

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, November 27, 2012
Crosstown Boardroom, 4th Floor, 3350 Douglas St.
Teleconference s.15, s.17
Participant ID s.15, s.17
Bruce is the Moderator
1:30– 3:00 pm

1. Approval of Agenda
2. Approval of previous meeting's Minutes and update of Actions Summary
3. Discussion/Decision items
 - a. Safety (standing item)
 - b. Training (standing item)
 - c. Vehicles (standing item)
 - d. Inspector/ Investigator clothing (Bruce)
 - e. Enforcement Hearing Resourcing Pressures (Bruce)
 - f. EH Excel Charts (Bruce)
 - g. Staff Appreciation Lunches (Bruce)
4. Divisional Updates
 - a. Deputy General Manager (Bruce)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

**Liquor Control and Licensing Branch
C&E Managers' Meeting
November 27, 2012
4th Floor 3350 Douglas Street/Teleconference
1:30 – 3:00 p.m.**

PRESENT: Bruce Edmundson (Chair), Mike Clark, Donna Lister, Ray Tetzl, Kathy Jones (recording)

Approval of Agenda

The agenda was approved with the addition of:
Computer Refresh - Donna

Approval of Previous Meeting's Minutes

- The Minutes of the November 13th meeting were approved and action items updated.

Discussion/Decision Items

Safety (standing item)

- None.

Training (standing item)

- None.

Vehicles (standing item)

- None.

Inspector/Investigator Clothing – Bruce

- Bruce will draft policy regarding clothing provided by government to liquor inspectors.
- Regional Secretaries for each region will now be ordering clothing for inspectors in their areas.

Enforcement Hearing Resourcing Pressures – Bruce

- Referring to spreadsheets illustrating the increase in pre-hearing conferences as of October 30th, Bruce outlined the plan for dealing with the workload pressure.
- Planning underway to complement the current hearing delegate roster with an additional 2 delegates.
- Planning underway to hire a third advocate in light of hiring freeze.

Staff Appreciation Lunches – Bruce

- Bruce reminded Managers about criteria for staff recognition events.

Computer Refresh – Donna

- Melanie requires a new battery for laptop.
- Bruce to confirm with Mike regarding practice of keeping batteries in laptop while the laptop is in docking station.

Divisional Updates

Fraser Valley/North - Mike

- Two contraventions at s.15
- Holly assisting with s.15
- National Hotel – 3 assaults in as many weeks.
- Two contraventions resulting from MAP work led by Rupl over the weekend.
- Rupl, McKenzie and Mike met with CRA regarding federal excise tax and wineries/breweries.

Vancouver Island/Okanagan – Bruce for Gary

- iPhone training rolling out well.
- Orientation for inspectors and investigators held recently over three days also went well.
- Covert inspections happening in the region.
- s.22 modified duties in December.
- Kamloops MAP work on complaints received from public – 4 of 6 failed.
- s.22 on leave.

Investigations – Ray

- Gail and Tim working on forensic accounting.

Vancouver - Donna

- Western Finals went well.
- Recent MAP work resulted in no contraventions.
- Challenges with all age events in DTES area.
- Meeting with staff regarding dividing work with one less inspector.

Date of Origin M/D/Y	ACTIONS Summary	Status
6/27/12	<ul style="list-style-type: none">• Giving Evidence training will be reviewed by Bruce and Mike. Update July 10/12: Consider 1 or 2 day training session for each region in the fall. Update 10/16/12: Review to be completed after holidays.	In progress
10/31/12	<ul style="list-style-type: none">• Kathy to arrange further POSSE training for Admins	In progress

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, January 15, 2013
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

1:30– 3:00 pm

1. Approval of Agenda
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3. Discussion/Decision items
 - a. Safety (standing item)
 - b. Training (standing item)
 - c. Vehicles (standing item)
 - d. Tigertel - Bruce
4. Divisional Updates
 - a. Deputy General Manager (Bruce)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

**Liquor Control and Licensing Branch
C&E Managers' Meeting
January 15, 2013
Crosstown Boardroom / Teleconference
1:30 – 3:00 p.m.**

PRESENT: Bruce Edmundson (Chair), Donna Lister, Gary Barker, Mike Clark, Ray Tetzl, Pam Edwards (recording)

Approval of Agenda

- Items added to the Agenda:
 - Intoxication - Bruce
 - POSSE access - Mike

Approval of Previous Meeting's Minutes

- The Minutes of the previous meeting will be reviewed at the February meeting.

Discussion/Decision Items

Safety (standing item)

- Nothing to report.

Training (standing item)

- Nothing to report.

Vehicles (standing item)

- The Branch will determine whether or not funds can be obtained from the Ministry of Energy and Mines contingency fund for replacement of vehicles outside of normal parameters to replace Inspector Booth's vehicle.

Intoxication – Bruce

- When Regional Manager's are reviewing NOEA's please pay particular attention to wording describing the signs of intoxication.

POSSE Access – Mike

- Mike would like to determine how to get minor entries in POSSE, such as spelling errors, or wrong addresses, corrected in POSSE documents.
- Neither regional managers nor inspectors have access to make corrections, or know who to contact for corrections.
- Contact Rebecca at this time until a decision is made on the matter.

Divisional Updates

Deputy General Manager – Bruce

- The advocate posting is on line.
- Bruce gave a presentation at the Vancouver regional office on C&E Statistics in 2012. He will schedule time with Mike and Gary to give the presentation to their inspectors.
- Two more hearing delegates will be hired.
- Mandy now has a half time assistant to help because of the volume of enforcement actions.
- Bruce and Gary have a meeting scheduled for tomorrow with Bert Hicks regarding SOL's.

Vancouver/Greater Vancouver – Donna

- Bruce, Charlie, Donna and MAP agents were out on Saturday night resulting in one FP and one LRS being issued contravention notices.

Fraser Valley/North – Mike

- Terry and Ron will be in Victoria on Thursday for POSSE training on zone realignment. Manning Park and Spence's Bridge will be assigned to the Surrey region. New areas will be effective on Friday.
- Mike is taking labour relations training on Thursday.
- s.15
- Holly has been in Prince George and will be returning to receive more training along with Wally at the Prince George Detachment.
- Rupi and Bruce are meeting to determine the new MAP contracts.

Investigations - Ray

- Reports are forthcoming and will be sent to Bruce.
- Gail is meeting with Gaming in Kelowna.

Vancouver Island/Interior – Gary

- Cactus Club has been re-issued a suspension after four years in the legal system.
- s.15
- Covert inspections are being arranged.
- LDB product scanners will be reviewed by Gary and Ray when they are set-up.
- Monty's in Victoria has closed.
- Cheetah's in Kelowna may be closed. Doug and Randy will determine when their licence due for renewal and whether the closure is permanent.
- s.22 on full duties.

Date of Origin M/D/Y	ACTIONS Summary	Status
01/15/13	<ul style="list-style-type: none"> The Branch will determine whether or not funds can be obtained from the Ministry of Energy and Mines contingency fund for replacement of vehicles outside of normal parameters to replace Inspector Booth's vehicle. 	
01/15/13	<ul style="list-style-type: none"> Bruce will determine who will correct minor entries in POSSE documents, such as spelling errors, or wrong addresses. 	
01/15/13	<ul style="list-style-type: none"> Gary and Mike will schedule times for Bruce to give a presentation on C&E Statistics in 2012. 	

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, January 29, 2013
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

1:30– 3:00 pm

1. Approval of Agenda
2. Approval of previous meeting's Minutes and update of Actions Summary
3. Discussion/Decision items
 - a. Safety (standing item)
 - b. Training (standing item)
 - c. Vehicles (standing item)
 - d. Auctioning Liquor Working Group (Bruce)
 - e. My Performance (Bruce)
 - f. Vacancies (Bruce)
4. Divisional Updates
 - a. Deputy General Manager (Bruce)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

**Liquor Control and Licensing Branch
C&E Managers' Meeting
January 29, 2013
Crosstown Boardroom / Teleconference
1:30 – 3:00 p.m.**

PRESENT: Bruce Edmundson (Chair), Donna Lister, Gary Barker, Mike Clark, Ray Tetzl, Kathy Jones (recording)

Approval of Agenda

- The agenda was approved as circulated.

Approval of Previous Meeting's Minutes

- The Minutes of the January 15th meeting were approved as circulated.

Discussion/Decision Items

Safety (standing item)

- Gang issues were discussed.

Training (standing item)

- Mike and Donna reported that the recent Giving Evidence training was well received by inspectors.

Vehicles (standing item)

- Nothing to report.

Auctioning Liquor Working Group – Bruce

- Bruce advised Management Janice Carlson will be leading the Auctioning Liquor Working Group which will require C&E representation.
- Mike will discuss with Holly and let Bruce know if she will participate.

My Performance – Bruce

- Bruce advised all Managers to complete a My Performance report.
- Individual meetings for Bruce and Managers have been arranged for late February to review the reports.
- Managers agreed that an annual cycle based on calendar year would work best within the C&E division.

Vacancies – Bruce

- An Expression of Interest will be posted for the liquor inspector position followed by an external posting.

Divisional Updates

Deputy General Manager – Bruce

- Bruce attended Ministry Executive for Karen last week.
- Bruce has been attending the cross-Ministry Compliance and Enforcement Committee meeting and advised that a Memorandum of Understanding to share compliance and enforcement related information between all Ministries is being worked on.
- Advocate posting now closed. Written assignments for shortlisted applicants are due next week with the expectation that interviews will follow the week after.

Fraser Valley/North – Mike

- Weekend work by Neelam and Kane was productive; contraventions issued.
- MAP work with Rupi, Mike and Ron in seven locations resulted in one sale.
- Collaborative work underway with Lori, Holly and Wally.

Vancouver Island/Interior – Gary

- Covert work going well; 2 NOEAs issued over the weekend.
- Ski Hill inspections underway.
- Planning for SOL season underway.

Vancouver/Greater Vancouver – Donna

- MAP work with Donna, Bruce and Doug over past weekend.
- SOL season planning underway. Working with Fire Officials on issues.

Investigations - Ray

- Keloha and Centre of Gravity final report will be out tomorrow.
- Fit and proper interviews being conducted tomorrow.
- Additional fit and proper investigations to begin shortly.

Date of Origin M/D/Y	ACTIONS Summary	Status
01/15/13	<ul style="list-style-type: none">• The Branch will determine whether or not funds can be obtained from the Ministry of Energy and Mines contingency fund for replacement of vehicles outside of normal parameters to replace Inspector Booth's vehicle.	w/ Jan
01/15/13	<ul style="list-style-type: none">• Bruce will determine who will correct minor entries in POSSE documents, such as spelling errors, or wrong addresses.	Kathy to follow-up with Mike
01/15/13	<ul style="list-style-type: none">• Gary and Mike will schedule times for Bruce to give a presentation on C&E Statistics in 2012.	Kamloops – March

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, February 12, 2013
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

1:30– 3:00 pm

1. Approval of Agenda
2. Approval of previous meeting's Minutes and update of Actions Summary
3. Discussion/Decision items
 - a. Safety (standing item)
 - b. Training (standing item)
 - c. Vehicles (standing item)
 - d. Sheriff Academy Course Catalogue (Bruce)
 - e. Possible Government Liquor Review (Bruce)
 - f. Public SOLs in Private Residences (Bruce)
4. Divisional Updates
 - a. Deputy General Manager (Bruce)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

**Liquor Control and Licensing Branch
C&E Managers' Meeting
February 12, 2013
Crosstown Boardroom / Teleconference
1:30 – 3:00 p.m.**

PRESENT: Bruce Edmundson (Chair), Donna Lister, Gary Barker, Mike Clark, Ray Tetzl, Kathy Jones (recording)

Approval of Agenda

- The agenda was approved as circulated.

Approval of Previous Meeting's Minutes

- The Minutes of the January 29th meeting were approved as circulated.

Discussion/Decision Items

Safety (standing item)

- Nothing to report.

Training (standing item)

- Nothing to report.

Vehicles (standing item)

- Options for replacing Jim Booth's vehicle to be discussed with Management Services.

Sheriff Academy Course Catalogue – Bruce

- Bruce advised that Executive has approved all safety related courses for liquor inspectors who may need first time training or a training refresher course. Bruce asked Managers to encourage their inspectors to take the safety training to ensure knowledge of personal safety is promoted and has been selected/is being offered in response to the needed training identified in the C&E staff survey.

Possible Government Liquor Review – Bruce

- Bruce asked Managers to raise the issue of a possible government liquor review at upcoming team meetings and gather feedback as to what should be included in such a review, as both government and the opposition have expressed an interest in a liquor review.

Public SOLs in Private Residences – Bruce

- SOLs in private residences were discussed. As yet, these have not been an issue to date in any region.

Divisional Updates

Vancouver Island/Interior – Gary

- Ski Hill project continues; some contravention notices have been issued already.
- Victoria covert inspections underway with a focus on operating contrary to primary purpose.

Fraser Valley/North – Mike

- Ron, McKenzie and Rupi conducted recent inspections in Surrey region using mobile POSSE which went very well.
- Recent MAP work resulted in 3 contravention notices after 5 inspections were conducted.
- Ron conducted recent work with the Abbotsford police which resulted in contravention notices.
- Lori and Holly conducted 14 inspections resulting in 2 contravention notices with a total of 5 contraventions.

Vancouver/Greater Vancouver – Donna

- Melanie, Heather and Marilyn conducted recent MAP work in LRSs and GLSs.
- Bruce and Rupi carrying out MAP training.

Investigations - Ray

- Tim will be in Victoria tomorrow to meet with the City and Police.
- Two Fit and Proper packages complete.

Deputy General Manager – Bruce

- Advocate competition is near completion.

Date of Origin M/D/Y	ACTIONS Summary	Status
01/15/13	<ul style="list-style-type: none">• The Branch will determine whether or not funds can be obtained from the Ministry of Energy and Mines contingency fund for replacement of vehicles outside of normal parameters to replace Inspector Booth's vehicle.	w/ Jan

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, February 26, 2013
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

1:30– 3:00 pm

1. Approval of Agenda
2. Approval of previous meeting's Minutes and update of Actions Summary
3. Discussion/Decision items
 - a. Safety (standing item)
 - b. Training (standing item)
 - c. Vehicles (standing item)
 - d. Standards of Conduct during an election (Bruce)
4. Divisional Updates
 - a. Deputy General Manager (Bruce)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

**Liquor Control and Licensing Branch
C&E Managers' Meeting
February 26, 2013
Crosstown Boardroom / Teleconference
1:30 – 3:00 p.m.**

PRESENT: Bruce Edmundson (Chair), Donna Lister, Gary Barker, Mike Clark, Ray Tetzl, Pam Edwards (recording)

Approval of Agenda

- Items added to the Agenda:
 - Violation Tickets - Gary
 - Note Taking – Bruce
 - SOL Training for LRS Store Managers - Bruce
 - Year End Expenses - Bruce

Approval of Previous Meeting's Minutes

- The Minutes of the previous meeting were approved as circulated.

Discussion/Decision Items

Safety (standing item)

- Gary gave an update on the shooting outside 919 Cabaret at the Strathcona.

Training (standing item)

- Nothing to report.

Vehicles (standing item)

- Jan Evans is processing the four replacement vehicles for the next fiscal year.

Standard of Conduct during an Election – Bruce

- Government protocol has been circulated. All employees should read the information.

Violation Tickets

- When asked about issuing Violation tickets, inspectors should inform licensees that the policy, training and further statutory authority necessary for issuing tickets is being developed.

Note Taking

- All inspectors are required to take notes independently during inspections.

SOL Training for LDB Staff

- Ralph and Brad, in conjunction with LDB, have created a manual and a cheat-sheet for approving SOL applications. Inspectors are the best positioned to train LDB managers and staff beginning in May.

Year-End Expenses

- Regional Managers will instruct the inspectors to submit all expense claims before the end of March.

Divisional Updates

Fraser Valley/North – Mike

- Surrey broadcast inspections have been completed. Inspections will be expanding into other areas.
- A Gaming presentation was given at the Surrey office. Bruce attended and presented C&E Statistics for 2012.
- An establishment file has been requested to be used as evidence in a civil lawsuit.

Vancouver/Greater Vancouver – Donna

- Melanie Chalmers will be moving to the Surrey office on March 25.
- Melanie and Charlie conducted eight MAP inspections. CN's will be issued to 1 GLS and 1 FP.

Investigations - Ray

- F&P investigations are continuing.
- Ray and Tim will be in Victoria in March.

Deputy General Manager – Bruce

- Reference checks are being conducted for the advocate candidate.
- Bruce will be in Kamloops next month.

Vancouver Island/Interior – Gary

- MAP agents s.15
- MAP inspections were conducted s.15 While GLS's passed the inspections, many LRS's and RAS did not, bringing the failure rate to 50%.
- Inspections of ski hills in Kamloops and the West Kootenays produced only minor issues. Licensed establishments in towns resulted in CN's and NOEA's.
- The Branch is reviewing the Liquid Zoo judicial review decision.
- Ray and Gary will be attending an LDB presentation next week demonstrating product scanners.

Date of Origin M/D/Y	ACTIONS Summary	Status
01/15/13	<ul style="list-style-type: none"> The Branch will determine whether or not funds can be obtained from the Ministry of Energy and Mines contingency fund for replacement of vehicles outside of normal parameters to replace Inspector Booth's vehicle. Update: Jan has found money set aside for vehicle's involved in accidents. She will report her finds before the end of March. 	Ongoing
02/26/13	<ul style="list-style-type: none"> RM's will reply to Mike Briggs e-mail regarding catering training in POSSE. 	
02/26/13	<ul style="list-style-type: none"> Bruce will discuss vehicle assignment with Jan. 	
02/26/13	<ul style="list-style-type: none"> RM's will instruct inspectors on note taking during investigations at their team meeting. 	
02/26/13	<ul style="list-style-type: none"> RM's will discuss upcoming SOL training for LDB staff with inspectors at their team meeting. 	
02/26/13	<ul style="list-style-type: none"> RM's will instruct inspectors to submit all expense claims by March 15. 	