

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Friday, October 30, 2015

Time: 3:15 pm – 4:00 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	Karyn	3:15 – 3:20
Confirmation of direction	David / Sarf	3:20 – 3:35
Comments on TOR	David	3:35 – 3:45
Next steps	All	3:45 – 3:55
Other	All	3:55 – 4:00

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

MINUTES – APPROVED OCTOBER 30, 2015

Meeting called by:	Tim McEwan (Co-Chair)	Date:	October 16, 2015
Time:	4:00 – 5:00 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC		
Guests:	Audrey Wong, A/Executive Director, LDB		
Minutes:	Karyn Scott, Executive Director, CSCD		
Documents	Draft Executive Project Board TOR		

Resolutions:	Owner:	Timelines:
<ul style="list-style-type: none"> Consultation with Central Agencies to clarify direction with regards to the project scope in terms of the range of options^{s.12,s.13,s.17} s.12,s.13,s.17 	David, Sarf	October 23, 2015

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Develop Sharepoint Site 	Karyn	November 2015
<ul style="list-style-type: none"> Update and circulate TOR 	David, Karyn	October 23, 2015

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Friday, October 30, 2015

Time: 3:15 pm – 4:00 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	Karyn	3:15 – 3:20
Confirmation of direction	Tim / David	3:20 – 3:35
Comments on TOR	David	3:35 – 3:45
Next steps	All	3:45 – 3:55
Other	All	3:55 – 4:00

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES - APPROVED NOVEMBER 13, 2015

Meeting called by:	Tim McEwan (Co-Chair)	Date:	October 30, 2015
Time:	3:15 – 4:15 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS (Brian Fellows, Assistant Deputy Minister, MTICS) David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC		
Guests:	Cindy Paquette, Senior Associate, Partnerships BC		
Minutes:	Karyn Scott, Executive Director, CSCD		
Documents:	Draft Executive Project Board TOR Minutes October 16, 2015		

Resolutions:	Owner:	Decision:
Minutes - October 16, 2015 Meeting	Board Members	Approved
Terms of Reference dated October 19, 2015	Board Members	Approved as final

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Circulate TOR for Board Members' signatures 	Karyn	November 13, 2015

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Friday, November 13, 2015

Time: 11:00 am – 12:00 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	Karyn	11:00 – 11:05
Interim Chief Project Officer Status Report	Michael	11:05 – 11:15
<i>Resolution: Approval of Mike Houle, PBC as the Interim Chief Project Officer</i>	All	11:15 – 11:20
s.12,s.13,s.17	Michael	11:20 – 11:35
Scope of Services for Chief Project Officer (Information)	Michael	11:35 – 11:50
Next steps	All	11:50 – 11:55
Other	All	11:55 – 12:00

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED DECEMBER 11, 2015

Meeting called by:	Tim McEwan (Co-Chair)	Date:	November 13, 2015
Time:	11:00 am – 12:00 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Brian Fellows, Assistant Deputy Minister, MTICS David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:			
Minutes:	Karyn Scott, Executive Director, CSCD		
Documents:	Minutes October 30, 2015 CPO Project Status Report s.12,s.13,s.17 CPO Terms of Reference		
Resolutions:	Owner:	Decision:	
Minutes - October 30, 2015 Meeting	Board Members	Approved	
<i>"Be it resolved, the Vancouver Distribution Centre Project Board approves the appointment of Mike Houle as Interim Chief Project Officer"</i>	Blain Lawson David Curtis	Approved	
Receive and approve CPO Terms of Reference and Project Status Report and s.12,s.13,s.17	Mike Houle	Approved	
Action Items:	Owner:	Timelines:	
• Interim CPO to provide email update / Project Report, November 27, 2015 meeting cancelled.	Mike Houle	November 27, 2015	

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Friday, December 11, 2015

Time: 11:00 am – 12:30 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	Karyn	11:00 – 11:05
Interim Chief Project Officer Status Report	Michael	11:05 – 11:20
CPO Evaluation Report	Michael	11:20 – 11:30
Resolution: <i>Approval of Rick Steele, R. Steele Consulting Inc. as the Chief Project Officer</i>	Michael / All	11:30 – 11:35
Terms of Reference for Advisors	Michael	11:35 – 11:50
Concept Plan [pending distribution]	Michael	11:50 – 12:25
Next Steps	All	12:25 – 12:30

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

***DRAFT* MINUTES**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	December 11, 2015
Time:	11:00 am – 12:30 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS David Curtis, Assistant Deputy Minister and EFO, SBRT Mike Houle, Vice President, Partnerships BC Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Jason French, Senior Project Consultant, Partnerships BC Audrey Wong, A/Executive Director, LDB		
Minutes:	Karyn Scott, Executive Director, CSCD		
Documents:	Minutes November 13, 2015 CPO Project Status Report Master Schedule CPO Evaluation Report Terms of Reference for Advisors (Technical Team, Legal, Land, Quantity Surveyor, Business, Fairness) LDB – VDC Concept Plan v2		
Resolutions:	Owner:	Decision:	
Minutes – November 13, 2015 Meeting	Board Members	Approved	
Receive and approve CPO Project Status Report, Master Schedule, CPO Evaluation Report, Terms of Reference for Advisors	Mike Houle	Approved	
<i>“Be it resolved, the Vancouver Distribution Centre Project Board approve in principle the appointment of Rick Steele, R. Steele Consulting Inc. as the Chief Project Officer”</i>	Mike Houle Blain Lawson	Approved	

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Partnerships BC to notify preferred CPO candidate 	Mike Houle	January 8, 2015
<ul style="list-style-type: none"> Partnerships BC to proceed with Business Advisors RFP (release RFP to shortlist) 	Mike Houle	January 8, 2015
<ul style="list-style-type: none"> s.12,s.13,s.17 	Gord Enemark	December 18, 2015
<ul style="list-style-type: none"> 	Gord Enemark	December 18, 2015

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Tuesday, January 12, 2016

Time: 2:00 pm – 3:00 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	David	2:00 – 2:05
Interim Chief Project Officer Status Report	Michael	2:05 – 2:20
Resolution: Approval of the LDB-VDC Concept Plan	Michael	2:20 – 2:30
s.12,s.13,s.17	David	2:30 – 2:40
s.12,s.13,s.17	Michael	2:40 – 2:55
Next Steps	All	2:55 – 3:00

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

***DRAFT* MINUTES**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	January 12, 2016
Time:	2:00 pm – 3:00 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC		
Regrets:	Gord Enemark, Executive Director, Treasury Board Staff, FIN Karyn Scott, Executive Director		
Minutes:	Tracy Campbell, A/CFO and Executive Director		
Documents:	Minutes December 11, 2015 CPO Project Status Report LDB Concept Plan- Final s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – December 11, 2015 Meeting	Board Members	Approved	
Interim Chief Project officer- Status Report	Mike Houle	Approved	
“Be it resolved that the Vancouver Distribution Centre Project Board approve the Concept Plan”	Sarf Ahmed Tim McEwan	Approved	
Action Items:	Owner:	Timelines:	
s.12,s.13,s.17	David Curtis	On-going	

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Friday, January 29, 2016

Time: 2:30 pm – 3:15 pm [Current draft is 45 minutes versus 60 as per invite]

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	David	2:30 – 2:35
Introduction of Rick Steele	Tim/Rick	2:35 – 2:45
TB Update	Tim	2:45 – 2:55
Interim Steps Pending Cabinet Direction		2:55 – 3:10
Next Steps	All	3:10 – 3:15

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED DECEMBER FEBRUARY 9, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date:	January 29, 2016
Time:	2:30 – 3:30 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer		
Regrets:	Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, MSD, SBRT		

There were no resolutions or action items flowing from the meeting.

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Tuesday, February 9, 2016

Time: 2:00 – 3:00 pm

[Please note agenda is 45 minutes versus 60 minutes scheduled for meeting]

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	David	2:00 – 2:05
Chief Project Officer Update * materials to be posted to SharePoint February 8, 2016 *	Rick	2:05 – 2:25
Discussion	Tim / Rick	2:25 – 2:40
Next Steps	All	2:40 – 2:45

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

DRAFT MINUTES

Meeting called by:	Tim McEwan (Co-Chair)	Date:	February 9, 2016
Time:	2:00 – 3:00 p.m.		
Location:	Via teleconference		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS David Curtis, ADM and EFO, SBRT Mike Houle, Vice President, Partnerships BC Gord Enemark, Executive Director, Treasury Board Staff, FIN Rick Steele, Chief Project Officer		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes January 23, 2016 CPO Project Status Report		
Resolutions:	Owner:	Decision:	
Minutes – January 23, 2016 Meeting	Board Members	Approved	
Receive and approve CPO Project Status Report	Rick Steele	Approved	
Action Items:	Owner:	Timelines:	
<ul style="list-style-type: none"> Sarf Ahmed, David Curtis and Karyn Scott to review Advisor RFPs prior to finalizing 	Sarf Ahmed David Curtis Karyn Scott	When available	
<ul style="list-style-type: none"> Post Decision Letter to SharePoint 	Karyn Scott	When available (March 2016)	
<ul style="list-style-type: none"> s.12,s.13,s.17 	Gord Enemark	March, 2016	

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Tuesday, February 23, 2016

Time: 2:00 – 3:00 pm

Conference call: s.15,s.17

Moderator: Tim

Item	Lead	Time
Approval of Minutes	Karyn	2:00 – 2:05
Chief Project Officer Update	Rick	2:05 – 2:30
Discussion – Request for Expression of Interest	Tim	2:30 – 2:45
Other Discussion Items	All	2:45 – 2:50
Next Steps	All	2:50 – 3:00

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED MARCH 11, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date:	February 23, 2016
Time:	2:00 – 3:00 p.m.		
Location:	Via teleconference		
Attendees:	<p>Tim McEwan, Co-Chair, Deputy Minister, SBRT</p> <p>Blain Lawson, Co-Chair, General Manager and CEO, LDB</p> <p>Sarf Ahmed, Associate Deputy Minister, MTICS</p> <p>Tracy Campbell, ADM and A/EFO, SBRT</p> <p>Mike Houle, Vice President, Partnerships BC</p> <p>Gord Enemark, Executive Director, Treasury Board Staff, FIN</p> <p>Rick Steele, Chief Project Officer</p>		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	<p>Minutes February 9, 2016</p> <p>CPO Project Status Report</p> <p>s.12,s.13,s.17</p>		
Resolutions:	Owner:	Decision:	
Minutes – February 9, 2016 Meeting	Board Members	Approved	
Receive and approve CPO Project Status Report	Rick Steele	Approved	
Action Items:	Owner:	Timelines:	
<ul style="list-style-type: none"> Working group consisting of one SSBC lead, one PBC lead, one LDB lead and CPO to s.12,s.13,s.17 	Karyn Scott	March 6, 2016	
<ul style="list-style-type: none"> Schedule additional in-person meetings to facilitate near term decision-making requirements. 	Karyn Scott	February 16, 2016	

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

REVISED AGENDA

Date: Friday, March 11, 2016

Time: 1:30 – 4:30 pm

Location: s.15

Chair: Tim

Item	Lead	Time
Approval of Minutes	Karyn	1:30 – 1:35
Discussion – Procurement Risk (Land)	Tim, Sarf	1:35 – 1:50
<i>Resolution: Approval for PBC to proceed immediately with selection processes for a Project Fairness Advisor and a Project Legal Advisor based on Terms of Reference for Advisors submitted to the Project Board December 11, 2015</i>	Tim	1:50 – 2:00
Discussion – s.12,s.13,s.17 s.12,s.13,s.17	Tim	2:00 – 2:10
Discussion – Engagement Letter SSBC, MTICs	Karyn	2:10 – 2:15
<i>Resolution: Working as directed by the Project Board February 23, 2016 (action item #1), a representative of MTICs will lead the working group, including one representative from each of MTICS, PBC, LDB, along with the CPO and ministry representative, s.12,s.13,s.17</i> s.12,s.13,s.17	Tim	2:15 – 2:20
Chief Project Officer Update	Rick	2:20 – 2:35
Presentation – Position Papers 1. Executive Summary 2. s.12,s.13,s.17 3. 4. 5. 6.	Rick Guests: Scott Gallick (Sedlak) Alan Taliaferro (Deloitte) Todd Cooper (LDB) Mark Puscek (PBC)	2:35 – 4:20
Next Steps	All	4:20 – 4:30

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

MINUTES – APPROVED MARCH 18, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date:	March 11, 2016
Time:	1:30 – 4:30 p.m.		
Location:	s.15	and via teleconference	
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS Tracy Campbell, ADM and A/EFO, SBRT Mike Houle, Vice President, Partnerships BC Gord Enemark, Executive Director, Treasury Board Staff, FIN (on phone) Rick Steele, Chief Project Officer		
Guests:	Todd Cooper, Executive Director, LDB Scott Gallick, Sedlak Cindy Paquette, Partnerships BC (on phone) Mark Pucsek, Partnerships BC Alan Taliaferro (Deloitte) Bill Tomana, Treasury Board Analyst, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes February 23, 2016 CPO Project Status Report Position papers: 1. Executive Summary 2. s.12,s.13,s.17 3. 4. 5. 6. March 10, 2016 Deloitte Memo		

Resolutions:	Owner:	Decision:
Minutes – February 23, 2016 Meeting	Board Members	Approved
<i>“PBC to proceed immediately with selection processes for a Project Fairness Advisor and a Project Legal Advisor based on Terms of Reference for Advisors submitted to the Project Board December 11, 2015”</i>	Blain Lawson Sarf Ahmed	Approved
Receive and approve CPO Project Status Report	Rick Steele	Approved
<i>“Working as directed by the Project Board February 23, 2016 (action item #1), a representative of MTICS will lead the working group, including one representative from each of MTICS, PBC, LDB, along with the CPO and ministry representative, s.12,s.13,s.17</i> s.12,s.13,s.17	Mike Houle Tracy Campbell Abstain: Sarf Ahmed	Approved

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Noted requirement for fair, open, transparent competitive processes related to all project procurements. Also noted the need to ensure ongoing activities do not prejudice or appear to prejudice future decisions with respect to warehousing solution. 	Tim McEwan	March 11, 2016
<ul style="list-style-type: none"> Memorandum of Understanding MTICS – LDB: Working group to finalize MOU. Karyn will circulate to Board members for email approval, okay for MTICS to commence work, pending Board sign-off of final. 	Karyn Scott	March 16, 2016
<ul style="list-style-type: none"> The Executive Project Board received the position papers from the Project Team related to s.12,s.13,s.17 	Rick Steele	March 11, 2016

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

***REVISED* AGENDA**

Date: Friday, March 18, 2016

Time: 12:30 – 2:30 pm

Location: s.15
s.15,s.17

or via Teleconference s.15,s.17
Tim will moderate

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	12:30 – 12:35
Information Item - Land Advisor RFP	Karyn Scott	12:35 – 12:40
CPO Update (verbal)	Rick Steele	12:40 – 12:50
Information Items - s.12,s.13,s.17	Rick Steele	12:50 – 1:15
Information Item - s.12,s.13,s.17	Jason French, PBC	1:15 – 1:30
Presentation - s.12,s.13,s.17	Jason French, PBC	1:30 – 2:00
s.12,s.13,s.17	Rick Steele	2:00 – 2:15
Other Items	All	2:15 – 2:20
Next Steps	All	2:20 – 2:30

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED AS AMENDED APRIL 7, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date: March 18, 2016
Time:	12:30 – 2:30 p.m. (meeting adjourned at 2:00 p.m.)	
Location:	s.15	and via teleconference
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS (on phone) Brian Fellows, Assistant Deputy Minister, MTICs Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer	
Regrets:	Gord Enemark, Executive Director, Treasury Board Staff, FIN	
Guests:	Mark Pucsek, Partnerships BC Jason French, Partnerships BC Bill Tomana, Treasury Board Analyst, FIN Amin Nanji, Director, Application Services, Information Services, LDB	
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT	
Documents:	Minutes March 11, 2016 Land Advisor RFP Evaluation Report CPO Project Status Report (verbal report) Position papers: 1. s.12,s.13,s.17 Presentations: 1. s.12,s.13,s.17 2.	
Resolutions:	Owner:	Decision:
Minutes – March 11, 2016 Meeting	Board Members	Approved

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Incorporate minor edits into MOU and re-circulate to Board Members for email approval. Board member approval received March 22, 2016, forwarded to MTICS and LDB March 22, 2016 for signature. 	Karyn Scott	March 18, 2016
<ul style="list-style-type: none"> Distribute the Facility Advisor RFP Evaluation Team Report and Recommendation for email approval. Evaluation Team recommendation: Stantec. Board member approval received March 22, 2016, CPO and PBC advised. 	Karyn Scott	March 25, 2016
<ul style="list-style-type: none"> The Executive Project Board received a position paper related to s.12,s.13,s.17 	Amin Nanji Rick Steele	Ongoing
<ul style="list-style-type: none"> s.12,s.13,s.17 	Rick Steele	April 21, 2016
<ul style="list-style-type: none"> s.12,s.13,s.17 	Rick Steele	April 21, 2016
<ul style="list-style-type: none"> s.12,s.13,s.17 	Rick Steele / Land Working Group	Ongoing

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Thursday April 7, 2016

Time: 3:00 – 4:00 p.m.

Location: Please note this meeting is via Telepresence at either site, per below:

s.15 _____ s.15

s.15 _____ s.15

Chair Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	3:00 – 3:05
<i>Resolution: Approve LEC as the Project Quantity Surveyor</i>	Karyn Scott	3:05 – 3:10
CPO Update	Rick Steele	3:10 – 3:30
s.12,s.13,s.17	Rick Steele	3:30 – 3:40
Discussion Correspondence	Tim	3:40 – 3:55
Next Steps	All	3:55 – 4:00

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED APRIL 21, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date:	April 7, 2016
Time:	3:00 – 4:00 p.m.		
Location:	Telepresence s.15 Telepresence		
Attendees:	<p>Tim McEwan, Co-Chair, Deputy Minister, SBRT</p> <p>Blain Lawson, Co-Chair, General Manager and CEO, LDB</p> <p>Sarf Ahmed, Associate Deputy Minister, MTICS</p> <p>Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT</p> <p>Mike Houle, Vice President, Partnerships BC</p> <p>Rick Steele, Chief Project Officer</p>		
Regrets:	Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Bill Tomana, Treasury Board Analyst, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	<p>Minutes March 18, 2016</p> <p>Quantity Surveyor RFP Evaluation Report</p> <p>CPO Project Status Report</p> <p>March 22, 2016 email from Bill Tomana</p>		
Resolutions:	Owner:	Decision:	
Minutes – March 18, 2016 Meeting	Board Members	Approved as amended	
<i>“Approve LEC as the Project Quantity Surveyor”</i>	Mike Houle Blain Lawson	Approved	
Action Items:	Owner:	Timelines:	
<ul style="list-style-type: none"> s.12,s.13,s.14,s.17 	Karyn Scott	April 21, 2016	

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Thursday April 21, 2016

Time: 1:30 – 3:00 p.m.

**note the agenda is 1 hour 10 minutes versus 1 hour 30 minutes scheduled for meeting **

Location: Meeting is via Telepresence at either site, per below:

s.15

s.15

Chair Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes and s.12,s.13,s.14,s.17 s.12,s.13,s.14,s.17	Karyn Scott	1:30 – 1:40
Resolution: Approve Jane Shackell as the Project Fairness Advisor	Karyn Scott	1:40 – 1:50
CPO Update (verbal)	Rick Steele	1:50 – 2:00
s.12,s.13,s.17 Presentation	David Greer	2:00 – 2:30
s.12,s.13,s.17 Presentation	Jason French	2:30 – 2:45
Next Steps	All	2:45 – 2:50

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED MAY 5, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date: April 21, 2016
Time:	1:30 – 3:00 p.m.	
Location:	Telepresence s.15 Telepresence	
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT Gord Enemark, Executive Director, Treasury Board Staff, FIN Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer	
Guests:	Bill Tomana, Treasury Board Analyst, FIN David Greer, Executive Director, Real Property Division, MTICS Jason French, Senior Project Consultant, Partnerships BC Mark Pucsek, Assistant Vice President, Partnerships BC	
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT	
Documents:	Minutes April 7, 2016 Evaluation Report – Fairness Advisor s.12,s.13,s.17	
Resolutions:	Owner:	Decision:
Minutes – April 7, 2016 Meeting	Tracy Campbell Sarf Ahmed	Approved
<i>“Approve Jane Shackell as the Project Fairness Advisor”</i>	Blain Lawson Tracy Campbell	Approved
Action Items:	Owner:	Timelines:
• s.12,s.13,s.17	Rick Steele	Ongoing

<ul style="list-style-type: none"> • Karyn will circulate s.12,s.13,s.17 s.12,s.13,s.17 	Karyn Scott	April 29, 2016
<ul style="list-style-type: none"> • Gord to report back s.12,s.13,s.17 s.12,s.13,s.17 	Gord Enemark	May 5, 2016
<ul style="list-style-type: none"> • Gord to check-in on timing of briefing for new DM Finance 	Gord Enemark	May 5, 2016
<ul style="list-style-type: none"> • Sarf to inquire into s.12,s.13,s.17 	Sarf Ahmed	May 5, 2016

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

***REVISED* AGENDA**

Date: Thursday May 5, 2016

Time: 2:00 – 3:30 p.m.

Location: Please note meeting is via Telepresence at either site, per below:

s.15

Chair Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	2:00 – 2:05
Information Item: Legal Advisor	Karyn Scott	2:05 – 2:10
CPO Update	Rick Steele	2:10 – 2:20
Resolution: s.12,s.13,s.17 s.12,s.13,s.17	Rick Steele	2:20 – 2:40
Information Item: s.12,s.13,s.17	Gord Enemark	2:40 – 2:45
Information Item:	Sarf Ahmed	2:45 – 2:50
Presentation - s.12,s.13,s.17	Kristen Spanza	2:50 – 3:25
Next Steps	All	3:25 – 3:30

**Liquor Distribution Branch - Vancouver Distribution Centre
Relocation Project Executive Board Meeting**

MINUTES – APPROVED May 19, 2016

Meeting called by:	Tim McEwan (Co-Chair)	Date:	May 5, 2016
Time:	2:00 – 3:30 p.m.		
Location:	Telepresence ^{s.15} Telepresence		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Sarf Ahmed, Associate Deputy Minister, MTICS Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT Gord Enemark, Executive Director, Treasury Board Staff, FIN Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer		
Guests:	Bill Tomana, Treasury Board Analyst, FIN Kristen Spanza, Senior Principal, Stantec		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes April 21, 2016 CPO Report s.12,s.13,s.17		

Resolutions:	Owner:	Decision:
Minutes – April 21, 2016 Meeting	Tracy Campbell Mike Houle	Approved
Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> Karyn will circulate s.12,s.13,s.17 s.12,s.13,s.17 	Karyn Scott	May 6, 2016
<ul style="list-style-type: none"> s.12,s.13,s.17 	Blain Lawson / Amin Nanji	May 19, 2016

<ul style="list-style-type: none"> • s.12,s.13,s.17 	Blain Lawson	May 13, 2016
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Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

AGENDA

Date: Thursday May 19, 2016

Time: 1:30 – 3:00 p.m.

Location: Please note meeting is via Telepresence at either site, per below:

s.15

s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	1:30 – 1:35
CPO Update	Rick Steele	1:35 – 1:45
Information Item: s.12,s.13,s.17	Sarf / Blain	1:45 – 1:50
Information Item:	Karyn Scott	1:50 – 1:55
Business Plan - Part A	Jason French	2:05 – 2:25
Presentation / Discussion – s.12,s.13,s.17 s.12,s.13,s 17	TBC	2:25 – 2:55
Next steps	All	2:55 – 3:00

Liquor Distribution Branch - Vancouver Distribution Centre Relocation Project Executive Board Meeting

***DRAFT* MINUTES May 19, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date: May 19, 2016
Time:	1:30 – 3:00 p.m.	
Location:	Telepresence ^{s.15} Telepresence	
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Roger Bissoondatt, Chief Financial Officer, LDB (for Blain Lawson) Sarf Ahmed, Associate Deputy Minister, MTICS Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT Gord Enemark, Executive Director, Treasury Board Staff, FIN Mike Houle, Vice President, Partnerships BC (via teleconference) Rick Steele, Chief Project Officer	
Guests:	Bill Tomana, Treasury Board Analyst, FIN Jason French, Senior Project Consultant, Partnerships BC	
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT	
Documents:	Minutes May 5, 2016 s.12,s.13,s.17 Business Plan (Part A)	
Resolutions:	Owner:	Decision:
Minutes – May 5, 2016 Meeting	Tracy Campbell Sarf Ahmed	Approved
Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> s.12,s.13,s.17 	Sarf / Gord	Standing item