



**Stl'at'imx Tribal Police Board  
Regular Board Meeting Minutes  
Thursday January 20, 2022 at 09:45 hours  
Via ZOOM  
879 Main Street, Lillooet, BC**

**PRESENT BY CALL-IN:**

Chief Dean Nelson	Lil'wat Nation
Rebecca Barley, CHAIR	N'Quatqua
Patricia "Trish" Andrew	Sekw'el'was
Verne Adrian	Tsal'alh
Raquel Kane	Ts'kw'aylaxw
Jane Sam	Xa'xtsa
Deborah "Dee" Doss-Cody	STPS Chief Officer
Pam Lancaster	STPS Finance Clerk
Shireen Sumariwalla	STPS Executive Assistant to the Board

**REGRETS:**

Howard "Howie" Smith	Samahquam
Henry "Hank" Williams	Skatin
Genevieve "Genny" Humphreys	T'it'q'et
Pauline Michell, VICE CHAIR	Xaxli'p

**GUESTS AND DELEGATION BY CALL-IN:**

Peter Lepine	Peter Lepine Professional Services
Bri Vondracek	BDO Canada LLP Kamloops

**10:05 hours** - Meeting called to order by board member Rebecca Barley, Chair;

**Item #1: Adoption of Regular Board Meeting Agenda for January 20, 2022**

**Motion #1 2022-01-20:**

Moved by STPS board member Chief Dean Nelson, second by board member Verne Adrian, to approve the regular meeting agenda of January 20, 2022 with the change of an earlier time for the BDO Canada LLP presentation. **All in favour/CARRIED.**

**Item #2: Presentation of the 2020-2021 Draft Audited Financial Statements by Bri Vondracek, BDO Canada LLP Kamloops**

**Motion #2 2022-01-20:**

Moved by STPS board member Chief Dean Nelson, second by board member Raquel Kane, to approve and accept the 2020-2021 Audited Financial Statements as presented. **All in favour/CARRIED**

**10:17 hours** – Guest Bri Vondracek left the meeting via Zoom video;

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

**Motion #3 2022-01-20:**

Moved by STPS board member Trish Andrew, second by board member Raquel Kane, to approve the minutes of November 18, 2021. **All in favour/CARRIED.**

- Action Item #8 2021-11-18: Ongoing; the STPS Chief Officer will send the link to the board members of her speech at the BC Legislature presented to the Special Purposes Committee;

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

**Motion #4 2022-01-20:**

Moved by STPS board member Raquel Kane, second by board member Trish Andrew, to approve the in-camera minutes of November 18, 2021. **All in favour/CARRIED**

**Item #5: Peter Lepine Report**

- Peter worked with the Finance Committee regarding pay increases to support staff; he also supported the Finance Clerk and the Chief Officer in work-related matters; he took part of a presentation by the BCAPB on Police Budgets and working with Councils; he reminded the Board that the BC Ministry of Public Safety & Solicitor General (PSSG) has contracted a private firm to provide board training to police board members; more policies will be completed in the next few weeks;

**Item #6: Committee Reports**

**6.1 Finance Committee**

a) The committee met on November 25, 2021 to discuss support staff pay increase; they also met on December 17, 2021 to review the draft financial statement; the Quarterly Check-in with the BC Ministry of PSSG took place on January 13, 2022; the committee approved the purchase of a Zoom account where 3 users will have access to the meeting scheduler; those users include the Chief Officer, the Board Chair and the Executive Assistant to the Board;

b) The committee will meet again on Thursday February 3, 2022 at 1:00 PM to set the 3<sup>rd</sup> Quarter Budget; they expect to see a surplus;

c) Following the cancellation of the December 16, 2021 regular board meeting, the board obtained the agreement of a majority of members to increase the salary of support staff retroactively to July 2021 and to have that payment be made on the December (holiday) paycheque;

**Motion #5 2022-01-20:**

Moved by STPS board member Chief Dean Nelson, second by board member Verne Adrian, to approve the salary increase to support staff retroactively dating back to July 2021 and to be paid out in the December 2021 holiday pay cheque. **All in favour/CARRIED**

d) One officer's annual leave of 200 hours was taken away due to staff shortages, flooding and mudslides; the Board agreed to pay out the officer's excess hours of leave;

**Motion #6 2022-01-20:**

Moved by STPS board member Raquel Kane, second by board member Verne Adrian, to approve the payout of 200 hours of annual leave to an officer unable to take leave due to reasons beyond their control. **All in favour/CARRIED**

**6.2 Policy & Governance Committee**

a) The committee will have more policies to review in February 2022;

**6.3 Human Resources Committee**

a) no report;

**6.4 Special Purposes - Website Committee**

a) Website update; just like it had done for Recruiting, the committee reviewed all 11 other police agencies websites for their presentation on Prevention and Safety; only one agency offers that information; the STPS withdrew their prevention info and kept 4 services available on website; uploaded new officer's bio; created page for In the Communities and added Canoe Naming Contest to it along with the poster; uploaded as well a COP page with description and guidelines; a page was created for the Community Liaison Officers; created a Top Drop Down Menu tab for Who We Are and linked it to the STPS page; included Watchmen story under the History page; added new photos to Board page; changed home page to highlight the most important features of the site along with bright photos; added a Contact form on homepage to direct users to Board for non-operational issues; checked how the site looks/feels from an i-phone; added the list of communities and the territory map to the site; a Button was generated to look at the Board Governance Manual; the data use capacity has been reached on this free version of Weebly Website Builder; the free version limits the number of useable features available to the administrator of the site; the committee recommended that the STPS hold off on an upgraded version; new photos uploaded to the St'at'imc Culture webpage and to the Jobs webpage; decided that using the free version is still feasible at the moment; changed Contacts page; started using formatted layouts for Photo Gallery page; finally was able to contact a rep at Weebly and started a conversation on how to switch users;

## **6.5 Special Purposes Committee - New Office Buildings**

a) Mount Currie Office Building; requires a generator; the province wants to reach out to Lil'wat; funding is available until March 31, 2022;

b) Lillooet New Office Building; the completion date is set back by a month; the move-in date will be in the beginning of May 2022; set backs included provincial health orders, limited supplies, closed highways; the funders have provided extensions;

### **Items #7: Employee Wellness & Morale Report**

a) Floods in Merritt affected one officer who was evacuated and on special leave; this affected staff scheduling;

b) On December 17, 2021 a staff and board luncheon was held in the north and south offices; leftovers went to those in need in the communities;

c) STPS & RCMP MOU is signed and members have a copy of it; scheduling is a challenge where night-time members become day-time back-up; its down-time but still on-call where before the RCMP could get called; management team is monitoring the scheduling; secondary on-call will affect the budget;

d) A senior operations assistant offered their notice for last day of work in November; they will have 27 years service in 2022; a succession plan will have to be put into place along with a special send-off;

e) The STPS ID card will get a basket-weave background;

### **Item #8: Recruiting Report by the Chief Officer**

a) A recruit candidate has begun their training at the Justice Institute of British Columbia (JIBC) on January 10, 2022; another recruit officer will graduate from JIBC in March 2022; the STPS is considering a lateral hire with 25 years experience; a local St'at'imc member has shown interest in applying as a recruit officer;

### **Item #9: Chief Officer's Report**

- Please refer to the written report; the STPS & RCMP MOU had been implemented on January 4, 2022; a business case for 4 Community Safety Officers has been submitted to the province; these new positions will not replace officer positions; they won't take calls; their pay will not equal the pay of a Constable; designations can now be renewed at 35 years long extensions; a new truck is pending pickup in Chilliwack; the Canoe-Naming contest deadline has been extended to March 29, 2022; the STPS has some funds that have yet to be used at JIBC for training or equipment;

### **Item #10: Board Chair Report**

- The Board Chair attended the quarterly meeting with provincial and federal funders on January 13, 2022; she attended both finance meetings last month to discuss pay increases and

to review the financial statements; she assisted the southern Sergeant in his designation renewal application; recently installed fiber optics in her community will make it speedier to work from home via Zoom; PSSG Therese Nicholson announced her new position in another department;

**Item #11: Executive Assistant to the Board Report**

a) Monthly report for November 2021;

b) Monthly report for December 2021;

**Item #12: Correspondence & Information**

- Board members received a recap of the emails that the Executive Assistant had sent to them in the last two months; some emails to highlight include a survey invitation from CAPG; webinar schedule for 2022 from CAPG; September 7-11 CAPG conference in Saskatoon;

**Item #13: New & Other Business**

**Motion #7 2022-01-20:**

Moved by STPS board member Chief Dean Nelson, second by board member Raquel Kane, to appoint BDO Canada LLP as the auditor in 2021-2022 at a rate of \$16000 plus incidentals. **All in favour/CARRIED**

**Item #14: Public Question Period**

- none;

**11:28 hours** In-Camera

**11:30 hours** Out of In-Camera

**Item #15: In-Camera**

- in-camera took place during this meeting from 11:28 hours to 11:30 hours;

**Item #16: Motion to Adjourn at 11:30 hours on January 20, 2022**

**Motion #8 2022-01-20:**

Moved by STPS board member Chief Dean Nelson, second by board member Trish Andrew, to adjourn the meeting at 11:30 hours on January 20, 2022. **All in favour/CARRIED**

**Next meeting** on Thursday February 17, 2022

## Action Items

1	<u>Action Item #8 2021-11-18</u> Send link to BC legislature's Special Purposes Committee presentation to board members	D Doss-Cody, Chief Officer	Completed
2	<u>Action Item #1 2022-01-20</u> Finance committee meeting on Thursday, February 3, 2022 at 1:00 PM	V Adrian R Barley, CHAIR R Kane H Smith D Doss-Cody, Chief Officer P Lancaster, Finance Clerk	Completed
3	<u>Action Item #2 2022-01-20</u> Obtain board member signatures on approved audited financial statements	P Lancaster, Finance Clerk	Completed
4	<u>Action Item #3 2022-01-20</u> Gift for Therese Nicholson	S Sumariwalla, Executive Assistant to the Board	Ongoing