

LIQUOR DISTRIBUTION BRANCH
ARTICLE 29 COMMITTEE MEETING – MINUTES
July 13th, 2018 1:00 pm – 4:00 pm @ BCGEU HQ

BCGEU: Kusam Doal, Keith Stone, Robert Gabanyi, Maria Middlemiss, Sheila Puga, Brittany Skinner

LDB: Rita Ferrara, Sairose Fisher, Ken McDonnell, Deep Sandhu

Regrets: Paul Brown, Matt Robinson, Debra Yearley, Jonathan Castaneto, Jennifer Nuttall

1. Old Business (Review of Previous Minutes)

a) Pre-Scheduled Meetings

- Rita and Kusam to set dates for future meetings every two months.

b) Locked Safe Procedures

- Jonathan has not communicated out the procedures yet. **Jonathan/Rita to connect with Kusam about further follow up on the Union's concerns.**

c) Store Organizational Charts

- Rita to provide Kusam with store staffing reports.

d) Store Hour Consistency

- The LDB typically posts changes in hours 30 days in advance (in the store and on the website). Union identified the SFU store as one of the locations where constant hour changes has been impacting customers. **Jonathan to provide a further update on the process. Further discussion with the Union to understand impacts to customers.**

e) PK Courses & Other Training

- Rita reported that the LDB is looking into alternate ways to provide training to staff. **Rita/Jonathan will provide the details of the locations in communities offering courses.** The Union identified issues with employees trying to apply for job postings and inability to access the system properly. **The Help Centre is often called to assist with a work around. Rita to follow up with Rob about what is currently happening.**

2. Standing Agenda Items

a) Corporate Update (Retail)

- No update available.

Action	Who	Time Frame

b) Corporate Update (Wholesale)

- Sairose reported that business is very high at this time.
- Attempting to mitigate any disruptions through the transition time between the two DCs.

Action	Who	Time Frame

c) Corporate Update (Distribution)

- Ken reported that they are continuing to hire in Vancouver because of the transition to Delta. Turn over of staff is higher this year than normal, due to the move of the DC and the opening of the future cannabis DC.
- July 30th, expected to start loading up the Delta DC. There will be about 30 employees there during that period. Second or third week in September, will start to shipping out of Delta.
- OH&S Committees will do a tour of the new DC before operations start. WCB will also be brought in (pre-occupancy).
- WW3 positions: postings are open to all internal candidates, which includes auxiliaries. Experience as a WW3 is preferred, not required.

Action	Who	Time Frame
Ken/Keith to review any inconsistencies in the competition process for WW3 postings.	Ken/Keith	2 weeks

d) Corporate Update (Head Office)

- Rita reported that Finance went through their reorg this week. One role impacted in this department.
- HR roles have been increased as the business grows.

Action	Who	Time Frame

e) Vacancies and Temporary Assignments

- Union received some information from Rita on vacancies and contractors.

Action	Who	Time Frame

f) Contractors

- See (e) above.

Action	Who	Time Frame

g) Workload

- Union noted that there has been a significant decrease in the number of regular employees in the store system and a significant increase in the number of auxiliary employees over the last 10 years. Union to provide more detailed numbers at the next meeting.

Action	Who	Time Frame
Union to provide Rita with the numbers re staffing changes.	Britt/Kusam	2 weeks

2. New Business

a) Review Terms of Reference

- Union suggests that the parties review the Terms of Reference and recommit to them.
- Union raised an issue with the Union's ability to take minutes when it is their turn (staffing issue). The Union has some ideas on how we may be able to address this, but wanted to advise the LDB.

Action	Who	Time Frame
Both parties to review the TOR and share any ideas for changes.	Everyone	Before Next meeting

b) Staff Meetings at Store

- At last Component meeting, there was discussion about a new template for staff meetings, and whether a steward is present. Members are reporting inconsistencies.
- Jonathan sent out a directive regarding staff meeting. The LDB will share this with the Union.
- Members who are seeing issues should report them to their Regional Managers.

Action	Who	Time Frame
Deep will forward the communication to Kusam	Deep	2 weeks

c) Keep It Safe Training

- At last Component meeting, questions raised on how often training is being offered/taken by employees. Also, reports that the management team is not following the proper procedures and concerns raised about what newer employees are learning from this.

Action	Who	Time Frame
Deep to communicate to Regional Managers/managers what the policy/procedures are (no changes). Deep to find out how often the training is coming up/being offered and will communicate to Kusam.	Deep	3 weeks

d) Head Office Move

- Move is tentatively scheduled for the Fall.
- The space is currently being renovated.
- The move will happen department by department. Should be completed by the end of the year.
- Parking: All parking is underground (Visitor parking is outside, in front of the building).
- It is unknown if there will be 24 hour security at this time.

Action	Who	Time Frame

e) Security

- Union asked when the pre-move safety inspection and risk analysis happen for the new Head Office?

Action	Who	Time Frame
Rita will follow up with Erin McEwan re when this is scheduled for.	Rita	2 weeks.

f) Contractors

- Union has heard that there are contracted security at the Delta DC.
- Ken confirmed that there is contracted security as a result of the construction. Once the construction is completed, then security will be the LDB's responsibility.
- Union has seen a RFP for the Test Lab. Not sure why this would be a RFP. Appears to be bargaining unit work.
- Rita will look into this if Kusam can send her a copy of the RFP.

Action	Who	Time Frame
Kusam to send Rita a copy of the RFP.	Kusam	2 weeks

g) Head Office Reorganization

- Maria was contacted by a member in Finance as she was the sole employee impacted by the reorg in Finance. Article 29 co-chair should have been advised of this prior to it happening.
- Rita had asked Erin to reach out to Maria.
- Although this member was impacted, there is a similar role (same classification) available to her.

Action	Who	Time Frame
Maria will reach out to Erin.	Maria	3 weeks

h) Cannabis Office

- Contractors are still working at the cannabis office.
- Contractors should roll off as the cannabis operations go live.
- Kusam to let Rita know if there are any particular areas of concern.

Action	Who	Time Frame

i) IAM Access – Protocol & Procedure

- The only person who has access to the IAM system in the stores is the manager or regional manager. At times, there are new employees who are not yet entered into the system yet. New employees are only trained on till, but without access to the system, they cannot run the register. If the store cannot reach the manager or regional manager, there do not appear to be any clear procedures in place on what to do.

Action	Who	Time Frame
Deep will look into this issue and develop a process for dealing with this.	Deep	3 weeks

j) Lack of Transparency in Schedules

- Store schedules, in multiple store recall areas, do not reflect where auxiliary employees are actually working. They only indicate that an employee is on "LOA", which does not indicate whether or not another employee is working.

Action	Who	Time Frame
Deep will look into the problem and see if there is a solution.	Deep	3 weeks

k) List of Vacancies in the Stores (all grid levels)

- Store vacancy reports show where the vacancies are. Rita will send Kusam a copy of the most recent report.

Action	Who	Time Frame
Rita will send Kusam the most recent report.	Rita	2 weeks

l) Signing in/Surveillance of Union Officials

- Previously brought up in the November 2017 meeting. Union officials being asked to sign in when doing store visits.

Action	Who	Time Frame
Rita/Deep to look into this issue.	Rita/Deep	3 weeks

m) WES results

- Kusam requested a copy of the WES results. Union is interested in working with the LDB on addressing any issues that are identified.
- Rita can provide a copy of the LDB overall results.
- Maria shared that in her Ministry, the Article 29 committee share and discuss the results in order to find ways to improve results.

Action	Who	Time Frame
Rita to provide Kusam with a copy of the WES results.	Rita	2 weeks

n) List of shop stewards by LDB Location

- Steward list emailed to Rita.
- There was a general discussion regarding the difficulty in recruiting stewards in the stores.

Action	Who	Time Frame
Sheila to email list to Rita	Sheila	Completed

o) News article re US blocking entry to people connected to the cannabis industry

- Union asked if there was any intention for the LDB to change their name to "BC Liquor and Cannabis"?
- Rita advised that this is a complex issue. The decision is not necessarily just in the LDB's hands.
- LDB is liaising with federal and regulatory agencies about these types of issues.
- There are more questions than answers right now.

Action	Who	Time Frame

p) Store Managers working weekends

- Union asking if managers are still required to work weekends.
- The managers are expected to work one or two weekends per month. The expectation is that they are on a rotation and share these shifts.

Action	Who	Time Frame

q) Auxiliary employees – Conversions

- Union is hearing that information is being shared that conversions are being put on hold until the negotiated conversions occur.
- Rita will follow up with Mike on this.

Action	Who	Time Frame
Rita will follow up with Mike and confirm what the direction is with Kusam and Britt.	Rita	2 weeks

r) Safety Advisor Update

- Union looking for an update on this position.
- Megan George is acting. A posting has gone out.

Action	Who	Time Frame

Next meeting: September 2018 (date to be confirmed)