

February 1, 2018

Thursday

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:15 AM - 9:45 AM	Call w/Jill Kot, Joanne Munro & Leslie MacLean RE: FPT DM Table
9:30 AM - 10:00 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
10:00 AM - 10:30 AM	Jill/JC re: Touch Base -- Security Concern
10:30 AM - 11:15 AM	Jill/Bobbi/Kerry re: DMCPSC Pre-brief (Mtg Feb 5)
11:15 AM - 12:15 PM	Jill/CJ re: Weekly Touch Base
12:15 PM - 1:00 PM	Lunch: Jill/CJ
1:30 PM - 3:30 PM	1:30 PM DMC SSP
4:00 PM - 5:00 PM	ADM Technology Solutions Competition
5:05 PM - 5:20 PM	5:05 PM - PHONE CALL: Lori, Jill, Sabine - ADM Health Sector IM/IT

February 2, 2018

Friday

8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 11:30 AM	Jill/JC/Jennifer: touch base --
11:30 AM - 12:00 PM	CALL: Mark Sieben, Jill Kot & Elenore Arend re Capital Corrections PEB
12:00 PM - 12:45 PM	Lunch and Eapprovals
12:45 PM - 1:15 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
1:15 PM - 2:00 PM	David C: touch base --
2:00 PM - 2:30 PM	Bi-weekly: Jill & Stu (Mtg Series ends Dec 21/18) --

February 2, 2018 Continued

Friday

2:30 PM - 4:00 PM

IM/IT Capital Investment Board

4:00 PM - 4:30 PM

Phone Call: CBA

February 5, 2018

Monday

8:00 AM - 9:30 AM

Office Time

8:30 AM - 9:00 AM

8:30-9:00am - Daily Communications Meeting --

9:30 AM - 11:00 AM

DMCPSC (Recurring mtg ends 05/22/2018) --

11:00 AM - 11:30 AM

Jill/CJ re: Weekly Touch Base (1st 15 minutes of meeting will be with Niki)

11:30 AM - 12:00 PM

Jill/CJ/Bobbi re: ADM Competition

12:00 PM - 12:30 PM

Jill/JC: touch base --

12:30 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 1:30 PM

Jill/Sunny/Bobbi re: Prebrief for Feb 7 Roundtable

1:30 PM - 2:00 PM

Jill/David Patterson of ESIT Advanced Solutions re: Touch Base

2:00 PM - 2:30 PM

Susan: touch base & EGC Briefing --

2:30 PM - 4:30 PM

Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --

3:15 PM - 3:25 PM

CITZ ExComm Agenda Item

3:25 PM - 3:33 PM

CITZ ExComm Agenda Item

5:00 PM - 5:45 PM

MINISTER: MJS/Shannon/Karl re: FOI

February 6, 2018

Tuesday

8:30 AM - 9:30 AM	Don Wright/Jill Kot & Drew McArthur re: FOI
10:00 AM - 11:00 AM	Review of Access to MOH Data for Research & Administrative Purposes
11:45 AM - 12:00 PM	Phone Call: Jill and Salman Azam re: Intro call & Role of ADM, TS
12:30 PM - 1:30 PM	Minister Tour: CSI Lab with MJS/Minister Ralston & PS Rick Glumac
12:30 PM - 1:15 PM	MINISTER Staff (Karl or Shannon TBC): Minister Beare for Connectivity Briefing
2:00 PM - 4:00 PM	CCSSP

February 7, 2018

Wednesday

8:15 AM - 8:30 AM	Phone Call: Jill Kot/Robin Ciceri, RUCBC
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Bev/CJ/Carol re: BC Online
9:30 AM - 10:00 AM	Jill/Carol Prest re: Organizational Engagement
10:00 AM - 10:30 AM	Jill/JC: touch base --
10:45 AM - 11:15 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
11:15 AM - 11:45 AM	Jill/Jody re: Budget Day
11:50 AM - 12:30 PM	Lunch and Approvals
1:00 PM - 3:00 PM	Minister Roundtable (Mtg series ends Dec 17/18) --
3:30 PM - 4:00 PM	Jill/Bev/Carol re: FPT Working Group on Increasing Beneficial Ownership Transparency
4:00 PM - 4:30 PM	Bev: touch base --

February 8, 2018

Thursday

8:00 AM - 1:30 PM	Attend morning - Privacy and Security Conference
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February 8, 2018 Continued

Thursday

1:30 PM - 2:00 PM	Jill/JC: touch base --
2:30 PM - 3:30 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
3:30 PM - 3:45 PM	Call David C
4:00 PM - 5:30 PM	conference
6:00 PM - 8:30 PM	Privacy and Security Conference VIP Dinner

February 9, 2018

Friday

8:30 AM - 10:00 AM	DMC --
10:15 AM - 10:45 AM	Conference Call: Jill/Sabine/Bev/Brad Kocurek re: BC Services Card
10:45 AM - 11:00 AM	Jill/Bobbi re: Budget
11:00 AM - 11:30 AM	Jill/JC - Touch Base
11:30 AM - 12:00 PM	Eapprovals/emails/office work
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:30 PM	Jill/JC/Jennifer: touch base --
1:30 PM - 2:00 PM	Jill/Bev/Ron re: Pre-brief - Death Notification Call with Co-Chairs
2:15 PM - 3:00 PM	Meeting - Partnerships BC / Citizens' Services
3:00 PM - 4:00 PM	Privacy and Security Conference
4:30 PM - 4:40 PM	2018 Privacy and Security Conference

February 12, 2018

Monday

8:00 AM - 5:00 PM	Family Day Stat
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February 13, 2018

Tuesday

All Day	House Sitting Feb 13 - 28
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:30 AM - 10:00 AM	Jill/JC: touch base --
10:00 AM - 11:00 AM	QP
11:30 AM - 12:00 PM	MINISTER: Weekly Touch Base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 3:00 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
3:00 PM - 4:00 PM	Jill/CJ re: Weekly Touch Base
4:00 PM - 5:00 PM	Jill/David Sherwood re: Review Budget Binder
5:30 PM - 6:30 PM	Catch up

February 14, 2018

Wednesday

All Day	House Sitting Feb 13 - 28
8:30 AM - 9:15 AM	Tim Sheldon/Jill Kot/Rand Guy from Gartner re: NRPP Interviews Post Discussion
9:30 AM - 10:30 AM	IBA DM Committee
10:30 AM - 11:30 AM	Brief on the Death Notification Initiative with Working Group Co-Chairs
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/JC: touch base --
1:00 PM - 1:30 PM	Susan: touch base --
1:30 PM - 2:30 PM	QP

February 14, 2018 Continued

Wednesday

1:30 PM - 2:00 PM **Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --**

3:00 PM - 3:30 PM **Minister Roundtable**

February 15, 2018

Thursday

All Day **House Sitting Feb 13 - 28**

All Day **Moose Hide Campaign 2018**

8:30 AM - 9:00 AM **8:30-9:00am - Daily Communications Meeting --**

9:00 AM - 9:30 AM **DM Pre-brief: Jill/Bobbi/Pam re: Naming Policy Update (Min Mtg Feb 19)**

10:00 AM - 11:00 AM **QP**

11:00 AM - 11:30 AM **Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --**

11:30 AM - 12:00 PM **Bev: touch base --**

12:00 PM - 1:00 PM **Lunch and Eapprovals**

1:00 PM - 1:30 PM **Weekly FOI Calls (Mtg Series ends Dec 19/2018) --**

1:30 PM - 2:00 PM **Trish: weekly touch base --**

2:30 PM - 3:30 PM **Bi-weekly: Jill/Bobbi (Mtg series ends Dec 19/18) --**

February 16, 2018

Friday

All Day **House Sitting Feb 13 - 28**

8:00 AM - 8:15 AM **Coffee: Jill and Sally**

8:30 AM - 12:00 PM **Corporate Executive Meeting**

12:30 PM - 2:00 PM **SBC SMT Lunch and Addressing**

2:30 PM - 3:30 PM **Jill/JC/Jennifer: touch base --**

February 16, 2018 Continued

Friday

3:30 PM - 4:00 PM

Jill/JC: touch base --

February 19, 2018

Monday

All Day

House Sitting Feb 13 - 28

8:00 AM - 8:15 AM

Jill/Alex MacLennan re: Touch Base

8:30 AM - 9:00 AM

8:30-9:00am - Daily Communications Meeting --

9:30 AM - 10:00 AM

MINISTER: Naming Policy Update

10:00 AM - 11:30 AM

MINISTER: Roundtable Meeting

12:00 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 1:30 PM

Jill/JC: touch base --

1:30 PM - 2:30 PM

QP (Ian Donaldson)

1:30 PM - 2:00 PM

T/C Meeting - Grant Main, Jill Kot, Claire Avison, Sandra Carroll

2:30 PM - 4:30 PM

Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --

February 20, 2018

Tuesday

All Day

Budget Day

All Day

House Sitting Feb 13 - 28

8:00 AM - 2:30 PM

Budget Lock-up (Jill Kot & David Sherwood)

10:00 AM - 11:00 AM

QP (David Curtis)

February 21, 2018

Wednesday

All Day

House Sitting Feb 13 - 28

February 21, 2018 Continued

Wednesday

7:45 AM - 8:30 AM	strategic discussion
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/JC: touch base --
9:30 AM - 10:00 AM	Jill/Stu/Roman re: Expanded Executive
10:00 AM - 10:30 AM	Quarterly update meetings: OAG & CITZ --
10:30 AM - 11:00 AM	Jill/Jody Elson re: Touch Base
11:00 AM - 11:30 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
11:30 AM - 12:00 PM	eApprovals/FOI Sign-offs
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/Bev re: FPT DM Table Clerk Presentation Deck
1:30 PM - 2:30 PM	QP (Jody Elson)
2:30 PM - 3:30 PM	eApprovals/FOI Sign-offs
3:45 PM - 4:15 PM	MINISTER: Weekly Touch Base --
4:30 PM - 5:00 PM	Phone Call: Jill/Corrie

February 22, 2018

Thursday

All Day	House Sitting Feb 13 - 28
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	MINISTER: Meeting with UBCM Executives
10:00 AM - 11:30 AM	NRPP Project Board Meeting
10:00 AM - 11:00 AM	QP (Sunny Dhaliwal)

February 22, 2018 Continued**Thursday**

11:15 AM - 12:00 PM	MINISTER: 11:15-12:00pm - Meeting with Semiahmoo First Nations' Chief Harley Chappell and Councillor Joanne Charles
12:15 PM - 1:15 PM	Lunch: Jill/David C
1:30 PM - 2:15 PM	Jill/JC/Jennifer: touch base --
2:15 PM - 2:45 PM	CALL: Mark, Jill, Sunny & Elenore re Capital Corrections PEB
3:00 PM - 4:00 PM	DMCEM - Seismic Monitoring and Earthquake Early Warning: Next Steps
4:00 PM - 4:30 PM	Trish: weekly touch base --
4:30 PM - 5:00 PM	Jill/JC: touch base --

February 23, 2018**Friday**

All Day	House Sitting Feb 13 - 28
8:00 AM - 8:15 AM	Phone Call: Jill/Susan re: Debrief from Thursday's meeting
8:30 AM - 10:00 AM	DMC --
10:30 AM - 12:00 PM	10:30 AM Integrated Data DM Board Mtg
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 3:00 PM	DMCPSI
3:15 PM - 3:45 PM	Bi-weekly: Jill/Ian D (Mtg series ends Mar 30/18) --
3:45 PM - 4:45 PM	Jill/Sunny/David S/Yvonne/Robin/David B re: Briefing for Jill --

February 26, 2018**Monday**

All Day	House Sitting Feb 13 - 28
8:30 AM - 9:30 AM	Jill Kot/CJ Ritchie/Peter Watkins & Dr. Alan Winter re: CSI Lab Tour

February 26, 2018 Continued

Monday

10:00 AM - 11:30 AM	Minister Roundtable (Mtg series ends Dec 17/18) --
12:00 PM - 12:30 PM	MINISTER: Joint Briefing (Ministers Sims, Eby & Dix)
1:00 PM - 1:30 PM	Jill/Susan/Stu/Corey re: Pre-brief for MIN Mtg with DM Becky Denlinger re: Continuity of Government, Senior Officials' Preparedness
1:30 PM - 2:30 PM	QP (David Curtis)
1:30 PM - 2:00 PM	Mining Association of BC (MABC) Meeting
2:30 PM - 5:00 PM	CONFIRMED - Interviews

February 27, 2018

Tuesday

All Day	House Sitting Feb 13 - 28
8:00 AM - 8:30 AM	Conference Call: Jill/Sabine/Bev & Brad re: BC Services Card
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	eApprovals/FOI Sign-offs
9:30 AM - 10:00 AM	Phone Call - Bi-weekly: Jill/Bobbi (Mtg series ends Dec 19/18) --
10:00 AM - 11:00 AM	QP (David Curtis)
10:00 AM - 10:15 AM	10:00 AM Phone call Fazil/Jill K
11:30 AM - 12:00 PM	MINISTER: Weekly Touch Base --
12:15 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Jill/JC: touch base --
1:30 PM - 2:30 PM	Jill/JC/Jennifer: touch base --
2:30 PM - 3:00 PM	Jill/Bobbi/Kerry re: DMCPSC Pre-brief

February 27, 2018 Continued

Tuesday

3:00 PM - 3:30 PM	Jill/CJ/Peter Watkins re: CSI Expansion
3:30 PM - 4:00 PM	Jill/CJ re: Weekly Touch Base
4:00 PM - 4:30 PM	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --
4:30 PM - 5:00 PM	Bev: touch base --

February 28, 2018

Wednesday

All Day	House Sitting Feb 13 - 28
8:00 AM - 2:00 PM	CONFIRMED - Interviews
11:00 AM - 11:30 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
2:00 PM - 3:00 PM	QP (Ian Donaldson)
2:30 PM - 3:15 PM	MINISTER: Service Card Discussion
3:15 PM - 3:30 PM	MINISTER: Pre-brief for Mtg with Jill Tipping
3:30 PM - 4:00 PM	MINISTER: Meeting with Jill Tipping - New CEO of the BC Tech Association re: Procurement Strategies
4:00 PM - 4:45 PM	MINISTER: Connectivity and Procurement Briefing with Minister Eby
5:00 PM - 5:30 PM	Lori Halls, Lori Wanamaker and Jill Kot RE: Ethics Advisor Training
5:45 PM - 6:15 PM	Jill/Emilie Hillier re: Touch Base
7:15 PM - 9:00 PM	CC SSP

