

## July 1, 2020

8:00 AM - 5:00 PM

Canada Day

## July 2, 2020

8:30 AM - 9:00 AM

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

9:00 AM - 9:30 AM

Jill/CJ/Kerry & Hayden re: Multi Cultural Data Collections

9:30 AM - 10:30 AM

Jill/JC re: touch base --

10:30 AM - 11:00 AM

eApprovals

11:00 AM - 11:30 AM

Phone Call: Jill Kot/<sup>Personal</sup>Information re: 360 Debrief

11:30 AM - 12:00 PM

eApprovals

12:00 PM - 1:00 PM

Lunch and Eapprovals

1:00 PM - 1:30 PM

Weekly FOI Call (2020 Mtg Series) --

1:30 PM - 2:00 PM

eApprovals

2:45 PM - 3:15 PM

Jill/Sunny re: Bi-weekly --

4:00 PM - 7:00 PM

Private Appointment

## July 3, 2020

7:00 AM - 7:30 AM

Monthly Test of Satellite Phone

7:45 AM - 8:15 AM

Phone Call: Jill/Kim re: Check-in (mtg series ends July 3) --

8:30 AM - 9:30 AM

eApprovals

## July 3, 2020 Continued

|                     |                                                                            |
|---------------------|----------------------------------------------------------------------------|
| 9:45 AM - 10:30 AM  | PHONE CALL: Jill/Dean re: Bi-weekly --                                     |
| 10:30 AM - 11:00 AM | PHONE CALL: Jill & Dean (Lisa on holidays) re: Review Staffing Requests -- |
| 11:00 AM - 11:30 AM | Jill, CJ, Kerry & Dean re: CIRMO Budget                                    |
| 11:30 AM - 12:00 PM | Jill / CJ re: eApp                                                         |
| 12:00 PM - 1:00 PM  | Lunch and Eapprovals                                                       |
| 1:00 PM - 4:30 PM   | Eapprovals/emails/office work                                              |
| 5:00 PM - 5:30 PM   | Discussion --                                                              |

## July 6, 2020

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                                                                        |
| 8:30 AM - 9:30 AM   | FPT COVID-19 Procurement WG                                                                                              |
| 9:30 AM - 10:00 AM  | eApprovals                                                                                                               |
| 10:00 AM - 12:00 PM | CITZ Executive Committee --                                                                                              |
| 12:00 PM - 1:00 PM  | Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell -- |
| 1:00 PM - 1:30 PM   | 1:00PM DMCSSP                                                                                                            |
| 1:30 PM - 2:30 PM   | Question Period                                                                                                          |
| 1:30 PM - 1:45 PM   | CALL: Lori and Jill                                                                                                      |

## July 6, 2020 Continued

|                   |                                     |
|-------------------|-------------------------------------|
| 2:30 PM - 3:00 PM | eApprovals                          |
| 3:00 PM - 3:30 PM | Jill/David re: GDX Org Structure    |
| 3:50 PM - 5:50 PM | MINISTER: Estimates Dry Run --      |
| 6:00 PM - 6:30 PM | Phone Call: Jill & Okenge re: email |

## July 7, 2020

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                       |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                       |
| 9:00 AM - 9:30 AM   | Jill/CJ re: Bi-weekly Mtg --                                            |
| 9:30 AM - 10:00 AM  | eApprovals                                                              |
| 10:00 AM - 11:00 AM | Question Period                                                         |
| 11:15 AM - 12:15 PM | MINISTER: Estimates Prep/Practice - CIRMO                               |
| 12:30 PM - 1:30 PM  | Lunch and Eapprovals                                                    |
| 1:30 PM - 2:00 PM   | Jill/JC: touch base --                                                  |
| 2:00 PM - 2:30 PM   | Supply Chain / Lori / Peter / Jill / Tracy / Leon / Tracee / Chrissy -- |
| 3:00 PM - 5:00 PM   | DMCSI (Deputy Ministers' Committee on Social Initiatives) --            |

## July 8, 2020

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                                                                        |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                                                                        |
| 9:00 AM - 10:00 AM  | eApprovals                                                                                                               |
| 10:00 AM - 10:30 AM | Jill/David re: Bi-weekly --                                                                                              |
| 10:30 AM - 11:00 AM | Phone Call: Jill/Kerry re: eApp                                                                                          |
| 11:00 AM - 11:30 AM | Jill Kot/Shelly Berlin re: Coaching                                                                                      |
| 11:30 AM - 12:00 PM | Weekly FOI Call (2020 Mtg Series) --                                                                                     |
| 12:00 PM - 1:30 PM  | Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell -- |
| 1:30 PM - 2:30 PM   | Question Period                                                                                                          |
| 2:45 PM - 4:30 PM   | MINISTER: Estimates Prep/Practice (Susan's items)                                                                        |
| 5:00 PM - 5:30 PM   | Discussion --                                                                                                            |

## July 9, 2020

|                   |                                                   |
|-------------------|---------------------------------------------------|
| All Day           | Estimates/Virtual Committee of Supply Proceedings |
| 7:00 AM - 8:00 AM | Book Club --                                      |
| 8:30 AM - 9:00 AM | 8:30-9:00am - Daily Comms Call --                 |

## July 9, 2020 Continued

|                     |                                                                                    |
|---------------------|------------------------------------------------------------------------------------|
| 9:00 AM - 9:30 AM   | Jill/CJ/Hayden/Kathleen re: Pre-brief for GPI Mtg with Greens & Casa (Mtg July 15) |
| 9:30 AM - 10:00 AM  | Jill/CJ & Hayden re: Digital Investment Board Pre-brief (Mtg. July 15)             |
| 10:00 AM - 11:00 AM | Jill/JC/Jennifer: touch base --                                                    |
| 11:00 AM - 12:00 PM | PHONE CALL: Jill/Bobbi re: Weekly Touch Base --                                    |
| 12:00 PM - 1:00 PM  | Lunch and Eapprovals                                                               |
| 1:00 PM - 1:30 PM   | Top Work Unit Awards - ICT                                                         |
| 2:00 PM - 3:30 PM   | MINISTER: Estimates Prep/Practice                                                  |
| 4:00 PM - 4:30 PM   | eApprovals                                                                         |
| 4:30 PM - 5:00 PM   | Jill/Debbie/Bev/Hayden/Rueben re: DMCP SR Pre-brief (Mtg. July 16)                 |

## July 10, 2020

|                    |                                                   |
|--------------------|---------------------------------------------------|
| All Day            | Estimates/Virtual Committee of Supply Proceedings |
| 8:30 AM - 10:00 AM | DMC                                               |
| 12:00 PM - 1:00 PM | LUNCH                                             |
| 2:30 PM - 6:30 PM  | CITZ Estimates                                    |

## July 13, 2020

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                                       |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                                       |
| 9:00 AM - 9:30 AM   | PHONE CALL: Jill/JC: touch base --                                                      |
| 9:30 AM - 10:30 AM  | Jill/CJ/Bobbi re: OCIO Budget Overview                                                  |
| 10:30 AM - 11:30 AM | Minister Conroy Briefing re: PGYCC                                                      |
| 11:30 AM - 12:00 PM | eApprovals                                                                              |
| 12:00 PM - 1:00 PM  | Lunch and Eapprovals                                                                    |
| 1:00 PM - 1:30 PM   | PHONE CALL: Jill/Bev re: Pre-brief for FPT DM's Table on Service Delivery (Mtg July 15) |
| 1:30 PM - 2:30 PM   | Question Period                                                                         |
| 2:30 PM - 4:30 PM   | CITZ Executive Committee (2020 Mtg. Series) --                                          |
| 4:30 PM - 5:00 PM   | eApprovals                                                                              |
| 5:00 PM - 5:45 PM   | Economic Recovery Process                                                               |

## July 14, 2020

|                   |                                    |
|-------------------|------------------------------------|
| All Day           | House back in Session (June/July)  |
| 8:30 AM - 9:00 AM | 8:30-9:00am - Daily Comms Call --  |
| 9:00 AM - 9:30 AM | Jill/Mary LaBoucane re: Touch Base |

## July 14, 2020 Continued

|                     |                                                       |
|---------------------|-------------------------------------------------------|
| 9:30 AM - 10:00 AM  | PHONE CALL: Jill & Shelly Berlin                      |
| 10:00 AM - 11:00 AM | Question Period                                       |
| 11:00 AM - 11:30 AM | Jill/CJ/Hayden re: Digital Investment Board Follow-up |
| 11:30 AM - 12:00 PM | eApprovals                                            |
| 12:00 PM - 12:10 PM | PHONE CALL: Jill & Tracy Mandur re: Check-in          |
| 12:15 PM - 1:00 PM  | Lunch and Eapprovals                                  |
| 1:00 PM - 1:30 PM   | OCIO ES Top Work Unit Award                           |
| 1:30 PM - 2:00 PM   | eApprovals                                            |
| 2:00 PM - 2:30 PM   | MINISTER: Pre-brief for CCSI on July 22               |
| 2:30 PM - 3:00 PM   | Service BC and the next provincial election           |
| 3:00 PM - 4:00 PM   | eApprovals                                            |
| 4:00 PM - 4:30 PM   | Jill/Courtney re: Bi-weekly --                        |
| 5:00 PM - 5:45 PM   | 5:00 PM JOINT DM call AGRI/TRANS/EMPR/JEDC/CITZ/ENV   |

## July 15, 2020

|         |                                   |
|---------|-----------------------------------|
| All Day | House back in Session (June/July) |
|---------|-----------------------------------|

## July 15, 2020 Continued

|                     |                                                                 |
|---------------------|-----------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                               |
| 9:00 AM - 9:30 AM   | PHONE CALL: Jill/JC: touch base --                              |
| 9:30 AM - 10:00 AM  | Jill/Bobbi/Stu re: Workstations --                              |
| 10:00 AM - 11:30 AM | Meeting of the FPT DMs' Table on Service Delivery Collaboration |
| 11:30 AM - 12:00 PM | Weekly FOI Call (2020 Mtg Series) --                            |
| 12:00 PM - 1:00 PM  | Private Appointment                                             |
| 1:00 PM - 1:30 PM   | Buffer                                                          |
| 1:30 PM - 2:30 PM   | Question Period                                                 |
| 2:00 PM - 4:30 PM   | Digital Investment Board meeting                                |
| 4:30 PM - 5:00 PM   | Call: Christina and Jill re: Concept Paper touchbase            |

## July 16, 2020

|                    |                                                   |
|--------------------|---------------------------------------------------|
| All Day            | Estimates/Virtual Committee of Supply Proceedings |
| 9:00 AM - 12:00 PM | CITZ Estimates Part 2                             |
| 12:30 PM - 1:00 PM | Jill & Dean re: Friday Mtg Material               |
| 1:00 PM - 3:00 PM  | DMCPSR                                            |



## July 16, 2020 Continued

|                   |                                                     |
|-------------------|-----------------------------------------------------|
| 3:00 PM - 3:30 PM | PHONE CALL: Jill/Sunny re: Bi-weekly --             |
| 3:30 PM - 4:00 PM | Jill/Bobbi/Tracee re: 1:1 Meeting                   |
| 4:00 PM - 4:30 PM | Buffer                                              |
| 4:30 PM - 5:15 PM | 4:30 PM JOINT DM call AGRI/TRANS/EMPR/JEDC/CITZ/ENV |

## July 17, 2020

|                     |                                                                        |
|---------------------|------------------------------------------------------------------------|
| All Day             | Estimates/Virtual Committee of Supply Proceedings                      |
| 8:30 AM - 10:00 AM  | DMC                                                                    |
| 10:00 AM - 11:00 AM | Don/Jill                                                               |
| 11:15 AM - 12:15 PM | Jill/JC/Jennifer: touch base --                                        |
| 12:15 PM - 1:00 PM  | LUNCH                                                                  |
| 1:00 PM - 1:30 PM   | PHONE CALL: Jill/Dean re: Review Staffing Requests                     |
| 1:30 PM - 2:00 PM   | PHONE CALL: Jill/Dean re: Bi-weekly --                                 |
| 2:00 PM - 2:45 PM   | Jill/CJ/James/Hayden re: ICT Deal Matters                              |
| 2:45 PM - 3:15 PM   | Jill/CJ/Hayden/Molly re: IDD DM Board Meeting Pre-brief (Mtg. July 24) |
| 3:30 PM - 5:00 PM   | DO NOT BOOK                                                            |

## July 17, 2020 Continued

4:00 PM - 4:30 PM                      PHONE CALL: Bev: touch base --

5:00 PM - 5:30 PM                      Discussion --

## July 20, 2020

All Day                                      House back in Session (June/July)

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

9:00 AM - 10:00 AM                      eApprovals

10:00 AM - 10:30 AM                      Pre-Call Social Service Sector Roundtable

10:30 AM - 12:00 PM                      CITZ Executive Committee (2020 Mtg. Series) --

12:00 PM - 1:00 PM                      OCIO Touch Base with Jill, Bobbi Hayden & Matt

1:00 PM - 1:30 PM                      Lunch

1:30 PM - 2:30 PM                      Question Period

1:30 PM - 2:00 PM                      Jill/Sunny re: Letter

2:30 PM - 2:40 PM                      PHONE CALL: Jill & Dean

3:00 PM - 4:30 PM                      Social Service Sector Roundtable Conference Call

## July 21, 2020

All Day                                      House back in Session (June/July)

## July 21, 2020 Continued

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                            |
| 9:00 AM - 10:00 AM  | eApprovals                                                   |
| 10:00 AM - 11:00 AM | Question Period                                              |
| 11:30 AM - 12:30 PM | Lunch and Eapprovals                                         |
| 12:30 PM - 1:00 PM  | PHONE CALL: Jill & Krystal re: Economic Restart              |
| 1:00 PM - 3:00 PM   | eApprovals                                                   |
| 3:00 PM - 5:00 PM   | DMCSI (Deputy Ministers' Committee on Social Initiatives) -- |

## July 22, 2020

|                     |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                       |
| 7:30 AM - 8:15 AM   | Jill/Lori W/Richard/Doug C./Doug F./Sunny/Trish & Yvonne re: MST Update |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                       |
| 9:00 AM - 9:30 AM   | eApprovals                                                              |
| 9:30 AM - 11:30 AM  | JEC - Joint Executive Committee Meeting (REVISED INVITE)                |
| 11:30 AM - 12:00 PM | Weekly FOI Call (2020 Mtg Series) --                                    |
| 12:00 PM - 1:30 PM  | Lunch and Eapprovals                                                    |
| 1:30 PM - 2:30 PM   | Question Period                                                         |

## July 22, 2020 Continued

|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| 2:30 PM - 3:00 PM | Buffer                                                               |
| 3:00 PM - 3:30 PM | PHONE CALL: Jill/JC: touch base --                                   |
| 3:30 PM - 4:00 PM | eApprovals                                                           |
| 4:00 PM - 4:30 PM | RUSH - - Jill/Bobbi/Hayden & James re: eApp 7093 (Shaw Meet & Greet) |

## July 23, 2020

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| All Day             | Estimates/Virtual Committee of Supply Proceedings                                                                        |
| 7:00 AM - 8:00 AM   | Book Club --                                                                                                             |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                                                                        |
| 9:00 AM - 9:30 AM   | Jill/Allison/Sunny re: Debrief                                                                                           |
| 9:30 AM - 10:00 AM  | MEETING (Teams): Don Wright, Christina Z, Jill K, Bobbi P, Mark S, Lori W, Lori H, Richard F and Paul Stanley            |
| 10:00 AM - 12:00 PM | CITZ ExComm re: Budget 20/21                                                                                             |
| 12:00 PM - 1:00 PM  | LUNCH                                                                                                                    |
| 1:15 PM - 2:00 PM   | MINISTER: Roundtable Bi-weekly (new series) --                                                                           |
| 2:00 PM - 2:30 PM   | Jill/David re: Bi-weekly --                                                                                              |
| 2:30 PM - 3:30 PM   | Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell -- |

## July 23, 2020 Continued

3:30 PM - 4:30 PM Jill/Bobbi/Hayden/Jeremy and Dean re: ES Report Back update meeting

## July 24, 2020

All Day Estimates/Virtual Committee of Supply Proceedings

8:30 AM - 9:00 AM Jill/Bobbi/Dean re: TB Sub

9:00 AM - 10:00 AM Jill/JC/Jen re: Touch Base

10:00 AM - 10:30 AM PHONE CALL: Jill/Matt Reed re: <sup>Advice/Recommendations</sup>

10:30 AM - 11:00 AM Mtg: Don/Geoff/Jill/Lori W/Richard/Doug C./Doug F./Sunny/Trish & Yvonne re: MST Update

11:15 AM - 12:15 PM CITZ Expanded Exec Bi-weekly Check-in --

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

1:30 PM - 2:00 PM Jill/Hayden/James & Michael re: eApp 7117 & 7118

2:00 PM - 4:30 PM Eapprovals/emails/office work

## July 27, 2020

All Day House back in Session (June/July)

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

9:00 AM - 9:30 AM Jill/Bev & Lynda Hoel re: BC Services Card Federal Agreement

## July 27, 2020 Continued

|                     |                                                |
|---------------------|------------------------------------------------|
| 9:30 AM - 10:00 AM  | Approve eApp                                   |
| 10:00 AM - 11:00 AM | Monthly Mtg with Jill, CJ & Susan Stanford     |
| 11:00 AM - 12:00 PM | eApprovals                                     |
| 12:00 PM - 1:00 PM  | Lunch and Eapprovals                           |
| 1:30 PM - 2:30 PM   | Question Period                                |
| 2:30 PM - 4:30 PM   | CITZ Executive Committee (2020 Mtg. Series) -- |

## July 28, 2020

|                     |                                            |
|---------------------|--------------------------------------------|
| All Day             | House back in Session (June/July)          |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --          |
| 9:00 AM - 9:30 AM   | PHONE CALL: Jill Kot & Alex MacLennan      |
| 9:30 AM - 10:00 AM  | eApprovals                                 |
| 10:00 AM - 11:00 AM | Question Period                            |
| 11:00 AM - 11:30 AM | Jill/Bev/James re: HR                      |
| 11:30 AM - 11:45 AM | Buffer                                     |
| 11:45 AM - 12:00 PM | Phone Call: Jill & Lori W. re: HR Question |

## July 28, 2020 Continued

|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| 12:00 PM - 12:30 PM | Jill/CJ/Bev re: Elections BC                                      |
| 12:30 PM - 1:00 PM  | Lunch and Eapprovals                                              |
| 1:00 PM - 2:00 PM   | ADMPR                                                             |
| 2:00 PM - 3:00 PM   | Office Time                                                       |
| 3:00 PM - 3:30 PM   | Jill/Bobbi/Dawson & Leila re: Pre-brief for 3:30 pm mtg with EMBC |
| 3:30 PM - 4:00 PM   | Lori / Alex / Leon / Peter / Jill re: CITZ/PHSA legal agreement   |

## July 29, 2020

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| All Day             | House back in Session (June/July)                                                                                        |
| 8:30 AM - 9:00 AM   | 8:30-9:00am - Daily Comms Call --                                                                                        |
| 9:00 AM - 11:00 AM  | eApprovals                                                                                                               |
| 11:00 AM - 11:30 AM | Jill/Michael Houle re: NCC Replacement Project - Bi-weekly Status Report                                                 |
| 11:30 AM - 12:00 PM | Daily Chat with Jill/Bobbi/Dawson & Leila                                                                                |
| 12:00 PM - 1:00 PM  | Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell -- |
| 1:00 PM - 1:30 PM   | Lunch and Eapprovals                                                                                                     |
| 1:10 PM - 2:00 PM   | Asset Purchase & Service Agreement review                                                                                |
| 1:30 PM - 2:30 PM   | Question Period                                                                                                          |

## July 29, 2020 Continued

3:00 PM - 4:00 PM IN PERSON - Jill/Sunny re: Bi-weekly --

4:00 PM - 5:00 PM Do Not Book

## July 30, 2020

All Day Estimates/Virtual Committee of Supply Proceedings

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

9:30 AM - 10:00 AM OCIO Bi-weekly (Jill, CJ, Bobbi, Matt for Kerry & Genevieve for Hayden)

10:00 AM - 11:00 AM Jill/Bobbi re: Weekly Touch Base --

11:00 AM - 11:30 AM Jill/Bobbi/Stu re: Workstations --

11:30 AM - 12:30 PM Jill/Jennifer: touch base --

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

1:30 PM - 2:00 PM Bev: touch base --

2:00 PM - 2:45 PM Jill & Bev re: <sup>Personal Information</sup>

3:00 PM - 3:30 PM Daily Chat with Jill/Bobbi/Dawson & Leila

4:00 PM - 4:30 PM Jill/CJ/James & Michael re: Telecom Deal

4:30 PM - 4:45 PM check-in



**July 31, 2020**

|                            |                                                                                |
|----------------------------|--------------------------------------------------------------------------------|
| <b>All Day</b>             | <b>Estimates/Virtual Committee of Supply Proceedings</b>                       |
| <b>8:30 AM - 10:30 AM</b>  | <b>eApprovals</b>                                                              |
| <b>10:30 AM - 11:30 AM</b> | <b>In Person - Jill/CJ re: Executive Performance Review Meeting (Template)</b> |
| <b>11:30 AM - 12:00 PM</b> | <b>Buffer</b>                                                                  |
| <b>12:00 PM - 12:30 PM</b> | <b>Daily Chat with Jill/Bobbi/Dawson &amp; Leila</b>                           |
| <b>12:30 PM - 1:00 PM</b>  | <b>LUNCH</b>                                                                   |
| <b>1:00 PM - 2:00 PM</b>   | <b>PHONE CALL: Jill &amp; Paul Squires re: COVID-19</b>                        |
| <b>2:00 PM - 5:00 PM</b>   | <b>Personal Information<br/>- Bev A/DM</b>                                     |