

March 1, 2018

Thursday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting
9:00 AM - 9:30 AM	Jill/JC Touch Base
10:00 AM - 11:00 AM	QP
11:00 AM - 12:00 PM	Office Time
11:15 AM - 11:45 AM	Jill/David C re: Touch Base
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Bi-weekly: Jill/Sunny
1:30 PM - 1:45 PM	Jill/Sunny re: DMIF Prebrief (Mtg Mar 5)
3:00 PM - 4:00 PM	Out of Office
5:30 PM - 6:05 PM	Helijet
6:45 PM - 7:00 PM	Check-in @ Hotel

March 2, 2018

Friday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 10:00 AM	DMC [CJ Ritchie to attend on behalf of DM Kot] --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 10:30 AM	FOI Roundtable Meeting
10:45 AM - 11:45 AM	Naming Privileges Roundtable Meeting
11:45 AM - 12:45 PM	Lunch
1:00 PM - 1:30 PM	FOI Roundtable Meeting

March 2, 2018 Continued

Friday

1:45 PM - 2:45 PM Naming Privileges Roundtable

3:00 PM - 4:30 PM FOI Roundtable Mtg

5:10 PM - 5:45 PM Helijet

March 5, 2018

Monday

All Day House Sitting (Mar 1 - 15) Break from March 19 -30

8:00 AM - 8:15 AM Jill Kot / Sue Arthur Re: Candidate ESIT

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 Bi-weekly: Jill & Stu (Mtg Series ends Dec 21/18) --

10:15 AM - 10:30 AM MINISTER: FOI Update

10:30 AM - 11:45 AM Minister Roundtable (Mtg series ends Dec 17/18) --

12:00 PM - 12:45 PM MINISTER: Meeting w/Minister Dix re: ^{Cabinet Confidences}

1:00 PM - 3:00 PM DMIF Meeting

1:30 PM - 2:30 PM QP

3:30 PM - 4:30 PM Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --

4:30 PM - 5:00 PM Jill/Sunny/Jon/Christine re: Accessibility Presentation

5:00 PM - 5:30 PM CONFERENCE CALL: Lori Halls, Lori Wanamaker, Jill Kot, Julie Williams, Barbara Carmichael and Danielle Burton RE R23

7:00 PM - 9:00 PM FYI - Social Initiatives (SI) Committee - ^{Security Concern}

March 6, 2018

Tuesday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:30 AM	Teleconference of FPT Deputy Heads of Public Works
9:30 AM - 10:15 AM	Jill/Susan Jerri re: Smart Communities Briefing
10:00 AM - 11:00 AM	QP
10:15 AM - 10:45 AM	Jill/Jeanette/Denise re: Estimates
11:00 AM - 11:45 AM	MINISTER: Connectivity Briefing with Minister James
12:00 PM - 1:00 PM	MINISTER: TELUS Quarterly Meeting
1:15 PM - 2:45 PM	DMCPSC (Recurring mtg ends 05/22/2018) --
3:00 PM - 4:30 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --

March 7, 2018

Wednesday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:00 AM - 9:30 AM	Office Time
9:30 AM - 10:00 AM	Trish: weekly touch base / Estimates Binder --
10:00 AM - 10:30 AM	IM/IT CIB Prebrief Mtg w/Jill/CJ/Corinne & Yongmei
10:30 AM - 11:00 AM	Introduction with ESIT President candidate
11:00 AM - 11:30 AM	eApprovals/FOI Sign-off
11:45 AM - 12:15 PM	MINISTER: Weekly Touch Base --
1:00 PM - 2:00 PM	Corrections Capital - Project Executive Board
1:30 PM - 2:30 PM	QP

March 7, 2018 Continued

Wednesday

2:45 PM - 3:15 PM	Jill/Susan/Michael re: HRMS Update
3:30 PM - 4:00 PM	Capital Park - Staff Appreciation Event
4:00 PM - 4:30 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
4:30 PM - 5:30 PM	CALL: Tim, Dave, Lori, Jill

March 8, 2018

Thursday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
	Personal Information
7:00 AM - 8:00 AM	
8:30 AM - 12:00 PM	MyMinistry (Orientation) Session - Pilot
9:00 AM - 12:00 PM	Ministry Ethics Advisors' Training
12:00 PM - 12:30 PM	Jill/CJ/Bobbi re: Interview Debrief
1:00 PM - 2:00 PM	Lunch
2:00 PM - 3:00 PM	DO NOT BOOK
3:30 PM - 4:00 PM	Prebrief Jill/Sunny/Jon re Bastion/Helps Meeting/Arts Centre
4:00 PM - 4:45 PM	Sunny/Jill/Jon - Bastion Square Tour

March 9, 2018

Friday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	Jill/Jeanette re: Touch Base
11:00 AM - 12:00 PM	Jill/JC/Jennifer: touch.base --
12:00 PM - 1:00 PM	Lunch and Approvals

March 9, 2018 Continued

Friday

1:00 PM - 1:45 PM	eApprovals/FOI Sign-offs
1:45 PM - 2:00 PM	Pre-brief: Jill/David/Dawson re: BC Mail Plus Ministerial Order
2:00 PM - 2:30 PM	Jill/Janet Redies re: Touch Base
2:30 PM - 2:45 PM	Call: Jill/Bev re: Call Centre
3:00 PM - 3:30 PM	Do not book
3:30 PM - 4:00 PM	Call: Jill Kot and Kirsten Tisdale
4:00 PM - 5:00 PM	Office Time

March 12, 2018

Monday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:30 AM	Minister Sims Briefing - Continuity of Government / DM Denlinger / DM Kot
10:00 AM - 12:00 PM	Minister's Roundtable
12:00 PM - 1:00 PM	QP
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	Jill/CJ Weekly Touch Base
2:00 PM - 2:30 PM	Jill/JC: touch base --
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
4:30 PM - 5:00 PM	Bi-weekly: Jill/Jan D (Mtg series ends Mar 30/18) --

March 13, 2018

Tuesday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
---------	--

March 13, 2018 Continued**Tuesday**

8:30 AM - 9:00 AM	MINISTER: Tour of Bastion Square
9:30 AM - 10:00 AM	Mandate Strategy
10:00 AM - 11:00 AM	QP
10:00 AM - 10:30 AM	Jill/John Jordan re: Touch Base
11:00 AM - 11:30 AM	Jill/Brian Faust re: Touch Base
11:30 AM - 12:00 PM	Bev: touch base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Interview for IMB Planning - Jill Kot
1:30 PM - 2:00 PM	eApprovals/FOI Sign-offs
2:00 PM - 3:30 PM	2:00 PM IM/IT Capital Investment Board March 13th Meeting

March 14, 2018**Wednesday**

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Stu/Jody re: Holdbacks/Succession Mitigation Plans
9:30 AM - 10:00 AM	Trish: weekly touch base --
10:00 AM - 11:00 AM	eApprovals/FOI Sign-off
11:00 AM - 11:30 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
11:30 AM - 12:00 PM	Jill/JC: touch base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Bi-weekly: Jill/Stu & Jody re: Succession Plans --

March 14, 2018 Continued

Wednesday

1:30 PM - 2:30 PM	QP
1:30 PM - 2:00 PM	Jill/David C - Bi-weekly 1:1's re: Succession Plans --
2:30 PM - 3:00 PM	Jill/Sunny/Bobbi re: Facilities Management Procurement Contract
3:00 PM - 3:30 PM	Jill/Sunny/Graham Taylor & Karen Liversedge re: FMS Contract Pre-brief for DMCPSC Mtg
3:30 PM - 4:00 PM	Jill/Bobbi/Erik re: DMCPSC Pre-brief (Mtg Mar 20)
4:10 PM - 4:30 PM	MINISTER: Weekly Touch Base
4:30 PM - 5:00 PM	MINISTER: Meeting with Mayor Lisa Helps re: Bastion Square Arts Space
5:15 PM - 5:45 PM	Phone Call: Jill/CJ

March 15, 2018

Thursday

All Day	House Sitting (Mar 1 - 15) Break from March 19 - 30
8:00 AM - 8:15 AM	Quick chat Jill Kot / Sue Arthur
9:00 AM - 12:00 PM	Ministry Ethics Advisors' Training
10:00 AM - 11:00 AM	QP (Ian)
12:00 PM - 4:00 PM	Out of Office
12:30 PM - 1:45 PM	DMCPSC Pre-brief re: Management of Office Space (Jill/Lori/CJ/Rueben & Sunny)
2:00 PM - 2:30 PM	Phone Call: Jill/David re: DMC
4:00 PM - 5:00 PM	Phone Call: Jill/Sunny re: Energy/Smart Building Plan Briefing

March 16, 2018

Friday

All Day	House Sitting (Mar 1 - 15) Break from March 19 - 30
---------	---

March 16, 2018 Continued

Friday

8:00 AM - 5:00 PM	Out of Office
8:30 AM - 10:00 AM	DMC --
2:00 PM - 2:30 PM	Jill/Ian: touch base
3:45 PM - 4:15 PM	Phone Call: CBA
4:15 PM - 5:00 PM	Conference Call: Jill/CJ/Ian/Stu & Jody re: Succession Plans

March 19, 2018

Monday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:00 AM - 12:00 PM	EFO Interviews
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/JC: touch base --
2:00 PM - 2:20 PM	Jill/Susan/Stu/Jody re: Succession Plans
2:20 PM - 2:50 PM	EGC Pre-brief w/Jill & Susan
3:00 PM - 4:30 PM	MINISTER: Roundtable Meeting
4:30 PM - 5:00 PM	Jill/Bev: Pre-brief for the FPT DM's Table on Service Delivery Call on March 22

March 20, 2018

Tuesday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:15 AM	FOI Consultation Roundtable
9:30 AM - 11:30 AM	Office Time
11:30 AM - 12:00 PM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
12:00 PM - 12:30 PM	Jill/Sunny re: Recent Issue

March 20, 2018 Continued**Tuesday**

12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Naming Policy Update
2:00 PM - 2:30 PM	Jill/Rumon Carter re: Meet & Greet
3:00 PM - 4:30 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --

March 21, 2018**Wednesday**

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 11:00 AM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
11:00 AM - 11:30 AM	Jill/JC: touch base --
12:10 PM - 12:30 PM	PHONE CALL: Jill & Bev re Discussion --
1:00 PM - 2:30 PM	1:00 PM Integrated Data DM Board Mtg
3:00 PM - 4:30 PM	Executive Governance Committee (EGC)
4:30 PM - 5:00 PM	MO Staff Mtg: Shannon/Karl/Jill/David re: OIPC Debrief

March 22, 2018**Thursday**

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
7:00 AM - 8:00 AM	Personal Information
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Bev: touch base re: Succession Plans (with Stu & Jody) --
9:30 AM - 10:00 AM	Jill/JC: touch base --
10:00 AM - 11:30 AM	FW: (Mise à jour/Update) Table des SM FPT sur la collaboration en matière de prestation de services – le 22 mars 2018 FPT DMs' Table on Service Delivery Collaboration – March 22, 2018

March 22, 2018 Continued

Thursday

11:30 AM - 12:30 PM	Jill/JC/Jennifer: touch base --
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Bi-weekly: Jill & Sunny re: Succession Plans (w/Stu & Jody) --
1:30 PM - 2:00 PM	Trish: weekly touch base --
2:00 PM - 2:15 PM	Jill/Ian: Travel Strategy for John Jordan
2:30 PM - 3:00 PM	Jill/Laura Nashman re: Touch Base
3:00 PM - 3:30 PM	Office Time
3:30 PM - 4:00 PM	Jill/Melissa McCabe re: Touch Base
4:00 PM - 5:00 PM	eApprovals/FOI Sign-offs

March 23, 2018

Friday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:30 AM - 10:00 AM	DMC --
10:30 AM - 5:00 PM	EFO Interviews

March 25, 2018

Sunday

5:00 PM - 6:30 PM	Ferry
7:30 PM - 8:30 PM	Check in at Hotel

March 26, 2018

Monday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
10:00 AM - 12:00 PM	Tech Roundtable

March 26, 2018 Continued**Monday****3:00 PM - 4:30 PM****Ferry****March 27, 2018****Tuesday****All Day****House Sitting (Mar 1 - 15) Break from March 19 -30****8:00 AM - 5:00 PM****Out of Office****3:00 PM - 3:30 PM****Conference call re MST Chiefs****March 28, 2018****Wednesday****All Day****House Sitting (Mar 1 - 15) Break from March 19 -30****8:45 AM - 9:15 AM****8:45-9:15am - Daily Communications Meeting --****10:00 AM - 11:00 AM****Review Binder****11:00 AM - 11:30 AM****Weekly FOI Calls (Mtg Series ends Dec 19/2018) --****11:30 AM - 12:00 PM****Jill/CJ (Optional) Ian & Susan re: Cellular Levy****12:00 PM - 1:00 PM****Lunch and Eapprovals****1:00 PM - 2:00 PM****Jill/Stu/Jody re: Review Final Holdback Submissions****2:30 PM - 3:30 PM****Jill/Bobbi/Rheannon re: DMCPSC Pre-brief (Mtg Apr 3) --****3:30 PM - 4:00 PM****Susan: touch base --****5:30 PM - 7:30 PM****Personal Information****March 29, 2018****Thursday****All Day****House Sitting (Mar 1 - 15) Break from March 19 -30****8:30 AM - 9:00 AM****8:30-9:00am - Daily Communications Meeting --**

March 29, 2018 Continued

Thursday

9:15 AM - 9:30 AM	9:15-9:30 Recruitment Discussion
9:30 AM - 10:30 AM	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --
10:30 AM - 11:00 AM	Jill/Jennifer: touch base --
11:00 AM - 11:30 AM	eApprovals/FOI Sign-offs
11:30 AM - 12:00 PM	Jill Kot/Owen Taylor re: Catch Up
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	MEETING: Don Wright and Jill Kot - review
2:00 PM - 3:00 PM	Travel
3:00 PM - 3:30 PM	Bi-weekly: Jill & Stu (Mtg Series ends Dec 21/18) --
3:30 PM - 4:30 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
4:30 PM - 4:45 PM	Phone Call: Jill/Alex/Kristen

March 30, 2018

Friday

All Day	House Sitting (Mar 1 - 15) Break from March 19 -30
8:00 AM - 5:00 PM	Good Friday