

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, January 10, 2012
Crosstown Boardroom, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

2:00 pm – 3:30 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. Timely notice of alleged contraventions (Bruce)
 - e. Delivery service for LRS (Mike)
 - f. Penalty for fail to produce records (Mike)
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 10, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 p.m. – 3:30 p.m.**

PRESENT: Bruce Edmundson (Chair), Rupi Gill, Donna Lister, Gary Barker,
Mandy Fisher (recording)

ABSENT: Ray Tetzl, Mike Clark

Approval of Agenda

- Approved.
- Item 3F on the agenda has been resolved
- Badges encased to be added to next month's agenda.

Approval of Previous Meeting's Minutes and Update of Actions Summary

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

Discussion/Decision Items

Safety (standing item)

- **Rupi** – New Year's eve inspections – safety issue when inspectors were identified by a staff member to an intoxicated person who was to be removed from the establishment. Bruce suggested the licensees be reminded that staff are not to identify inspectors and patrons are to be removed once the inspector leaves. Also suggested putting this info (T&C) in the next liquor line.

ACTION: place in liquor line and RMs to raise at their next team meetings.

- **Gary** – discussed a fight that took place on New Year's outside a club in Kelowna which involved a police officer and a member of the HA.

Training (standing item)

- **Rupi** – Inspectors from the Surrey office completed a defensive driving course in December. Good source of information provided.

Vehicles (standing item)

- **Gary** – Jeff Hum's government vehicle was hit by a drunk driver while parked on the street outside his house in Kamloops. There is significant damage, but the vehicle is repairable.

Timely notice of alleged contraventions (Bruce)

- Reminder to please let licensees know (best practices) as soon as possible once enforcement action has taken place i.e. a phone call prior to them receiving the contravention notice.

Delivery service for LRS (Rupi)

- Driver purchases product from LRS and delivery service delivers it. LRS saying they are not accountable once driver purchases the product. LRS's are to keep records of purchases and who it is delivered to. If this is in the T&C guide than the inspector needs to point it out to the licensee to help them come into compliance.

ACTION: Mike to send information to Barry for review and clarification.

Divisional Updates

Vancouver Island/Interior - Gary

- New Year's eve— well behaved and quiet, no CNs issued.
- Discussed Jeff Hum's vehicle damage.
- MAP – to be rolled out into the interior. Working with Rupi on the plan.
- RI Competition – 26 applied and 13 prospects. In the process of reviewing the resumes.
- Jay and Kevin in Victoria this week for an enforcement hearing.
- Staff are back from vacation.

Fraser Valley/North – Rupi

- Neelam and Rick were out doing inspections on New Year's eve - one CN was issued.
- s.22 She also did a few convert inspections with Mike Matheson.
- McKenzie is pursuing enforcement action on an agent's licence. Details provided.

Vancouver/Greater Vancouver - Donna

- Bruce and Donna were out on New Year's eve doing inspections.
- Quiet in the Vancouver office and getting caught up on paperwork.

Manager of Investigations – Bruce for Ray

- Ray is working on the posting for the vacant Investigator position.

Deputy General Manager - Bruce

- Part of the Riot Review sub_group committee.
- s.14, s.15
- Tobacco enforcement posters and decals - Bruce is working with MOH on the details for ordering these for liquor inspectors to then distribute to licensees. Has also requested a list of tobacco enforcement officer names within the province, which he will give to the RMs, to help with the hiring of agents for MAP.

| Date of Origin M/D/Y | ACTIONS Summary | Status |
|-------------------------|---|-------------|
| 06/21/11 | <ul style="list-style-type: none"> Jan will give Bruce the deadline for vehicle purchase recommendation submissions for 2013, which must be submitted in the fall of 2012. Update: Jan to confirm purchase of one vehicle. Bruce will contact Jan. Update: Confirmed – one vehicle to be purchased. Purchase date TBD. | In-progress |
| 07/04/11 | <ul style="list-style-type: none"> Contract for Body Armour replacement. Update: Donna has worked with Lynda, the specs have been given and all is ready to be posted to BC Bid. Donna to let Bruce know when it's up on the website. Update: More info was required for the Bid. A sample bid was given for review. Donna will try to contact again. Update: Sample to Mike and Gary for review. Update: On BC Bid, Donna will be doing the evaluation of the tenders, with Gary to assist. | In-progress |
| 07/19/11 | <ul style="list-style-type: none"> Safety process review – Mike to follow-up with Rupi on the status. Also ask to include Tiger Tel in the review. Update: Service provider research completed. Next steps – Rupi to work with Jan on the contract process – will be discussed at next safety meeting on August 11^h. Update: Bruce has given approval for next steps. s.22 Mike will get update from Rupi. Update: A questionnaire has been developed and will be sent out to staff by Rupi. Update: Conference call scheduled for Jan 12th for Bruce and Rupi to discuss. | In-progress |
| 12/06/11 | <ul style="list-style-type: none"> s.14 | In-progress |
| 12/06/11 | <ul style="list-style-type: none"> Unproven compliance history – remove from NOEA in mid-January. Update: Bruce to raise this at the adjudicator's meeting this month. | In-progress |
| 12/06/11 | <ul style="list-style-type: none"> Bruce to contact Treoscope. | In-progress |
| 12/01/10 | <ul style="list-style-type: none"> Delivery service for LRS – Mike to send information to Barry for review and clarification. | |
| 12/01/10 | <ul style="list-style-type: none"> Inspectors being identified by staff to patrons – place info (T&C) in liquor line and RMs to raise this at team meetings. | |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, January 24, 2012
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

2:00 pm – 3:30 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. Digital Voice Recorders (Mike)
 - e. C&E Meal Claim (Bruce)
 - f. SOL Spreadsheet (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 24, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 p.m. – 3:30 p.m.**

PRESENT: Bruce Edmundson (Chair), Rupl Gill, Donna Lister, Gary Barker,
Ray Tetzcl, Mike Clark, Bruce Clark, Mandy Fisher (recording)

Approval of Agenda

- Approved.
- Badges encased and MAP updates added to the agenda.

Approval of Previous Meeting's Minutes and Update of Actions Summary

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

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Nothing to report

Vehicles (standing item)

- Nothing to report

Digital Voice Recorders (Mike)

- Mike discussed the decision made by executive for specific recorders to be purchased. Bruce approved Mike ordering smaller hand held recorders, but will first look into the details of the approval for the recorders and report back.

C&E Meal Claims (Bruce)

- Result of the MAP – either the inspector or agent can claim, but not both.
- There are concerns about meal claims as a whole i.e. training in one location, inspectors out of the region claiming as well as inspector in the region.
- Bruce discussed the hours meal claims can be made.

ACTION: Schedule a conference call for Bruce and the RMs to discuss.

SOL Spreadsheet (Bruce)

- Bruce would like to recognize C&E staff for the amount of work they put into the entries for this spreadsheet – thank you! It is a great source of information for both Bruce and Ralph. This spreadsheet will be used again this year to capture all the necessary information.

Badges encased (Gary)

- Discussed employees retiring or leaving due to new positions and having their LCLB badges encased. A round table discussion was held and it was decided that the RMs and Bruce would meet to make the decision as per person.

MAP Update (Rupi & Bruce)

- An orientation session was held with agents and their parents. They were also advised about the possibility of attending enforcement hearings. Contracts are being done.
- Inspections are taking place in Surrey and Vancouver this week.
- An enforcement hearing is coming up on February 8th resulting from this project.
- Rupi and Bruce will speak with Gary about FP inspections for this project.
- An Enforcement hearing was held last week. Bruce discussed the details of the hearing.
- 4 NOEAs recently issued.

Divisional Updates

Vancouver Island/Interior - Gary

- RI competition – 11 prospects – 6 confirmed to be interviewed. Interviews will be held in Kelowna and Vancouver.
- Enforcement hearings taking place in Victoria and 4-5 waivers signed this week.
- MAP – Rupi volunteered to help with the orientation/training in Kelowna and Kamloops. Jay and Kevin will work with Rupi.
- Covert operations are being arranged for February.
- Jeff Hum's car is fixed.

Fraser Valley/North – Mike

- Holly Belanger is dealing with a Ubrew/Uvin in Williams Lake currently without a licence.
- Discussed a transfer regarding an establishment in Williams Lake.
- Issue at an SOL event at Bombay Banquet Hall in Surrey. Discussed details with group.

Vancouver/Greater Vancouver - Donna

- MAP ongoing
- Bruce will be Acting RM s.22
- Donna will be attending a meeting regarding the riot review for FEST in the city of Vancouver s.22
- Jazz festival in mid-July discussed. Also working on a few projects with Cst. Alex Clarke.

Manager of Investigations Ray

- All Fit and Proper files from Surrey have been moved to the Vancouver office and are in a locked file cabinets by year and file number.
- Discussed cases Gail and David have been working on.
- 59 prospects for the Investigator position.

Deputy General Manager – Bruce

- Discussed an establishment in Big White which is a seasonal LP and currently has five pending enforcement actions. Has now gone into receivership and a decision is forthcoming.
- LZ in Kelowna discussed.
- Vancouver riot review committee group – Bruce has joined a couple of meetings via conference call so far and discussed the details of these meetings with the group.

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| 12/06/11 | <ul style="list-style-type: none"> Bruce to contact Treoscope. Update: Contacted and an email will be sent out to C&E staff regarding an upcoming seminar. | In-progress |
| 12/01/10 | <ul style="list-style-type: none"> Delivery service for LRS – Mike to send information to Barry for review and clarification. Update: Barry is reviewing. | |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, February 21, 2012
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

2:00 pm – 3:30 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. Street Light Decals (Bruce)
 - e. CN Books and Dates (contravention & issued date); ordering new books (Bruce)
 - f. Liz's Statistical Report (Bruce)
 - g. Removing unproven CNs from the NOEA & EH process (Bruce)
 - h. Travel Authorization Forms (Mike)
 - i. Adjudicators – participants at EH – involvement in potential gang activities – inform branch registrar prior to hearings taking place (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 21, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 p.m. – 3:30 p.m.**

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

Approval of Agenda

- Approved.
- MAP cash funds added to the agenda.

Approval of Previous Meeting's Minutes and Update of Actions Summary

- The Minutes of the previous meeting were approved as circulated.
- Ray is already on the C&E Mgrs distribution list.
- Email sent to Liz asking if monetary vs. days of suspension can be added to the C&E stats.

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Nothing to report

Vehicles (standing item)

- Nothing to report

Street Light Decals (Bruce)

- Thank you to Shannan Johnston! We have on order in for 2x3' decals that look like street lights. This tool was developed by Tobacco for their program, which is where we got the idea from. Queen's Printer is making around 10,000 decals for us which we will order on an annual basis. We will be sending them out to all inspectors for distribution.

CN Books and Dates (Bruce)

- It was decided to dispose of old CN books and order new ones. Goods and services will more than likely not be received in this fiscal year so the order will fall into next year's budget.

Liz's Statistical Report (Bruce)

- This report was sent out to all staff. Bruce discussed the details of the report with the group and mentioned that inspectors should be very proud of the work they've done. RM's to discuss this report with their staff at team meetings.

Removing unproven CNs from the NOEA & EH process (Bruce)

- Contraventions neared are routinely debated at enforcement hearings. It was agreed that this information would be removed from the NOEAs compliance history. Compliance meetings will still be included in the NOEA process.

Travel Authorization Forms (Mike)

- Bruce mentioned that RMs and Ray should be doing travel request forms if on travel status. Bruce to confirm at next Branch Executive meeting.

Adjudicators – EH participants and potential gang connections (Bruce)

- RMs to inform Liz or Bruce about any potential gang links prior to adjudicators attending enforcement hearings.

MAP cash funds (Gary)

- Gary mentioned that he is working with Scott McElroy regarding the process for reconciliation of funds for Rupri and Bruce. Gary suggested that a bank account with card be set up which Scott will be looking into.

Divisional Updates

Vancouver Island/Interior - Gary

- MAP training – thanks to Rupri for helping out in the Kelowna area. She also did 30 inspections while there. Training will be taking place in Kamloops this week for the new hires.
- Discussed operation s.15 which was a success and involved s.15
- Covert inspections took place in Victoria over the weekend.
- RI competition complete. Thanks to both Donna and Bruce for helping with this.
- s.22

Fraser Valley/North – Mike

- Covert operations on going.
- C&E focus group will be coming to Surrey in March.
- Discussed issues with a dance club in the area.
- Ron is working with Surrey RCMP.

Vancouver/Greater Vancouver - Donna

- Bode will be at the Vancouver team meeting this week to discuss the enforcement hearing process.
- Looking at hockey playoffs starting again – working groups etc. being set up.

Manager of Investigations - Ray

- There are 10 applicants for the Investigator position which is now at the written stage.
- Discussed a few cases up North and other cases the investigators are working on.

Deputy General Manager – Bruce

- RFP will be out today regarding LDB warehouse and distribution centres.
- New EPDP process will be in effect February 29th.
- Draft C&E guide – will be sent to RMs for review and comments and placed on the next agenda for discussion.
- All inspectors but 4 have their SPC status.
- MOU for coroners' service is with Karen for approval.

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| 07/04/11 | <ul style="list-style-type: none"> Contract for Body Armour replacement. Update: Donna has worked with Lynda, the specs have been given and all is ready to be posted to BC Bid. Donna to let Bruce know when it's up on the website. Update: More info was required for the Bid. A sample bid was given for review. Donna will try to contact again. Update: Sample to Mike and Gary for review. Update: On BC Bid, Donna will be doing the evaluation of the tenders, with Gary to assist. Update: Donna to provide an update at the next meeting. Update: All bids received and a company has been selected. Donna to find out if there is a destruction process. | In-progress |
| 07/19/11 | <ul style="list-style-type: none"> Safety process review – Mike to follow-up with Rupi on the status. Also ask to include Tiger Tel in the review. Update: Service provider research completed. Next steps – Rupi to work with Jan on the contract process – will be discussed at next safety meeting on August 11th. Update: Bruce has given approval for next steps. s.22 Mike will get update from Rupi. Update: A questionnaire has been developed and will be sent out to staff by Rupi. Update: Conference call scheduled for Jan 12th for Bruce and Rupi to discuss. Update: Rupi to follow-up with the service provider if haven't heard back from them. | In-progress |
| 12/06/11 | <ul style="list-style-type: none"> Bruce to contact Treoscope. Update: Contacted and an email will be sent out to C&E staff regarding an upcoming seminar. Update: Owen Cameron will be attending the planning meeting scheduled in Kelowna on March 20th. RM's to let Bruce know dates that work for seminars in their areas. | In-progress |
| 12/01/10 | <ul style="list-style-type: none"> Delivery service for LRS – Mike to send information to Barry for review and clarification. Update: Barry is reviewing. Update: Mike to follow-up with Janice. | |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, March 6, 2012
Bruce's office, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

10:00– 11:30 am

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. NOEA Style Guide (Bruce)
 - e. My Performance (Bruce)
 - f. New Vehicle Purchase (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
March 6, 2012
4th F. 3350 Douglas Street/Teleconference
10:00 – 11:30 a.m.**

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

Approval of Agenda

- Approved.
- "Snag-it" was added to the agenda.

Approval of Previous Meeting's Minutes

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

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Nothing to report

Vehicles (standing item)

- Nothing to report

NOEA Style Guide (Bruce)

- RM's have reviewed and like the document. It will be distributed to inspectors and attached with a link to the NOEA.

MyPerformance (Bruce)

- All are advised that this new tool is up and running and expectations are that it be used. There are several available on-line training modules available.

New Vehicle Purchase (Bruce)

- Discussed and agreed that we would replace the vehicle assigned to Ed and sell that vehicle.

Snag-it (Bruce)

- A government approved software for researching, saving and analyzing Facebook sites will be added for all inspectors and investigators.

Divisional Updates

Vancouver Island/Interior - Gary

- s.22
- Two substantial files closed with substantial fines and suspensions – s.15 and s.15

Fraser Valley/North – Mike

- Mike Matheson and Mike Clark doing several roll call training.
- Coverts are being planned; they are running into liquor infused whipped topping for drinks.
- Liaising with Surrey RCMP vis a vis the G-Spot shooting.

Vancouver/Greater Vancouver - Donna

- Heather is doing education sessions.
- Several coverts planned and talk in heating up about SOL's.
- There is a promoter giving away beer in the street, it's called Beer in a Bag.

Manager of Investigations - Ray

- s.22
- Investigator competition – one candidate has dropped out from the process.
- Several Fit and Proper files underway.

Deputy General Manager – Bruce

- Submitted the Advocates JD for reclassification.
- Written a draft MAP plan for 2012/2013.
- Went on inspections in Nanaimo and Port Alberni.

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| | | |
|----------|--|-------------|
| | <p>selected. Donna to find out if there is a destruction process. Update: Two inspectors will be fitted for test purposes; Donna has liaised with VPD and they will take used vests off our hands. They use them for training purposes and send them on to off-shore police agents that cannot afford to purchase their own new vests.</p> | |
| 07/19/11 | <ul style="list-style-type: none"> • Safety process review – Mike to follow-up with Rupi on the status. Also ask to include Tiger Tel in the review. Update: Service provider research completed. Next steps – Rupi to work with Jan on the contract process – will be discussed at next safety meeting on August 11th. Update: Bruce has given approval for next steps. s.21 s.22 Mike will get update from Rupi. Update: A questionnaire has been developed and will be sent out to staff by Rupi. Update: Conference call scheduled for Jan 12th for Bruce and Rupi to discuss. Update: Rupi to follow-up with the service provider if haven't heard back from them. Update: The survey is ready to go and will wait until s.22 | In-progress |
| 12/06/11 | <ul style="list-style-type: none"> • Bruce to contact Treoscope. Update: Contacted and an email will be sent out to C&E staff regarding an upcoming seminar. Update: Owen Cameron will be attending the planning meeting scheduled in Kelowna on March 20th. RM's to let Bruce know dates that work for seminars in their areas. Update: Owen Cameron cannot make the date for Victoria, and is confirmed for Kelowna. We will seek alternate dates for Victoria. | In-progress |
| 12/01/10 | <ul style="list-style-type: none"> • Delivery service for LRS – Mike to send information to Barry for review and clarification. Update: Barry is reviewing. Update: Mike to follow-up with Janice. Update: PP&C is looking into it. | |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

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Teleconference s.15, s.17
Participant ID s.15, s.17
Bruce is the Moderator
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C&E Managers' Meeting
March 20, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 – 3:30 p.m.**

PRESENT: Bruce Edmundson (Chair), Donna Lister, Gary Barker, Mike Clark,
Mandy Fisher (recording)

Approval of Agenda

- Approved.

Approval of Previous Meeting's Minutes

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

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Mike - Giving Evidence training is on course.
- Donna - training provided by Bode to the Vancouver office was well received.

Vehicles (standing item)

- Nothing to report

Divisional Updates

Fraser Valley/North – Mike

- Discussed an article in the Publican about licensees writing to the MO if they notice police monitoring their establishments.
- St. Patrick's weekend was very busy - CN's were issued.
- s.22
- s.22
- Lori in Prince George working on projects with the inspectors.
- MAP – went out on March 12 & 14. 10 establishments were inspected on March 12, resulting in two CNs issued and six establishments were inspected on March 14, resulting in three CNs issued.

Vancouver/Greater Vancouver - Donna

- MAP – McKenzie was out with the group.
- Inspectors went out during the day and night for St. Patty's day.
- SOL – Stanley Park and PNE discussed.

Vancouver Island/Interior - Gary

- St. Patty's day – Okanagan/Victoria - went out during day/night and it was very busy. A few CNs were issued. It was quiet in the Interior.
- MAP – went out in Kamloops and did eight inspections, three CNs were issued, one for a GLS.
- Operational planning is taking place next week.
- Three waivers are coming.

Deputy General Manager – Bruce

- In Whistler with Holly Glenn last week doing inspections.
- Will be in Kelowna and Kamloops next week doing inspections.
- Went through the RFP for the Adjudicators with Liz. Five delegates will be selected.
- Coroners MOU – will be following up on this.
- MAP report went out to staff and will be working on the public report.

| Date of Origin M/D/Y | ACTIONS Summary | Status |
|-------------------------|---|-------------|
| 07/04/11 | <ul style="list-style-type: none">• Contract for Body Armour replacement. Update: Donna has worked with Lynda, the specs have been given and all is ready to be posted to BC Bid. Update: More info was required for the Bid. A sample bid was given for review. Donna will try to contact again. Update: On BC Bid, Donna will be doing the evaluation of the tenders, with Gary to assist. Update: All bids received and a company has been selected. Donna to find out if there is a destruction process. Update: Two inspectors will be fitted for test purposes; Donna has liaised with VPD and they will take used vests off our hands. Update: Measurements have been sent to Armour Works. | In-progress |
| 07/19/11 | <ul style="list-style-type: none">• Safety survey has been sent out. | In-progress |
| 12/06/11 | <ul style="list-style-type: none">• Treoscope presentation by Owen Cameron. Update: Donna and Mike to send Bruce possible dates. | In-progress |
| 12/01/10 | <ul style="list-style-type: none">• Delivery service for LRS – Mike to send information to Barry for review and clarification. Update: Barry is reviewing. Update: Mike to follow-up with Janice. Update: PP&C is looking into it. | |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, April 3, 2012
Crosstown Boardroom, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

2:00– 3:30 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. CCTV Footage (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
April 3, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 – 3:30 p.m.**

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

Additions to Agenda

- My Performance
- Meal Policy

Approval of Previous Meeting's Minutes

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

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Nothing to report.

Vehicles (standing item)

- Nothing to report

CCTV Footage (Bruce)

- In order to convert CCTV footage to compatible software that can be played on the liquor inspectors' computers, the following steps will be followed:
 - inspectors will try to play the footage on their computers
 - if unable to play, contact Mike Briggs or s.22 replacement
 - Bruce will be advised if in-house staff is unable to convert the footage
 - either Ministry of Labour and Citizen Services IT staff or a private contractor will be contacted
- Bruce will write an Operational Bulletin or Policy Directive on this issue.
- Regional Managers will inform inspectors of process.
- Mike Briggs will be asked to provide larger memory sticks for the liquor inspectors.

My Performance

- Jan has sent an e-mail reviewing the My Performance with instructions on entering the data. Regional Managers should review the e-mail and inform the inspectors.

Meal Policy

- The Branch meal policy was discussed.

Divisional Updates

Deputy General Manager – Bruce

- Bruce attended a team meeting in Surrey last week.
- Bruce and Owen Cameron met with the Okanagan/Kootenay inspectors in Kelowna last week. Owen Cameron gave an information presentation on the Treoscope system.
- While in the Okanagan, Bruce went on inspections with the Kamloops inspectors.
- s.22 Ray will be ADGM for that time.

Vancouver/Greater Vancouver - Donna

- Friday night was quiet in Vancouver.
- The MAP team did inspections in Chilliwack with no issues found.
- Interviews for the Investigators position are progressing.
- SOL's event applications to be held in Vancouver at the PNE and Stanley Park are being discussed with the City of Vancouver.
- Inspectors will be working for the 1st round of the Stanley Cup Playoffs.

Fraser Valley/North – Mike

- McKenzie attended inspections with Vancouver inspectors.
- s.22 Rupi will be the A/RM.
- Many SOL's are being requested.

Vancouver Island/Interior - Gary

- Operational Planning meetings were held in Victoria and Kelowna. Owen Cameron gave an informative presentation on the Treoscope scanning system at the Kelowna meeting. Bode gave a presentation at both meetings entitled Navigating the Turbulence of Cross Examination.
- Because of the number of SOL's this summer, Gary may be requesting assistance from the other regions.
- The MAP program is ongoing.
- Waivers are being signed and inspectors are issuing CN's.
- The Kamloops RCMP issued two CN's. One at s.15 and one at the s.15

| Date of Origin M/D/Y | ACTIONS Summary | Status |
|-------------------------|---|-------------|
| 07/04/11 | <ul style="list-style-type: none">• Contract for Body Armour replacement. Update: Donna has worked with Lynda, the specs have been given and all is ready to be posted to BC Bid. Update: More info was required for the Bid. A sample bid was given for review. Donna will try to contact again. Update: On BC Bid, Donna will be doing the evaluation of the tenders, with Gary to assist. Update: All bids received and a company has been selected. Donna to find out if there is a destruction process. Update: Two inspectors will be | In-progress |

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|----------|--|-------------|
| | fitted for test purposes; Donna has liaised with VPD and they will take used vests off our hands. Update: Measurements have been sent to Armour Works. Update: Donna is satisfied with the body armour. | |
| 12/06/11 | <ul style="list-style-type: none"> Treoscope presentation by Owen Cameron. Update: Donna and Mike to send Bruce possible dates. | In-progress |
| 04/03/12 | <ul style="list-style-type: none"> Bruce will create either an Operational Bulletin or Policy Directive to address compatibility between CCTV tapes and Branch computers, as well as, the process involved when CCTV tapes and Branch computers are not compatible. | In-progress |
| 04/03/12 | <ul style="list-style-type: none"> Mike Clark will speak to Mike Briggs about purchasing larger memory sticks. | In-progress |

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, April 17, 2012
Crosstown Boardroom, 4th Floor, 3350 Douglas St.
Teleconference s.15, s.17
Participant ID s.15, s.17
Ray is the Moderator
2:00– 3:30 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. MAP Petty Cash Alternative (Gary)
4. Divisional Updates
 - a. Deputy General Manager (Ray)
 - b. Manager of Investigations (Ray)
 - c. Fraser Valley/North (Mike)
 - d. Vancouver/Greater Vancouver (Donna)
 - e. Vancouver Island and Interior (Gary)

Agenda

Liquor Control and Licensing Branch C&E MANAGERS' MEETING

Tuesday, May 1, 2012
Crosstown Boardroom, 4th Floor, 3350 Douglas St.

Teleconference s.15, s.17

Participant ID s.15, s.17

Bruce is the Moderator

2:00– 3:30 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. CCTV Footage (Bruce)
 - e. C&E/Licensing Focus Group – disband? (Bruce)
 - f. C&E Safety Survey Results (Bruce)
 - g. MAP Petty Cash Alternative (Gary)
 - h. Development of Customized Use of Force, Situational Awareness Training (Bruce)
 - i. Failure to Permit Immediate Entry Contraventions (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
May 1, 2012
4th F. 3350 Douglas Street/Teleconference
2:00 – 3:30 p.m.**

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

Additions to Agenda

- The agenda was approved as circulated.

Approval of Previous Meeting's Minutes

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

Discussion/Decision Items

Safety (standing item)

- Nothing to report

Training (standing item)

- Development of Customized Use of Force, Situational Awareness Training addressed as a separate agenda item.

Vehicles (standing item)

- Ed Osei-Appiah has received his new work vehicle.

CCTV Footage (Bruce)

- The team agreed that a policy directive or operational bulletin regarding CCTV footage was unnecessary at this time. Regional Managers and Regional Inspectors will remind staff (if they have not already) of the following process:
 - Ask for footage in Windows Media Player format if possible
 - inspectors will try to play the footage on their computers
 - if unable to play, contact Mike Briggs
 - Mike will follow up with contacts at Labour and Citizen Services who are able to convert the footage.
- Terrance is looking into the capability of a nearby private business and its ability to convert CCTV footage.

C&E/Licensing Focus Group (Bruce)

- This group was originally formed to promote better working relationships between C&E and Licensing staff through increased understanding of roles and responsibilities within each department. This has been accomplished to date and it has been proposed that the group be disbanded.
- The team agreed that the group should be disbanded. Bruce will take this recommendation to Cheryl and discuss next steps.

C&E Safety Survey Results (Bruce)

- The team agreed that the results should be shared with the division.
- Bruce to circulate C&E Safety Survey results with division.
- Results of C&E Safety Survey to be discussed at next C&E Managers' Meeting.

MAP Petty Cash Alternative (Bruce)

- Following problems with the issuance and tracking of petty cash for minor agent purchases, the team discussed the following three options:

s.13, s.15, s.17

- Item to be discussed further at next meeting.

Development of Customized Use of Force, Situational Awareness Training (Bruce)

- The team discussed the possibility of customized training offered by Sherriff Services.
- Concerns were expressed about any training that would teach inspectors how to use force in a situation. Rather the focus of training should be on awareness of how to remove oneself from situations where the use of force might become an issue.
- Bruce will follow up with Sherriff Services regarding the training they offer to determine if there is a fit with the training offered and that needed by C&E staff. Bruce will present any options to Management for discussion.

Failure to Permit Immediate Entry Contraventions

- In the last 6 months there have been 3 or 4 contraventions of this type but the enforcement action recommended varied between a 15 day suspension and licence cancellation.
- Bruce requested that any contraventions of this type be brought to the Management group for discussion before enforcement action is recommended so that the issues can be discussed and consistency in approach developed.

Divisional Updates

Deputy General Manager – Bruce

- Overnight stays are now an option for minor agents, provided they are accompanied by a parent or guardian.
- New adjudicators were introduced at Adjudicator's meeting today.

Vancouver/Greater Vancouver – Bruce Clark for Donna

- Follow-up inspections in the Kingsway corridor resulted in 2 CNs.
- A joint investigation with Immigration and the VPD in the Granville district on student nights resulted in fake foreign identification being confiscated.
- Festival of Lights seeking a permit for a 500 person beer garden.
- Minor Agents work going well. MAP work will begin in

s.15

Fraser Valley/North – Mike

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- s.15 although Licensing has not yet issued the SOL.
- Mike received package on Giving Evidence Training today; will review and touch base with Bruce.
- Ongoing covert and SOL inspections.

Vancouver Island/Interior – Jay Blackwell for Gary

- Brad working on interviews/hiring of new minor agents in s.15
- MAP work going well in the rest of the region. Approximately a 40% failure rate in the Okanagan between LRSs and RASs.
- Kelowna licensees showing positive response to adopting 'the Standard', a program of best practices for licensees to follow.
- Getting ready for SOL season.

Investigations - Ray

- Finishing final report on s.15 Contravention Notice has been completed, Ray to meet with Bruce and Peter regarding the NOEA.
- Wrapping up s.15 investigation and Gail preparing report.
- Gail and Doug to interview applicant for the Mixing Room (Kelowna) tomorrow.
- In follow-up to documents supplied by s.15 Ray and David will be meeting with Gaming.

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| 12/06/11 | <ul style="list-style-type: none">• Treoscope presentation by Owen Cameron. Update: Donna and Mike to send Bruce possible dates. | In-progress |
| 04/03/12 | <ul style="list-style-type: none">• Mike Clark will speak to Mike Briggs about purchasing larger memory sticks. | In-progress |
| 05/01/12 | <ul style="list-style-type: none">• Bruce to follow up with Cheryl re: disbanding of C&E/Licensing Focus Group. | |

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|--|---|--|
| | <ul style="list-style-type: none">• Bruce to circulate C&E Safety Survey results with division.• Bruce to follow up with Sherriff Services regarding customized training for use of force/situational awareness. | |
|--|---|--|