

August 1, 2019

All Day	Laneway closed for Summer - Park at Capital Park
8:40 AM - 9:15 AM	Flight
10:00 AM - 3:00 PM	10:00 AM CCIO In person meeting - Telecom Strategic Planning Workshop
4:00 PM - 4:35 PM	Flight

August 2, 2019

All Day	Laneway closed for Summer - Park at Capital Park
8:00 AM - 5:00 PM	Personal In - Dean A/DM

August 5, 2019

All Day	Laneway closed for Summer - Park at Capital Park
8:00 AM - 5:00 PM	BC Day

August 6, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
10:00 AM - 11:15 AM	MINISTER Roundtable (2019 Mtg. Series) --
11:15 AM - 11:45 AM	MINISTER: Weekly Touch Base --
12:00 PM - 12:15 PM	Don Wright/Jill Kot re: FOI
12:30 PM - 1:00 PM	Lunch and Eapprovals

August 6, 2019 Continued

1:00 PM - 2:00 PM	eApprovals
2:00 PM - 2:30 PM	Phone Call: Jill/Rueben re: DMCP SR
2:30 PM - 3:00 PM	Office Time
3:00 PM - 3:30 PM	Phone Call: Jill/Hayden re: FOIPPA Temporary Processing Amendment
3:30 PM - 4:00 PM	Skip Level Meeting: Jill/Cathy

August 7, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	eApprovals
9:30 AM - 11:30 AM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
11:30 AM - 12:30 PM	Jill/Sunny Bi-weekly --
12:30 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 2:30 PM	Weekly FOI Request
3:00 PM - 3:30 PM	Jill/Ian/Sonya Strong re: Aug 13 ServiceNow

August 8, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
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August 8, 2019 Continued

9:00 AM - 10:00 AM	DMCPSR and workforce/workplace initiatives
10:00 AM - 10:30 AM	Jill/Robert (for Bobbi)/Stu re: CST Pre-brief
11:00 AM - 11:30 AM	Jill/Shane Hoag re: Touch Base
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/Lisa re: Audit Report
1:30 PM - 3:30 PM	Office Time
3:30 PM - 4:00 PM	Jill/Tara re: Upcoming DM Virtual Stand Up
4:00 PM - 5:00 PM	eApprovals/FOI sign-off/etc.

August 9, 2019

8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	Jill/Robert re: Touch Base
11:30 AM - 1:00 PM	Updated invitation: Lunch Jill/Shelley
1:30 PM - 2:00 PM	Skip Level Meeting - Jill and Sophia Howse
2:00 PM - 3:00 PM	Jill/Jennifer/Debbie: touch base --
3:00 PM - 3:30 PM	Skip Level Meeting: Jill & Walter Moser

August 9, 2019 Continued

3:30 PM - 4:30 PM Eapprovals/emails/office work

August 10, 2019

9:00 AM - 12:00 PM Private Appointment

August 12, 2019

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

9:30 AM - 10:00 AM Jill/Okenge re: Org Structure

10:30 AM - 11:00 AM Jill/JC: touch base --

11:15 AM - 12:00 PM MINISTER Roundtable (2019 Mtg. Series) --

12:00 PM - 12:30 PM MINISTER: Weekly Touch Base --

12:30 PM - 1:00 PM Lunch and Eapprovals

1:00 PM - 1:30 PM MINISTER: Meeting with Auditor General Carol Bellringer

2:00 PM - 2:30 PM Jill/Susan/Roman re: Pre-brief 911 Services Steering Committee (Aug 14)

2:30 PM - 4:00 PM Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

August 13, 2019

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

9:30 AM - 10:30 AM Jill/David - Bi-weekly

August 13, 2019 Continued

10:30 AM - 11:00 AM	Skip Level Meetings - Jill & Carol Prest
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Auditor General Conference Call
12:00 PM - 4:30 PM	ServiceNow Discovery Session/Demo - Light LUNCH WILL BE BROUGHT IN

August 14, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Kerry - re: eApp 656, eApp 799 & eApp 595
9:30 AM - 10:00 AM	Jill/Kerry re: FOIPPA
10:00 AM - 10:30 AM	Skip Level Mtg: Jill/Colleen McCormick
10:30 AM - 11:00 AM	Bev: touch base --
11:00 AM - 12:00 PM	eApprovals
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Skip Level Meeting - Jill & Terry Whitney
1:00 PM - 2:00 PM	FYI - BC Building Codes for Free Announcement by Minister
1:00 PM - 2:00 PM	Jill/JC/Jennifer & Sarah: touch base --
2:00 PM - 2:30 PM	Skip Level Meeting - Jill & Stuart Restall

August 14, 2019 Continued

2:30 PM - 3:00 PM	Jill/Susan/Roman re: Staff Cell Phone Bill
3:30 PM - 4:30 PM	MEETING: 911 Services Steering Committee Update
4:30 PM - 5:00 PM	Phone Call Don/Jill re: FOIPPA
5:00 PM - 5:15 PM	REMINDER - 6:00 pm - RPD & CBRE Meet and Greet
6:00 PM - 8:00 PM	Executive Dinner

August 15, 2019

7:00 AM - 8:00 AM	Morning Walks (Jill & Lori) --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Robert for Bobbi (Vac)/Geoff Haines for Tracee & Erik re: DMCPSC Pre-brief --
9:30 AM - 10:30 AM	eApprovals
10:30 AM - 12:30 PM	DMCPSR (Mtg series ends Nov 21/19) --
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	Jill/Bev/Debbie/Rueben (Note: CJ away) re: DMCPSC Planning
2:30 PM - 3:00 PM	Don/Jill

August 15, 2019 Continued

3:15 PM - 3:45 PM Jill/Sunny Bi-weekly --

3:45 PM - 4:15 PM Jill/Robert (for Bobbi)/Stu re: CST Pre-brief

4:15 PM - 4:45 PM Jill/Kerry/Matt/Ian re: FOIPPA

August 16, 2019

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

August 19, 2019

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

10:30 AM - 11:00 AM Jill/Hayden: Touch Base

11:15 AM - 12:00 PM MINISTER Roundtable (2019 Mtg. Series) --

12:30 PM - 1:15 PM Lunch and Eapprovals

2:00 PM - 2:30 PM Bev: touch base --

2:30 PM - 4:00 PM Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

August 20, 2019

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

9:00 AM - 9:30 AM eApprovals/FOI sign-off/etc.

9:30 AM - 10:00 AM Jill/Corrie Barclay re: Touch Base

August 20, 2019 Continued

10:00 AM - 11:00 AM	eApprovals/FOI sign-off/etc.
11:00 AM - 11:30 AM	Kevena/Jill re: Touch Base
11:30 AM - 12:00 PM	Jill/CJ/Kerry/Susan Laidlaw & Cathy Stock re: Digital Archives
12:00 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) --

August 21, 2019

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	Architecture Chat
10:00 AM - 11:00 AM	eApprovals/FOI sign-off/etc.
11:00 AM - 11:30 AM	Weekly FOI Call --
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/Bobbi re: Procurement Strategy
1:00 PM - 2:00 PM	Research Interview Invitation - Innovation Hub

August 21, 2019 Continued

2:00 PM - 2:30 PM Skip Level Meeting: Jill/Kim

3:15 PM - 3:45 PM Skip Level Meeting - Jill & Chris Hauff

3:45 PM - 4:15 PM Jill/Chris re: Update

August 22, 2019

All Day CJ - A/DM

8:00 AM - 3:30 PM Personal Information

August 23, 2019

8:30 AM - 10:00 AM DMC --

10:30 AM - 11:00 AM Discussion on FOIPPA -- Security Concern CJ to be called on her cell phone.

11:00 AM - 12:00 PM Jill/JC/Sarah: touch base --

12:00 PM - 12:45 PM Lunch and Eapprovals

12:45 PM - 1:45 PM Emergency Program Act Modernization / CITZ Briefing

2:00 PM - 2:30 PM Jill/Sophia Howse: Follow-up from Skip level

2:30 PM - 3:00 PM Jill/Bobbi/Tracee/Susan discussion on vendors

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

August 23, 2019 Continued

3:30 PM - 5:00 PM

Personal
Information

Securit
-

August 26, 2019

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

Call Truder

10:00 AM - 12:00 PM

MINISTER Roundtable (2019 Mtg. Series) --

12:00 PM - 12:30 PM

MINISTER: Weekly Touch Base --

12:30 PM - 1:00 PM

Travel

1:00 PM - 1:30 PM

Lunch and Eapprovals

1:30 PM - 2:00 PM

David and Jill | ADM Competition Discussion

2:00 PM - 2:30 PM

emails and eApps

2:30 PM - 4:00 PM

Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

August 27, 2019

8:30 AM - 9:00 AM

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

9:00 AM - 9:30 AM

Planning for Citz Exec Meetings - Stu/Jill

9:30 AM - 10:00 AM

Rachel Holmes/Jill Touch base

August 27, 2019 Continued

10:00 AM - 11:00 AM	eApprovals/FOI sign-off/
11:00 AM - 11:30 AM	Overview of Diversity & Inclusion Survey Results (Jill, Jamieson, Natalie, Deb)
11:30 AM - 12:00 PM	Jill/Jillian Carruthers re: Touch Base
12:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Discussion (Dawson and Jill)
2:00 PM - 2:30 PM	Office Time
2:30 PM - 4:00 PM	eApprovals/FOI sign-off/etc.
6:00 PM - 8:00 PM	Private Appointment

August 28, 2019

9:00 AM - 9:30 AM	Office/desk time
9:30 AM - 10:00 AM	Skip Level Meeting: Jill/Spencer Tickner
10:00 AM - 10:30 AM	Jill/JC: touch base --
10:30 AM - 11:30 AM	eApprovals/FOI sign-off/etc.
11:30 AM - 12:00 PM	Weekly FOI Call --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Travel

August 28, 2019 Continued

1:00 PM - 1:30 PM	Jill/Kirsten Bi-weekly Touch Base
1:30 PM - 2:00 PM	Jill/CJ/Corinne Discussion OCIO Financials
2:00 PM - 2:15 PM	Office/desk time
2:15 PM - 2:30 PM	Discussion PMO project (Steve/Sabrina/Jill)
2:30 PM - 3:00 PM	Discussion FOI (Jill/Chad)
3:00 PM - 4:00 PM	Susan: Touch base - (CRA Update and DMC Pre-brief) --

August 29, 2019

All Day	CJ A/DM (available by phone - she's in Vancouver with Minister)
8:00 AM - 5:00 PM	Personal Information

August 30, 2019

8:30 AM - 10:00 AM	DMC --
10:00 AM - 11:00 AM	DM's Working Group on Mill Closures --
11:30 AM - 12:30 PM	Jill/JC/Sarah: touch base --
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Meet/Greet Jill and Jaimie Boyd

August 30, 2019 Continued

2:00 PM - 3:00 PM	Video Request - Connect 2019
3:00 PM - 4:15 PM	Eapprovals/emails/office work
5:00 PM - 8:00 PM	Private Appointment

