



**Stl'atl'imx Tribal Police Board
Regular Board Meeting Minutes
Thursday October 21, 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
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
Jane Sam	Xa'xtsa

GUESTS AND DELEGATION BY CALL-IN:

Peter Lepine	Peter Lepine Professional Services
Annessa Terry	STPS Constable Officer

10:15 hours - Meeting called to order by board member Pauline Michell, Vice Chair; followed by opening prayer;

Item #1: Adoption of Regular Board Meeting Agenda for October 21, 2021

Motion #1 2021-10-21:

Moved by STPS board member Verne Adrian, second by board member Trish Andrew, to approve the regular meeting agenda of October 21, 2021.
All in favour/CARRIED.

Item #2: Approval of Regular Board Meeting Minutes of September 16, 2021

Motion #2 2021-10-21:

Moved by STPS board member Rebecca Barley, Chair, second by board member Howie Smith to approve the minutes of September 16, 2021. **All in favour/CARRIED.**

- Action Item #7 2020-12-17: Ongoing; Memorandum of Understanding (MOU) is currently in the hands of Lillooet District RCMP; they want to role specialized services into this MOU;

Item #3: Approval of In-Camera Meeting Minutes of September 16, 2021

Motion #3 2021-10-21:

Moved by STPS board member Howie Smith, second by board member Rebecca Barley, Chair, to approve the in-camera minutes of September 16, 2021. **All in favour/CARRIED**

Item #4: Peter Lepine Report

- Peter completed the job descriptions of office support staff; drafts have been distributed to board members; the Human Resources Committee will review the job descriptions and will make a recommendation to the Board at the November 18, 2021 regular board meeting; more policies have been completed and sent to the Policy & Governance Committee for review; reviewed the Crime Severity Index report; assisted the Chief Officer with the staff holiday matters of September 30th National Day of Truth and Reconciliation; participated in the Zoom meeting regarding the Strategic Planning and has provided a report on the 2017-2022 Strategic Plan; next steps for the Strategic Planning will involve internal and external meetings;

Item #5: Committee Reports

5.1 Finance Committee

a) 2nd Quarter Financial Statement 2021-2022; the committee met on Tuesday October 19, 2021; the committee recommended that the Board approve the 2nd Quarter Financial Statement 2021-2022; overtime and staff holidays was unbudgeted; two new vehicles had been purchased; one with last year's surplus and another one with this year's budget; further, a third vehicle was written-off after a roll-over and ICBC reimbursed its value;

Motion #4 2021-10-21:

Moved by STPS board member Verne Adrian, second by board member Genny Humphreys, to approve the 2nd Quarter Financial Statement 2021-2022. **All in favour/CARRIED**

5.2 Policy & Governance Committee

a) The committee had 8 more policies to review at a meeting on Tuesday November 2, 2021 at 1:00 PM; they will make recommendations regarding the policies to the Board at the next regular board meeting in November;

5.3 Human Resources Committee

a) The committee had job descriptions to review at a meeting on Monday November 8, 2021 at 9:00 AM; they will make recommendations regarding the job descriptions to the Board at the next regular board meeting in November;

10:48 hours – Board member Hank William joined the meeting via teleconference call;

5.4 Special Purposes - Website Committee

a) Online Reporting Links; with the Online Reporting "Flyer" and "Informational document" now available the links have gone live on the STPS website; once it can be confirmed that the two links are working properly then requests can be sent out to all ten participating St'at'imc communities to follow the lead and put the information on their websites; in the meantime, the receptionists at each community band office been informed that the links are live; the board agreed that the committee take a detailed look of the website in the next few months

and provide for some necessary changes to its appearance and information; the committee will meet before the next regular board meeting to discuss changes to the website and share ideas;

b) Cloud Storage; the Board agrees to move forward now that the internet connection speed at the new Mount Currie office building can support cloud storage; this will ensure that the data is both saved in the event that the hardware is damaged and that it can be shared easily among board members and staff; for instance, policies can be uploaded and shared with staff; cloud storage will be for non-RCMP computers and will not store any operational information; upon its completion of the set-up in Mount Currie, cloud storage can then be setup for the northern communities' office in Lillooet once the office is relocated to the new building at the end of this fiscal period;

5.5 Special Purposes Committee - New Office Buildings

a) Mount Currie New Office Building; two months after the initial move-in date the office staff continue to purge unnecessary items as they deal with limited space;

b) Lillooet New Office Building; the Chief Officer continues to keep up with the telecommunication provider regarding cabling; the Chief Officer will meet with T'it'q'et community's Chief Courtenay today;

5.6 Special Purposes - STPS Employee Wellness & Morale Committee

- Some of the items regarding employee wellness found on the 2017-2022 Strategic Plan were updated and their "boxes" checked off at the September 29th, 2021 Strategic Planning Session;

Items #6: Employee Wellness & Morale Report

a) September 30th National Day of Truth & Reconciliation; as the day is not a provincial statutory holiday, the STPS decided to not include it in their list of statutory holidays; however, civilian employees scheduled to work on that date were redeployed to partake in September 30th events in their communities; likewise, STPS officers were redeployed to participate in events taking place at their assigned liaison communities;

b) Staff and Board meeting planned December 6, 2021; following the cancelation of an all-staff employee meeting with the Board scheduled to take place on September 10, 2021 a new date has been chosen; for employees, the meeting will take place in person at the STPS offices; board members, however, will participate virtually online via the web application MS Team; board members were reminded to upload the app on their devices prior to the meeting;

c) The recently accepted schedule that sworn staff had sought has been changed due to one member not currently working;

d) Sworn staff had been asking about benefits; the Chief Officer had asked that they submit their written requests to her; a comparison had been made between STPS benefits and a four pages document outlining benefits that the Surrey Police Service offers;

Item #7: Recruiting Report by the Chief Officer

- Four potential officer recruit candidates reached the middle of the application process; next steps included security interviews and background interviews; Justice Institute of British Columbia (JIBC) training will begin in January 2022 for the applicants that are successful in their application;

Item #8: Chief Officer's Report

- Please refer to the written report; the Chief Officer reported that the STPS Annual Report 2020-2021 had been completed; she reviewed some policies before sending them to the Policy & Governance Committee to check over; her correspondence with the staff regarding September 30th went well and it was well received; the E-Ticketing Report was submitted; she worked on the Annual Leave plan and hoped to have it finished by the deadline at the end of October; STPS Assessments are due by November 1, 2021; the PSB COVID-19 submitted report reflects that some items in it are not applicable because the St'at'imc communities do not have pub or restaurant establishments;

- Events; the Chief Officer planned to establish a Canoe Committee who will work on getting the canoe in the water for 2022; she revealed that the St'at'imc communities will have a chance to name the canoe; a prize will be offered to the individual who submits the name that is chosen;

- Training; the STPS officer recruit started Block Two training at JIBC; all STPS officers were expected to complete a Respectful Workplace Report by November 30, 2021;

- Meetings; ICBC presented to the BC Association of Chiefs of Police (BCACP) some information regarding Digital Evidence Management (DEM) systems; the annual cost for the STPS to implement the system amounted to \$650; in the future, ICBC will roll out decals and necessary equipment; ICBC had been invited to report on the system at the November 18, 2021 regular board meeting in order for board members to decide if they want to move forward with it;

- The Commissioner of the RCMP had asked the STPS Chief Officer to attend monthly meetings with participating officers from across the country; these meetings would keep the STPS abreast of what is occurring nationally relative to policing;

- The Crime Severity Index Report arrived from Stats Canada; the annual report showed the crime trends in electoral districts across the country; the STPS statistics were compared to other provincial districts; the Board requested that the document be uploaded to the STPS website;

Item #9: Board Chair Report

- The Board Chair met with the Finance Committee to review the 2nd Quarter Financial Statement; she attended to some operational matters with the Chief Officer; she participated in the First Nations Police Governance Council (FNPGC) conference and claimed that it was the best online workshop so far; she attended with 2 other board members; she was a guest speaker at the event; her discussion at the conference related to key items that came up at another event she was invited to which was a Focus Group on First Nations police programs; the Chair attended the STPS Strategic Planning session that took place on September 29, 2021;

Item #10: Executive Assistant to the Board Report

a) Monthly report for September 2021;

11:30 hours – Board member Hank William leaves the meeting via teleconference call;

b) STPS Annual Report 2020-2021; included in this year's report was a new feature titled "The Watchmen System" in the "What We Do" section; the history of the Watchmen this year was told from the perspective of a Xaxli'p Elder; Xaxli'p board member Pauline Michell, Vice Chair, recognized that this was only one of many recollections of the Watchmen and that it was specific to this Elder's experience and not representative of all communities; the STPS Annual Report could feature in the future a variety of Watchmen stories from different St'at'imc communities;

Motion #5 2021-10-21:

Moved by STPS board member Howie Smith, second by board member Rebecca Barley, Chair, to accept the STPS Annual Report 2020-2021 with corrections to the locations of Ts'kw'aylaxw and Xaxli'p on page 15. **All in favour/CARRIED**

Item #11: Correspondence & Information

- Board members received a recap of the emails that the Executive Assistant had sent to them in the last month;
- Responses to requests for shoulder patches in the last 18 months had been on hold; when asked how to respond to them, the Board clarified that only old, blue patches can be sent out and not the current shoulder patch;

Item #12: New & Other Business

- a) Citizens on Patrol (COP) program update; the process to becoming a volunteer in the COP program was detailed as the following; an interested individual who wants to volunteer would review the COP Overview of Guidelines and Responsibilities; the volunteer would then reach out to the STPS Community Liaison Officer;
- b) First Nations Police Governance Council (FNPGC) conference outcome; 3 board members and Executive assistant participated;
- c) First Nations Chiefs of Police Association (FNCPA) conference, programs, trainings and awards; 20 years of service awards available to officers;

d) Provincial and Federal Quarterly check-ins; the STPS will meet with Public Safety & Solicitor General (PSSG) representatives as well as Public Safety Canada (PSC) representatives every quarter; the next meeting is scheduled for November 23, 2021;

11:51 hours – Guest Constable Annessa Terry leaves the meeting via teleconference call;

Item #13: Public Question Period

- none;

11:52 hours In-Camera

11:57 hours – Board member Rebecca Barley, Chair, leaves the meeting via teleconference call;

12:02 hours Out of In-Camera

Item #14: In-Camera

- in-camera took place during this meeting from 11:52 hours to 12:02 hours;

Item #15: Motion to Adjourn at 12:03 hours on October 21, 2021

Motion #6 2021-10-21:

Moved by STPS board member Howie Smith, second by board member Trish Andrew, to adjourn the meeting at 12:03 hours on October 21, 2021.

All in favour/CARRIED

Next meeting on Thursday November 18, 2021;

Action Items

1	<u>Action Item #7 2020-12-17</u> Send copy of RCMP MOU to board members once its finalized	D Doss-Cody, Chief Officer	Ongoing
2	<u>Action Item #1 2021-10-21</u> Policy and Governance committee meeting on Tuesday November 2, 2021 at 1:00 PM to review policies	Chief Dean Nelson R Barley, CHAIR T Andrew P Michell, VICE CHAIR D Doss-Cody, Chief Officer	Completed
3	<u>Action Item #2 2021-10-21</u> Human Resources committee meeting on Monday November 8, 2021 at 9:00 AM to review job descriptions	H Smith G Humphreys J Sam P Michell	Completed
4	<u>Action Item #3 2021-10-21</u> Notify Uddin Consultancy regarding cloud storage set-up at the Mount Currie office	S Sumariwalla, Executive Assistant to the Board	Completed
5	<u>Action Item #4 2021-10-21</u> Website committee to meet before the next board meeting to consider changes and updates to the website	P Michell, VICE CHAIR K Doss S Sumariwalla, Executive Assistant to the Board D Doss-Cody, Chief Officer	Completed
6	<u>Action Item #5 2021-10-21</u> Board & All Staff meeting on Monday, December 6, 2021 at 1:00 PM via MS Teams (please download the app on devices prior to the meeting)	All Board Members	Ongoing
7	<u>Action Item #6 2021-10-21</u> Send information to board members regarding the Canoe-naming contest	D Doss-Cody, Chief Officer	Complete

8	<u>Action Item #7 2021-10-21</u> Upload the Crime Severity Index Report to the STPS website	S Sumariwalla, Executive Assistant to the Board	Completed
9	<u>Action Item #8 2021-10-21</u> Amend page 15 of the STPS Annual Report 2020-2021 and email to board members	S Sumariwalla, Executive Assistant to the Board	Completed
10	<u>Action Item #9 2021-10-21</u> Email communities interested in the COP program the COP Overview of Guidelines and Responsibilities document	S Sumariwalla, Executive Assistant to the Board	Completed