM	MFEX Presentation (Nicole, Gillian, Jethro, Janice) -- MS Teams
2:15 PM - 2:45 PM	MFEX Presentation (Nicole, Amy, Kyle) -- MS Teams
3:30 PM - 4:00 PM	Heather & Renee Touchbase -- MS Teams

January 9, 2024

All Day	Michele Away (Carl covering)	Please See Above
8:00 AM - 9:30 AM	Private Appointment	
9:30 AM - 10:30 AM	Office Time	
10:00 AM - 10:30 AM	PSP Mtg SOAR -- MS Teams	
10:30 AM - 11:00 AM	Advice/Recommendations; Cabinet Confidences	-- MS Teams
11:00 AM - 11:30 AM	Office Time	
11:00 AM - 11:30 AM	Advice/Recommendations; Cabinet Confidences	-- MS Teams
11:30 AM - 12:00 PM	Monthly Heather, Tiffany, Stephen, Jonathan -- MS Teams	
12:15 PM - 12:30 PM	FIN Pre-brief ^{Security} _{Concern} Teams	
12:30 PM - 1:00 PM	Do Not Book	

January 9, 2024 Continued

1:00 PM - 1:30 PM	Advice/Recommendations; Cabinet Confidences; Government Financial Information -- MS Teams
1:30 PM - 2:00 PM	Office Time
2:00 PM - 2:30 PM	Monthly Nicole & Heather -- MS Teams
2:45 PM - 3:00 PM	Quick Call Heather Wood, Kaye Krishna, Doug Foster, Reg Bawa -- MS Teams

January 10, 2024

All Day	Michele Away (Carl covering) Please See Above
9:00 AM - 11:30 AM	Cabinet -- MS Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 2:00 PM	PSP & GEO Bi-weekly check-in -- MS Teams
1:00 PM - 1:30 PM	Weekly Lisa, Jen & Heather -- Security Concern
2:00 PM - 3:30 PM	P&P ^{Security} _{Concern} MS Teams
3:30 PM - 3:45 PM	Advice/Recommendation s; Cabinet Confidences MS Teams
4:00 PM - 4:30 PM	Monthly Renée & Heather -- MS Teams

January 11, 2024

All Day	Michele Away (Carl covering) Please See Above
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January 11, 2024 Continued

9:30 AM - 11:30 AM	TB Minor -- MS Teams
11:30 AM - 12:00 PM	Advice/Recommendations -- MS Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	MKC PDE Pierre Lassonde & Peter Letko -- MS Teams
1:30 PM - 2:00 PM	Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications -- MS Teams
2:00 PM - 3:00 PM	MARC -- MS Teams
3:00 PM - 3:30 PM	Monthly Blair & Heather -- MS Teams
3:45 PM - 4:45 PM	DM Mtg Deck Review (Tiffany) -- MS Teams

January 12, 2024

12:00 AM - 12:00 AM	Michele Away (Carl covering) Please See Above
9:00 AM - 9:30 AM	1:1 Heather & Doug -- Microsoft Teams
9:30 AM - 11:30 AM	DMC ^{Security Concern} /Teams
10:00 AM - 10:30 AM	Travel time
1:00 PM - 1:30 PM	Travel Time
1:30 PM - 3:00 PM	Do Not Book
3:00 PM - 3:15 PM	Call: Heather and Christine -- Heather to call Christine's cell ^{Personal Information}

January 12, 2024 Continued

3:30 PM - 4:30 PM

Office Time

5:30 PM - 7:30 PM

Private Appointment

January 15, 2024

12:00 AM - 12:00 AM

Linda T A/CFO (Jan 15-Feb 9)

9:00 AM - 9:15 AM

Cabinet -- MS Teams

9:30 AM - 10:30 AM

Agenda/PPS Weekly Meeting -- Teams

9:30 AM - 10:30 AM

Advice/Recommendations

MS Teams

10:30 AM - 11:00 AM

Office Time

11:00 AM - 11:30 AM

MKC | Pre-Brief UBCM Working Group -- MS Teams

11:30 AM - 12:00 PM

Office Time

12:00 PM - 1:00 PM

Do Not Book

1:00 PM - 1:30 PM

Meeting: Shannon and Heather - Weekly Check-in -- Shannon to call Heather's cell

Personal Information

1:30 PM - 2:00 PM

Office Time

2:00 PM - 3:00 PM

Advice/Recommendations

-- MS Teams

3:15 PM - 4:15 PM

Monthly | Jordan & Heather -- MS Teams

4:30 PM - 5:00 PM

Meeting: Doug C, Maya E, Heather W, Shannon B, Jeremy H, Fazil M -- MS teams

January 16, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above
12:00 AM - 12:00 AM	Asha Leave (Jan 16 - Feb 5) - Alison covering
All Day	Personal Information
9:00 AM - 9:30 AM	Office Time
9:30 AM - 10:00 AM	Monthly Doug & Heather -- MS Teams
10:00 AM - 12:00 PM	Understanding and Mitigating Unconscious Bias for Executives - ITEM-2299-1 -- Zoom Meeting
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Advice/Recommendations; Cabinet Confidences Security Concern TEAMS Security Concern
1:30 PM - 1:55 PM	Advice/Recommendations; Cabinet Confidences Security Concern /TEAMS Security Concern
2:15 PM - 2:45 PM	DM Mtg Q3 (Kyle/Amy) -- MS Teams Only
3:00 PM - 5:00 PM	Office Time

January 17, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above
8:30 AM - 10:00 AM	Office Time
10:30 AM - 12:00 PM	Office Time

January 17, 2024 Continued

12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 4:00 PM	Office Time
1:00 PM - 1:30 PM	Weekly Lisa, Jen & Heather -- <small>Security Concern</small>
4:00 PM - 4:45 PM	PDE Update Briefing -- MS Teams

January 18, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
9:30 AM - 10:30 AM	Advice/Recommendations	<small>Security</small> -- Concern Teams
10:30 AM - 11:15 AM	Cabinet Confidences; Security Concern	-- MS Teams
11:30 AM - 12:00 PM	Advice/Recommendations; Cabinet Confidences	-- MS Teams
12:00 PM - 1:00 PM	Do Not Book	
1:15 PM - 1:45 PM	DM Mtg - Renée/Jim touchbase	-- MS Teams
2:00 PM - 2:30 PM	Office Time	
3:30 PM - 4:00 PM	Monthly Mary Sue & Heather	-- MS Teams

January 19, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above

January 19, 2024 Continued

All Day	Minister away
All Day	Renee Away (Joey A/ADM) --Personal Information
9:00 AM - 9:30 AM	DM/DM Mtg re: Fruit and Veggie Program -- Teams
9:30 AM - 10:00 AM	Office Time
10:00 AM - 10:30 AM	Monthly Amy & Heather -- MS Teams
10:30 AM - 11:00 AM	DM Q3 Sign-Off Briefing (Amy,) -- MS Teams
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Monthly Tiffany & Heather -- MS Teams
1:30 PM - 2:30 PM	Office Time
2:30 PM - 3:00 PM	MLA Sharma Briefing -- MS Teams
3:00 PM - 3:30 PM	Monthly Jim & Heather -- MS Teams Only
3:30 PM - 4:30 PM	Office Time

January 20, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above

January 21, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
12:00 PM - 2:00 PM	Private Appointment	

January 22, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
8:30 AM - 9:30 AM	TB Minor -- MS Teams	
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams	
9:30 AM - 10:30 AM	MKC & MAK Mtg UBCM -- MS Teams	
10:45 AM - 11:45 AM	Advice/Recommendations	MS Teams
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 3:00 PM	Do Not Book	
3:00 PM - 4:15 PM	MFEX -- MS teams	
3:00 PM - 3:15 PM	MFEX presentation (Heidi/Jethro) -- MS teams	
3:15 PM - 3:35 PM	MFEX Presentation (Amy, Shannon) -- MS Teams	
3:35 PM - 3:55 PM	MFEX Presentation (Amy, Kyle) -- MS Teams	

January 23, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
12:00 AM - 12:00 AM	Security Concern	
8:00 AM - 8:30 AM	Meeting: Shannon and Heather - Weekly Check-in -- Shannon to call Heather's cell	Personal Information
9:00 AM - 9:30 AM	DM & ADM Pre-Brief (Feb 7th) -- MS Teams	
9:30 AM - 11:00 AM	Office Time	
11:00 AM - 11:30 AM	DM Mtg First West - CEO Launi Skinner and Board Chair, Shawn Neumann -- MS Teams	
11:30 AM - 12:00 PM	Office Time	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 2:00 PM	Cabinet Confidences; Security Concern	-- CabOps to Send MS Teams Link Directly Through MS Teams Chat
2:00 PM - 2:30 PM	Office Time	
2:30 PM - 3:00 PM	DM Mtg Staffing -- MS Teams	
3:00 PM - 3:30 PM	DM Pre-Brief for February 1st DMCC (Tiffany, Sean, Shannon, Emma,) -- MS Teams	

January 24, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
12:00 AM - 12:00 AM	Security Concern	Please See Above

January 24, 2024 Continued

8:00 AM - 8:30 AM	Advice/Recommendations	MS Teams
8:00 AM - 8:00 AM	Bank of Canada interest rate announcement	
9:00 AM - 9:30 AM	Heather/Alexandra - Monthly Mtg -- MS Teams	
9:30 AM - 10:00 AM	Office Time	
10:00 AM - 11:00 AM	Advice/Recommendations	Security Concern -- /MS Teams
11:00 AM - 12:00 PM	Office Time	
11:30 AM - 12:00 PM	PSP Mtg Inform'Elles - Jeanne Landry -- MS Teams	
12:00 PM - 1:00 PM	Do Not Book	
1:00 PM - 2:00 PM	Office Time	
1:00 PM - 1:30 PM	Security Concern	Weekly Lisa, Jen & Heather -
2:50 PM - 3:20 PM	Heather & Michele Touchbase -- MS Teams	
3:20 PM - 3:45 PM	Office Time	
3:45 PM - 4:15 PM	Advice/Recommendations	Microsoft Teams Meeting
4:15 PM - 4:30 PM	Heather/Allison -- Microsoft Teams Meeting	
4:15 PM - 5:30 PM	Personal Information	

January 25, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
All Day	Heather's portion of all staff 1:30-1:45pm only	
9:00 AM - 10:00 AM	Advice/Recommendations	-- MS Teams
10:00 AM - 10:30 AM	MKC Pre-brief for PDE mtg (Heather/Tiffany)	-- MS Teams
10:30 AM - 11:30 AM	Advice/Recommendations	Security -- Concern Teams
11:45 AM - 12:00 PM	Call: Marie Heather -- Heather to Call Marie at	Personal Information
12:00 PM - 1:00 PM	Do Not Book	
1:25 PM - 2:05 PM	Please hold: January all-staff meeting --	Security Concern
2:30 PM - 3:00 PM	Advice/Recommendations	-- MS Teams
3:00 PM - 3:30 PM	CFO Event Discussion w Heather Wood + Alex Chandler	-- Microsoft Teams Meeting
3:30 PM - 4:00 PM	PSP & MBB Women in Communication and Technology	-- MS Teams
3:45 PM - 4:00 PM	Call: Dr. Paul Kershaw -- Heather to call Paul at	Personal Information
4:00 PM - 5:00 PM	Office Time	

January 26, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
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January 26, 2024 Continued

All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above	
8:30 AM - 9:30 AM	Advice/Recommendations; Cabinet Confidences; Intergovernmental Communications	-- MS Teams
9:30 AM - 11:30 AM	DMC -- Security Concern	Teams
10:15 AM - 10:45 AM	Advice/Recommendations	MS TEams
11:30 AM - 12:00 PM	Office Time	
12:00 PM - 12:45 PM	Advice/Recommendations; Cabinet Confidences; Government	- MS Teams
12:30 PM - 1:00 PM	Advice/Recommendations; Cabinet Confidences	
1:00 PM - 2:00 PM	Do Not Book	
2:00 PM - 2:30 PM	Office Time	
2:30 PM - 2:45 PM	Advice/Recommendations; Cabinet Confidences	
3:00 PM - 4:00 PM	InBC AIR Committee - Financing discussion for full Board -- Microsoft Teams	
4:00 PM - 4:30 PM	Travel	
4:30 PM - 8:30 PM	Personal Security; Security Concern	
5:30 PM - 6:00 PM	Heather to lead Speeches - Starting at 5:30pm --	Security Concern

January 27, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above	
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above	

January 28, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above

January 29, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9)	Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering	Please See Above
9:00 AM - 10:00 AM	MKC TB Pre-Brief (Feb 7) -- MS Teams	
9:30 AM - 10:30 AM	Agenda/PPS Weekly Meeting -- Teams	
10:30 AM - 11:00 AM	Office Time	
11:00 AM - 11:30 AM	Meeting: Shannon S, Jessica P, Heather W and Christina Z -- MS teams	
11:30 AM - 12:00 PM	Advice/Recommendations	-- MS Teams
12:00 PM - 1:00 PM	Do Not Book	
12:15 PM - 12:30 PM	Advice/Recommendations; Cabinet Confidences	
12:45 PM - 1:00 PM	Meeting: Jessica P, Maya, Barb C, Heather W, Neil R -- MS teams	
1:00 PM - 2:30 PM	Office Time - Do Not Book	
2:30 PM - 3:00 PM	Meeting: Shannon and Heather - Weekly Check-in -- Shannon to call Heather's cell	Security Concern
3:00 PM - 3:30 PM	Office Time	

January 29, 2024 Continued

3:30 PM - 4:15 PM	MKC Mtg Deck Review -- MS Teams
4:00 PM - 4:30 PM	4:00 PM CIS DM WG -- Microsoft Teams Meeting
4:30 PM - 5:00 PM	Advice/Recommendations - Microsoft Teams Meeting

January 30, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above
8:30 AM - 4:30 PM	Leading Together - BC Public Service Event (Heather, Doug, Renée) -- Security Concern
9:00 AM - 10:00 AM	TB Minor -- MS Teams
10:00 AM - 10:30 AM	MKC Pre brief for PDE meeting (Tiffany) -- MS Teams
10:30 AM - 11:00 AM	PSP Briefing Period Poverty -- MS Teams
2:00 PM - 3:00 PM	PSP & GEO Bi-weekly check-in -- MS Teams
2:30 PM - 3:30 PM	PDE & MKC Mtg -- MS Teams

January 31, 2024

All Day	Linda T A/CFO (Jan 15-Feb 9) Please See Above
All Day	Asha Leave (Jan 16 - Feb 5) - Alison covering Please See Above
9:00 AM - 11:00 AM	Cabinet (FIN Supporting item) -- CabOps will send link directly
9:00 AM - 10:00 AM	Private Appointment

January 31, 2024 Continued

9:00 AM - 9:30 AM	Cabinet Teams Link for Heather
10:00 AM - 12:00 PM	PSP EAC Meeting -- MS Teams
11:00 AM - 12:00 PM	Canada Pension Plan / Régime de pensions du Canada -- Microsoft Teams Meeting
11:00 AM - 12:00 PM	FW: Invite: 2023 PECSF Campaign Virtual Recognition Event -- MS Teams
11:30 AM - 11:45 AM	Advice/Recommendations -- MS Teams
12:00 PM - 1:00 PM	Do Not Book
1:00 PM - 1:30 PM	Advice/Recommendations Security Concern MS Teams
1:30 PM - 2:00 PM	DMIIF Co-Chairs Meeting -- MS Teams
2:00 PM - 4:00 PM	P&P (FIN Supporting HOUS) -- MS Teams (CabOps to send link directly)
2:00 PM - 2:30 PM	P&P Teams Link for Heather -- MS Teams
4:15 PM - 4:45 PM	DM Mtg DMC on Population Growth (Donna, Hayden, Rosa) -- MS Teams