

January 1, 2019

8:00 AM - 5:00 PM

Stat Holiday

January 2, 2019

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

TO DO: Approve Joel's IM 111 Course

10:00 AM - 11:30 AM

Office Time

11:30 AM - 12:00 PM

Weekly FOI Requests (2019 Mtg. Series) --

12:00 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 1:30 PM

Jill/Anne re: Employee Communications for 2019

2:00 PM - 2:30 PM

Susan: touch base --

2:30 PM - 5:00 PM

eApprovals/FOI sign-off/etc.

January 3, 2019

8:30 AM - 9:00 AM

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

9:00 AM - 10:00 AM

Bobbi, Pam, JC - Naming

10:00 AM - 10:30 AM

Jill/Roe Markham Touch Base

January 3, 2019 Continued

11:00 AM - 11:30 AM	Jill/Bobbi/Kerry/Tracee re: DMCPSC Pre-brief
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Bev: touch base --
2:30 PM - 3:00 PM	Jill/Chris: Bi-weekly Touch Base (2019 series) --
3:00 PM - 4:00 PM	eApprovals/FOI sign-off/etc
4:00 PM - 4:30 PM	Jill/Ian Bi-weekly -- Security Concern New meeting series will be sent to include CJ.

January 4, 2019

10:30 AM - 11:30 AM	Jill/JC: touch base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Monthly Test of Satellite Phone
1:30 PM - 2:00 PM	Jill/Sunny Bi-weekly --
2:30 PM - 3:30 PM	Jill/Dean Bi-weekly --
3:30 PM - 4:30 PM	Eapprovals/emails/office work

January 7, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
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January 7, 2019 Continued

9:00 AM - 9:30 AM	Jill/JC: touch base --
9:30 AM - 10:00 AM	Office time
10:00 AM - 11:00 AM	Jill/Susan/Michael re: EGC Pre-brief
11:00 AM - 11:30 AM	Jill / Ravi Meet & Greet
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	eApprovals/FOI sign-off/etc.
1:30 PM - 2:15 PM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --

January 8, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:30 AM - 10:00 AM	Jill/Bobbi/Kerry/Chris re Status of the Concierge
10:00 AM - 10:30 AM	eApprovals/FOI sign-off/etc.
10:45 AM - 11:15 AM	Pre-brief: MLA Olsen, Shannon Russell, Jill Kot, Susan Stanford, Howard Randell
11:30 AM - 12:00 PM	MLA Olsen, Shannon Russell, Jill Kot, Susan Stanford, Howard Randell, Liam Lawson (SMA PSSG), Krystal smith (MA PSSG)
12:15 PM - 12:30 PM	Jill/Susan re: HWY 16

January 8, 2019 Continued

12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	DMCPSC (Mtg series ends Dec 10/19) --
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
6:00 PM - 7:30 PM	Private Appointment

January 9, 2019

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	eApprovals/FOI sign-off/etc.
9:40 AM - 10:10 AM	9:40am - Conference Call Meeting / RE: Victoria Courthouse Camp
10:00 AM - 10:30 AM	Conference Call: Jill/CJ/Bobbi
10:30 AM - 11:00 AM	Jill/CJ/Corinne re: IMIT Capital Scenarios
11:00 AM - 11:30 AM	Jill/CJ/Hayden re: Briefing for Pilot Project: Improved Access to Open Data
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	Jill/Joel: Weekly Touch Base (Meeting series ends April 24, 2019) --
2:00 PM - 2:45 PM	Jill/Susan/Colleen/Jerri re: Connected Communities

January 9, 2019 Continued

3:00 PM - 3:30 PM	3:00pm - Conference Call Meeting / RE: Victoria Courthouse
3:30 PM - 4:00 PM	Connecting
4:00 PM - 5:00 PM	Jill/CJ/Ian/Hayden/Joel/Matt re: Privacy and Cloud (Microsoft)

January 10, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	MO Staff Meeting: Shannon/Jill/Joel re: Plan
9:45 AM - 10:15 AM	Jill/JC/Jennifer: touch base (Part 1) --
10:45 AM - 12:00 PM	Private Appointment
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:15 PM	Private Appointment
1:30 PM - 2:00 PM	Private Appointment
2:00 PM - 3:30 PM	EGC Meeting
3:30 PM - 5:00 PM	Out of Office

January 11, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Communications Meeting --
9:00 AM - 9:30 AM	Meeting: Lori and Jill

January 11, 2019 Continued

10:00 AM - 10:30 AM	eApprovals/FOI Sign-off-etc.
10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 11:15 AM	Phone Call: Jill/Chris re: NCCS Top WES Award
11:30 AM - 12:30 PM	Lunch: Jill/Kim Lacharite
1:00 PM - 1:30 PM	Jill/Lindsay Fallon re: Introduction
1:30 PM - 2:00 PM	Jill/Jody re: TA Project
2:00 PM - 2:30 PM	Jill/Jody re: Mentorship/Career Meeting
2:30 PM - 3:00 PM	Jill/CJ/Hayden re: Review Material for IDD Overview for DMCSI Mtg. (Jan 22)
3:30 PM - 4:30 PM	Do Not Book

January 14, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/JC: touch base --
10:00 AM - 12:00 PM	MINISTER Roundtable (2019 Mtg. Series) --
12:15 PM - 12:45 PM	Jill/Dean Bi-weekly --
12:45 PM - 1:30 PM	Lunch and Eapprovals

January 14, 2019 Continued

1:30 PM - 2:00 PM	Jill/CJ/Ian re: Pre-brief for Exit Mtg. for Critical Systems Standards Review
2:00 PM - 2:30 PM	Jill/CJ/Hayden/Jeremy Coad & Genevieve Lambert re: eApp 8810
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
5:45 PM - 6:00 PM	Phone Call: Jill/Lori re: Follow-up from Friday

January 15, 2019

9:00 AM - 9:30 AM	Meeting with Jill Kot/Melanie Stewart re: GE Mandate
9:30 AM - 10:30 AM	Jill/Bobbi Bi-weekly --
10:30 AM - 11:00 AM	Private Appointment
11:15 AM - 11:30 AM	Phone Call: Jill Kot/Heather Wood re: HWY 16
12:00 PM - 12:30 PM	Jill/Susan Bi-Weekly (Rescheduled from Jan 17)
12:30 PM - 1:00 PM	Lunch & eApprovals --
1:00 PM - 4:00 PM	CITZ Expanded Executive Meeting
4:00 PM - 5:00 PM	MTG: Lori, Jill, Anita

January 16, 2019

7:00 AM - 5:00 PM

Out of Office

January 17, 2019

7:00 AM - 5:00 PM

Out of Office

January 18, 2019

All Day

CJ a/DM

All Day

DMC - cancelled --

7:00 AM - 5:00 PM

Out of Office

January 21, 2019

8:00 AM - 8:30 AM

MO Staff Mtg. Pre-brief for Mayor Helps Meeting

8:30 AM - 9:00 AM

MO Staff Mtg. with Mayor Helps, City Manager Jocelyn Jenkyns, Senior Cultural Planner, Nichola Reddington

9:00 AM - 9:30 AM

Stay at Legislature

9:30 AM - 10:00 AM

MINISTER: Org Book Identity North Conference Briefing

10:00 AM - 11:30 AM

MINISTER Roundtable (2019 Mtg. Series) --

12:15 PM - 12:45 PM

Lunch

January 21, 2019 Continued

12:45 PM - 1:15 PM	Jill/Dean/Sharlane/Sherri re: Review Panel Questions
1:15 PM - 2:00 PM	Jill/JC: touch base --
2:00 PM - 2:30 PM	Jill/CJ Bi-weekly meeting (Bobbi attending this meeting) --
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

January 22, 2019

8:30 AM - 9:30 AM	PECSF Campaign Recognition Wrap-up event
10:00 AM - 10:30 AM	BCIIF Meeting with Jill
10:30 AM - 11:30 AM	eApprovals/FOI sign-off etc.
11:30 AM - 12:00 PM	Jill/Janet Redies re: ADM Recruitment
12:00 PM - 12:30 PM	Jill/CJ/Hayden re: Pre-brief/review material for IDD DM Board (Mtg. Jan 25)
12:30 PM - 1:30 PM	LUNCH
1:30 PM - 2:30 PM	eApprovals/FOI Sign-off etc.
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
6:30 PM - 7:30 PM	Private Appointment

January 23, 2019

All Day	FYI - MINISTER: Mid-Island Tour (Jan 23-24)
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January 23, 2019 Continued

8:30 AM - 9:30 AM	eApprovals/FOI sign-off/etc.
9:30 AM - 10:00 AM	Phone Call: Jill and Sandra Cameron re: Reference Check
10:00 AM - 10:30 AM	10:00 AM IMITCIB PREBRIEF JILL/CJ/CORINNE/YONGMEI
10:30 AM - 11:00 AM	eApprovals/FOI sign-off/etc.
11:00 AM - 11:30 AM	Jill/JC: touch base --
11:30 AM - 12:00 PM	Weekly FOI Requests (2019 Mtg. Series) --
12:00 PM - 1:00 PM	Lunch: Jill & Kerry
1:00 PM - 1:30 PM	Jill/Dean/Sherri re: Service Plan
1:30 PM - 2:00 PM	Jill/Dean/Sherri re: Corporate Plan
2:00 PM - 3:00 PM	Jill/Joel: Weekly Touch Base (Meeting series ends April 24, 2019) --
3:00 PM - 4:00 PM	eApprovals/FOI sign-off/etc.
4:00 PM - 4:30 PM	Jill/Sunny/Mark Liedemann and Jeff Good from Partnerships BC

January 24, 2019

All Day	FYI - MINISTER: Mid-Island Tour (Jan 23-24)
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January 24, 2019 Continued

7:00 AM - 8:00 AM	Book Club --
9:00 AM - 10:00 AM	Jill/JC/Jennifer: touch base --
10:00 AM - 10:45 AM	Jill/Dean/Sharlane re: HR Delegation Matrix sign-off
11:00 AM - 12:00 PM	Jill/Bobbi
12:00 PM - 1:00 PM	LUNCH
1:30 PM - 2:00 PM	Jill/Justin Hewitt re: Touch Base
2:00 PM - 2:30 PM	Jill/Fraser Marshall re: Touch Base
2:30 PM - 4:00 PM	eApprovals/FOI sign-off etc.
4:15 PM - 4:45 PM	Jill/Bev/Carol - Model for Mainframe Migration

January 25, 2019

All Day	"CANCELLED" DMC -- Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Dean/Brad re: Review Funding Model
9:30 AM - 10:00 AM	Jill/Alex re: Touch Base/Mentorship

January 25, 2019 Continued

10:00 AM - 10:30 AM	Phone Call: Steve Smith
10:30 AM - 11:00 AM	Jill/JC: touch base -- Security Concern
11:00 AM - 12:00 PM	Jill/Dean/Sharlane/Vivek & Lisa re: MCCF
12:00 PM - 12:30 PM	Jill & Dean re: FTEs
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	Integrated Data DM Board (2019 Meeting Series) --
2:30 PM - 3:30 PM	Jill/CJ/Hayden re: Digital Strategy & possibly IDD
3:45 PM - 4:15 PM	Jill/Lynne Masse-Danes re: Touch Base
4:15 PM - 4:45 PM	Phone call with Jill Kot

January 28, 2019

7:30 AM - 10:00 AM	SBC Leadership Council
10:30 AM - 11:00 AM	MINISTER Roundtable (2019 Mtg. Series) --
11:00 AM - 11:30 AM	MINISTER: Weekly Touch Base
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 1:30 PM	Jill/Sunny Bi-weekly --

January 28, 2019 Continued

1:30 PM - 2:00 PM	Jill/JC: touch base --
2:00 PM - 2:30 PM	Corrections PEB pre-brief
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

January 29, 2019

7:45 AM - 8:00 AM	CONFERENCE CALL: DMC Check In
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Prep for All Staff
9:30 AM - 1:30 PM	You're Invited: 'We are CITZ' Employee Event
1:00 PM - 1:15 PM	Pre-brief meeting: For Minister Eby Meeting
1:30 PM - 2:00 PM	MINISTER: Minister Eby Briefing re: ORGbook Initiative
3:00 PM - 3:30 PM	Evan/Jill re: GDX Review
4:00 PM - 6:00 PM	Private Appointment
8:00 PM - 8:30 PM	Jill to call Janet Redies

January 30, 2019

8:00 AM - 10:00 AM	Out of Office
10:30 AM - 11:00 AM	Private Appointment

January 30, 2019 Continued

11:00 AM - 11:30 AM	Private Appointment
12:00 PM - 1:00 PM	PECSF Lunch with Jill Kot & Joni Mitchell
1:30 PM - 2:00 PM	Jill/Ian re: DMCPSC
2:00 PM - 2:30 PM	Susan: touch base --
2:30 PM - 3:00 PM	Jill/Joel: Weekly Touch Base (Meeting series ends April 24, 2019) --
3:00 PM - 3:30 PM	Weekly FOI Requests (2019 Mtg. Series) --
3:30 PM - 4:30 PM	Jill/Jeanette/Jen re: Touch Base
4:30 PM - 5:00 PM	eApprovals/FOI sign-off/etc.
5:30 PM - 7:00 PM	CITZ Exec/David & Staff re: Get together

January 31, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Bobbi Bi-weekly --
9:30 AM - 11:00 AM	9:30 AM MTG IMITCIB
11:00 AM - 11:30 AM	Meeting with Jill, CJ Ritchie, Bobbi Sadler, Andy Canham and Ryan Pageau from SAP

January 31, 2019 Continued

11:30 AM - 12:00 PM	Jill/Bobbi/Kerry/Tracee re: DMCPSC Pre-brief
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 1:30 PM	eApprovals
2:00 PM - 3:00 PM	Corrections Capital - Project Executive Board
3:30 PM - 4:15 PM	Meeting with Shannon & Jill