

MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT INFORMATION NOTE

DATE: September 3, 2010

PREPARED FOR: Honourable Rich Coleman, Minister

ISSUE: LDB to be subject to LCLB administrative penalty system

BACKGROUND:

The Minister has instructed the LDB and LCLB to establish a process by which LDB retail liquor stores will be subject to the LCLB enforcement program and penalty system.

DISCUSSION:

- A draft Memorandum of Understanding has been developed by which the LDB agrees to be subject to the administrative enforcement program and penalty system under the Liquor Control and Licensing Act.
- The key elements of the draft MOU are:
 - LDB liquor stores acting as retail outlets will be treated as though they were licensees under the Liquor Control and Licensing Act.
 - Each liquor store will be treated as a separate store for the purposes of determining its compliance history for assessment of penalties.
 - If a suspension penalty is assessed against a store, the affected store will be closed to public, retail sales for the duration of the suspension but it may continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases;
 - While a suspension is in effect, the store will post signs that it is closed to retail sales due to a contravention of the LCLA.
- An outstanding issue is whether any monetary penalties which are imposed will be paid to the Consolidated Revenue Fund or to some non-government organization. To pay a penalty to the CRF is not a penalty since all LDB profits go to the CRF anyway. There may be a concern that the Liquor Distribution Act does not permit LDB to pay money to anyone other than the CRF.

Attachments: Draft MOU

Prepared by:

Name: David Hosking
Title: Senior Policy Analyst
Branch: LCLB
Phone #387-9121

Reviewed By:

Name: Barry Bieller
Title: Director, PP&C
Branch: LCLB

Initial:

Date:

Name: Karen Ayers
Title: Assistant Deputy Minister
and General Manager
Branch: LCLB

FIRST DRAFT – NOT FOR CIRCULATION

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH

AND

DEPUTY MINISTER
MINISTRY OF HOUSING AND SOCIAL DEVELOPMENT

CONCERNING

THE APPLICATION OF THE ADMINISTRATIVE PENALTY
SYSTEM IN THE LIQUOR CONTROL AND LICENSING ACT
TO THE LIQUOR DISTRIBUTION BRANCH

EFFECTIVE DATE: November 15, 2010

Cliff#: _____
Version #: _____
Updated: _____

Page 2

1. Purpose of this Agreement

The purpose of this Memorandum of Understanding is to provide for the Liquor Distribution Branch (LDB) to be subject to the administrative penalty scheme set out in the Liquor Control and Licensing Act.

This agreement will move the industry towards a more level play field by subjecting the LDB retail operations to the administrative penalty scheme applicable to licensed establishments.

2. Term of this Agreement

This agreement will remain in place until terminated by the Deputy Minister.

3. Extension, Amendment or Termination of this Agreement

The Deputy Minister may extend, amend or terminate this agreement or any portion of this agreement at any time.

4. Application of the administrative enforcement scheme to LDB

LDB liquor stores acting as retail outlets will be treated as though they were licensees under the Liquor Control and Licensing Act (LCLA).

Each LDB liquor store will be treated as a separate store for the purposes of determining its compliance history.

The administrative penalty scheme as set out in section 20 of the LCLA and sections 64 to 68, inclusive, and Schedule 4 of the Liquor Control and Licensing Regulation will apply, *mutatis mutandis*, to LDB liquor stores acting as retail outlets.

5. Application of the LCLB Compliance and Enforcement Program to LDB

The LCLB will treat LDB retail liquor stores as licensees for the purposes of annual compliance and enforcement planning, special investigations, and regular inspection circuits.

6. Staff relations

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and employment relations matters.

[Just have this sentence to cover this issue. Then in the communications plan can specify that normal disciplinary processes will apply to staff and that if a store is ever suspended innocent staff will be assigned temporary duties etc. to preserve their pay cheques.]

7. Payment of monetary penalties

[If a monetary penalty is assessed against LDB, the penalty will be paid into the Consolidated Revenue Fund but LDB's annual report will note that the amount was transferred as a penalty for contravening the LCLA.]

[If a monetary penalty is assessed against LDB, the penalty will be paid to XXX as a grant to the XXX and LDB's annual report will note that the amount was transferred as a penalty for contravening the LCLA.]

8. Effect of a suspension penalty

If a suspension penalty is assessed against LDB:

Cliff#:

Version #:

Updated:

Page 3

- the affected store will be closed to public, retail sales for the duration of the suspension;
- the affected store may continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases;
- the store may continue to employ its regular staff in functions other than retail sales;
- while the suspension is in effect the affected store will post signs on the doors advising the public that the store is closed to retail sales due to a contravention of the LCLA.

9. Communications

The LDB and LCLB are responsible for communicating the coming into force of this agreement to their respective staffs. Both branches will coordinate the announcements to staff and collaborate on the development of internal communications respecting this agreement.

Public communications related to the coming into force of this agreement will be made jointly by both branches.

The LCLB issues regular reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the act, regulation and terms and conditions of their licenses. The LCLB will treat LDB contraventions in the same manner and release the same types of information about contraventions as it does with respect to any licensee.

Other than as specified above, LDB will receive no advance notice or opportunity to comment on any public communication issued by the LCLB.

10. Signatures

Cairine MacDonald
Deputy Minister, HSD

Date

Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Date

Jay Chambers
General Manager
Liquor Distribution Branch

Date

Cliff#:
Version #:
Updated:

Page 4

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH

AND

DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

CONCERNING

THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
THE LIQUOR CONTROL AND LICENSING ACT TO THE LIQUOR
DISTRIBUTION BRANCH

EFFECTIVE DATE: February 1, 2011

1. Purpose of this Agreement

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This agreement will move the industry towards a more level play field by subjecting the LDB retail operations to the administrative penalty scheme applicable to licensed establishments.

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If a suspension penalty is assessed against LDB:

- the affected store will be closed to public, retail sales for the duration of the suspension;
- the affected store may continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases;

- the affected store may continue to employ its regular staff in functions other than retail sales;
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Other than as specified above, LDB will receive no advance notice or opportunity to comment on any public communication issued by the LCLB.

10. Signatures

Lori Wanamaker
Deputy Minister, PSSG

Date

Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Date

Jay Chambers
General Manager
Liquor Distribution Branch

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

**ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH**

AND

**GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH**

AND

**DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**

CONCERNING

**THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
THE LIQUOR CONTROL AND LICENSING ACT TO THE LIQUOR
DISTRIBUTION BRANCH**

EFFECTIVE DATE: February 1, 2011

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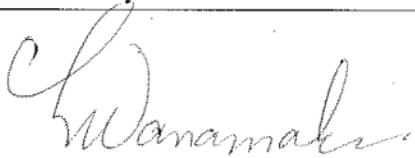
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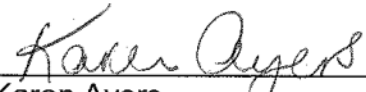
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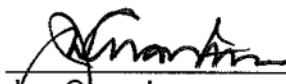
10. Signatures


 Lori Wanamaker
 Deputy Minister, PSSG

1/21/11
 Date


 Karen Ayers
 Assistant Deputy Minister and
 General Manager
 Liquor Control and Licensing Branch

Dec. 10/10
 Date


 Jay Chambers
 General Manager
 Liquor Distribution Branch

Dec. 20/10
 Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH

AND

DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

CONCERNING

THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
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DISTRIBUTION BRANCH

EFFECTIVE DATE: February 1, 2011

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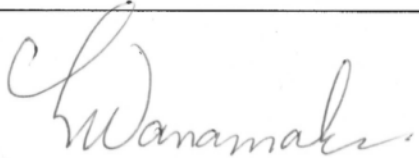
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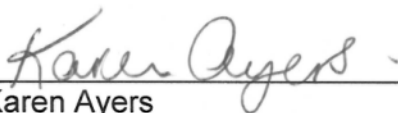
10. Signatures



Lori Wanamaker
Deputy Minister, PSSG

1/21/11

Date



Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Dec. 10/10

Date



Jay Chambers
General Manager
Liquor Distribution Branch

Dec. 20/10

Date

Jones, Kathleen HSD:EX

From: Jones, Kathleen HSD:EX
Sent: Friday, January 14, 2011 10:06 AM
To: Hoskins, Jeannie SG:EX
Subject: MOU for DSG's signature

RECEIVED
JAN 17 2011
DEPUTY SOLICITOR GENERAL

Hi Jeannie,

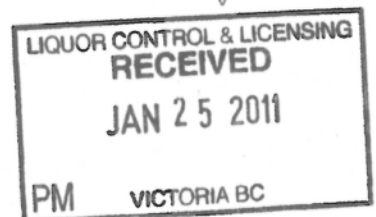
In today's mail I'm placing 3 copies of an MOU (re: applying the penalty system in the Liquor Control and Licensing Act to the Liquor Distribution Branch) requiring the DSG's signature. Karen and Jay Chambers have both signed. Once signed, please return two copies to me. Or perhaps you'll return all three? Not sure if your office keeps a copy?

If you need anything further, please let me know.

Thanks – hope you have a nice weekend,
Kathy

Kathleen Jones
Executive Assistant to Karen Ayers
Assistant Deputy Minister & General Manager
Liquor Control and Licensing Branch, British Columbia
T: 250.387.9131
E: Kathleen.Jones@gov.bc.ca

*copy sent to Jay Chambers
@ LDB Jan 25/11.
KJones*



Page 015 of 455 to/à Page 018 of 455

Withheld pursuant to/removed as

s.13 ; s.14

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH (the "LCLB")

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH (the "LDB")

AND

DEPUTY MINISTER
MINISTRY OF SMALL BUSINESS AND RED TAPE
REDUCTION AND RESPONSIBLE FOR THE LIQUOR
DISTRIBUTION BRANCH

CONCERNING

1. THE APPLICATION OF OPERATIONAL REQUIREMENTS AND THE ADMINISTRATIVE PENALTY SYSTEM IN THE *LIQUOR CONTROL AND LICENSING ACT* ("LCLA") AND *LIQUOR CONTROL AND LICENSING REGULATION* ("LCLR") TO EACH BC LIQUOR STORE ("BCLS") ; AND
2. THE CONSEQUENCES WHERE A RURAL AGENCY STORES ("RAS") FAILS TO COMPLY WITH THE OPERATIONAL REQUIREMENTS IN THE LCLA AND LCLR.

EFFECTIVE DATE:

1. Purpose of this Agreement

This Memorandum of Understanding reflects the intention of achieving a level playing field amongst liquor retailers in British Columbia by applying the operational requirements and the administrative penalty scheme applicable to licensee retail stores to each BCLS.

In addition, the agreement provides clarity on the consequences where a RAS, operated as an agent of the LDB under an Authorization, fails to comply with these operational requirements.

2. Term of this Agreement

This agreement will remain in place until terminated by the Deputy Minister.

3. Amendment of this Agreement

The Deputy Minister may amend this agreement or any portion of this agreement at any time.

4. Application of the LCLB's Compliance and Enforcement Program to each BCLS

The LCLB will treat each BCLS as a licensee retail store for the purposes of annual compliance and enforcement planning, regular retail store inspections and special investigations.

BCLSs are subject to operational requirements that include, but are not limited to, the following:

- a) Section 42 of the LCLA – producing records, subject to the LDBs requirement to preserve original records in compliance with the *Information Management Act*.
- b) Section 61(2) of the LCLA – giving liquor to an intoxicated person
- c) Section 63 of the LCLA – provision of educational information or material
- d) Sections 77 & 79 of the LCLA – minors
- e) Section 59 of the LCLR – hours, sale of non-liquor items and entertainment
- f) Section 70 of the LCLR and the LCLB's consumer tastings policy – consumer sampling
- g) Section 185(1) of the LCLR – completion of prescribed training program.
- h) LCLB's minimum retail price policy

5. Application of LCLB's Administrative Enforcement Scheme to Each BCLS

Each LDB retail store location will be treated as a separate store for the purposes of determining compliance history.

The administrative penalty scheme as set out in Section 51 of the LCLA and Sections 149-154 and Schedule 2 of the LCLR will apply, *mutatis mutandis*, to BCLS_{2/3}

6. Staff Relations

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and staff employment matters.

7. Payment of Monetary Penalties

If a monetary penalty is assessed against a BCLS, the penalty will be paid into the Consolidated Revenue Fund, but the LDB's annual report will note the total amount that was transferred for all BCLS penalties, as contravention penalties.

The LDB is required to post a sign at the retail location that they have been assessed a monetary penalty and the sign must remain posted for the specified period of time.

8. Effect of a suspension penalty

If a suspension penalty is assessed against a LDB retail store:

- the affected store will be closed to public retail sales for the duration of the suspension;
 - the affected store may continue to sell liquor to those licensees who have been assigned that store for their purchases;
 - the affected store may continue to employ its regular staff in functions other than retail sales;
 - during the suspension the affected store will post signs on the doors advising the public that the store is closed to retail sales due to a contravention.
-

9. Application of the LCLB's Compliance and Enforcement Program to RAS

The LCLB's operational requirements, as described in Section 4 of this agreement, apply to RASs. In addition, the LCLB conducts inspections of RASs under the Minors as Agents Program.

Where a RAS is non-compliant with these operational requirements, the LCLB will recommend a non-monetary penalty to the LDB general manager. The LDB general manager is responsible for determining the consequences of any such non-compliance, in accordance with the LDB's *Rural Agency Store Authorization Terms and Conditions*.

10. Communications

The LCLB regularly publishes reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the Act, Regulation and terms and conditions of their licences. The LCLB will treat BCLS contraventions in the same manner, and release the same types of information about contraventions, as it does with respect to any licensee.

The LDB will not receive advance notice or be given an opportunity to comment on any public communication issued by the LCLB prior to its release.

11. Signatures.

Deputy Minister, SBRT

Michelle Carr
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Date

Blain Lawson
CEO and General Manager
Liquor Distribution Branch

Date

RE: BCLS MAP Inspection

From: Corley, Tegan LCLB:EX
To: Gill, Rupi K LCLB:EX <Rupi.Gill@gov.bc.ca>
Cc: Tetzl, Raymond LCLB:EX <Raymond.Tetzl@gov.bc.ca>
Sent: July 9, 2018 11:37:36 AM PDT
Attachments: LDB LCLB MOU.pdf

Thank you Rupi,

I was unaware of the MOU. I found it in our drive and attached here for you as an FYI since you haven't seen it before.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
604-252-3000 ext 3866

From: Gill, Rupi K LCLB:EX
Sent: Monday, July 9, 2018 11:14 AM
To: Corley, Tegan LCLB:EX
Cc: Tetzl, Raymond LCLB:EX
Subject: Re: BCLS MAP Inspection

Hi Tegan,

My understanding is that this is through an MOU, between the Branch and LDB but I have to confess that I have not seen the MOU.

I am copying Ray on this as I assume he knows who is the keeper of the MOU's

Rupi

Sent from my iPhone

On Jul 9, 2018, at 9:02 AM, Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca> wrote:

Good afternoon Rupi,
Can you let me know where I can find the authority, whether in the LCLA or perhaps the LDA, that allows inspectors to issue a monetary penalty for a MAP inspection contravention in a government liquor store?

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
604-252-3000 ext 3866

MEMORANDUM OF UNDERSTANDING

BETWEEN

**ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH**

AND

**GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH**

AND

**DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL**

CONCERNING

**THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
THE LIQUOR CONTROL AND LICENSING ACT TO THE LIQUOR
DISTRIBUTION BRANCH**

EFFECTIVE DATE: February 1, 2011

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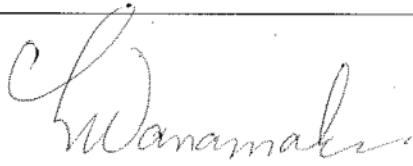
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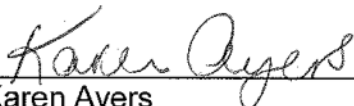
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Lori Wanamaker
Deputy Minister, PSSG

1/21/11

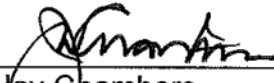
Date



Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Dec. 10/10

Date



Jay Chambers
General Manager
Liquor Distribution Branch

Dec. 20/10

Date

Page 027 of 455 to/à Page 037 of 455

Withheld pursuant to/removed as

s.13

Assignment re: BN about MOU with LDB

From: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Cc: Hutton, Andrew LCLB:EX <Andrew.Hutton@gov.bc.ca>
Sent: October 25, 2018 8:55:50 AM PDT
Attachments: FW: ACTION NEEDED: LDB MOU documents, RE: Penalties MOU, RE: Penalties MOU
Tegan:

Can you please pull together a BN for Doug Scott about the MOU between LDB and LCRB for cannabis? I've attached some emails that I'm hoping will assist in guiding the BN development. The key issue is what to include in the MOU, including whether suspensions should be included.

I'm hoping to see a draft by tomorrow morning. Let me know if you need some more direction on this. Vince may also be helpful with background about the liquor MOU to inform on that piece.

Thanks!

Holli Ward

Manager, Policy

Liquor and Cannabis Regulation Branch

Cell: 250-480-9377

FW: ACTION NEEDED: LDB MOU documents

From: Kovacs, Teresa LCLB:EX <Teresa.Kovacs@gov.bc.ca>
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>, Hutton, Andrew LCLB:EX <Andrew.Hutton@gov.bc.ca>
Sent: October 22, 2018 2:50:56 PM PDT

Fyi - as discussed.

-----Original Message-----

From: Smith, Dugald LCLB:EX
Sent: October 22, 2018 2:48 PM
To: Pearson, Barbera AG:EX <Barbera.Pearson@gov.bc.ca>
Cc: Boivin, Arielle LCLB:EX <Arielle.Boivin@gov.bc.ca>; Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>; Kovacs, Teresa LCLB:EX <Teresa.Kovacs@gov.bc.ca>
Subject: RE: ACTION NEEDED: LDB MOU documents

Hi Barbera

Yes, we will be drafting a note for Doug on this to provide the current status and likely some guidance.

Given all that is happening, it was not in our express pile.

Is that OK?

Dugald

-----Original Message-----

From: Pearson, Barbera AG:EX
Sent: Monday, October 22, 2018 2:45 PM
To: Smith, Dugald LCLB:EX
Cc: Boivin, Arielle LCLB:EX; Morton, Amanda LCLB:EX
Subject: FW: ACTION NEEDED: LDB MOU documents

Hi - I am going to assume that you are working on this item and we will receive it via normal approval channels when ready. Correct?

Thanks

Barb

Barbera Pearson, Manager, Business Operations Associate Deputy Minister's Office Ministry of Attorney General
Phone: 778-698-0402 / Cellular: 250-216-7983 <mailto:barbera.pearson@gov.bc.ca>

-----Original Message-----

From: Carr, Michelle LCLB:EX
Sent: Tuesday, October 16, 2018 7:04 AM
To: Scott, Douglas S AG:EX <Douglas.S.Scott@gov.bc.ca>; Smith, Dugald LCLB:EX <Dugald.Smith@gov.bc.ca>
Cc: Pearson, Barbera AG:EX <Barbera.Pearson@gov.bc.ca>; Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>
Subject: ACTION NEEDED: LDB MOU documents

Hi, this was one item I was unable to complete. I think it requires a DN for the Associate DM to confirm scope of LCRB regulatory oversight of LDB desired.

As I understand it, LDB is concerned about providing ability of GM to issue a suspension of licence. I think that the way it is described in the track changes highlights the difference and there is either a different way of describing the result

of LDB non-compliance or need to ensure same penalty as private sector.

It may also be useful to have liquor and cannabis operations in one MOU.

Note that the LDB may not be aware of the revised penalty schedule for cannabis and liquor.

-----Original Message-----

From: Carr, Michelle LCLB:EX

Sent: September 29, 2018 8:32 AM

To: Carr, Michelle LCLB:EX <Michelle.Carr@gov.bc.ca>

Subject: FW: LDB MOU documents

-----Original Message-----

From: Hutton, Andrew LCLB:EX

Sent: September 12, 2018 4:04 PM

To: Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>

Subject: LDB MOU documents

Hi Amanda,

Michelle asked me to send you some documents for her review. These are about the LDB memoranda of understanding regarding applying the liquor/cannabis penalty schemes to LDB retail stores. I've attached three documents:

- 1.The current signed MOU for liquor stores regarding applying the liquor penalty scheme (this is the PDF)
- 2.The most recent draft update to the MOU for LDB liquor stores (this is the 'Version for Brian' document -- it was never signed off)
- 3.The current draft MOU for LDB cannabis stores

Just let me know if anything is unclear.

Thanks,

Andrew Hutton

Senior Policy Analyst

Liquor and Cannabis Regulation Branch

Ministry of Attorney General

Tel: 778-698-9599

RE: Penalties MOU

From: Aujla, Kam LDB:EX <kam.aujla@bcldb.com>
To: Hutton, Andrew LCLB:EX <Andrew.Hutton@gov.bc.ca>
Cc: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: October 24, 2018 1:22:19 PM PDT
Attachments: RE: LCLB&LDB MOUs, 2017-05-25-LDB-LCLB funding MOU - DRAFT.doc, image001.gif, image002.gif, 2017-05-25-LDB-LCLB penalties MOU - DRAFT.docx

Hello,

This is the last email I could find on the penalties MOU. Draft MOUs also attached. Happy to chat if you have any questions.

Thanks,

Kam Aujla

Senior Policy Analyst, Corporate Services
BC Liquor Distribution Branch
2250 Boundary Road, Burnaby BC V5M 3Z3
T: 604 252-3000 ext 3931 E: kam.aujla@bcldb.com

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The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.



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From: Hutton, Andrew LCLB:EX
Sent: Tuesday, October 23, 2018 2:51 PM
To: Aujla, Kam LDB:EX
Cc: Ward, Holli LCLB:EX
Subject: Penalties MOU

Hi Kam,

Thanks for chatting this morning about the penalties MOU. If you find any further background info, can you please cc Holli? I will be away on Thursday-Friday this week, and Holli may pick this up while I'm gone.

Thanks,

Andrew Hutton
Senior Policy Analyst
Liquor and Cannabis Regulation Branch
Ministry of Attorney General
Tel: 778-698-9599

RE: LCLB&LDB MOUs

From: Cournoyer, Vince SBRT:EX <Vince.Cournoyer@gov.bc.ca>
To: Aujla, Kam LDB:EX <kam.aujla@bcldb.com>
Sent: May 29, 2017 1:25:59 PM PDT
Attachments: image001.gif, image002.gif

OK, I'll talk to Ray our Deputy GM of Compliance and Enforcement as well to see if he has ever had that conversation

Vince Cournoyer
Senior Policy Analyst
Liquor Control and Licensing Branch
250 952-5746

From: Aujla, Kam LDB:EX
Sent: Monday, May 29, 2017 1:24 PM
To: Cournoyer, Vince SBRT:EX
Subject: RE: LCLB&LDB MOUs

I'll have to consult with Legal to get a response.

Kam Aujla
Senior Policy Analyst, Corporate Policy & Communications
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-2961 E: kam.aujla@bcldb.com

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From: Cournoyer, Vince SBRT:EX
Sent: Monday, May 29, 2017 1:21 PM
To: Aujla, Kam LDB:EX
Subject: RE: LCLB&LDB MOUs

Right, the GM has the authority to open and close a government liquor store, but seems to me that refers to permanently opening a store or permanently closing a store; not a temporary suspension for repeated sales to a minor for example.

Vince Cournoyer
Senior Policy Analyst
Liquor Control and Licensing Branch
250 952-5746

From: Aujla, Kam LDB:EX
Sent: Monday, May 29, 2017 1:14 PM
To: Cournoyer, Vince SBRT:EX
Subject: RE: LCLB&LDB MOUs

According to the LDA only the LDB GM has the authority to close a store. Do you want me to ask Legal as to where it's specifically referenced?

Kam Aujla

Senior Policy Analyst, Corporate Policy & Communications
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-2961 E: kam.aujla@bclddb.com

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From: Cournoyer, Vince SBRT:EX
Sent: Monday, May 29, 2017 1:07 PM
To: Aujla, Kam LDB:EX
Subject: RE: LCLB&LDB MOUs

Hi Kam, thanks for this.

I'm not sure about this comment:

Allowing for suspensions conflicts with LDB GM's authorities under the LDA.

Can you explain further please...

Vince Cournoyer
Senior Policy Analyst
Liquor Control and Licensing Branch
250 952-5746

From: Aujla, Kam LDB:EX
Sent: Thursday, May 25, 2017 9:09 AM
To: Cournoyer, Vince SBRT:EX
Cc: Turner, Caeli LDB:EX
Subject: LCLB&LDB MOUs

Hi Vince,

s.22

The MOUs are attached, with some comments and suggested revisions from policy and legal. Please let us know if you have any questions.

Thanks,

Kam Aujla

Senior Policy Analyst, Corporate Policy & Communications
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-2961 E: kam.aujla@bclddb.com

The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.

RE: Penalties MOU

From: Hutton, Andrew LCLB:EX <Andrew.Hutton@gov.bc.ca>
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: October 24, 2018 2:05:28 PM PDT
Attachments: image001.gif, image002.gif

I haven't started a formal BN yet and there was never one associated with this when it was still with Michelle. Here are the quick notes I took from the meeting with Dugald on Monday:

Bullets to Doug (later this week)

- Motivation for completing MOU
- Historical sticking point (suspensions)
- Legal advice
- Implications

Sorry I can't be more helpful right now. I was planning on putting bullets together once I got more info from Kam and LSB.

Good luck with the rest of the week. I guess we'll have some things to chat about on Monday.

Andrew

From: Ward, Holli LCLB:EX
Sent: Wednesday, October 24, 2018 1:32 PM
To: Hutton, Andrew LCLB:EX
Subject: FW: Penalties MOU

Andrew:

On the off chance you read your email before going away-are you able to point me in the direction of the BN you were working on associated with this?

Thanks,

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Aujla, Kam LDB:EX
Sent: Wednesday, October 24, 2018 1:22 PM
To: Hutton, Andrew LCLB:EX
Cc: Ward, Holli LCLB:EX
Subject: RE: Penalties MOU

Hello,

This is the last email I could find on the penalties MOU. Draft MOUs also attached. Happy to chat if you have any questions.

Thanks,

Kam Aujla
Senior Policy Analyst, Corporate Services
BC Liquor Distribution Branch
2250 Boundary Road, Burnaby BC V5M 3Z3

T: 604 252-3000 ext 3931 E: kam.aujla@bclddb.com

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From: Hutton, Andrew LCLB:EX
Sent: Tuesday, October 23, 2018 2:51 PM
To: Aujla, Kam LDB:EX
Cc: Ward, Holli LCLB:EX
Subject: Penalties MOU

Hi Kam,

Thanks for chatting this morning about the penalties MOU. If you find any further background info, can you please cc Holli? I will be away on Thursday-Friday this week, and Holli may pick this up while I'm gone.

Thanks,

Andrew Hutton
Senior Policy Analyst
Liquor and Cannabis Regulation Branch
Ministry of Attorney General
Tel: 778-698-9599

RE: Assignment re: BN about MOU with LDB

From: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Sent: October 25, 2018 9:47:08 AM PDT
Attachments: Legal advice request -- draft LCRB/LDB MOU re: administrative penalties
Tegan:

s.13; s.14

Holli Ward

Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Corley, Tegan LCLB:EX
Sent: Thursday, October 25, 2018 9:37 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Hi Holli,

s.13; s.14

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 8:56 AM
To: Corley, Tegan LCLB:EX
Cc: Hutton, Andrew LCLB:EX
Subject: Assignment re: BN about MOU with LDB

Tegan:

Can you please pull together a BN for Doug Scott about the MOU between LDB and LCRB for cannabis? I've attached some emails that I'm hoping will assist in guiding the BN development. The key issue is what to include in the MOU, including whether suspensions should be included.

I'm hoping to see a draft by tomorrow morning. Let me know if you need some more direction on this. Vince may also be helpful with background about the liquor MOU to inform on that piece.

Thanks!

Holli Ward

Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

Page 048 of 455

Withheld pursuant to/removed as

s.14

RE: Assignment re: BN about MOU with LDB

From: Corley, Tegan LCLB:EX
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: October 25, 2018 9:53:22 AM PDT
Thank you.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 9:47 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Tegan:
s.13; s.14

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

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Sent: Thursday, October 25, 2018 9:37 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

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s.13; s.14

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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Sent: Thursday, October 25, 2018 8:56 AM
To: Corley, Tegan LCLB:EX
Cc: Hutton, Andrew LCLB:EX
Subject: Assignment re: BN about MOU with LDB

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Thanks!

Holli Ward

Manager, Policy

Liquor and Cannabis Regulation Branch

Cell: 250-480-9377

MOU

From: Cournoyer, Vince LCLB:EX <Vince.Cournoyer@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Sent: October 25, 2018 10:24:54 AM PDT
Attachments: MOU - Penalties - Clean to send to Michelle.docx

Vince Cournoyer
Senior Policy and Legislative Analyst
Liquor & Cannabis Regulation Branch
Ministry of Attorney General
778 974-2983

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH (the "LCLB")

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH (the "LDB")

AND

DEPUTY MINISTER
MINISTRY OF SMALL BUSINESS AND RED TAPE
REDUCTION AND RESPONSIBLE FOR THE LIQUOR
DISTRIBUTION BRANCH

CONCERNING

1. THE APPLICATION OF OPERATIONAL REQUIREMENTS AND THE ADMINISTRATIVE PENALTY SYSTEM IN THE *LIQUOR CONTROL AND LICENSING ACT* ("LCLA") AND *LIQUOR CONTROL AND LICENSING REGULATION* ("LCLR") TO EACH BC LIQUOR STORE ("BCLS") ; AND
2. THE CONSEQUENCES WHERE A RURAL AGENCY STORES ("RAS") FAILS TO COMPLY WITH THE OPERATIONAL REQUIREMENTS IN THE LCLA AND LCLR.

EFFECTIVE DATE:

1. Purpose of this Agreement

This Memorandum of Understanding reflects the intention of achieving a level playing field amongst liquor retailers in British Columbia by applying the operational

requirements and the administrative penalty scheme applicable to licensee retail stores to each BCLS.

In addition, the agreement provides clarity on the consequences where a RAS, operated as an agent of the LDB under an Authorization, fails to comply with these operational requirements.

12. Term of this Agreement

This agreement will remain in place until terminated by the Deputy Minister.

3. Amendment of this Agreement

The Deputy Minister may amend this agreement or any portion of this agreement at any time.

4. Application of the LCLB's Compliance and Enforcement Program to each BCLS

The LCLB will treat each BCLS as a licensee retail store for the purposes of annual compliance and enforcement planning, regular retail store inspections and special investigations.

BCLSs are subject to operational requirements that include, but are not limited to, the following:

- a) Section 42 of the LCLA – producing records, subject to the LDBs requirement to preserve original records in compliance with the *Information Management Act*.
- b) Section 59 of the LCLR – hours, sale of non-liquor items and entertainment
- c) Section 61(2) of the LCLA – giving liquor to an intoxicated person
- d) Section 63 of the LCLA – provision of educational information or material
- e) Section 70 of the LCLR and the LCLB's consumer tastings policy – consumer sampling
- f) Sections 77 & 79 of the LCLA – minors
- g) Section 185(1) of the LCLR – completion of prescribed training program.
- h) LCLB's minimum retail price policy

Commented [KA1]: This section expressly applies to BCLS in the LCLA.

5. Application of LCLB's Administrative Enforcement Scheme to Each BCLS

Each BCLS will be treated as a separate store for the purposes of determining compliance history.

The administrative penalty scheme as set out in Section 51 of the LCLA and Sections 149-154 and Schedule 2 of the LCLR will apply, *mutatis mutandis*, to BCLS with the exception of provisions with respect to suspensions. For greater clarity, the LCLB may assess a monetary penalty against a BCLS, but the LCLB does not have the ability to suspend operations of a BCLS.

Commented [KA2]: Allowing for suspensions conflicts with LDB GM's authorities under the LDA.

6. Staff Relations

2/3

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and staff employment matters.

7. Payment of Monetary Penalties

If a monetary penalty is assessed against a BCLS, the penalty will be paid into the Consolidated Revenue Fund, but the LDB's annual report will note the total amount that was transferred for all BCLS penalties, as contravention penalties.

The LDB is required to post a sign at the retail location that they have been assessed a monetary penalty and the sign must remain posted for the specified period of time.

8. Communications

The LCLB regularly publishes reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the Act, Regulation and terms and conditions of their licences. The LCLB will treat BCLS contraventions in the same manner, and release the same types of information about contraventions, as it does with respect to any licensee.

The LDB will not receive advance notice or be given an opportunity to comment on any public communication issued by the LCLB prior to its release.

9. Application of the LCLB's Compliance and Enforcement Program to RAS

The LCLB's operational requirements, as described in Section 4 of this agreement, apply to RASs. In addition, the LCLB conducts inspections of RASs under the Minors as Agents Program.

Where a RAS is non-compliant with these operational requirements, the LCLB will recommend a non-monetary penalty to the LDB general manager. The LDB general manager is responsible for determining the consequences of any such non-compliance, in accordance with the LDB's *Rural Agency Store Authorization Terms and Conditions*.

10. Signature
Jay Chambers

Tim McEwan
Deputy Minister, SBRT

Date
Dec. 10/10
Date

Michelle Carr

Date

3/3

Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Blain Lawson
CEO and General Manager
Liquor Distribution Branch

Date

RE: LCRB / LDB Administrative Penalty MOU

From: Gill, Rupī K LCLB:EX <Rupi.Gill@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>, Tetzēl, Raymond LCLB:EX <Raymond.Tetzēl@gov.bc.ca>
Sent: October 25, 2018 1:59:46 PM PDT

I can say with a fair degree of confidence (confirmed with Peter Mior) that it has never happened.

Rupī

From: Corley, Tegan LCLB:EX
Sent: Thursday, October 25, 2018 11:37 AM
To: Tetzēl, Raymond LCLB:EX; Gill, Rupī K LCLB:EX
Subject: LCRB / LDB Administrative Penalty MOU
Importance: High

Good morning,

I understand you may have been asked this before but I cannot find the answer and I have tight turn around to get a DN to the ADsM.

The current AMP MOU dated 2011 states that the LCRB GM may impose either monetary or suspension day penalties on BCLS. Has a suspension day penalty ever been issued?

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RE: Assignment re: BN about MOU with LDB

From: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Sent: October 26, 2018 9:00:37 AM PDT
Thanks! I will review and follow up with LSB to see where their at.

From: Corley, Tegan LCLB:EX
Sent: Friday, October 26, 2018 8:59 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Good morning, Holli

I have completed as much of this draft as possible^{s.13}. Please note there are a few questions in there for your consideration.

s.15

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 9:47 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Tegan:
s.13; s.14

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Corley, Tegan LCLB:EX
Sent: Thursday, October 25, 2018 9:37 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Hi Holli,

s.13; s.14

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 8:56 AM
To: Corley, Tegan LCLB:EX
Cc: Hutton, Andrew LCLB:EX
Subject: Assignment re: BN about MOU with LDB

Tegan:

Can you please pull together a BN for Doug Scott about the MOU between LDB and LCRB for cannabis? I've attached some emails that I'm hoping will assist in guiding the BN development. The key issue is what to include in the MOU, including whether suspensions should be included.

I'm hoping to see a draft by tomorrow morning. Let me know if you need some more direction on this. Vince may also be helpful with background about the liquor MOU to inform on that piece.

Thanks!

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

Page 059 of 455 to/à Page 060 of 455

Withheld pursuant to/removed as

s.13 ; s.14

RE: Assignment re: BN about MOU with LDB

From: Corley, Tegan LCLB:EX
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Cc: Hutton, Andrew LCLB:EX <Andrew.Hutton@gov.bc.ca>
Sent: October 30, 2018 9:44:57 AM PDT

Hi Holli, I have accepted and made the amendments you suggested in the BN.^{s.13}
s.13

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Friday, October 26, 2018 3:15 PM
To: Corley, Tegan LCLB:EX
Cc: Hutton, Andrew LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Tegan:

I've reviewed and my comments/suggestions are in the link. This looks great!

s.13

Following-I will send forward.

Thanks,

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Corley, Tegan LCLB:EX
Sent: Friday, October 26, 2018 8:59 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Good morning, Holli

I have completed as much of this draft as possible^{s.13}
few questions in there for your consideration.

Please note there are a

s.15

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 9:47 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Tegan:

s.13; s.14

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Corley, Tegan LCLB:EX
Sent: Thursday, October 25, 2018 9:37 AM
To: Ward, Holli LCLB:EX
Subject: RE: Assignment re: BN about MOU with LDB

Hi Holli,

s.13; s.14

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

From: Ward, Holli LCLB:EX
Sent: Thursday, October 25, 2018 8:56 AM
To: Corley, Tegan LCLB:EX
Cc: Hutton, Andrew LCLB:EX
Subject: Assignment re: BN about MOU with LDB

Tegan:

Can you please pull together a BN for Doug Scott about the MOU between LDB and LCRB for cannabis? I've attached some emails that I'm hoping will assist in guiding the BN development. The key issue is what to include in the MOU, including whether suspensions should be included.

I'm hoping to see a draft by tomorrow morning. Let me know if you need some more direction on this. Vince may also be helpful with background about the liquor MOU to inform on that piece.

Thanks!

Holli Ward
Manager, Policy

Page 064 of 455 to/à Page 067 of 455

Withheld pursuant to/removed as

s.14

Page 068 of 455 to/à Page 071 of 455

Withheld pursuant to/removed as

s.13 ; s.14

Page 072 of 455 to/à Page 078 of 455

Withheld pursuant to/removed as

s.14

Page 079 of 455 to/à Page 096 of 455

Withheld pursuant to/removed as

s.13 ; s.14

Page 097 of 455 to/à Page 100 of 455

Withheld pursuant to/removed as

s.14

RE: MOU between LDB/LCRB

From: Corley, Tegan LCLB:EX
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: November 7, 2018 9:14:38 AM PST

I believe during our meeting you mentioned that we would follow up with Cheryl Lawrence to see if she was involved in the drafting of the fee MOU and to get her opinion on combining them. Did you want me to follow up with her?

Tegan Corley | Policy Analyst

From: Ward, Holli LCLB:EX
Sent: Wednesday, November 7, 2018 8:57 AM
To: Corley, Tegan LCLB:EX; Jones, Kathleen LCLB:EX
Subject: RE: MOU between LDB/LCRB

Thanks for clarifying Tegan. I think that fee MOU is between finance and LDB and LCRB but I may be wrong on that? We couldn't combine if finance was involved (at least I don't think).

From: Corley, Tegan LCLB:EX
Sent: Wednesday, November 7, 2018 8:27 AM
To: Jones, Kathleen LCLB:EX; Ward, Holli LCLB:EX
Subject: RE: MOU between LDB/LCRB

Good morning, I believe during our call last week the question came about with respect to the MOU for the licence fees that LDB pays to LCRB to set up a government store to keep the playing field level between private and public retailers – not with respect to information sharing.

s.13

Tegan Corley | Policy Analyst

From: Jones, Kathleen LCLB:EX
Sent: Tuesday, November 6, 2018 9:42 AM
To: Ward, Holli LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

Hi Holli,

s.13

Kathy

From: Ward, Holli LCLB:EX
Sent: Tuesday, November 6, 2018 9:24 AM
To: Jones, Kathleen LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

Great, thanks for the update

From: Jones, Kathleen LCLB:EX
Sent: Tuesday, November 6, 2018 9:09 AM
To: Ward, Holli LCLB:EX
Cc: Corley, Tegan LCLB:EX

Subject: RE: MOU between LDB/LCRB

Just looping back Holli – I have let him know. Will let you know the outcome.

From: Ward, Holli LCLB:EX
Sent: Monday, November 5, 2018 2:31 PM
To: Jones, Kathleen LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

s.13; s.14

From: Jones, Kathleen LCLB:EX
Sent: Monday, November 5, 2018 2:27 PM
To: Ward, Holli LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

I don't know – Jeff Ring at LDB was taking it through the process over there. He's just cc'd me on an email to the Director of Policy asking for any final comments so seems like it's about complete. If you still want to know who counsel is I can ask...

From: Ward, Holli LCLB:EX
Sent: Monday, November 5, 2018 1:45 PM
To: Jones, Kathleen LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

s.13; s.14

From: Jones, Kathleen LCLB:EX
Sent: Monday, November 5, 2018 12:31 PM
To: Ward, Holli LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: RE: MOU between LDB/LCRB

Hi Holli,

s.13

Kathy

From: Ward, Holli LCLB:EX
Sent: Monday, November 5, 2018 12:22 PM
To: Jones, Kathleen LCLB:EX
Cc: Corley, Tegan LCLB:EX
Subject: MOU between LDB/LCRB

Kathy,

I understand you're working on an MOU between LDB/LCRB-I can't recall which one this is. Tegan and I were on a call last week about the MOU with LDB/LCRB re: penalties and suspensions. ^{s.13; s.14}

s.13; s.14

I'm wondering what your thoughts are on that.

Holli Ward
Manager, Policy

For ADM review re: BN for decision on MOU between LDB/LCRB

From: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
To: Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>, Walker, Lisa LCLB:EX <Lisa.Walker@gov.bc.ca>
Cc: Smith, Dugald LCLB:EX <Dugald.Smith@gov.bc.ca>, Kovacs, Teresa LCLB:EX <Teresa.Kovacs@gov.bc.ca>, Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Sent: November 7, 2018 10:57:00 AM PST
Attachments: Appendix A - MOU LCLB-LDB Administration of Penalties (2011).pdf, ADsM - BN LCRB and LDB Administrative Penalties MOU.docx
Amanda/Lisa:

Attached for Dugald's review: the BN (with appendix) for ASDM on MOU between LDB/LCRB re: inclusion of suspensions.
Note: this has to be cliff'd.

Thanks,

Holli Ward

Manager, Policy

Liquor and Cannabis Regulation Branch

Cell: 250-480-9377

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH

AND

DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

CONCERNING

THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
THE LIQUOR CONTROL AND LICENSING ACT TO THE LIQUOR
DISTRIBUTION BRANCH

EFFECTIVE DATE: February 1, 2011

1. Purpose of this Agreement

The purpose of this Memorandum of Understanding is to provide for the Liquor Distribution Branch (LDB) to be subject to the administrative penalty scheme set out in the Liquor Control and Licensing Act.

This agreement will move the industry towards a more level play field by subjecting the LDB retail operations to the administrative penalty scheme applicable to licensed establishments.

2. Term of this Agreement

This agreement will remain in place until terminated by the Deputy Minister.

3. Extension, Amendment or Termination of this Agreement

The Deputy Minister may extend, amend or terminate this agreement or any portion of this agreement at any time.

4. Application of the administrative enforcement scheme to LDB

LDB liquor stores acting as retail outlets will be treated as though they were licensees under the Liquor Control and Licensing Act (LCLA).

Each LDB liquor store will be treated as a separate store for the purposes of determining its compliance history.

The administrative penalty scheme as set out in section 20 of the LCLA and sections 64 to 68, inclusive, and Schedule 4 of the Liquor Control and Licensing Regulation will apply, *mutatis mutandis*, to LDB liquor stores acting as retail outlets.

5. Application of the LCLB Compliance and Enforcement Program to LDB

The LCLB will treat LDB retail liquor stores as licensees for the purposes of annual compliance and enforcement planning, special investigations, and regular inspection circuits.

6. Staff relations

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and employment relations matters.

7. Payment of monetary penalties

If a monetary penalty is assessed against LDB, the penalty will be paid into the Consolidated Revenue Fund but LDB's annual report will note that the amount was transferred as a penalty for contravening the LCLA.

8. Effect of a suspension penalty

If a suspension penalty is assessed against LDB:

- the affected store will be closed to public, retail sales for the duration of the suspension;
- the affected store may continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases;

- the affected store may continue to employ its regular staff in functions other than retail sales;
- while the suspension is in effect the affected store will post signs on the doors advising the public that the store is closed to retail sales due to a contravention of the LCLA.

9. Communications

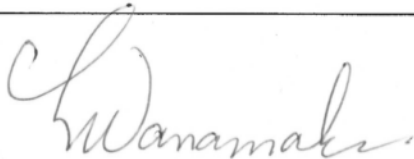
The LDB and LCLB are responsible for communicating the coming into force of this agreement to their respective staffs. Both branches will coordinate the announcements to staff and collaborate on the development of internal communications respecting this agreement.

Public communications related to the coming into force of this agreement will be made jointly by both branches.

The LCLB issues regular reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the act, regulation and terms and conditions of their licenses. The LCLB will treat LDB contraventions in the same manner and release the same types of information about contraventions as it does with respect to any licensee.

Other than as specified above, LDB will receive no advance notice or opportunity to comment on any public communication issued by the LCLB.

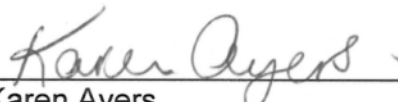
10. Signatures



Lori Wanamaker
Deputy Minister, PSSG

1/21/11

Date



Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Dec. 10/10

Date



Jay Chambers
General Manager
Liquor Distribution Branch

Dec. 20/10

Date

**MINISTRY OF ATTORNEY GENERAL
LIQUOR AND CANNABIS REGULATION BRANCH
BRIEFING NOTE**

PURPOSE: For DECISION of Douglas Scott,
Associate Deputy Minister

ISSUE:

Memorandum of Understanding (MOU) between the Liquor and Cannabis Regulation Branch (LCRB) and the Liquor Distribution Branch (LDB)

DECISION REQUIRED/ RECOMMENDATION:

- Whether or not to include the ability to issue suspension days to the public retailer in the MOU between LCRB and LDB.

SUMMARY:

- An MOU between LDB and LCRB to combine both the *Liquor Control and Licensing Act* and *Cannabis Control and Licensing Act* administrative penalty schemes is under development.
- LDB indicates it wants to exclude suspension day penalties for both liquor and cannabis public stores.

BACKGROUND:

- The current MOU between LDB and LCRB (2011) provides for the LCRB General Manager (GM) to impose liquor administrative penalties (both monetary and suspension day penalties) on BC Liquor Stores (BCLS) (Appendix A).
- The intent of providing for the ability to impose both types of administrative penalties on BCLS was to ensure equal treatment of liquor retailers.
- No suspension day penalties have been issued to BCLS since the signing of the 2011 MOU.

s.13

DISCUSSION:

- With the legalization of cannabis, consideration for updating the MOU with the intent to combine both the *Liquor Control and Licensing Act* and *Cannabis Control and Licensing Act* administrative penalty schemes into one MOU for clarity and convenience is underway.
- The intent of the MOU will continue to be ensuring equal treatment between public and private retailers.

s.13; s.16

- The 2011 MOU allows the BCLS affected by the suspension to continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases. s.13; s.16

s.13

Cliff: XXXXXX

Date Prepared: November 7, 2018

Date Decision Required: November 19, 2018

- The 2011 MOU also allows the BCLS to continue to employ its regular staff in functions other than retail sales.^{s.13; s.16}

s.13; s.16

s.14

OPTIONS:

s.13

OPTION ____ APPROVED

DATE:

Douglas Scott
Associate Deputy Minister

Prepared by:
Tegan Corley
Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Approved by:
Dugald Smith
A/General Manager
Liquor and Cannabis Regulation Branch
778-698-7300

Appendix A: 2011 MOU between LDB and LCRB

RE: Licensing Fee MOU Between LDB and LCRB

From: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
To: Corley, Tegan LCLB:EX <Tegan.Corley@gov.bc.ca>
Sent: November 7, 2018 10:59:07 AM PST
Attachments: RE: for file: GM folder or management services?: MOU LDB LCLB 2017 final, MOU LDB LCLB 2017 final.docx

Hi there – Arielle has saved in in the GM Admin Drive – not sure if you have access, so I've included a copy as well.

From: Corley, Tegan LCLB:EX
Sent: November 7, 2018 10:19 AM
To: Lawrence, Cheryl A LCLB:EX
Subject: Licensing Fee MOU Between LDB and LCRB

Good morning, Cheryl

I understand that you or someone on your team may have drafted the licensing fee MOU between LDB and LCRB. Is that correct?

s.13

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RE: for file: GM folder or management services?: MOU LDB LCLB 2017 final

From: Boivin, Arielle LCLB:EX <Arielle.Boivin@gov.bc.ca>
To: Carr, Michelle EMPR:EX <Michelle.Carr@gov.bc.ca>, Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>, Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Sent: September 26, 2018 4:32:22 PM PDT

I have filed this in:^{s.15}

-----Original Message-----

From: Carr, Michelle LCLB:EX
Sent: September 26, 2018 6:50 AM
To: Boivin, Arielle LCLB:EX; Morton, Amanda LCLB:EX; Lawrence, Cheryl A LCLB:EX
Subject: for file: GM folder or management services?: MOU LDB LCLB 2017 final

Thanks,
Michelle

Michelle Carr | Assistant Deputy Minister and General Manager Liquor and Cannabis Regulation Branch Ministry of Attorney General *New Telephone: 778-698-9086

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

-----Original Message-----

From: Carr, Michelle SBRT:EX
Sent: November 13, 2017 10:18 AM
To: Thomson, Vanessa SBRT:EX <Vanessa.Thomson@gov.bc.ca>; Boivin, Arielle SBRT:EX <Arielle.Boivin@gov.bc.ca>
Cc: Bates, Julia SBRT:EX <Julia.Bates@gov.bc.ca>
Subject: Follow up: MOU LDB LCLB 2017 final

Hi,

Attached is the final with a small edit that needs to be accepted. Arielle, please add Blain's phone number, add Roger Bissoondatt's (sp?) title and phone number as the LDB GM alternate, remove the highlight and send to Cindy for Blain's signature.

s.13

Thanks,
Michelle

**MINISTRY OF ATTORNEY GENERAL
LIQUOR AND CANNABIS REGULATION BRANCH
BRIEFING NOTE**

PURPOSE: For DECISION of Douglas Scott, Associate Deputy Minister

ISSUE:

Memorandum of Understanding (MOU) between the Liquor and Cannabis Regulation Branch (LCRB) and the Liquor Distribution Branch (LDB)

DECISION REQUIRED/ RECOMMENDATION:

- Whether or not to include the ability to issue suspension days to the public retailer in the MOU between LCRB and LDB.

SUMMARY:

- An MOU between LDB and LCRB to combine both the *Liquor Control and Licensing Act* and *Cannabis Control and Licensing Act* administrative penalty schemes is under development.
- LDB indicates it wants to exclude suspension day penalties for both liquor and cannabis public stores.

BACKGROUND:

- The current MOU between LDB and LCRB (2011) provides for the LCRB General Manager (GM) to impose liquor administrative penalties (both monetary and suspension day penalties) on BC Liquor Stores (BCLS) (Appendix A).
- The intent of providing for the ability to impose both types of administrative penalties on BCLS was to ensure equal treatment of liquor retailers.
- No suspension day penalties have been issued to BCLS since the signing of the 2011 MOU.

s.13

DISCUSSION:

- With the legalization of cannabis, consideration for updating the MOU with the intent to combine both the *Liquor Control and Licensing Act* and *Cannabis Control and Licensing Act* administrative penalty schemes into one MOU for clarity and convenience is underway.
- The intent of the MOU will continue to be ensuring equal treatment between public and private retailers.

s.13; s.16

- The 2011 MOU allows the BCLS affected by the suspension to continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases. s.13; s.16

s.13; s.16

- The 2011 MOU also allows the BCLS to continue to employ its regular staff in functions other than retail sales. s.13; s.16

s.13; s.16

s.14

OPTIONS:

s.13

OPTION ____ APPROVED

DATE:

Douglas Scott
Associate Deputy Minister

Prepared by:
Tegan Corley
Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Approved by:
Dugald Smith
A/General Manager
Liquor and Cannabis Regulation Branch
778-698-7300

Appendix A: 2011 MOU between LDB and LCRB

RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

From: Corley, Tegan LCLB:EX
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: November 7, 2018 2:25:04 PM PST

I checked with Vince and he didn't remember much either – he offered to contact Michelle to see what her recollection was.^{s.13}

s.13

Tegan Corley | Policy Analyst

From: Ward, Holli LCLB:EX
Sent: Wednesday, November 7, 2018 11:43 AM
To: Corley, Tegan LCLB:EX
Subject: RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

Thanks, I will connect with Rupl to see if she knows from a C&E perspective.

From: Corley, Tegan LCLB:EX
Sent: Wednesday, November 7, 2018 11:42 AM
To: Ward, Holli LCLB:EX
Subject: RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

I will check with Vince this afternoon to see if he recalls ^{s.13}

s.13

Tegan Corley | Policy Analyst

From: Ward, Holli LCLB:EX
Sent: Wednesday, November 7, 2018 11:41 AM
To: Corley, Tegan LCLB:EX
Subject: RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

Thanks Tegan. I'm wondering if we can do a bit more intel on it-maybe Vince knows something? It's a bit tricky without corporate memory...

From: Corley, Tegan LCLB:EX
Sent: Wednesday, November 7, 2018 11:39 AM
To: Ward, Holli LCLB:EX
Subject: RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

s.13

Tegan Corley | Policy Analyst

From: Smith, Dugald LCLB:EX
Sent: Wednesday, November 7, 2018 11:37 AM
To: Ward, Holli LCLB:EX; Morton, Amanda LCLB:EX; Walker, Lisa LCLB:EX
Cc: Kovacs, Teresa LCLB:EX; Corley, Tegan LCLB:EX

Subject: RE: For ADM review re: BN for decision on MOU between LDB/LCRB -TRANSITORY

Hi Holli
s.13

Amanda/ Lisa - Can a half hour meeting be set up
Thanks

Dugald Smith

A/Assistant Deputy Minister & General Manager
Liquor and Cannabis Regulation Branch
Ministry of Attorney General
Victoria, B.C.
Phone 778.698.7300

From: Ward, Holli LCLB:EX
Sent: Wednesday, November 7, 2018 10:57 AM
To: Morton, Amanda LCLB:EX; Walker, Lisa LCLB:EX
Cc: Smith, Dugald LCLB:EX; Kovacs, Teresa LCLB:EX; Corley, Tegan LCLB:EX
Subject: For ADM review re: BN for decision on MOU between LDB/LCRB

Amanda/Lisa:

Attached for Dugald's review: the BN (with appendix) for ASDM on MOU between LDB/LCRB re: inclusion of suspensions.
Note: this has to be cliff'd.

Thanks,

Holli Ward

Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

RE: Licensing Fee MOU Between LDB and LCRB

From: Corley, Tegan LCLB:EX
To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Sent: November 7, 2018 2:40:18 PM PST
Thank you Cheryl,

I am not sure I understand your last sentence. Do you mean that you have not had capacity to draft MOU re: licensing fees for cannabis or a combination of liquor and cannabis?

Given that the liquor MOU re: licensing fees expires in 5 months we may want to combine liquor and cannabis into one.

I believe the MOU re: penalties is pressing so perhaps if you and your team hasn't had a chance to turn your mind to the cannabis licensing fee MOU we press on with the penalties MOU and don't combine them.

Tegan Corley | Policy Analyst

From: Lawrence, Cheryl A LCLB:EX
Sent: Wednesday, November 7, 2018 11:40 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Licensing Fee MOU Between LDB and LCRB

Yes – it's been signed – Attached.

I have not had capacity to really dive into the MO, so I'll have to get back to you on your second question.

From: Corley, Tegan LCLB:EX
Sent: November 7, 2018 11:15 AM
To: Lawrence, Cheryl A LCLB:EX
Subject: RE: Licensing Fee MOU Between LDB and LCRB

Has the draft you sent me for liquor alone been signed? If not, what does your team think of merging this fees MOU with the combined liquor and cannabis MOU re: penalties?

Tegan Corley | Policy Analyst

From: Lawrence, Cheryl A LCLB:EX
Sent: Wednesday, November 7, 2018 11:14 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Licensing Fee MOU Between LDB and LCRB

Not that I have done, or anyone on my team.

From: Corley, Tegan LCLB:EX
Sent: November 7, 2018 11:13 AM
To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Subject: RE: Licensing Fee MOU Between LDB and LCRB

Thanks Cheryl.

Has a combined MOU been drafted for both liquor and cannabis, or a separate MOU for cannabis licence fees?

Tegan Corley | Policy Analyst

From: Lawrence, Cheryl A LCLB:EX
Sent: Wednesday, November 7, 2018 10:59 AM
To: Corley, Tegan LCLB:EX

Subject: RE: Licensing Fee MOU Between LDB and LCRB

Hi there – Arielle has saved in in the GM Admin Drive – not sure if you have access, so I've included a copy as well.

From: Corley, Tegan LCLB:EX

Sent: November 7, 2018 10:19 AM

To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>

Subject: Licensing Fee MOU Between LDB and LCRB

Good morning, Cheryl

I understand that you or someone on your team may have drafted the licensing fee MOU between LDB and LCRB. Is that correct?

s.13

Tegan Corley | Policy Analyst

Liquor and Cannabis Regulation Branch

778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RE: update on MOU between LDB/LCRB

From: Corley, Tegan LCLB:EX
To: Ward, Holli LCLB:EX <Holli.Ward@gov.bc.ca>
Sent: November 14, 2018 8:44:18 AM PST

Yes, I checked and it is updated as much as possible. Do we typically send DNs to LDB or did you want to send the MOU?

Tegan Corley | Policy Analyst

From: Ward, Holli LCLB:EX
Sent: Wednesday, November 14, 2018 8:41 AM
To: Corley, Tegan LCLB:EX
Subject: RE: update on MOU between LDB/LCRB

I think what we'll do is update the note (which I think you've already done) and send it over to LDB for their review. Once we've finalized as far as we can, we'll park it.

From: Corley, Tegan LCLB:EX
Sent: Wednesday, November 14, 2018 8:38 AM
To: Ward, Holli LCLB:EX
Subject: RE: update on MOU between LDB/LCRB

Oh okay! Thanks Holli.

Tegan Corley | Policy Analyst

From: Ward, Holli LCLB:EX
Sent: Tuesday, November 13, 2018 1:47 PM
To: Corley, Tegan LCLB:EX
Subject: update on MOU between LDB/LCRB

Tegan:

As an FYI-I had a chat with Dugald about the status of the MOU and the issue of including reference to suspensions. He decided that we should wait until the new GM is appointed and that person can raise this issue with LDB. I've let Kerri Lore at LDB know.

Holli Ward
Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

Licensing Fee MOU - LDB/LCRB

From: Corley, Tegan LCLB:EX
To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Sent: November 14, 2018 2:27:48 PM PST
Attachments: MOU LCLB-LDB Admin. Funding (2007).pdf, LDB-LCLB MOU (Penalties) - DRAFT v3.docx
Hi Cheryl,

Further to our conversation, I have attached the current licensing fee MOU between LDB and LCRB. I checked with Holli Ward and while the policy shop will draft either a combined liquor/cannabis or a separate cannabis licensing fee MOU, but we will ensure that you are involved in the drafting. We currently have the following question:

- Do you foresee an issue if there is a combined liquor and cannabis licensee fee MOU?

I have also attached the current draft of the MOU between LDB and LCRB ^{s.13; s.14}
s.13; s.14

s.13; s.14

- Do you foresee an issue if the licensing fee and AMP MOU are combined?

To correct what I said in your office, it was Michelle's direction upon her departure to combine the AMP MOU for both liquor and cannabis, not the licensing fee MOU and the AMP MOU – my apologies.

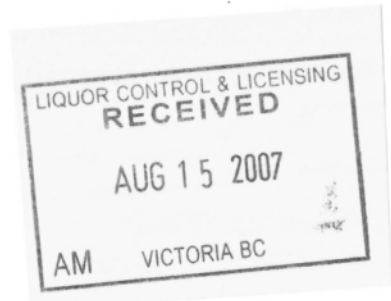
Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RECEIVED
351668
AUG 13 2007
70330-01
DEPUTY SOLICITOR GENERAL

August 10, 2007

David Morhart
Deputy Solicitor General
Ministry of Public Safety & Solicitor General
11th flr. 1001 Douglas Street
Victoria, BC V8W 9J7



Dear Mr. Morhart:

Attached please find three copies of a Memorandum of Understanding between LDB and LCLB concerning LDB funding one position at LCLB for the purpose of administering the *Liquor Distribution Act*, Section 18(5) appointments, and, LDB paying an amount equal to licensing fees for government liquor stores. It has been signed by Jay Chambers, GM, LDB, and myself.

If you are in agreement with the MOU, please sign page three of the MOUs, keep one copy; send one copy to Jay, and one to myself.

Thank you

Yours sincerely,



Karen Ayers
Assistant Deputy Minister
and General Manager

Encl.

Ministry of Public Safety
and Solicitor General

Liquor Control and
Licensing Branch

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8
Telephone: 250 387-1254
Facsimile: 250 387-9184

Location:
Second Floor, 1019 Wharf Street
Victoria BC

[http:// www.pssg.gov.bc.ca/lclb](http://www.pssg.gov.bc.ca/lclb)

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE DEPUTY MINISTER
PUBLIC SAFETY AND SOLICITOR GENERAL
(the Deputy)**

AND

**THE LIQUOR CONTROL AND LICENSING BRANCH
(the LCLB)**

AND

**THE LIQUOR DISTRIBUTION BRANCH
(the LDB)**

CONCERNING

- 1. The funding of one position in LCLB by the LDB with respect to administering appointments under Section 18(5) of the *Liquor Distribution Act***
- 2. The payment by the LDB of an amount equal to licensing fees for Government Liquor Stores to the LCLB**

Effective Date: August 1, 2007

1. Purpose of this Agreement

The purpose of this Memorandum of Understanding is to authorize the transfer of funds from the LDB to the LCLB.

Specifically, this agreement will provide the LCLB with funding to accommodate the new responsibilities and administrative oversight of retail liquor outlets appointed under Section 18(5) of the *Liquor Distribution Act* – this component is referred to herein as **Appointment Administration**.

In addition, this agreement will move the industry towards a more level playing field by requiring the LDB to pay an amount equal to licensing fees for its government liquor stores – this component is referred to herein as **Government Liquor Store Fees**. This funding is to be spent on establishing and operating an on-going program to reduce the incidence of underage drinking.

2. Term of this Agreement

Appointment Administration: Five years or until such time that liquor outlets appointed under Section 18(5) *Liquor Distribution Act*, are licensed under the *Liquor Control and Licensing Act* and, as licensees, are responsible for paying licensing fees on their own behalf, or until terminated by the Deputy.

Government Liquor Store Fees: In place until terminated by the Deputy.

3. Extension, Amendment or Termination of this Agreement

The Deputy may extend, amend or terminate this agreement, or any portion of this agreement, at any time.

4. LDB Responsibilities and Accountabilities

Appointment Administration: Under this agreement, the LDB is responsible to provide \$66,054 annually, plus negotiated contract increases, to the LCLB.

- Payment for fiscal year 2007/08 is to occur on the date this agreement is entered into.
- Subsequent years' payments are due April 1 of the fiscal year for which it applies.

Government Liquor Store Fees: Under this agreement, the LDB is responsible to provide the LCLB an amount equal to licence fees paid by Licensee Retail Stores, currently at the maximum level of \$1,400 per store, on an annual basis.

- Payment for fiscal year 2007/08 is to occur on the date this agreement is entered into.
- Subsequent years' payments are made on April 1 of the fiscal year for which it applies.

For fiscal year 2007/08, the amount is calculated as \$1,400 per store multiplied by 201 (the number of government liquor stores as of the date this agreement is signed), for a total of \$281,400.

Subsequent years' payments may be adjusted relative to the number of government liquor stores in operation. Where a store opens or a store closes during one fiscal year a prorated adjustment will be made to fees paid during the subsequent fiscal year.

5. LCLB Responsibilities and Accountabilities

Appointment Administration: To expend the \$66,054 annually on the administration of Section 18(5) appointees in a manner satisfactory to the Deputy.

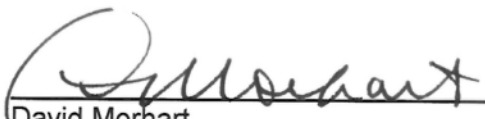
Government Liquor Store Fees: To expend the \$281,400 received under this agreement in a manner satisfactory to the Deputy in respect to providing an on-going program focused on reducing underaged drinking.

In addition, the LCLB will provide the LDB with ID-checking compliance rates for government liquor stores in a manner that allows the LDB to use the information for reporting on their service standards.

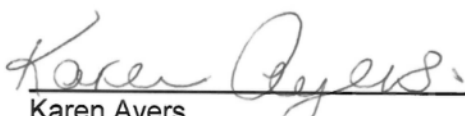
6. Transfer of Funds

The transfer of funds will occur in a manner acceptable to both branches.

7. Signatures


David Morhart
Deputy Minister, PSSG

July 30/07
Date


Karen Ayers
ADM / GM, Liquor Control and Licensing Branch

JUL 27/07
Date


for Jay Chambers
GM, Liquor Distribution Branch

July 30/07
Date

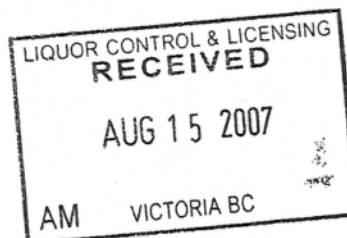


CONFIDENTIAL

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DEPUTY SOLICITOR GENERAL

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AND

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AND

**THE LIQUOR DISTRIBUTION BRANCH
(the LDB)**

CONCERNING

- 1. The funding of one position in LCLB by the LDB with respect to administering appointments under Section 18(5) of the *Liquor Distribution Act***
- 2. The payment by the LDB of an amount equal to licensing fees for Government Liquor Stores to the LCLB**

Effective Date: August 1, 2007

1. Purpose of this Agreement

The purpose of this Memorandum of Understanding is to authorize the transfer of funds from the LDB to the LCLB.

Specifically, this agreement will provide the LCLB with funding to accommodate the new responsibilities and administrative oversight of retail liquor outlets appointed under Section 18(5) of the *Liquor Distribution Act* – this component is referred to herein as **Appointment Administration**.

In addition, this agreement will move the industry towards a more level playing field by requiring the LDB to pay an amount equal to licensing fees for its government liquor stores – this component is referred to herein as **Government Liquor Store Fees**. This funding is to be spent on establishing and operating an on-going program to reduce the incidence of underage drinking.

2. Term of this Agreement

Appointment Administration: Five years or until such time that liquor outlets appointed under Section 18(5) *Liquor Distribution Act*, are licensed under the *Liquor Control and Licensing Act* and, as licensees, are responsible for paying licensing fees on their own behalf, or until terminated by the Deputy.

Government Liquor Store Fees: In place until terminated by the Deputy.

3. Extension, Amendment or Termination of this Agreement

The Deputy may extend, amend or terminate this agreement, or any portion of this agreement, at any time.

4. LDB Responsibilities and Accountabilities

Appointment Administration: Under this agreement, the LDB is responsible to provide \$66,054 annually, plus negotiated contract increases, to the LCLB.

- Payment for fiscal year 2007/08 is to occur on the date this agreement is entered into.
- Subsequent years' payments are due April 1 of the fiscal year for which it applies.

Government Liquor Store Fees: Under this agreement, the LDB is responsible to provide the LCLB an amount equal to licence fees paid by Licensee Retail Stores, currently at the maximum level of \$1,400 per store, on an annual basis.

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For fiscal year 2007/08, the amount is calculated as \$1,400 per store multiplied by 201 (the number of government liquor stores as of the date this agreement is signed), for a total of \$281,400.

Subsequent years' payments may be adjusted relative to the number of government liquor stores in operation. Where a store opens or a store closes during one fiscal year a prorated adjustment will be made to fees paid during the subsequent fiscal year.

5. LCLB Responsibilities and Accountabilities

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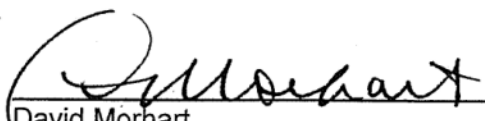
Government Liquor Store Fees: To expend the \$281,400 received under this agreement in a manner satisfactory to the Deputy in respect to providing an on-going program focused on reducing underaged drinking.

In addition, the LCLB will provide the LDB with ID-checking compliance rates for government liquor stores in a manner that allows the LDB to use the information for reporting on their service standards.

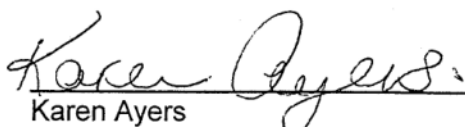
6. Transfer of Funds

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7. Signatures


David Morhart
Deputy Minister, PSSG

July 30/07
Date


Karen Ayers
ADM / GM, Liquor Control and Licensing Branch

JUL 27/07
Date


for Jay Chambers
GM, Liquor Distribution Branch

July 30/07
Date

Strong, Ralph W SG:EX

From: Strong, Ralph W SG:EX
Sent: Monday, July 16, 2007 2:50 PM
To: Ayers, Karen J SG:EX
Cc: Evans, Jan L SG:EX
Subject: MOU re: LDB \$ to LCLB

Hi Karen

I will be sending you the final MOU under a separate e-mail - easier to forward if you wish to.

Jan and I have reviewed the MOU. We think that once you are happy with it it should go to Jay for Roger to look at it and whoever else he would like.

Once LDB and LCLB are happy with it, a quick look by Rod Seginson would be useful.

Then it should be signed by you and Jay and sent to the Deputy for signing.

Jan has the numbers needed for adding a portion of this money to salaries in the Workforce Plan. Rod Seginson has things moving on his end and will create the new account needed on instructions from Jan.

Ralph

Strong, Ralph W SG:EX

From: Strong, Ralph W SG:EX
Sent: Monday, July 16, 2007 2:55 PM
To: Ayers, Karen J SG:EX
Cc: Evans, Jan L SG:EX
Subject: MEMORANDUM OF UNDERSTANDING.doc

Attachments: MEMORANDUM OF UNDERSTANDING.doc

Hi Karen

Attached please find the draft MOU regarding LDB's transfer of funds to LCLB with respect to administering section 18(5) appointments and an amount equal to licensing fees for government liquor stores. Once you are satisfied with the MOU please forward to Jay for his review.

Thank you

Ralph



MEMORANDUM OF
UNDERSTANDING.do.

DRAFT / CONFIDENTIAL

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE DEPUTY MINISTER
PUBLIC SAFETY AND SOLICITOR GENERAL
(the Deputy)**

AND

**THE LIQUOR CONTROL AND LICENSING BRANCH
(the LCLB)**

AND

**THE LIQUOR DISTRIBUTION BRANCH
(the LDB)**

CONCERNING

- 1. The funding of one position in LCLB by the LDB with respect to administering appointments under Section 18(5) of the *Liquor Distribution Act***
- 2. The payment by the LDB of an amount equal to licensing fees for Government Liquor Stores to the LCLB**

Effective Date: August 1, 2007

DRAFT / CONFIDENTIAL

1. Purpose of this Agreement

The attached briefing note (June 20, 2007) from the ADM/GM, LCLB outlines issues and options related to how available funding might be spent to achieve specific government objectives. The purpose of this Memorandum of Understanding is to authorize the transfer of funds from the LDB to the LCLB required to move forward with Option #3, which was approved by the Deputy.

Specifically, this agreement will provide the LCLB with funding to accommodate the new responsibilities and administrative oversight of retail liquor outlets appointed under Section 18(5) of the *Liquor Distribution Act* – this component is referred to herein as **Appointment Administration**.

In addition, this agreement will move the industry towards a more level playing field by requiring the LDB to pay an amount equal to licensing fees for its government liquor stores – this component is referred to herein as **Government Liquor Store Fees**. This funding is to be spent on establishing and operating an on-going program to reduce the incidence of underage drinking.

2. Term of this Agreement

Appointment Administration: Five years or until such time that liquor outlets appointed under Section 18(5) *Liquor Distribution Act*, are licensed under the *Liquor Control and Licensing Act* and, as licensees, are responsible for paying licensing fees on their own behalf, or until terminated by the Deputy.

Government Liquor Store Fees: In place until terminated by the Deputy.

3. Extension, Amendment or Termination of this Agreement

The Deputy may extend, amend or terminate this agreement, or any portion of this agreement, at any time.

4. Dispute Resolution

The Deputy will resolve disputes that cannot be resolved between the branches.

5. LDB Responsibilities and Accountabilities

Appointment Administration: Under this agreement, the LDB is responsible to provide \$66,054 annually, plus negotiated contract increases, to the LCLB.

- Payment for fiscal year 2007/08 is to occur on the date this agreement is entered into.
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In addition, the LCLB will provide the LDB with ID-checking compliance rates for government liquor stores in a manner that allows the LDB to use the information for reporting on their service standards.

7. Transfer of Funds

The transfer of funds will occur in a manner acceptable to both branches.

8. Signatures

David Morhart
Deputy Minister, PSSG

Date

Karen Ayers
ADM / GM, Liquor Control and Licensing Branch

Date

Jay Chambers
GM, Liquor Distribution Branch

Date

Page 133 of 455 to/à Page 140 of 455

Withheld pursuant to/removed as

s.13 ; s.17

Page 141 of 455 to/à Page 158 of 455

Withheld pursuant to/removed as

s.13

RE: Licensing Fee MOU - LDB/LCRB

From: Corley, Tegan LCLB:EX
To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Sent: November 16, 2018 8:25:30 AM PST
Good morning, Cheryl

I understand you are now on vacation, but I wanted to confirm that your understanding was correct and that this issue is no longer urgent (for the time being).

Nice to meet and chat with you as well!

Tegan Corley | Policy Analyst

From: Lawrence, Cheryl A LCLB:EX
Sent: Thursday, November 15, 2018 8:01 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

Hi Tegan – thanks so much for this information. I'll have a look at it, and try to answer your questions the best I can .

I am on holidays though after today, for 2 weeks. I think you mentioned not urgent, but just wanted to double check that with you?

Thanks,

Cheryl

PS – nice to actually talk with you in person yesterday^{s.22}
s.22

From: Corley, Tegan LCLB:EX
Sent: November 14, 2018 2:28 PM
To: Lawrence, Cheryl A LCLB:EX
Subject: Licensing Fee MOU - LDB/LCRB

Hi Cheryl,

Further to our conversation, I have attached the current licensing fee MOU between LDB and LCRB. I checked with Holli Ward and while the policy shop will draft either a combined liquor/cannabis or a separate cannabis licensing fee MOU, but we will ensure that you are involved in the drafting. We currently have the following question:

- Do you foresee an issue if there is a combined liquor and cannabis licensee fee MOU?

I have also attached the current draft of the MOU between LDB and LCRB^{s.13; s.14}
s.13; s.14

- Do you foresee an issue if the licensing fee and AMP MOU are combined?

To correct what I said in your office, it was Michelle's direction upon her departure to combine the AMP MOU for both liquor and cannabis, not the licensing fee MOU and the AMP MOU – my apologies.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

Page 160 of 455 to/à Page 164 of 455

Withheld pursuant to/removed as

s.13

RE: Licensing Fee MOU - LDB/LCRB

From: Corley, Tegan LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: February 21, 2019 1:29:23 PM PST
Hi Cheryl,

The MOU regarding licensing fees is now back on the table that we have a new ADM appointed. Have you had a chance to review the current liquor MOU re: fees between LDB and LCRB that I sent to you in November?

If so, have you consider the amalgamation of MOUs between liquor and cannabis?

Tegan Corley | Policy Analyst

From: Corley, Tegan LCLB:EX
Sent: Friday, November 16, 2018 8:26 AM
To: Lawrence, Cheryl A LCLB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

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From: Corley, Tegan LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: February 21, 2019 2:02:57 PM PST
I don't think so – thank you for the quick response!

Just to confirm are you recommending the combining of the liquor and cannabis fee MOUs only -- or – the combining of the liquor and cannabis fee and AMP MOUs.

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Thursday, February 21, 2019 1:53 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

Hi Tegan – yes I finally did have some time set aside to go through the document. I don't foresee any issues in combining the MOU, if fact, I think it's a better process that way. Do you need to review with me in detail?

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RE: Licensing Fee MOU - LDB/LCRB

From: Corley, Tegan LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: March 4, 2019 9:29:23 AM PST
Hi Cheryl,

Have you had a chance to consider my below question?

Tegan Corley | Policy Analyst

From: Corley, Tegan LCRB:EX
Sent: Thursday, February 21, 2019 2:03 PM
To: Bentley, Cheryl A LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

I don't think so – thank you for the quick response!

Just to confirm are you recommending the combining of the liquor and cannabis fee MOUs only -- or – the combining of the liquor and cannabis fee and AMP MOUs.

Tegan Corley | Policy Analyst

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Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: Licensing Fee MOU - LDB/LCRB

From: Corley, Tegan LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: March 4, 2019 9:35:01 AM PST
Thank you.

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Monday, March 4, 2019 9:34 AM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

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RE: LDB and LCRB MOU - DN and Current Version

From: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 14, 2019 9:21:50 AM PDT
Dear me...just looking at them now!

From: Corley, Tegan LCRB:EX
Sent: Thursday, March 14, 2019 9:21 AM
To: Ward, Holli LCRB:EX
Subject: RE: LDB and LCRB MOU - DN and Current Version

Yes, the links below are still pending your review 😊

Tegan Corley | Policy Analyst

From: Ward, Holli LCRB:EX
Sent: Thursday, March 14, 2019 9:21 AM
To: Corley, Tegan LCRB:EX
Subject: FW: LDB and LCRB MOU - DN and Current Version

Tegan,

I think this is still on my plate but just wanted to double check as I'm playing a lot of catch up-I've actually probably also asked you this question before!

Holli Ward
A/Director, Policy and Legislation
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

SERVICE ACCOUNTABILITY TEAMWORK CURIOSITY PASSION COURAGE ALWAYS WITH INTEGRITY

This communication (both the message and any attachments) may be confidential and protected by privilege. It is intended only for the use of the person or persons to whom it is addressed. Any distribution, copying, or other use by anyone else is strictly prohibited. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Corley, Tegan LCLB:EX
Sent: Wednesday, January 30, 2019 11:41 AM
To: Ward, Holli LCLB:EX
Subject: LDB and LCRB MOU - DN and Current Version

Hi Holli,

I tweaked the draft DN that was prepared previously (and put on hold until the new ADM was appointed) for the AsDM. I know we need to bring Mary Sue up to speed on this issue and I wonder if this DN is sufficient or if an information note is required in addition.

s.15

For your information, I have also included a link to the draft MOU as it currently sits.

s.15

Tegan Corley | Policy Analyst

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RE: Licensing Fee MOU - LDB/LCRB

From: McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 14, 2019 9:44:35 AM PDT
Attachments: RE: Licensing Fee MOU - LDB/LCRB

I did get an email last week from Cheryl and I have attached my response to her. Let me know if you need any other information from me.

Scott McElroy
Team Lead Financial Services
Liquor and Cannabis Regulation Branch
4th Floor 645 Tyee Road
Victoria, BC V9A6X5
778-698-9092

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To: McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
Cc: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: March 14, 2019 9:45:19 AM PDT

Perfect! Thank you.

Tegan Corley | Policy Analyst

From: McElroy, Scott D LCRB:EX
Sent: Thursday, March 14, 2019 9:45 AM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

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To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>, McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
Sent: March 14, 2019 9:53:13 AM PDT

No worries at all – I know we are all slammed! Thank you both 😊

Tegan Corley | Policy Analyst

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To: Corley, Tegan LCRB:EX; McElroy, Scott D LCRB:EX
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Thanks Scott,

Apologies Tegan – it is buried in my email (which I am really behind on).

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To: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
Sent: March 14, 2019 2:40:13 PM PDT
Attachments: RE: Licensing Fee MOU - LDB/LCRB

I received this email from Scott, wherein he mentions that he is not concerned with the MOUs being combined. Should I begin work on combining all 4 MOUs (liquor and cannabis licensing fees and AMPs into one MOU – or is this still a decision to be ran up the flag pole before work begins?

I believe this initially came from a recommendation of Michelle Carr. However, it may be desirable to our new ADM to have two MOUs one for licensing fees (liquor and cannabis) and one for AMPs (liquor and cannabis).

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Tegan Corley | Policy Analyst

From: Corley, Tegan LCRB:EX
Sent: Thursday, February 21, 2019 2:03 PM
To: Bentley, Cheryl A LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

I don't think so – thank you for the quick response!

Just to confirm are you recommending the combining of the liquor and cannabis fee MOUs only -- or – the combining of the liquor and cannabis fee and AMP MOUs.

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Thursday, February 21, 2019 1:53 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

Hi Tegan – yes I finally did have some time set aside to go through the document. I don't foresee any issues in combining the MOU, if fact, I think it's a better process that way. Do you need to review with me in detail?

From: Corley, Tegan LCRB:EX
Sent: February 21, 2019 1:29 PM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Subject: RE: Licensing Fee MOU - LDB/LCRB

Hi Cheryl,

The MOU regarding licensing fees is now back on the table that we have a new ADM appointed. Have you had a chance to review the current liquor MOU re: fees between LDB and LCRB that I sent to you in November?

If so, have you consider the amalgamation of MOUs between liquor and cannabis?

Tegan Corley | Policy Analyst

From: Corley, Tegan LCLB:EX
Sent: Friday, November 16, 2018 8:26 AM
To: Lawrence, Cheryl A LCLB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

Good morning, Cheryl

I understand you are now on vacation, but I wanted to confirm that your understanding was correct and that this issue is no longer urgent (for the time being).

Nice to meet and chat with you as well!

Tegan Corley | Policy Analyst

From: Lawrence, Cheryl A LCLB:EX
Sent: Thursday, November 15, 2018 8:01 AM
To: Corley, Tegan LCLB:EX
Subject: RE: Licensing Fee MOU - LDB/LCRB

Hi Tegan – thanks so much for this information. I'll have a look at it, and try to answer your questions the best I can .

I am on holidays though after today, for 2 weeks. I think you mentioned not urgent, but just wanted to double check that with you?

Thanks,

Cheryl

PS – nice to actually talk with you in person yesterday ^{s.22}
^{s.22}

From: Corley, Tegan LCLB:EX
Sent: November 14, 2018 2:28 PM
To: Lawrence, Cheryl A LCLB:EX <Cheryl.Lawrence@gov.bc.ca>
Subject: Licensing Fee MOU - LDB/LCRB

Hi Cheryl,

Further to our conversation, I have attached the current licensing fee MOU between LDB and LCRB. I checked with Holli Ward and while the policy shop will draft either a combined liquor/cannabis or a separate cannabis licensing fee MOU, but we will ensure that you are involved in the drafting. We currently have the following question:

- Do you foresee an issue if there is a combined liquor and cannabis licensee fee MOU?

I have also attached the current draft of the MOU between LDB and LCRB ^{s.13; s.14}
^{s.13; s.14}

- Do you foresee an issue if the licensing fee and AMP MOU are combined?

To correct what I said in your office, it was Michelle's direction upon her departure to combine the AMP MOU for both liquor and cannabis, not the licensing fee MOU and the AMP MOU – my apologies.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RE: Licensing Fee MOU - LDB/LCRB

From: McElroy, Scott D LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Cc: Philadelphia, Neil LCRB:EX <Neil.Philadelphia@gov.bc.ca>
Sent: March 6, 2019 12:19:51 PM PST

As for the first question:

- Do you foresee an issue if there is a combined liquor and cannabis licensee fee MOU?

I do not see a problem having these combined. Actually makes sense to combine them as it is a yearly charge between ourselves and LDB.

The second question is a bit different:

- Do you foresee an issue if the licensing fee and AMP MOU are combined?

As long as these are specific to the relationship between ourselves and LDB, I don't see a problem of combining these together into one MOU.

Scott McElroy
Team Lead Financial Services
Liquor and Cannabis Regulation Branch
4th Floor 645 Tyee Road
Victoria, BC V9A6X5
778-698-9092

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Bentley, Cheryl A LCRB:EX
Sent: Monday, March 4, 2019 9:35 AM
To: McElroy, Scott D LCRB:EX
Cc: Philadelphia, Neil LCRB:EX
Subject: FW: Licensing Fee MOU - LDB/LCRB

Hi Scott – Would you please review and provide recommendation as per Tegan's note below?

From: Corley, Tegan LCLB:EX
Sent: November 14, 2018 2:28 PM
To: Lawrence, Cheryl A LCLB:EX
Subject: Licensing Fee MOU - LDB/LCRB

Hi Cheryl,

Further to our conversation, I have attached the current licensing fee MOU between LDB and LCRB. I checked with Holli Ward and while the policy shop will draft either a combined liquor/cannabis or a separate cannabis licensing fee MOU, but we will ensure that you are involved in the drafting. We currently have the following question:

- Do you foresee an issue if there is a combined liquor and cannabis licensee fee MOU?

I have also attached the current draft of the MOU between LDB and LCRB s.13; s.14
s.13; s.14

- Do you foresee an issue if the licensing fee and AMP MOU are combined?

To correct what I said in your office, it was Michelle's direction upon her departure to combine the AMP MOU for both liquor and cannabis, not the licensing fee MOU and the AMP MOU – my apologies.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

RE: MOU between LDB/LCRB for administrative penalties

From: Corley, Tegan LCRB:EX
To: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
Sent: March 18, 2019 3:20:47 PM PDT
Attachments: image001.gif, image002.gif
Yes, this the MOU I have been working on.

Tegan Corley | Policy Analyst

From: Ward, Holli LCRB:EX
Sent: Monday, March 18, 2019 3:18 PM
To: Corley, Tegan LCRB:EX
Subject: FW: MOU between LDB/LCRB for administrative penalties

Tegan,

I want to double check that this MOU is the one you're working on at the moment. I believe it is. I was just going to let Kerri know we're resurrecting it...

From: Lore, Kerri LDB:EX
Sent: Monday, March 18, 2019 3:12 PM
To: Ward, Holli LCRB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

Hi Holli - hope you are doing well, and enjoying some sunshine ☺

Just checking back on status of this now that the new GM has been on-board for a couple of months.

Thanks,
Kerri

Kerri Lore
Director, Corporate Policy - Corporate Services
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-7464 E: kerri.lore@bcldb.com

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From: Ward, Holli LCLB:EX
Sent: Wednesday, November 14, 2018 8:17 AM
To: Lore, Kerri LDB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

Great. What we'll do on our end is update the MOU as suggested on our last call a couple of weeks ago and then park it.

From: Lore, Kerri LDB:EX
Sent: Tuesday, November 13, 2018 7:40 PM
To: Ward, Holli LCLB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

Hi Holli,

I don't see any issues with delaying until the new GM is on board.

Thanks,
Kerri

Kerri Lore

Director, Corporate Policy - Corporate Services
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-3196 E: kerri.lore@bcldb.com

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From: Ward, Holli LCLB:EX
Sent: Tuesday, November 13, 2018 1:29 PM
To: Lore, Kerri LDB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

Kerri,

Thanks for your response. That's pretty much my understanding on this also. I spoke with our acting GM, Dugald Smith about this issue as it seems to be a decision for this level. Our current position at this time is that we'd like to wait for the appointment of a new GM, which is anticipated shortly. I hope this is OK. While the MOU is something I know we'd like to have signed off, it seems prudent to wait for the new GM. Does this work on your end?

Holli Ward

Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

From: Lore, Kerri LDB:EX
Sent: Tuesday, November 13, 2018 12:55 PM
To: Ward, Holli LCLB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

Hi Holli,

There was some discussion in the beginning (around the time I started – so a couple of months ago) around whether or not the GM of LCRB could actually impose a suspension on another GM's area of responsibility.^{s.13; s.14}
s.13; s.14 (I'm sorry - I can't find the original email chain, which would probably be helpful) – so it was left off that Blain and Dugald needed to make a decision on this.

Reasoning why LDB may not want this would include the financial and labour impacts associated with a suspension of store ops – decrease in revenue, and union staff would still need to be paid.

"Suspensions" were included in the 2010 Liquor MOU, although I'm not sure whether or not any were issued.

Hopefully this helps somewhat.

Let me know if you want to set up a time to chat still, which I'm happy to do.

Thanks,
Kerri

Kerri Lore

Director, Corporate Policy - Corporate Services
BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-3196 E: kerri.lore@bcldb.com

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From: Ward, Holli LCLB:EX
Sent: Friday, November 09, 2018 12:54 PM
To: Lore, Kerri LDB:EX
Subject: MOU between LDB/LCRB for administrative penalties

Kerri:

I wanted to connect with you on the subject of the MOU between LDB/LCRB and the in particular seek any information about the point of including suspensions in this MOU. I understand this is a concern raised but want to get a sense perhaps as to what the specific issues are. I believe I know some but want to be clear on it from your perspective.

Let me know if you'd be good to connect for a chat on this next sometime next week.

Thanks,

Holli Ward

Manager, Policy
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

RE: MOU between LDB/LCRB for administrative penalties

From: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
To: Lore, Kerri LDB:EX <kerri.lore@bcldb.com>
Cc: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 18, 2019 3:23:50 PM PDT
Attachments: image001.gif, image002.gif
Kerri,

Thanks for checking in on this. We are just resurrecting development of this MOU at the moment. I've copied Tegan Corley who is the analyst leading its development as an FYI.

At this stage, we are looking to combine the liquor and cannabis frameworks into one MOU ^{s.13; s.14}
s.13; s.14 and so Tegan is working to compile this.

Hope this helps,

Holli Ward

A/Director, Policy and Legislation
Liquor and Cannabis Regulation Branch
Cell: 250-480-9377

SERVICE ACCOUNTABILITY TEAMWORK CURIOSITY PASSION COURAGE ALWAYS WITH INTEGRITY

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To: Ward, Holli LCRB:EX
Subject: RE: MOU between LDB/LCRB for administrative penalties

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Kerri Lore

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BC Liquor Distribution Branch
2625 Rupert Street, Vancouver BC V5M 3T5
T: 604 252-3196 E: kerri.lore@bclddb.com

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Holli Ward

Manager, Policy

Liquor and Cannabis Regulation Branch

Cell: 250-480-9377

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From: Ward, Holli LCLB:EX**Sent:** Friday, November 09, 2018 12:54 PM**To:** Lore, Kerri LDB:EX**Subject:** MOU between LDB/LCRB for administrative penalties

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Let me know if you'd be good to connect for a chat on this next sometime next week.

Thanks,

Holli Ward

Manager, Policy

Liquor and Cannabis Regulation Branch

Cell: 250-480-9377

RE: LDB and LCRB MOU - DN and Current Version

From: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 18, 2019 4:04:58 PM PDT
Ok, so based on our conversation, I'm going to stand down on reviewing these.

From: Corley, Tegan LCLB:EX
Sent: Wednesday, January 30, 2019 11:41 AM
To: Ward, Holli LCLB:EX
Subject: LDB and LCRB MOU - DN and Current Version

Hi Holli,

I tweaked the draft DN that was prepared previously (and put on hold until the new ADM was appointed) for the AsDM. I know we need to bring Mary Sue up to speed on this issue and I wonder if this DN is sufficient or if an information note is required in addition.

s.15

For your information, I have also included a link to the draft MOU as it currently sits.

s.15

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

SERVICE ACCOUNTABILITY TEAMWORK CURIOSITY PASSION COURAGE ALWAYS WITH INTEGRITY

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Page 198 of 455 to/à Page 201 of 455

Withheld pursuant to/removed as

s.13

Page 202 of 455 to/à Page 213 of 455

Withheld pursuant to/removed as

s.13 ; s.17

Liquor FIP

From: Nendick, Cassidy LCRB:EX <Cassidy.Nendick@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 19, 2019 2:36:46 PM PDT
Attachments: 557294 Fine Issue Paper.docx
Hi Tegan,

I think this is the most recent version of the FIP, I asked Caryn to send me the final version sent to TB just to confirm it matches with the version I have attached.

Cassidy

FINE ISSUE PAPER

MINISTRY: Attorney General

TITLE: Administrative Penalties in the Liquor Control and Licensing Regulation

PURPOSE OF FINE: To reduce liquor related threats to public safety such as service to minors and to promote voluntary compliance of all licensees and permittees with provincial liquor laws.

NUMBER OF FINES AFFECTED

☒ 54 Increase / Decrease

FINE CATEGORY

☐ Public Subsidy / User ☒ Regulatory ☐ Resource ☐ Private Sector ☐ N/A (Fine)

ALLOCATION OF THE REVENUE (FEE)

☐ General Revenue ☐ Recovery to Vote ☐ Other

ALLOCATION OF THE REVENUE (FINE)

☒ General Revenue ☐ Recovery to Vote ☐ Other

IS THIS PROPOSAL TIED TO A BUDGET LIFT REQUEST?

☒ No ☐ Yes

TARGET IMPLEMENTATION DATE: As soon as possible to coincide with cannabis implementation.

BACKGROUND

The Liquor and Cannabis Regulation Branch (LCRB; formerly Liquor Control and Licensing Branch) regulates the manufacture and service of alcohol throughout the province in order to protect public safety and public interest.

Key LCRB activities include:

- prescribing the conditions on which a licence or permit may be issued;
- reviewing and approving liquor licensing applications;
- inspecting licensed events and establishments to ensure compliance;
- educating licensees and the public about liquor laws; and
- promoting social responsibility with respect to alcohol consumption.

Fees to recuperate the cost of carrying out these responsibilities are charged pursuant to the *Liquor Control and Licensing Act*, SBC c. 19 and Liquor Control and Licensing Regulation. The penalty schedule is a table in the Liquor Control and Licensing Regulation (LCLR) that identifies suspension and monetary penalty amounts for specific contraventions of the Act, regulation, and terms and conditions. The penalty schedule's purpose is to set a sanction

amount that is sufficient enough to gain voluntary compliance. It affects all licensees and permittees.

MINISTRY RATIONALE FOR FINE CHANGE

Monetary penalties, outlined in the LCLR, are imposed by the General Manager to reduce liquor related threats to public safety and promote voluntary compliance by licensees and permittees.

In 2013, under the direction of former Parliamentary Secretary John Yap, government conducted an extensive Liquor Policy Review which resulted in a report of 73 recommendations to modernize BC's liquor laws. One recommendation included in the report was to review enforcement penalties in BC to ensure the province's penalty levels are appropriate and consideration is given to how different types of penalties may impact a licensee and staff.

In 2017, the new *Liquor Control and Licensing Act* and Regulations came into effect. However, through consultations with key industry stakeholders carried over winter 2017, a number of issues were raised through consultation with the current penalty schedule framework:

- penalties are too severe and the schedule is too rigid;
- penalties for a first contravention are too high; and
- inability to choose either a suspension or monetary penalty for 2nd and subsequent contraventions.

Based on feedback, the branch considered different types of penalties. The proposed changes partially respond to the above-noted concerns identified by industry and provide greater flexibility to LCRB staff.

PROPOSED MODEL

The proposed model accomplishes the following:

- Overall, the adjustment of the penalty schedule by raising some fines and lowering others is expected to increase compliance because the fines are more reflective of the infraction:
 - inspectors are more likely to level fines and suspensions when they are a more measured response to the contravention.
 - extending the period of time from 12 to 24 months when a contravention is considered a second contravention better addresses recidivism and further encourages compliance.

The changes:

- amend the schedule to create escalating monetary penalty amounts for second and subsequent contraventions;
- extend the contravention threshold for escalated penalties from a 12-month period to a 24-month period thereby discouraging recidivism.

- create monetary penalty amounts for band 4 contraventions – this ensures there is a prescribed monetary penalty if a permittee obstructs a peace officer/inspector;
- set a consistent standard of equivalency between monetary penalties and suspensions (\$1 000 = 1 day suspension);
- brings BC's monetary penalties closer to the average set in other provinces (see Appendix A); and
-
- respond to stakeholder concerns of disproportionality of the penalties.requests by lowering the penalty for band 2 and 3 monetary penalties and licence suspensions and brings BC's monetary penalties closer to the average set in other provinces (see "Appendix A: Penalty Progression and Band Comparison"); this reduction is balanced by

See "Appendix B - Proposed Fine Amounts by Contravention" for a detailed table of the proposed fine schedule, including each contravention type and associated monetary penalty amount and licence suspension.

LEGISLATIVE AND REGULATORY AUTHORIZATIONS REQUIRED FOR IMPLEMENTATION AFTER TREASURY BOARD DECISION

- Liquor Control and Licensing Regulation (LCLR), Section 150
- Liquor Control and Licensing Act (LCLA), Section 85(1)(b)

FINE(S) HISTORY PROFILE

The penalty schedule came into effect in 2001. Attached to the regulation, the penalty schedule sets out graduated administrative penalties in the form of monetary penalties and licence suspensions for contraventions of the Act, regulations, and licence terms and conditions.

Fines collected per fiscal

FY18	403,110
FY17	520,500
FY16	421,902
FY15	489,050
FY14	767,500
FY13	1,006,500

FINANCIAL ANALYSIS

LCRB operates as a \$1K Vote.

The changes to the fine structure will not require a budget lift and will have no fiscal impact on the branch's operating budget. All associated costs to administer this program will continue to be recovered through recoveries of licensing fees (not fines).

All liquor related fines collected are recorded as CRF Revenue and cannot be used to offset costs to administer this program.

The proposed changes to the fine structure will have a nominal financial impact to CRF Revenue. The total average annual fines collected over the past three years from enforcement action were \$448,504. The proposed changes to the fine structure are expected to reduce CRF Revenue by \$22,500 per year.

COMMON EXAMPLE OF WHAT THE FINE WOULD BE CHARGED FOR OR UNDER WHAT CIRCUMSTANCES IT WOULD APPLY

LCRB conducts regular inspections of existing licensed premises. If an inspector observes a contravention to the *Liquor Control and Licensing Act*, the inspector may request the licensee attend a compliance meeting. If an ongoing lack of compliance is demonstrated, or a situation arises that presents a threat to public safety, the inspector may recommend enforcement action. If the General Manager proceeds with enforcement action, the licensee or permittee may face a licence suspension, monetary penalty, or licence cancellation.

In the past 5 years, the branch has only proceeded with enforcement action on a 2nd contravention approximately once per year.

CONSULTATION AND CLIENT IMPACT

The LCRB consulted with the public between December 2017 and January 2018 with respect to proposed changes to the penalty schedule in the Liquor Control and Licensing Regulation. The proposed changes have been approved by the Attorney General and will be submitted to the Treasury Board for approval. The consultation results were thoroughly reviewed.

The amendments to the liquor penalty schedule were drafted further to suggestions provided by LCRB staff and stakeholders and a need to encourage voluntary compliance. The proposed changes also align BC's fine amounts more closely with other provinces.

The goal of these amendments are to: (1) ensure penalties and enforcement actions are certain, immediate, and undesirable; (2) to acknowledge the impact penalties have on licensees and their staff; and (3) to create a framework where progressive enforcement (escalating penalties) are used.

Consultation Log

Consultation date:	Consultation period closed: January 19, 2018
Groups/parties consulted:	Open to the public
Fee discussed:	All administrative monetary penalties and suspension lengths
Feedback received:	<p>Four responses received</p> <p>BC Wine Institute:</p> <ul style="list-style-type: none"> Requested information re: breakdown of the contravention; and provided no further comment. <p>Rural Agency Store Advisory Society:</p> <ul style="list-style-type: none"> Supports majority of proposed changes, except they do not support the ability for inspector to suspend their licence if it means closing their store; as a RAS is more than just a

	<p>liquor store.</p> <p>Alliance of Beverage Licensees:</p> <ul style="list-style-type: none"> Supports proposed changes to penalty range with a natural midpoint for better flexibility; and recommends that inspectors place greater emphasis on education and training. <p>s.13; s.14</p>
Consultation date:	Consultation period completed: January 18, 2019
Groups/parties consulted:	Health Advocates
Feedback received:	<p>s.13; s.16</p> <p>Tim Stockwell (Canadian Institute for Substance Use Research):</p> <ul style="list-style-type: none"> Supports the use of sliding scales for successive fines and believes that the proposed schedule will work well. <p><u>Observation:</u></p> <ul style="list-style-type: none"> Suggested the option to choose a monetary penalty for

	second and subsequent contraventions may result in some larger establishments electing to pay the fine each time and treat as a cost of doing business (this potential has been recognized by the LCRB).
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EVALUATION CRITERIA

1. Simplicity and fairness

The fines will ensure that enforcement of contraventions is consistent and fair for licensees and permittees.

2. Cost data

The fines are intended to bring licensees into compliance under the Act. Funds go to general revenue and are not kept by the LCRB.

3. Appropriate amount and rates

The fines are designed to ensure compliance and deter multiple contraventions by licensees.

4. Consolidation

The fines are consolidated as much as possible.

5. Competitiveness

Alberta, due to its close proximity to BC, and Ontario, due to its size, are typically used as comparisons. The lower penalties will bring BC closer to the average set in other provinces.

6. Comparison with other jurisdictions

Across Canadian jurisdictions there is a wide range of monetary penalties and licence suspensions. Generally, public safety contraventions such as selling to a minor, allowing a patron to become intoxicated, and overcrowding warrant higher penalties over administrative infractions such as failure to post a licence.

In Alberta, licensees can choose either a monetary penalty or serve a licence suspension in the event of an infraction. Information from 2012 to 2014 indicates that licensees usually elect to pay the fine.

Overall, Ontario imposes the highest penalties for both public safety and administrative contraventions. Suspensions are generally not less than 14 days, while 21-day suspensions are common.

BC, Saskatchewan, and Newfoundland impose similar ranges of penalties for public safety contraventions. Although among these three, BC's fines and licence suspensions tend to be higher.

Prince Edward Island, Nova Scotia, Manitoba and Alberta appear to impose considerably lower penalties than the aforementioned provinces. Data was not collected for Quebec or New Brunswick, but both provinces provide authority to impose lower fines than BC.

For the purposes of comparison, the Branch did not consider compliance rates as statistical analysis would depend on non-empirical data. Compliance rates can be untrustworthy as inspection factors change such as the number of staff conducting inspections, when inspections are conducted, etc.

Summary of penalties prescribed and imposed across Canada

*Note: data is not comprehensive and, except where noted, is from 2013.

Prov.	Range public safety contraventions 1st contravention (e.g. intoxication, minors, overcrowding)	Range regulatory contraventions (e.g. contravene term & condition; fail to complete training)	Range actual penalty 1st public safety contravention	Range actual penalty 1st regulatory contravention
BC	1-3 days and/or \$1000-3000 (overcrowding); 4-7 days and/or \$5000-7000 (intoxicated patron); 10-15 days and/or \$7500 - \$10000 (sell to minors)	Spans range of 1-3 days (e.g. fail to complete training program); 10-15 (e.g. production of records)	1-3 days (overcrowding) \$7500 or 10 a day suspension (sell to minor) 4-5 days, \$5000	1-3 days (contravene Term & Condition); 10 days (operate as bar)
Alta.	Up to 20 days and/or up to \$5000	Up to cancellation and/or up to \$5000	\$500 - \$1500	Warning (exceed min beer price); Warning (contravene ProServe); \$1000 (sell during unauthorized hours)
Sask.	\$1000-10000 (sell to minors); \$1000-10000 (over-service) \$500-10000 (overcrowding)	\$500-10000 (consistent range for all regulatory contraventions)	\$1000-4000 (serving minors) \$1000-7000 (serve intoxicated person) 8-day suspension (for combined contraventions)	\$500 (fail to maintain supply of food); \$500 (purchase alcohol from non govt source)
Man.	\$673 (permit minor to consume); \$487 (serve intoxicated person); No set fine (supply to minor)	\$673 (permit sale during unauthorized hours)	Average 2.2 days suspension; average \$1600 fines [data not broken down, and includes regulatory contraventions]	[see column re public safety penalties]
Ont.	Up to \$15000 (sell to intoxicated person); up to \$20,000 (allow minor to consume); up to \$10,000 (overcrowding)	Up to \$4000 (fail to complete training); up to \$4000 (fail to supply licence number); up to \$2000 fail to keep variety of products in stock	30 days (permit drunkenness and combined contraventions) up to license revocation; 21 days (serve minor) 60 days (overcrowding and 2 other contraventions)	22 days (breach of condition of licence) 45 days (serve outside hours, fail to clear signs, permit gambling, no light meals); 21 days (sale no under licence, fail to facilitate inspection)
NB	\$2,100 (sale to	\$2100 (unauthorized	[data not obtained]	[data not obtained]

	minors); \$2100 (sale to intoxicated person); \$10,200 (buy for or on behalf of minor); \$10,200 (provide liquor to person apparently under influence of liquor)	permit) \$2100 (refusal to allow examination of books)		
NS	No monetary fines, and suspensions issued on a case-by-case basis	No monetary fines, and suspensions issued on a case-by-case basis	1 day (underage drinking) 2 days (intoxicated patron); 3-4 days (multiple contravention, same day) 7 days (multiple contraventions on different days)	[data not obtained]
PEI	3-4 days (sell to minor); 3-4 days and/or \$500 – 1500 (sell to intoxicated person)	3-4 days and/or \$500-1500 (breach of Term & Condition); 1-2 days and/or up to cancellation (alterations without approval)	46 warnings (2013/14); 19 fines (average \$626); 4 suspensions (average 3.25 days) [data not broken down, and includes regulatory contraventions]	[see column on public safety contraventions]
Nfld.	Up to 30 days suspension	Up to 30 days suspension	For 3 years ending 2011: 25 letter of reprimand; 91 suspensions 7 days or less suspension; 76 suspensions 7 days or more (all for sale to minor; sale/consumption after hours; sale to intoxicated persons)	[data not obtained]
Que.	\$175-\$425 (sell to intoxicated person); \$175-\$425 (sell to minor) \$325-\$700 (sale of unauthorized kind of liquor)	\$625-\$1225 (unauthorized container/labelling); \$500-1000 (hindering peace officer in duties)	[data not obtained]	[data not obtained]

MINISTRY PROGRAM CONTACT

Name: Peter Mior, Registrar, LCRB Phone: 604 660-7723

MINISTRY BUDGET OFFICE CONTACT

Name: Caryn Fischer Phone: 778 974-2918

MINISTER'S APPROVAL

Minister

Date

Appendix A: Penalty Progression and Band Comparison**Band progression comparison**

Band 1 – midpoint = \$2,000 Band 1 – midpoint = 2 days
 Band 2 – midpoint = \$5,000 Band 2 – midpoint = 5 days
 Band 3 – midpoint = \$9,000 Band 3 – midpoint = 9 days

*Highlighting denotes change.

Band 1

CURRENT PENALTY PROGRESSION – BAND 1			
Suspension			Monetary Penalty
First	Second	Subsequent	
1-3 days	3-6 days	6-9 days	\$1,000 - \$3,000

PROPOSED PENALTY PROGRESSION – BAND 1						
Suspension				Monetary Penalty		
First	Second	Subsequent	First	Second	Subsequent	
1-3 days	3-7 days	7-11 days	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000	
Mid-Point	2 days	5 days	9 days	\$2,000	\$5,000	\$9,000

Band 2

CURRENT PENALTY PROGRESSION – BAND 2			
Suspension			Monetary Penalty
First	Second	Subsequent	
4-7 days	10-14 days	18-20 days	\$5,000 - \$7,000

PROPOSED PENALTY PROGRESSION – BAND 2						
Suspension				Monetary Penalty		
First	Second	Subsequent	First	Second	Subsequent	
3-7 days	7-11 days	11-15 days	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000	
Mid-Point	5 days	9 days	13 days	\$5,000	\$9,000	\$13,000

Band 3

CURRENT PENALTY PROGRESSION – BAND 3			
Suspension			Monetary Penalty
First	Second	Subsequent	
10-15 days	20-30 days	30-60 days	\$7,500 - \$10,000

PROPOSED PENALTY PROGRESSION – BAND 3						
Suspension				Monetary Penalty		
First	Second	Subsequent	First	Second	Subsequent	

	7-11 days	11-21 days	21-41 days	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
Mid-Point	9 days	16 days	31 days	\$9,000	\$13,000	\$20,000

Band 4

CURRENT PENALTY PROGRESSION – BAND 4			
Suspension			Monetary Penalty
First	Second	Subsequent	
15-90 days	15-90 days	15-90 days	N/A

PROPOSED PENALTY PROGRESSION – BAND 4					
Suspension			Monetary Penalty		
First	Second	Subsequent	First	Second	Subsequent
15-90 days	15-90 days	15-90 days	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000

Note: LCRB may still assign a maximum monetary penalty of \$50,000 for egregious contraventions.

Appendix B - Proposed Fine Amounts by Contravention

Item	Contravention	Current fine amount	Proposed fine amount		
			1 st	2 nd	3 rd
Band 1					
1	Contravention of section 78 (1) (a) or (2) (a) of this regulation [person or patron capacity in service area exceeded, but occupant load not exceeded]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
2	Contravention of section 60 (1) of the Act [failure to complete training or recertification]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
3	Contravention of section 89 (a) of this regulation [failure to clear patrons within 1/2 hour after liquor service has ended]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
4	Contravention of section 142 (1) or (3) of this regulation [employees or staff consuming liquor while working]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
5	Contravention of section 141 (4) of this regulation [allowing liquor to be taken from the service area]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
6	Contravention of section 64 of the Act [advertising liquor]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
7	Failure to comply with term or condition dealing with entertainment other than adult entertainment	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
8	Contravention of section 79 (1) (a) or (2) of this regulation [making structural alteration or changing size or location of service area without amending licence]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
9	Contravention of section 80 (4) of this regulation [failing to keep a register of liquor purchases]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
10	Contravention of any of the following sections of this regulation: (a) 43 [payment, acknowledgment and invoice requirements]; (b) 45 [unauthorized consumption]; (c) 46 (1) [storage requirements]; (d) 46 (2) [licensee removing customer's product]; (e) 47 [removal of finished product required]; (f) 48 [labelling, removal and use]; (g) 50 [underage customers]; (h) 51 [record keeping and reporting requirements]; (i) 172 [advertisements]	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
11	Contravention of any provision of the Act or this regulation or failure to comply with a term or condition not specifically referred to in this Schedule	\$1,000 - \$3,000	\$1,000 - \$3,000	\$3,000 - \$7,000	\$7,000 - \$11,000
Band 2					

Date Prepared: December 20, 2018

12	Contravention of section 79 of the Act [minors in establishment or liquor store]	\$5 000 - \$7 500	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
13	Contravention of section 61 (2) (a) of the Act [selling or serving liquor to an intoxicated person]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
14	Contravention of section 61 (2) (b) (i) of the Act [allowing a person to become intoxicated]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
15	Contravention of section 61 (2) (b) (ii) of the Act [allowing an intoxicated person to enter or remain in a service area]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
16	Contravention of section 61 (2) (b) (v) of the Act [allowing a person who has a knife or weapon to enter an establishment or event site]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
17	Contravention of section 78 (1) or (2) of this regulation [person or patron capacity and occupant load in service area exceeded]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
18	Contravention of section 97 (e) or (f) of this regulation [exceeding maximum attendance or occupant load at catered event]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
19	Contravention of section 101 (b) or (c) of this regulation [exceeding maximum attendance or occupant load at event site under a temporary use area authorization]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
20	Contravention of section 117 (j) or (k) of this regulation [exceeding maximum attendance or occupant load in service area at special event]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
21	Contravention of (a) section 82 (1) of this regulation [licensee providing unlimited or unspecified quantities of liquor for a single price or using a sales strategy that is likely to promote or encourage intoxication], or (b) section 118 of this regulation [permittee providing unlimited or unspecified quantities of liquor for a single price or using a sales strategy that is likely to promote or encourage intoxication]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
22	Contravention of (a) section 26 (i) of this regulation [unused liquor at residential event not returned to the caterer's establishment], or (b) section 90 (1) of this regulation [failing to take liquor from patrons within 1/2 hour after liquor service has ended]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
23	Contravention of section 91 (1) of this regulation [allowing a person to consume liquor beyond 1/2 hour after liquor service has ended]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000

24	Contravention of section 141 (2) of this regulation [permitting liquor not sold or served by licensee or permittee to be consumed]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
25	Failure to comply with term or condition dealing with adult entertainment	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
26	Contravention of section 8 (2) (a) of the Act [selling or serving liquor at a catered event without a catering authorization]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
27	Contravention of section 8 (2) (a) of the Act [manufacturer selling or serving liquor at a market without a market authorization]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
28	Contravention of section 8 (2) (a) of the Act [selling liquor at a food or beverage festival without a temporary off-site sale authorization]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
29	Contravention of section 8 (2) (a) of the Act [selling or serving liquor without a temporary use area authorization]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
30	Contravention of section 144 (1) or (3) of this regulation [unlawful dilution or adulteration of liquor or refilling bottles]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
31	Contravention of section 44 of this regulation [failing to ensure that the customer performs the listed tasks]	\$5 000 - \$7 000	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000
Band 3					
32	Contravention of section 18 (1) (a) of this regulation [service of food in the service area under a food primary licence not the primary purpose of the business]	\$7,500 - \$10, 000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
33	Contravention of section 26 (a) or (b) of this regulation [preparation and service of food is not the primary purpose of the business of caterer or caterer not having equipment or personnel necessary to prepare and serve food]	\$7,500 - \$10, 000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
34	Contravention of section 77 of the Act [supplying liquor to minors]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
35	Contravention of section 61 (2) (b) (iii) of the Act [allowing violent, quarrelsome, riotous or disorderly conduct]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
36	Contravention of section 61 (2) (b) (iv) of the Act [allowing unlawful activities or conduct]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
37	Failure to comply with term or condition that requires licensee or permittee to take reasonable measures to ensure that the operation of the establishment or event site does not disturb persons in the vicinity	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
38	Contravention of section 8 (2) (a) of the Act [unlawful sale of liquor]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000

Date Prepared: December 20, 2018

39	Contravention of section 8 (2) (e) of the Act [unlawful purchase of liquor]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
40	Contravention of section 8 (3) of the Act [selling or serving unauthorized liquor]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
41	Contravention of section 140 of this regulation [selling or serving liquor purchased under another licence or permit]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
42	Contravention of section 43 (a) (iii) of the Act [failure to produce records, liquor or other things]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
43	Contravention of section 57 (1) (c) of the Act [providing false or misleading information]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
44	Contravention of section 62 (1) or (2) of the Act [tied houses and inducements]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
45	Failure to comply with term or condition to report to general manager information respecting tied house arrangements	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
46	Contravention of section 49 of this regulation [failing to ensure that beer or wine is not sold at a U-Brew or U-Vin]	\$7,500 - \$10,000	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
47	Contravention of section 51 (10) or 53.1 (12) of the Act [failure to pay monetary penalty within required time]	N/A	\$7,000 - \$11,000	\$11,000 - \$15,000	\$15,000 - \$25,000
Band 4					
48	Failure to comply with term or condition requiring compliance with an agreement under section 5 of the Liquor Distribution Act	Up to \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000
49	Contravention of section 8 (2) (a) of the Act [selling or serving liquor while licence is suspended] or failure to comply with a term or condition prohibiting consumption while licence is suspended	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000
50	Contravention of section 8 (2) (a) of the Act [selling liquor at an event catered by the licensee while the licence is under suspension, the catering endorsement is under suspension or the catering authorization is under suspension or cancelled]	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000
51	Contravention of section 8 (2) (a) of the Act [licensed manufacturer selling or serving liquor at an event while the licence is under suspension, the manufacturer on-site store endorsement is under suspension or the market authorization is under suspension or cancelled]	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000
52	Contravention of section 8 (2) (a) of the Act [selling liquor at a food or beverage festival while the licensee retail store, wine store or special wine store licence is under suspension, the temporary	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000

	<i>off-site sale endorsement is under suspension or the temporary off-site sale authorization is under suspension or cancelled]</i>				
53	<i>Contravention of section 44 (6) of the Act [obstructing peace officer or refusing to allow peace officer entry]</i>	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000
54	<i>Contravention of (a) section 43 (a) (i) and (ii) of the Act [not allowing general manager entry or not facilitating inspection], or (b) section 43 (b) of the Act [obstructing general manager]</i>	N/A	\$15,000 - \$25,000	\$15,000 - \$25,000	\$15,000 - \$25,000

RE: LDB Funding

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 20, 2019 11:36:57 AM PDT
Tegan- does the policy shop provide support to LDB?

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 11:34 AM
To: McElroy, Scott D LCRB:EX ; Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

Thank you, Scott.

Tegan Corley | Policy Analyst

From: McElroy, Scott D LCRB:EX
Sent: Wednesday, March 20, 2019 11:31 AM
To: Corley, Tegan LCRB:EX; Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

We do not and if my memory serves me correct we only received this fee in the very first year. Now this was a long time ago and again this is me digging into my memory but I believe the 66,054 was the yearly salary for a Policy position that LDB agreed to fund to work on joint policy work between LDB and LCLB.

Scott McElroy
Team Lead Financial Services
Liquor and Cannabis Regulation Branch
4th Floor 645 Tyee Road
Victoria, BC V9A6X5
778-698-9092

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 11:25 AM
To: Bentley, Cheryl A LCRB:EX; McElroy, Scott D LCRB:EX
Subject: LDB Funding

Good morning,

As discussed previously, I am working to combine the MOUs between LDB and LCRB. The current licensing fee MOU includes a provision whereby the LDB must pay to LCRB \$66,054 annually to fund a position for the administering appointments under s. 18(5) of the Liquor Distribution Act. Do we still receive this funding from LDB on an annual basis?

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

SERVICE ACCOUNTABILITY TEAMWORK CURIOSITY PASSION COURAGE ALWAYS WITH INTEGRITY

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Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

RE: LDB Funding

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 20, 2019 11:41:57 AM PDT

Scott and I chatted about it and historically they had, but he thought it hadn't continued.

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 11:38 AM
To: Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

We do not currently provide support – LDB has their own policy team. I am not sure if the policy shop used to provide support or not.

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Wednesday, March 20, 2019 11:37 AM
To: Corley, Tegan LCRB:EX
Subject: RE: LDB Funding

Tegan- does the policy shop provide support to LDB?

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 11:34 AM
To: McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>; Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Subject: RE: LDB Funding

Thank you, Scott.

Tegan Corley | Policy Analyst

From: McElroy, Scott D LCRB:EX
Sent: Wednesday, March 20, 2019 11:31 AM
To: Corley, Tegan LCRB:EX; Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

We do not and if my memory serves me correct we only received this fee in the very first year. Now this was a long time ago and again this is me digging into my memory but I believe the 66,054 was the yearly salary for a Policy position that LDB agreed to fund to work on joint policy work between LDB and LCLB.

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Victoria, BC V9A6X5
778-698-9092

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From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 11:25 AM
To: Bentley, Cheryl A LCRB:EX; McElroy, Scott D LCRB:EX
Subject: LDB Funding

Good morning,

As discussed previously, I am working to combine the MOUs between LDB and LCRB. The current licensing fee MOU includes a provision whereby the LDB must pay to LCRB \$66,054 annually to fund a position for the administering appointments under s. 18(5) of the Liquor Distribution Act. Do we still receive this funding from LDB on an annual basis?

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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FW: LDB Funding

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 20, 2019 12:27:29 PM PDT
Attachments: MOU LCLB-LDB Admin. Funding (2007).pdf

I think we need to reach out to licensing to find out when/if the rural agency stores will be licensed by LCRB.

Can we set up a few minutes to chat? I'd like to include Scott McElroy, as he knows more of the history than I do.

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 12:07 PM
To: Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

Section 18(5) of the LDA has to do with the administration of Rural Agency Stores – the annual amount was sought from LDB to accommodate the responsibility and administration oversight of agency stores on behalf of LDB for 5 years or until the agency stores are licensed by LCRB. This money seems to have been intended to fund the compliance and enforcement of agency stores. I have attached a copy of this MOU for your reference.

The reason I am seeking clarification is to determine whether this should be duplicated in the new MOU or not. As mentioned by Scott this has not been paid to LCRB for quite some time – are we able to pinpoint the last payment of this? The MOU was signed in 2007

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Wednesday, March 20, 2019 11:42 AM
To: Corley, Tegan LCRB:EX
Subject: RE: LDB Funding

Scott and I chatted about it and historically they had, but he thought it hadn't continued.

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 11:38 AM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Subject: RE: LDB Funding

We do not currently provide support – LDB has their own policy team. I am not sure if the policy shop used to provide support or not.

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Wednesday, March 20, 2019 11:37 AM
To: Corley, Tegan LCRB:EX
Subject: RE: LDB Funding

Tegan- does the policy shop provide support to LDB?

From: Corley, Tegan LCRB:EX
Sent: March 20, 2019 11:34 AM
To: McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>; Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Subject: RE: LDB Funding

Thank you, Scott.

From: McElroy, Scott D LCRB:EX
Sent: Wednesday, March 20, 2019 11:31 AM
To: Corley, Tegan LCRB:EX; Bentley, Cheryl A LCRB:EX
Subject: RE: LDB Funding

We do not and if my memory serves me correct we only received this fee in the very first year. Now this was a long time ago and again this is me digging into my memory but I believe the 66,054 was the yearly salary for a Policy position that LDB agreed to fund to work on joint policy work between LDB and LCLB.

Scott McElroy
Team Lead Financial Services
Liquor and Cannabis Regulation Branch
4th Floor 645 Tyee Road
Victoria, BC V9A6X5
778-698-9092

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 11:25 AM
To: Bentley, Cheryl A LCRB:EX; McElroy, Scott D LCRB:EX
Subject: LDB Funding

Good morning,

As discussed previously, I am working to combine the MOUs between LDB and LCRB. The current licensing fee MOU includes a provision whereby the LDB must pay to LCRB \$66,054 annually to fund a position for the administering appointments under s. 18(5) of the Liquor Distribution Act. Do we still receive this funding from LDB on an annual basis?

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: discuss MOU

From: McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>, Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 21, 2019 10:05:23 AM PDT

Ok, now I was totally wrong with my assumption.....I guess my memory is starting to go.....

I looked back at electronic JV's and we actually collected the "admin" fee from LDB along with the renewal fee up until FY12.

The last year we collected it, it was ^{s.17}

Scott McElroy
Team Lead Financial Services
Liquor and Cannabis Regulation Branch
4th Floor 645 Tyee Road
Victoria, BC V9A6X5
778-698-9092

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Bentley, Cheryl A LCRB:EX
Sent: Thursday, March 21, 2019 8:29 AM
To: Corley, Tegan LCRB:EX; McElroy, Scott D LCRB:EX
Subject: RE: discuss MOU

I think we should still meet to clarify what the funding specifically is for, and whether or not that "service" is still be provided.

From: Corley, Tegan LCRB:EX
Sent: March 21, 2019 8:22 AM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>; McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
Subject: RE: discuss MOU

Good morning – I happy to still meet this morning but I was wondering if we should postpone until I hear back from LDB for their historical recollection of this MOU. I emailed an analyst at LDB yesterday and they were going to check with their finance department and get back to me.

Tegan Corley | Policy Analyst

-----Original Appointment-----

From: Bentley, Cheryl A LCRB:EX
Sent: Wednesday, March 20, 2019 1:15 PM
To: Bentley, Cheryl A LCRB:EX; Corley, Tegan LCRB:EX; McElroy, Scott D LCRB:EX
Subject: discuss MOU

When: Thursday, March 21, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Cheryl's office

MOU

From: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
To: Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Sent: March 21, 2019 11:56:55 AM PDT
Attachments: LDB-LCLB MOU (Penalties) - DRAFT v4.docx

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: Liquor FIP

From: Nendick, Cassidy LCRB:EX <Cassidy.Nendick@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 21, 2019 1:03:15 PM PDT
Attachments: 557294 Fine Issue Paper - Liquor - Final.docx
Hi Tegan,

Caryn sent me the attached – which is the one that went for signature and I think it's the same as the one I sent you. Apparently they do not distribute signed versions...

Cheers,
Cassidy

From: Corley, Tegan LCRB:EX
Sent: March 19, 2019 2:57 PM
To: Nendick, Cassidy LCRB:EX
Subject: RE: Liquor FIP

Thank you!

Tegan Corley | Policy Analyst

From: Nendick, Cassidy LCRB:EX
Sent: Tuesday, March 19, 2019 2:37 PM
To: Corley, Tegan LCRB:EX
Subject: Liquor FIP

Hi Tegan,

I think this is the most recent version of the FIP, I asked Caryn to send me the final version sent to TB just to confirm it matches with the version I have attached.

Cassidy

RE: Liquor FIP

From: Nendick, Cassidy LCRB:EX <Cassidy.Nendick@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 21, 2019 1:17:52 PM PDT
Okay, I'll keep you posted!

Cassidy

From: Corley, Tegan LCRB:EX
Sent: March 21, 2019 1:17 PM
To: Nendick, Cassidy LCRB:EX
Subject: RE: Liquor FIP

Thanks, Cassidy!

Once we have the final version of how it is going to look in the Regulation I would love to see it then as well – I need that version for the MOU I am working on.

Tegan Corley | Policy Analyst

From: Nendick, Cassidy LCRB:EX
Sent: Thursday, March 21, 2019 1:03 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Liquor FIP

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From: Corley, Tegan LCRB:EX
Sent: March 19, 2019 2:57 PM
To: Nendick, Cassidy LCRB:EX <Cassidy.Nendick@gov.bc.ca>
Subject: RE: Liquor FIP

Thank you!

Tegan Corley | Policy Analyst

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Sent: Tuesday, March 19, 2019 2:37 PM
To: Corley, Tegan LCRB:EX
Subject: Liquor FIP

Hi Tegan,

I think this is the most recent version of the FIP, I asked Caryn to send me the final version sent to TB just to confirm it matches with the version I have attached.

Cassidy

RE: Licensing Fee MOU - History

From: Lowe, Levona LDB:EX <Levona.Lowe@bclddb.com>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 21, 2019 1:56:06 PM PDT
Attachments: image001.gif, image002.gif
Hi Tegan,

Thanks for this. I discussed this with one of the Finance directors that have been here for a while. She seems to recall the cessation of payment and is going to see if she can find some emails or documentation.

Cheers,

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclddb.com

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From: Corley, Tegan LCRB:EX
Sent: Thursday, March 21, 2019 1:54 PM
To: Lowe, Levona LDB:EX
Subject: RE: Licensing Fee MOU - History

Levona,

If this help – here is what I found out so far in my search.

- The MOU was signed in 2007 and the appointment administration was initially implemented to cover compliance and enforcement costs in order for LCRB to inspect RASs, independent wine stores, off-site winery stores, VQA stores and on-site manufacturing stores (wine, beer and spirits). The term of these payments was for 5 years or until the liquor outlets were licensed under the LCLA.
- Payment for the appointment administration was paid by LDB to LCRB from 2007 to 2012 (6 years).
- Wine store licences and an endorsement of on-site manufacturer stores was taken over by LCRB in February of 2013 when the necessary sections were added to the LCLR.

We are continuing to look, but there does not appear to be any documents to end these payments – even though I imagine, since the timing works out, that the decision was probably made when the wine store licences and the endorsement were official under LCRB, leaving only RASs under LDB.

Tegan Corley | Policy Analyst

From: Lowe, Levona LDB:EX
Sent: Wednesday, March 20, 2019 1:18 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - History

Hi Tegan,

I'll check in with Finance and get back to you.

Cheers,

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bcldb.com

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From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 1:15 PM
To: Lowe, Levona LDB:EX
Subject: Licensing Fee MOU - History

Good afternoon, Levona

I have attached the current licensing fee MOU (signed in 2007) which also includes a provisions whereby LDB would provide just over \$66,000 annually to LCRB to fund a position for administering appointments under s. 18(5) of the Liquor Distribution Act. Do have historical knowledge of this payment which was arranged back in 2007?

I understand from our finance team that the transfer of these funds ceased some time ago – but there doesn't seem to be clarity as to why. I was hoping you would may be able to assist with this.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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Historical Knowledge - MOU between LDB and LCRB

From: Corley, Tegan LCRB:EX
To: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: March 21, 2019 3:55:08 PM PDT
Hi Rupi,

I am writing to see if you know of and/or have any historical knowledge of an MOU between LDB and LCRB wherein LDB provided LCRB roughly \$60K annually to account for the costs associated with inspecting Rural Retail Stores, Wine Stores, and On-site Manufacturing stores. This MOU was signed in 2007 when all of those stores were still under LDB. In 2013 wine store licences and an endorsement for on-site manufacturing stores were implemented and brought under LCRB's umbrella. This is when the payment of \$60K ceased.

I am unable to find any documentation to show why this payment ceased from LDB, although I expect it is due to the licences being under LCRB now and having licence fees to cover the cost of inspections; however, the lack of documentation is worrisome. Given that C&E still inspects RASs I wanted to check with you to see if you have any recollection of this agreement and its history.

I am also curious how much time and resources are spent inspecting RASs now to determine whether this agreement should be re-implemented or not.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: Historical Knowledge - MOU between LDB and LCRB

From: Corley, Tegan LCRB:EX
To: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: March 22, 2019 8:07:20 AM PDT
Thank you, Rupi.

Tegan Corley | Policy Analyst

From: Gill, Rupi K LCRB:EX
Sent: Thursday, March 21, 2019 4:49 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Historical Knowledge - MOU between LDB and LCRB

Hi Tegan,

Sorry I can't shed any light on this. I was part of the project group at one time when we were looking at the conversion of those LDB appointments to licenses but I know we never discussed this MOU as part of that. You may have already tried this but Barry Bieller may know more?

Rupi

From: Corley, Tegan LCRB:EX
Sent: March 21, 2019 3:55 PM
To: Gill, Rupi K LCRB:EX
Subject: Historical Knowledge - MOU between LDB and LCRB

Hi Rupi,

I am writing to see if you know of and/or have any historical knowledge of an MOU between LDB and LCRB wherein LDB provided LCRB roughly \$60K annually to account for the costs associated with inspecting Rural Retail Stores, Wine Stores, and On-site Manufacturing stores. This MOU was signed in 2007 when all of those stores were still under LDB. In 2013 wine store licences and an endorsement for on-site manufacturing stores were implemented and brought under LCRB's umbrella. This is when the payment of \$60K ceased.

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RE: Licensing Fee MOU - History

From: Lowe, Levona LDB:EX <Levona.Lowe@bclddb.com>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 22, 2019 8:07:41 AM PDT
Attachments: image001.gif, image002.gif, RE: Yearly Renewal JV
Hi Tegan,

Our Finance department was able to locate the attached email that documents the cessation of this payment.

Thanks,
Levona Lowe
Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclddb.com

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To: Lowe, Levona LDB:EX
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We are continuing to look, but there does not appear to be any documents to end these payments – even though I imagine, since the timing works out, that the decision was probably made when the wine store licences and the endorsement were official under LCRB, leaving only RASs under LDB.

Tegan Corley | Policy Analyst

From: Lowe, Levona LDB:EX

Sent: Wednesday, March 20, 2019 1:18 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - History

Hi Tegan,

I'll check in with Finance and get back to you.

Cheers,

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclddb.com

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From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 1:15 PM
To: Lowe, Levona LDB:EX
Subject: Licensing Fee MOU - History

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Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: Yearly Renewal JV

From: McElroy, Scott D MEM:EX <Scott.McElroy@gov.bc.ca>
To: Low, Elaine LDB:EX <Elaine.Low@bcldb.com>
Sent: April 26, 2012 8:41:22 AM PDT
Attachments: 20120426083716.pdf

Yes I can confirm. I have a scanned email from last year between our ADM (Karen Ayers) and Roger Bissoondatt which I have attached.

<<20120426083716.pdf>>

Scott McElroy

Manager Financial Services

Liquor Control and Licensing Branch

Management Services

Ministry of Public Safety and Solicitor General

4th Floor 3350 Douglas St

Victoria, BC V8Z 3L1

250 952-5785

From: Low, Elaine LDB:EX
Sent: Thursday, April 26, 2012 8:27 AM
To: McElroy, Scott D MEM:EX
Subject: RE: Yearly Renewal JV

Hi Scott,

Can you confirm that the administration fee is no longer applicable? You don't charge us for it ;however, I don't have a note confirming that.

Regards,

Elaine Low

Director, Financial Planning and Reporting

Liquor Distribution Branch

phone - 604-252-3158

fax - 604-252-3175

Elaine.Low@bcldb.com

From: Low, Elaine LDB:EX

Sent: Wednesday, April 25, 2012 12:34 PM

To: McElroy, Scott D MEM:EX

Cc: Negara, Vladislav LDB:EX

Subject: RE: Yearly Renewal JV

Hi Scott,

Please send the attachment.

Regards,

Elaine Low

Director, Financial Planning and Reporting

Liquor Distribution Branch

phone - 604-252-3158

fax - 604-252-3175

Elaine.Low@bcldb.com

From: McElroy, Scott D MEM:EX

Sent: Wednesday, April 25, 2012 11:38 AM

To: Low, Elaine LDB:EX

Cc: Negara, Vladislav LDB:EX

Subject: RE: Yearly Renewal JV

I have attached a signed copy of the JV.

Please have it signed on your side. Then either forward to F&A for processing or return it to me and I will forward on.

Thanks for getting these numbers done up.

Scott McElroy

Manager Financial Services

Liquor Control and Licensing Branch

Management Services

Ministry of Public Safety and Solicitor General

4th Floor 3350 Douglas St

Victoria, BC V8Z 3L1

250 952-5785

From: Low, Elaine LDB:EX
Sent: Wednesday, April 25, 2012 9:14 AM
To: McElroy, Scott D MEM:EX
Cc: Negara, Vladislav LDB:EX
Subject: RE: Yearly Renewal JV

Scott,

Attached is the calculation for the yearly renewal. As in prior years, this list excludes our wholesale locations and temporary store.

The fees are based upon the rates effective April 1, 2010 and I have used the same rate for the LCLB admin fee.

Regards,

Elaine Low

Director, Financial Planning and Reporting

Liquor Distribution Branch

phone - 604-252-3158

fax - 604-252-3175

Elaine.Low@bcldb.com

_ << File: 2012-13 LCLB fees.xls >> _

From: McElroy, Scott D MEM:EX

Sent: Monday, April 16, 2012 1:46 PM

To: Low, Elaine LDB:EX

Subject: Yearly Renewal JV

Good afternoon Elaine. I am just finished year end and am going to start working on new year issues. Before I start searching for LDB store fy 11-12 sales, I was wondering if have this information?

Last year I seemed to be working with old data when I went to do up the JV.

If you have this info and could send it my way, I would be much appreciated.

Thanks.

Scott McElroy

Manager Financial Services

Liquor Control and Licensing Branch

Management Services

Ministry of Public Safety and Solicitor General

4th Floor 3350 Douglas St

Victoria, BC V8Z 3L1

250 952-5785

From: Ayers, Karen J SG:EX
Sent: Friday, June 24, 2011 1:30 PM
To: Bissoondatt, Roger LDB:EX
Cc: Evans, Jan L SG:EX
Subject: RE: Business licensees / inspection

Roger – LDB should be paying the “equivalent to licence” fee based on annual sales for each of the stores. LDB shouldn’t be paying an administration fee in addition. We will reverse the^{s.17} admin fee (or whatever that amount was), and then we should probably update the MOU to reflect that it’s the equivalent to licence fees only.

Karen

From: Bissoondatt, Roger LDB:EX
Sent: Friday, June 24, 2011 12:17 PM
To: Ayers, Karen J SG:EX
Cc: Evans, Jan L SG:EX
Subject: Business licensees / inspection

Hi Karen, we are going through the budget preparation for the next fiscal year and I thought I should get some clarification on a MOU from a few years ago. Over the past year or so, the invoicing to the LDB for business licensees has changed to an annual sales base. Hence the LDB pays an amount based on the sales at each store. Prior to that there was a MOU between the LDB and LC & LB whereby we paid some fees and also an administration fee of about^{s.17} to cover off inspections for the 2 ID policy. In view that the funding formula has changed and the GLS are also subject to penalties etc, should the LDB still be paying for the admin fees to cover off the inspection?

Can you clarify this for me?

Thanks

Roger

Roger M. Bissoondatt,
Chief Financial Officer
BC Liquor Distribution Branch
2625 Rupert Street,
Vancouver, British Columbia, V5M 3T5
phone - (604) 252-3151, fax - (604) 252-3175
<mailto:Roger.Bissoondatt@bcldb.com>
website: www.bcldb.com

RE: Licensing Fee MOU - History

From: Lowe, Levona LDB:EX <Levona.Lowe@bclddb.com>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: March 22, 2019 8:22:20 AM PDT
Attachments: image001.gif, image002.gif

I've already saved this document to our internal sharepoint for future reference!

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclddb.com

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From: Corley, Tegan LCRB:EX
Sent: Friday, March 22, 2019 8:19 AM
To: Lowe, Levona LDB:EX
Subject: RE: Licensing Fee MOU - History

Thank you for this, Levona! This makes it clear that there was a discussion about canceling the payment.

Tegan Corley | Policy Analyst

From: Lowe, Levona LDB:EX
Sent: Friday, March 22, 2019 8:08 AM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - History

Hi Tegan,

Our Finance department was able to locate the attached email that documents the cessation of this payment.

Thanks,

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclddb.com

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From: Corley, Tegan LCRB:EX
Sent: Thursday, March 21, 2019 1:54 PM
To: Lowe, Levona LDB:EX
Subject: RE: Licensing Fee MOU - History

Levona,

If this help – here is what I found out so far in my search.

- The MOU was signed in 2007 and the appointment administration was initially implemented to cover compliance and enforcement costs in order for LCRB to inspect RASs, independent wine stores, off-site winery stores, VQA stores and on-site manufacturing stores (wine, beer and spirits). The term of these payments was for 5 years or until the liquor outlets were licensed under the LCLA.
- Payment for the appointment administration was paid by LDB to LCRB from 2007 to 2012 (6 years).
- Wine store licences and an endorsement of on-site manufacturer stores was taken over by LCRB in February of 2013 when the necessary sections were added to the LCLR.

We are continuing to look, but there does not appear to be any documents to end these payments – even though I imagine, since the timing works out, that the decision was probably made when the wine store licences and the endorsement were official under LCRB, leaving only RASs under LDB.

Tegan Corley | Policy Analyst

From: Lowe, Levona LDB:EX
Sent: Wednesday, March 20, 2019 1:18 PM
To: Corley, Tegan LCRB:EX
Subject: RE: Licensing Fee MOU - History

Hi Tegan,

I'll check in with Finance and get back to you.

Cheers,

Levona Lowe

Senior Policy Analyst, Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-7465 E: levona.lowe@bclldb.com

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From: Corley, Tegan LCRB:EX
Sent: Wednesday, March 20, 2019 1:15 PM
To: Lowe, Levona LDB:EX
Subject: Licensing Fee MOU - History

Good afternoon, Levona

I have attached the current licensing fee MOU (signed in 2007) which also includes a provisions whereby LDB would provide just over \$66,000 annually to LCRB to fund a position for administering appointments under s. 18(5) of the Liquor Distribution Act. Do have historical knowledge of this payment which was arranged back in 2007?

I understand from our finance team that the transfer of these funds ceased some time ago – but there doesn't seem to be clarity as to why. I was hoping you would may be able to assist with this.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: LDB and LCRB MOU - Admin Fee

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>, McElroy, Scott D LCRB:EX <Scott.McElroy@gov.bc.ca>
Sent: March 22, 2019 8:44:43 AM PDT
Thanks Tegan- that clarifies for sure!

From: Corley, Tegan LCRB:EX
Sent: March 22, 2019 8:29 AM
To: Bentley, Cheryl A LCRB:EX ; McElroy, Scott D LCRB:EX
Subject: LDB and LCRB MOU - Admin Fee

Good morning,

Levona from LDB found the attached email which shows that a conscious decision was made to cancel the admin payment and that this should have been removed from the MOU following the decision at that time.

I am confident moving forward without including this portion of the MOU into the new MOU I am drafting.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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RE: FOR YOUR REVIEW - LDB and LCRB MOU

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: April 4, 2019 10:40:24 AM PDT

Hi Tegan no I have not reviewed yet, as I have been wrapped up with the Procurement for Serving it Right.

I am finishing that today, so will do my best to review by Monday EOD

From: Corley, Tegan LCRB:EX
Sent: April 4, 2019 9:26 AM
To: Bentley, Cheryl A LCRB:EX
Subject: FW: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning, Cheryl

Have you had a chance to review the attached MOU? I am hoping to have this to legal counsel for their review by mid next week, if possible.

Tegan Corley | Policy Analyst

From: Corley, Tegan LCRB:EX
Sent: Friday, March 22, 2019 9:09 AM
To: Bentley, Cheryl A LCRB:EX
Subject: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning, Cheryl

I have attached the draft MOU which combines the collection of licensing fees from LDB as well as the agreement to abide by the administrative monetary penalties. These were combined into one MOU as they are both intended to level the playing field between private and public stores in both liquor and cannabis.

Once you have had a chance to review and provide your feedback.^{s.13; s.14}
^{s.13; s.14}

Thank you! If you have any questions please feel free to contact me.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch
778-698-9792

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Page 258 of 455

Withheld pursuant to/removed as

s.13 ; s.14

RE: FOR YOUR REVIEW - LDB and LCRB MOU

From: Ward, Holli LCRB:EX <Holli.Ward@gov.bc.ca>
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: April 9, 2019 9:22:25 AM PDT
Awesome, thanks for the update

From: Corley, Tegan LCRB:EX
Sent: Tuesday, April 9, 2019 9:22 AM
To: Ward, Holli LCRB:EX
Subject: FW: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning, Holli

To keep you in the loop, Cheryl has now reviewed the draft MOU and has no comments/edits.^{s.13; s.14}
s.13; s.14

Tegan Corley | Policy Analyst

From: Bentley, Cheryl A LCRB:EX
Sent: Monday, April 8, 2019 8:56 AM
To: Corley, Tegan LCRB:EX
Subject: RE: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning Tegan – thanks for your patience. I don't have any edits or changes.

Cheryl

From: Corley, Tegan LCRB:EX
Sent: April 4, 2019 9:26 AM
To: Bentley, Cheryl A LCRB:EX
Subject: FW: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning, Cheryl

Have you had a chance to review the attached MOU?^{s.13; s.14}
s.13; s.14

Tegan Corley | Policy Analyst

From: Corley, Tegan LCRB:EX
Sent: Friday, March 22, 2019 9:09 AM
To: Bentley, Cheryl A LCRB:EX
Subject: FOR YOUR REVIEW - LDB and LCRB MOU

Good morning, Cheryl

I have attached the draft MOU which combines the collection of licensing fees from LDB as well as the agreement to abide by the administrative monetary penalties. These were combined into one MOU as they are both intended to level the playing field between private and public stores in both liquor and cannabis.

Once you have had a chance to review and provide your feedback. I will make amendments as necessary and will have our legal counsel review.

Thank you! If you have any questions please feel free to contact me.

Tegan Corley | Policy Analyst
Liquor and Cannabis Regulation Branch

Page 260 of 455 to/à Page 263 of 455

Withheld pursuant to/removed as

s.14

Page 264 of 455 to/à Page 268 of 455

Withheld pursuant to/removed as

s.13 ; s.14

Page 269 of 455 to/à Page 280 of 455

Withheld pursuant to/removed as

s.13 ; s.14 ; s.17

Page 281 of 455 to/à Page 284 of 455

Withheld pursuant to/removed as

s.13 ; s.14

Page 285 of 455 to/à Page 296 of 455

Withheld pursuant to/removed as

s.13 ; s.14 ; s.17

Page 297 of 455

Withheld pursuant to/removed as

s.14 ; s.22

Page 298 of 455

Withheld pursuant to/removed as

s.14

FW: LDB-LCRB MOU - Penalties & Fees

From: Lore, Kerri LDB:EX <kerri.lore@bcldb.com>
To: Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Sent: July 5, 2019 8:51:12 AM PDT
Attachments: LDB-LCLB MOU (Penalties and Fees) - DRAFT v6 kj comments.docx
Hi Kathleen – Happy Friday!

I have reviewed s.13; s.14
Don't see any major issues.
Almost there!

I will then review with Blain to ensure he is good with it.

Have a great weekend,
Kerri

From: Jones, Kathleen LCRB:EX
Sent: Monday, June 24, 2019 10:08 AM
To: Lore, Kerri LDB:EX
Subject: LDB-LCRB MOU - Penalties & Fees

Good morning Kerri,

As discussed, attached is the latest draft of the LCRB/LDB MOU regarding fees and penalties.

I'll wait to hear from you whether or not the issue regarding suspension BCLS/BCCS stores is still an issue.

And of course let me know if I can assist with anything else.

Best,
Kathy

Kathleen Jones
Policy Analyst
Liquor and Cannabis Regulation Branch
Ministry of Attorney General
778.974.3951

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Page 300 of 455 to/à Page 303 of 455

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s.13 ; s.14

Page 304 of 455 to/à Page 315 of 455

Withheld pursuant to/removed as

s.13 ; s.14 ; s.17

Page 316 of 455 to/à Page 320 of 455

Withheld pursuant to/removed as

s.13 ; s.14

Page 321 of 455 to/à Page 333 of 455

Withheld pursuant to/removed as

s.13 ; s.14 ; s.17

RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

From: Jones, Kathleen LCRB:EX
To: Lore, Kerri LDB:EX <kerri.lore@bclddb.com>
Sent: October 7, 2019 8:36:25 AM PDT
Attachments: image002.png, image003.gif, image004.gif, image001.png
Hi Kerri,

My apologies for the delay in getting back to you. I've been working on an urgent project and everything else has taken a back seat. I am not in the office today but will be tomorrow. I'll send you an invite so we can quickly touch base.

Cheers,
Kathy

From: Lore, Kerri LDB:EX
Sent: Wednesday, September 25, 2019 12:51 PM
To: Jones, Kathleen LCRB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kathy,

Let me know when you have a moment and I will give you a call – and if you could send your ph# that would be helpful
😊
Thanks,
Kerri

From: Jones, Kathleen LCRB:EX
Sent: Monday, September 23, 2019 2:53 PM
To: Lore, Kerri LDB:EX <kerri.lore@bclddb.com>
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kerri,

I hope all is well. Just checking in on this one. I am moving over to the liquor file and wanted to let Kari Little know the status of this before leaving my cannabis post officially:)

Cheers,
Kathy

From: Lore, Kerri LDB:EX
Sent: Monday, September 9, 2019 8:08 PM
To: Jones, Kathleen LCRB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Thanks Kathy. I will loop back with him in the next couple of days.
Cheers,
Kerri

From: Jones, Kathleen LCRB:EX
Sent: Monday, September 9, 2019 8:55 AM
To: Lore, Kerri LDB:EX <kerri.lore@bclddb.com>
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kerri,

My apologies, I thought I had responded to this but it seems I haven't.

The answer to your question is 'yes'.

If you need anything further, please let me know.

Cheers,
Kathy

From: Lore, Kerri LDB:EX
Sent: Tuesday, August 27, 2019 7:32 AM
To: Jones, Kathleen LCRB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kathleen,
Hope you enjoyed your time off!

The Agreement is now with our CEO (Blain) for final review and sign off – I have nudged a couple of times, but to no avail.

I understand your regulatory/licensing team would like a copy to inform some of their materials? Could you please confirm – I will pass that info along to him...

Thanks,
Kerri

Kerri Lore

Director, Policy - Corporate Services

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-7464 E: kerri.lore@bcldb.com

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From: Jones, Kathleen LCRB:EX
Sent: Monday, August 26, 2019 5:10 PM
To: Lore, Kerri LDB:EX <kerri.lore@bcldb.com>
Cc: Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Subject: FW: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kerri,

I hope all is well. I am just getting back from vacation so am checking in regarding the MOU and whether it has been signed yet?

Thanks,
Kathy

From: Jones, Kathleen LCRB:EX
Sent: Friday, August 2, 2019 3:54 PM
To: Lore, Kerri LDB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Thanks for the update Kerri.

Enjoy the long weekend too!
Kathy

From: Lore, Kerri LDB:EX
Sent: Friday, August 2, 2019 3:53 PM
To: Jones, Kathleen LCRB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kathy,

Apologies for the delay on this – turns out the 2 EDs I had asked to do a final review and provide feedback were both off this week. Will work to get back to you next week.

Enjoy the long weekend! ☺
Kerri

From: Jones, Kathleen LCRB:EX
Sent: Tuesday, July 30, 2019 11:00 AM
To: Lore, Kerri LDB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

That's excellent news Kerri. I hope you had a wonderful vacation.

Cheers,
Kathy

From: Lore, Kerri LDB:EX
Sent: Tuesday, July 30, 2019 8:27 AM
To: Jones, Kathleen LCRB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kathy,

All is good - just back from vacation so trying to get back into the swing of things! I had sent to the Liquor and Cannabis Retail EDs and Blain prior to leaving asking them to have one final look and provide any feedback to me by Aug. 1st. It has already been reviewed by our legal, so anticipate having it back to you by the end of this week (not likely to have any substantive changes).

Hope all is well in your world too ☺
Kerri

From: Jones, Kathleen LCRB:EX

Sent: Tuesday, July 30, 2019 8:00 AM
To: Lore, Kerri LDB:EX
Subject: FW: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Good morning Kerri,

I hope all is well with you. Just checking in to see if I can assist with anything further regarding the MOU and it's completion?

Thanks Kerri.

Kathy

From: Jones, Kathleen LCRB:EX
Sent: Wednesday, July 17, 2019 12:48 PM
To: Lore, Kerri LDB:EX
Subject: RE: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kerri,

The range is meant to provide some flexibility in determining the appropriate penalty in the specific circumstances of the contravention. For example, circumstances may take into account the egregiousness of the contravention and/or the size and focus of the licensed establishment (remember these apply to all types of liquor establishments in the province). The details of the contravention must be clearly documented so that it is clear as to why a recommendation for a monetary penalty higher than the minimum is being made.

I hope that answers your question. If I can answer anything else, please let me know.

Cheers,

Kathy

From: Lore, Kerri LDB:EX
Sent: Wednesday, July 17, 2019 11:34 AM
To: Jones, Kathleen LCRB:EX
Cc: Lowe, Levona LDB:EX
Subject: LCRB / LDB MOU re. Operational Requirements and Administrative Penalties

Hi Kathy,

Just going through a final review of the MOU with the Cannabis and Liquor retail EDs and Blain. **A question has arisen regarding the fee ranges provided in the Schedules** – it is not clear why each monetary penalty has a range. For example, 1st monetary penalty for minors in a liquor store has a range of \$3,000 to \$7,000. If a BCLS receives a contravention order what determines whether we pay \$3,000, \$7,000 or something in between? What criteria is used in determining the amount of the fine?

Could you please follow up with someone on your end (or forward this email to the appropriate person) re. this and let me know.

Item	Contravention	Monetary Penalty			Period of Suspension (Days)		
		1 st	2 nd	3 rd	1 st	2 nd	3 rd
12	Contravention of section 79 of the Act [minors in liquor store]	\$3,000 - \$7,000	\$7,000 - \$11,000	\$11,000 - \$15,000			

Many thanks!

Kerri

Kerri Lore

Director, Policy - Corporate Strategic Services

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-7464 E: kerri.lore@bclddb.com

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RE: follow up on LDB license revenue

From: Jones, Kathleen LCRB:EX
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Cc: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Sent: July 13, 2020 4:27:52 PM PDT
Attachments: LDB-LCLB MOU (Penalties and Fees) - DRAFT v6 kj comments (RS)(JR).docx, image001.gif, image002.gif

Sorry Cheryl – I was thinking of a different MOU (there were two around this time). If I recall correctly, Tegan was looking after this^{s.22} I took it on momentarily before the conversion of the liquor training programs became an issue after which this was moved to Andrew I think. I would check with Kari Little regarding its fate.

Kathy

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: July 13, 2020 4:16 PM
To: Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Cc: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Subject: RE: follow up on LDB license revenue

Thanks Kathy – the copy I sent you – was that the draft you are talking about?

From: Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Sent: July 13, 2020 4:14 PM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Cc: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>
Subject: RE: follow up on LDB license revenue

Hi Cheryl,

I completed a draft^{s.14} and then went to LDB for approval via Kerri Lore (August 2019). I spoke with Kerri in early October last year to confirm that draft was still with Blain for review/approval. I made Kari Little aware of the MOU's status before moving to the liquor file so Kari should know it's whereabouts these days.

Cheers,
Kathy

From: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Sent: July 13, 2020 3:34 PM
To: Corley, Tegan LCRB:EX <Tegan.Corley@gov.bc.ca>; Jones, Kathleen LCRB:EX <Kathleen.Jones@gov.bc.ca>
Subject: FW: follow up on LDB license revenue

Hi ladies – this has recently came up again – with regard to collection of fees from LDB for retail cannabis stores.

I spoke to Erin McEwan and she mentioned Kathy's name. The draft is attached – do you know where we are at with finishing the MOU?

From: McEwan, Erin LDB:EX <Erin.McEwan@bclddb.com>
Sent: June 18, 2020 12:42 PM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Subject: RE: follow up on LDB license revenue

Hi Cheryl,

Sorry for the delay.

Attached is the latest draft that I have been able to find. Again, I believe the issue we hit was the penalties that it sets out.

Erin McEwan

Executive Director, Corporate Strategic Services

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-7443 F: 604 252-3283 E: erin.mcewan@bcldb.com

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From: McEwan, Erin LDB:EX

Sent: Friday, June 12, 2020 7:40 PM

To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>

Subject: Re: follow up on LDB license revenue

Hi Cheryl,

Apologies for the delay. I will send this to you on Monday.

Sent from my iPhone

On Jun 12, 2020, at 1:08 PM, Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca> wrote:

Hi Erin,

Just following up from our meeting on Monday morning.

You were going to send me an email chain, and draft MOU related to LDB Retail Cannabis Fees?

Thanks very much!

Cheryl Bentley

Director, Management Services

Ministry of Attorney General

Liquor and Cannabis Regulation Branch

778-698-9289, cell 250-812-2690

SERVICE ACCOUNTABILITY TEAMWORK CURIOSITY PASSION COURAGE ALWAYS WITH INTEGRITY

RE: MOU - LDB/LCRB

From: McEwan, Erin LDB:EX <Erin.McEwan@bcldb.com>
To: Davies, Leanne PSSG:EX <Leanne.Davies@gov.bc.ca>
Cc: Derksen, Cameron LCRB:EX <Cameron.Derksen@gov.bc.ca>, Lore, Kerri LDB:EX <kerri.lore@bcldb.com>
Sent: September 11, 2020 8:32:36 AM PDT
Attachments: image001.gif, image002.gif
Hi Leanne,

Kerri Lore (Director, Policy) is the lead for the LDB.

Thanks

Erin McEwan

Executive Director, Corporate Strategic Services - Exec. Director, Corporate Service
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-7443 F: 604 252-3283 E: erin.mcewan@bcldb.com

Service. Relationships. Results.

The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.



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From: Davies, Leanne LCRB:EX
Sent: Thursday, September 10, 2020 11:15 AM
To: McEwan, Erin LDB:EX
Cc: Derksen, Cameron LCRB:EX
Subject: MOU - LDB/LCRB

Hi Erin,

I'm relatively new to the Policy and Legislation Unit at LCRB, and I'm picking up the work for the MOU between LCRB and LDB. From what I understand work was underway until about a year ago.

Your name is included in the documentation as the main point of contact, so I'm reaching out to:

1. See if you are still the main point of contact (or if you can point me to the correct individual); and
2. Find some time to discuss next steps to complete this agreement.

When I hear back from you I will find some time in our calendars to chat.

Thank you,

Leanne Davies

Leanne Davies | Manager
Policy and Legislation | Liquor and Cannabis Regulation Branch
Mobile: (250) 883-7458 | Leanne.Davies@gov.bc.ca

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MAP inspections of govt cannabis stores

From: Sharpe, Jessica LCRB:EX <Jessica.Sharpe@gov.bc.ca>
To: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>, Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>
Cc: Hold - 230516 - Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Sent: August 15, 2022 3:13:04 PM PDT
Hi,

Brenda has asked me to confirm that our intent/status of plans to conduct MAP inspections of government cannabis stores is correctly included in the comms materials related to the MAP relaunch.

The documents as they're drafted generally refer to expansion of MAP to cover CRS and govt cannabis stores and the relaunch for other licensed establishments so it might be awkward to specifically not mention the govt stores. At the same time we don't want to jump the gun if there are more steps or conversations with LDB required first.

Appreciate if you could confirm this is correct, and appropriate for inclusion at this time given the related MOU has not been signed off?

Thanks,
Jessica

Jessica Sharpe (she/her)

Sr. Manager, Policy and Legislation
Liquor and Cannabis Regulation Branch
Phone: 778 974-2815

I would like to acknowledge that I work, live, travel, and play on the territory of many different Indigenous Peoples across the Province. Where my work place is located, I would specifically like to acknowledge the Lkwungen People, also known as the Esquimalt and Songhees First Nations communities, who have been stewards of this area for many generations.

RE: MAP inspections of govt cannabis stores

From: Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>, Sharpe, Jessica LCRB:EX <Jessica.Sharpe@gov.bc.ca>
Cc: Hold - 230516 - Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Sent: August 15, 2022 3:36:14 PM PDT
Agree – yes it is correct.

Ian S Brown
Deputy General Manager and Executive Director, Compliance and Enforcement
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General

From: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: Monday, August 15, 2022 3:19 PM
To: Sharpe, Jessica LCRB:EX <Jessica.Sharpe@gov.bc.ca>; Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>
Cc: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Subject: RE: MAP inspections of govt cannabis stores

I agree that we should include the government cannabis stores especially as that level playing field has been a very pronounced interest of the private retailers. Is there some way we can have a conversation with the right folks over at LDB so that we can make them aware of the comms we intend to send out, understanding that we will need to draft up the MOU. (I am thinking by the time we actually get folks out on the road we should be able to get that MOU organized?).

If I recall correctly, this is how it was handled when we initiated MAP back in the day.

Thanks
Rupi

From: Sharpe, Jessica LCRB:EX <Jessica.Sharpe@gov.bc.ca>
Sent: August 15, 2022 3:13 PM
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>; Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>
Cc: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Subject: MAP inspections of govt cannabis stores

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RE: MOU with LDB - doc and table of fees/fines

From: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
To: Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>, Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Davies, Leanne PSSG:EX <Leanne.Davies@gov.bc.ca>, Donald, Janet LCRB:EX <Janet.Donald@gov.bc.ca>, Sawatsky, Kim LCRB:EX <Kim.Sawatsky@gov.bc.ca>
Sent: November 22, 2022 4:00:32 PM PST
Hi Ian,

We'd like to keep the LDB MOU moving. When we last met, you and Rup K were going to review and provide some direction on the level of C&E oversight that should be included (i.e., MAP only, annual inspections?).

Please let me know if you would like to take the conversation to Exec to get the broader perspectives from David and the other EDs.

Thanks
Brenda

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: November 9, 2022 12:27 PM
To: Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>; Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Subject: MOU with LDB - doc and table of fees/fines

Hi Ian and Rup K,

My apologies that this is a bit late coming to you. Here is a copy of the current draft MOU, and a table that breaks down the fee and fine schedules about what we think should/should not apply to a BCCS.

Look forward to seeing your comments.

Thanks,
Leanne

Leanne Davies | A/Director, Policy and Legislation Unit
Liquor and Cannabis Regulation Branch
(250) 952-1548 | Leanne.Davies@gov.bc.ca

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RE: MOU with LDB - doc and table of fees/fines

From: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>, Davies, Leanne PSSG:EX <Leanne.Davies@gov.bc.ca>
Cc: Sawatsky, Kim LCRB:EX <Kim.Sawatsky@gov.bc.ca>
Sent: November 28, 2022 4:48:07 PM PST

Thanks Rup, agree with that approach. FYI, I copied Kim on my email below and she put the MOU on the agenda for Exec tomorrow. I think it would be good to get Exec to endorse the approach you and Ian discussed so everyone has the same understanding. We can then amend the MOU and get it moving.

Thanks
Brenda

From: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: November 28, 2022 4:42 PM
To: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>; Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Subject: FW: MOU with LDB - doc and table of fees/fines

Hi both,

I talked to Ian today and wanted to follow up that the MOU should continue to mirror the MOU that was signed for Liquor, understanding that it will reference all annual inspection activities. Operationally however, we will be doing only MAP inspections until such time as our resourcing or priorities would allow us to take on any additional oversight of these stores and that timeline is unknown at this time.

If you could let me know once the MOU is signed that would be great as we will be holding off doing MAP inspections of G Cannabis stores until such time.

Thanks, and feel free to connect if you need further info.

Rupi

From: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Sent: November 22, 2022 4:01 PM
To: Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>; Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>; Donald, Janet LCRB:EX <Janet.Donald@gov.bc.ca>; Sawatsky, Kim LCRB:EX <Kim.Sawatsky@gov.bc.ca>
Subject: RE: MOU with LDB - doc and table of fees/fines

Hi Ian,

We'd like to keep the LDB MOU moving. When we last met, you and Rup were going to review and provide some direction on the level of C&E oversight that should be included (i.e., MAP only, annual inspections?).

Please let me know if you would like to take the conversation to Exec to get the broader perspectives from David and the other EDs.

Thanks
Brenda

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: November 9, 2022 12:27 PM
To: Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>; Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>

Subject: MOU with LDB - doc and table of fees/fines

Hi Ian and Rup,

My apologies that this is a bit late coming to you. Here is a copy of the current draft MOU, and a table that breaks down the fee and fine schedules about what we think should/should not apply to a BCCS.

Look forward to seeing your comments.

Thanks,
Leanne

Leanne Davies | A/Director, Policy and Legislation Unit
Liquor and Cannabis Regulation Branch
(250) 952-1548 | Leanne.Davies@gov.bc.ca

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MAP Non-Compliance at GLS

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>, Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>, Trelenberg, Michelle LCRB:EX <Michelle.Trelenberg@gov.bc.ca>
Sent: December 9, 2022 4:37:53 PM PST

Hi Rup,

Want to advise you of a non-compliance MAP inspection at the GLS in Chase (#226). I spoke to the manager who will be notifying their Regional Manager of the contravention. I advised the manager I would follow up on Monday to further discuss next steps per the MOU.

Kyle

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RE: MAP MOU with LDB

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>, Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 14, 2022 10:18:01 AM PST
Attachments: MOU LDB penalties.pdf

Here you go!

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: December 14, 2022 9:32 AM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>; Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Hi Leanne,
Unfortunately the Regional Supervisors cannot access this folder. Can we please be provided with the PDF to share amongst our group?
Thank you,
Kyle

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 9:17 AM
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Hi Rup K!
Here is the location of MOUs on the LAN:
s.15

The 2011 one is the one about enforcement. There isn't a person identified. I'll connect with Jenny to see if she has someone for you to connect with.
Thanks!
Leanne

From: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 12, 2022 9:57 AM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: MAP MOU with LDB

Hi Leanne

Wondering if you may be able to assist with a couple of things.
Our MAP program recently had a sale to one of our agents last Friday at a GLS. We are trying to determine process and so:

- could you share the official MOU with LDB for Liquor. We want to know if there is a specific person we need to send our Notice of Noncompliance to? If not,
- is there someone at LDB I could connect with to ensure we are directing our communications to the right place and right person.

Thanks
Rupi

RS MEETING AGENDA/MINUTES

Date: December 14, 2022

Time: 2:00 pm

Facilitator: Kyle

*Rotation: Michelle, Kyle, Lili, Kyle

Attendance: Bhally Masyana, Gord Fearn, Kelly Konrad, Lili Ma, Holly Belanger, Kyle Stoner, Heath Hilchey

Away: Michelle Trelenberg

Minutes: Jane Buzza

Item

Action Items: Date for RS Symposium – face to face - TBA

- Compile SEP data – Kyle will conduct meeting on his next chair date – Dec 14th
 - Add Insp Feedback to Spreadsheet in RS Folder (IDrive) Lili created.
- Wine Stores procedure - Kelly & Kyle
 - To be reviewed by RSs and RMs
- MAP program re: delivery – Kyle and Michelle – Per Ian's announcement of obtaining advanced technology, this will require additional consideration. Timeline TBD.
- CCTV Footage Remove – MAP procedures – Kyle and Michelle – met with Hugh and Karol
 - Can be deleted from procedures after safety review has been completed – Kyle and Michelle to communicate with Rup
- Will there be a specific RM assigned to add CNs to Dynamics – Heath to ask RMs – Still unsure.
- Update: Dec 14 – False & Misleading Statements: not a Contravention specific to that allegation. "Knowingly false and intentionally misleading," which is a CN vs unintentional, which is not a CN.
- RM Licensing Meeting – Expired license vs renewal – Michelle to email Heath details: math equation will go forward to licensing meeting. Licensee's enforcement hx would go forward.
- Position Reclassification – Heath will ask for copy of original review and determination by PSA – Update: Dec 14 – Reach out to PSA specifically. Might not be able to gather that, but Michelle may be able to be point person.
- Email specific to Heath's action items:

Item



FW_ RS Questions
Posed - Nov 30.msg



MAP

- Shift Updates:
Kyle: MOU re: sales to LDB circulated to RS team.
Kelly: N/A
Lili: N/A Done until 2023
Gord: Last MAP Inspection of 2022 set for 16 Dec 2022. – Is there any money left to hire another MAP agent this fiscal year for VIRO?
Michelle: N/A Done until 2023
- Compliance/Enforcement?

Agenda Items:

- Dynamics – Email notification of expiry to inspectors – Lili
 - E-notif re: renewal is redundant and don't serve a purpose. Would prefer an expiry notification. Impacts pre-inspection planning. Unanimous agreement. Lili will produce a ticket for Dyna. In the interim, the I-Pads should help to reduce inefficiencies in the field. Holly and Lili to meet next week to create ticket.
- NOEA Review Process – Kelly
 - Spoke to Heath re: concerns. The review process is cumbersome which now includes Director, delays timelines, critical feedback vs not constructive, comments needing filtered prior to being given back to inspectors, some comments are pedantic, layers of review is possibly too comprehensive. Disparity of process between regions. Goal is to grow the staff for personal and professional growth. Ask Heath to present concerns to RM.
- Hiring Competition – Alignment between regions – Holly
 - Hiring in groups a better mechanism for future Provincial hiring cues. Ie: Kelowna group will be 3-weeks behind the VRO group. Best practice moving forward will be to coordinate these efforts next hiring cycle. PSA delayed current hiring in Kelowna. Holly still coordinating some training efforts between the two current groups, ie: testifying. Focus to be aligning these efforts.
- Training Working Group – Selection of Inspectors - Holly
- Request participants per terms of reference. Ongoing working group. RSs to discuss/identify members for assignment. RS rep to be decided after considering Michelle. Send Holly nominees next week; begin mid-Jan.



C&E Training Terms
of Reference.docx



Issues, Trends, and Roundtable:

- KRO Int – Kelly – N/A

Item
<ul style="list-style-type: none">• KRO North – Kyle – N/A• SRO – Michelle – N/A• VIRO – Gord Almost all overdue routines done for 2022.• VRO – Lili – N/A• Holly – N/A• Heath – N/A
Inter-regional Travel Needs: <ul style="list-style-type: none">• N/A
Regional Topics for Upcoming Team Meetings: <ul style="list-style-type: none">• N/A
Items to be brought to RS-Licensing Meeting: <ul style="list-style-type: none">• N/A
<p>Bring Forward: See Action Items section, please. Plus DYNA Ticket re: E-Notifications (Lili), Training Working Group (Holly), NOEA Process (Kelly) Risk Assessment Tool (Kyle), and GLS/LDB NOEA (Kyle)</p> <p>Next chair: Lili</p> <p>*Rotation: Lili, Kelly, Gord, Michelle, Kyle</p>

1. Purpose & Objectives

The LCRB C&E Training Team Working Group will exist to ensure C&E Training is relevant and current to the needs of the organization and supports the professional development of C&E employees.

Objectives include:

- Supporting and providing training recommendations (strategic and operational) to the Training and Development Inspector (TDI) for review by the Operational Leadership Team (OLT)
- Ensuring C&E training Aligns with C&E Operational priorities, branch operational priorities, strategic trends, and government direction.
- Enabling a communication channel between regional teams and the training working group to ensure training is responsive to the needs of C&E staff across the division.

2. Membership & Attendance

The LCRB C&E Training Team will be comprised of the TDI, a Regional Supervisor (RS), 4 Inspectors representing the different regions and 1 investigator. The steering group will be the OLT and the sponsor will be the Director of Operations (DO)

Participants will be selected by their Regional Supervisor in consultation with their RM and the TDI. The LCRB Training Team will meet on the first Tuesday of the month for a maximum of two hours.

For meetings, members are accountable for:

- Making attendance a priority and reading material provided in advance.
- Delivering on their action items/assignment within stated timelines
- TDI is responsible for reporting to the steering committee and sponsor
- TDI is responsible for obtaining sponsor approval where required.

2. Primary Responsibilities

- Review the current New Inspector Training Module and provide feedback on content for update.
- Provide feedback and testing for SharePoint Online C&E Training Site
- Provide feedback and testing for Foundational Dynamics SharePoint Online site.
- Provide information on training needs for existing inspectors
- Collect and present information on regional training needs and provide updates to their selective teams.
- Assist with development of content for training materials
- Participate in creation of training materials and delivery of training to C&E staff

Liquor and Cannabis Regulation Branch
Terms of Reference
LCRB C&E Training Working Group

- Participate in the design and implementation for training as directed by the OLT and DO

4. Principles of Engagement

The LCRB C&E Training Team will strive for consensus decision making for decisions within their scope of authority. Where consensus is not reached or the decision requires OLT approval, the issues will be forwarded to the OLT for decision.

Members commit to a respectful dialogue, incorporating the vision of the OLT and working to address issues with a commitment to positive results.

6. Agenda & Supporting Material:

- A rolling calendar of upcoming agenda topics will be maintained by the Training and Development Inspector and Action Items posted/maintained on the LCRB Training SharePoint

RE: MAP MOU with LDB

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Levasseur, Janeane LCRB:EX <Janeane.Levasseur@gov.bc.ca>, Appleby, Holly LCRB:EX <Holly.Appleby@gov.bc.ca>, Trelenberg, Michelle LCRB:EX <Michelle.Trelenberg@gov.bc.ca>
Sent: December 20, 2022 8:35:22 AM PST
Attachments: image001.gif, image002.gif
Great, thanks Rup.

Janeane/Holly, is this a contact we should be assigning directly into the LDB-Dynamics account for future CNs to be sent to? Or is this something we do as an ad-hoc guidance document?

Thoughts?

From: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 19, 2022 4:46 PM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: FW: MAP MOU with LDB

Hi Kyle,

See below, the LDB has provided a specific contact to send the notice of Noncompliance for government Liquor stores.

Feel free to share with the RS group and update your procedures accordingly.

Thanks
Rupi

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 7:35 PM
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Subject: Re: MAP MOU with LDB

See below :)

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From: Inkpen, Jenny LDB:EX <jenny.inkpen@bclddb.com>
Sent: Wednesday, December 14, 2022 6:10 PM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Hi Leanne,

Apologies for the delay. Our team actually hadn't seen one of these before so wanted to confirm process with Erin.

I can confirm that this should go to Michael Procopio, Executive Director of Retail Operations. I'll give him a heads up as well.

Many thanks,

Jenny Inkpen

Director, Policy, Corporate Strategic Services - Corporate Policy

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-7464 E: jenny.inkpen@bclddb.com

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From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 9:19 AM
To: Inkpen, Jenny LDB:EX <jenny.inkpen@bclddb.com>
Subject: FW: MAP MOU with LDB

Hi Jenny,

See below for a question from Rupī. Looks like we've had a sale to a minor and need to send a Notice of Noncompliance. Can you advise who that person should be?

Thanks!
Leanne

From: Gill, Rupī K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 12, 2022 9:57 AM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
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- is there someone at LDB I could connect with to ensure we are directing our communications to the right place and right person.

Thanks
Rupī

Contraventions at a Government Liquor/Cannabis Store:

1. Find the Govt Store Number
 - a. I:\LCL_Compliance\MAP\MAP Inspections


BC Liquor Stores
Provincially 2022112


BC Cannabis Stores
Provincially 2022122
 - i.
2. Complete inspection in Dynamics
3. Complete Contravention Notice via regular Dynamics template
4. Via email (do not upload to account) send the CN Notification Letter to Liquor Distribution Branch Executive Director, Michael Procopio, at Michael.Procopio@bclddb.com.
 - a. There seems to be an issue with the information being auto-populated. Ensure you have the correct/applicable info in the sections highlighted in green below.
5. Complete Notice of Enforcement via regular Dynamics template
6. Submit to RS/RM for review.
7. Via email (do not upload to account) send the NOEA to Liquor Distribution Branch Executive Director, Michael Procopio, at Michael.Procopio@bclddb.com; cc Mandy Fisher.
8. Upload all documents and attachments into the IDrive folder located at:
I:\LCL_Compliance\MAP\MAP Inspections\BC Govt Liquor and Cannabis Stores\BC Govt NOEA Database

*DO NOT load any documents into the LDB Account on Dynamics.

Date and Time of Inspection: 12/9/2022 4:01 PM

Licensee Name: **Liquor Distribution Branch**

Name of Establishment: **BC Liquor Store (Municipality, BC)**

Licence No: **#12345**

Licence Category: **Government Something Store**

Address: **Govt Store St and Ave**

Phone: **250-123-4567**

Email: **Michael.Procopio@bclddb.com** See Cannabis below

Staff Contact Notified: **Store Manager Name or Regional Manager**

Inspector Name: Inspector Name

Alleged Contravention(s) Identified:

B001234	Sell, give or otherwise supply liquor to a minor	s.77(1)(a) Liquor Control and Licensing Act
---------	--	---



For Cannabis:

Gayle Corah (Executive Director, Cannabis Operations): gayle.corah@bcldb.com

(c) 604-812-7298

(t) 604-420-8252

Minor Agents working within a Licensee Retail Store, Rural Licensee Retail Store, and Government Liquor Store

Introduction

Working with a minor agent in a Licensee Retail Store, Rural Licensee Retail Store or Government Liquor Store will create a new dynamic for both liquor and cannabis inspectors and the minors alike. The following procedures will be applied while working in these circumstances.

Know the history and layout of the establishment.

Prior to inspecting the establishment, the inspector will know the layout of the premise. This will be based on the local inspector's input, the floor plan when available, and, where possible, personal scouting.

The establishment floor plan when available will be reviewed with the minor agent prior to entry into the establishment. This ensures that the minor agent(s) is knowledgeable of the layout, where to select product and will also be aware of all entry/exits. This will enable the inspectors to determine the service area and the location of the sales counter. This will determine where the minor will be placing orders, thus enabling the inspectors to maintain a clear line of sight of the minor and the staff. Agents should avoid entering back rooms or cooler areas if liquor is available in the main sales area.

Also, the inspectors' knowledge of any illegal activity at the LRS/RLRS/GLS or prior hostile behaviour must be taken into consideration when considering testing the establishment for compliance relating to minors and liquor sales.

If the inspector deems the establishment to be unsafe for any reason, the inspection will be aborted.

The Inspection

These procedures are guidelines for use by liquor and cannabis inspectors. As each inspection will prove to be different with respect to the size of the establishment, the nature and number of staff and patrons, and the physical layout of the establishment, all this information will have to be analyzed at the time by the liquor and cannabis inspector for safety concerns.

Procedures

At the Office:

At the start of each shift the minor agent will attend a pre-designated meeting point or the local office. The Inspectors will ensure the following:

- Photograph the minor agent(s): A full body shot, and a head shot. Document and preserve as evidence. The photo will be dated with time, and initialed by both the inspector and the minor agent.
- The minor agent will provide 2 pieces of identification, which must contain their age and DOB (ID issued by a government agency and a secondary ID with the minor's signature and or picture). This identification is photocopied, and the photocopy is initialed and dated by the minor and the inspector.
- The minor agent is provided with cash for purchases.
- A briefing will be held before each inspection operation begins with an emphasis on safety.
- The Inspectors and minor agent(s) will exchange cell phone numbers for the purposes of communication throughout the shift.
- The minor will be identified using their agent # only.
- The Inspector will ensure they have a phone number for a parent or guardian in the event of an emergency.

Upon arrival at the establishment.

- The transport vehicle will be parked close, avoiding obvious locations which might draw attention to the MAP inspection team.
- The area is scanned for any potential problems/threats to the safety of the minor. Any real or perceived threat the inspection will be abandoned.
- The inspection team determines if the conditions are appropriate for inspection and if the inspection may proceed. Inspectors are to enter, assess and position themselves in the establishment separately but within adequate observation distance from the minor agent where the transaction can be clearly observed, avoiding obvious locations which might draw attention to the inspector.
- Note time, date, and location in notes.
- The minor is issued funds for liquor purchase.
- The minor leaves their identification behind in the vehicle. This is to ensure the minor is not placed in the position of having to lie when asked whether or not he/she has identification. The minor agent is reminded not to lie or deceive in order to achieve the sale of liquor. **THERE ARE NO EXCEPTIONS.**

- The Lead inspector will remain in the vehicle to maintain line of sight of the minor and receive the purchased product.

Entry of the Establishment:

- The inspector will enter the establishment prior to or immediately after the minor's entry.
- Upon entry of the minor agent, if approached by a security or door staff for identification, the minor agent will follow existing protocol to advise their ID is in the car. The agent will then exit and return immediately to the vehicle.
- Alternatively, the minor agent will enter the establishment.
- The inspector will maintain a direct line of sight of the minor. The Inspector should also gain a line of sight to the staff and within comfortable hearing distance. The inspector's direct observations of any sale are the primary evidence of the contravention, and as such is critical evidence.
- The inspector will conduct themselves in a practical manner while maintaining observations.
- The minor agent will attempt to purchase liquor from the seller. The type of product will be discussed during the pre-operational briefing.
- If questioned about their age, the minor will answer truthfully. The minor will NOT lie, deceive, or mislead the seller in order to influence the sale.
- The minor agent and inspector are to witness seller's refusal or sale.
- Where a sale is made the minor agent will accept the receipt if provided and return to the vehicle with the purchased product.
- Once the minor agent leaves the establishment, the inspector(s) exit behind them.
- At no time is the minor agent to consume the purchased product.

At the vehicle:

- Inspectors seize the liquor product.
- Exhibit sticker is placed on the seized product, completed with time, date, location, exhibit number, and initials of both the Agent **and** Inspector.
- Inspectors seize the receipt if available.
- The minor agent completes the Observation Report.
- The Liaison inspector checks the Observation Report for accuracy.
- The minor signs and dates the Observation Report
- If the minor is purchase liquor, the minor completes the Minor Agent Statement form:
 - Date and Time
 - Observations from entry to exit.
 - Recall any conversation with the staff, as specific as they can recall.
 - Describe the staff.
 - Was identification requested? If yes, describe. In not, say so.
- The inspector reviews the statement and initials it.
- Both inspectors document their entire involvement, to include:
 - Establishment name and license number.
 - Ensure all times are documented.

- Name and description of the staff.
 - Type, volume, and name of product.
 - Identification requested, yes or no.
- Deposit all documents in an envelope for safe keeping
- Lead inspector re-enters the establishment to notify the licensee of the contravention and request the Selling It Right information and product receipt if available. In circumstances where this is not practical, the Licensee or manager will be notified by telephone and the CN will be issued as soon as possible and no later than 5 business days after the inspection.
- Inspector advises the licensee that they may retain any CCTV tape of the inspection. This advice will be documented by the inspector.

Back at the Office:

- Inspector will photograph the Minor Agent(s), print the photos in colour, date (including time) and initialled by both Inspector and Minor Agent.
- Inspector will fill out the payment form. Both the inspector and minor agent will sign and date the form.
- Inspector collects remaining funds from minor agent.
- Payment form is completed by Inspector and scanned and emailed to LCRB.CandE.Admin@gov.bc.ca and LCRBAccounts@gov.bc.ca; and cc Jordon.Tonge@gov.bc.ca
- Any exhibits to be entered into evidence lockup as per the C&E procedures manual
- Completed inspection plan to be scanned and emailed to LCRB.CandE.Admin@gov.bc.ca and Rupi.Gill@gov.bc.ca. Please copy your RM and RS.
- Dynamics inspections entered as soon as possible (next business day).
- In the event of a sale to a Minor agent: Minor Agent Observation Form and Minor Agent Statements, Inspector notes and copies of receipts are to be uploaded to the MAP inspection documents location in Dynamics.
- All original copies from the MAP shift are to be put in an envelope labelled with the following:
 - Date
 - Name of inspectors
 - MAP Agent numbers
 - Area of inspection

The envelope should contain the following: Minor Agent Observation Form, Minor Agent Statements, receipts, photographs of Minor Agent(s) pre shift and post shift, along with photocopied ID of the Minor Agent(s).

- The Licensee will be notified by telephone or email on the following business day and the “electronic notification (non-compliance)” will be issued as soon as possible and no later than 5 business days after the inspection.

Minors as Agent Inspection Checklist

1. Minor photographed, date and time and initialled by Inspector and Minor Agent	
2. Minor's 2 pieces of identification photocopied, dated and initialled by both inspector and Minor Agent	
3. Briefing on inspection plan to include establishment floor plan review	
4. Minor issued funds	
5. Minor leaves wallet/identification behind in the vehicle	
6. Time, date, and location documented.	
7. Liquor product secured by inspector/photograph taken	
8. Seizure tape/exhibit sticker placed on liquor product; dated and initialed by minor and inspector	
9. Receipt obtained, if available; inspector and minor initial back of receipt	
10. Establishment manager notified that CN will be issued	
11. Establishment clerk advised to contact the licensee	
12. Licensee/GLS advised to retain their CCTV tape	
13. Minor's "Observation Report" completed and checked for accuracy	
14. Observation Report signed and dated by minor	
15. Minors' written statement completed	
16. Inspector reviews, signs, and dates the statement	
17. Inspection fully documented in notebooks by both inspectors	
18. Notes updated as necessary	
19. Minor payment form completed	
20. Inspector collects remaining funds from Agent	
21. Any exhibits to be entered into evidence lockup as per the C&E procedures manual, if applicable	
22. All documentation secured and recorded in separate envelope	
23. Inspector must scan and email minor agent payment form to LCRB.CandE.Admin@gov.bc.ca and LCRBAccounts@gov.bc.ca ; and cc Jordon.Tonge@gov.bc.ca	
24. The MAP inspection sheet must be scanned and emailed to LCRB.CandE.Admin@gov.bc.ca and Rupi.Gill@gov.bc.ca Please copy your RM and RS	
25. Dynamics inspections entered as soon as possible (next business day)	
26. Licensee notified by telephone or email on the following business day	

27. "Electronic notification (non-compliance)" generated and sent to the licensee as soon as possible and no later than 5 business days after the inspection.	
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Page 366 of 455 to/à Page 367 of 455

Withheld pursuant to/removed as

s.14

Page 368 of 455 to/à Page 371 of 455

Withheld pursuant to/removed as

s.13 ; s.14

FW: MOU between LCRB & LDB

From: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Cc: Donald, Janet LCRB:EX <Janet.Donald@gov.bc.ca>, Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>, Smith, Dugald LCRB:EX <Dugald.Smith@gov.bc.ca>, Huska, Joshua LCRB:EX <Joshua.Huska@gov.bc.ca>, Laube, Monika LCRB:EX <Monika.Laube@gov.bc.ca>, Roberts, James LCRB:EX <James.Roberts@gov.bc.ca>, Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>, Caduhada, Maria LCRB:EX <Maria.Caduhada@gov.bc.ca>
Sent: March 19, 2023 5:03:00 PM PDT
Attachments: MOU LCRB & LDB 2022-04-01.pdf, MOU LCLB-LDB Administration of Penalties (2011).pdf
Hi

The LDB/LCRB cannabis MOU was signed off by Blain and David on Friday; attached is a copy as requested. I've also attached the liquor MOU from 2011.

For those copied here, the effective date of the cannabis agreement is April 1, 2022, to allow LDB to pay a full year of fees for this fiscal.

Cheryl, Rup K and Maria – appreciate the quick responses this week to get the agreement over the finish line.

Brenda

From: Butterfield, Nicole LCRB:EX <Nicole.Butterfield@gov.bc.ca>
Sent: March 17, 2023 3:24 PM
To: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Subject: MOU between LCRB & LDB

Hi Brenda,

Scanned copy of MOU attached. As discussed, please forward to Cheryl for their records/filing on the LAN.

Q. should the effective date be April 1, 2023 or 2022? The agreement states 2022?

Thank you!

Nicole Butterfield (she/her)

Executive Administrative Assistant to
David Hume
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
Phone: 778 974-4695
Email: Nicole.Butterfield@gov.bc.ca

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

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MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR AND CANNABIS REGULATION BRANCH
(the "LCRB")

AND

GENERAL MANAGER LIQUOR DISTRIBUTION BRANCH
AND ADMINISTRATOR UNDER THE *CANNABIS DISTRIBUTION ACT*
(the "LDB")

CONCERNING

1. The application of operational requirements and the administrative penalty systems in the *Cannabis Control and Licensing Act* ("CCLA") and *Cannabis Licensing Regulation* ("CLR") to each BC Cannabis Store ("BCCS").
2. The payment by the LDB to the LCRB of an amount equal to the non-medical cannabis retail store (CRS) licensing fee for each BCCS.

1. Purpose of this Agreement

This Memorandum of Understanding reflects the intention of achieving a balanced and fair environment amongst non-medical cannabis retailers in British Columbia by:

- a) applying the operational requirements and the administrative penalty schemes applicable to CRS licensees to each BCCS respectively; and
- b) the LDB paying to the LCRB an amount equal to the retail store licensing fee for each BCCS.

2. Term of this Agreement

This agreement is effective April 1, 2022 and will remain in place until terminated by either party in writing.

3. Amendment of this Agreement

The parties may amend this agreement or any portion of this agreement in writing with the mutual agreement of the other party at any time.

4. Staff Relations

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and staff employment matters.

Operational Requirements and Administrative Monetary Penalty Scheme

5. Application of the LCRB's Compliance and Enforcement Program to each BCCS

- a) The LCRB will treat each BCCS as a CRS licensee for the purposes of annual compliance and enforcement planning, regular retail store inspections and special investigations.
- b) The LDB agrees that each BCCS will be subject, as appropriate, to the penalties as per the administrative penalty schedule set out in Schedule 2 of the CLR.

6. Application of the LCRB's Administrative Enforcement Scheme to each BCCS

- a) Each BCCS will be treated as a separate store for the purposes of determining compliance history.
- b) The administrative penalty scheme as set out in sections 30-35 of the CLR and sections 1-3 of Schedule 2 of the CLR will apply to each BCCS.
- c) The LCRB will provide the LDB with identification-checking compliance rates for each BCCS in a manner that allows the LDB to use the information for reporting on their internal service standards.

7. Payment of Monetary Penalties

- a) If a monetary penalty is assessed against a BCCS, the penalty will be paid into

the Consolidated Revenue Fund.

- b) The LDB will post a sign at each BCCS that has been assessed a monetary penalty advising the public that the store has been assessed a monetary penalty due to a contravention of the CCLA or CLR, as the case may be. The sign must remain posted for the period of time in accordance with LCRB policy.

8. Effect of a Suspension Penalty

If a suspension penalty is assessed:

- a) the affected BCCS will be closed to public retail sales for the duration of the suspension;
- b) the LDB may employ staff from the affected BCCS in functions other than retail sales at the affected BCCS during the period of the suspension penalty;
- c) for as long as the suspension is in effect, the LDB will post signs on the doors of the affected BCCS advising the public that the store is closed to retail sales due to a contravention of the CCLA or CLR, as the case may be.

9. Communications

The LCRB regularly publishes reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the CCLA, CLR, and terms and conditions of licences. The LCRB will treat BCCS contraventions in the same manner, and release the same types of information about contraventions as it does with respect to any licensee.

Payment of Amounts Equal to Licensing Fees from LDB to LCRB

10. LDB Responsibilities and Accountabilities

- a) The LDB will pay to the LCRB annually:
 - i. an amount equal to item 3 of Schedule 1 of the CLR for each BCCS.
- b) Subject to paragraph 10 (c), the annual payment of BCCS fees will be made by the end of April of the fiscal year for which it applies.
- c) When a BCCS opens or closes during a fiscal year a prorated adjustment will be made to the fees due during the subsequent fiscal year.

11. LCRB Responsibilities and Accountabilities

The LCRB will expend the BCCS fees received under this agreement in a manner satisfactory to the Deputy Minister.

12. Transfer of Funds

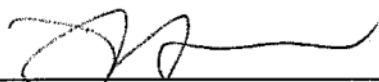
The transfer of funds will occur in a manner acceptable to both the LDB and LCRB.

SIGNATURES



R. Blain Lawson
General Manager
Liquor Distribution Branch
and Administrator under the
Cannabis Distribution Act

DATE: 2023-03-17



David Hume
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

DATE: 2023-03-17

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASSISTANT DEPUTY MINISTER AND GENERAL MANAGER
LIQUOR CONTROL AND LICENSING BRANCH

AND

GENERAL MANAGER
LIQUOR DISTRIBUTION BRANCH

AND

DEPUTY MINISTER
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

CONCERNING

THE APPLICATION OF THE ADMINISTRATIVE PENALTY SYSTEM IN
THE LIQUOR CONTROL AND LICENSING ACT TO THE LIQUOR
DISTRIBUTION BRANCH

EFFECTIVE DATE: February 1, 2011

1. Purpose of this Agreement

The purpose of this Memorandum of Understanding is to provide for the Liquor Distribution Branch (LDB) to be subject to the administrative penalty scheme set out in the Liquor Control and Licensing Act.

This agreement will move the industry towards a more level play field by subjecting the LDB retail operations to the administrative penalty scheme applicable to licensed establishments.

2. Term of this Agreement

This agreement will remain in place until terminated by the Deputy Minister.

3. Extension, Amendment or Termination of this Agreement

The Deputy Minister may extend, amend or terminate this agreement or any portion of this agreement at any time.

4. Application of the administrative enforcement scheme to LDB

LDB liquor stores acting as retail outlets will be treated as though they were licensees under the Liquor Control and Licensing Act (LCLA).

Each LDB liquor store will be treated as a separate store for the purposes of determining its compliance history.

The administrative penalty scheme as set out in section 20 of the LCLA and sections 64 to 68, inclusive, and Schedule 4 of the Liquor Control and Licensing Regulation will apply, *mutatis mutandis*, to LDB liquor stores acting as retail outlets.

5. Application of the LCLB Compliance and Enforcement Program to LDB

The LCLB will treat LDB retail liquor stores as licensees for the purposes of annual compliance and enforcement planning, special investigations, and regular inspection circuits.

6. Staff relations

This agreement does not affect LDB's authorities and privileges respecting all internal staff relations and employment relations matters.

7. Payment of monetary penalties

If a monetary penalty is assessed against LDB, the penalty will be paid into the Consolidated Revenue Fund but LDB's annual report will note that the amount was transferred as a penalty for contravening the LCLA.

8. Effect of a suspension penalty

If a suspension penalty is assessed against LDB:

- the affected store will be closed to public, retail sales for the duration of the suspension;
- the affected store may continue to sell liquor to those licensees who have been assigned that store for their wholesale purchases;

- the affected store may continue to employ its regular staff in functions other than retail sales;
- while the suspension is in effect the affected store will post signs on the doors advising the public that the store is closed to retail sales due to a contravention of the LCLA.

9. Communications

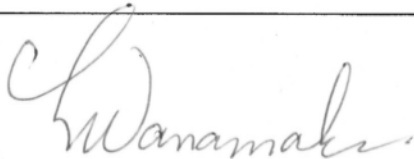
The LDB and LCLB are responsible for communicating the coming into force of this agreement to their respective staffs. Both branches will coordinate the announcements to staff and collaborate on the development of internal communications respecting this agreement.

Public communications related to the coming into force of this agreement will be made jointly by both branches.

The LCLB issues regular reports on its compliance and enforcement program including the names of licensees and penalties imposed for contraventions of the act, regulation and terms and conditions of their licenses. The LCLB will treat LDB contraventions in the same manner and release the same types of information about contraventions as it does with respect to any licensee.

Other than as specified above, LDB will receive no advance notice or opportunity to comment on any public communication issued by the LCLB.

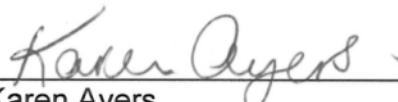
10. Signatures



Lori Wanamaker
Deputy Minister, PSSG

1/21/11

Date



Karen Ayers
Assistant Deputy Minister and
General Manager
Liquor Control and Licensing Branch

Dec. 10/10

Date



Jay Chambers
General Manager
Liquor Distribution Branch

Dec. 20/10

Date

FW: MOU between LCRB & LDB

From: Gill, Rupi K LCRB:EX
To: Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>, Kerluck, Eric LCRB:EX <Eric.Kerluck@gov.bc.ca>, Fearn, Harold (Gord) G LCRB:EX <Gord.Fearn@gov.bc.ca>, Ma, Lili LCRB:EX <Lili.Ma@gov.bc.ca>, Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>, Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>, Branquinho, Christopher LCRB:EX <Christopher.Branquinho@gov.bc.ca>
Cc: Levasseur, Janeane LCRB:EX <Janeane.Levasseur@gov.bc.ca>
Sent: July 11, 2023 9:13:04 AM PDT
Attachments: MOU LCRB & LDB 2022-04-01.pdf, MOU LCLB-LDB Administration of Penalties (2011).pdf
Hello all

As promised some time ago, here are the signed MOU with LDB which paves the way for us to conduct MAP at LDB run outlets. There is one for Liquor and the newer one for Cannabis. Please note that the MOU's speak to a full range of C&E activities. For operational and resource reasons, we are conducting only MAP at this time.

Janeane: can you please place both documents in the RS MAP folder.

Thanks
Rupi

From: [Stoner, Kyle LCRB:EX](#)
To: Michael.Procopio@bclddb.com
Subject: Attention: a contravention has been identified for licence #226
Date: December 20, 2022 9:42:00 AM
Attachments: [Notice_20221209_226.pdf](#)

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031



ELECTRONIC NOTIFICATION (NON-COMPLIANCE)

Date and Time of Inspection: 12/9/2022 4:01 PM

Licensee Name: Liquor Distribution Branch

Name of Establishment: BC Liquor Store (Chase, BC)

Licence No. and Expiry Date: #226

Licence Category: Government Liquor Store

Address: 119 Chase St. Chase, BC, V0E 1M0

Phone: 250-679-8454

Email: Michael.Procopio@bcldb.com

Staff Contact Notified: Teresa Purcha

Inspector Name: Kyle Stoner

Alleged Contravention(s) Identified:

B005602	Sell, give or otherwise supply liquor to a minor	s.77(1)(a) Liquor Control and Licensing Act
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The inspector will address the alleged contravention(s) through one or more of the following actions:

- Inform the licensee verbally or in writing which corrective measures the licensee must take to bring the licence into voluntary compliance
- Arrange a compliance meeting with the licensee to discuss one or more of the alleged contraventions and to review the necessary steps the licensee must take to bring the licence into voluntary compliance, and in addition, conduct subsequent inspections to confirm voluntary compliance
- Recommend the general manager take enforcement action against the licensee for one or more of the alleged contraventions.

You will generally be notified within 45 days if enforcement action is proposed

Feel free to contact your liquor and cannabis inspector if you have any questions.

Inspector Kyle Stoner

Email: Kyle.Stoner@gov.bc.ca

Phone: 778 362-7031

From: [Chan, Shirley LDB:EX](#)
To: [Stoner, Kyle LCRB:EX](#)
Subject: Attention: a contravention has been identified for licence #226
Date: January 30, 2023 9:02:28 AM
Attachments: [20221209_226 - EH22-081-NOEA.pdf](#)

Hi Kyle,

This is Shirley, assistant to Director of Store Operations of BCL. Jonathan (Director of Store Operations) is asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTION, a waiver is needed to sign. May I know where can I get waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>
Sent: January 29, 2023 10:01 PM
To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Hi Shirley,

Can you please explore how to pay this? Thank you,

Jonathan Castaneto

Director of Store Operations, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604-252-8598 E: jonathan.castaneto@bcldb.com

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From: Procopio, Michael LDB:EX <Michael.Procopio@bcldb.com>
Sent: January 26, 2023 4:51 PM
To: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Just received.

Michael Procopio

Executive Director, Retail Services - Exec. Director, Retail Services
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-8708 E: michael.procopio@bcldb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: Thursday, January 26, 2023 2:28 PM
To: Procopio, Michael LDB:EX <Michael.Procopio@bcldb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: Attention: a contravention has been identified for licence #226

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Stoner, Kyle LCRB:EX
Sent: December 20, 2022 9:42 AM
To: 'Michael.Procopio@bcldb.com' <Michael.Procopio@bcldb.com>
Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899

Office: 778-362-7031



NOTICE OF ENFORCEMENT ACTION
pursuant to section 51(7) of the
Liquor Control and Licensing Act, SBC 2015, c.19

File: EH22-081

January 26, 2023

Liquor Distribution Branch

PO Box 250

119 Chase St

Chase, BC

Canada

VOE 1M0

Re: Licence Number: 226

Licence Type: Government Liquor Store

Establishment: BC Liquor Store #226

Licensee: Liquor Distribution Branch

Dear Liquor Distribution Branch,

The purpose of this notice is to inform you that, pursuant to section 51 of the *Liquor Control and Licensing Act* (the "Act"), the general manager of the Liquor and Cannabis Regulation Branch ("LCRB") is proposing an enforcement action against the licensee.

This notice under section 51(7) Act, herein referred to as the "Notice of Enforcement Action (the "NOEA"), will:

1. set out the reasons for which the general manager is proposing an enforcement action;
2. provide a narrative of events;
3. describe the evidentiary basis for the alleged contravention(s);
4. identify the enforcement action the general manager proposes to take against the licensee;
5. outline the licensee's options and the procedures that will be followed by the general manager depending on whether or not the licensee elects to waive a hearing; and
6. set out the compliance history of the licensee which will be taken into account by the general manager in taking action against the licensee (see paragraph G herein).

A. THE ALLEGED CONTRAVENTION(S):

No.	Title of Contravention(s)	Section of the Act, Regulation or T&C Reference	Date and time of Contravention(s)	Proposed Enforcement Action
1.	Sell, give or otherwise supply liquor to a minor	s.77(1)(a) Liquor Control and Licensing Act	12/9/2022 4:01 PM	\$7,000 monetary penalty or 7 days licence suspension

When a first contravention has occurred and either minimum penalty for that contravention is appropriate, you (the licensee) may be given the option to select one of those two proposed penalties when you choose to sign a waiver (see paragraph F – The Procedures).

B. NARRATIVE**Introduction**

1. The BC Liquor Store, located at 119 Chase St, Chase, BC, operates under the Government Liquor Store (GLS) Licence #226.
2. GLS Licence #226 is issued to the Liquor Distribution Branch.
3. The license allows The BC Liquor Store to sell packaged liquor between the hours of 7:00am to 11:00pm daily. Minors are allowed in the store if they are accompanied by a parent or guardian. It is against the law to provide liquor to a minor.

Background

4. In 2011, the Branch commenced a “Minors as Agents Program” (MAP). Industry associations and licensees were notified of this program by a letter from the general manager of what was then the Liquor Control and Licensing Branch. Subsequently, the Branch has periodically notified licensees of the program by public notices.
5. MAP inspections are conducted to ensure licensees comply with the requirements of the Act, the Regulation, and the Terms and Conditions of their licences. Under the requirements, licensees are prohibited from selling liquor to persons under the age of 19 years (minors).
6. The Act allows the Branch to employ minors as agents to ensure compliance with the prohibition against selling liquor to minors. Under the Act, licensees must ensure that minors are not served liquor.

7. Consequently, the Branch hires 16- to 18-year-old minors as agents to carry out MAP inspections, which are often conducted in response to complaints or information received from the public.

The Contravention

8. On Friday, December 9, 2022, Liquor and Cannabis Inspector, David JONES, and Regional Supervisor, Kyle STONER, ('the Inspectors') were scheduled to conduct a series of MAP inspections with Minor Agents #138 and #143 in along Highway 1, spanning between Salmon Arm and Kamloops, and numerous communities in between. The Chase Government Liquor Store was one of the establishments visited.
9. Prior to the inspections, the Inspectors confirmed the age of Minor Agent #143 to be 18 years old by verifying two pieces of identification (ID). Photos of Minor Agent #143 and copies of the IDs were documented.
10. At approximately 4:00pm, the Inspectors and Minor Agent #143 arrived at the parking lot outside Chase Government Liquor Store.
11. At approximately 4:01pm, STONER entered the establishment first to conduct a risk assessment of the establishment. STONER observed three female staff members within the premises. One of the staff members observed (later identified as^{s.22}) was observed to be^{s.22}
12. At approximately 4:02pm, Minor Agent #143 entered the establishment.
13. Minor Agent #143 walked straight through door and proceeded slightly left to the back cooler section, where they obtained a 6-pack of white cans (later identified as Nude Vodka Soda (Raspberry and Lemon flavour) from the cooler and proceeded to the cashier area.
14. At approximately 4:03pm,^{s.22} greeted Minor Agent #143 and scanned the 6-pack of white cans.
15. Minor Agent #143 paid for the 6-pack white cans with a \$20 bill and received the change of \$4.45 and a receipt from ^{s.22} . At no point did ^{s.22} asked for Minor Agent #143's age or identification.
16. At approximately 4:04pm, Minor Agent #143 exited the establishment with the 6-pack of white cans.
17. STONER exited the establishment shortly after and met with the Minor Agent #143 and JONES in the government vehicle. JONES photographed and attached an exhibit sticker to the 6-pack

of white cans, confirming the cans were 355mL of Nude Vodka Soda (Raspberry-Lemon flavour) with 5% alcohol content.

18. At approximately 4:10pm, STONER re-entered the establishment to summon the store manager and staff member who had served the minor,^{s.22} STONER informed both parties of the alleged contravention wherein s.22 had sold liquor to a minor. s.22 provided STONER with her identification and Serving It Right certificate. s.22 provided STONER with a shift schedule and confirmed her intention to notify her Regional Manager of the alleged contravention.
19. At approximately 4:19pm, STONER exited the establishment and returned to the Inspector vehicle.
20. At approximately 6:20pm, the Inspectors and Minor Agent #143 returned to the Kamloops Liquor and Cannabis Regulation office with the tagged liquor, which was then stored in the evidence locker.
21. On December 20, 2022, STONER issued an electronic notice of inspection report to the Liquor Distribution Branch, via email to Michael.Procopio@bcldb.com, attention to Michael Procopio, Executive Director of Retail Operations; titled, Attention: a contravention has been identified for licence #226.

C. THE ELEMENTS OF THE ALLEGED CONTRAVENTION

B005602

- (a) the person in question is a minor,
- (b) the minor was in possession of liquor,
- (c) the licensee or permittee directly or by way of its staff sold, gave or supplied the liquor to the minor.

The person in question is a minor

A minor is an individual under the age of 19. Minor Agent #143 was 18 years old at the time of the liquor sale. Prior to the start of MAP inspections on December 9, 2022, Minor Agent #143's age was confirmed by the Inspectors verifying her name and date of birth on two pieces of ID.

The minor was in possession of liquor

Staff member,^{s.22} sold a 6-pack of 355ml Nude Vodka Soda (Raspberry-Lemon) with 5% alcohol content to Minor Agent #143. s.22 allowed Minor Agent #143 to exit the establishment with the liquor product.

The licensee or permittee directly or by way of its staff sold, gave or supplied the liquor to the minor

Staff member,^{s.22} , sold a 6-pack of 355ml Nude Vodka Soda (Raspberry-Lemon) with 5% alcohol content to Minor Agent #143.

D. REASONS FOR PURSUING ENFORCEMENT

Licensee - Sell, give or otherwise supply liquor to a minor

Selling, giving or supplying liquor to minors is a significant public safety issue because of:

- the detrimental effects of alcohol on growing bodies and developing minds;
- the detrimental effects of irresponsible drinking behavior learned at an early age;
- a minor's lack of capacity to metabolize alcohol in the same manner as an adult, resulting in a more intoxicating effect on him/her; and
- liquor being a significant factor in many crimes committed by youth, including serious driving offences, assault, sexual assault, and theft.

In this case, Minor Agent #143 was 18 years old, below the legal drinking age of 19. Minor Agent #143 made no attempts to deceive or mislead staff in order to make the purchase.

British Columbians, in general, understand the legal drinking age is 19. Therefore, it is reasonable to expect that even with minimal training, an individual working in the liquor service industry would understand their responsibility to prevent the sale of liquor to minors.

Society expects and demands that licensees will provide the leadership and responsibility to guard children from the purchasing of liquor and the subsequent problems that arise from minors consuming liquor. In this case, the licensee's staff had failed to do so.

E. PROPOSED ENFORCEMENT ACTION (i.e. penalty)

For this contravention, a monetary penalty of \$7,000 is proposed. This recommended monetary penalty falls within the penalty range set out in schedule 2, item 7 of the Regulation for a first contravention.

OR

For this contravention, a licence suspension of 7 days is proposed. This recommended penalty falls within the penalty range set out in schedule 2, item 7 of the Regulation for a first contravention.

F. THE PROCEDURES

You (the licensee) may agree with or dispute the above allegation and the proposed penalty. If you agree, you would provide a signed waiver under section 51(8) Act.

If the licensee is not prepared to sign a waiver, the licensee will have the opportunity to be heard before the general manager finalizes the determination under section 51 Act. A hearing would be scheduled for that purpose. The hearing would be conducted by a delegate of the general manager.

If at the conclusion of that hearing, the contravention is established, the general manager's delegate will determine the enforcement action to be imposed on the licensee and may take one or more of the following actions:

- impose terms and conditions on the licensee's license or rescind or amend existing terms and conditions of the licence;
- impose a monetary penalty;
- suspend all or part of the licensee's licence;
- cancel all or part of the licensee's licence;
- order a transfer of the licensee's licence, to a person who is at arm's length from the licensee.

Imposing any penalty is discretionary. Where the general manager finds that a suspension or monetary penalty is warranted, the general manager must follow the minimums set out in Schedule 2 of the Regulation. The general manager is not bound by the maximums and may impose a higher suspension or monetary penalty when it is in the public interest to do so. Section 51(9)(a) of the Act states that the general manager is not bound to order the proposed penalty specified earlier in this NOEA.

Schedule 2 of the *Regulation* sets out the range of penalties when a contravention occurs in an establishment within a 24-month period of a contravention of the same type. It is the date that the contravention occurred that is used for the purpose of determining if a contravention is a first, second or subsequent contravention for penalty purposes.

If you (the licensee) agree that the contravention took place and accept the enforcement action proposed, there is no need for a hearing. In that case, you must sign a document called a "Waiver". By signing a waiver, you irrevocably:

- admit the contravention or non-compliance referred to in this NOEA;
- accept the action that is specified in the waiver to be taken against you;
- waive the opportunity for an enforcement hearing; and
- agree that the contravention(s) and the penalty imposed will form part of your compliance history.

If you decide to sign a waiver, or if you have any questions regarding this matter, please contact me at 778 362-7031 as soon as possible. If you do not sign a waiver, the branch registrar will provide you with the next steps in the hearing process.

For further information about the hearing and waiver process please visit our website at

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/compliance-enforcement/enforcement-process>

Yours truly,

Kyle Stoner

Liquor and Cannabis Inspector

Enclosures:

Copy of Liquor Control and Licensing Branch Enforcement Process –

Information for Liquor Licensees: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/compliance-enforcement>

G. COMPLIANCE HISTORY

If the general manager determines that the licensee has committed the above alleged contravention(s), the general manager may consider the following when determining what enforcement action, if any, is warranted pursuant to section 51 (3)(a) of the Act:

- No prior enforcement history.

H. OTHER RELEVANT FACTORS

NONE

From: Gill, Rup K LCRB:EX
To: Stoner, Kyle LCRB:EX
Subject: FW: MAP MOU with LDB
Date: December 19, 2022 4:45:56 PM

Hi Kyle,

See below, the LDB has provided a specific contact to send the notice of Noncompliance for government Liquor stores.

Feel free to share with the RS group and update your procedures accordingly.

Thanks
Rupi

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 7:35 PM
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Subject: Re: MAP MOU with LDB

See below :)

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From: Inkpen, Jenny LDB:EX <jenny.inkpen@bcldb.com>
Sent: Wednesday, December 14, 2022 6:10 PM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Hi Leanne,

Apologies for the delay. Our team actually hadn't seen one of these before so wanted to confirm process with Erin.

I can confirm that this should go to Michael Procopio, Executive Director of Retail Operations. I'll give him a heads up as well.

Many thanks,

Jenny Inkpen

Director, Policy, Corporate Strategic Services - Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-7464 E: jenny.inkpen@bcldb.com

Service. Relationships. Results.

The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our

contribution helps provide financial support for vital public services including health care and education.



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From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 9:19 AM
To: Inkpen, Jenny LDB:EX <jenny.inkpen@bcldb.com>
Subject: FW: MAP MOU with LDB

Hi Jenny,

See below for a question from Rupī. Looks like we've had a sale to a minor and need to send a Notice of Noncompliance. Can you advise who that person should be?

Thanks!
Leanne

From: Gill, Rupī K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 12, 2022 9:57 AM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: MAP MOU with LDB

Hi Leanne

Wondering if you may be able to assist with a couple of things.

Our MAP program recently had a sale to one of our agents last Friday at a GLS. We are trying to determine process and so:

- could you share the official MOU with LDB for Liquor. We want to know if there is a specific person we need to send our Notice of Noncompliance to? If not,
- is there someone at LDB I could connect with to ensure we are directing our communications to the right place and right person.

Thanks
Rupī

From: [Gill, Rupi K LCRB:EX](#)
To: [Trelenberg, Michelle LCRB:EX](#); [Stoner, Kyle LCRB:EX](#)
Subject: FW: MOU between LCRB & LDB
Date: March 20, 2023 8:45:59 AM
Attachments: [MOU LCRB & LDB 2022-04-01.pdf](#)
[MOU LCLB-LDB Administration of Penalties \(2011\).pdf](#)

Good morning,

Hot off the presses is the MOU with LDB for conduct of inspections at GC stores. Note that the Cannabis related MOU is effective April 1.

The Liquor one is attached for reference. Please place it in the Lan in a password protected folder for RS and Managers.

We can discuss any questions at our meeting tomorrow.

Thanks
Rupi

From: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>
Sent: Sunday, March 19, 2023 5:03 PM
To: Bentley, Cheryl A LCRB:EX <Cheryl.Bentley@gov.bc.ca>
Cc: Donald, Janet LCRB:EX <Janet.Donald@gov.bc.ca>; Brown, Ian S LCRB:EX <Ian.S.Brown@gov.bc.ca>; Smith, Dugald LCRB:EX <Dugald.Smith@gov.bc.ca>; Huska, Joshua LCRB:EX <Joshua.Huska@gov.bc.ca>; Laube, Monika LCRB:EX <Monika.Laube@gov.bc.ca>; Roberts, James LCRB:EX <James.Roberts@gov.bc.ca>; Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>; Roberts, James LCRB:EX <James.Roberts@gov.bc.ca>; Caduhada, Maria LCRB:EX <Maria.Caduhada@gov.bc.ca>
Subject: FW: MOU between LCRB & LDB

Hi

The LDB/LCRB cannabis MOU was signed off by Blain and David on Friday; attached is a copy as requested. I've also attached the liquor MOU from 2011.

For those copied here, the effective date of the cannabis agreement is April 1, 2022, to allow LDB to pay a full year of fees for this fiscal.

Cheryl, Rupi and Maria – appreciate the quick responses this week to get the agreement over the finish line.

Brenda

From: Butterfield, Nicole LCRB:EX <Nicole.Butterfield@gov.bc.ca>

Sent: March 17, 2023 3:24 PM

To: Lennox, Brenda LCRB:EX <Brenda.Lennox@gov.bc.ca>

Subject: MOU between LCRB & LDB

Hi Brenda,

Scanned copy of MOU attached. As discussed, please forward to Cheryl for their records/filing on the LAN.

Q. should the effective date be April 1, 2023 or 2022? The agreement states 2022?

Thank you!

Nicole Butterfield (she/her)

Executive Administrative Assistant to

David Hume

Assistant Deputy Minister and General Manager

Liquor and Cannabis Regulation Branch

Ministry of Public Safety and Solicitor General

Phone: 778 974-4695

Email: Nicole.Butterfield@gov.bc.ca

Due to security concerns, and to keep your financial information private, the Liquor and Cannabis Regulation Branch will not accept electronically transmitted applications containing credit card information.

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From: [Stoner, Kyle LCRB:EX](#)
To: [Topor, Christopher LCRB:EX](#); [Ekman, Matthew 1 LCRB:EX](#)
Cc: [Konrad, Kelly LCRB:EX](#); [Cotter, Pamela LCRB:EX](#)
Subject: MAP Contraventions for GLS - Guidance Document draft
Date: July 17, 2023 9:27:41 AM
Attachments: [MAP Contraventions for GLS - Guidance Document draft.docx](#)


For our meeting tmrw. Honestly this is just a first pass... and I feel like I missed something.


Pam, when you get back can you please look it over just to ensure what you did/what I did is consistent? I won't send out to all C&E until Pam, the Kelowna Team, and myself have confirmed this process is working.

Cheers

Contraventions at a Government Liquor/Cannabis Store:

1. Find the Govt Store Number
 - a. I:\LCL_Compliance\MAP\MAP Inspections


BC Liquor Stores
Provincially 2022112


BC Cannabis Stores
Provincially 2022122
 - i.
2. Complete inspection in Dynamics
3. Complete Contravention Notice via regular Dynamics template
4. Via email (do not upload to account) send the CN Notification Letter to Liquor Distribution Branch Executive Director, Michael Procopio, at Michael.Procopio@bcldb.com.
 - a. There seems to be an issue with the information being auto-populated. Ensure you have the correct/applicable info in the sections highlighted in green below.
5. Complete Notice of Enforcement via regular Dynamics template
6. Submit to RS/RM for review.
7. Via email (do not upload to account) send the NOEA to Liquor Distribution Branch Executive Director, Michael Procopio, at Michael.Procopio@bcldb.com; cc Mandy Fisher.

*DO NOT load any documents into the LDB Account on Dynamics.

Date and Time of Inspection: 12/9/2022 4:01 PM

Licensee Name: **Liquor Distribution Branch**

Name of Establishment: **BC Liquor Store (Municipality, BC)**

Licence No: **#12345**

Licence Category: **Government Something Store**

Address: **Govt Store St and Ave**

Phone: **250-123-4567**

Email: **Michael.Procopio@bcldb.com**

Staff Contact Notified: **Store Manager Name or Regional Manager**

Inspector Name: Inspector Name

Alleged Contravention(s) Identified:

B001234	Sell, give or otherwise supply liquor to a minor	s.77(1)(a) Liquor Control and Licensing Act
---------	--	---

From: [Stoner, Kyle LCRB:EX](#)
To: [Gill, Rup K LCRB:EX](#)
Cc: [Hilchey, Heath G LCRB:EX](#); [Konrad, Kelly LCRB:EX](#); [Trelenberg, Michelle LCRB:EX](#)
Subject: MAP Non-Compliance at GLS
Date: December 9, 2022 4:37:54 PM

Hi Rup,

Want to advise you of a non-compliance MAP inspection at the GLS in Chase (#226). I spoke to the manager who will be notifying their Regional Manager of the contravention. I advised the manager I would follow up on Monday to further discuss next steps per the MOU.

Kyle

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From: [Trelenberg, Michelle LCRB:EX](#)
To: [Gill, Rupi K LCRB:EX](#)
Cc: [Stoner, Kyle LCRB:EX](#)
Subject: MOU CRS GCS
Date: December 14, 2022 9:35:17 AM

Hi Rupi,

Just checking in for an update on the MOU for government cannabis stores. Do we have any updates yet?

Michelle

From: [Stoner, Kyle LCRB:EX](#)
To: [Procopio, Michael LDB:EX](#); [Stoner, Kyle LCRB:EX](#)
Subject: Outgoing call to Procopio, Michael LDB:EX
Date: December 20, 2022 9:39:18 AM

Outgoing call to Procopio, Michael LDB:EX

Procopio, Michael LDB:EX

Work: [604.252-8708](#)

Email: michael.procopio@bcldb.com

IM: michael.procopio@bcldb.com

Skype for Business

From: [Stoner, Kyle LCRB:EX](#)
To: Michael.Procopio@bcldb.com
Cc: [Fisher, Mandy LCRB:EX](#)
Subject: RE: Attention: a contravention has been identified for licence #226
Date: January 26, 2023 2:28:00 PM
Attachments: [20221209_226 - EH22-081-NOEA.pdf](#)

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Stoner, Kyle LCRB:EX
Sent: December 20, 2022 9:42 AM
To: 'Michael.Procopio@bcldb.com' <Michael.Procopio@bcldb.com>
Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: [Stoner, Kyle LCRB:EX](#)
To: [Procopio, Michael LDB:EX](#)
Subject: RE: Attention: a contravention has been identified for licence #226
Date: December 20, 2022 10:14:00 AM

Hi Michael,

I believe you replied to just myself as opposed to Jonathan, whom this was addressed to?

Cheers,
Kyle

From: Procopio, Michael LDB:EX <Michael.Procopio@bclldb.com>
Sent: December 20, 2022 10:08 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: Re: Attention: a contravention has been identified for licence #226

Hi Jonathan,

Received the notification. Dale mentioned that contravention occurred near closing..... I note it occurred at 4:00 on a Friday.... I believe we close at 9:00.

Blain advised that the current GM of licensing is much more focused on enforcement. He expects the inspection program will be occurring more often.

Please look to see what we can do to create a heightened awareness. Something new????

Thanks,
Mike

Sent from my iPhone

On Dec 20, 2022, at 9:42 AM, Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca> wrote:

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor

Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner

Regional Supervisor, Compliance & Enforcement Division

Liquor & Cannabis Regulation Branch (Interior/North)

250-455 Columbia Street

Kamloops, BC, V2C 6K4

Cell: 250-851-6899

Office: 778-362-7031

<Notice__20221209_226.pdf>

From: [Stoner, Kyle LCRB:EX](#)
To: [Fisher, Mandy LCRB:EX](#)
Subject: RE: Attention: a contravention has been identified for licence #226
Date: January 26, 2023 3:26:00 PM

Will do

From: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Sent: January 26, 2023 3:21 PM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: RE: Attention: a contravention has been identified for licence #226

Thanks Kyle! Yes, I saw this one coming in the list. Been a long time since LBD received a MAP contravention. I believe they just sign a waiver and accept the penalty. Can you please send me the waiver once signed and I will do the penalty letter and signs for you.

Cheers,

Mandy Fisher | Case Administrator
Liquor & Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
T: 778-698-9085 F: 250-952-7059
www.gov.bc.ca/lcrb

Due to security concerns, and to keep your financial information private, Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: January 26, 2023 2:28 PM
To: Procopio, Michael LDB:EX <Michael.Procopio@bcladb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: Attention: a contravention has been identified for licence #226

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4

Cell: 250-851-6899
Office: 778-362-7031

From: Stoner, Kyle LCRB:EX
Sent: December 20, 2022 9:42 AM
To: 'Michael.Procopio@bcldb.com' <Michael.Procopio@bcldb.com>
Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: [Stoner, Kyle LCRB:EX](#)
To: [Trelenberg, Michelle LCRB:EX](#); [Ma, Lili LCRB:EX](#); [Konrad, Kelly LCRB:EX](#); [Fearn, Harold \(Gord\) G LCRB:EX](#)
Subject: RE: BC Liquor Stores & MAP
Date: November 25, 2022 12:49:00 PM

Looks good, thanks Michelle!

From: Trelenberg, Michelle LCRB:EX <Michelle.Trelenberg@gov.bc.ca>
Sent: November 25, 2022 11:54 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>; Ma, Lili LCRB:EX <Lili.Ma@gov.bc.ca>; Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>; Fearn, Harold (Gord) G LCRB:EX <Gord.Fearn@gov.bc.ca>
Subject: BC Liquor Stores & MAP

Hey all,

I created an excel spreadsheet for the Province for all of our BC liquor stores from Dynamics and put it in the Compliance/MAP/MAP inspections folder. Hopefully this helps inspectors plan for inspecting GLS locations in the area they are conducting MAP. Once we have the MOU in place for Government Cannabis locations, I will create one for that as well.

Have a great weekend,

Michelle

From: [Belanger, Holly LCRB:EX](#)
To: [Stoner, Kyle LCRB:EX](#); [Gill, Rupi K LCRB:EX](#)
Cc: [Levasseur, Janeane LCRB:EX](#); [Trelenberg, Michelle LCRB:EX](#)
Subject: RE: MAP MOU with LDB
Date: December 20, 2022 8:53:49 AM

I think it should be in the ad-hoc guidance document as per my experience it changes....

Holly

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: December 20, 2022 8:35 AM
To: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Levasseur, Janeane LCRB:EX <Janeane.Levasseur@gov.bc.ca>; Belanger, Holly LCRB:EX <Holly.Belanger@gov.bc.ca>; Trelenberg, Michelle LCRB:EX <Michelle.Trelenberg@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Great, thanks Rupi.

Janeane/Holly, is this a contact we should be assigning directly into the LDB-Dynamics account for future CNs to be sent to? Or is this something we do as an ad-hoc guidance document?

Thoughts?

From: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 19, 2022 4:46 PM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: FW: MAP MOU with LDB

Hi Kyle,

See below, the LDB has provided a specific contact to send the notice of Noncompliance for government Liquor stores.

Feel free to share with the RS group and update your procedures accordingly.

Thanks
Rupi

From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 7:35 PM
To: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Subject: Re: MAP MOU with LDB

See below :)

Get Outlook for iOS

From: Inkpen, Jenny LDB:EX <jenny.inkpen@bcldb.com>
Sent: Wednesday, December 14, 2022 6:10 PM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Subject: RE: MAP MOU with LDB

Hi Leanne,

Apologies for the delay. Our team actually hadn't seen one of these before so wanted to confirm process with Erin.

I can confirm that this should go to Michael Procopio, Executive Director of Retail Operations. I'll give him a heads up as well.

Many thanks,

Jenny Inkpen

Director, Policy, Corporate Strategic Services - Corporate Policy
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-7464 E: jenny.inkpen@bcldb.com

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The LDB is proud to contribute over \$1 billion annually to the Province of British Columbia. Our contribution helps provide financial support for vital public services including health care and education.



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From: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Sent: December 14, 2022 9:19 AM
To: Inkpen, Jenny LDB:EX <jenny.inkpen@bcldb.com>
Subject: FW: MAP MOU with LDB

Hi Jenny,

See below for a question from Rup. Looks like we've had a sale to a minor and need to send a Notice of Noncompliance. Can you advise who that person should be?

Thanks!
Leanne

From: Gill, Rupi K LCRB:EX <Rupi.Gill@gov.bc.ca>
Sent: December 12, 2022 9:57 AM
To: Davies, Leanne LCRB:EX <Leanne.Davies@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: MAP MOU with LDB

Hi Leanne

Wondering if you may be able to assist with a couple of things.

Our MAP program recently had a sale to one of our agents last Friday at a GLS. We are trying to determine process and so:

- could you share the official MOU with LDB for Liquor. We want to know if there is a specific person we need to send our Notice of Noncompliance to? If not,
- is there someone at LDB I could connect with to ensure we are directing our communications to the right place and right person.

Thanks
Rupi

From: [Gill, Rup K LCRB:EX](#)
To: [Trelenberg, Michelle LCRB:EX](#)
Cc: [Stoner, Kyle LCRB:EX](#)
Subject: RE: MAP
Date: January 16, 2023 7:47:20 PM

Hi Michelle,

Yes good to go with moving into FP and low risk LP (ie: no nightclubs).
I have sent another email asking for an update on the MOU. I would say go ahead and keep moving forward with your planning and timelines for CRS. We may just have to get back to cover off the CRS although I remain ever hopeful that this is on the brink of being signed.

Thanks
Rupi

From: Trelenberg, Michelle LCRB:EX <Michelle.Trelenberg@gov.bc.ca>
Sent: January 16, 2023 2:27 PM
To: Gill, Rup K LCRB:EX <Rupi.Gill@gov.bc.ca>
Cc: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: MAP

Hi Rup,

I am following up on our conversation regarding MAP. Are you able to confirm with us if we can begin integrating LP/FP establishments in to the MAP program again? Also I am wondering if we have any updates on the MOU yet?

Thanks,

Michelle

From: [LCRB Outreach LCRB:EX](#)
To: [LCRB All](#)
Subject: RE: Minors as Agents Program relaunch
Date: August 23, 2022 1:12:45 PM
Attachments: [FAQ - Minors as Agents Program.pdf](#)

Hello everyone,

Please see find the updated FAQ attached. This version contains corrections to the contravention table on pages 3 – 4.

As a reminder, all FAQ documents are available on the LAN, here:

[\\Sfp.idir.bcgov\s171\S71005\LCL_ReferenceData\1. FAQs for LCRB Staff - Cannabis and Liquor.](#)

Kind regards,

Policy and Communications
Liquor and Cannabis Regulation Branch
www.gov.bc.ca/lcrb

From: LCRB Outreach LCRB:EX <LCRB.Outreach@gov.bc.ca>
Sent: August 19, 2022 1:24 PM
To: LCRB All <LCLBALLSTAFF@Victoria1.gov.bc.ca>
Subject: Minors as Agents Program relaunch

Hello everyone,

We are relaunching the Minors as Agents Program (MAP), which has been one of the Branch's most effective tools for preventing underage drinking. It will now apply to Cannabis Retail Store licensees and BC Government Cannabis Stores.

This program allows minors employed by the Province to legally purchase liquor and cannabis from licensed private retail stores, government retail stores, and other licensed establishments to assist in monitoring whether liquor or cannabis products are being sold to minors.

Minor agents work under the close supervision of inspectors and are trained to answer all questions honestly and not to misrepresent themselves in any way.

Licensees must refuse service if they believe that a patron is a minor or attempting to purchase liquor or cannabis for a minor, and they may set their own policies for checking identification – as an example, some licensees check everyone's ID, some check those who look under 30. Staff should also assess every patron before selling them cannabis. When

checking ID, staff must examine both the offered identification and the patron and ask appropriate questions to test the ID's authenticity.

If an establishment sells to a minor agent, they have the option to:

- admit to the contravention and accept the proposed penalty;
- admit to the contravention and dispute the penalty; or
- dispute that the contravention occurred.

All licensees are encouraged to review their updated [terms and conditions handbooks online](#).

A general question and answer document is attached to this email for your reference. If you have any questions about this program, please direct them to CannabisRegs@gov.bc.ca or LCRBLiquorPolicy@gov.bc.ca.

Kind regards,

Policy and Communications
Liquor and Cannabis Regulation Branch
www.gov.bc.ca/lcrb

Liquor and Cannabis Regulation Branch
Frequently Asked Questions – Minors as Agents Program
August 2022

General

Q. What is the Minors as Agents Program?

The Minors as Agents Program (MAP) allows minors employed by the Province to legally purchase liquor and cannabis from licensed private retail stores, government retail stores, and other licensed establishments to assist in monitoring whether liquor or cannabis products are being sold to minors.

Q. How do minors apply to be agents?

Interested minors between 16 and 18 years of age are encouraged to provide a cover letter that includes past work/volunteer experience and describes their interest in the position to LCRB.CandE.Admin@gov.bc.ca.

Q. Is this a safe environment for my child?

Minor agents work under the close supervision of inspectors and are trained to answer all questions honestly and not to misrepresent themselves in any way. MAP agents are always supervised by two inspectors.

Inspections are conducted only at establishments considered low risk which can include:

- Licensed private liquor/cannabis retail stores
- Government liquor /cannabis stores
- Food Primary establishments (restaurants)
- Liquor Primary establishments (bars and pubs)
- Manufacturers (wineries, distilleries and breweries)
- Special Event Permits (one-time licenses for events such as music festivals)
- Catering (when hosting an event under their licence)
- UBrew/UVin
- Charity auctions

Q. What are the rules for checking identification?

It is against the law to sell, serve or supply liquor to a minor. If asked, patrons must show two pieces of identification.

The first piece of ID must be issued by a government agency and include the person's name, signature, birth date and picture; the second must include an imprint of the holder's name and include the person's signature and/or picture.

Liquor and Cannabis Regulation Branch
Frequently Asked Questions – Minors as Agents Program
August 2022

Q. How is it possible for minors to legally purchase liquor or cannabis?

Liquor

The authority for minors to legally purchase or attempt to purchase liquor is established under the *Liquor Control and Licensing Act*:

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/15019>

First, the general prohibitions against minors possessing, purchasing or possessing liquor are set in section 78 (1). Subsequently, section 78 (4) establishes exceptions to 78 (1), and enables the MAP program:

Prohibitions with respect to minors

78 (4) This section, except as subsection (1) applies to the consumption of liquor, does not apply to a minor

- (a) who is employed or contracted by a municipal police board, the provincial police force or the general manager to test the compliance of a licensee, permittee or liquor store with the requirements under this Act respecting minors, and
- (b) while the minor is engaged in that employment or under that contract and accompanied or supervised by a peace officer or an employee.

Cannabis

Similarly, the authority for minors to legally enter a cannabis store and to purchase or attempt to purchase cannabis is established under the *Cannabis Control and Licensing Act (CCLA)*: <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/18029>

First, the general prohibitions against minors possessing, purchasing, or attempting to purchase cannabis, or entering a cannabis store, are set in sections 70 (7) and 73 of the CCLA. Additionally, section 72 (1) prohibits a person from seeking assistance from minors to purchase or attempt to purchase cannabis.

Subsequently, sections 72 (3) and 76 (1), establish exceptions to the general prohibitions above, and enable the MAP program:

Assistance from minors

72 (3) This section does not apply to a municipal police board, the provincial police force, the general manager or the director that hires a minor to purchase or attempt to purchase cannabis for the purposes described in section 76 (1) (a).

Liquor and Cannabis Regulation Branch

Frequently Asked Questions – Minors as Agents Program

August 2022

Exception for certain prohibited conduct

76 (1) Subject to subsection (2), sections 70 (7), 71 (2), 73 and 75 do not apply to a minor who

(a) is hired by a municipal police board, the provincial police force, the general manager or the director for the purposes of determining if a person is complying with the requirements under this Act respecting minors, and

(b) is accompanied or supervised by a peace officer or the general manager or director while taking part in the determination.

Q. What are the penalties for selling to minors?

Selling liquor to minors: The penalty for selling liquor to minors ranges from a 7 to 11-day licence suspension or a \$7,000 - \$11,000 monetary penalty for a first contravention, to a 21 to 41- day licence suspension if a licensee commits three or more similar contraventions in the preceding 24 months.

Allowing minors on licensed premises: The penalty for allowing minors to enter a bar or pub ranges from a 3 to 7-day licence suspension or a \$3,000 - \$7,000 monetary penalty for a first contravention to a 11 to 15-day licence suspension for three or more similar contraventions in the same year.

Selling or supplying cannabis or cannabis accessories to minors: The penalty ranges from 7 to 11-day license suspension or a \$7,000 - \$11, 000 monetary penalty for a first contravention, to a 21 to 41-day licence suspension if a licensee commits three or more similar contraventions in the preceding 12 months.

We have summarized the penalty ranges below:

Liquor			
Contravention	First Contravention	Second Contravention (within preceding 24 months)	Subsequent Contravention (within preceding 24 months)
Supplying liquor to minors (LCLA)	7-11 days or \$7,000 - \$11,000	11-21 days or \$11,000 - \$15,000	21-41 days or \$15,000 - \$25000
Allowing minors in establishment (LCLA)	3-7 days or \$3,000 - \$7,000	7-11 days or \$7,000 - \$11,000	11-15 days or \$11,000 - \$15, 000

Liquor and Cannabis Regulation Branch

Frequently Asked Questions – Minors as Agents Program

August 2022

Cannabis			
Contravention	First Contravention	Second Contravention (Within preceding 12 months)	Subsequent Contravention (Within preceding 12 months)
Selling or supplying cannabis or cannabis accessories to minors (CCLA)	7-11 days or \$7,000 - \$11,000	11-21 days or \$11,000 - \$15,000	21-41 days or \$15,000 - \$25,000
Allowing a minor to enter a specified space (CCLA)	3-7 days or \$3,000 - \$7,000	7-11 days or \$7,000 - \$11,000	11-15 days or \$11,000 - \$15,000

From: [Hilchey, Heath G LCRB:EX](#)
To: [Stoner, Kyle LCRB:EX](#)
Cc: [Jones, Dave LCRB:EX](#)
Subject: RE: NOEA - Liquor - Chase GLS Draft
Date: January 26, 2023 11:48:44 AM
Attachments: [NOEA - Liquor - Chase GLS EH22-081 MAP.docx](#)
Importance: High

All cleaned up and approved. This can go out

From: Hilchey, Heath G LCRB:EX
Sent: January 26, 2023 10:16 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: RE: NOEA - Liquor - Chase GLS Draft
Importance: High

Very minimal clean up and ready for submission.

From: Stoner, Kyle LCRB:EX Kyle.Stoner@gov.bc.ca
Sent: January 16, 2023 8:27 AM
To: Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>; Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>
Subject: RE: NOEA - Liquor - Chase GLS Draft

Not sent to the RMs... ready for your viewing pleasure haha

From: Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>
Sent: January 14, 2023 3:38 PM
To: Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>; Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: RE: NOEA - Liquor - Chase GLS Draft

Has this been submitted to the RM group for final review? OR still awaiting my eyes?

From: Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>
Sent: December 29, 2022 1:20 PM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>; Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>
Subject: RE: NOEA - Liquor - Chase GLS Draft

Hi Kyle,

See attached! Nicely written and excellent work, I wish I was working with you guys on that one.

Cheers,

Kelly Konrad

Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
207-478 Bernard Ave. Kelowna, B.C. V1Y 6N7
Office: 778-940-0071
www.gov.bc.ca/liquorregulationandlicensing

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: December 20, 2022 11:21 AM
To: Hilchey, Heath G LCRB:EX <Heath.Hilchey@gov.bc.ca>; Konrad, Kelly LCRB:EX <Kelly.Konrad@gov.bc.ca>
Subject: NOEA - Liquor - Chase GLS Draft

Before we send to RM Review can you guys take a browse through please? I can to change a couple minor things because its for the Govy Store/LDB so just want to make sure I have deleted/kept the relative information properly.

Thanks!



NOTICE OF ENFORCEMENT ACTION
pursuant to section 51(7) of the
Liquor Control and Licensing Act, SBC 2015, c.19

File: EH22-081

January 26, 2023

Liquor Distribution Branch

PO Box 250

119 Chase St

Chase, BC

Canada

VOE 1M0

Re: Licence Number: 226

Licence Type: Government Liquor Store

Establishment: BC Liquor Store #226

Licensee: Liquor Distribution Branch

Dear Liquor Distribution Branch,

The purpose of this notice is to inform you that, pursuant to section 51 of the *Liquor Control and Licensing Act* (the "Act"), the general manager of the Liquor and Cannabis Regulation Branch ("LCRB") is proposing an enforcement action against the licensee.

This notice under section 51(7) Act, herein referred to as the "Notice of Enforcement Action (the "NOEA"), will:

1. set out the reasons for which the general manager is proposing an enforcement action;
2. provide a narrative of events;
3. describe the evidentiary basis for the alleged contravention(s);
4. identify the enforcement action the general manager proposes to take against the licensee;
5. outline the licensee's options and the procedures that will be followed by the general manager depending on whether or not the licensee elects to waive a hearing; and
6. set out the compliance history of the licensee which will be taken into account by the general manager in taking action against the licensee (see paragraph G herein).

A. THE ALLEGED CONTRAVENTION(S):

No.	Title of Contravention(s)	Section of the Act, Regulation or T&C Reference	Date and time of Contravention(s)	Proposed Enforcement Action
1.	Sell, give or otherwise supply liquor to a minor	s.77(1)(a) Liquor Control and Licensing Act	12/9/2022 4:01 PM	\$7,000 monetary penalty or 7 days licence suspension

When a first contravention has occurred and either minimum penalty for that contravention is appropriate, you (the licensee) may be given the option to select one of those two proposed penalties when you choose to sign a waiver (see paragraph F – The Procedures).

B. NARRATIVE**Introduction**

1. The BC Liquor Store, located at 119 Chase St, Chase, BC, operates under the Government Liquor Store (GLS) Licence #226.
2. GLS Licence #226 is issued to the Liquor Distribution Branch.
3. The license allows The BC Liquor Store to sell packaged liquor between the hours of 7:00am to 11:00pm daily. Minors are allowed in the store if they are accompanied by a parent or guardian. It is against the law to provide liquor to a minor.

Background

4. In 2011, the Branch commenced a “Minors as Agents Program” (MAP). Industry associations and licensees were notified of this program by a letter from the general manager of what was then the Liquor Control and Licensing Branch. Subsequently, the Branch has periodically notified licensees of the program by public notices.
5. MAP inspections are conducted to ensure licensees comply with the requirements of the Act, the Regulation, and the Terms and Conditions of their licences. Under the requirements, licensees are prohibited from selling liquor to persons under the age of 19 years (minors).
6. The Act allows the Branch to employ minors as agents to ensure compliance with the prohibition against selling liquor to minors. Under the Act, licensees must ensure that minors are not served liquor.

7. Consequently, the Branch hires 16- to 18-year-old minors as agents to carry out MAP inspections, which are often conducted in response to complaints or information received from the public.

The Contravention

8. On Friday, December 9, 2022, Liquor and Cannabis Inspector, David JONES, and Regional Supervisor, Kyle STONER, ('the Inspectors') were scheduled to conduct a series of MAP inspections with Minor Agents #138 and #143 in along Highway 1, spanning between Salmon Arm and Kamloops, and numerous communities in between. The Chase Government Liquor Store was one of the establishments visited.
9. Prior to the inspections, the Inspectors confirmed the age of Minor Agent #143 to be 18 years old by verifying two pieces of identification (ID). Photos of Minor Agent #143 and copies of the IDs were documented.
10. At approximately 4:00pm, the Inspectors and Minor Agent #143 arrived at the parking lot outside Chase Government Liquor Store.
11. At approximately 4:01pm, STONER entered the establishment first to conduct a risk assessment of the establishment. STONER observed three female staff members within the premises. One of the staff members observed (later identified as s.22) was observed to be s.22 e
12. At approximately 4:02pm, Minor Agent #143 entered the establishment.
13. Minor Agent #143 walked straight through door and proceeded slightly left to the back cooler section, where they obtained a 6-pack of white cans (later identified as Nude Vodka Soda (Raspberry and Lemon flavour) from the cooler and proceeded to the cashier area.
14. At approximately 4:03pm, s.22 greeted Minor Agent #143 and scanned the 6-pack of white cans.
15. Minor Agent #143 paid for the 6-pack white cans with a \$20 bill and received the change of \$4.45 and a receipt from s.22. At no point did s.22 asked for Minor Agent #143's age or identification.
16. At approximately 4:04pm, Minor Agent #143 exited the establishment with the 6-pack of white cans.
17. STONER exited the establishment shortly after and met with the Minor Agent #143 and JONES in the government vehicle. JONES photographed and attached an exhibit sticker to the 6-pack

of white cans, confirming the cans were 355mL of Nude Vodka Soda (Raspberry-Lemon flavour) with 5% alcohol content.

18. At approximately 4:10pm, STONER re-entered the establishment to summon the store manager and staff member who had served the minor,^{s.22} STONER informed both parties of the alleged contravention wherein^{s.22} had sold liquor to a minor.^{s.22} provided STONER with her identification and Serving It Right certificate.^{s.22} provided STONER with a shift schedule and confirmed her intention to notify her Regional Manager of the alleged contravention.
19. At approximately 4:19pm, STONER exited the establishment and returned to the Inspector vehicle.
20. At approximately 6:20pm, the Inspectors and Minor Agent #143 returned to the Kamloops Liquor and Cannabis Regulation office with the tagged liquor, which was then stored in the evidence locker.
21. On December 20, 2022, STONER issued an electronic notice of inspection report to the Liquor Distribution Branch, via email to Michael.Procopio@bcldb.com, attention to Michael Procopio, Executive Director of Retail Operations; titled, Attention: a contravention has been identified for licence #226.

C. THE ELEMENTS OF THE ALLEGED CONTRAVENTION

B005602

- (a) the person in question is a minor,
- (b) the minor was in possession of liquor,
- (c) the licensee or permittee directly or by way of its staff sold, gave or supplied the liquor to the minor.

The person in question is a minor

A minor is an individual under the age of 19. Minor Agent #143 was 18 years old at the time of the liquor sale. Prior to the start of MAP inspections on December 9, 2022, Minor Agent #143's age was confirmed by the Inspectors verifying her name and date of birth on two pieces of ID.

The minor was in possession of liquor

Staff member, ^{s.22}, sold a 6-pack of 355ml Nude Vodka Soda (Raspberry-Lemon) with 5% alcohol content to Minor Agent #143. ^{s.22} allowed Minor Agent #143 to exit the establishment with the liquor product.

The licensee or permittee directly or by way of its staff sold, gave or supplied the liquor to the minor

Staff member, ^{s.22} , sold a 6-pack of 355ml Nude Vodka Soda (Raspberry-Lemon) with 5% alcohol content to Minor Agent #143.

D. REASONS FOR PURSUING ENFORCEMENT

Licensee - Sell, give or otherwise supply liquor to a minor

Selling, giving or supplying liquor to minors is a significant public safety issue because of:

- the detrimental effects of alcohol on growing bodies and developing minds;
- the detrimental effects of irresponsible drinking behavior learned at an early age;
- a minor's lack of capacity to metabolize alcohol in the same manner as an adult, resulting in a more intoxicating effect on him/her; and
- liquor being a significant factor in many crimes committed by youth, including serious driving offences, assault, sexual assault, and theft.

In this case, Minor Agent #143 was 18 years old, below the legal drinking age of 19. Minor Agent #143 made no attempts to deceive or mislead staff in order to make the purchase.

British Columbians, in general, understand the legal drinking age is 19. Therefore, it is reasonable to expect that even with minimal training, an individual working in the liquor service industry would understand their responsibility to prevent the sale of liquor to minors.

Society expects and demands that licensees will provide the leadership and responsibility to guard children from the purchasing of liquor and the subsequent problems that arise from minors consuming liquor. In this case, the licensee's staff had failed to do so.

E. PROPOSED ENFORCEMENT ACTION (i.e. penalty)

For this contravention, a monetary penalty of \$7,000 is proposed. This recommended monetary penalty falls within the penalty range set out in schedule 2, item 7 of the Regulation for a first contravention.

OR

For this contravention, a licence suspension of 7 days is proposed. This recommended penalty falls within the penalty range set out in schedule 2, item 7 of the Regulation for a first contravention.

F. THE PROCEDURES

You (the licensee) may agree with or dispute the above allegation and the proposed penalty. If you agree, you would provide a signed waiver under section 51(8) Act.

If the licensee is not prepared to sign a waiver, the licensee will have the opportunity to be heard before the general manager finalizes the determination under section 51 Act. A hearing would be scheduled for that purpose. The hearing would be conducted by a delegate of the general manager.

If at the conclusion of that hearing, the contravention is established, the general manager's delegate will determine the enforcement action to be imposed on the licensee and may take one or more of the following actions:

- impose terms and conditions on the licensee's license or rescind or amend existing terms and conditions of the licence;
- impose a monetary penalty;
- suspend all or part of the licensee's licence;
- cancel all or part of the licensee's licence;
- order a transfer of the licensee's licence, to a person who is at arm's length from the licensee.

Imposing any penalty is discretionary. Where the general manager finds that a suspension or monetary penalty is warranted, the general manager must follow the minimums set out in Schedule 2 of the Regulation. The general manager is not bound by the maximums and may impose a higher suspension or monetary penalty when it is in the public interest to do so. Section 51(9)(a) of the Act states that the general manager is not bound to order the proposed penalty specified earlier in this NOEA.

Schedule 2 of the *Regulation* sets out the range of penalties when a contravention occurs in an establishment within a 24-month period of a contravention of the same type. It is the date that the contravention occurred that is used for the purpose of determining if a contravention is a first, second or subsequent contravention for penalty purposes.

If you (the licensee) agree that the contravention took place and accept the enforcement action proposed, there is no need for a hearing. In that case, you must sign a document called a "Waiver". By signing a waiver, you irrevocably:

- admit the contravention or non-compliance referred to in this NOEA;
- accept the action that is specified in the waiver to be taken against you;
- waive the opportunity for an enforcement hearing; and
- agree that the contravention(s) and the penalty imposed will form part of your compliance history.

If you decide to sign a waiver, or if you have any questions regarding this matter, please contact me at 778 362-7031 as soon as possible. If you do not sign a waiver, the branch registrar will provide you with the next steps in the hearing process.

For further information about the hearing and waiver process please visit our website at

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/compliance-enforcement/enforcement-process>

Yours truly,

Kyle Stoner

Liquor and Cannabis Inspector

Enclosures:

Copy of Liquor Control and Licensing Branch Enforcement Process –

Information for Liquor Licensees: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/compliance-enforcement>

G. COMPLIANCE HISTORY

If the general manager determines that the licensee has committed the above alleged contravention(s), the general manager may consider the following when determining what enforcement action, if any, is warranted pursuant to section 51 (3)(a) of the Act:

- No prior enforcement history.

H. OTHER RELEVANT FACTORS

NONE

From: [Chan, Shirley LDB:EX](#)
To: [Stoner, Kyle LCRB:EX](#)
Cc: [Fisher, Mandy LCRB:EX](#)
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226
Date: February 2, 2023 12:42:25 PM

Hi Kyle,

Thank you for the waiver, I'll send you the signed copy asap.

Regarding the payment, do you have any payment remittance instruction / payment process?
Thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: February 2, 2023 12:18 PM
To: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hello Shirley,

Please find attached Waiver and Notice of Enforcement Action.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street

Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>
Sent: February 1, 2023 9:56 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle,

No worries. Take care and thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: February 1, 2023 9:52 AM
To: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Apologies, Shirley. I'll been out of the offices^{s.22} . I will forward you the waiver in the coming days.

From: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>
Sent: January 31, 2023 9:08 AM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle and Mandy,

This is Shirley, assistant to Jonathan Castaneto (Director of Store Operations of BCL). Jonathan forwarded the attached document to me asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTON, a waiver is needed to sign. May I know where can I get the waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Chan, Shirley LDB:EX

Sent: January 30, 2023 9:02 AM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Subject: Attention: a contravention has been identified for licence #226

Hi Kyle,

This is Shirley, assistant to Director of Store Operations of BCL. Jonathan (Director of Store Operations) is asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTON, a waiver is needed to sign. May I know where can I get waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>
Sent: January 29, 2023 10:01 PM
To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Hi Shirley,

Can you please explore how to pay this? Thank you,

Jonathan Castaneto

Director of Store Operations, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-8598 E: jonathan.castaneto@bcldb.com

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From: Procopio, Michael LDB:EX <Michael.Procopio@bcldb.com>

Sent: January 26, 2023 4:51 PM

To: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>

Subject: FW: Attention: a contravention has been identified for licence #226

Just received.

Michael Procopio

Executive Director, Retail Services - Exec. Director, Retail Services

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604-252-8708 E: michael.procopio@bcldb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Sent: Thursday, January 26, 2023 2:28 PM

To: Procopio, Michael LDB:EX <Michael.Procopio@bcldb.com>

Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: RE: Attention: a contravention has been identified for licence #226

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner

Regional Supervisor, Compliance & Enforcement Division

Liquor & Cannabis Regulation Branch (Interior/North)

250-455 Columbia Street

Kamloops, BC, V2C 6K4

Cell: 250-851-6899

Office: 778-362-7031

From: Stoner, Kyle LCRB:EX
Sent: December 20, 2022 9:42 AM
To: 'Michael.Procopio@bcldb.com' <Michael.Procopio@bcldb.com>
Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: [Stoner, Kyle LCRB:EX](#)
To: [Fisher, Mandy LCRB:EX](#)
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226
Date: February 9, 2023 1:00:00 PM

No, nothing since issuing the waiver.

From: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Sent: February 9, 2023 12:58 PM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hey Kyle,

Just checking to see if you've received this waiver back yet?

Thanks!

Mandy Fisher | Case Administrator

Liquor & Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
T: 778-698-9085 F: 250-952-7059
www.gov.bc.ca/lcrb

Due to security concerns, and to keep your financial information private, Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: February 2, 2023 12:18 PM
To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hello Shirley,

Please find attached Waiver and Notice of Enforcement Action.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Sent: February 1, 2023 9:56 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle,

No worries. Take care and thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: February 1, 2023 9:52 AM
To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Apologies, Shirley. I'll been out of the office s²²
coming days.

I will forward you the waiver in the

From: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Sent: January 31, 2023 9:08 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle and Mandy,

This is Shirley, assistant to Jonathan Castaneto (Director of Store Operations of BCL). Jonathan forwarded the attached document to me asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTON, a waiver is needed to sign. May I know where can I get the waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Chan, Shirley LDB:EX

Sent: January 30, 2023 9:02 AM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Subject: Attention: a contravention has been identified for licence #226

Hi Kyle,

This is Shirley, assistant to Director of Store Operations of BCL. Jonathan (Director of Store Operations) is asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTON, a waiver is needed to sign. May I know where can I get waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bclddb.com>
Sent: January 29, 2023 10:01 PM
To: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Hi Shirley,

Can you please explore how to pay this? Thank you,

Jonathan Castaneto

Director of Store Operations, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-8598 E: jonathan.castaneto@bclddb.com

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From: Procopio, Michael LDB:EX <Michael.Procopio@bclddb.com>
Sent: January 26, 2023 4:51 PM
To: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bclddb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Just received.

Michael Procopio

Executive Director, Retail Services - Exec. Director, Retail Services
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-8708 E: michael.procopio@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: Thursday, January 26, 2023 2:28 PM
To: Procopio, Michael LDB:EX <Michael.Procopio@bclddb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: Attention: a contravention has been identified for licence #226

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Stoner, Kyle LCRB:EX

Sent: December 20, 2022 9:42 AM

To: 'Michael.Procopio@bcldb.com' <Michael.Procopio@bcldb.com>

Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: [Fisher, Mandy LCRB:EX](#)
To: [Chan, Shirley LDB:EX](#); [Stoner, Kyle LCRB:EX](#)
Subject: RE: [signed waiver attached] Attention: a contravention has been identified for licence #226
Date: March 3, 2023 10:22:26 AM
Attachments: [Penalty Letter - LDB Store 236 EH22-081 - Monetary penalty.pdf](#)

Good morning Shirley,

Please see attached the penalty letter for your case.

Kind regards,

Mandy Fisher | Case Administrator

Liquor & Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
T: 778-698-9085 F: 250-952-7059
www.gov.bc.ca/lcrb

Due to security concerns, and to keep your financial information private, Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Sent: Wednesday, March 1, 2023 10:25 AM
To: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>; Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: [signed waiver attached] Attention: a contravention has been identified for licence #226

Good morning Mandy and Kyle,

Please see attached the signed waiver. Kindly send me the penalty letter with details on how to make the payment.

Thanks and have a great day.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Sent: February 15, 2023 12:19 PM

To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>; Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Shirley,

Within the next two weeks, please. The payment is then due 30 days once the waiver is signed (you'll get a penalty letter with details on how to make the payment).

Cheers,

Mandy Fisher | Case Administrator

Liquor & Cannabis Regulation Branch

Ministry of Public Safety and Solicitor General

T: 778-698-9085 F: 250-952-7059

www.gov.bc.ca/lcrb

Due to security concerns, and to keep your financial information private, Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>

Sent: Tuesday, February 14, 2023 9:42 AM

To: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>; Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Mandy,

May I know if there is any deadline for signing the waiver? This information is important for our management's planning. Thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Sent: February 3, 2023 12:17 PM

To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>; Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Shirley,

Once we receive the signed waiver back from you, I will send out a penalty letter with details on how to make the payment.

Kind regards,

Mandy Fisher | Case Administrator

Liquor & Cannabis Regulation Branch

Ministry of Public Safety and Solicitor General

T: 778-698-9085 F: 250-952-7059

www.gov.bc.ca/lcrb

Due to security concerns, and to keep your financial information private, Liquor and Cannabis Regulation Branch will not accept applications transmitted via email containing credit card information.

From: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>

Sent: February 2, 2023 12:42 PM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle,

Thank you for the waiver, I'll send you the signed copy asap.

Regarding the payment, do you have any payment remittance instruction / payment process?

Thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Sent: February 2, 2023 12:18 PM

To: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>

Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hello Shirley,

Please find attached Waiver and Notice of Enforcement Action.

Kind regards,

Kyle Stoner

Regional Supervisor, Compliance & Enforcement Division

Liquor & Cannabis Regulation Branch (Interior/North)

250-455 Columbia Street

Kamloops, BC, V2C 6K4

Cell: 250-851-6899

Office: 778-362-7031

From: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>

Sent: February 1, 2023 9:56 AM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle,

No worries. Take care and thanks.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary

BC Liquor Distribution Branch

3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604 252-6381 E: shirley.chan@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>

Sent: February 1, 2023 9:52 AM

To: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: RE: [Advice required] Attention: a contravention has been identified for licence #226

Apologies, Shirley. I'll been out of the office ^{s.22}
coming days.

I will forward you the waiver in the

From: Chan, Shirley LDB:EX <shirley.chan@bclddb.com>

Sent: January 31, 2023 9:08 AM

To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>; Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>

Subject: [Advice required] Attention: a contravention has been identified for licence #226

Hi Kyle and Mandy,

This is Shirley, assistant to Jonathan Castaneto (Director of Store Operations of BCL). Jonathan forwarded the attached document to me asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTION, a waiver is needed to sign. May I know where can I get the waiver form / template? What is the procedure to pay the fine? I'd be

grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Chan, Shirley LDB:EX
Sent: January 30, 2023 9:02 AM
To: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Subject: Attention: a contravention has been identified for licence #226

Hi Kyle,

This is Shirley, assistant to Director of Store Operations of BCL. Jonathan (Director of Store Operations) is asking me to explore how to pay the fine (\$7,000). As mentioned in the attached NOTICE OF ENFORCEMENT ACTION, a waiver is needed to sign. May I know where can I get waiver form / template? What is the procedure to pay the fine? I'd be grateful if you could walk me through the process. Thank you.

Shirley Chan

Assistant to Director, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604 252-6381 E: shirley.chan@bcldb.com

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From: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>
Sent: January 29, 2023 10:01 PM
To: Chan, Shirley LDB:EX <shirley.chan@bcldb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Hi Shirley,

Can you please explore how to pay this? Thank you,

Jonathan Castaneto

Director of Store Operations, Retail Services - Store Operations Admin Summary
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1
T: 604-252-8598 E: jonathan.castaneto@bcldb.com

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From: Procopio, Michael LDB:EX <Michael.Procopio@bcldb.com>
Sent: January 26, 2023 4:51 PM
To: Castaneto, Jonathan LDB:EX <Jonathan.Castaneto@bcldb.com>
Subject: FW: Attention: a contravention has been identified for licence #226

Just received.

Michael Procopio

Executive Director, Retail Services - Exec. Director, Retail Services
BC Liquor Distribution Branch
3383 Gilmore Way, Burnaby BC V5G 4S1

T: 604-252-8708 E: michael.procopio@bclddb.com

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From: Stoner, Kyle LCRB:EX <Kyle.Stoner@gov.bc.ca>
Sent: Thursday, January 26, 2023 2:28 PM
To: Procopio, Michael LDB:EX <Michael.Procopio@bclddb.com>
Cc: Fisher, Mandy LCRB:EX <Mandy.Fisher@gov.bc.ca>
Subject: RE: Attention: a contravention has been identified for licence #226

Good afternoon Mr. Procopio,

Please find attached, Notice of Enforcement Action.

I have cc'ed our Case Administer, Mandy Fisher, here to assist with coordination and processing.

Kind regards,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031

From: Stoner, Kyle LCRB:EX
Sent: December 20, 2022 9:42 AM
To: 'Michael.Procopio@bclddb.com' <Michael.Procopio@bclddb.com>
Subject: Attention: a contravention has been identified for licence #226

Attention: Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way

Burnaby, BC
604-252-8708

Dear Liquor Distribution Branch,

Please be advised that an inspection was conducted at the Chase Government Liquor Store (226), on 12/9/2022 4:00 PM and one or more contraventions have been identified. You can find details of the alleged contravention(s) in the attached notification.

If you have any questions or need help accessing your Inspection Report please reach out to me.

Sincerely,

Kyle Stoner
Regional Supervisor, Compliance & Enforcement Division
Liquor & Cannabis Regulation Branch (Interior/North)
250-455 Columbia Street
Kamloops, BC, V2C 6K4
Cell: 250-851-6899
Office: 778-362-7031



File: EH22-081

March 1, 2023

Liquor Distribution Branch
c/o Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, B.C. V5G 4S1
Email: shirley.chan@bclddb.com

Dear Michael Procopio:

Re: Licence Number: 226

BC Liquor Store #226
119 Chase Street
Chase, B.C. V0E 1M0

The purpose of this letter is to inform you of the procedures of the Liquor and Cannabis Regulation Branch for imposing enforcement action on the above noted licence. You agreed to and accepted the following enforcement actions by signing a waiver notice dated February 28, 2023.

It is important to note that you are responsible for the actions of your employees. You should ensure that managers and staff are familiar with the terms of the enforcement action and their responsibilities.

Enforcement Action

Monetary Penalty:

Arising from the licensee's non-compliance with section 77(1)(a) Act, a monetary penalty of \$7,000 (Seven Thousand Dollars) must be paid by March 30, 2023.

The payment must be made to the Minister of Finance and sent to Liquor and Cannabis Regulation Branch headquarters at the address indicated in Appendix A. It is important to attach the accompanying Appendix A so that the payment can be correctly recorded on your file.

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website: www.gov.bc.ca/lcrb

Signs satisfactory to the general manager showing that a monetary penalty has been imposed will be placed in a prominent location in the establishment by a Liquor and Cannabis inspector or a police officer, and must remain in place for seven (7) days starting at the opening of business on Friday, March 17, 2023 until the close of business on Thursday, March 23, 2023.

Posting of Signs:

A Liquor and Cannabis inspector or police officer will attend your establishment prior to opening time on Friday, March 17, 2023, to post the signs referenced above. You must allow the Liquor and Cannabis inspector or police officer to post the monetary penalty signs. You must not remove, obscure, or alter the prominence and visibility of those signs during the time they are required to be posted.

Consequences of non-payment:

There are serious consequences for non-payment of the full amount of a monetary penalty by the due date.

1. The general manager may refuse to renew or transfer a licence if a monetary penalty has not been fully paid by the due date.
2. The general manager may refer an unpaid penalty to the Ministry of Finance for collection.
3. The general manager will consider imposing a suspension penalty for failure to pay a monetary penalty by the due date. The suspension penalty for this contravention is described in schedule 2 of the Liquor Control and Licensing Regulations. However, the general manager has the authority to impose a suspension penalty greater than the one set out in the schedule when it is in the public interest to do so.

Contact Number

If you have any questions about the matters covered in this letter, please contact the inspector responsible for your area at 778 362-7031.

Yours truly,



Ian Brown
Deputy General Manager
Compliance and Enforcement

cc Chase RCMP
Team Lead Finance
Regional Manager Heath Hilchey
Regional Supervisor Kyle Stoner

Encl: Appendix A

Appendix A
Monetary Penalty Payment Tracking Form

To ensure your payment is promptly credited against your monetary penalty, please include this form with the monetary penalty payment.

Please forward a cheque or money order payable to the Minister of Finance to:

Liquor and Cannabis Regulation Branch
PO Box 9292 STN PROV GOVT
Victoria, BC
V8W 9J8

To make a credit card payment by telephone, please call 778 974-2830 to speak with a Branch Revenue Clerk.

Licensee Name: Liquor Distribution Branch
Address: 3383 Gilmore Way
 Burnaby, B.C. V5G 4S1
Licence Number: 226
Establishment Name: BC Liquor Store #226

The enclosed monetary penalty payment is for enforcement action pursuant to:

A waiver notice dated February 28, 2023, in which the licensee agreed to pay the penalty of \$7,000 (Seven Thousand Dollars) by March 30, 2023.

For office use only:

Date Payment Received: _____

Amount of payment Received: _____



WAIVER NOTICE

Liquor Control and Licensing Act, SBC 2015, c.19

File: EH22-081
Licence: BC Liquor Store #226

February 1, 2023

With respect to the Notice of Enforcement Action (NOEA) **EH22-081**, dated January 26, 2023, this Waiver Notice is an agreement on the part of the licensee as follows.

BETWEEN: Liquor Distribution Branch, c/o
Michael Procopio
Executive Director, Retail Operations
3383 Gilmore Way
Burnaby, BC
604-252-8708

AND: The General Manager,
Liquor and Cannabis Regulation Branch

RE: BC Liquor Store Licence #226, BC Liquor Store #226, at PO Box 250119 Chase St, Chase, BC V0E 1M0.

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
www.gov.bc.ca/lcrb

LCRB Waiver Notice

The licensee:

1. Agrees the licensee committed the contravention/s of:
 - Sell, give or otherwise supply liquor to a minor, s.77(1)(a) Liquor Control and Licensing Actas set out in the attached NOEA, and
2. Accepts the enforcement action/s as set out in the attached NOEA for the contravention/s referenced in paragraph 1.
3. Accepts the monetary penalty of \$7000 (Seven Thousand Dollars)
4. Accepts that the monetary penalty referenced above must be paid in full within the period specified in the order that will be issued after signing of this waiver.

Failure to pay a monetary penalty within the period specified is a contravention of s. 51 (10) of the Liquor Control and Licensing Act which may result in suspension or cancellation of the licence.

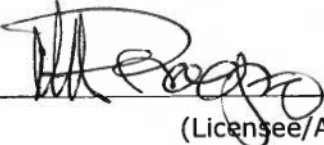
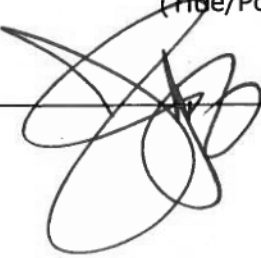
5. Waives the opportunity for a hearing in respect of each of the contravention/s and enforcement action/s cited above.
6. Accepts that signs satisfactory to the General Manager referencing the enforcement action/s cited above will be placed by the police or Branch staff in prominent locations in the establishment.

You must not obscure, alter or in any manner diminish the prominence of the sign/s. Failure to allow posting of these signs is a serious contravention that could lead to an extended licence suspension, cancellation or transfer of your liquor licence.

7. Accepts that the finding of contravention/s and specified enforcement action/s will form part of the compliance history of the licensee.

The licensee understands and agrees that this Waiver Notice is irrevocable.

LCRB Waiver Notice

DATE: <u>Tuesday</u> , the <u>28</u> , day of <u>February</u> , 20 <u>23</u> (yr.) (day) (date) (month)	
SIGNATURE OF LICENSEE	 (Licensee/Authorized Agent)
NAME OF LICENSEE	<u>Michael Procopio</u> (Please Print) <u>Executive Director, Retail Operations, BCLDB</u> (Title/Position)
SIGNATURE OF WITNESS	
NAME OF WITNESS	<u>Jonathan Castaneto, Director of Store Operations, BCLDB</u> (Please Print)

Attachment: Notice of Enforcement Action