

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

***DRAFT* MINUTES September 8, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	September 8, 2016
Time:	2:00 p.m. – 3:00 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 EFO, SBRT Sarf Ahmed, Associate Deputy Minister, MTICS Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer		
Regrets:	Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN Alan Taliaferro, Partner, Supply Chain Management, Deloitte		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes July 28, 2016 s.12,s.13,s.17		
	CPO Report (August 2016) s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – July 28, 2016 Meeting	Blain Lawson / Mike Houle	Approved	

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AGENDA

Date: Friday October 7, 2016

Time: 1:00 – 2:30 p.m.

Location: s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	1:00 – 1:05
Presentation: Project Team Site Visits	Karyn Scott	1:05 – 1:20
Update (verbal) s.12,s.13,s.17	Rick Steele	1:20 – 1:35
Update (verbal) Business Plan	Rick Steele	1:35 – 1:50
CPO Report	Rick Steele	1:50 – 2:05
Standing Item: s.12,s.13,s.17	Sarf Ahmed / Blain Lawson	2:05 – 2:15
Round table	All	2:15 – 2:25
Next Steps / Other	All	2:25 – 2:30

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Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT Blain Lawson, Co-Chair, General Manager and CEO, LDB Tracy Campbell, Assistant Deputy Minister and EFO, SBRT Sarf Ahmed, Associate Deputy Minister, MTICS Mike Houle, Vice President, Partnerships BC (via teleconference) Rick Steele, Chief Project Officer Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes September 8, 2016 CPO Report (September 2016) Presentation – Site Visits September 20 – 21, 2016		
Resolutions:	Owner:	Decision:	
Minutes – September 8, 2016 Meeting	Sarf Ahmed / Tracy Campbell	Approved	
Action Items:	Owner:	Timelines:	
An overview on Project Team site visits September 20 – 21, 2016 was provided	Karyn Scott		
Standing item – s.12,s.13,s.17 – s.22 s.22	Tim McEwan		