

# ARTICLE 29 COMMITTEE MEETING – MINUTES

October 1, 2018 1:30 pm – 4:00 pm @ BCLDB

**BCGEU** Kusam Doal, Paul Brown, Matt Robinson, Debra Yearley, Kelly Smith (guest), Britt Skinner  
**LDB** Rita Ferrara, Jennifer Nuttall, Ken McDonnell, Kevin Satterfield, Jonathan Castaneto, Erin Moore (guest)

## 1. Old Business (Review of Previous Minutes)

### **a) Locked Safe Procedures**

- No longer an issue.

### **b) Store Staffing Report**

- Erin to send Kusam a shell layout of Store 'A' vs. Store 'B' vs. Store 'C.'

### **c) Store Hour Consistency**

- Union identified that consistent changes to store hours might lead to loss of customers. Store Ops to continue to monitor store operation hours for further discussion.

### **d) PK Courses & Other Training**

- LDB is looking into equivalent courses and the cost that is associated. Additionally, a web based training, which will be specific to the LDB, is currently in the development stage.

### **e) Workload**

- Britt to get info regarding workload to Rita in the next two weeks.

### **f) Terms of Reference**

- Tabled to the next meeting. Debra to make a copy for Rita.

### **g) Staff Meetings at Stores**

- No longer an issue. Stores should be having meetings once a month as per Jonathan.

### **h) Keep it Safe Training**

- Communication regarding Keep it Safe protocol to be sent out to stores in order to make sure managers are following the outlined procedures.

### **i) Security**

- pre-move safety inspection to be discussed at the OSH committee.

### **j) Head Office Move**

- Parking will be available on a first come first serve basis (except for Executives, who will have reserved parking). Union brought up MA 32.2(b)(c) in regards to how any changes in parking are to be by mutual agreement.
- The move is expected to occur sometime in November and will be gradual. Employees will be updated regularly.

**k) Head Office Reorganization**

- Last announcement regarding the reorganization has already been made. Real Estate and CLP to report to a new Executive Director (posting is up currently). There has been no downsizing.

**l) Cannabis Office**

- There is no hard date for contractors to roll off at the Cannabis Office. They are needed for sustainability and will begin to roll off as they are no longer needed.

**m) Lack of Transparency in Schedules**

- Jonathan will send out a fresh template to all stores so that information.

**n) List of Vacancies in the Stores**

- Union is asking for a legend for the store staffing report. Rita and Erin to provide a legend, but with the notes that the legend may not be useful as the information on the Store Staffing Report is not maintained and current.

**o) Signing in/ Surveillance of Union Officials**

- Union told there is no requirement to sign in and that this should no longer be an issue.

**p) List of Shop Stewards by LDB Locat**

**q) ion**

- HO needs this list on a quarterly basis. Britt to find out how regularly this list is updated.

**r) US Blocking Entry to People Connected to the Cannabis Industry**

- This issue is impacting recruitment. HO to update Union with information as they receive it.

**s) Store Auxiliary Employees – Conversions**

- Conversions to go to the most senior person first.
- The process for the MOU is not completed yet.
- This issue is to be revisited at the next meeting.

**t) Safety Advisor Update**

- Job posting for this position will be up by the end of October.

**u) IAM Access – Protocol & Procedure**

- *Mitch, Rob and Anne to look further into this and develop a process for dealing with this.*

**v) Contractors**

- *Union told there are no contracted security guards at DDC.*

## 2. Standing Agenda Items

### *a) Corporate Update (Cannabis - Retail)*

- Retail stores will have displays only. There will be no product located directly on the floor (everything will be under lock).
- It is anticipated that stores will have 90 strains available for purchase.
- No minors will be allowed in the stores.
- Anyone under 30 will be required to show 2 pieces of ID.
- Prices for products to start at \$5 per gram.

Action	Who	Time Frame

### *b) Corporate Update (Retail)*

- Sale YTD is flat. Transaction count is down almost 1% due to a combination of weather, wildfires, supply issues etc (down 200,000 transactions per year). Gross margin is slightly up. Items per transaction is slightly down.
- Grand opening for cloverdale last week – bigger, new flooring format, special wine room, craft beer section (first time in store).
- Two day onboarding for store leaders took place the first place of September (next one to be scheduled in the spring)

Action	Who	Time Frame

### *c) Corporate Update (Wholesale)*

- Supply Chain problems with vendors.
- Slower moving product being moved to delta.
- Whistler, Pemberton, Sunshine Coast all being picked out of Delta as of today.
- DDC slow on the training due to new processes, new equipment etc. Challenge with trainers (needed in Vancouver and Delta).
- Hiring is ongoing

Action	Who	Time Frame

**d) Corporate Update (Distribution)**

- Distribution up 10% as compared to last August.
- Bottles are about equal. Cartons up 10%.
- Vancouver Island and the Valley to be taken up by Delta next if there are no issues. Metro Vancouver to be transitioned last.

Action	Who	Time Frame

**e) Corporate Update (Head Office)**

- No updates

Action	Who	Time Frame

**f) Delta Distribution Centre Update**

- Same as c).

Action	Who	Time Frame

**g) Vacancies and Temporary Assignments**

- No updates

Action	Who	Time Frame

**2. New Business**

**a) Remembrance Day Scheduling**

- To be observed on the day on which it falls (Sunday, the 11<sup>th</sup>).

Action	Who	Time Frame

***b) Staffing Levels/ Workload Assessments/ Injuries***

- Union states that staff at Coldzone stores have increased levels of strain. There is a strong sentiment that stores are understaffed.
- Store Operations is looking at best practices to ensure operational efficiency in staffing Coldzone.

<b>Action</b>	<b>Who</b>	<b>Time Frame</b>
Kusam and Matt to provide Mike and Rita with specific examples.	Kusam and Matt	

***c) Relief Supervisor Standards & Expectations***

- Union is concerned about a document detailing Supervisor Standards & Expectations. There are variations being shown to employees and in some stores, employees are being asked to initial/sign.
- Union is also concerned the standards and expectations set out are excessive and exceed actual training being given.
- Employer states document is more of an expectation for current supervisors and a guideline for relief supervisors.

<b>Action</b>	<b>Who</b>	<b>Time Frame</b>
Jonathan to dial back with the regional and look at the language in the document	Jonathan	

***d) Warehouse Move***

- 2 weeks notice now being given to everyone prior to the move.
- Blackout on vacation and CTO (new requests only). This is due to volume – it will be allowed once managed again. Blackout needs to be communicated as operational requirement.

<b>Action</b>	<b>Who</b>	<b>Time Frame</b>
Ken to talk to Daniel and Travis about the Blackout and dial back.	Ken	ASAP

***e) Marks Work Warehouse Contract Renewal***

- Contract is run out at the warehouse

<b>Action</b>	<b>Who</b>	<b>Time Frame</b>
Ken to follow up with procurement.	Ken	

***f) Bullying and Harassment***

- Rita, Erin, Jen, and Corey to be contacted in regards to Educational Programs.

<b>Action</b>	<b>Who</b>	<b>Time Frame</b>
Work with Rita and Jen to set up an education meeting	Kelly	