

October 1, 2019

8:00 AM - 5:00 PM

Personal Information

October 2, 2019

8:00 AM - 5:00 PM

Personal Information

12:00 PM - 12:30 PM

FYI - David G representing both of you at this event - PECSF Campaign 2019 Virtual Launch -- Skype Meeting

October 3, 2019

8:00 AM - 5:00 PM

Personal Information

October 4, 2019

8:00 AM - 5:00 PM

Personal Information

October 7, 2019

All Day

House Sitting (Oct 7-10)

8:00 AM - 5:00 PM

Personal Information

October 8, 2019

All Day

House Sitting (Oct 7-10)

8:00 AM - 5:00 PM

Personal Information

October 9, 2019

All Day

House Sitting (Oct 7-10)

October 9, 2019 Continued

8:00 AM - 5:00 PM

Personal Information

October 10, 2019

All Day

House Sitting (Oct 7-10)

8:00 AM - 5:00 PM

Personal Information

October 11, 2019

8:00 AM - 5:00 PM

Personal Information

October 14, 2019

8:00 AM - 5:00 PM

Thanksgiving

October 15, 2019

8:30 AM - 9:00 AM

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

9:00 AM - 10:00 AM

A/DM Debrief with Jill & Sunny & JC

10:00 AM - 10:30 AM

Jill/Dean re: Expenditure Management Update

10:30 AM - 11:15 AM

DO NOT BOOK

10:30 AM - 11:00 AM

Jill Kot/Tim Wynans (Tech Support) Switch from Loaner Phone to Jill's Phone

11:30 AM - 12:15 PM

Weekly Touch Base: Shannon & Jill --

October 15, 2019 Continued

12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	DO NOT BOOK
2:00 PM - 2:30 PM	Jill/Rueben re: DMCPSR
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --

October 16, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 11:00 AM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
11:00 AM - 11:30 AM	Jill/JC: touch base --
11:30 AM - 12:00 PM	Weekly FOI Call --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/David - Bi-weekly --
1:00 PM - 1:30 PM	Jill/Hayden/Corinne re: OCIO Expenditure Plan
1:30 PM - 2:00 PM	eApprovals
2:00 PM - 2:30 PM	DM Briefing on NRPP Review (Jill/Hayden/Kevin Jardine)
3:00 PM - 4:15 PM	MINISTER: CITZ Briefing with MSR

October 17, 2019

7:00 AM - 8:00 AM	Personal Information
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 10:00 AM	Jill/JC/Jen re: Touch Base
10:17 AM - 10:22 AM	Big ShakeOut
10:30 AM - 12:30 PM	DMCPSR
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/Dean/Lisa re: Review Staffing List
1:30 PM - 2:00 PM	eApprovals
2:00 PM - 2:30 PM	Jill/Kerry re: HR Item
2:30 PM - 3:00 PM	Jill/CJ/Hayden re: Pre-brief/review material for IDD DM Board (Mtg. Oct 25)
3:00 PM - 4:00 PM	Office Time
4:00 PM - 4:30 PM	CONFERENCE CALL: Jill/Shannon B/Pam re: AEST Naming Opportunities

October 18, 2019

8:30 AM - 4:30 PM	DMC Succession Day
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October 21, 2019

All Day	House Sitting (Oct 21-24)
8:30 AM - 9:30 AM	RPD Event - Transition Engagement Session
10:15 AM - 11:00 AM	Roundtable with Shaninon re: TB Subs
11:15 AM - 12:00 PM	Jill/Bobbi re: Touch Base
12:15 PM - 1:15 PM	Lunch: Jill Kot & PC Michael McEvoy
1:30 PM - 2:30 PM	Question Period
1:45 PM - 2:15 PM	eApprovals
2:15 PM - 2:30 PM	Jill/Dean re: Jill speaking at IM/IT Governance Meeting (Oct 22)
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:30 PM - 5:00 PM	Phone Call: Jill/Shannon/Kerry re: Today's Meeting Debrief

October 22, 2019

All Day	House Sitting (Oct 21-24)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 10:00 AM	eApprovals
10:00 AM - 11:00 AM	Question Period

October 22, 2019 Continued

10:00 AM - 10:30 AM	Jill/Kirsten re: Bi-weekly --
11:00 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 3:00 PM	IM/IT Governance Committee
1:30 PM - 2:00 PM	NOTE: Jill delivering key messages
2:00 PM - 2:30 PM	Jill/Bev re: Pre-brief for FPT DM's Table on Service Delivery Conference Call (Oct 24)
2:30 PM - 3:00 PM	Jill/Sunny Bi-weekly --
3:00 PM - 3:30 PM	Susan: touch base --
4:15 PM - 4:45 PM	MINISTER: Naming Opportunities Briefing
4:30 PM - 5:00 PM	MINISTER: Briefing on TB Presentation (MST)
5:30 PM - 6:45 PM	Jill/Christina Zacharuk get together

October 23, 2019

All Day	House Sitting (Oct 21-24)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Susan & Michael re: EGC Pre-brief

October 23, 2019 Continued

9:30 AM - 10:30 AM	Jill/Bobbi Weekly --
10:30 AM - 11:00 AM	Phone Call: Jill and Michael McEvoy
11:00 AM - 11:30 AM	eApprovals
12:00 PM - 1:00 PM	2019 Premier's Awards - Regional Ceremony Webcast (Finalist: The BC Developers' Exchange)
1:30 PM - 3:00 PM	DO NOT BOOK
1:30 PM - 2:30 PM	Question Period
3:00 PM - 5:30 PM	2019 Long Service Award Pre-Reception - Ministry of Citizens' Services
6:00 PM - 10:00 PM	Long Service Awards Ceremony (Citizens' Services)

October 24, 2019

All Day	House Sitting (Oct 21-24)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Jill/Bobbi/Tracee re: DMCPSC Pre-brief --
9:30 AM - 10:00 AM	Jill/Bobbi/Stu re: CST Pre-brief
10:00 AM - 11:30 AM	FPT DMs' Table on Service Delivery Collaboration – October 24, 2019
1:00 PM - 1:30 PM	PHONE CALL: Bev's touch base --
1:30 PM - 2:30 PM	Question Period

October 24, 2019 Continued

1:30 PM - 2:00 PM	eApprovals
2:00 PM - 3:00 PM	Multi-Language Service Information- Project Briefing
3:00 PM - 3:30 PM	CONFERENCE CALL: IM/IT DIB Meeting Pre-brief with Jill/CJ/Yongmei/Bill
3:30 PM - 4:00 PM	Phone Call: Jill/CJ re: Update
4:00 PM - 5:00 PM	Conference Call: Jill/Susan/James & Bobbi re: Telecommunications Plan

October 25, 2019

8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	eApprovals
11:00 AM - 12:00 PM	Jill/Debbie/Jennifer: touch base --
12:00 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	Eapprovals/emails/office work
3:30 PM - 4:30 PM	Jill/Dean Bi-weekly --

October 28, 2019

All Day	House Sitting (Oct 28-31)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --

October 28, 2019 Continued

9:00 AM - 9:30 AM	MEETING: Don Wright and Jill Kot - check in
9:30 AM - 10:00 AM	Weekly Touch Base: Shannon & Jill --
10:15 AM - 11:00 AM	eApprovals
11:00 AM - 12:00 PM	11:00 AM IDIR Audit for Public Accounts Nov 7
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/CJ/Kerry re: Plan for Oct 30 CIRMO All Staff
1:00 PM - 1:30 PM	Jill/Alex MacLennan re: Touch Base
1:30 PM - 2:30 PM	Question Period
1:30 PM - 2:00 PM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --
2:30 PM - 3:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
4:00 PM - 5:15 PM	MINISTER: Briefings

October 29, 2019

All Day	House Sitting (Oct 28-31)
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --

October 29, 2019 Continued

9:00 AM - 11:00 AM	BCP Tabletop Exercise
10:00 AM - 11:00 AM	Question Period
11:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Kot/Sadler/Pokorny/Brown Re: Labs discussion
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) --

October 30, 2019

All Day	FYI - 9:00 to 11:30 - Bobbi attending Cabinet Mtg for Naming Opps
All Day	FYI - 9:00 to 11:30 - Cabinet - Sunny attending for MST item -- Security Concern
All Day	House Sitting (Oct 28-31)
All Day	PECSF Campaign runs from Sept 25 to Nov 8
8:30 AM - 10:00 AM	CIRMO ALL STAFF Meeting
9:30 AM - 10:00 AM	9:30 -- Executive Overview and Q & A's
11:00 AM - 12:00 PM	Jill/Dean/Chris re: CITZ Plan for PAC

October 30, 2019 Continued

12:00 PM - 1:00 PM	Lunch and Eapprovals
12:45 PM - 1:00 PM	Phone Call: Jill/Scott MacDonald
1:00 PM - 1:30 PM	Jill/David/Evan/Michael/Angela & Jeannette re: Pre-brief for Nov 7 BCIF Mtg w/Minister Ralston
1:30 PM - 3:00 PM	IM/IT Digital Investment Board Meeting
1:30 PM - 2:30 PM	Question Period
3:00 PM - 3:30 PM	Jill/JC re: Touch Base
3:30 PM - 4:00 PM	Phone Call: Jill/Susan re: Coastal First Nation and FNLG
4:00 PM - 5:00 PM	eApprovals/FOI Sign-off/etc.

October 31, 2019

All Day	House Sitting (Oct 28-31)
7:00 AM - 8:00 AM	Personal Information
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
8:45 AM - 9:00 AM	Jill/CJ/Hayden re: eApp 2234
9:00 AM - 9:30 AM	Jill/CJ/Hayden/Yongmei re: Pre-brief for KWS Meeting (Nov 8)

October 31, 2019 Continued

9:30 AM - 10:30 AM	"Dry-Run" of PAC Meeting re: IDIR
10:00 AM - 11:00 AM	Question Period
10:00 AM - 10:30 AM	Personal Information
11:00 AM - 11:30 AM	Jill and Brandon Francoeur re: Meet and Greet before First Nations Leaders' Gathering
11:30 AM - 1:00 PM	PECSF - Halloween Bake Sale & Cake Silent Auction
1:30 PM - 2:30 PM	eApprovals/FOI Sign-off/etc.
2:30 PM - 3:30 PM	Jill Kot/Catherine Carr re: Touchbase
3:30 PM - 4:00 PM	Jill/Bobbi Weekly Mtg
4:00 PM - 4:30 PM	Jill/Bobbi/Stu re: CST Pre-brief