

July 2, 2018

8:00 AM - 5:00 PM

STAT HOLIDAY

July 3, 2018

8:30 AM - 9:00 AM

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

9:15 AM - 9:30 AM

MO Staff: Shannon/Jill/David re: Sept 27 Invitation from FIPPA for Minister

9:30 AM - 11:30 AM

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

11:30 AM - 12:30 PM

UniverCITZy Volunteer Recognition

12:30 PM - 1:00 PM

Lunch

1:30 PM - 2:00 PM

MINISTER: Meeting with Auditor General Carol Bellringer

2:15 PM - 3:00 PM

Jill/^{Personal}
Informati^{on} re: Executive Development

3:00 PM - 3:30 PM

Jill/Sunny & Greg Caws re: Bastion Square

3:30 PM - 4:00 PM

3:30 PM Phone call Fazil/Jill K/Bobbi S/Tracy C/Christine L

4:00 PM - 4:30 PM

CONFERENCE CALL: Lori Halls, Jill Kot and Fazil Mihlar

5:30 PM - 6:00 PM

Phone Call: Jill/Scott

July 4, 2018

8:30 AM - 9:00 AM

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

9:00 AM - 9:30 AM

Bi-weekly: Jill/Bobbi (Mtg series ends Dec 19/18) --

9:30 AM - 10:00 AM

Jill/JC: touch base --

10:00 AM - 11:00 AM

eApprovals/ FOI sign-off

July 4, 2018 Continued

11:00 AM - 11:30 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
12:00 PM - 12:30 PM	MINISTER: P&A Prep
12:30 PM - 2:00 PM	Minister Roundtable (Mtg series ends Dec 17/18) --
2:00 PM - 3:00 PM	Travel
3:00 PM - 3:35 PM	Flight
3:40 PM - 4:00 PM	Travel
4:10 PM - 4:30 PM	Check-in at Hotel
6:00 PM - 6:15 PM	Phone Call: Jill/Shannon re: FOI

July 5, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
8:45 AM - 9:00 AM	MO/DM/CIO Conference Call
9:30 AM - 12:30 PM	Priorities and Accountabilities
12:30 PM - 1:15 PM	Travel
1:20 PM - 1:55 PM	Flight
2:30 PM - 3:00 PM	Phone Call: Jill & Janet Redies
3:00 PM - 3:30 PM	eApprovals/FOI Sign-off/etc.
3:30 PM - 4:00 PM	Follow up BH
4:00 PM - 4:30 PM	Bi-weekly: Jill & Ian
5:00 PM - 6:00 PM	Jill/Trish - Catch Up

July 6, 2018

9:00 AM - 9:30 AM	eApprovals/FOI sign-off/etc.
9:30 AM - 10:30 AM	Jill/JC/Jennifer: touch base --
10:30 AM - 11:00 AM	eApprovals/FOI sign-off/etc.
11:00 AM - 11:30 AM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
11:30 AM - 12:00 PM	Lunch and Eapprovals
12:00 PM - 1:00 PM	Jill/Bev/Dean/Stu re: Our Strategy for Service Card
1:00 PM - 1:30 PM	Bev: touch base --
1:30 PM - 2:00 PM	Jill/Chris: Weekly Touch Base (Mtg series ends Dec 20/2018) --
2:00 PM - 3:00 PM	PECSF Honourary Chair/Vice Chair Mtg
3:00 PM - 3:30 PM	Bi-weekly: Jill & Dean (Mtg series ends Dec 21/18) --
3:30 PM - 4:30 PM	Person Jill/ all informa tion Executive Development

July 9, 2018

8:30 AM - 9:00 AM	Lori Halls, Jill Kot, CJ Ritchie and Iris Colyn Executive Development Conversation
9:00 AM - 10:30 AM	Lori Halls, Jill Kot and Iris Colyn Executive Development Conversation
11:00 AM - 11:30 AM	Bilat w/Jill Kott & Leslie MacLean
11:30 AM - 12:00 PM	Jill/Denise re: Touch Base
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Susan: touch base --
1:00 PM - 1:30 PM	Jill/Susan/Howard re: ANTCO

July 9, 2018 Continued

1:30 PM - 2:00 PM	Jill/Susan/Michael re: Prebrief for TELUS 2nd Quarterly Meeting with Minister
2:00 PM - 2:30 PM	Jill/CJ: Bi-weekly meeting (Mtg series ends Dec 31/2018) --
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
4:30 PM - 5:00 PM	CONFERENCE CALL: Lori Hallis, Fazil Mihar and Jill Kot

July 10, 2018

8:15 AM - 8:30 AM	8:15 AM Phone call Fazil/Jill K
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	DMCPSC Pre-brief (Jill/Bobbi/Kerry)
10:00 AM - 11:00 AM	RBCM Project Executive Board meeting
11:30 AM - 12:00 PM	Lunch
12:00 PM - 12:30 PM	Follow up - Next Steps re: BH
12:30 PM - 1:00 PM	In-person Mtg: Jill/CJ/Corinne re: IMIT CIB Residential Tenancy Board
1:00 PM - 2:30 PM	IM/IT Corporate Key Work Stream Steering Committee
3:00 PM - 5:00 PM	Private Appointment

July 11, 2018

6:30 AM - 7:40 AM	Travel
7:45 AM - 8:10 AM	Flight
8:30 AM - 9:30 AM	Travel
9:30 AM - 10:15 AM	Valleyview Tour
10:15 AM - 11:00 AM	Travel

July 11, 2018 Continued

11:00 AM - 11:30 AM	Tour "Office of the Future"
11:45 AM - 12:30 PM	Surrey Court House Expansion
12:30 PM - 1:15 PM	Lunch
1:15 PM - 2:00 PM	Travel
2:00 PM - 2:45 PM	Tour Abbotsford Agricultural Centre
2:45 PM - 3:00 PM	Travel
3:00 PM - 4:00 PM	Ground Breaking Ceremony
4:00 PM - 6:00 PM	Travel
5:00 PM - 5:30 PM	5:00 CALL Touchbase CJ/Jill Kot
6:35 PM - 7:00 PM	Flight

July 12, 2018

7:00 AM - 8:00 AM	Personal Information
8:30 AM - 9:00 AM	MINISTER - Conference Call: TELUS Pre-brief Meeting
9:00 AM - 9:30 AM	NCC Project Board Pre-brief
9:30 AM - 10:00 AM	NRFP Process - Next Steps
10:30 AM - 12:30 PM	DMCPSI
1:00 PM - 1:30 PM	Lunch and Eapprovals

July 12, 2018 Continued

2:00 PM - 3:00 PM	Corrections Capital - Project Executive Board --
3:00 PM - 3:30 PM	Conference Call: Jill/CJ/Bobbi/Ian re: Follow-up Workstations
3:30 PM - 4:00 PM	Call: Jill/CJ
4:00 PM - 5:00 PM	NRPP Project Board Meeting
5:30 PM - 6:00 PM	CALL: Doug, Jill re: July 17 DMCPSC (8:30 - 9:00 PM Eastern)

July 13, 2018

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	Lunch
12:15 PM - 1:45 PM	Minister Roundtable (Mtg series ends Dec 17/18) --
2:00 PM - 3:00 PM	MINISTER: 2nd TELUS Quarterly Meeting
3:15 PM - 3:45 PM	MINISTER: Weekly Touch Base --
4:15 PM - 5:00 PM	Do Not Book

July 16, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Conference Call: Shannon/Jill/David re: Cabinet Confidences
10:00 AM - 10:45 AM	Service Card
11:30 AM - 12:30 PM	Jill/Bobbi - 1:1 Meeting
12:30 PM - 1:00 PM	Jill/JC: touch base --
1:00 PM - 1:30 PM	Bev: 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	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --

July 17, 2018

8:30 AM - 9:00 AM	Jill/CJ re: DMCPSI Debrief
9:00 AM - 11:00 AM	9:00 AM DMC SSP
11:30 AM - 12:45 PM	Lunch: Jill/Niki
1:00 PM - 2:30 PM	DMCPSC --
1:30 PM - 1:50 PM	DMCPSC - MIRR Presenting

July 18, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:45 AM	Jill/JC: Touch Base
10:55 AM - 11:40 AM	Minister Roundtable (Mtg series ends Dec 17/18) --
11:40 AM - 12:20 PM	Lunch
12:30 PM - 1:00 PM	MINISTER: Meeting with PS Dean

July 18, 2018 Continued

1:20 PM - 2:15 PM MINISTER: Freshworks Tour

3:00 PM - 3:30 PM Weekly FOI Calls (Mtg Series ends Dec 19/2018) --

3:30 PM - 4:00 PM eApprovals/FOI sign-off/etc.

4:00 PM - 4:30 PM Jill/David re: Pre-brief for Info Incident Mtg

July 19, 2018

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

9:00 AM - 9:30 AM Phone Call: Jill/Susan re: Touch Base

10:00 AM - 11:30 AM DMC - Emergency Management --

11:30 AM - 12:30 PM Lunch and Eapprovals --

1:00 PM - 2:00 PM CITZ Co-op Connect: Meet & Greet/Networking 101 with Deputy Minister Jill Kot

2:00 PM - 2:30 PM IDD Staff Meet & Greet with Jill/Hayden

2:30 PM - 3:00 PM 2:30 PM MTG Prebrief IMIT CIB Jill/CJ/Corinne/YongMei

3:00 PM - 4:00 PM Personal Information Jill : Executive Development

July 20, 2018

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

9:00 AM - 10:00 AM Personal Information Jill re: Executive Development

10:00 AM - 10:30 AM Susan: touch base --

10:30 AM - 11:00 AM Work on FOI Request

11:00 AM - 11:30 AM Jill/JC: touch base --

July 20, 2018 Continued

11:30 AM - 12:30 PM	Jill/JC/Jennifer: touch base --
12:30 PM - 1:15 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Shannon/Jill/Jeannette/Kathleen/Padraig re: Correspondence Process
2:30 PM - 3:00 PM	Jill/Keith re: Touch Base
3:00 PM - 4:00 PM	Bi-weekly: Jill & Dean (Mtg series ends Dec 21/18) --
4:00 PM - 5:00 PM	Do Not Book

July 23, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Michael LeBoldus re: Touch Base
9:30 AM - 10:00 AM	Phone Call: Jill & Grant
10:00 AM - 10:30 AM	Updated invitation: Meeting - Jill/Shelley @ Mon Jul 23, 2018 10am - 10:30am (PDT) (jill.kot@gov.bc.ca)  invite.ics
10:30 AM - 11:00 AM	Jill/Alex re: Touch Base
11:00 AM - 11:30 AM	Jill/JC: touch base --
11:30 AM - 12:00 PM	Lunch
12:00 PM - 12:30 PM	Jill/Dean Touch Base
12:30 PM - 1:00 PM	Phone Call: Reference Check Call
1:30 PM - 2:00 PM	Jill/Shelley McNellis re: Reconciliation
2:00 PM - 2:30 PM	Jill/CJ: Bi-weekly meeting (Hayden attending this meeting) --

July 23, 2018 Continued

2:30 PM - 4:30 PM

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

July 24, 2018

8:30 AM - 9:00 AM

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

9:00 AM - 9:30 AM

Jill/Mario re: Touch Base

9:30 AM - 10:00 AM

eApprovals/FOI sign-off/etc.

10:30 AM - 11:00 AM

MO Staff Mtg: Shannon/Jill/Bobbi/Pam re: Naming Opp (Jen)

11:30 AM - 12:30 PM

Lunch: Jill & Sarf

1:00 PM - 2:00 PM

Jill/CJ re: Digital Strategy Update

3:00 PM - 4:00 PM

Personal
Jill/Information re: Executive Development

4:30 PM - 7:00 PM

Carlos 4:30

July 25, 2018

8:30 AM - 9:00 AM

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

9:00 AM - 9:15 AM

MINISTER: Pre-brief for Meeting with Jill Tipping

9:15 AM - 9:30 AM

MINISTER: Weekly Touch Base --

9:30 AM - 10:00 AM

MINISTER: Meeting with Jill Tipping

10:00 AM - 12:00 PM

Minister Roundtable (Mtg series ends Dec 17/18) --

12:00 PM - 1:00 PM

MINISTER: Roundtable Lunch

1:30 PM - 2:00 PM

Weekly FOI Calls (Mtg Series ends Dec 19/2018) --

2:30 PM - 3:00 PM

MINISTER: Integrated Data Division (IDD) Tour

3:00 PM - 3:30 PM

Jill/Hayden re: Aug Chief Statistician Meeting

July 25, 2018 Continued

4:00 PM - 4:30 PM

Jill/Chris: Weekly Touch Base (Mtg series ends Dec 20/2018) --

July 26, 2018

7:00 AM - 8:00 AM

Personal Information

8:30 AM - 9:00 AM

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

9:30 AM - 11:00 AM

NRPP Project Board Meeting

11:00 AM - 12:00 PM

eApprovals/FOI sign-off/etc.

12:00 PM - 12:45 PM

Lunch

1:00 PM - 2:00 PM

Personal
Jill, Information re: Executive Development

2:00 PM - 3:30 PM

2:00 PM MTG IMITCIB | IMIT Capital Investment Board Meeting

3:30 PM - 4:30 PM

eApprovals/FOI sign-off/etc.

July 27, 2018

8:00 AM - 9:30 AM

Legal Briefing

9:30 AM - 11:30 AM

CONFIRMED - Information Incident Mtg - No Delegates

12:00 PM - 1:00 PM

Jill/David/Chad: Lunch

1:00 PM - 1:30 PM

HOLD for over-run

2:00 PM - 2:30 PM

Jill/JC/Jennifer: touch base --

July 27, 2018 Continued

3:00 PM - 3:30 PM

Bi-weekly: Jill & Ian (Mtg series ends Dec 27/18) --

4:00 PM - 4:30 PM

Jill/Bev/Carol/Yongmei re: Corporate Registries Act

July 28, 2018

3:00 PM - 4:30 PM

Cedar Hill

July 30, 2018

8:30 AM - 9:00 AM

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

9:00 AM - 9:30 AM

Jill/Denise: touch base --

9:30 AM - 10:00 AM

Jill/Hayden re: Pre-brief for Chief Statistician Mtg (Aug 3)

10:00 AM - 10:30 AM

eApprovals/FOI-sign-off

10:30 AM - 11:30 AM

Computer Tech

12:00 PM - 12:45 PM

Lunch and Eapprovals

12:45 PM - 1:45 PM

Jill/
Personal Information
re: Executive Development

1:45 PM - 2:15 PM

Bev: touch base --

2:30 PM - 4:30 PM

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

4:30 PM - 5:30 PM

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

July 31, 2018

8:30 AM - 9:00 AM

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

9:30 AM - 10:00 AM

Jill Kot (DM)/Shelly Canitz meeting w/ Becky for EM Teleconference Line Test

10:00 AM - 10:40 AM

Senior Officials Emergency Teleconference Line Test: Tuesday, July 31

July 31, 2018 Continued

10:40 AM - 11:00 AM	DEBRIEF: Senior Officials EM Teleconference Line Test
12:00 PM - 1:00 PM	Lunch: Jill/Marcin Zaranski
1:30 PM - 2:00 PM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
2:00 PM - 2:30 PM	Jill/Dean re: Strategic Plan
2:30 PM - 3:00 PM	Do Not Book
3:00 PM - 3:30 PM	Jill/David/Chad/Kris/Jamie re: FOI Project Charter
3:30 PM - 4:00 PM	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --
4:00 PM - 4:30 PM	Jill/Denise: touch base --

