

ADP/IRP Team Meeting

April 26, 2012

10:30 – 12:00

s.15

AGENDA

Chair:

s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	Extensions for Disclosing BAC Report	
2	Police Ride-Alongs	
3	Turn-Around for 24 Hour files	
4	Policy on Accepting Late Submissions	
5	Adjudicator Meetings	
6	Expired Certificate Confirming PO as Qualified Technician	
7	Certificate of a Qualified Technician	
8	MyPerformance	
9	Adjudicator Procedures Manual	
10	Space Pressures	
11	Roundtable	

ADP/IRP Team Meeting

May 17, 2012

11:00 – 12:00

s.15

AGENDA

Chair: s.15

Scribe: s.15

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	IRP Grounds/Proposed Arguments	
2	Peer Review Checklists – Modification Ideas	
3	Training on ASDs/Forensic Alcohol Issues	
4	Workload in July	
5	Mail Merge - Adjournment Letters	
6	Drivers' Abstracts, 7 and 30 day Prohibitions	
7	OOP/Foreign Driver's Licences	
8	Case Law	
	Round Table	

ADP/IRP Team Meeting

June 19, 2012

1:30 – 2:30

s.15

AGENDA

Chair: s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	Refund Forms/Process	
2	Appeal Registry/Prohibition Log	
3	ASD Report Revisions	
4	Adjudicator Meetings	
5	Care/Control Workshop June 26	
6	Hiring New Adjudicators	
7	Calibration Reports in Fail/Refuse cases	
8	IRP – events since Nov. 30	
	Round Table	

ADP/IRP Team Meeting

July 10, 2012

1:30 – 2:30

s.15

AGENDA

Chair:

s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	Comments in ADP/VI	
2	Rehearing Procedures	
3	Tone/Onus in Decisions	
4	Submissions vs Evidence	
5	Break/Start/End Times	
6	Irrelevant Grounds	
7	s.14	
8		
9		
	Round Table	

ADP/IRP Team Meeting

September 25, 2012

1:30 – 2:30

s.15

AGENDA

Chair: s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	Comments in ADP/VI	
2	Rehearing Procedures	
3	Irrelevant Grounds	
4	s.14	
5	TOL Policy	
6	Economic/Compassionate VI Reviews	
7	Tight Timelines/Afternoon Review Blocks	
8	Section 118 and Street Racing Reviews	
9	Q and A Document - Revisions	
	Round Table	

ADP/IRP Team Meeting

October 23, 2012

11:00 – 12:00

s.15

AGENDA

Chair: s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Carolyn McMorran

Danielle Piercy

1	Phone Number for Oral Review is on File Worksheet on Front of File	
2	Please Indicate on Door Which Hearing Room You are in	
3	Switching Reviews – Reminder to Update Schedule in AR	
4	Vancouver Certificates	
5	s.14	
6	Deferring "Flex" Days	
7	Brainstorming: s.22 File Backlog	
8		
10		
	Round Table	

ADP/IRP Team Meeting

April 9, 2013
2:30 – 3:30 pm

AGENDA

Chair: s.15

Scribe:

Attendees:

s.15

1	Do we need ASD Certificates in refusal cases?	
2	Driver denies consumption/does not tell PO that last drink was within 15 minutes of ASD test.	
3	Comments on ADP/VI	
4	New Legal Opinion	
5	New Hires	
6	Honouring Andrew	

ADP/IRP Team Meeting

July 30, 2013
2:30 – 3:30 pm

AGENDA

Chair: s.15

Scribe: s.15

Attendees:

s.15

1	Peer Review – Ideas on How to Make it Work Better	
2	Superintendent's Report on ASDs	
3	Extensions – Reminder to let TL Know (re: workloads)	
4		
5		
6		

ADP/IRP Team Meeting

September 24, 2013

2:30 – 3:30 pm

AGENDA

Chair: s.15

Scribe: s.15

Attendees:

s.15

1	Reminder about Vehicle Impoundments	
2	Refund Forms – Need to Retain Signed Copies	
3	New Re-hearings Process	
4	MOC Assistance/Assistants	
5	MyPerformance	
6.	s.22 Extensions	
	Roundtable	

ADP/IRP Team Meeting

December 3, 2013

2:30 – 3:30 pm

AGENDA

Chair:

s.15

Scribe:

Attendees:

s.15

1	Meet 'n Greet	
2	Noise Levels	
3	Credibility Workshop	
4	Vacation Schedule	
5	Christmas Lunch	
	Roundtable	

ADP/IRP Team Meeting

January 28, 2014

2:30 – 3:30

s.15

AGENDA

Chair: s.15

Scribe:

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Shelly Burchnell

1	Peer Review	
2	FOI Requests	
3	Files Extended Due to Workload	
4	MFDs	
5	Shelly's Comments	
	Round Table	

ADP/IRP Team Meeting

April 9, 2014

2:30 – 3:30

s.15

AGENDA

Chair: s.15

Scribe: s.15

Attendees:

s.15

Optional:

Kathy Anderson

Tony Esposito

Shelly Burchnell

1	Kathy s.22	
2	s.22 Decision and Advice – Kathy	
3	File responsibility - Kathy	
4	Language in Decision Letters – Kathy	
5	CPIC Notices to ICBC	
6	Re-hearings Tracking – New Process	
7	Extended Files	
8	“Draft” Letters	
	Round Table	

ADP/IRP Team Meeting

May 6, 2014

2:30 – 3:30

s.15

AGENDA

Chair: s.15

Scribe: s.15

Attendees:

s.15

Optional:

Kathy Anderson, Tony Esposito, Shelly Burchnell

1	Legal Issues – Recent Cases/Outstanding Legal Opinion Requests	
2	Lawyer's Submissions	
3	Electronic Signatures	
4	Draft Folders on W Drive	
5	Prohib Log	
6	Re-hearings	
7	Caution When Faxing	
8	Extensions	
	Round Table	