

October 1, 2020

8:30 AM - 9:30 AM	Executive Review Panel ^{Personal Information}
9:30 AM - 10:00 AM	Buffer
10:15 AM - 11:00 AM	Jill/JC/Jennifer: touch base --
11:00 AM - 12:00 PM	Jill/Bobbi re: Weekly Touch Base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:45 PM	Jill/David re: Bi-weekly --
2:30 PM - 3:00 PM	Jill/Bobbi/Tracee/ Dean re: SPO Report-back Pre-brief
3:30 PM - 4:30 PM	Jill/CJ/Kerry/Chad re: MCFD FOI

October 2, 2020

7:00 AM - 8:00 AM	Personal Information
8:30 AM - 10:00 AM	DMC
10:15 AM - 10:30 AM	Phone Call: Jill & Christine
10:45 AM - 11:15 AM	eApprovals
11:15 AM - 12:15 PM	CITZ Expanded Exec Bi-weekly Check-in --
12:15 PM - 1:00 PM	Lunch and Eapprovals
1:15 PM - 2:00 PM	(1:15) MEETING: Christina, Lori H, Lori W, Richard, Bobbi, Jill, Amy re: Transition Guidance

October 2, 2020 Continued

2:15 PM - 3:15 PM	eApprovals
3:30 PM - 4:30 PM	MEETING: Don Wright, Richard Fyfe, Christine Kennedy, Lori Wanamaker, Heather Wood, Jill Kot, Christina Zacharuk - Modernizing Government
5:00 PM - 5:30 PM	Monthly Test of Satellite Phone

October 5, 2020

8:45 AM - 9:00 AM	Lisa Bishop fixing Jill's MS Teams
9:00 AM - 9:30 AM	Jill/CJ/Alex re: 1:1 Meeting
10:00 AM - 12:00 PM	CITZ Executive Committee --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:30 PM	Jill/JC: touch base --
1:30 PM - 3:30 PM	eApprovals
2:00 PM - 2:15 PM	Conference Call: Quick Update
4:00 PM - 5:00 PM	MEETING: Don Wright and Jill Kot - DM Meeting

October 6, 2020

9:00 AM - 9:45 AM	Jill/Dean re: Bi-weekly --
10:00 AM - 11:00 AM	Jill/CJ/Alex/Bobbi & Terry Whitney re: SMTP Briefing

October 6, 2020 Continued

11:00 AM - 12:00 PM	Jill/Bobbi re: Weekly Touch Base --
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 1:45 PM	Jill/Sunny re: Bi-weekly --
2:00 PM - 2:30 PM	Jill/Michele re: Leadership
3:00 PM - 4:30 PM	Jill/Bobbi/Tracee/Geoff/Dean & Tim (Optional) re: SPO Report Back briefing
4:45 PM - 5:15 PM	Phone Call: Jill & CJ

October 7, 2020

8:30 AM - 9:00 AM	Jill/Bobbi/Alex/Stu re: Workstations --
9:00 AM - 9:45 AM	Bev: touch base --
10:00 AM - 10:30 AM	Jill/Dean/Jeanette & Jackie re: FOI
11:00 AM - 11:30 AM	Jill/Lisa Bishop re: MS Teams
11:30 AM - 12:30 PM	Lunch and Eapprovals
12:30 PM - 1:30 PM	Supply Chain PPE --
1:30 PM - 3:30 PM	eApprovals
3:30 PM - 4:00 PM	Phone Call: Jill/Courtney re: Bi-weekly --

October 8, 2020

8:30 AM - 9:00 AM	Jill/CJ/Hayden re: IMIT Operating Model
9:00 AM - 10:00 AM	Jill/JC/Jennifer: touch base --
10:00 AM - 11:30 AM	Meeting of the FPT DMs' Table on Service Delivery Collaboration
11:30 AM - 12:00 PM	Lunch and Eapprovals
12:00 PM - 1:30 PM	Review corporate transition binder material
1:30 PM - 2:00 PM	Prep for Expanded Exec Mtg
2:00 PM - 4:30 PM	CITZ Expanded Exec Mtg re: Finance

October 9, 2020

7:00 AM - 8:00 AM	Personal Information
8:30 AM - 10:00 AM	DMC
8:30 AM - 10:00 AM	DMC - Invite for Tom and Wes to attend with Jill
10:00 AM - 10:30 AM	eApprovals
10:30 AM - 11:00 AM	Jill & Dean re: Staffing Requests
11:00 AM - 12:00 PM	Executive Check-in
12:00 PM - 1:30 PM	Review Corporate Transition Binder

October 9, 2020 Continued

2:00 PM - 5:00 PM

Think Tank

October 12, 2020

8:00 AM - 5:00 PM

Thanksgiving Day

October 13, 2020

All Day

Cancelled: 3 to 5 - DMCSI

8:30 AM - 10:30 AM

Private Appointment

11:00 AM - 11:30 AM

PHONE CALL: Jill/Sunny re: Pre-brief for EMBC/CITZ Mtg re: CERRC/CONOPS Post Disaster Facility (Mtg Oct 14)

12:00 PM - 12:30 PM

Conference Call: Jill/CJ/Kerry re: Touch Base

12:30 PM - 1:30 PM

LUNCH

1:30 PM - 2:00 PM

PHONE CALL: Jill/JC: touch base --

2:00 PM - 4:00 PM

eApproval

4:00 PM - 4:30 PM

Deputy AG Richard Fyfe, DM Kot, ADM Dhaliwal, ADM Tracy Campbell

October 14, 2020

All Day

Declined: 11:30 - FOI Call

8:30 AM - 9:15 AM

Jill/CJ re: Bi-weekly Mtg --

9:15 AM - 11:00 AM

Review/approval Minister Transition binder

October 14, 2020 Continued

11:00 AM - 12:00 PM	EMBC/CITZ re: ^{Advice/Recommendations}
12:00 PM - 1:00 PM	Supply Chain PPE --
1:00 PM - 1:30 PM	Jill/CJ/Alex/Hayden & David re: IMIT
1:30 PM - 2:00 PM	Jill/CJ/Hayden/Gen re: Cloud/HADF
2:30 PM - 4:30 PM	CITZ Executive Committee (2020 Mtg. Series) --
4:30 PM - 5:00 PM	Jill/CJ/Kerry & Jeannette re: Ministerial Orders

October 15, 2020

7:00 AM - 8:00 AM	Personal Information
8:45 AM - 9:45 AM	Review / Approve Corporate Binder Transition Material
9:45 AM - 10:00 AM	CONFERENCE CALL: Jill/CJ & Kerry re: FOIPPA
10:00 AM - 11:00 AM	Jill/JC/Jennifer: touch base --
11:00 AM - 11:30 AM	Office Time
11:30 AM - 12:15 PM	Lunch and Eapprovals
12:45 PM - 1:15 PM	Jill/Sunny re: eApp 8379
1:30 PM - 3:30 PM	DMIIF

October 15, 2020 Continued

1:30 PM - 3:30 PM DMIIF on MS Teams

October 16, 2020

7:00 AM - 8:00 AM Personal Information

8:30 AM - 10:00 AM DMC

8:30 AM - 10:00 AM DMC - Invite for Tom and Wes to attend with Jill

10:30 AM - 12:00 PM Review/approval final Corporate Transition binder

12:00 PM - 12:30 PM Jill/CJ/Alex & Gary re: Cybersecurity

12:30 PM - 1:00 PM Lunch and Eapprovals

1:00 PM - 1:30 PM Jill/David re: Bi-weekly --

2:00 PM - 3:00 PM Jill, Dean & Lisa

3:00 PM - 3:30 PM Jill/CJ/Hayden re: IDD DM Board Meeting Pre-brief (Mtg. Oct 23)

3:30 PM - 4:00 PM Jill/CJ & Hayden re: Digital Investment Board Pre-brief (Mtg. Oct 21)

4:00 PM - 4:30 PM Jill/Debbie/Bev/Hayden & Rueben re: DMCPSP Forward Agenda

October 19, 2020

9:00 AM - 10:00 AM	Jill/Bobbi/Tracee & Dawson re: PPE Supply
10:00 AM - 11:30 AM	CITZ Executive Committee (2020 Mtg. Series) --
11:30 AM - 12:00 PM	11:30 HMTQ (MOCS) (BC Registry Services)
12:00 PM - 1:00 PM	Lunch
2:00 PM - 2:30 PM	Meeting: Christina, Richard, Lori H, Bobbi, Jill, Heather and Amy
2:45 PM - 3:00 PM	Phone Call: Jill & Anton
3:30 PM - 4:30 PM	eApprovals
4:30 PM - 5:00 PM	Jill/CJ/Hayden/Alex/David & Kim re: Debrief for Small/Medium Sized Business Recovery Program

October 20, 2020

8:30 AM - 9:00 AM	Jill/Richard & Doug re: ^{Advice/Recommendations}
9:00 AM - 11:00 AM	eApprovals
11:15 AM - 12:00 PM	Jill/Sunny re: Bi-weekly --
12:00 PM - 1:00 PM	Lunch and Eapprovals
2:00 PM - 2:30 PM	HLTH Briefing - Jill/Bev/Sophia
2:30 PM - 3:00 PM	Connect - DM Kot, James Gordon & Jamie Sawchuk - Deloitte

October 21, 2020

9:00 AM - 9:30 AM	Jill/JC: touch base --
9:30 AM - 11:00 AM	Review Ministry Transition Binder
11:00 AM - 11:45 AM	Jill/Dean re: Bi-weekly --
12:00 PM - 1:00 PM	Supply Chain PPE --
1:00 PM - 2:00 PM	Lunch and Eapprovals
2:00 PM - 3:30 PM	Digital Investment Board Meeting
3:30 PM - 4:00 PM	eApprovals
4:00 PM - 5:00 PM	Corporate Ethics Governance Council

October 22, 2020

9:00 AM - 9:30 AM	eApprovals
9:30 AM - 10:00 AM	Jill/CJ/Kerry re: PC Letter
10:00 AM - 10:30 AM	Jill/Bobbi/Alex/Stu re: Workstations --
10:30 AM - 11:00 AM	Jill/Bobbi re: Weekly Touch Base --
11:00 AM - 1:00 PM	Review Ministry Transition Binder
1:30 PM - 2:00 PM	Bev: touch base --
2:30 PM - 2:45 PM	Phone Call: Jill and CJ

October 22, 2020 Continued

3:00 PM - 4:00 PM Jill/JC/Jennifer: touch base --

4:30 PM - 5:00 PM Update

4:45 PM - 5:45 PM Jill & Kim Lacharite

October 23, 2020

7:00 AM - 8:00 AM Personal Information

8:30 AM - 10:00 AM DMC

8:30 AM - 10:00 AM DMC - Invite for Tom and Wes to attend with Jill

10:00 AM - 11:00 AM Review Ministry Transition Binder

11:00 AM - 12:00 PM Executive Check-in

12:00 PM - 12:30 PM Jill/Sunny/Alex/Hayden/Bobbi/Chris & Lorne re: Space Booking Tool

12:30 PM - 1:00 PM Lunch and Eapprovals

1:00 PM - 1:45 PM Supply Chain Update / Lori / Jill / Bobbi / Tracee / Leon

1:45 PM - 3:45 PM Review Ministry Transition Binder

4:00 PM - 4:30 PM Jill/Dean re: Staffing Requests

October 25, 2020

1:00 PM - 2:00 PM Stock Taking Re Election Results

October 26, 2020

9:30 AM - 10:30 AM PECSF Event - CITZ Spelling Bee

10:30 AM - 11:30 AM Review Ministry Transition Binder or eApprovals

11:30 AM - 12:00 PM Jill/JC: touch base --

12:00 PM - 12:30 PM Lunch and Eapprovals

1:00 PM - 1:45 PM Jill/CJ re: Bi-weekly Mtg --

1:45 PM - 2:30 PM Review Ministry Transition Binder

2:30 PM - 4:30 PM CITZ Executive Committee (2020 Mtg. Series) --

October 27, 2020

All Day Cancelled: DMCSI

8:15 AM - 9:15 AM Private Appointment

10:00 AM - 12:00 PM Review Ministry Transition Binder or eApprovals

12:00 PM - 1:00 PM Lunch and Eapprovals

1:00 PM - 2:00 PM DMCPSC (2020 Mtg. Series) --

2:00 PM - 2:30 PM Buffer

2:30 PM - 3:30 PM Jill & Alex re: Touch Base

October 27, 2020 Continued

3:30 PM - 4:00 PM

PHONE CALL: Jill & Hayden re: GPI

4:00 PM - 5:00 PM

Review Ministry Transition Binder

October 28, 2020

All Day

Cancelled: 12:00 - Supply Chain PPE

All Day

Declined: 11:30 - FOI Call

7:00 AM - 8:00 AM

Jill/Lori: Morning Walk --

8:30 AM - 9:00 AM

Jill/CJ/Hayden re: Lab Space

9:00 AM - 10:00 AM

Jill/Bobbi re: Weekly Touch Base --

10:00 AM - 12:00 PM

Review Ministry Transition Binder or eApprovals

12:00 PM - 1:00 PM

Lunch and Eapprovals

2:30 PM - 3:00 PM

Krystal & Jill Touch Base

3:30 PM - 6:30 PM

Private Appointment

October 29, 2020

All Day

Cancelled: DMCSSP

7:00 AM - 8:00 AM

Personal Information

October 29, 2020 Continued

9:00 AM - 10:00 AM	Conference Call: Jill/JC/Jennifer: touch base --
10:15 AM - 10:45 AM	PHONE CALL: Jill/David re: Bi-weekly --
11:00 AM - 11:30 AM	Allison/Jill/David - PHO comments
12:00 PM - 1:00 PM	Lunch and Eapprovals
1:00 PM - 3:00 PM	Review Transition Binder
3:00 PM - 4:30 PM	Review GPI material
3:30 PM - 4:00 PM	Jill/CJ/Caroline Nevin re: Technology Project
4:30 PM - 5:30 PM	Touch Base

October 30, 2020

8:30 AM - 10:00 AM	DMC
8:30 AM - 10:00 AM	DMC - Invite for Wes and Scott to attend with Jill
10:30 AM - 10:45 AM	PHONE CALL: Jill & Sunny re: Advice/Recommendations
10:45 AM - 11:15 AM	eApprovals
11:15 AM - 12:15 PM	CITZ Expanded Exec Bi-weekly Check-in --
12:15 PM - 12:45 PM	Lunch and Eapprovals
1:00 PM - 4:30 PM	DMC Calibration