

January 1, 2020

8:00 AM - 5:00 PM

New Year's Day

January 2, 2020

8:00 AM - 5:00 PM

Personal Information

January 3, 2020

8:00 AM - 5:00 PM

Personal
Information

January 6, 2020

9:00 AM - 9:30 AM

Jill/JC: touch base --

9:30 AM - 11:30 AM

eApprovals & Office Time

12:00 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 1:30 PM

Jill/CJ re: Bi-weekly Mtg --

1:30 PM - 2:00 PM

Jill/CJ - Vacation Debrief

2:00 PM - 3:30 PM

CITZ Executive Committee (2020 Mtg. Series) --

January 7, 2020

9:00 AM - 9:30 AM

IAAS's Audit Plan for 2020 with Jill Kot, Stephen Ward and Stephen Li

9:30 AM - 12:00 PM

eApprovals and office time

January 7, 2020 Continued

12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Meeting with Don Wright/Jill Kot & Kerry Pridmore
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --
4:30 PM - 5:00 PM	Phone Call: LL --

January 8, 2020

9:00 AM - 9:45 AM	Jill/Susan/Ivan re: Public Safety Broadband Network Prebrief
9:45 AM - 10:15 AM	Jill/Susan/Howard re: Communication
11:00 AM - 12:00 PM	Lifelabs/Ministry of Health
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Phone Call: Jill/David re: Bi-weekly --
1:30 PM - 2:00 PM	Weekly FOI Call (2020 Mtg Series) --

January 8, 2020 Continued

2:00 PM - 2:30 PM Jill/JC: touch base --

2:30 PM - 3:30 PM eApprovals

3:30 PM - 4:30 PM Office Time

January 9, 2020

7:00 AM - 8:00 AM Personal Information

9:00 AM - 10:00 AM Jill/JC/Jennifer: touch base --

10:00 AM - 10:30 AM eApprovals

10:30 AM - 11:00 AM Jill/Bobbi re: Bi-weekly CST Pre-brief (prior to Executive Committee) --

11:00 AM - 11:45 AM Jill/Bobbi re: Weekly Touch Base --

12:00 PM - 1:00 PM Lunch: Jill & Shannon

1:30 PM - 2:00 PM Jill/Hayden/Yongmei/Bill re: Digital Investment Board Pre-brief (Mtg. Jan 16)

2:30 PM - 3:00 PM Jill/Michael LeBoldus re: Touch Base

3:00 PM - 3:15 PM Phone Call: Jill & Dean re: MyMinistry Meet and Greet

3:30 PM - 4:30 PM Jill/Rueben/Hub Research Team re: Corporate Exec. Research Findings

January 10, 2020

7:30 AM - 8:00 AM	Monthly Test of Satellite Phone
8:30 AM - 10:00 AM	DMC --
10:00 AM - 11:00 AM	DM's Working Group on Mill Closures --
11:30 AM - 12:00 PM	Jill/Dean/Lisa re: Review Staffing Requests
12:00 PM - 12:10 PM	Executive Phone Call
12:30 PM - 1:00 PM	Jill/Dean re: Budget
1:00 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 4:00 PM	eApprovals
4:30 PM - 5:00 PM	Phone Call: LL --

January 13, 2020

9:00 AM - 9:30 AM	Jill/Kirsten re: Bi-weekly --
9:30 AM - 10:00 AM	Jill/JC: touch base --
10:00 AM - 10:30 AM	Jill/Justin Hewitt re: Touch Base
10:30 AM - 11:00 AM	Phone Call: Jill/Hayden re: DM briefing for MSR Meeting on Jan 22 re: BC Assessment Authority (BCA) Policy for Data Access (eApp 2631)

January 13, 2020 Continued

11:00 AM - 11:30 AM	Jill/Dean/Tim re: Q3 forecast
11:30 AM - 12:00 PM	Bev: touch base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	eApprovals
1:30 PM - 2:30 PM	1:30PM DMCSSP
2:30 PM - 4:30 PM	CITZ Executive Committee (2020 Mtg. Series) --

January 14, 2020

9:00 AM - 9:30 AM	Jill/Kerry/Chad re: FOI Stats
9:30 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	Jill/CJ/Ian re: Mainframe Application Modernization Update
10:30 AM - 11:00 AM	PHONE CALL: Susan: touch base --
11:00 AM - 11:30 AM	Jill/Susan/Howard/Jeanette re: Communications
11:30 AM - 12:00 PM	Jill/Dean re: Bi-weekly --
12:00 PM - 12:05 PM	12:00 Phone Call (Scott/Jill)
12:10 PM - 12:45 PM	Lunch and Eapprovals

January 14, 2020 Continued

12:45 PM - 1:00 PM CALL: Mark Sieben & Jill Kot

1:30 PM - 3:00 PM eApprovals

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

January 15, 2020

2:30 PM - 3:00 PM PHONE CALL: Jill/JC: touch base --

3:00 PM - 3:30 PM FW: Conference call re: DARS

3:30 PM - 4:00 PM CONFERENCE CALL: Jill/Bobbi/Susan re: TELUS

January 16, 2020

10:30 AM - 11:00 AM CONFERNECE CALL: Jill/Bobbi/Tracee/Erik re: DMCPSC Pre-brief --

11:00 AM - 12:00 PM CONFERENCE CALL: Jill/Bobbi re: Weekly Touch Base --

12:00 PM - 1:00 PM Lunch

1:00 PM - 1:30 PM Jill / JC Touchbase

1:30 PM - 2:00 PM PHONE CALL: Jill/Lisa re: Rise Leadership

2:00 PM - 2:30 PM CONFERENCE CALL: Jill/CJ/Kerry/Joel re: Proactive Disclosure

2:30 PM - 3:00 PM eApprovals

3:00 PM - 3:30 PM CONFERENCE CALL: Jill/Sunny re: Pre-brief for Jan 23 MSR MEETING | BCA Facilities Review Mtg

January 16, 2020 Continued

4:00 PM - 4:30 PM

CONFERENCE CALL: Jill/Dean/Tim re: 2020 Blue Book

January 17, 2020

7:00 AM - 8:00 AM

Breakfast: Jill & Lori H

8:30 AM - 10:00 AM

DMC --

10:15 AM - 10:45 AM

10:15 - CALL- re:DMIIF

10:45 AM - 11:15 AM

Jill/Jennifer: touch base --

12:00 PM - 12:30 PM

Don Wright/Jill Kot/Donna Evans

12:45 PM - 3:10 PM

RISE Leadership: Orientation Session - Executive Participation

3:00 PM - 3:30 PM

Jill/Sunny re: Bi-weekly --

3:30 PM - 4:30 PM

DO NOT BOOK

4:30 PM - 5:00 PM

Phone Call: LL --

January 20, 2020

9:00 AM - 9:30 AM

Jill/Dean/Tim re: Budget

9:30 AM - 10:00 AM

Jill/JC: touch base --

10:00 AM - 12:00 PM

Transition Binder

January 20, 2020 Continued

12:00 PM - 12:30 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/Susan/Ivan re: Prebrief for the EMBC/CITZ Facilitated Workshop
1:30 PM - 2:00 PM	Jill/Susan re: DMCSSP item going forward
2:00 PM - 4:00 PM	CITZ Executive Committee (2020 Mtg. Series) --
4:00 PM - 4:30 PM	LifeLabs Briefing- Carolyn Bell/ Ian Rongve/ Jill Kot/ Bobbi Sadler/ Kerry Pridmore/ Ian Donaldson

January 21, 2020

9:00 AM - 10:30 AM	Transition Binder
11:00 AM - 11:45 AM	Public Safety Broadband Network
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:30 PM	DMCPSC (2020 Mtg. Series) --
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --

January 21, 2020 Continued

January 22, 2020

7:45 AM - 8:00 AM

Executive Update Call

8:15 AM - 10:00 AM

PECSF 2019 Victoria Volunteer Awards Ceremony

10:30 AM - 11:15 AM

Jill/Shannon re: Touch Base

11:30 AM - 12:00 PM

Weekly FOI Call (2020 Mtg Series) --

12:00 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 2:00 PM

Jill/Eleanor re: Touch Base

2:00 PM - 2:30 PM

Hold for over-run

2:30 PM - 3:00 PM

Phone Call: Jill/Susan

3:00 PM - 5:00 PM

DO NOT BOOK

January 23, 2020

7:00 AM - 8:00 AM

Personal Information

8:45 AM - 9:00 AM

RESCHEDULED: All-Government Supervisors Call: Work Environment Survey

9:00 AM - 9:30 AM

JEGC Pre-brief with Jill/Susan & Michael

January 23, 2020 Continued

9:30 AM - 10:00 AM	Jill/David re: Bi-weekly --
10:00 AM - 10:30 AM	eApprovals
11:10 AM - 11:30 AM	MSR MEETING BCA Facilities Review w/MAH: Kaye Krishna, David Curtis, Rob Fraser BCA: Sylvia Bishop, Jason Grant, CITZ: Jill Kot, Sunny Dhaliwal, Kassandra Dycke
12:00 PM - 12:45 PM	LUNCH & EAPPS
1:00 PM - 2:00 PM	MINISTER: Jan 27 Cabinet Submission
2:30 PM - 3:00 PM	Jill/Dean/Tim re: Budget
3:00 PM - 3:30 PM	TO DO: Review Agenda + any eApps you may have
3:30 PM - 4:30 PM	Jill/Mike Toombs re: IMB Interview
4:30 PM - 5:00 PM	CONFERENCE CALL: Jill/Debbie/Bev/Hayden/Rueben re: DMCP5R Pre-brief (Mtg. Jan 28)

January 24, 2020

8:30 AM - 10:00 AM	DMC --
10:00 AM - 10:30 AM	Jill/Heather re: Touch Base
10:45 AM - 11:45 AM	Jill/JC/Jennifer: touch base --
12:00 PM - 1:00 PM	MINISTER: Meeting with MAK

January 24, 2020 Continued

1:15 PM - 2:15 PM

MINISTER: Meet and Greet with Minister Kang

2:30 PM - 4:30 PM

DO NOT BOOK

January 25, 2020

7:00 PM - 9:00 PM

Private Appointment

January 27, 2020

8:45 AM - 9:15 AM

Jill/Susan re: Update on Connectivity Numbers

9:30 AM - 10:00 AM

MINISTER: Prep for Cabinet

10:00 AM - 12:00 PM

Cabinet Meeting (Naming Opportunities)

12:30 PM - 1:00 PM

LUNCH

1:00 PM - 2:00 PM

JEGC Meeting

2:00 PM - 2:30 PM

Eapprovals

2:30 PM - 4:30 PM

CITZ Executive Committee (2020 Mtg. Series) --

4:30 PM - 5:00 PM

Phone Call: Jill/Shannon & Jeannette re: Minister's Briefings

6:00 PM - 8:00 PM

FW: CB/BC Dinner

January 28, 2020

9:00 AM - 9:30 AM	Jill/Susan re: Allocation of Cellular Negotiated Benefits (eApp 3629)
9:30 AM - 10:00 AM	Susan: touch base --
10:00 AM - 10:30 AM	Jill/Dean/Sherri re: Service Plan
10:30 AM - 12:30 PM	DMCPSR
12:30 PM - 1:00 PM	Jill/JC: touch base --
1:00 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 3:00 PM	eApprovals
3:00 PM - 3:30 PM	Jill/Bobbi/Robert re: Executive Vehicle Leasing (eApp 3547)
3:30 PM - 4:30 PM	Jill/Bobbi re: Weekly Touch Base --
4:30 PM - 5:00 PM	Phone Call: LL --

January 29, 2020

9:00 AM - 9:30 AM	Phone Call: Jill/Susan re: Update on Connectivity in BC
9:30 AM - 10:30 AM	eApprovals
10:30 AM - 11:00 AM	CONFERENCE CALL: DMCPSR Debrief w/Jill/Debbie/Hayden & Rueben
11:00 AM - 12:00 PM	Lunch and Eapprovals

January 29, 2020 Continued

12:15 PM - 2:15 PM

MINISTER: CITZ Issues Briefing

2:30 PM - 3:00 PM

Weekly FOI Call (2020 Mtg Series) --

3:00 PM - 4:30 PM

eApprovals

January 30, 2020

9:00 AM - 11:00 AM

Prep for Minister Mtg

9:55 AM - 10:25 AM

URGENT: Jill/Dean/Sherri

11:00 AM - 11:15 AM

Okenge calling Jill on cell

11:15 AM - 12:00 PM

LUNCH

12:15 PM - 1:00 PM

MINISTER: CITZ Briefing - Procurement 101

1:00 PM - 2:15 PM

MINISTER: CITZ Briefing - ICT Overview + Strathcona Reg District Mtg (Feb 3)

3:00 PM - 3:30 PM

Jill/Dean re: Bi-weekly --

3:45 PM - 4:00 PM

Jill/Bobbi re: Touch Base

4:00 PM - 4:30 PM

Jill/Bobbi/Stu re: Bi-weekly CST Update (prior to ExComm)

4:30 PM - 5:00 PM

Jill/Shannon/Krystal/Kass re: Service Plan

January 31, 2020

9:00 AM - 10:00 AM	Jill/JC/Jennifer: touch base --
10:00 AM - 10:30 AM	eApprovals
10:45 AM - 1:00 PM	MINISTER: 10:45 - 1:00 - CITZ Briefing - CSD for Service Plan, SBC Courtney Visit, OCIO Overview (incl DPD & ES) & GDX Overview
1:00 PM - 3:00 PM	1:00PM DMCSSP
3:15 PM - 3:45 PM	Jill/Sunny re: Bi-weekly --
4:00 PM - 4:30 PM	Bev: touch base --