

February 1, 2019

All Day	DMC *Cancelled* --
7:30 AM - 8:00 AM	Monthly Test of Satellite Phone
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 12:00 PM	Workforce Plan Validation Session #2
11:45 AM - 12:15 PM	Conference Call re: Urgent Issue
12:00 PM - 12:30 PM	LUNCH
1:00 PM - 2:00 PM	MO Staff Meeting: Shannon/Jill/Joel/Chris
2:15 PM - 3:15 PM	Mtg. with Internal Audit & Advisory Services re: Exit Mtg. for Critical Systems Review
3:15 PM - 3:45 PM	Jill/CJ/Hayden re: Federal Data Strategy
3:45 PM - 4:15 PM	Jill/JC - Touch Base
4:15 PM - 4:45 PM	eApprovals/FOI sign-off/etc.

February 4, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:30 AM - 10:00 AM	Jill/Chris re: Touch Base
10:30 AM - 11:00 AM	MINISTER: Weekly Touch Base

February 4, 2019 Continued

11:00 AM - 12:10 PM	MINISTER Roundtable (2019 Mtg. Series) --
12:10 PM - 12:30 PM	MINISTER: BCTECH Summit - Data
1:00 PM - 3:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
3:30 PM - 4:15 PM	MINISTER: Monthly Meeting with CIRMO & PC Michael McEvoy

February 5, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	9:00 AM Phone call JTT/CITZ
9:30 AM - 10:00 AM	9:30 AM Phone call Fazil/Jill K/Silas
10:00 AM - 10:30 AM	eApprovals/ FOI Sign-off etc.
10:30 AM - 11:00 AM	DM Briefing: Jill/Susan re: PO & Rogers Material
11:00 AM - 11:30 AM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --
11:30 AM - 12:00 PM	Jill/Dean Bi-weekly --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/Bobbi/Sunny re: Pre-brief for the FPT Deputy Heads of Public Works Conference Call (Feb 6)
1:00 PM - 2:30 PM	DMCPSC Orientation

February 5, 2019 Continued

3:00 PM - 5:00 PM

DMCSI (Deputy Ministers' Committee on Social Initiatives) --

February 6, 2019

All Day

Privacy and Security Conference

8:30 AM - 9:30 AM

Teleconference of FPT Deputy Heads of Public Works

9:30 AM - 10:00 AM

Any Urgent eApprovals/FOI sign-off/etc.

10:00 AM - 11:00 AM

Jill/JC/Jennifer: touch base --

11:00 AM - 11:30 AM

Jill/Ian re: Workplace Roles and Responsibilities

11:30 AM - 12:00 PM

Weekly FOI Requests (2019 Mtg. Series) --

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 - 3:00 PM

Jill/Dean/Tim re: Budget Day Pre-brief

3:00 PM - 4:30 PM

eApprovals/FOI sign-off/etc.

February 7, 2019

All Day

FYI - 2:30 to 3:30 - Moose Hide Campaign Learning Session

All Day

Privacy and Security Conference

February 7, 2019 Continued

8:00 AM - 9:00 AM	Privacy and Security Conference
8:20 AM - 8:30 AM	Minister providing welcome remarks for Privacy and Security Conference
8:30 AM - 8:45 AM	Jill providing Welcome remarks - Privacy and Security Conference
9:20 AM - 9:50 AM	MINISTER: Teleconference Meeting with BC Tech CEO, Jill Tipping
10:00 AM - 12:00 PM	10:00AM DMCSSP
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/CJ/Hayden re: Digital Strategy Update
2:00 PM - 3:00 PM	eApprovals/FOI sign-off/etc.
3:30 PM - 4:00 PM	MIN & DM ATTENDING: IAO & GRS 10th Anniversary Celebration
6:00 PM - 6:45 PM	Privacy and Security Reception
7:00 PM - 9:00 PM	Privacy and Security Conference VIP Dinner

February 8, 2019

All Day	Privacy and Security Conference
8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:30 AM	eApprovals/FOI sign-off/etc.
11:30 AM - 12:00 PM	Jill/Sunny re: Pre-brief for Energy Smart Overview w/Don

February 8, 2019 Continued

12:00 PM - 12:30 PM	LUNCH
12:30 PM - 1:00 PM	Jill/Ian - Bi-weekly (CJ attending)
1:00 PM - 1:30 PM	eApprovals/FOI sign-off/etc.
1:30 PM - 2:00 PM	Jill/JC: touch base --
2:30 PM - 3:30 PM	DMCPSC Overview Follow-up with Jill, Okenge, Deb Godfrey, Bobbi, Kerry & Tracee
3:30 PM - 4:30 PM	Bev: touch base --

February 11, 2019

8:30 AM - 9:00 AM	eApprovals/FOI sign-off/etc.
9:00 AM - 9:30 AM	Jill/Bobbi/Dawson re: Pre-brief for OLC/QP SOW - Key Project Goals
9:30 AM - 10:00 AM	Jill/JC: touch base --
10:15 AM - 10:30 AM	Call: Pre-brief DMC Supercluster
10:30 AM - 11:00 AM	Jill/Sunny Bi-weekly --
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Don Wright/Jill Kot/Sunny Dhaliwal re: Energy Smart Overview
2:00 PM - 3:00 PM	Travel
3:30 PM - 4:00 PM	Jill/Bobbi/Mike Toombs/Sharlane

February 12, 2019

All Day	House Sitting (Feb 12-14)
All Day	Speech from the Throne
9:30 AM - 10:30 AM	eApprovals/FOI sign-off/etc.
10:30 AM - 11:00 AM	Jill/Chris: Bi-weekly Touch Base (2019 series) --
11:00 AM - 11:30 AM	Phone Call: Jill & Rueben
11:30 AM - 12:30 PM	Work Time
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Susan: touch base --
2:00 PM - 3:30 PM	FYI - Afternoon Sitting & Throne Speech
3:30 PM - 4:30 PM	eApprovals/FOI sign-off/etc.
5:00 PM - 6:30 PM	Private Appointment

February 13, 2019

All Day	House Sitting (Feb 12-14)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Hayden (CJ away) re: Review IDD Overview Material for DMCSI (Feb 20 Mtg)
9:30 AM - 10:00 AM	Jill/Hayden (CJ away) re: eApp 9461 long deck

February 13, 2019 Continued

10:00 AM - 10:30 AM	Jill/Bobbi Bi-weekly --
10:30 AM - 11:00 AM	Jill/Joel: Weekly Touch Base (Meeting series ends April 24, 2019) --
11:00 AM - 11:30 AM	Jill/Anne re: Picture to be taken for DM Email re: Appreciation @ Heart (not pink shirt day)
11:45 AM - 1:00 PM	Moose Hide Walk to Legislature
1:30 PM - 2:30 PM	Question Period (Hayden covering)
1:30 PM - 2:00 PM	Review TB Subs for Roundtable
2:30 PM - 4:00 PM	2:30 PM DMC on Supercluster

February 14, 2019

All Day	FYI - 9:00 - Weekly FOI Call - JC and Jenn on call
All Day	House Sitting (Feb 12-14)
7:00 AM - 8:00 AM	Morning Walks (Jill & Lori) --
8:30 AM - 9:30 AM	Jill/Bobbi/Ian re: Roles and Responsibilities
9:30 AM - 10:00 AM	Jill/JC: touch base --
10:00 AM - 11:00 AM	Question Period (Joel covering)
11:00 AM - 11:30 AM	MINISTER: Budget Day Briefing

February 14, 2019 Continued

12:00 PM - 12:45 PM	Lunch
12:45 PM - 1:00 PM	Phone Call: Jill Kot/Stephen Brown re: Naming Opportunity& Naming Opportunity Annual Report
1:00 PM - 2:00 PM	CITZ Co-op Connect: Meet & Greet with DM Jill Kot
2:00 PM - 2:15 PM	Conference Call: Jill/Shannon Baskerville/Jeff Vasey/Bobbi Sadler/Pan Ness re: Naming Opportunity Annual Report
2:30 PM - 3:00 PM	Jill/Dean/Sharlane re: HR Briefing
3:00 PM - 4:00 PM	DO NOT BOOK

February 15, 2019

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 - 1:00 PM	Lunch and Eapprovals
2:15 PM - 2:45 PM	Jill/Bobbi & Tracee re: Review Action Plan Progress - Workstation Support Services Contract
4:00 PM - 4:30 PM	Jill/Evan re: Meeting with Don Wright Feb 20

February 18, 2019

8:00 AM - 5:00 PM	Family Day Stat
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February 19, 2019

All Day	Budget Day
All Day	House Sitting (Feb 19-21)
8:00 AM - 1:30 PM	Budget Lock-Up
10:00 AM - 11:00 AM	Question Period (Susan covering)
2:00 PM - 3:00 PM	eApprovals/FOI sign-off etc.
3:30 PM - 4:45 PM	MINISTER Roundtable (2019 Mtg. Series) --
5:30 PM - 6:00 PM	MINISTER: Weekly Touch Base --

February 20, 2019

All Day	House Sitting (Feb 19-21)
8:00 AM - 8:30 AM	Wear Pink for Pink Shirt Day Photo for ExComm
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/JC: touch base --
9:30 AM - 11:30 AM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
11:30 AM - 12:00 PM	Jill/CJ Bi-weekly meeting (Mac Campbell attending first 15 minutes of meeting) --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:30 PM	Question Period (Joel covering)

February 20, 2019 Continued

2:00 PM - 2:30 PM

MEETING: Don Wright, Evan Lloyd and Jill Kot

3:00 PM - 5:00 PM

DMCSI (Deputy Ministers' Committee on Social Initiatives) --

February 21, 2019

All Day

House Sitting (Feb 19-21)

7:00 AM - 8:00 AM

Personal
Information

8:15 AM - 8:45 AM

MINISTER: Meeting with UBCM Executives

9:00 AM - 9:30 AM

Jill/Kerry/Tracee re: DMCPSC Pre-brief (Bobbi sends her regrets) --

9:30 AM - 10:00 AM

Jill/CJ re: DMCPSI Prep

10:00 AM - 11:00 AM

Question Period (Susan covering)

10:30 AM - 12:30 PM

DMCPSI (Meeting series end Nov 21/19) --

1:00 PM - 2:00 PM

LUNCH

2:00 PM - 2:30 PM

DO NOT BOOK - Review Premier Awards Submissions

2:30 PM - 3:30 PM

Jill/JC/Jennifer: touch base --

3:30 PM - 4:30 PM

eApprovals/FOI sign-off/etc.

February 22, 2019

8:30 AM - 9:45 AM

DMC --

February 22, 2019 Continued

10:30 AM - 12:00 PM	Maximus Tour and Presentation with Jill, CJ and Bev
12:30 PM - 12:45 PM	Lunch
1:00 PM - 2:00 PM	MEETING: Don Wright and Jill Kot - Check In
2:30 PM - 3:00 PM	Jill/JC: touch base --
3:00 PM - 3:30 PM	Jill/Ian - Bi-weekly (CJ attending)
3:30 PM - 4:00 PM	Jill/Kevwe re: Touch Base
4:00 PM - 5:00 PM	eApprovals/FOI sign-off/etc

February 25, 2019

All Day	House Sitting (Feb 25-28)
8:30 AM - 11:30 AM	MINISTER: Supplementary Estimates Prep/ Roundtable --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/Bobbi Bi-weekly --
1:30 PM - 2:30 PM	Question Period (Bobbi covering)
2:00 PM - 2:30 PM	DO NOT BOOK - Review
2:30 PM - 4:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

February 25, 2019 Continued

4:30 PM - 5:15 PM

MINISTRY STAFF MEETING - Estimates Liberal Opposition Critic Meeting

February 26, 2019

All Day

House Sitting (Feb 25-28)

8:30 AM - 9:30 AM

MINISTER: Estimates Prep Time (PSD & CIRMO)

10:00 AM - 11:00 AM

Question Period (Susan covering)

11:15 AM - 12:45 PM

MINISTER: Estimates Prep Time (OCIO, ICT & CSD)

1:00 PM - 1:30 PM

LUNCH

1:30 PM - 2:00 PM

Jill/JC: touch base --

2:00 PM - 2:30 PM

Jill/Hayden re: Communication and Engagement for DI Program

2:45 PM - 4:15 PM

MINISTER: Estimates Prep Time -(SBC & RPD)

4:30 PM - 5:00 PM

Phone Call: Jill/Janet Redies

February 27, 2019

All Day

House Sitting (Feb 25-28)

8:00 AM - 8:30 AM

Pink Shirt Day

8:30 AM - 9:00 AM

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

9:00 AM - 10:30 AM

DMCPSC (Mtg series ends Dec 10/19) --

February 27, 2019 Continued

10:45 AM - 11:00 AM	Call w/Jill Kot, Joanne Munro & Leslie MacLean re: FPT DMs' Table on Service Delivery Collaboration
11:30 AM - 1:00 PM	MINISTER: Additional Estimates Prep (Bring your toughest questions)
1:15 PM - 1:45 PM	Jill/Joel: Weekly Touch Base (Meeting series ends April 24, 2019) --
1:30 PM - 2:30 PM	Question Period (Dean covering)
2:30 PM - 3:00 PM	Skip Level Meeting - Jill & Susan Laidlaw
3:00 PM - 4:00 PM	DO NOT BOOK - Review
4:00 PM - 4:30 PM	Jill/Ian re: March 1 Mainframe Plan Meeting Pre-brief

February 28, 2019

All Day	House Sitting (Feb 25-28)
7:00 AM - 7:45 AM	Lori/Jill re: Walk
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/JC: touch base --
9:30 AM - 10:00 AM	Susan: touch base --
10:00 AM - 11:00 AM	Question Period (Joel covering)
11:15 AM - 12:00 PM	MINISTER: Estimates Prep (For All)

February 28, 2019 Continued

12:30 PM - 1:00 PM

Lunch and Eapprovals

1:30 PM - 3:30 PM

CITZ Supplementary Estimates (CITZ up first)

3:30 PM - 6:00 PM

Private Appointment