



**Stl'atl'imx Tribal Police Board
Regular Meeting Minutes
Thursday April 15, 2021 at 10:00 hours
Teleconference
879 Main Street, Lillooet, BC**

PRESENT BY CALL-IN:

Rebecca Barley, Chair	N'Quatqua
Howard "Howie" Smith	Samahquam
Patricia "Trish" Andrew	Sekw'el'was
Henry "Hank" Williams	Skatin
Genevieve "Genny" Humphreys	T'it'q'et
Verne Adrian	Tsal'alh
Raquel Kane	Ts'kw'aylaxw
Pauline Michell, Vice Chair	Xaxli'p
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:

Chief Dean Nelson	Lil'wat Nation
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GUESTS AND DELEGATION BY CALL-IN:

Peter Lepine	Peter Lepine Professional Services
Constable Mitch Thevarge	STPS Officer
Constable Michael English	STPS Officer

10:09 hours - meeting called to order by board member Rebecca Barley, Chair; board member Pauline Michell, Vice Chair, opens the meeting with prayer;

10:14 hours – board member Hank Williams joins the meeting via teleconference call

Item #1: Adoption of Regular Board Meeting Agenda for April 15, 2021

Motion #1 2021-04-15:

Moved by STPS board member Howie Smith, second by board member Jane Sam, to approve the regular meeting agenda of April 15, 2021. **All in favour/CARRIED.**

Item #2: Election of STPS Board Chair for Four-year Term

Motion #2 2021-04-15:

Moved by STPS board member Rebecca Barley, Chair, to open nominations for Board Chair. **All in favour/CARRIED.**

Nominations for Chair: Rebecca Barley
Rebecca Barley is elected Chair by acclamation.

Item #3: Election of STPS Board Vice Chair for Four-year Term

Motion #3 2021-04-15:

Moved by STPS board member Rebecca Barley, Chair, to open nominations for Board Vice Chair. **All in favour/CARRIED.**

Nominations for Vice Chair: Pauline Michell and Jane Sam
Candidate Pauline Michell – 2 votes
Candidate Jane Sam – 1 vote
Pauline Michell is elected Vice Chair.

Item #4: Approval of Regular Board Meeting Minutes of March 19, 2021

Motion #4 2021-04-15:

Moved by STPS board member Jane Sam, second by board member Howie Smith, to approve the minutes of March 19, 2021. **All in favour/CARRIED.**

- Action Item #3 2021-02-18; most of the furniture is built into the new Mount Currie office building; old chairs and filing cabinets will get moved over; a new shed will be built on a cement pad; a sea-can will be considered; approximately \$5000 total for these items;

- Action Item #1 2021-03-19; funders have confirmed that the Recruit Intake Exam is an allowable expense; the funds to purchase the exam will be drawn from the surplus in the general Ledger account, 'Recruits';

- Action Item #5 2021-03-19; the STPS and Emergency Health Services (EHS) do not have access to Forestry radio channels; STPS and EHS communicate on the Lake Road through a separate channel that's not the common channel; the STPS has access to the common analogue channel; Online Reporting doesn't offer much assistance to operations;

10:55 hours – guest Constable Michael English, STPS Officer, joins the meeting via teleconference call

- Action Item #6 2021-04-15; Transportation Upon Release Vouchers proposal was acknowledged by the Lower St'atl'imx Tribal Council (LSTC); their response is pending; a similar proposal will be presented to the Lillooet Tribal Council (LTC);

Item #5: Approval of In-Camera Meeting Minutes of March 19, 2021

Motion #5 2021-04-15:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Jane Sam, to approve the in-camera minutes of March 19, 2021.

All in favour/CARRIED

Item #6: Peter Lepine Report

- this past month Peter Lepine's final copies of 6 policies were submitted to Public Safety and Solicitor General; AC0130 - Internal Discipline Rules, AC070 Smoking Regulations Policy, AB100 Respectful Workplace Policy, AC010 Commendations Policy, OH030 Conducted Energy Weapons, and AC150 Employee Awards & Recognition; these should be made accessible to staff; he worked with the Board on policy updates; the policies have a common look and feel with those of other agencies; he is currently seeking input from staff for Operational policies; he attended three teleconference calls with the Human Resources Committee; and another with the Special Purposes Committee on Employee Wellness & Morale; he drafted correspondences addressed to board and staff; he assisted the Executive Assistant in the Board Manual project;

Item #7: Committee Reports

7.1 Finance Committee

- the Finance Committee met on March 30, 2021; they recommended that the Recruit Intake Exam purchase move forward allocating the unexpended funds of March 31, 2021 from “Recruit” of the General Ledger. Once the Financial audit is complete and sent to the funders (September or October 2021) the Federal agency will meet with the Finance Clerk to finalize the exact amount of Surplus for year end March 31, 2021. The committee will meet again on Thursday April 22, 2021 at 11:00 am to review the Board and Operations current budget for April 1, 2021-March 31 2022. 1 Quarter and 2 Quarter funding from both the Federal and Provincial agencies are outstanding as of today;

7.2 Policy & Governance Committee

- none;

11:15 hours – board member Hank Williams leaves the meeting via teleconference call

7.3 Human Resources Committee

- the Human Resources Committee met three times this past month; recruit hiring strategies are priority and could include: media coverage planned by inviting APTN to upcoming Open House Celebration in Mount Currie, by radio and television advertising and through career fairs at universities and colleges; board members are encouraged to reach out to youth in communities through secondary schools; there is a plan to hire 2 student candidates accommodated under the Police Act; other possibilities is to create content on YouTube to control a message that engages youth;

7.4 Website Committee

- none;

7.5 Special Purposes Committee (SPC) - New Office Buildings

a) Mount Currie New Office Building; alarm system provider has installed equipment; the board room is small; policy is needed for the Transient Quarters;

b) Lillooet New Office Building; the agreement between the Federal government and T'it'q'et was signed on April 1, 2021; Chief Courtney Adolph-Jones has walked the site with the architect; she has met with Murphy Construction; the site was surveyed last week; ground breaking is scheduled for May 1, 2021; the STPS would like to be updated on the project as there is a sense that the organization has been left out of the decision and planning process so far; the STPS wants open dialogue with the St'at'imc Chiefs Council (SCC) and to be invited to the conversations between the SCC, the Federal and the Provincial agencies involved;

7.6 SPC - STPS Employee Wellness & Morale; the committee met on Monday, March 29, 2021 where Peter Lepine presented the results of the Internal Survey on Employee Workplace Wellness & Morale and his report on it; these results had first been distributed to the Board on March 14, 2021 via email, discussed with the Board at their regular board meeting on March 19, 2021 and updated to the Board with an email on April 1, 2021 following the committee meeting; the committee discussed strategies including: annual leave plan; ongoing agenda item for Chief Officer to address wellness and morale at regular monthly board meetings; Chief Officer annual assessment; obtain report from Chief Officer regarding her conversations with Sergeants; improve the sense of oneness between the two offices; complete all job descriptions particularly the Sergeants' descriptions; seek input from employees on how they want to be part of the evaluation of wellness; board members to decide how they want to conduct the evaluation; minutes to be posted monthly on the website;

Item #8: Chief Officer's Report

- as per Peter Lepine's report, staff has received a letter; a meeting with the Sergeants took place; Transient Quarters policy, MOU, recruiting strategies and training plans are being processed;

a) Recruit Intake Exam; it has been purchased;

b) Trademark of STPS Crest; the STPS has applied for and paid for a Trademark of the STPS Crest; the process should be completed within the week;

- refer to attached written report;

- **Updates;** the MOU correspondence has been sent to the RCMP; a training plan is in progress; Vancouver Police Department may offer training on site in STPS communities; the Chief Officer is reviewing the budget with the Finance Clerk; the Recruit Intake Exam will be ready by the end of July; Police Service Branch wellness check is completed; the Chief Officer had meetings and went on patrol in Mount Currie; furniture costs for the new office building have been estimated; the Independent Investigations Office of BC (IIO) has invited the St'at'imx Chiefs Council (SCC) to report on community culture and protocol; the May meeting invite has been accepted by the SCC;
- **Training;** Conducted Energy Weapon (CEW) training and firearms inspection is complete;
- **Meetings;** the Chief Officer attended STPS meetings with the committees for Human Resources and the committee for Employee Wellness & Morale as well as a Strategic Planning meeting;
- **Online reporting;** this is only for property and mischief under \$5000;

Item #9: Board Chair Report

- Rebecca Barley, Chair, attended committee meetings and was in communication with the Chief Officer, Finance Clerk and Executive Assistant; she discussed the use of Messenger as a tool to remind board members of upcoming regular board meetings as well as to remind them to access their email accounts for more detailed information; Peter will address the use of Messenger in the drafting of the Social Media Policy; cut-off to add information to the agenda is the Monday prior to the Thursday regular board meeting; calendar invites to include the respective committee members plus always invite Finance Clerk, Executive Assistant and Chief Officer to the meetings regardless if they are attending or not;

12:21 hours – board member Howie Smith leaves the meeting via teleconference call

12:23 hours – board member Howie Smith joins the meeting via teleconference call

- board members to verify with Executive Assistant which email to CC when the monthly band reports go out to the various communities;

12:55 hours – guest Constable Michael English, STPS Officer, leaves the meeting via teleconference call

Item #10: Executive Assistant to the Board Report

- monthly report;

Item #11: Correspondence & Information

- of the emails forwarded to members in the last month, one was highlighted; the BC Association of Police Boards (BCAPB) has a new Chair, Charla Huber;

Item #12: New & Other Business

- none;

Item #13: Public Question Period

- none;

13:05 hours – guest Constable Mitch Thevarge, STPS Officer, leaves the meeting via teleconference call

13:06 hours In-Camera

13:15 hours Out of In-Camera

Item #14: In-Camera

- in-camera took place during this meeting from 13:06 to 13:15;

Motion #6 2021-04-15:

Moved by STPS board member Rebecca Barley, Chair, second by board member Howie Smith, that Shireen Sumariwalla be offered a one year contract as the Executive Assistant to the Stl'at'imx Tribal Police Board. **All in favour/CARRIED**

Item #15: Motion to Adjourn at 13:15 hours on April 15, 2021

Motion #7 2021-04-15:

Moved by STPS board member Howie Smith, second by board member Verne Adrian, to adjourn the meeting at 13:15 hours on April 15, 2021. **All in favour/CARRIED**

Next meeting on Thursday May 20, 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 #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	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	Complete

Action Items from the Regular Board Meeting of April 15, 2021:

<u>Action Item #1 2021-04-15</u> Provide list of Lake Road channels to Chief Officer	Howie Smith	Complete
<u>Action Item #2 2021-04-15</u> Email staff-addressed letter to board members	Shireen Sumariwalla, Executive Assistant to the Board	Complete
<u>Action Item #3 2021-04-15</u> Finance Committee meeting on Thursday April 26, May 3 and May 6 2021	Verne Adrian Howie Smith Raquel Kane Rebecca Barley, Chair Chief Officer Doss-Cody Pam Lancaster, Finance	Complete
<u>Action Item #4 2021-04-15</u> Post minutes to website regularly following Board's approval	Shireen Sumariwalla, Executive Assistant to the Board	Complete

<u>Action Item #5 2021-04-15</u> Carbon copy (CC) monthly band reports to respective reception/administration when emailing community reports individually to each board member	Shireen Sumariwalla, Executive Assistant to the Board	Complete
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April Meeting Minutes Approval Date	Board Chair -Signature	Board Executive Assistant -Signature
May 20, 2021		