

**July 1, 2024**

All Day	Cloe Vacation - June 17 to July 5	
All Day	MMD Vacation -- June 24 to Aug 5	
All Day	Ellora - vacation	
All Day	Stat Holiday	

**July 2, 2024**

All Day	Cloe Vacation - June 17 to July 5	Please See Above
All Day	MMD Vacation -- June 24 to Aug 5	Please See Above
All Day	Ellora - vacation	Please See Above
12:00 AM - 12:00 AM	CZ Vacation July 1-12 -- Melanie acting	
12:00 AM - 12:00 AM	Ellora - Vacation	
12:00 AM - 12:00 AM	KK - vacation -- Sandra acting	Personal Information

## July 2, 2024 Continued

8:00 AM - 9:00 AM	Child Care Project Board -- Teams
9:00 AM - 11:00 AM	Office Time
11:00 AM - 12:00 PM	Melanie/Mary Weekly 1:1 -- <sup>Security Concern</sup> Teams
12:00 PM - 1:00 PM	All Superintendents, Secretary-Treasurers & Indigenous Education Leads Call - New Ministerial Order on Indigenous Education Councils -- Virtual - Zoom
1:00 PM - 1:30 PM	Lunch
1:30 PM - 2:00 PM	Ad Hoc DMC -- Teams
2:00 PM - 2:30 PM	<sup>Advice/Recommendations</sup> - <sup>Security Concern</sup> (or teams)
2:30 PM - 2:55 PM	Office Time
3:00 PM - 3:30 PM	Assoc DM Mtg re: Budget Process - <sup>Security Concern</sup>
3:30 PM - 4:00 PM	Maya re: CIJA Requests -- Microsoft Teams Meeting
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs
4:00 PM - 4:30 PM	appt - mentoring

## July 3, 2024

All Day	Cloe Vacation - June 17 to July 5 Please See Above
All Day	MMD Vacation -- June 24 to Aug 5 Please See Above

## July 3, 2024 Continued

All Day	Ellora - vacation	Please See Above
All Day	CZ Vacation July 1-12 -- Melanie acting	Please See Above
All Day	Ellora - Vacation	Please See Above
All Day	KK - vacation -- Sandra acting	Please See Above
8:30 AM - 10:00 AM	Advice/Recommendations	- via Zoom
10:00 AM - 10:30 AM	Melanie/Mark Pearmain: Monthly 1:1 -- Microsoft Teams Meeting	
10:30 AM - 10:55 AM	Office Time	
10:30 AM - 11:00 AM	DM Wkly - PR Check-in -	Security Concern
11:00 AM - 11:30 AM	Melanie/Sandra Weekly 1:1 -	Security Concern
11:30 AM - 12:00 PM	Office Time	
12:00 PM - 12:30 PM	Siobhan and Melanie check-in --	Security Concern
12:30 PM - 1:00 PM	Lunch	
1:00 PM - 2:30 PM	Executive Committee --	Security Concern
2:30 PM - 3:00 PM	Huddle with ADM McCrea/ADM Stewart/Nina/Cristina -- MS Teams	
3:00 PM - 3:30 PM	Melanie/Brad Monthly 1:1 -- Teams	
3:30 PM - 3:45 PM	Melanie/Nina - Weekly -- Microsoft Teams Meeting	

## July 3, 2024 Continued

4:00 PM - 4:30 PM

Office Time

4:30 PM - 5:30 PM

Do not book - hold/urgent mtgs

## July 4, 2024

All Day

Cloe Vacation - June 17 to July 5

Please See Above

All Day

MMD Vacation -- June 24 to Aug 5

Please See Above

All Day

Ellora - vacation

Please See Above

All Day

CZ Vacation July 1-12 -- Melanie acting

Please See Above

All Day

Ellora - Vacation

Please See Above

All Day

KK - vacation -- Sandra acting

Please See Above

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

8:15 AM - 8:45 AM

Office Time

8:45 AM - 9:00 AM

Melanie/Trish Weekly 1:1 - <sup>Security Concern</sup>

9:00 AM - 9:30 AM

Melanie/Denise Connect re: Nomination -- Teams

9:30 AM - 10:00 AM

L&P Table Pre-Brief -- Microsoft Teams Meeting

9:30 AM - 10:00 AM

Patti/Nina/Ellen Check in -- Teams

10:00 AM - 12:00 PM

L&P Table -- Zoom

12:00 PM - 12:45 PM

Siobhan + Melanie housing discussion --  
<sup>Security Concern</sup>

## July 4, 2024 Continued

1:00 PM - 1:30 PM	Office Time
1:30 PM - 2:00 PM	Melanie/Meghan re: Transition and SI Binder -- <sup>Security Concern</sup> or Teams
2:00 PM - 2:45 PM	Melanie/Jenn Wray Weekly 1:1 -- Teams
3:00 PM - 3:30 PM	DM/ADM Pre-Brief: Joint Minister Youth Advisory Council (July 18) -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Travel
4:00 PM - 5:00 PM	<sup>Personal Information</sup>

## July 5, 2024

12:00 AM - 12:00 AM	Cloe Vacation - June 17 to July 5 Please See Above
All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
12:00 AM - 12:00 AM	Ellora - vacation Please See Above
All Day	CZ Vacation July 1-12 -- Melanie acting Please See Above
12:00 AM - 12:00 AM	Ellora - Vacation Please See Above
12:00 AM - 12:00 AM	KK - vacation -- Sandra acting Please See Above
All Day	Jenn McCrea Vacation -- Meghan McCrea - Acting ADM
All Day	Jenn Wray Vacation -- Laura Hutchinson - Acting ADM <sup>Government Financial Information</sup>
8:30 AM - 11:00 AM	Office Time

## July 5, 2024 Continued

11:00 AM - 12:00 PM Do not book

12:00 PM - 12:30 PM Lunch

12:30 PM - 5:00 PM Personal Information

## July 6, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day CZ Vacation July 1-12 -- Melanie acting  
Please See Above

## July 7, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day CZ Vacation July 1-12 -- Melanie acting  
Please See Above

## July 8, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day CZ Vacation July 1-12 -- Melanie acting  
Please See Above

8:00 AM - 8:15 AM Daily Exec Update -- Microsoft Teams Meeting

8:30 AM - 9:00 AM Office Time

9:00 AM - 9:30 AM Weekly DMO Check-in -- Security Concern

9:35 AM - 10:00 AM MRS PB re: FISA BC -- Teams

10:00 AM - 10:30 AM MRS Mtg re: FISA BC -- Teams

## July 8, 2024 Continued

10:30 AM - 11:00 AM	Office Time
11:00 AM - 11:30 AM	MRS PB: Mtg w/ Minister Debra Fisher & Metis Nation British Columbia -- Teams
11:30 AM - 12:00 PM	MRS Mtg w/ Minister Debra Fisher & Metis Nation British Columbia -- Teams
12:00 PM - 1:00 PM	Lunch
1:15 PM - 2:15 PM	Minister's Council -- Teams
2:15 PM - 3:00 PM	Joint Min Pre-Brief w/ MMHA (Child, Youth and Young Adult Substance Use Advisory Panel) -- Teams
3:00 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

## July 9, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	CZ Vacation July 1-12 -- Melanie acting Please See Above
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
8:30 AM - 8:45 AM	Chat -- Microsoft Teams Meeting
9:00 AM - 9:30 AM	Melanie/Sandra Weekly 1:1 -- Security Concern Teams
9:30 AM - 10:00 AM	Office Time
10:00 AM - 10:45 AM	Melanie/Chris Connect re: Org Structure -- Security Concern

July 9, 2024 Continued

11:15 AM - 11:30 AM	travel
11:30 AM - 12:30 PM	Melanie/Mariam Okwengu Connect -- In person at <small>Personal Information</small>
12:30 PM - 12:45 PM	travel
1:00 PM - 2:00 PM	Melanie/Mary Weekly 1:1 - <small>Security Concern</small> or Teams
2:00 PM - 3:00 PM	Exec: DRIPA/Reconciliation <small>Security Concern</small> Teams; <small>Security Concern</small>
3:00 PM - 3:30 PM	MRS Mtg: MNBC Debrief -- Teams
3:30 PM - 4:30 PM	<small>Personal Information</small>
4:30 PM - 5:30 PM	Do not book - hold/urgent mtgs

July 10, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	CZ Vacation July 1-12 -- Melanie acting Please See Above
12:00 AM - 12:00 AM	Sandra - vacation (Karla back up)
All Day	<small>Personal Information</small>
8:30 AM - 9:30 AM	Office Time
9:30 AM - 10:00 AM	reference check
10:00 AM - 12:00 PM	DMC Digital and Data Meeting -- MS Teams; <small>Security Concern</small>



## July 10, 2024 Continued

11:30 AM - 12:00 PM	MNBC/EEC Leaders Meeting -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Lunch
12:00 PM - 12:15 PM	Jenn/Melanie/Denise -- Microsoft Teams Meeting
12:25 PM - 12:45 PM	Nina/Melanie/Cloe - P&P today -- Microsoft Teams Meeting
1:00 PM - 2:30 PM	Executive Committee - <small>Security Concern</small>
2:30 PM - 3:00 PM	Budget plan
3:00 PM - 3:30 PM	Nina - Weekly -- Microsoft Teams Meeting
3:45 PM - 4:00 PM	call CZ
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

## July 11, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	CZ Vacation July 1-12 -- Melanie acting Please See Above
All Day	Sandra - vacation (Karla back up) Please See Above
All Day	<small>Personal Information</small>
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
8:30 AM - 9:30 AM	Office Time

July 11, 2024 Continued

9:30 AM - 10:30 AM	Melanie/Jenn Wray Weekly 1:1 -- <small>Security Concern</small>
10:30 AM - 11:00 AM	ED Update -- Microsoft Teams Meeting; <small>Security Concern</small> <small>Security Concern</small>
11:00 AM - 11:30 AM	Office Time
11:30 AM - 12:00 PM	Meeting with SJA RE: CPR and Opioid Response Training -- MS Teams
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Office Time
1:30 PM - 2:00 PM	<small>Advice/Recommendations</small>  -- Teams
2:00 PM - 2:30 PM	Office Time
2:30 PM - 3:00 PM	Melanie/Jenn Biweekly 1:1 <small>Security Concern</small>
3:00 PM - 3:30 PM	Melanie/Anita Mtg re: HR Discussion -- Teams
3:30 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

July 12, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
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## July 12, 2024 Continued

12:00 AM - 12:00 AM	CZ Vacation July 1-12 -- Melanie acting Please See Above
12:00 AM - 12:00 AM	Sandra - vacation (Karla back up) Please See Above
12:00 AM - 12:00 AM	Mary's Vacation (July 12 - Aug 9)
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams
9:00 AM - 9:30 AM	King's Medal drafting
9:30 AM - 10:00 AM	Office Time
10:00 AM - 10:30 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting
10:30 AM - 11:30 AM	Office Time
11:45 AM - 12:00 PM	travel
12:00 PM - 1:00 PM	Lunch - <small>Personal Information</small>
1:00 PM - 1:15 PM	travel
1:00 PM - 1:30 PM	Jenn M attending JCWG
1:30 PM - 3:30 PM	Office Time
3:45 PM - 4:15 PM	travel

July 12, 2024 Continued

4:15 PM - 4:45 PM

Personal Information

July 13, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day Mary's Vacation (July 12 - Aug 9)  
Please See Above

July 14, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day Mary's Vacation (July 12 - Aug 9)  
Please See Above

July 15, 2024

All Day MMD Vacation -- June 24 to Aug 5  
Please See Above

All Day Mary's Vacation (July 12 - Aug 9)  
Please See Above

12:00 AM - 12:00 AM Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <sup>Government Financial Information</sup>

12:00 AM - 12:00 AM Sandra vacation - Karla covering

8:00 AM - 8:15 AM Daily Exec Update -- Microsoft Teams Meeting

8:15 AM - 9:30 AM Melanie: Wkly Check-in (Vacation hand off) <sup>Security Concern</sup> Teams; <sup>Security Concern</sup>

9:30 AM - 10:30 AM ECC/MNBC Touch-base -- Microsoft Teams Meeting

9:30 AM - 10:00 AM Weekly DMO Check-in <sup>Security Concern</sup>

10:30 AM - 11:30 AM Do not book

July 15, 2024 Continued

11:30 AM - 4:15 PM	ECC - S&T ADM Interviews -- <sup>Security Concern</sup>
4:30 PM - 5:30 PM	Do not book - hold/urgent mtgs

July 16, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <sup>Government Financial Information</sup> Please See Above
All Day	Sandra vacation - Karla covering Please See Above
7:45 AM - 8:30 AM	Child Care Project Board -- Teams
8:30 AM - 9:00 AM	call Suzanne Manahan
8:30 AM - 9:00 AM	Office Time
9:00 AM - 9:30 AM	Assoc DM PB re: Literacy Supports -- <sup>Security Concern</sup>
9:30 AM - 10:00 AM	Office Time
10:00 AM - 11:00 AM	HPST Education for Human Flourishing 2024: implications for systems - Session 1: How systems acquire a different s <sup>Security Concern</sup>
11:00 AM - 11:30 AM	Melanie/Brad Monthly 1:1 -- Teams
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch

## July 16, 2024 Continued

1:00 PM - 2:00 PM	Melanie/Angie(obo Mary) Weekly 1:1 - <sup>Security Concern</sup>	Teams
2:00 PM - 2:30 PM	call Eleanor	
2:30 PM - 3:15 PM	DM Mtg w/ SD33 re: Whistler BCSSA Session -- Teams	
3:30 PM - 3:45 PM	Melanie/Shannon Connect -- Teams	
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs	

## July 17, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above	
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above	
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <sup>Government Financial Information</sup> Please See Above	
All Day	Sandra vacation - Karla covering Please See Above	
8:30 AM - 9:00 AM	L&P Table Pre-Brief -- Microsoft Teams Meeting	
9:00 AM - 9:30 AM	<sup>Government Financial Information</sup>	
9:30 AM - 10:00 AM	Melanie/Karla Weekly 1:1 -- <sup>Security Concern</sup>	Teams
10:00 AM - 12:00 PM	L&P Table -- Zoom	
11:00 AM - 11:30 AM	DM Wkly - PR Check-in <sup>Security Concern</sup>	
12:00 PM - 12:30 PM	L&P Table De-Brief -- Microsoft Teams Meeting	
12:30 PM - 1:15 PM	Lunch	

## July 17, 2024 Continued

1:15 PM - 2:30 PM	Executive Committee -- <small>Security Concern</small>
2:30 PM - 3:00 PM	Office Time
3:00 PM - 3:30 PM	Melanie/Stephanie Garrett Connect -- Teams
3:30 PM - 4:00 PM	Melanie/Tracy Mtg re: S&T ADM -- Teams
4:00 PM - 4:30 PM	MRS PB: SD 61 mtg w/MMF -- Teams
4:30 PM - 5:30 PM	Do not book - hold/urgent mtgs

## July 18, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <small>Government Financial Information</small> Please See Above
All Day	Sandra vacation - Karla covering Please See Above
All Day	<small>Personal Information</small>
8:30 AM - 9:00 AM	Office Time
9:15 AM - 9:30 AM	Travel
9:30 AM - 10:00 AM	Melanie/Alana Coffee Meeting -- <small>Security Concern</small>
10:00 AM - 10:15 AM	Travel

July 18, 2024 Continued

10:30 AM - 11:00 AM	Office Time
11:00 AM - 11:30 AM	follow-up re HR
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting; <small>Security Concern</small>
11:30 AM - 12:00 PM	MS to chair
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Chris/DM: Weekly -- <small>Security Concern</small> Teams; <small>Security Concern</small>
2:00 PM - 2:30 PM	Melanie/Lisa Touchbase -- Teams
2:30 PM - 3:30 PM	Melanie/Jenn Wray Weekly 1:1 - <small>Security Concern</small>
3:30 PM - 5:00 PM	Do not book - hold/urgent mtgs

July 19, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <small>Government Financial Information</small> Please See Above
12:00 AM - 12:00 AM	Sandra vacation - Karla covering Please See Above
7:30 AM - 8:00 AM	check with Denise re Kings Medal edits
8:00 AM - 8:30 AM	<small>Personal Information</small>



July 19, 2024 Continued

8:30 AM - 9:00 AM	Office Time
9:00 AM - 9:30 AM	MRS Briefing w/MMF on SD 61 -- Teams
9:30 AM - 9:45 AM	Melanie/Trish Weekly 1:1 -- Teams
10:00 AM - 10:30 AM	DM/Assoc DM Mtg re: Literacy Supports -- DM's office or Teams; <sup>Security Concern</sup>
10:30 AM - 11:30 AM	DM Mtg re: Capital on GRE -- <sup>Security Concern</sup> Teams; <sup>Security Concern</sup>
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:20 PM	Melanie/Jenn M Check in -- <sup>Security Concern</sup>
1:30 PM - 2:30 PM	Exec - BCSSA Slide Deck Review <sup>Security Concern</sup> Teams; <sup>Security Concern</sup>
2:30 PM - 5:00 PM	Do not book - hold/urgent mtgs

July 20, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <sup>Government Financial Information</sup> Please See Above
All Day	<sup>Personal Information</sup>

July 21, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
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## July 21, 2024 Continued

All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting Please See Above

Government Financial  
Information

## July 22, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting Please See Above
12:00 AM - 12:00 AM	Brad Vacation (July 22 to Aug 9) -- Acting - TBD
12:00 AM - 12:00 AM	Clay Vacation
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
9:00 AM - 9:30 AM	Office Time
9:30 AM - 10:00 AM	Weekly DMO Check-in --
10:00 AM - 10:30 AM	Office Time
10:30 AM - 11:30 AM	Melanie/Vicki catch up --
11:30 AM - 12:00 PM	Do not book
12:00 PM - 1:00 PM	Lunch - out of office
1:00 PM - 1:30 PM	Do not book

Security Concern

Security Concern

## July 22, 2024 Continued

1:30 PM - 2:30 PM	Office Time
2:30 PM - 3:00 PM	DM mtg - Chris/Melanie - <small>Security Concern</small> teams; <small>Security Concern</small>
3:00 PM - 4:00 PM	Minister's Council -- Teams
4:15 PM - 4:30 PM	TRAVEL
4:30 PM - 5:00 PM	<small>Personal Information</small>

## July 23, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <small>Government Financial Information</small> Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above
All Day	Clay Vacation Please See Above
12:00 AM - 12:00 AM	MRS Vacation
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
8:30 AM - 4:30 PM	Do not book
10:00 AM - 10:30 AM	DM Wkly - PR Check-in -- <small>Security Concern</small>

## July 23, 2024 Continued

11:00 AM - 1:00 PM

Drop in - Save the Date: Honouring Denise Augustine --

Security Concern

2:00 PM - 4:00 PM

First Nations CYIC Protocol Technical Table Meeting --

Security Concern

2:00 PM - 3:00 PM

Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting

4:30 PM - 6:00 PM

Personal Information

## July 24, 2024

All Day

MMD Vacation -- June 24 to Aug 5

Please See Above

All Day

Mary's Vacation (July 12 - Aug 9)

Please See Above

All Day

Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <sup>Government Financial</sup> Information

Please See Above

All Day

Brad Vacation (July 22 to Aug 9) -- Acting - TBD

Please See Above

All Day

Clay Vacation

Please See Above

All Day

MRS Vacation

Please See Above

All Day

Personal Information

7:30 AM - 8:00 AM

1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting

8:00 AM - 8:30 AM

Office Time

8:30 AM - 8:45 AM

Daily Exec Update -- Teams

9:00 AM - 9:30 AM

Nina - Weekly -- Microsoft Teams Meeting

July 24, 2024 Continued

9:30 AM - 10:00 AM	Melanie/Chris Monthly 1:1 -- Teams
10:00 AM - 10:30 AM	Melanie/Karla Weekly 1:1 -- Teams
10:30 AM - 11:30 AM	FYI - 620 Fire Drill
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	DM Mtg: <div>Advice/Recommendations</div> <div>Security Concern</div>
2:00 PM - 3:00 PM	Office Time
3:00 PM - 4:00 PM	Melanie/Jenn Wray Weekly 1:1 -- Teams
4:00 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	Personal Information
5:00 PM - 6:00 PM	Do not book - hold/urgent mtgs

July 25, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above

July 25, 2024 Continued

All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting Please See Above	Government Financial Information
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above	
All Day	Clay Vacation Please See Above	
All Day	MRS Vacation Please See Above	
12:00 AM - 12:00 AM	Nina Vacation (July 25 to Aug 12)	
12:00 AM - 12:00 AM	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9 July 25-Aug 2 – A/ADM Danielle Carter-Sullivan – August 5-9 – A/ADM Meghan Day -	Government Financial Information Government Financial Information
12:00 AM - 12:00 AM	KK - vacation -- Sandra acting	
8:00 AM - 9:00 AM	Melanie: Wkly Check-in - Teams;	Security Concern Security Concern
9:00 AM - 11:00 AM	DMC Digital and Data Meeting -- MS Teams;	Security Concern
11:00 AM - 11:30 AM	connect -- Microsoft Teams Meeting	
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting; Security Concern	Security Concern
12:00 PM - 12:45 PM	Lunch	
12:45 PM - 1:00 PM	travel	
1:00 PM - 1:30 PM	Connect - DM Wood & ADM Stewart -- Security Concern	Security Concern

## July 25, 2024 Continued

1:30 PM - 1:45 PM	travel	
2:00 PM - 3:00 PM	Melanie/Angie(obo Mary) Weekly 1:1	Security Concern Teams
3:00 PM - 3:30 PM	Melanie/Amber Connect -- Teams	
3:30 PM - 4:00 PM	travel -	
4:00 PM - 7:00 PM	Personal Information	

## July 26, 2024

All Day	MMD Vacation -- June 24 to Aug 5	Please See Above
All Day	Mary's Vacation (July 12 - Aug 9)	Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting	Government Financial Information Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD	Please See Above
All Day	Clay Vacation	Please See Above
All Day	MRS Vacation	Please See Above
All Day	Nina Vacation (July 25 to Aug 12)	Please See Above
All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9	Please See Above
All Day	KK - vacation -- Sandra acting	Please See Above
All Day	Chris Vacation (tentative)	

July 26, 2024 Continued

8:15 AM - 8:30 AM	Daily Exec Update -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams
9:00 AM - 9:30 AM	Melanie/Patti Monthly 1:1 -- Teams
9:45 AM - 10:00 AM	Travel
10:00 AM - 10:30 AM	Melanie/Rob Cooke Coffee Meeting - <small>Security Concern</small>
10:30 AM - 10:45 AM	Travel
11:00 AM - 11:30 AM	Office Time
11:30 AM - 12:00 PM	Melanie/Sandra Weekly 1:1 -- <small>Security Concern</small>
12:00 PM - 1:00 PM	Lunch
1:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

July 27, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <small>Government Financial Information</small> Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above



## July 27, 2024 Continued

All Day	Clay Vacation	Please See Above
All Day	MRS Vacation	Please See Above
All Day	Nina Vacation (July 25 to Aug 12)	Please See Above
All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9	Please See Above
All Day	KK - vacation -- Sandra acting	Please See Above
3:00 PM - 5:00 PM	Telus security	

## July 28, 2024

All Day	MMD Vacation -- June 24 to Aug 5	Please See Above
All Day	Mary's Vacation (July 12 - Aug 9)	Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting	Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD	Please See Above
All Day	Clay Vacation	Please See Above
All Day	MRS Vacation	Please See Above
All Day	Nina Vacation (July 25 to Aug 12)	Please See Above
All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9	Please See Above
All Day	KK - vacation -- Sandra acting	Please See Above

## July 29, 2024

All Day	MMD Vacation -- June 24 to Aug 5	Please See Above
All Day	Mary's Vacation (July 12 - Aug 9)	Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting	Please See Above

## July 29, 2024 Continued

All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above
All Day	Clay Vacation Please See Above
All Day	MRS Vacation Please See Above
All Day	Nina Vacation (July 25 to Aug 12) Please See Above
All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9 Please See Above
All Day	KK - vacation -- Sandra acting Please See Above
8:00 AM - 8:30 AM	Telus
11:00 AM - 12:00 PM	11:00AM Financial Planning Meeting with Melanie Stewart, Dana Brooks and Kareen Leung -- Teams Meeting
12:00 PM - 1:00 PM	Lunch
1:00 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

## July 30, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
All Day	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting <small>Government Financial Information</small> Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above
All Day	Clay Vacation Please See Above
12:00 AM - 12:00 AM	MRS Vacation Please See Above
All Day	Nina Vacation (July 25 to Aug 12) Please See Above

## July 30, 2024 Continued

All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9 Please See Above
All Day	KK - vacation -- Sandra acting Please See Above
7:30 AM - 8:00 AM	check in -- Microsoft Teams Meeting
8:00 AM - 9:00 AM	Child Care Project Board -- Teams
9:30 AM - 10:00 AM	Weekly DMO Check-in -- Security Concern
10:00 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Melanie/Scott (obo Mary) Weekly 1:1 Security Concern Teams
2:00 PM - 4:00 PM	Office Time
4:00 PM - 4:30 PM	Do not book - hold/urgent mtgs
4:30 PM - 5:00 PM	Jo, Tracy kevin

## July 31, 2024

All Day	MMD Vacation -- June 24 to Aug 5 Please See Above
All Day	Mary's Vacation (July 12 - Aug 9) Please See Above
12:00 AM - 12:00 AM	Emily Vacation (July 15 to July 31) -- Shannon Renault - Acting Government Financial Information Please See Above
All Day	Brad Vacation (July 22 to Aug 9) -- Acting - TBD Please See Above

## July 31, 2024 Continued

All Day	Clay Vacation	Please See Above
All Day	Nina Vacation (July 25 to Aug 12)	Please See Above
All Day	Jenn McCrea Vacation (July 25 to Aug 9) -- Dani A/ADM July 25-Aug 2; Meghan D. A/ADM Aug 5-9	Please See Above
All Day	KK - vacation -- Sandra acting	Please See Above
8:30 AM - 8:45 AM	Daily Exec -- Microsoft Teams Meeting	
9:00 AM - 9:30 AM	DM Mtg: Bill 40 Updates (IRR/ECC) -- Teams;	Security Concern
9:30 AM - 10:00 AM	Office Time	
10:00 AM - 10:30 AM	Melanie/Ida re set-up --	Security Concern
10:30 AM - 11:00 AM	DM Wkly - PR Check-in --	Security Concern
11:00 AM - 12:00 PM	Office Time	
12:00 PM - 1:00 PM	Lunch - out of office Aria	
1:00 PM - 1:30 PM	Assoc DM Mtg re: HR Discussion --	Security Concern Teams
1:30 PM - 2:00 PM	Melanie/Sandra Weekly 1:1 --	Security Concern
2:00 PM - 2:30 PM	Melanie/Cloe Monthly 1:1 --	Security Concern
2:30 PM - 3:00 PM	Office Time	

July 31, 2024 Continued

3:15 PM - 4:00 PM	Melanie: Wkly Check-in - Security Concern	Teams, Security Concern
4:00 PM - 4:30 PM	Do not book - hold/urgent mtgs	
4:30 PM - 6:00 PM	Personal Information	