

December 2, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 9:30 AM	Pre-brief for Dec 4: DM Deputy Heads of Public Works Committee Teleconference
10:00 AM - 10:45 AM	Weekly Touch Base: Shannon & Jill --
10:45 AM - 11:30 AM	MO Staff Mtg: Shannon/Kassandra/Jill/Bev & Carol re: New West Partnerships Agreement
12:15 PM - 12:30 PM	Prep call for FPT teleconference of Dec 4
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Bobbi Weekly --
2:00 PM - 2:30 PM	eApprovals
2:30 PM - 4:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --

December 3, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 11:00 AM	BCIIF December Board Meeting
11:00 AM - 11:45 AM	eApprovals
12:15 PM - 1:30 PM	DMO Holiday Lunch

December 3, 2019 Continued

2:00 PM - 2:30 PM	Bev: touch base --
2:45 PM - 3:00 PM	PHONE CALL: Jill & Yvonne re: MST
3:00 PM - 3:30 PM	Tele Call: Discussion re MST
3:30 PM - 4:00 PM	eApprovals
4:00 PM - 4:30 PM	Jill//Ian/Dean re: OAG/CITZ Quarterly Meeting Pre-brief (Mtg. Nov 29)

December 4, 2019

8:30 AM - 9:30 AM	Teleconference of FPT Deputy Heads of Public Works
9:30 AM - 10:00 AM	eApprovals
10:00 AM - 11:30 AM	FPT DMs' Table on Service Delivery Collaboration – December 4, 2019
11:30 AM - 12:00 PM	Weekly FOI Call --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 12:45 PM	Phone Call: Jill/Kaye
1:00 PM - 2:00 PM	Digital Platforms and Data Division Town Hall
2:30 PM - 2:45 PM	Call: Jill Kot/Gary Perkins/Bobbi Plecas
3:30 PM - 4:00 PM	Jill/Susan/Michael re: JEGC Pre-brief (Mtg Dec 12)

December 4, 2019 Continued

4:00 PM - 4:20 PM	MINISTER CONFERENCE CALL: Briefing on Capital Day Materials
4:30 PM - 5:00 PM	Susan: touch base --
6:00 PM - 6:35 PM	Flight
7:00 PM - 7:30 PM	Check in at Hotel

December 5, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 11:00 AM	Do Not Book
11:45 AM - 3:30 PM	TB Meeting
2:10 PM - 2:45 PM	Flight
3:15 PM - 3:45 PM	IM/IT DIB Meeting Pre-brief with Jill/CJ/Yongmei/Bill
3:45 PM - 4:15 PM	Jill/Bobbi/Tracee re: DMCPSC Pre-brief --
4:15 PM - 4:30 PM	Jill/Bobbi/Stu re: CST Pre-brief --
4:30 PM - 5:30 PM	Jill/Bobbi/Stu re: Workstations

December 6, 2019

7:00 AM - 7:30 AM	Monthly Test of Satellite Phone
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December 6, 2019 Continued

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 11:00 AM	CITZ Expanded Executive Meeting
11:00 AM - 11:30 AM	Jill/CJ/Ian re: Negotiations Mandate
11:30 AM - 12:00 PM	Jill/CJ/Kerry re: OIPC Annual Report (eApp 2493)
12:00 PM - 12:30 PM	Jill/CJ/Ian & Yongmei re: Mainframe Project
12:30 PM - 1:30 PM	Lunch and Eapprovals
12:30 PM - 12:45 PM	Call with Shannon
1:30 PM - 2:00 PM	Jill/Sunny Bi-weekly --
2:00 PM - 2:30 PM	Jill/Sunny/Yvonne re: MST
2:30 PM - 3:00 PM	Jill/JC: touch base --
3:00 PM - 3:30 PM	Jill/Dean/Lisa re: Review Staffing Requests (prior to Monday's ExComm)
3:30 PM - 4:15 PM	Jill/Dean Bi-weekly --

December 9, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:30 AM - 10:00 AM	Jill/CJ Bi-weekly meeting (2019 Mtg. Series) --

December 9, 2019 Continued

10:00 AM - 10:30 AM	Quarterly update meetings: OAG & CITZ --
10:30 AM - 11:30 AM	eApprovals
11:45 AM - 12:45 PM	Lunch: Jill & CJ
1:30 PM - 2:00 PM	eApprovals
2:00 PM - 3:30 PM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
3:30 PM - 4:00 PM	MINISTER: MSR Briefing re MST Nations Update & New West Partnership Trade Agreement

December 10, 2019

8:45 AM - 9:15 AM	All-Government Supervisors Call: Public Interest Disclosure Act
9:15 AM - 9:45 AM	Jill/Nisha Aldean re: Touch Base
9:45 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	Jill/Dean/Tim & Jeannette re: TB Debrief
11:00 AM - 11:30 AM	Pre-brief with Shannon/Jill/Sunny re: Land Acquisitions
11:30 AM - 12:00 PM	Weekly Touch Base: Shannon & Jill --

December 10, 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) --

December 11, 2019

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --
9:00 AM - 10:00 AM	DMCPSR Discussion
10:00 AM - 11:30 AM	IM/IT Digital Investment Board Meeting
11:00 AM - 12:00 PM	MEETING: Don Wright, Christine Kennedy, Fazil Mihar, Jill Kot
12:40 PM - 1:00 PM	MSR Briefing re: Update on Land Acquisition
1:30 PM - 2:00 PM	Jill/JC/Jennifer: touch base --
2:00 PM - 2:30 PM	Jill/JC: touch base --
3:00 PM - 4:00 PM	MEETING: Don Wright, Jill Kot, Fazil Mihar, Christine Kennedy, Donna Sanford, Sarah Miller, Evan Pivnick, Amber Hockin

December 12, 2019

7:00 AM - 8:00 AM	Book Club --
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Meeting --

December 12, 2019 Continued

10:00 AM - 10:30 AM	Christine Kennedy/Jill Kot/Donna Evans/David Hume re: Multi-Language Website
11:00 AM - 12:00 PM	Do Not Book
12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	JEGC
3:00 PM - 4:30 PM	CITZ Holiday Gathering

December 13, 2019

8:30 AM - 10:00 AM	DMC --
10:30 AM - 11:00 AM	CJ Touch Base
11:00 AM - 11:30 AM	Jill/CJ/Hayden re: GPI Debrief
11:30 AM - 12:00 PM	Jill/David - Bi-weekly --
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Jill/Stu re: Workstations Procurement/CST Update
2:00 PM - 3:15 PM	Eapprovals/emails/office work
3:15 PM - 3:45 PM	2020 Estimates Meeting

December 16, 2019

9:00 AM - 9:30 AM	Jill Kot/David Byres re: Touch Base
9:30 AM - 10:00 AM	Jill/CJ/Kerry/Ian/Matt - Privacy Incident 2019-2248
10:00 AM - 10:30 AM	Jill/Sunny Bi-weekly --
10:30 AM - 11:00 AM	Jill/Kirsten re: Bi-weekly --
11:00 AM - 11:30 AM	Bev: touch base --
11:30 AM - 12:30 PM	Lunch
1:00 PM - 3:00 PM	1:00PM DMCSSP
3:30 PM - 3:45 PM	DM.Brown/Michael McEvoy/Ian/DM Kot RE: LifeLabs
4:00 PM - 4:15 PM	Briefing to 4:15 call
4:15 PM - 4:45 PM	FW: Green Briefing

December 17, 2019

9:00 AM - 10:00 AM	Discussion with Bobbi
10:00 AM - 10:30 AM	Jill/Bobbi Weekly --

December 17, 2019 Continued

10:30 AM - 11:15 AM	eApprovals
11:30 AM - 12:00 PM	Weekly Touch Base: Shannon & Jill --
12:15 PM - 12:45 PM	LUNCH
12:45 PM - 1:00 PM	Jill/David re: Discuss Set of Slides
1:30 PM - 2:00 PM	360 review interview re Claire Avison with Jill Kot- Bert Phipps
2:00 PM - 3:00 PM	eApprovals/FOI Sign-off/etc.
3:00 PM - 3:30 PM	Conference Call
3:30 PM - 4:15 PM	Jill/Dean Bi-weekly (Tim Owen attending with Dean) --
4:30 PM - 5:00 PM	Daily Call: LL

December 18, 2019

8:30 AM - 9:00 AM	Personal Information
9:00 AM - 9:30 AM	Susan: touch base --
9:30 AM - 11:30 AM	Citizens' Services Executive Committee meetings (2019 Mtg. Series) --
11:30 AM - 12:00 PM	eApprovals
12:15 PM - 1:45 PM	CITZ Executive Christmas Lunch

December 18, 2019 Continued

2:00 PM - 2:45 PM Jill/Debbie/Jennifer: touch base --

3:00 PM - 3:30 PM Jill/Emily White re: Touch Base

3:30 PM - 4:00 PM Jill/CJ/Ian - HR Issue

4:00 PM - 4:30 PM Jill/Dean/Lisa re: Staffing Approvals

4:30 PM - 5:00 PM Daily Call: LL

December 19, 2019

8:00 AM - 5:00 PM Personal Information

4:30 PM - 5:00 PM Daily Call: LL

December 20, 2019

8:00 AM - 5:00 PM Personal Information

4:30 PM - 5:00 PM Daily Call: LL

December 23, 2019

8:00 AM - 5:00 PM Personal Information

December 24, 2019

8:00 AM - 5:00 PM Personal Information

December 25, 2019

8:00 AM - 5:00 PM

Christmas

December 26, 2019

8:00 AM - 5:00 PM

Boxing Day

December 27, 2019

8:00 AM - 5:00 PM

Jill - Vacation

December 30, 2019

8:00 AM - 5:00 PM

Personal Information

December 31, 2019

8:00 AM - 5:00 PM

Personal
Information

