

October 1, 2018

8:30 AM - 9:00 AM	Jill/Bev/Ron re: Contact Centre & Speculation Tax
9:00 AM - 9:30 AM	Bev: touch base --
10:00 AM - 10:45 AM	MINISTER: Naming Opportunities
10:45 AM - 12:00 PM	Minister Roundtable (Mtg series ends Dec 17/18) --
12:00 PM - 12:15 PM	Phone Call: Jill & Sarah Zaharia re: GCPE Communications for Ministry - checking-in
12:15 PM - 12:45 PM	Lunch and Eapprovals
12:45 PM - 1:30 PM	12:45 - 1:30 T/C RBCM Executive Project Board
1:30 PM - 2:30 PM	QP
3:15 PM - 4:30 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
4:30 PM - 5:00 PM	Jill/Dean/Corinne/Chris & Carol Prest re: Pre-brief for IM/IT CIB Mtg (Oct 4) re: Business Registration System

October 2, 2018

8:30 AM - 9:00 AM	Meeting: Jill and Sandy
10:00 AM - 11:00 AM	QP
10:30 AM - 10:35 AM	Jill/Deb re: Touch Base
11:30 AM - 12:00 PM	MINISTER: Weekly Touch Base --
12:15 PM - 1:00 PM	Lunch and Eapprovals

October 2, 2018 Continued

1:00 PM - 2:30 PM	DMCPSC (Series end Dec 18/18) --
3:00 PM - 4:30 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
5:00 PM - 5:30 PM	IMPORTANT MTG: Jill/Dean/David re: eApp 7964

October 3, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 11:30 AM	Do Not Book
12:00 PM - 3:30 PM	OCIO Connect
1:30 PM - 2:30 PM	QP
3:45 PM - 4:00 PM	OCIO Connect
4:30 PM - 5:00 PM	Jill/Kim Lacharite

October 4, 2018

7:00 AM - 8:00 AM	Personal Info --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Roman & Dawson re: Expanded Executive Meeting
9:30 AM - 10:30 AM	Jill/JC/Jennifer: touch base --
10:00 AM - 11:00 AM	QP
11:00 AM - 12:00 PM	DM Mtg: Strategic Real Estate Services Process Manual
12:30 PM - 1:00 PM	Jill/Susan - Touchbase

October 4, 2018 Continued

1:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Chris: Weekly Touch Base (Mtg series ends Dec 20/2018) --
2:00 PM - 4:00 PM	2:00 PM MTG IMITCIB IMIT Capital Investment Board Meeting
4:00 PM - 5:00 PM	Ministry Capital Investment Board (CIB) Meeting

October 5, 2018

8:00 AM - 8:15 AM	Phone Call: Jill & Pam re: eApp 7996
8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:30 AM	JOINT DM MEETING Building Code Cost Implications w/Jacque Dawes, Shannon Baskerville, Jill Kot, Greg Steves
12:15 PM - 1:15 PM	Jill/Tessa - Lunch rescheduled
2:00 PM - 2:30 PM	Audit Planning
2:45 PM - 3:00 PM	Phone Call: Shannon/Jill re: BC NRF in PG
3:00 PM - 3:30 PM	Jill/David re: Documenting Government Decisions
3:30 PM - 4:00 PM	Conference Call: Jill/Bobbi S/Bobbi P & Claudia Trudeau re: Procurement Strategy Linkages
4:00 PM - 4:30 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --

October 8, 2018

8:00 AM - 5:00 PM	Thanksgiving Stat
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October 9, 2018

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	Bi-weekly: Jill & Dean (Mtg series ends Dec 21/18) --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	1:00 PM DMC SSP
2:30 PM - 3:00 PM	Phone Call: Jill/David re: Restricted FOI File
3:30 PM - 4:00 PM	Jill/CJ/Corinne/Yongmei re: Pre-brief for IMIT NRS (Mtg. on Oct 10)
4:00 PM - 4:30 PM	Jill/CJ re: Touch Base
4:30 PM - 5:00 PM	Jill/CJ re: Facing Forward agenda for DMCPST
5:00 PM - 5:30 PM	Phone Call: Jill/Kim
5:30 PM - 6:30 PM	Practice Session

October 10, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
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October 10, 2018 Continued

9:00 AM - 10:30 AM	Central Agency Risk Committee
11:00 AM - 12:00 PM	11:00 AM MTG IMITCIB NRS Natural Resource Sector
12:00 PM - 1:00 PM	Jill/CJ re: Review DMCPSI Package
1:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Quarterly update meetings: OAG & CITZ --
2:00 PM - 2:30 PM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
2:30 PM - 3:00 PM	eApprovals/FOI/sign-off
3:00 PM - 3:30 PM	Jill/CJ/Hayden re: Pre-brief for Sessions on data for IDD
3:30 PM - 4:00 PM	Jill Kot & Mark Johnson, SVP, Oracle Public Sector
4:00 PM - 5:00 PM	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --

October 11, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/JC/Melody: touch base --
9:30 AM - 10:30 AM	Jill/JC/Melody/Jennifer: touch base --
11:00 AM - 12:00 PM	CITZ Co-op Connect: Meet & Greet with DM Jill Kot
12:15 PM - 12:30 PM	Phone Call: Jill/CJ re: FOI Dashboard for DMC tomorrow
1:00 PM - 2:30 PM	Lunch and Eapprovals

October 11, 2018 Continued

2:30 PM - 3:00 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
3:00 PM - 3:30 PM	eApprovals/FOI sign-off/etc.
3:30 PM - 4:00 PM	DMCPSC Pre-brief (Jill/Bobbi/Kerry)
4:00 PM - 4:30 PM	Bi-weekly: Jill/Bobbi (Mtg series ends Dec 19/18) --

October 12, 2018

8:00 AM - 5:00 PM	Out of Office
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October 15, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Bobbi/Dean/Kerry & Tim re: Concierge Program
9:30 AM - 10:00 AM	Jill/CJ: Bi-weekly meeting (Mtg series ends Dec 31/2018) --
10:00 AM - 12:00 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
12:00 PM - 1:00 PM	Jill/Bev: Lunch --
1:00 PM - 1:30 PM	Jill/JC: touch base --
1:30 PM - 2:30 PM	QP
1:30 PM - 2:00 PM	Jill/CJ re: eApp 8047 - Travel Authorization for John Jordan
3:00 PM - 5:00 PM	Minister Roundtable (Mtg series ends Dec 17/18) --

October 16, 2018

9:00 AM - 9:30 AM	Jill/David/Dean/Susan re: eApp 7461
9:30 AM - 10:30 AM	Connectivity Team Show and Tell
10:00 AM - 11:00 AM	QP
11:30 AM - 12:00 PM	MINISTER: Weekly Touch Base --
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	DMCPSC (Series end Dec 18/18) --
3:00 PM - 5:30 PM	2018 Long Service Awards CITZ Pre-reception
6:00 PM - 10:00 PM	CS: Long Service Awards Ceremony Night 2018

October 17, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Jill/Bobbi/Dawson re: Tour of BC Mail Plus
10:00 AM - 10:30 AM	Jill/JC: touch base --
10:30 AM - 11:00 AM	eApproval/FOI-sign-off/etc.
11:00 AM - 11:30 AM	Weekly FOI Calls (Mtg Series ends Dec 19/2018) --
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:00 PM - 1:00 PM	FW: Calling All Racers! PECSF Mario Kart Tricycles
1:00 PM - 2:30 PM	DMCPSI
1:30 PM - 2:30 PM	QP
3:00 PM - 3:30 PM	eApproval/FOI sign-off/etc

October 17, 2018 Continued

4:00 PM - 4:30 PM	Discussion/Briefing on SBC TBs
4:30 PM - 5:30 PM	eApprovals/FOI sign-off/etc.
5:30 PM - 6:30 PM	Confidential: PECSF Wrap Up Event --

October 18, 2018

7:00 AM - 8:00 AM	Personal Info --
8:30 AM - 9:30 AM	CSD All Staff Meeting
10:00 AM - 11:00 AM	QP
11:00 AM - 11:30 AM	Jill/CJ/Hayden re: IDD DM Board Pre-brief/review materials
11:30 AM - 12:00 PM	Lunch and Eapprovals
12:00 PM - 12:30 PM	Susan: touch base --
12:30 PM - 1:30 PM	Jill/Susan re: Spectrum & CRTC/Build Canada Funding for Broadband
1:30 PM - 2:30 PM	eApproval/FOI sign-off/etc.
2:30 PM - 3:00 PM	Jill/Chris: Weekly Touch Base (Mtg series ends Dec 20/2018) --
3:00 PM - 3:15 PM	Conference Call: Jill/Shannon/Tony Loughran & Pam Ness re: Naming Opportunity Highlights
3:15 PM - 4:00 PM	eApproval/FOI sign-off/etc.
4:00 PM - 4:30 PM	Bi-weekly: Jill & Ian (Mtg series ends Dec 27/18) --

October 19, 2018

7:30 AM - 8:00 AM	Monthly Test of Satellite Phone
8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 12:00 PM	Jill/JC/Jennifer: touch base --
12:00 PM - 1:30 PM	Lunch and Eapprovals
12:00 PM - 1:00 PM	Private Appointment
1:45 PM - 2:15 PM	Jill/ Howard - Touchbase
2:15 PM - 2:30 PM	Jill/Sunny re: Pre-brief: Oct 26 Mtg re: Ministry Space Plans for Victoria
3:00 PM - 4:00 PM	Referendum on Electoral Reform discussion

October 22, 2018

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	eApprovals/FOI sign-off/ etc.
9:45 AM - 10:00 AM	Jill/Susan to meet 15 minutes before Min. Ralston Briefing
10:00 AM - 10:30 AM	10:00 AM Pre-brief Minister Ralston
10:45 AM - 12:00 PM	Minister Roundtable (Mtg series ends Dec 17/18) --

October 22, 2018 Continued

11:30 AM - 12:00 PM	Jill Kot/Don Wright re: Doc Issue
12:30 PM - 1:00 PM	Lunch & Eapprovals
1:00 PM - 1:30 PM	Jill/Brad Glazer re: Touch Base
1:30 PM - 2:30 PM	QP
2:30 PM - 4:00 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
4:00 PM - 4:30 PM	Jill/CJ/Ian re: VPN Services
4:30 PM - 5:00 PM	Jill/Bobbi

October 23, 2018

8:45 AM - 9:00 AM	MINISTER CONFERENCE CALL: MJS/Shannon/Jill & PC Michael McEvoy
10:00 AM - 11:00 AM	QP
11:00 AM - 12:00 PM	eApprovals/FOI sign-off/etc.
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	MINISTER: MBR re: Briefing on VON
2:30 PM - 3:00 PM	Jill/JC: touch base --
3:00 PM - 3:30 PM	eApprovals/FOI sign-off/etc.
3:30 PM - 5:00 PM	Integrated Data DM Board

October 23, 2018 Continued

5:30 PM - 6:30 PM Practice Session

October 24, 2018

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

9:00 AM - 9:45 AM Jill/Doug/Lori/Sunny/Doug/Trish/Geoff re: MST Consolidation

10:00 AM - 10:45 AM Jill/Dean/Sharlane re: Workforce Planning & HR Delegation Matrix

11:00 AM - 11:30 AM Weekly FOI Calls (Mtg Series ends Dec 19/2018) --

11:30 AM - 12:00 PM Lunch and Eapprovals

12:00 PM - 1:00 PM Private Appointment

1:00 PM - 5:00 PM 1:00PM DEVICES REPROCUREMENT STRATEGY WORKSHOP

1:30 PM - 2:30 PM QP

October 25, 2018

8:15 AM - 9:15 AM PECSF Meet & Greet

9:30 AM - 11:00 AM NRPP Project Board Meeting --

10:00 AM - 11:00 AM QP

11:30 AM - 12:00 PM Bi-weekly: Jill & Dean (Mtg series ends Dec 21/18) --

October 25, 2018 Continued

12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	DMCPSC Pre-brief: (Jill/Bobbi/Kerry)
1:00 PM - 1:30 PM	Bi-weekly: Jill/Bobbi (Mtg series ends Dec 19/18) --
1:30 PM - 2:00 PM	Susan: touch base --
2:00 PM - 3:00 PM	Jill/JC/Jennifer: touch base --
3:00 PM - 3:30 PM	DM Retirement Presentation
3:30 PM - 4:15 PM	Bi-weekly: Jill & Sunny (Mtg Series ends Dec 21/18) --
4:30 PM - 5:00 PM	DM Meeting: Jill/Sunny/Karen & Graham re: Briefing on FMS Procurement Project
5:00 PM - 5:30 PM	Jill/Ian - Prebrief: Mainframe Retirement Fund (Jill meeting with Lori W. on Oct 26)
5:30 PM - 6:30 PM	Private Appointment

October 26, 2018

8:15 AM - 9:15 AM	PECSF Executive Meet & Greet (QP/CIRMO)
9:45 AM - 10:30 AM	9:45 - MEETING: Don Wright, Christine Kennedy, Jill Kot and Sunny Dhaliwal - space planning
10:45 AM - 11:15 AM	Jill/David C - Bi-weekly 1:1's (Mtg series ends Dec 26/2018) --
11:20 AM - 11:30 AM	Phone Call: Jill/Bill Wagner from AG
11:30 AM - 12:45 PM	Lunch
1:00 PM - 1:30 PM	Meeting: Lori, Dave, Jill, Teri, Carl

October 26, 2018 Continued

2:00 PM - 2:15 PM	BC Data Council - Data Strategy Action Planning Workshop - Introductions
3:00 PM - 3:30 PM	Jill/Kim Horn
3:30 PM - 5:00 PM	eApprovals/FOI sign-off/etc.

October 28, 2018

10:00 AM - 12:00 PM	Private Appointment
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October 29, 2018

8:15 AM - 9:30 AM	PECSF Executive Meet and Greet (CIRMO locations)
10:00 AM - 12:00 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
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
1:30 PM - 2:15 PM	NCC Pre-brief Important
2:30 PM - 3:00 PM	eApprovals/FOI sign-off/etc.
3:30 PM - 4:30 PM	Minister Roundtable (Mtg series ends Dec 17/18) --
4:30 PM - 5:00 PM	MINISTER: Weekly Touch Base --
5:30 PM - 6:30 PM	Private Appointment

October 30, 2018

9:00 AM - 10:30 AM	DMCPSC (Series end Dec 18/18) --
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October 30, 2018 Continued

10:00 AM - 11:00 AM	QP
11:00 AM - 12:00 PM	MEETING: Don Wright and Jill Kot - check in
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 3:00 PM	1:00 PM DMC SSP
3:30 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
5:30 PM - 6:30 PM	Event Practice --

October 31, 2018

8:00 AM - 12:30 PM	Private Appointment
8:15 AM - 9:15 AM	PECSF Executive Meet & Greet (BC Mail Plus)
12:00 PM - 1:00 PM	Join me at the PECSF Halloween Party!
1:00 PM - 1:30 PM	DM/Assoc. DM/ADM's Halloween Decoration Judging @Security Concern
1:30 PM - 2:30 PM	QP
2:30 PM - 4:00 PM	eApprovals/FOI sign-off/etc.
4:15 PM - 4:45 PM	MINISTER: 4:15 to 4:45 pm - Briefing & Sign-off's