

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

AGENDA

Date: Thursday July 14, 2016

Time: 10:45 – 12:15 p.m.

Location: Please note meeting may not require full 1 ½ hours scheduled.
s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	10:45 – 10:50
Standing Item s.12,s.13,s.17,s.21	Sarf / Gord	10:50 – 10:55
Summary of Thursday's Meeting	Tim / Gord	10:55 – 11:15
Direction	Gord	11:15 – 11:30
Next steps	Tim / Karyn	11:30 – 12:00
Other	All	12:00 – 12:15

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

***DRAFT* MINUTES July 14, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date: July 14, 2016
Time:	10:45 a.m. – 12:15 p.m.	
Location:	s.15	
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB (via teleconference) Gord Enemark, Executive Director, Treasury Board Staff, FIN Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT (via teleconference) Rick Steele, Chief Project Officer	
Regrets:	Sarf Ahmed, Associate Deputy Minister, MTICS Mike Houle, Vice President, Partnerships BC	
Guests:	Jason French, Project Director, Partnerships BC	
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT	
Documents:	Minutes June 30, 2016 CPO Report June 30, 2016 s.12,s.17 (verbal, document uploaded July 20, 2016)	
Resolutions:	Owner:	Decision:
Minutes – June 30, 2016 Meeting	Tracy Campbell Blain Lawson	Approved
s.12,s.13,s.17	All	Approved
Key Project Team assigned to oversee next phase of work: Chief Project Officer, PBC Project Director, LDB Executive Director Wholesale Operations, and SBRT Executive Director Strategic Financial Initiatives.	All	Approved

Action Items:	Owner:	Timelines:
<ul style="list-style-type: none"> • s.12,s.13,s.17,s.21 	Sarf Ahmed / Blain Lawson	s.12,s.13,s.17
<ul style="list-style-type: none"> • Gord Enemark provided a s.12,s.13,s.17 s.12,s.13,s.17 • • 	Gord Enemark	
<ul style="list-style-type: none"> • Karyn Scott and Jason French provided <p>s.12,s.13,s.17</p> <p>c</p> <ul style="list-style-type: none"> • Following a discussion, the Executive Project Board s.12,s.17 s.12,s.17 	Karyn Scott	s.12,s.13,s.17
<ul style="list-style-type: none"> • Post s.12,s.17 to SharePoint 	Karyn Scott	July 20, 2016
<ul style="list-style-type: none"> • s.12,s.13,s.14,s.17 	Karyn Scott	July 20, 2016

Action Items:	Owner:	Timelines:
s.12,s.13,s.17		
•	Karyn Scott	July 20, 2016
•	Karyn Scott	July 29, 2016
•	Jason French	July 26, 2016
• s.12,s.13,s.14,s.17	Jason French / Karyn Scott	July 20, 2016

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

AGENDA

Date: Thursday July 28, 2016

Time: 10:00 – 11:30 a.m.

**** Meeting may not require full 1 ½ hours scheduled ****

Location: s.15

Chair: Tim (Co-Chair)

Please note: **** Materials will be posted to SharePoint Wednesday July 26, 2016 ****

Item	Lead	Time
Approval of Minutes	Karyn Scott	10:00 – 10:05
Standing Item: s.12,s.13,s.17,s.21	Sarf Ahmed / Blain Lawson	10:05 – 10:15
Information Item. s.13,s.17	Karyn Scott	10:15 – 10:25
	Tracy Campbell	10:25 – 10:35
Discussion s.12,s.13,s.17	Jason French	10:35 – 11:05
Next steps	Tim McEwan	11:05 – 11:15
Other	All	11:15 – 11:30

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

***DRAFT* MINUTES July 28, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	July 28, 2016
Time:	10:00 a.m. – 11:30 p.m.		
Location:	s.15		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Tracy Campbell, Assistant Deputy Minister and A/EFO, SBRT Sarf Ahmed, Associate Deputy Minister, MTICS Gord Enemark, Executive Director, Treasury Board Staff, FIN Mike Houle, Vice President, Partnerships BC (via teleconference) Rick Steele, Chief Project Officer		
Guests:	Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN Jason French, Project Director, Partnerships BC		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes July 14, 2016 s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – July 14, 2016 Meeting	Tracy Campbell Blain Lawson	Approved	
Action Items:	Owner:	Timelines:	
• s.12,s.13,s.17	Sarf Ahmed / Blain Lawson	Ongoing	
•	Gord Enemark	August 2, 2016	
•	Jason French	August 5, 2016	
•	Karyn Scott	August 9, 2016	

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

AGENDA

Date: Thursday September 8, 2016

Time: 1:30 – 3:00 p.m.

Location: s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	1:30 – 1:35
Debrief meeting with s.12,s.13,s.17	Tim McEwan/Tracy Campbell/Mike Houle/Gord Enemark	1:35 – 1:45
Presentation: s.12,s.13,s.17	Alan Taliaferro	1:45 – 2:15
Presentation:	Rick Steele	2:15 – 2:35
CPO Report	Rick Steele	2:40 – 2:45
Site Visit	Rick Steele	2:45 – 2:50
Standing Item: s.12,s.13,s.17,s.21	Sarf Ahmed / Blain Lawson	2:50 – 2:55
Next Steps / Other	All	2:55 – 3:00