

March 2, 2020

All Day	House Sitting
8:00 AM - 5:00 PM	Seymour
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:30 PM - 2:30 PM	Question Period
3:00 PM - 3:30 PM	CITZ Expanded Exec: DM Update

March 3, 2020

All Day	House Sitting
8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 10:00 AM	Jill/Bobbi re: Weekly Touch Base --
10:00 AM - 11:00 AM	Question Period
10:00 AM - 10:30 AM	Jill/David re: Bi-weekly --
11:00 AM - 11:30 AM	Jill/JC: touch base --
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	eApprovals
1:00 PM - 1:30 PM	1:00 PM JOINT DM's call
1:45 PM - 2:30 PM	MINISTER: Meeting with PC Michael McEvoy

March 3, 2020 Continued

3:00 PM - 5:00 PM DMCSI (Deputy Ministers' Committee on Social Initiatives) --

5:15 PM - 6:15 PM CONFERENCE CALL: Strategy discussion re: MST

March 4, 2020

All Day House Sitting

7:00 AM - 7:35 AM Flight

8:30 AM - 1:30 PM PSBN Demonstration

1:30 PM - 2:30 PM Question Period

3:00 PM - 3:35 PM Flight

4:00 PM - 5:00 PM Pre-brief: Jill/Dean/Tim re: Review Budget Plan

March 5, 2020

All Day House Sitting

7:00 AM - 8:00 AM Personal Information

8:00 AM - 8:45 AM Discussion: New Mandate/Strategy

9:00 AM - 11:00 AM BCIF March Board Meeting

10:00 AM - 11:00 AM Question Period

March 5, 2020 Continued

11:15 AM - 12:00 PM

MINISTER: Indigenous Procurement

12:30 PM - 1:30 PM

LUNCH + eApprovals

2:00 PM - 2:20 PM

MLA Ma briefing re: Emerging Issue related to Procurement

2:30 PM - 3:00 PM

Jill/CJ re: Bi-weekly Mtg --

3:00 PM - 3:30 PM

eApprovals

3:45 PM - 4:00 PM

MINISTER: Pre-brief for Mayors' Helps and Osborne Mtg re: CCSPI

4:00 PM - 4:30 PM

Meeting with Minister of Citizens' Services, Minister Anne Kang re: Coastal Communities Social Procurement Initiative (CCSPI)

4:45 PM - 5:45 PM

MINISTER: Briefing on Multilingual

March 6, 2020

7:00 AM - 7:30 AM

Monthly Test of Satellite Phone

8:00 AM - 8:20 AM

Phone Call: Jill/Sunny

March 6, 2020 Continued

8:30 AM - 10:00 AM	DMC --
10:15 AM - 10:30 AM	Phone Call: Jill & Lisa re: Staffing
10:30 AM - 11:00 AM	eApprovals + Premier's Awards
11:00 AM - 12:00 PM	Jill/JC/Jennifer: touch base --
12:00 PM - 12:15 PM	Phone Call: Jill & Sherri re: Corporate Plan
12:15 PM - 12:45 PM	Lunch and Eapprovals
1:00 PM - 4:30 PM	Diversity and Inclusion Foundations Workshop (PART 2)

March 7, 2020

1:00 PM - 4:00 PM	Private Appointment
5:00 PM - 8:00 PM	Private Appointment

March 8, 2020

11:00 AM - 3:00 PM	Private Appointment
11:30 AM - 12:30 PM	Private Appointment

March 9, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	Review Premier's Awards
10:00 AM - 12:00 PM	10:00 to 12:00 - MINISTER: Roundtable --

March 9, 2020 Continued

12:30 PM - 12:45 PM	Urgent Phone Call: Lori McDonald, Sr. Assoc. DM for Employment and Social Development Canada re: COVID 19
1:45 PM - 2:10 PM	Jill/Kerry re: Touch Base
2:30 PM - 2:45 PM	Phone Call: Jill/Lori H.
2:45 PM - 3:00 PM	Prep for Exec. Committee with Rise Leader, Quinn Fletcher
3:00 PM - 5:00 PM	CITZ Executive Committee (2020 Mtg. Series) --

March 10, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 10:00 AM	CITZ Estimates Prep (Budget)
10:00 AM - 11:00 AM	CITZ Estimates Prep (FOI & Privacy)
11:00 AM - 12:00 PM	CITZ Estimates Prep (Data & Digital)
12:00 PM - 1:00 PM	Lunch & eApprovals
1:30 PM - 2:30 PM	MINISTER: Cybersecurity Briefing and Tour
3:00 PM - 5:00 PM	Covid-19 DMCEM Meeting
5:00 PM - 5:30 PM	CONFERENCE CALL: MST Discussion

March 10, 2020 Continued

March 11, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	Phone Call: Jill/JC: touch base --
9:30 AM - 10:00 AM	Susan: touch base --
10:00 AM - 10:30 AM	Jill/Kerry/Chad re: Timeliness Report
10:30 AM - 11:00 AM	Jill/Dean/Tim re: Pre-brief for Heather Wood/Tiffany Ma Mtg (March 17)
11:00 AM - 11:30 AM	Jill/Dean re: Bi-weekly --
11:30 AM - 12:00 PM	Jill/Bev re: Debrief from FPT DM's Table on Service Delivery Call on March 5
12:00 PM - 12:30 PM	CALL: Don, Lori, Jill, Sunny, Richard & Doug
12:30 PM - 1:00 PM	Jill/Bev: touch base (Rise Leader attending: Shelley McNellis --
1:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Bobbi re: Weekly Touch Base --
2:00 PM - 2:30 PM	Government House Renovations Phone Call w/ the Honourable Janet Austin
2:30 PM - 7:30 PM	Personal Information

March 12, 2020

8:00 AM - 5:00 PM	OUT OF OFFICE
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March 13, 2020

8:30 AM - 10:00 AM	DMC --
10:15 AM - 11:00 AM	Jill/JC/Jennifer: touch base --
11:00 AM - 11:30 AM	11-11:30 meeting for today (Friday 13)
11:15 AM - 11:45 AM	eApprovals
11:45 AM - 12:15 PM	LUNCH
12:30 PM - 1:00 PM	MINISTER: Jill, CJ, Kerry, Kirsten re: Timeliness Report
1:30 PM - 2:00 PM	PHONE CALL: Jill/Sunny re: Bi-weekly --
2:00 PM - 2:30 PM	CONFERENCE CALL: Jill/CJ/Bobbi/Stuart re: Managed Hosting Deal Update
2:30 PM - 3:30 PM	CONFERENCE CALL: Jill/CJ/Bobbi/Stu & Kirsten McCaig re: Workstation Procurement Project
3:30 PM - 4:00 PM	CONFERENCE CALL: Jill/Dean/Corey
4:00 PM - 4:30 PM	CONFERENCE CALL: Jill/Bobbi re: Weekly Touch Base continued

March 15, 2020

4:30 PM - 5:30 PM	Private Appointment
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March 16, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
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March 16, 2020 Continued

9:00 AM - 11:30 AM	Office Time/eApprovals
11:30 AM - 12:15 PM	Lunch and Eapprovals
12:15 PM - 12:30 PM	Phone Call: Jill/Sunny re: MST Debrief
1:00 PM - 1:30 PM	Jill/Kerry/Joel Chapter 12
1:30 PM - 2:00 PM	Jill/Dean/Corey
2:00 PM - 2:20 PM	Prep for Exec. Committee with Rise Leader, Alexander Ritchie
2:30 PM - 3:00 PM	Daily Deputy Minister Check in on Covid 19
3:00 PM - 3:15 PM	Buffer time -- sc
3:15 PM - 5:15 PM	CITZ Executive Committee (2020 Mtg. Series) --

March 17, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 10:30 AM	eApprovals
11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting
1:30 PM - 2:00 PM	Office time/ eapprovals
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:30 PM	Office Time/eApprovals

March 18, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	Jill/Jen: touch base --
9:30 AM - 10:00 AM	eApprovals
10:00 AM - 10:30 AM	Jill/Kerry - Follow up to Tuesday pm COVID call
10:30 AM - 11:00 AM	eApprovals
11:00 AM - 11:15 AM	Jill/Bev re: Check-in
11:30 AM - 12:00 PM	Jill/Sunny re: Pre-brief for call at 3:30 pm
12:15 PM - 12:45 PM	Jill/Susan MAK briefing re: Telecommunications
12:45 PM - 1:15 PM	Lunch and eApprovals
1:00 PM - 1:50 PM	Office time/eApprovals
1:50 PM - 2:00 PM	Phone Call: Jill & David
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:00 PM	Buffer time
3:00 PM - 3:30 PM	Jill/CJ/Hayden/Genevieve/Brittany re: Academic Access
3:30 PM - 4:30 PM	Jill//Sunny & Doug pre-brief: Gov House Renos

March 18, 2020 Continued

5:00 PM - 5:30 PM	Corporate Executive Call re COVID-19
5:30 PM - 6:00 PM	COVID-19 Call with Don Wright - Deputies Only Please
6:00 PM - 6:30 PM	FW: DMs Call re Essential Services

March 19, 2020

Personal Information

7:00 AM - 8:00 AM	
8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:45 AM	ExComm Check-in
9:45 AM - 10:30 AM	eApprovals
10:30 AM - 11:15 AM	GH Renovations Conference Call with the Lieutenant Governor
11:15 AM - 11:30 AM	Office time
11:30 AM - 12:15 PM	Jill/Bobbi re: Weekly Touch Base --
12:15 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/Bev Follow up discussion
1:00 PM - 1:15 PM	Jill/David/Debi/Bev - Discussion
1:15 PM - 2:00 PM	Moody's Investors Service - Agenda Item: ESG - Cybersecurity

March 19, 2020 Continued

2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:00 PM	Buffer time
3:00 PM - 3:30 PM	Jill/Catherine re: Touch Base
3:30 PM - 4:00 PM	Jill/Kerry/Dean/Susan Laidlaw re: Document Storage

March 20, 2020

8:30 AM - 10:00 AM	DMC --
10:15 AM - 10:45 AM	eApprovals
10:45 AM - 11:15 AM	Jill/Kim Lacharite re: Touch Base
11:15 AM - 12:15 PM	Jill/Jen/Sarah: touch base --
12:15 PM - 12:45 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Buffer time
2:00 PM - 3:00 PM	eApprovals
3:00 PM - 3:30 PM	Jill/David re: Bi-weekly --
3:30 PM - 4:00 PM	Jill/Dean/Lisa re: Review Staffing Requests --
4:15 PM - 4:45 PM	CONFERENCE CALL: Jill, Bev, Adriana, Kirsten re: Adapted Service Model for SBC

March 23, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	Prep for Exec. Committee with Rise Leader, Christine French
9:30 AM - 10:00 AM	eApprovals
10:00 AM - 11:00 AM	Supply chain discussion (Jill/Bobbi/Tracee/Dawson/Robert/Hayden)
11:00 AM - 12:00 PM	11:00 to 12:00 - MINISTER: Roundtable --
12:00 PM - 12:30 PM	FYI - PJH & MCJ Update
12:15 PM - 12:45 PM	Jill/Matt - Min Order
12:45 PM - 1:30 PM	Lunch and Eapprovals
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:00 PM	Buffer
3:00 PM - 5:00 PM	CITZ Executive Committee (2020 Mtg. Series) --

March 24, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:15 AM	Touch base JC/Jill
9:30 AM - 10:15 AM	CITZ 20/21 Budget
11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting --

March 24, 2020 Continued

1:00 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 2:15 PM	MAK discussion - FOI Timeliness Report (Jill/Matt)
2:30 PM - 3:30 PM	Supply Chain pt 2 (Jill/Bobbi/Tracee/Dawson/Robert/Hayden/Sunny/Rumon/Corey)
3:30 PM - 4:00 PM	Elizabeth & Jill
4:00 PM - 4:30 PM	Jill/Kirsten re: Bi-weekly --
5:00 PM - 5:30 PM	Corporate Executive Call re COVID-19 (CHOOSE EITHER MAR 24 OR MAR 25)

March 25, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 10:00 AM	Jill/Bobbi re: Weekly Touch Base/ performance review template --
10:00 AM - 10:30 AM	Jill & Trevor Hurst, KPMG re: Catch Up
10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 11:30 AM	Weekly FOI Call (2020 Mtg Series) --
12:00 PM - 12:15 PM	Call with J. Kot & M. Vandergrift
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Teleconference meeting with Minister Kang and Privacy Commissioner McEvoy
2:00 PM - 2:30 PM	Buffer

March 25, 2020 Continued

3:00 PM - 3:45 PM	Susan: touch base --
3:45 PM - 4:30 PM	eApprovals
4:30 PM - 5:00 PM	New ways of approaching ESS
6:00 PM - 7:00 PM	Supply Chain meeting

March 26, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:05 AM - 10:00 AM	Weekly Exec call with DM - COVID 19 update
10:00 AM - 10:30 AM	Jill/JC re: touch base --
10:30 AM - 12:00 PM	MEETING: PEB - BC Corrections Capital Project
12:00 PM - 12:55 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Bobbi/Tracee/Hayden/Sunny meeting
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:00 PM	Buffer
3:00 PM - 3:30 PM	Jill/Sunny re: Bi-weekly --
4:00 PM - 4:30 PM	Jill/Dean re: Bi-weekly --

March 27, 2020

8:30 AM - 10:00 AM	DMC
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March 27, 2020 Continued

10:45 AM - 11:00 AM	Call with J. Kot & M. Vandergrift
11:30 AM - 12:15 PM	Bev: touch base --
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:10 PM - 1:40 PM	Staffing Discussion - (Jill/Dean/Lisa)
1:55 PM - 2:25 PM	Briefing - Microsoft Agreement (Jill/Hayden/Bobbi/Matt)
3:10 PM - 3:25 PM	Jill/Hayden/Rumon: Supply Chain
3:30 PM - 4:00 PM	Eapprovals/emails/office work
4:00 PM - 5:00 PM	FW: Updated invitation with note: COVID Community Portal Cross Team Standup @ Weekly from 4pm to 5pm on weekdays from Thu Mar 26 to Fri Apr 10 (PDT) (silas.brownsey@gov.bc.ca)
5:30 PM - 6:30 PM	Supply Chain Management overall approach

March 28, 2020

1:30 PM - 3:30 PM	Private Appointment
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March 29, 2020

All Day	Embc 930
9:30 AM - 11:00 AM	supply chain mgmt
12:00 PM - 1:00 PM	DM Debrief from March 29
7:00 PM - 8:00 PM	Supply chain management follow up

March 30, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 10:00 AM	Procurement for COVID-19
10:10 AM - 12:10 PM	CITZ Executive Committee (2020 Mtg. Series) --
10:50 AM - 11:35 AM	CITZ Executive meeting
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:45 PM	Jill/CJ re: Bi-weekly Mtg --
2:00 PM - 2:30 PM	Daily Deputy Minister Check in on Covid 19 --
2:30 PM - 3:00 PM	Buffer
3:25 PM - 4:25 PM	3:25-4:25pm MINISTER: Roundtable --

March 31, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Touch Base on Emerging Issues --
9:00 AM - 9:30 AM	CONFERENCE CALL: Jill, Bev, Sunny & Brad (for Dean) re: Masks
11:00 AM - 1:00 PM	Covid-19 DM Committee Meeting --
1:30 PM - 3:00 PM	eApprovals
3:30 PM - 4:00 PM	PHONE CALL: Jill & Kerry re: Eapp 4972
4:00 PM - 4:30 PM	MINISTER: Procurement Hub Briefing

March 31, 2020 Continued

5:00 PM - 5:30 PM

Corporate Executive Call re COVID-19 (CHOOSE EITHER MAR 31 OR APR 01)