

July 1, 2019

All Day **Laneway closed for Summer - Security Concern**

8:00 AM - 5:00 PM **Canada Day**

July 2, 2019

All Day **Laneway closed for Summer - Security Concern**

9:00 AM - 9:30 AM **Jill/Dean re: Discuss MCCF**

9:30 AM - 10:00 AM **Susan: touch base --**

10:00 AM - 10:30 AM **Conference Call: Jutland Property Issue**

10:30 AM - 11:00 AM **10:30 AM Phone call JTT/CITZ**

11:00 AM - 11:30 AM **eApproval**

11:30 AM - 12:00 PM **Review 30-60-90**

12:00 PM - 1:00 PM **Lunch and Eapprovals**

1:00 PM - 1:30 PM **Skip Level Meetings - Jill & Adriana Poveda**

2:00 PM - 2:30 PM **Jill Kot/Salman Azam re: Touch Base**

3:00 PM - 3:30 PM **Skip Level Meeting - Jill & Graham Taylor**

4:00 PM - 4:30 PM **Don/Jill re: FOIPPA Follow-up**

July 3, 2019

All Day	Laneway closed for Summer - Security Concern
7:00 AM - 8:00 AM	Breakfast: Jill Kot/Wency Lum
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 - 10:30 AM	Jill/Bobbi Weekly --
10:30 AM - 11:15 AM	Jill/Bobbi/Stu re: Transformation Progress
12:30 PM - 1:20 PM	Lunch with Minister, Shannon, Jill, CJ
1:30 PM - 2:15 PM	DM Mtg: Jill Kot/Susan Stanford & Executive from Shaw
2:45 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:30 PM - 5:00 PM	CONFERENCE CALL: Jutland Property Issue - Follow-up Call
5:00 PM - 5:30 PM	Jill/Trish re: Touch Base
6:00 PM - 6:30 PM	Phone Call: Jill/Silas re: BCIF

July 4, 2019

All Day	Laneway closed for Summer - Security Concern
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July 4, 2019 Continued

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Bev: touch base --
9:30 AM - 10:00 AM	Jill/Bobbi/Tracee re: DMCPSC Pre-brief --
10:00 AM - 11:00 AM	UniverCITZy Volunteer Recognition Event
11:15 AM - 12:00 PM	MINISTER Roundtable (2019 Mtg. Series) --
12:15 PM - 12:30 PM	Jill/Susan re: Touch Base
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Weekly FOI Requests
1:30 PM - 1:45 PM	Conference Call: Jill/Laurie/Kim (15 mins)
2:00 PM - 2:30 PM	Jill/JC/Jennifer: touch base --
2:30 PM - 3:00 PM	Jill/Sunny/Matt/Kim re: Jutland Property
3:00 PM - 3:30 PM	Jill/Alex re: Touch Base
3:30 PM - 4:00 PM	3:30 PM Brief TRAN IMITDIB request
4:00 PM - 4:30 PM	Jill/Sunny Bi-weekly --

July 5, 2019

All Day	Laneway closed for Summer -- Security Concern
7:30 AM - 8:00 AM	Monthly Test of Satellite Phone
8:30 AM - 10:00 AM	DMC -- Security
10:00 AM - 12:00 PM	Private Appointment
11:30 AM - 12:00 PM	CONFERENCE CALL: Jutland Issue: Final Check-in
12:00 PM - 1:00 PM	LUNCH
1:00 PM - 1:30 PM	Eapprovals/emails/office work
1:30 PM - 2:00 PM	Jill/JC: touch base --
2:30 PM - 3:15 PM	Jill/Dean Bi-weekly (Lisa Stark attending for 15 minutes) --
3:30 PM - 4:00 PM	Discussion

July 8, 2019

All Day	Laneway closed for Summer -- Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Okenge/John/Bobbi/Tracee re: Labour Relations Pre-brief
9:30 AM - 11:00 AM	eApprovals
12:30 PM - 1:00 PM	Managed Hosting Service Update

July 8, 2019 Continued

1:00 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 2:30 PM	OAG/CITZ Meeting Pre-brief (Mtg. July 10)
2:30 PM - 3:00 PM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --
3:00 PM - 4:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:00 PM - 4:30 PM	Jill/CJ/Kerry/Matt/Jeanette re: IM 117

July 9, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Skip Level Meeting - Jill and Mac Campbell
9:30 AM - 10:30 AM	Jill/Kirsten/Jeanette re: Bi-weekly Touch Base
10:30 AM - 11:00 AM	Skip Level Meeting - Jill and Tracee Schmidt
11:00 AM - 11:30 AM	CONFERENCE CALL: Jutland Issue - Check in
11:30 AM - 12:00 PM	eApprovals
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	DMCPSC (Mtg series ends Dec 10/19) --

July 9, 2019 Continued

2:30 PM - 3:00 PM	Jill/Trish Sterloff re: Touch Base
3:00 PM - 3:30 PM	BCIIF Pre-brief with Silas, Matthew, Evan and Angela
3:30 PM - 4:00 PM	Jill/Bev/Sophia re: DMCPSR Slides Review
4:00 PM - 5:00 PM	Jill/Bobbi/Robert re: Analysis of PSB

July 10, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:15 AM - 9:30 AM	Jill/David re: Touch Base
9:30 AM - 10:30 AM	MINISTER Roundtable (2019 Mtg. Series) --
10:30 AM - 10:45 AM	MINISTER: Weekly Touch Base --
11:00 AM - 12:00 PM	MINISTER: RPD Celebratory Event: Energy Smart Strategy & EV Charging Station
12:00 PM - 12:45 PM	LUNCH
1:00 PM - 1:30 PM	Weekly FOI Requests
1:30 PM - 2:30 PM	Jill/Bobbi Weekly Meeting

July 10, 2019 Continued

2:30 PM - 3:00 PM	Skip Level Meetings - Jill & Tim Owen
3:00 PM - 3:30 PM	IM/IT CIB Meeting Pre-brief with Jill/CJ/Corinne/Bill
3:30 PM - 4:00 PM	Quarterly update meetings: OAG & CITZ --
4:00 PM - 4:30 PM	Jill/Tamara McLeod re: Touch Base

July 11, 2019

All Day	Laneway closed for Summer - Security Concern
7:00 AM - 8:00 AM	Book Club --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 10:00 AM	Jill/CJ/Ian re: Critical Systems & Mainframe
11:00 AM - 11:35 AM	Flight
12:00 PM - 12:30 PM	CONFERENCE CALL: Jill/Bobbi/Stu re: CST Pre-brief
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:30 PM	1:30 PM QUARTERLY MTG MBR/Fazil/BCIF - Jill K
4:00 PM - 4:30 PM	Flight

July 12, 2019

All Day Laneway closed for Summer - Security Concern

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

9:00 AM - 11:00 AM Private Appointment

11:00 AM - 5:00 PM Out of Office

July 15, 2019

All Day Laneway closed for Summer - Security Concern

7:00 AM - 8:00 AM Breakfast (Jill Kot, Deb Godfrey)

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

9:00 AM - 10:00 AM eApprovals

10:00 AM - 10:30 AM Jill/Dean/Chris re: OAG Audit

10:30 AM - 11:15 AM Jill/Dean Bi-weekly --

11:30 AM - 12:00 PM Jill/Sunny Bi-weekly --

12:00 PM - 12:15 PM Phone Call: Jill/Lauren Knoblauch

12:15 PM - 1:00 PM Lunch and Eapprovals

July 15, 2019 Continued

1:00 PM - 2:00 PM	Digital Identity
2:00 PM - 2:30 PM	Jill Hayden re: Pre-brief for JTT/PO meeting (July 17) re: Genuine Progress Indicators
2:30 PM - 4:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:00 PM - 5:00 PM	Travel

July 16, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:30 AM - 10:00 AM	UPDATED - PHONE CALL: Jill/Denise Rossander re: Touch Base
10:00 AM - 11:00 AM	eApprovals
11:00 AM - 11:30 AM	Bev: touch base --
11:30 AM - 12:00 PM	Skip Level Meeting - Jill & Peter Watkins
12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:30 PM	Jill/David: Bi-Weekly
1:30 PM - 2:00 PM	Skip Level Meeting - Jill & Rumon Carter
2:30 PM - 3:00 PM	Skip Level Meeting - Jill & Caroline Hergt
3:30 PM - 4:30 PM	Meeting with Donna/Jill/David/Walter/Kim/Nammi re: Multi Language Research

July 16, 2019 Continued

July 17, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 10:30 AM	IM/IT Digital Investment Board Meeting
10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 12:00 PM	Jill/Bobbi Weekly --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	eApprovals
1:30 PM - 2:00 PM	Weekly FOI Request
2:15 PM - 2:45 PM	Skip Level Meeting - Jill and Sue Wheatley
3:00 PM - 3:30 PM	3:00 PM MTG JTT/PO
4:00 PM - 4:30 PM	Susan: touch base --
4:30 PM - 5:00 PM	CONFERENCE CALL: Jill/Doug/Bobbi/Gio/Juanita/Eric re: Indigenous Procurement

July 18, 2019

All Day	Laneway closed for Summer - Security Concern
7:00 AM - 8:00 AM	Morning Walks (Jill & Lori) --

July 18, 2019 Continued

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	eApprovals
9:30 AM - 10:00 AM	Jill/Bobbi/Stu/Dean: re: CST Pre-brief & Budget
10:30 AM - 12:30 PM	DMCPSR (Mtg series ends Nov 21/19) --
1:00 PM - 1:30 PM	CONFIRMED - Jill/Sunny/Ryan Clayton, MD for CBRE Canada
2:00 PM - 3:00 PM	Labour Relations Briefing with Jill Kot/Okenge/John/Bobbi & Tracee

July 19, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 10:00 AM	DMC --
10:00 AM - 11:00 AM	DMs Working Group - Interior Mill Closures
11:15 AM - 12:00 PM	Jill/JC/Debbie/Jennifer: touch base --
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 4:30 PM	NEW Meeting Request: CITZ Expanded Executive Meeting

July 22, 2019

All Day	Laneway closed for Summer - Security Concern
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July 22, 2019 Continued

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 11:00 AM	eApprovals
11:00 AM - 11:15 AM	Phone Call: Jill/Bobbi
11:30 AM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	eApprovals
1:30 PM - 2:30 PM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --
2:30 PM - 4:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

July 23, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Skip Level Meeting - Jill & Robert O'Neill
9:30 AM - 10:00 AM	DO NOT BOOK
10:00 AM - 11:00 AM	eApprovals/FOI sign-off/etc.
11:00 AM - 11:30 AM	Jill/CJ/Kerry re: FOIPPA Update
12:00 PM - 1:00 PM	LUNCH: Jill & Lori
1:15 PM - 1:40 PM	Jill/CJ/Hayden re: Pre-brief/review material for IDD DM Board (Mtg. July 26)

July 23, 2019 Continued

2:00 PM - 2:30 PM Don/Jill re: DMCPSR

3:00 PM - 4:00 PM Private Appointment

4:00 PM - 5:00 PM eApprovals

July 24, 2019

All Day Laneway closed for Summer - Security Concern

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

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

9:30 AM - 10:30 AM Jill/Bobbi Weekly Mtg.

10:30 AM - 11:00 AM Skip Level Meeting - Jill & Stephen Marguet

11:00 AM - 11:30 AM Do Not Book

11:40 AM - 12:00 PM Conference Call: MO Staff Meeting: Shannon/Ravi/Jill/CJ & Kerry re: FOIPPA Communications Touch Base

12:00 PM - 12:45 PM Jill/CJ/Susan & Bobbi re: CCIO Prep

12:45 PM - 1:30 PM Lunch and Eapprovals

1:30 PM - 2:00 PM Skip Level Meeting - Jill & Howard Randell

2:00 PM - 2:30 PM Weekly FOI Requests (2019 Mtg. Series)

July 24, 2019 Continued

2:30 PM - 3:00 PM	eApprovals/FOI sign-off/etc.
3:00 PM - 3:30 PM	Incident 1340 - Discussion/Approval
3:30 PM - 4:00 PM	DO NOT BOOK
4:00 PM - 5:00 PM	Fireside Chat - Jill Kot and DMT

July 25, 2019

All Day	Laneway closed for Summer - Security Concern
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Skip Level Meeting - Jill & Dwayne Robinson
9:30 AM - 10:00 AM	Jill/Dean/Lisa re: In-Range
10:00 AM - 10:30 AM	Jill/Dean re: Touch Base
10:30 AM - 10:40 AM	Phone Call: Jill/CJ
11:00 AM - 11:30 AM	MO Staff Mtg: Shannon/Jill/Bobbi/Susan re: Communication Protocol
12:00 PM - 1:00 PM	Lunch with Mike Toombs
2:00 PM - 2:30 PM	Skip Level Meeting - Jill & Dawson Brenner

July 25, 2019 Continued

2:30 PM - 3:00 PM Conference Call: Jill/Bobbi/Stu re: CST Pre-brief

3:00 PM - 5:00 PM Out of Office

July 26, 2019

All Day Laneway closed for Summer - Security Concern

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

9:00 AM - 9:30 AM Jill/Debbie/Jennifer: touch base --

9:30 AM - 9:45 AM Phone call with Shannon

10:00 AM - 10:30 AM Skip Level Meeting - Jill and Roman Mateyko

11:00 AM - 12:00 PM Pre-brief for MIN Mtg with OAG (Aug 12): Jill/CJ/Ian/& Dean

12:00 PM - 12:30 PM Jill/CJ/Ian re: Touch Base

12:30 PM - 1:00 PM LUNCH

1:00 PM - 2:00 PM Integrated Data DM Board (2019 Meeting Series) --

2:00 PM - 3:30 PM Eapprovals/emails/office work

3:30 PM - 4:00 PM Jill/David Morhart re: Touch Base

July 29, 2019

All Day Laneway closed for Summer - Security Concern

July 29, 2019 Continued

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:30 AM - 10:00 AM	MINISTER: Weekly Touch Base --
10:00 AM - 12:00 PM	MINISTER Roundtable (2019 Mtg. Series) --
12:30 PM - 1:45 PM	LUNCH: Jill/CJ
2:30 PM - 4:00 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:30 PM - 4:45 PM	Phone Call: Jill Kot/Kip Morison

July 30, 2019

All Day	Laneway closed for Summer - Security Concern
9:00 AM - 9:30 AM	Skip Level Meetings - Jill & Ron Hinshaw
9:30 AM - 10:30 AM	Jill/David - Bi-weekly
10:30 AM - 11:00 AM	Jill/Dawson re: All City Auctioneers
11:00 AM - 11:30 AM	Skip Level Meetings - Jill & Brad Williams
11:30 AM - 12:30 PM	BCeID Strategy and Roadmap
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Skip Level Meeting - Jill & Lorne DeLarge

July 30, 2019 Continued

2:30 PM - 4:30 PM

Private Appointment

July 31, 2019

All Day

Laneway closed for Summer - Security Concern

8:00 AM - 9:30 AM

Private Appointment

9:30 AM - 10:00 AM

Jill/Robert/Stu re: CST Pre-brief

10:00 AM - 10:30 AM

DMCPSR Agendas - Okenge/Jill/Rueben

10:30 AM - 11:00 AM

Quick Chat - Okenge/Jill

11:00 AM - 11:30 AM

Jill/Kirsten re: Bi-weekly Touch Base

11:30 AM - 12:00 PM

DM Call re: Indigenous Procurement Follow-up

12:00 PM - 12:45 PM

Lunch and Eapprovals

12:45 PM - 1:15 PM

Bev: touch base --

July 31, 2019 Continued

1:15 PM - 2:00 PM	Jill/Jennifer/Debbie: touch base --
2:00 PM - 2:30 PM	Weekly FOI Call
2:30 PM - 3:15 PM	Jill/Dean Bi-weekly --
3:30 PM - 4:00 PM	Susan: touch base --
4:00 PM - 4:30 PM	Jill/Susan/Jeanne re: UBCM briefing
4:30 PM - 5:00 PM	eApprovals/FOI sign-off/etc.