

December 1, 2018

3:10 PM - 3:40 PM Flight

5:15 PM - 12:00 AM Flight

December 2, 2018

12:00 AM - 12:15 AM Flight

Please See Above

11:00 AM - 12:00 PM District Energy Site Tour

December 3, 2018

7:45 AM - 8:30 AM Meeting: Minister Jinny Sims and ISED MinO

10:00 AM - 10:30 AM Meeting with Jean-Yves Duclos, Minister of Family, Children and Social Development

12:00 PM - 1:00 PM Meeting regarding Connected Coast Project w/ Minister Philpott

4:00 PM - 5:30 PM Dinner

December 4, 2018

7:30 AM - 8:30 AM Meet with BC Minister Sims and CEO Mike Tremblay of Invest Ottawa to discuss Gov Tech Citizen Accelerator

10:30 AM - 11:00 AM Meeting: Deputy Minister Jill Kot and Assistant Deputy Minister Susan Stanford with the British Columbia Ministry of Citizens' Services

11:00 AM - 12:30 PM Center Block/West Block Site Visit

12:30 PM - 2:00 PM Work Block

December 4, 2018 Continued

2:00 PM - 3:15 PM

Event

December 5, 2018

6:00 AM - 7:30 AM

West Memorial Building Tour

8:00 AM - 9:00 AM

Lunch

12:15 PM - 12:45 PM

Meeting with BC DM Jill Kot, ADM Susan Stanford & ISED

1:30 PM - 2:00 PM

Meeting with BC Minister Jinny Sims - NK

4:00 PM - 5:00 PM

Optional Evening Activity - Christmas Lights Across Canada 2018

December 6, 2018

8:00 AM - 5:00 PM

Out of Office

1:00 PM - 1:30 PM

Conference Call: Jill Kot/Malcolm Gaston/Ed Ryan re: BCIIF Survey

December 7, 2018

8:00 AM - 5:00 PM

Out of Office

8:30 AM - 10:00 AM

DMC (David attending for Jill) --

12:00 PM - 12:30 PM

DMCPSC Pre-brief: (Jill/Bobbi/Kerry)

1:30 PM - 3:00 PM

Catch-up

December 8, 2018

5:35 PM - 8:08 PM Flight

8:55 PM - 9:25 PM Flight

December 10, 2018

8:00 AM - 4:30 PM Leadership Engagement Series - Session One

December 11, 2018

8:15 AM - 8:45 AM MINISTER: Capital Day Prep

9:00 AM - 9:30 AM Jill/Bobbi/Ian re: WTSP Presentation to DMCPSC

9:30 AM - 11:00 AM Jill/Bobbi re: 1:1 Meeting

11:15 AM - 11:30 AM T/C ~ DM/ADM - DMC Conversation (JK/DC)

11:30 AM - 12:00 PM Jill/CJ: Bi-weekly meeting (Mtg series ends Dec 31/2018) --

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

1:00 PM - 2:15 PM 1:00 PM DMC SSP

3:00 PM - 4:30 PM DMCSI (Deputy Ministers' Committee on Social Initiatives) --

December 12, 2018

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

December 12, 2018 Continued

9:00 AM - 9:30 AM	Jill/David Stevenson/Paul Lacerte/Anne McKinnon/Colleen McCormick/Sharlane Callow re: Moose Hide Campaign
9:30 AM - 12:00 PM	Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --
12:00 PM - 12:30 PM	Lunch and Prep for Capital Day
12:40 PM - 12:50 PM	MINISTER: Capital Day Briefing/Prep
1:00 PM - 5:00 PM	1:00 to 5:00 pm - CITZ Capital Day
3:00 PM - 3:30 PM	Jill/Bobbi/Sunny re: FPT Deputy Heads of Public Works
3:30 PM - 4:30 PM	Jill/Joel - Touch Base

December 13, 2018

7:00 AM - 8:00 AM	Book Club --
8:30 AM - 9:00 AM	Do Not Book
9:00 AM - 10:00 AM	Jill BCIIF Board Orientation
10:00 AM - 10:30 AM	Do Not Book
10:30 AM - 11:00 AM	Jill/Corrinne/Yongmei re: Refresher for IMIT Capital Material
11:00 AM - 12:30 PM	11:00 AM MTG IMITCIB IMIT Capital Investment Board Meeting

December 13, 2018 Continued

12:30 PM - 1:30 PM	Jill/JC: touch base --
2:00 PM - 3:00 PM	Corrections Capital - Project Executive Board --
3:00 PM - 4:30 PM	CITZ Holiday Party
4:30 PM - 5:00 PM	Bi-weekly: Jill & Ian (Mtg series ends Dec 27/18) --

December 14, 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	Connected Coast
11:00 AM - 12:00 PM	Jill/Bev - Holiday Hand-off
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 4:00 PM	Ethics Advisor Training

December 17, 2018

9:00 AM - 9:30 AM	Jill/Susan re: 1:1
9:30 AM - 11:30 AM	Do Not Book
11:30 AM - 11:45 AM	Phone Call: Jill/Chris re: Opportunity
12:15 PM - 1:45 PM	CITZ Executive Holiday Lunch

December 17, 2018 Continued

2:00 PM - 2:30 PM CALL: CIO Lab Discussion | J Kot & Deloitte

2:30 PM - 4:00 PM Citizens' Services Executive Committee meetings (Mtg Series end Dec 17/18) --

3:45 PM - 4:15 PM T/C RBCM Executive Project Board Meeting #4

4:30 PM - 5:00 PM Conference Call: Jill/Hemant/Keith re: Personal Inform

5:00 PM - 5:30 PM 5:00 Call | Jill, Shannon, Jeff

December 18, 2018

8:30 AM - 9:00 AM Phone Call: Jill Kot/Debbie Fritz re: IM/IT Capital

9:00 AM - 9:30 AM Jill/Brad re: Touch Base

10:00 AM - 11:00 AM Jill/Joel/Melissa re: RFL Plan and eApp

11:00 AM - 11:30 AM Jill/Joel - CITZ Organization

12:00 PM - 5:00 PM Out of Office

December 19, 2018

8:00 AM - 5:00 PM Out of Office

December 20, 2018

8:00 AM - 5:00 PM

Out of Office

8:30 AM - 9:00 AM

Phone Call: Jill/Michael re: NCC Progress

December 21, 2018

8:00 AM - 5:00 PM

Out of Office

December 24, 2018

8:00 AM - 5:00 PM

Out of Office

December 25, 2018

8:00 AM - 5:00 PM

Stat Holiday - Christmas Day

December 26, 2018

8:00 AM - 5:00 PM

Stat Holiday - Boxing Day

December 27, 2018

8:00 AM - 5:00 PM

Out of Office

December 28, 2018

8:00 AM - 5:00 PM

Out of Office

December 31, 2018

8:00 AM - 5:00 PM

Out of Office

