

September 1, 2020

9:00 AM - 9:30 AM	Tessa/Jill: Connect
9:30 AM - 10:00 AM	Jill/Sunny/Yvonne/Doug MST Meeting
10:30 AM - 11:00 AM	Jill/Sunny - Executive Performance review (template)
11:00 AM - 11:30 AM	Travel
11:30 AM - 12:00 PM	Jill/Kerry/Sunny Fiskard Tour
12:00 PM - 12:30 PM	Jill/Kerry - Executive Performance
12:30 PM - 1:30 PM	Lunch and Eapprovals
3:00 PM - 5:00 PM	DMCSI (Deputy Ministers' Committee on Social Initiatives) --

September 2, 2020

9:00 AM - 9:30 AM	Jill/JC: touch base --
11:30 AM - 12:00 PM	Weekly FOI Call (2020 Mtg Series) --

September 2, 2020 Continued

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 - 2:00 PM	Lunch and Eapprovals
2:30 PM - 3:30 PM	Alex/Jill Connect
3:30 PM - 4:00 PM	Jill/Sunny PGYCC

September 3, 2020

7:00 AM - 8:00 AM	Personal Information
9:00 AM - 10:00 AM	Jill/JC/Tanya: touch base --
10:30 AM - 11:00 AM	Jill/Bobbi Executive performance review (accomplishments template)
11:00 AM - 12:00 PM	Jill/Bobbi re: Weekly Touch Base --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/David re: Bi-weekly --
1:00 PM - 1:30 PM	Jill/David - Executive Performance Review template
1:30 PM - 2:00 PM	Buffer
2:00 PM - 2:30 PM	Catch up Meeting - Michael McEvoy and Jill Kot

September 3, 2020 Continued

3:00 PM - 3:30 PM Jill/Justin re: Touch Base

3:30 PM - 4:00 PM Jill/Hayden: Contract

4:00 PM - 4:30 PM Jill/Kerry: Chat

September 4, 2020

7:00 AM - 7:30 AM Monthly Test of Satellite Phone

8:30 AM - 10:00 AM DMC

10:30 AM - 11:00 AM Jill/Sunny/Bobbi/Stephen: FPT Deputy Heads of Public Works Committee

11:00 AM - 11:45 AM CITZ Expanded Exec Bi-weekly Check-in --

11:45 AM - 2:00 PM Private Appointment

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

September 7, 2020

8:00 AM - 5:00 PM Labour Day

September 8, 2020

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

9:00 AM - 9:30 AM Jill, CJ & Hayden re: DMCSSP Pre-brief

September 8, 2020 Continued

9:30 AM - 10:00 AM	PHONE CALL: Jill/Courtney re: Bi-weekly --
10:00 AM - 11:00 AM	Office Work/Eapprovals: Work on S. Stanford Exec Review for PSA
11:00 AM - 11:30 AM	Lunch and Eapprovals
11:30 AM - 12:00 PM	Jill/Sunny: Safe Restart
12:00 PM - 12:30 PM	CONFERENCE CALL: Don Wright, Allison Bond, Jill Kot, Elenore Arend (obo Mark Sieben) and Christina Zacharuk - PG Facility
12:30 PM - 1:15 PM	CBRE: Diversity & Inclusion
1:30 PM - 3:30 PM	1:30PM DMCSSP

September 9, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 9:30 AM	Jill/CJ/Bobbi re: OCIO Audits
9:30 AM - 10:30 AM	eApprovals
10:30 AM - 11:00 AM	Prebrief for September 15 Videoconference - FPT Deputy Heads of Public Works Committee [EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.
11:00 AM - 11:30 AM	Jill/JC: touch base --
11:30 AM - 12:00 PM	Weekly FOI Call (2020 Mtg Series) --

September 9, 2020 Continued

12:00 PM - 1:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Leon Gaber, Tracee Schmidt, Tracy Campbell, Bobbi Sadler and Hayden Lansdell --
12:30 PM - 3:00 PM	MINISTER: UBCM Pre-brief
3:00 PM - 4:00 PM	CITZ Executive Committee
4:30 PM - 5:00 PM	211 Sustainable Business Model

September 10, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 10:00 AM	OCIO Bi-weekly (Jill, CJ, Alex, Kerry, Bobbi & Hayden) --
10:00 AM - 10:30 AM	Jill/Hayden: Basic Income CITZ Role
10:30 AM - 11:00 AM	Jill/Bobbi/Stu/Alex re: Workstations --
11:00 AM - 12:00 PM	Jill/Bobbi re: Weekly Touch Base --
12:00 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/CJ/Kerry/Chad/Cathy: FOI Capital Request
2:00 PM - 2:30 PM	Jill/CJ/Hayden/Bobbi/Dean/Gary/Chris/Alex re: Status of Current Audits + Pre-brief for OAG Mtg Sept 21
2:30 PM - 3:00 PM	Jill/CJ & Hayden re: Digital Investment Board Pre-brief (Mtg. Sept 18)
3:00 PM - 4:00 PM	Jill/JC/Tanya: touch base --

September 11, 2020

7:00 AM - 8:00 AM	Jill/Lori: Morning Walk --
8:30 AM - 10:00 AM	DMC
10:00 AM - 11:00 AM	Basic Income Presentation
11:15 AM - 11:45 AM	Jill/CJ/Kerry: MCFD FOI's
12:30 PM - 1:30 PM	Lunch and Eapprovals
1:30 PM - 2:00 PM	Jill/Sunny re: Bi-weekly --
2:00 PM - 2:45 PM	Jill/Dean re: Bi-weekly --
3:00 PM - 5:00 PM	Meeting

September 14, 2020

8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
10:00 AM - 10:30 AM	Phone Call: Jill/Dean re: HR Plan
11:30 AM - 12:00 PM	Jill/JC: touch base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/CJ re: Bi-weekly Mtg --
2:00 PM - 3:45 PM	CITZ Executive Committee (2020 Mtg. Series) --
4:00 PM - 4:30 PM	UBCM: Meeting ID 460: Village of McBride

September 14, 2020 Continued

5:30 PM - 6:00 PM PHONE CALL: Jill & Christine Kennedy

September 15, 2020

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

9:00 AM - 11:30 AM Updated, Videoconference, FPT Deputy Heads of Public Works Committee / Mise à jour, Vidéoconférence, Comité des administrateurs généraux FPT des travaux publics -- Videconference

12:00 PM - 1:00 PM LUNCH

1:00 PM - 3:00 PM eApprovals

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

September 16, 2020

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

9:00 AM - 9:30 AM Jill/JC: touch base --

10:00 AM - 10:30 AM Jill/Jen re: Calendar

10:30 AM - 11:00 AM Phone Call: Jill and David Mortimer re: Touch Base

September 16, 2020 Continued

11:30 AM - 12:00 PM	Weekly FOI Call (2020 Mtg Series) --
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 - 2:30 PM	eApprovals
2:30 PM - 3:15 PM	Jill & Debbie re: Touch Base & CLDF Pre-brief
3:15 PM - 4:00 PM	Jill/Bobbi re: Weekly Touch Base --
4:15 PM - 4:45 PM	DM Bond/DM Kot/Elenore - connect

September 17, 2020

7:00 AM - 8:00 AM	Personal Information
8:30 AM - 9:00 AM	8:30-9:00am - Daily Comms Call --
9:00 AM - 11:30 AM	eApprovals
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:00 PM	Jill/Bobbi/Dawson & Leila re: PPE Donated items
1:00 PM - 1:45 PM	Jill/David re: Bi-weekly --
2:15 PM - 2:45 PM	Jill/CJ/Hayden re: IDD DM Board Meeting Pre-brief (Mtg. Sept 25)
3:00 PM - 4:00 PM	Private appt

September 18, 2020

7:00 AM - 8:00 AM	Jill/Lori: Personal Information
8:30 AM - 10:00 AM	DMC --Security Concern Teams
11:15 AM - 12:15 PM	CITZ Expanded Exec Bi-weekly Check-in --
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 2:00 PM	Jill/JC/Jennifer: touch base --
2:00 PM - 3:00 PM	Eapprovals/emails/office work
3:00 PM - 4:30 PM	Digital Investment Board Meeting

September 19, 2020

10:00 AM - 11:00 AM	MEETING: DM
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September 21, 2020

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/Teri re: Touch Base
10:30 AM - 11:00 AM	Buffer
11:00 AM - 12:00 PM	Lieutenant Governor's Government House Renovations Briefing
12:00 PM - 1:00 PM	Lunch and Eapprovals

September 21, 2020 Continued

1:00 PM - 1:30 PM	Monthly Mtg with Jill, CJ & Susan Stanford
1:30 PM - 2:00 PM	Quarterly Update Meetings 2020: OAG & CITZ --
2:30 PM - 3:00 PM	Jill/CJ/Kerry/Hayden/Bobbi/Alex/Chad & Cathy re: DIB Debrief re: FOI
3:00 PM - 4:30 PM	CITZ Executive Committee (2020 Mtg. Series) --

September 22, 2020

All Day	UBCM
9:00 AM - 9:30 AM	Phone Call: Jill & Jeannette
9:30 AM - 10:00 AM	Jill/Courtney re: Bi-weekly --
12:00 PM - 1:00 PM	Lunch and Eapprovals
3:00 PM - 3:15 PM	Phone Call: Jill & Bev
3:15 PM - 4:00 PM	Phone Call: Jill/Dean re: Bi-weekly --
4:30 PM - 5:00 PM	Check-in

September 23, 2020

All Day	UBCM
9:00 AM - 10:30 AM	In Person: Jill/Sunny re: Bi-weekly --

September 23, 2020 Continued

10:30 AM - 11:00 AM	Jill/JC: touch base --
11:00 AM - 12:00 PM	Executive Check In
12:00 PM - 12:45 PM	FW: Virtual Launch
1:00 PM - 2:00 PM	Supply Chain PPE / Lori Halls, Jill Kot, Peter Pokorny, Leon Gaber, Tracy Campbell, Bobbi Sadler, Hayden Lansdell, Carolyn Bell. --
2:00 PM - 2:30 PM	Jill/Bev/Jeanette E. re: Review Presentation for Oct 8 FPT DM's Table on Service Delivery meeting
2:30 PM - 3:00 PM	Bev: touch base --
3:30 PM - 6:30 PM	Private Appointment

September 24, 2020

All Day	UBCM
9:00 AM - 10:00 AM	Review Speaking bullets Personal Information
10:00 AM - 10:30 AM	Jill/Bobbi/Alex & Stu re: Workstations --
10:30 AM - 11:00 AM	Buffer
11:00 AM - 12:00 PM	Jill/Bobbi re: Weekly Touch Base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:15 PM	PHONE CALL: Jill & Kevin
1:15 PM - 4:30 PM	Personal Information

September 24, 2020 Continued

1:30 PM - 2:00 PM	Phone Call: Jill & Yvonne Koehn, Elections BC re: Elections Call
2:00 PM - 2:30 PM	FYI - Jill saying a few words ^{Personal Information}
3:00 PM - 4:00 PM	Jill/JC/Jennifer: touch base --
4:00 PM - 4:15 PM	Phone Call: Jill & CJ re: debrief

September 25, 2020

7:00 AM - 8:00 AM	Jill/Lori ^{Personal Information}
8:30 AM - 10:00 AM	DMC
10:30 AM - 11:00 AM	Jill/Mark Liedemann: Touchbase
11:00 AM - 12:00 PM	Executive Check-in
12:30 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 3:00 PM	Eapprovals/emails/office work
3:15 PM - 4:15 PM	Jill/Debbie/Bev/Hayden/Rueben re: DMCPSR Pre-brief

September 28, 2020

9:15 AM - 10:00 AM	Jill/CJ/Hayden re: Digital Framework Refresh Briefing
10:00 AM - 10:30 AM	In Person: Jill/CJ re: Bi-weekly Mtg --

September 28, 2020 Continued

10:30 AM - 11:30 AM	eApprovals
11:30 AM - 12:00 PM	Jill/JC: touch base --
12:00 PM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 2:00 PM	Corporate Executive Virtual Meeting
2:00 PM - 4:00 PM	CITZ Executive Committee (2020 Mtg. Series) --

September 29, 2020

8:30 AM - 5:00 PM	Executive Review Panel - Corporate Panel (day 1 of 1)
4:30 PM - 5:00 PM	Discussion of Memo Sent

September 30, 2020

8:30 AM - 8:45 AM	Phone Call: Jill & Dean re: IMB
9:00 AM - 9:30 AM	Discussion on FPT Procurement committees
9:30 AM - 10:00 AM	Phone Call: Jill & David
10:00 AM - 10:30 AM	eApprovals
10:30 AM - 11:30 AM	Supply Chain PPE --
11:30 AM - 12:30 PM	Lunch
12:30 PM - 1:30 PM	BC DMs/Federal Discussion ** DOCUMENT ADDED **

September 30, 2020 Continued

2:00 PM - 2:30 PM

Jill/JC: touch base --

4:00 PM - 4:30 PM

Jill/CJ/Dean re: JEDC Financial Arrangement

4:30 PM - 5:00 PM

Jill/CJ/Bobbi & James re: ICT Timeframe