

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

AGENDA

Date: Wednesday October 19, 2016

Time: 4:00 – 5:30 p.m.

Location: s.15

Chair: Tim (Co-Chair)

**** Please note, agenda may not require full 1 ½ hours scheduled ****

Item	Lead	Time
Approval of Minutes	Karyn Scott	4:00 – 4:05
Presentation: Project Team Site Visit	Karyn Scott	4:05 – 4:25
Discussion – s.12,s.13,s.17	All	4:25 – 4:45
Scope – s.12,s.13,s.17	Rick Steele	4:45 – 4:55
Update (verbal) s.12,s.13,s.17 s.12,s.13,s.17	Rick Steele	4:55 – 5:10
Standing Item: s.12,s.13,s.17	Sarf Ahmed / Blain Lawson	5:10 – 5:20
Next Steps / Other	All	5:20 – 5:30

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

***DRAFT* MINUTES October 19, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	October 19, 2016
Time:	4:00 p.m. – 5:30 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 EFO, SBRT (via teleconference) Sarf Ahmed, Associate Deputy Minister, MTICS Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Jason French, Project Director, Partnerships BC Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes October 7, 2016 Presentation – Site Visit October 13, 2016 s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – October 7, 2016 Meeting	Mike Houle / Tracy Campbell	Approved	
Action Items:	Owner:	Timelines:	
An overview on Project Team site visit October 13, 2016 was provided	Karyn Scott		
Discussion of s.12,s.13,s.17 ;	Rick Steele		
Standing item – s.12,s.13,s.17 – s.22 s.22	Tim McEwan		

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

***UPDATED* AGENDA**

Date: Thursday November 3, 2016

Time: 2:45 – 4:00 p.m.

Location: s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	2:45 – 2:50
Discussion – s.12,s.13,s.17	Rick Steele	2:50 – 3:05
Discussion – s.12,s.13,s.17	Blain Lawson	3:05 – 3:20
CPO Report	Rick Steele	3:20 – 3:30
Business Plan Update	Rick Steele	3:30 – 3:45
Standing Item: s.12,s.13,s.17	Sarf Ahmed / Blain Lawson	3:45 – 3:55
Next Steps / Other	All	3:55 – 4:00

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

***DRAFT* MINUTES November 3, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	November 3, 2016
Time:	2:45 p.m. – 4:00 p.m.		
Location:	s.15		
Attendees:	Tim McEwan, Co-Chair, Deputy Minister, SBRT (via teleconference) 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 Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Jason French, Project Director, Partnerships BC Kim Anderson, Assistant Vice-President, Partnerships BC Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes October 19, 2016 CPO Report October 2016 s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – October 19, 2016 Meeting	Mike Houle / Tracy Campbell	Approved	
Action Items:	Owner:	Timelines:	
s.12,s.13,s.17	Blain Lawson		
Standing item – s.12,s.13,s.17 s.22	– s.22 Tim McEwan		

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

AGENDA

Date: Thursday November 17, 2016

Time: 3:30 – 5:00 p.m.

Location: s.15

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	3:30 – 3:35
Discussion – s.13,s.17	Rick Steele / Jason French	3:35 – 4:05
Discussion – s.12,s.13,s.17	Rick Steele / Karyn Scott	4:05 – 4:15
Discussion – s.12,s.13,s.17	Alan Taliaferro	4:15 – 4:40
Standing Item: s.12,s.13,s.17	Sarf Ahmed / Blain Lawson	4:40 – 4:50
Next Steps / Other	All	4:50 – 5:00

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

***DRAFT* MINUTES November 17, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	November 17, 2016
Time:	3:30 p.m. – 5:00 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 (via teleconference) Sarf Ahmed, Associate Deputy Minister, MTICS Mike Houle, Vice President, Partnerships BC Rick Steele, Chief Project Officer Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Guests:	Alan Taliaferro, Partner, Supply Chain Management, Deloitte Inc. Jason French, Project Director, Partnerships BC Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	s.13,s.17 PBC Presentation s.12,s.13,s.17		
Resolutions:	Owner:	Decision:	
Minutes – November 3, 2016 Meeting	Mike Houle / Blain Lawson	Approved	
Action Items:	Owner:	Timelines:	
PBC led discussion of s.13,s.17	Jason French		
Discussion s.12,s.13,s.17	Rick Steele		
Deloitte led discussion of s.13,s.17	Alan Taliaferro		
Standing item – s.12,s.13,s.17 – s.22 s.22	Tim McEwan		

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

***AMENDED* AGENDA**

Date: Thursday December 8, 2016

Time: 3:00 – 4:30 p.m.

Location: s.15

**** Please note start time moved to 3:00 pm – agenda not anticipated to require full meeting time ****

Chair: Tim (Co-Chair)

Item	Lead	Time
Approval of Minutes	Karyn Scott	3:00 – 3:05
Discussion – s.12,s.13,s.17	Karyn Scott	3:05 – 3:25
Discussion – s.13,s.17	All	3:25 – 3:35
s.12,s.13,s.17	Sarf Ahmed	3:35 – 3:45
s.13,s.17	Rick Steele	3:45 – 4:00
CPO Report – November 2016	Rick Steele	4:00 – 4:10
Next Steps / Other	All	4:10 – 4:15

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

***DRAFT* MINUTES December 8, 2016**

Meeting called by:	Tim McEwan (Co-Chair)	Date:	December 8, 2016
Time:	3:00 p.m. – 4:00 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 Rick Steele, Chief Project Officer Gord Enemark, Executive Director, Treasury Board Staff, FIN		
Regrets:	Mike Houle, Vice President, Partnerships BC		
Guests:	Jason French, Project Director, Partnerships BC Bill Tomana, Strategic Advisor, Treasury Board Staff, FIN		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes November 17, 2016 s.13,s.17 CPO Report November 2016		
Resolutions:	Owner:	Decision:	
Minutes – November 17, 2016 Meeting	Blain Lawson/Tracy Campbell	Approved	
Action Items:	Owner:	Timelines:	
SBRT led discussion of s.13,s.17	Karyn Scott		
Discussion s.12,s.13,s.17	All		
Discussion s.12,s.13,s.17 ● s.12,s.13,s.17	Rick Steele / Jason French All	December 15, 2016	
CPO Report – November 2016	Rick Steele		
Standing item – s.12,s.13,s.17 s.22	Sarf Ahmed / Blain Lawson		

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

AGENDA

Date: Thursday January 12, 2017

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
Discussion – s.13,s.17	Rick Steele	1:35 – 1:55
Discussion – Draft RFP Industrial Engineering and Design Services	Rick Steele	1:55 – 2:15
NOI / s.12,s.13,s.17	Karyn Scott	2:15 – 2:25
CPO Report (and Business Plan Update)	Rick Steele	2:25 – 2:45
Next Steps / Other	All	2:45 – 3:00

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

DRAFT MINUTES January 12, 2017

Meeting called by:	Tim McEwan (Co-Chair)	Date:	January 12, 2017
Time:	1:30 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 (dial-in) 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		
Minutes:	Karyn Scott, Executive Director, Management Services, SBRT		
Documents:	Minutes December 8, 2016 s.12,s.13,s.17 Draft Industrial Engineering and Design Services RFP January 6, 2017 CPO Report December 2016		
Resolutions:	Owner:	Decision:	
Minutes – December 8, 2016 Meeting	Mike Houle / Blain Lawson	Approved	
Action Items:	Owner:	Timelines:	
s.13,s.17 ;	Bill Tomana	January 16, 2017	
Discussion – s.13,s.17	Rick Steele		
RFP – circulate final via email	Karyn Scott	January 15, 2017	
Information: NOI scheduled release		January 16, 2017	
Standing item – s.12,s.13,s.17 – s.22 s.22	Sarf Ahmed / Blain Lawson		