

# **Appeals Registry Stand Up MINUTES**

**Tuesday March 13, 2012  
Outside Arnie's office**

**Attendees:** Arnie, Karys, Eva, Caroline, Manni, Marie, Rose, Nina, Martha, Jacqueline.

**Absentees:** Jag, Linda

**Minutes:** Eva

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Minutes:

1. COA lot #- Effective immediately, when the lot # is missing on the Certificate of Analysis, do not fax the police requesting the lot #. Refer file to the adjudicator for review.
2. BAC tickets- If tickets are illegible do not request legible copies as per Bahia case law. Refer file to the adjudicator for review

s.22 s.22

Driver | ADP | Review | **Comments** | Events | Faxes | SAC | Admin

Notes for ADP # **s.22** as of 6-Mar-2008

29/02/2008 10:51:17 TW NORTH VANCOUVER OSC  
 No disclosure available when available please fax to his Lawyers office to # (604) 388-0063. Phone # (604) 384-2036.  
 Lawyers name is Howard Rubin.

06/03/2008 14:46:06 NM VICTORIA OSMV OSMV  
 ADP file created.

Add

Receipt Schedule Decision Print Save OK Cancel

22. Press **OK**.
23. If the police documents are already on the system and you have printed them off, skip to step 28.
24. If no documents have been sent by the police, you must fax a request to the police for the missing documents. Go to W:\Appeal Registry\ADPVI\Scheduling Forms& adpVi checklists and pick the appropriate request form for ADP or IRP. Complete the form and fax to the police detachment. Add this fax and the fax confirmation to the file. We request these documents once only.
25. Press **Comments**, press **Add**, and add the comment "Fax sent to [city] police detachment for all documents. Police log updated."
26. Go to w:\Appeal Registry\ADPVI\Worthington folder, open "Police Request Log [year].xls," and add information as required.
27. When the police documents are received (or if the documents are not received), open the Police Request Log again and update it. Review will go forward whether the documents are received or not.
28. Check that you have all the required pages in the file for either an ADP or IRP and they belong to the correct driver. If you have all the documents go to step 35.

NOTE: If the VI documents aren't included in the documents linked to the IRP check the ADP/VI system to see if there is in fact a VI and if so, print the documents and include as disclosure. You will need to ensure they go through the fax server and are linked to the IRP.

29. If the IRP RTS indicates that there is a prime report attached but we haven't received it you must request it from the police. Go to W:\Appeal Registry\ADPVI\Scheduling Forms& ADPVi checklist\IRP Request for Docs. Complete with the appropriate information and fax to the police. Add the documents and the fax confirmation to the file. Go back to steps 24 through to 27 (for updating comments and police log)
30. For ADP only, check that one of the tick boxes indicating the reason for the prohibition is ticked. If none is ticked, the ADP is a nullity (see 3.6, Nullities).
31. If For **ADP**, on *REPORT TO SUPERINTENDENT*, check whether report has been prepared to Crown Counsel. If yes, look for the report in the file. If not there, go to T:\appeal registry\ADPVI\Fax to police for RTCC and fax the request to the police. Wait for fax confirmation and include in file.



Ministry of Justice

Office of the Superintendent  
of Motor Vehicles  
www.pssg.gov.bc.ca/osmv

**FAX SHEET**

NO. OF PAGES (incl. cover): \_\_\_\_\_

DATE: \_\_\_\_\_

**URGENT**

**TO: NCO I/C**

NAME OF DETACHMENT/DEPT: \_\_\_\_\_

YOUR FILE #: \_\_\_\_\_

VIA FAX #: \_\_\_\_\_

FROM: Intake Agent  
Office of the Superintendent of Motor Vehicles  
PO BOX 9254 STN PROV GOVT  
VICTORIA BC V8W 9J2  
PH: (250) 356-6573

**PLEASE NOTE:**

This Review may not go  
forward for lack of  
documentation.

**Please send ONLY to FAX: (250) 356-6544**

RE: \_\_\_\_\_

ADP #00

IRP #20

IRP #30 \_\_\_\_\_

The driver named above was served with a **Notice of Administrative Driving Prohibition**  
by:

Officer's Name/Badge #: \_\_\_\_\_

In your detachment/department. The date of service was: \_\_\_\_\_

**The driver named above has applied for a review and the following documents (if they exist) are required in our office within **24** or **48** hours:**

- ☐ Notice and Certificate of Service;
- ☐ Report to Superintendent, pages 1, 2 and 3, together with any Report to Crown Counsel which may have been incorporated;
- ☐ Certificate of Analysis.

Missing Pages: \_\_\_\_\_

Illegible Documents: \_\_\_\_\_

Thank you for your cooperation.

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