



**Stl'atl'imx Tribal Police Board
Regular Meeting Minutes
Friday March 19, 2021 at 10:00 hours
Teleconference
879 Main Street, Lillooet, BC**

PRESENT BY CALL-IN:

Rebecca Barley, Chair
Howard "Howie" Smith
Patricia "Trish" Andrew
Henry "Hank" Williams
Verne Adrian
Raquel Kane
Pauline Michell, Vice Chair
Jane Sam
Deborah "Dee" Doss-Cody
Pam Lancaster
Shireen Sumariwalla

N'Quatqua
Samahquam
Sekw'el'was
Skatin
Tsal'alh
Ts'kw'aylaxw
Xaxli'p
Xa'xtsa
STPS Chief Officer
STPS Finance Clerk
STPS Executive Assistant to the Board

REGRETS:

Chief Dean Nelson
Genevieve "Genny" Humphreys
Lil'wat Nation
T'it'q'et

GUESTS AND DELEGATION BY CALL-IN:

Peter Lepine
Peter Lepine Professional Services

10:10 hours - meeting called to order by board member Rebecca Barley, Chair; board member Chief Dean Nelson opens the meeting with prayer;

Item #1: Adoption of Regular Board Meeting Agenda for March 19, 2021

Motion #1 2021-03-19:

Moved by STPS board member Jane Sam, second by board member Howie Smith, to approve the regular meeting agenda of March 19, 2021 with the correction of moving Item # 4 to immediately after Item #1. **All in favour/CARRIED.**

Item #2: Swearing-in of STPS Board Member Representative for Ts'kw'aylaxw

- Raquel Kane, who represents the community of Ts'kw'aylaxw, read and signed the STPS Oath of Office with Chief Officer Doss-Cody presiding on the teleconference call;

Item #3: Approval of Regular Board Meeting Minutes of February 18, 2021

Motion #2 2021-03-19:

Moved by STPS board member Trish Andrew, second by board member Howie Smith, to approve the minutes of February 18, 2021. **All in favour/CARRIED.**

Item #4: Approval of In-Camera Meeting Minutes of February 18, 2021

Motion #3 2021-03-19:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Verne Adrian, to approve the in-camera minutes of February 18, 2021. **All in favour/CARRIED**

Item #5: Peter Lepine Report

- Peter Lepine continued to work with the ongoing policy updates; up and coming policies included Domestic Violence as well as Social Media; these plus two more can be expected to be completed by next month;
- he had some Operational calls with the Chief Officer;
- most of his consultancy work has been focussed on the collection of the results of the Internal Survey on Employee Workplace Wellness and Morale; the survey is an enhancement to the list of recommendations that he provided to the Board last fall; the results of the survey have been emailed to the board members;
- the results have shown that employee wellness is all about communication; the STPS is in an unusual situation where it has two separate offices divided by a stretch of highway; therefore, strategies on communication will serve the STPS when it comes to staff matters that are important to staff;

- Peter Lepine recommended a Special Purposes Committee (SPC) to meet and address the Report on the Internal Survey on Employee Workplace Wellness and Morale; this committee will be comprised of Rebecca Barley, Chair, Pauline Michell, Vice Chair, Chief Officer Doss-Cody, and Shireen Sumariwalla, Executive Assistant to the Board; Peter Lepine also planned to be in attendance on Monday, March 29 2021 at 1:00 pm; the discussion will be specific to issues on employee morale as presented in both the Report on the Internal Survey on Employee Workplace Wellness and Morale as well as the Report on Respectful Workplace & Leadership (as presented at the Regular Board Meeting on November 19, 2020) with its accompanying List of Recommendations;

- the Special Purposes Committee on Employee Wellness and Morale will tackle the bigger items that came to light in the internal survey and in the Report on Respectful Workplace & Leadership's List of Recommendations; the committee's focus can then be rolled into the Human Resources and Finance Committee's duties;

Item #6: Committee Reports

6.1 Finance Committee

- the Finance Committee met twice in the past month on February 23, 2021 and on March 10, 2021; - the Finance Committee planned to meet again on Tuesday, March 30 2021 at 11:00 am;

10:34 hours – board member Hank Williams joins the meeting via teleconference call

a) Projected Surplus March 31, 2021 Year End; the projected surplus was discussed along with where the funds should be spent; the funds will go toward items like Insurance, Officer Equipment; Board Governance, Vehicles, Pay & Benefits; once the audit has been completed, the funds can be moved;

b) Detailed Board and Operational Budget; one of the line items, Insurance, has drastically increased from just under \$12000 to around \$20000;

c) Audit; there was a consensus among the board members to keep BDO Canada LLP for this year's audit;

Motion #4 2021-03-19:

Moved by STPS board member Verne Adrian, second by board member Jane Sam, to appoint BDO Canada LLP as auditor for the current fiscal period. **All in favour/CARRIED**

b) Strategic Planning; the Board planned to have a strategic planning session retreat in the fall of 2021 in order to update the plan; once the BC provincial restrictions on gatherings have lifted, session dates will be confirmed;

6.2 Policy & Governance Committee

- the Policy and Governance Committee met on March 5, 2021 and discussed five draft policies: AC070 Smoking Regulations Policy, AB100 Respectful Workplace Policy, AC010 Commendations Policy, OH030 Conducted Energy Weapons, and AC150 Employee Awards & Recognition; these policies are being recommended for adoption;

Motion #5 2021-03-19:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Trish Andrew, to adopt AC070 Smoking Regulations Policy. **All in favour/CARRIED**

Motion #6 2021-03-19:

Moved by STPS board member Jane Sam, second by board member Howie Smith, to adopt AB100 Respectful Workplace Policy. **All in favour/CARRIED**

Motion #7 2021-03-19:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Jane Sam, AC010 Commendations Policy. **All in favour/CARRIED**

Motion #8 2021-03-19:

Moved by STPS board member Howie Smith, second by board member Jane Sam, to adopt OH030 Conducted Energy Weapons. **All in favour/CARRIED**

Motion #9 2021-03-19:

Moved by STPS board member Howie Smith, second by board member Trish Andrew, to adopt AC150 Employee Awards & Recognition. **All in favour/CARRIED**

6.3 Human Resources Committee

a) Executive Assistant to the Board Contract renewal; the committee will meet on Friday, March 26, 2021 to discuss the writing of the renewal contract;

Motion # 2021-03-19:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Howie Smith, to extend the Executive Assistant to the Board's contract by one month until the end of April 2021. **All in favour/CARRIED**

6.4 Website Committee

- none;

6.5 Special Purposes Committee (SPC)

(a) SPC - Mount Currie New Office Building; an incident at the Mount Currie current office left the communication systems compromised for a number of days; the RCMP's secured lines will be transferred to the new building; the transfer date is to be determined; the building contractor will hand over the new building to Lil'wat Nation by March 31; the cut-off to the old building will be in April or May; contracts to security systems are up for bid; there will be a need for Policy of Transient Quarters; this will determine how transient costs are covered; the quarters will be like a hotel suite; costs to be determined include items like wi-fi, insurance and liability; members need to be aware of costs when staying in the quarters; Peter Lepine will begin drafting the policy; the board room in the new office building will only seat 6 individuals; the Executive Assistant to the Board will work out of this board room; future board meetings may see northern members gathering in the board room at the soon to be T'it'q'et new office building board room in Lillooet and southern members gathering in the Lil'wat Nation new office building in Mount Currie; the members may no longer be required to travel long-distances to the regular board meetings; regarding the new office building in T'it'q'et, the discussions have taken place and Murphy

Construction is due to sign the contract with the government; the project will break ground in May 2021;

(b) SPC - STPS Employee Wellness & Morale; this committee's initial meeting will take place on Monday, March 29, 2021 at 1:00 PM; their purpose is to gather and discuss strategies in implementing the List of Recommendations from the Report on Respectful Workplace & Leadership and to discuss the Internal Survey Report on Employee Workplace Wellness & Morale;

Item #7: Chief Officer's Report

a) Recruit Intake Exam; the STPS has considered buying or leasing an exam that is used by other policing services across the province; the newest exam incorporates more assessment and knowledge-based questions as opposed to rigid single-answer and multiple choice questions; its more appropriate for English as a Second Language (ESL); the options for buying the exam are: 1) Sole ownership, 2) initial payment plus payments, and 3) share with another agency; the Finance Committee will deliberate the options and make a recommendation to the Board at the next regular meeting on Thursday April 15, 2021;

b) Copyright or Trademark of STPS Crest; the STPS will move ahead with obtaining a Trademark on the STPS Crest as it appears on the officers' shoulder patch without adding the word "Service" to it; the design of the STPS Crest is well known in the Tribal Police industry already as it is; it has the look and feel that the STPS needs; with the Trademark in place, any use of the Crest without the STPS' permission will be illegal;

- refer to attached written report;

- **Updates;** the STPS Sergeants have gone over the Leave Plan; members are absent on leave (AOL); members in the south have been requested to offer suggestions on what they want to train on; in-person training has been limited during provincial travel and gathering restrictions; on-line training is available; another STPS officer meeting is planned to take place before the next regular board meeting; one community had protests at their band office; STPS officer patrols kept the peace; the Memorandum on Understanding (MOU) remains

pending as the STPS awaits a response from the RCMP; the Chief Officer will follow up on the MOU today; the reports to Police Services for Records and for Use of Force statistics have been completed; Xa'xtsa community has responded to the request to open up washroom facilities to officers; the firehall will be available for officers on patrol; it will also serve as an area to take complaints from the public and to make reports; Skatin community may also be able to provide a similar service to officers once their new administration building is complete; the Mount Currie new building's Radio Tower and its IT is to be arranged with the RCMP at a date to be announced; On-line reporting is under review; communities report what's going on by calling into E-Communication; if the service drops then they can call the Chief Officer who then updates the E-Communication system; the Toyota Tundra will be sold today; new trucks are hard to come by; Kamloops and Vancouver dealerships will have them for sale in May and June; one officer has requested that Social Media accounts be used in their duties; discussion has been around Instragram, Twitter and Facebook; the Chief Officer is reviewing policies of which there are three pertaining to Social Media; the Chief Officer is also researching how the use of the platforms will be monitored for derogatory comments; Chief Officer is looking into what is available for training to the officer and how to determine the overall STPS presence on Social Media publicly;

- **Training**; STPS officers are visiting each other's offices; officers in the north are heading south and those in the south are visiting the north; they are getting a feel for both areas; Operations is trying to get away from making a distinction between north and south; they are moving towards thinking of the areas as one community;

11:36 hours – board member Hank Williams leaves the meeting via teleconference call

- Police Victim Services Training and the Vancouver Police Department have upcoming workshops;

11:38 hours – board member Hank Williams joins the meeting via teleconference call

- **Meetings;** better communication for management was discussed in a meeting in Mount Currie; the management team plans to have their own strategic planning session; this will allow for requests to be formulated and presented to the Board in time for the Board's own strategic planning session;

- Peter Lepine suggests that the Mount Currie new office building be prepped with a 30 Amp connection and a generator to prepare for future power failures and loss of communication; he has made himself available to draft a Social Media policy;

- Transportation Costs upon release of Custody; currently STPS officers pick up released community members that were held in Whistler and Pemberton and transport them back to their communities; the communities can share in the costs of prepaid taxi vouchers and prepaid bus tickets for the community members to return home safely rather than an officer performing this service; this ensures the officers' health, minimum sick days and less ripple effect from extended hours of driving in a work day; the Chief Officer is preparing a presentation with power point and budget for the Lower St'at'imx Tribal Council (LSTC) to request their contribute to the minimal costs of such a program; currently there is neither an STPS policy regarding this issue nor any agreements with the local taxi company and transit bus services;

Item #8: Board Chair Report

- Rebecca Barley, Chair, reported on her monthly activities; she met with the Finance Committee; she was interviewed by the Assembly of First Nations (AFN) to discuss First Nations policing;

11:55 hours – board member Hank Williams leaves the meeting via teleconference call

- the interview with the AFN dealt with the idea of First Nations policing being currently considered as a "Program" under the provincial and federal agencies as opposed to the reality of it being an "Essential Service"; the session was geared towards the review in relation to the Police Act reforms and how heavily involved the RCMP is involved in the reform;

11:57 hours – board member Hank Williams joins the meeting via teleconference call

- Rebecca Barley, Chair, awaits a questionnaire enabling her to provide her feedback to the AFN on the experience of the STPS;

Item #9: Correspondence & Information

- a brief run-down of the email correspondences of the last month was given to the members; these have all been forwarded to their email accounts;

- the Canadian Association of Police Governance (CAPG) workshop was highlighted; the workshop entitled “Governance 101” will offer the essentials of police governance; all board members be will be registered to attend the session on April 27, 2021 from 8:00 AM to 12:00 PM Pacific Time;

Item #10: New & Other Business

a) Special Committee of Reforming the Police Act; Xaxli’p Chief and Council formed their own committee to put together some recommendations to the province; their presentation will be made on April 5, 2021; if any other communities want to add an item to the presentation, they can submit their info to Pauline Michell, Vice Chair;

b) Regular board meeting dates for April 2021 to March 2022; regular board meetings are held the 3rd Thursday of every month; the monthly dates have been assigned; calendar invites will be sent out prior to each meeting date;

c) Sworn-staff requests; the washroom and Social Media issues have been discussed earlier in the meeting;

d) STPS Board; Chair and Vice Chair elections; these are planned to be held at the next regular board meeting on April 15, 2021;

e) STPS Board Committees; board member Genny Humphreys will join the Special Purposes Committee for the New Buildings; she will report on the progress of the new office building planned for the northern communities and being built in her community of T’it’q’et;

Item #11: Public Question Period

- none;

12:19 hours In-Camera

12:22 hours Out of In-Camera

Item #12: In-Camera

- in-camera took place during this meeting from 12:19 to 12:22;

Item #13: Meeting adjourns at 12:24 hours

Next meeting on Thursday April 15, 2021 by teleconference.

Ongoing Action Items from Past Regular Board Meetings

<u>Action Item #7 2020-12-17</u> Send copy of RCMP MOU to board members once its finalized	Chief Officer Doss-Cody	Ongoing
<u>Action Item #3 2021-02-18</u> Investigate the costs of the new office furniture	Chief Officer Doss-Cody	Complete

Action Items from the Regular Board Meeting of March 19, 2021:

<u>Action Item #1 2021-03-19</u> Finance Committee meeting on Tuesday March 30, 2021 at 11:00 AM to discuss the purchase/lease of the Recruit Intake Exam	Verne Adrian Rebecca Barley, Chair Raquel Kane Howie Smith Chief Officer Doss-Cody	Complete
<u>Action Item #2 2021-03-19</u> Send policies to the province pending the updates to the files by Peter Lepine	Shireen Sumariwalla, Executive Assistant to the Board	Complete
<u>Action Item #3 2021-03-19</u> HR Committee meeting on Friday March 26, 2021 at 10:00 AM to discuss Executive	Genny Humphreys Pauline Michell, Vice Chair Jane Sam Howie Smith	Complete

Assistant's renewal contract and recruiting strategies		
<u>Action Item #4 2021-03-19</u> Special Purposes Committee – Employee Wellness & Morale meeting on Monday March 29, 2021 at 1:00 PM	Rebecca Barley, Chair Pauline Michell, Vice Chair Chief Officer Doss-Cody Shireen Sumariwalla Peter Lepine	Complete
<u>Action Item #5 2021-03-19</u> Provide information in an email to the Board on how STPS communities report on and update the E-Communication system	Chief Officer Doss-Cody	Ongoing
<u>Action Item #6 2021-03-19</u> Provide information in an email to the Board on the expected costs of a Transportation Upon Release of Custody voucher program	Chief Officer Doss-Cody	Complete
<u>Action Item #7 2021-03-19</u> Register board members into the Governance 101 online workshop provided by CAPG	Shireen Sumariwalla, Executive Assistant to the Board	Complete
<u>Action Item #8 2021-03-19</u> Share with board members the Xaxli'p written submission to the Special Committee on Reforming of the Police Act	Pauline Michell, Vice Chair	Ongoing

March Meeting Minutes Approval Date	Board Chair -Signature	Board Executive Assistant -Signature
April 15, 2021		

