



**St'at'imx Tribal Police Board
Regular Board Meeting Minutes
Thursday November 18, 2021 at 10:00 hours
Teleconference
879 Main Street, Lillooet, BC**

PRESENT BY CALL-IN:

Rebecca Barley, CHAIR
Patricia "Trish" Andrew
Henry "Hank" Williams
Raquel Kane
Pauline Michell, VICE CHAIR
Jane Sam
Deborah "Dee" Doss-Cody
Pam Lancaster
Shireen Sumariwalla

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

REGRETS:

Chief Dean Nelson
Howard "Howie" Smith
Genevieve "Genny" Humphreys
Verne Adrian

Lil'wat Nation
Samahquam
T'it'q'et
Tsal'alh

GUESTS AND DELEGATION BY CALL-IN:

Peter Lepine
Kurt Banse

Peter Lepine Professional Services
Road Safety BC, BC PSSG

10:19 hours - Meeting called to order by board member Rebecca Barley, Chair;

Item #1: Adoption of Regular Board Meeting Agenda for November 18, 2021

Motion #1 2021-11-18:

Moved by STPS board member Trish Andrew, second by board member Jane Sam, to approve the regular meeting agenda of November 18, 2021. **All in favour/CARRIED.**

Item #2: Approval of Regular Board Meeting Minutes of October 21, 2021

Motion #2 2021-11-18:

Moved by STPS board member Pauline Michelle, Vice Chair, second by board member Jane Sam to approve the minutes of October 21, 2021. **All in favour/CARRIED.**

- Action Item #7 2020-12-17: Ongoing; the STPS Chief Officer has received a copy of the draft STPS & RCMP Memorandum of Understanding (MOU); 1 item remains outstanding; this document will most likely be signed before the next board meeting on December 16, 2021;

Item #3: Approval of In-Camera Meeting Minutes of October 21, 2021

Motion #3 2021-11-18:

Moved by STPS board member Jane Sam, second by board member Hank Williams to approve the in-camera minutes of October 21, 2021 with a correction on page 1 to amend a date to November 9, 2018. **All in favour/CARRIED**

Item #4: Peter Lepine Report

- Peter consulted with the Human Resources Committee when they reviewed the two job descriptions that he drafted; he also joined the Policy & Governance Committee when they reviewed eight policies; he suggested changes to the presentation of the Crime Severity Index report as it appears on the STPS website; he assisted the Chief Officer with the matter of officers providing court testimony and giving evidence; a contractor will provide training to staff on this matter; he had discussed operational matters with the Chief Officer related to disasters;

Item #5: Committee Reports

5.1 Finance Committee

- a meeting was scheduled for Thursday, November 25 at 11:00 AM to discuss wages for the positions of Finance Clerk and Operations Assistant;

a) Digital Evidence Management System; the cost of the DEMS will involve a new charge that was unaccounted for when it was first considered; this cost can be sustained by the budget;

b) First Half 6-months Financial Report 2021-2022; submitted on October 27, 2021;

5.2 Policy & Governance Committee

a) The committee reviewed 8 policies last month and they recommend that the Board adopt them; the majority of these policies had few changes and most required a review date only; the committee will have more policies to review in January 2022;

Motion #4 2021-11-18:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Raquel Kane, to approve the following 8 policies:
AD 020 ACCOUNTING SYSTEM

AD 040 FINANCIAL AUDIT
AD 050 ACQUISITION OF GOODS AND SERVICES
AA 010 ORGANIZATION
AB 170 ABSENCE SICK LEAVE
AE 050 MANAGEMENT AUDIT
AA 060 POLICY DIRECTION
AB 240 LEAVE ENTITLEMENTS.
All in favour/CARRIED

5.3 Human Resources Committee

a) The committee reviewed 2 job descriptions last month and they recommend that the Board adopt them;

Motion #5 2021-11-18:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Jane Sam to approve the following 2 job descriptions:

FINANCE CLERK
OPERATIONS ASSISTANT.

All in favour/CARRIED

10:58 hours – Guest Kurt Banse, Road Safety BC, Public Safety & Solicitor General (PSSG) joined the meeting via teleconference call;

Item #6: Guest Presentation on Automated License Plate Recognition (ALPR) Systems

- Guest Kurt Banse presented a slide show on what the systems do and how they can fit into the STPS;

11:18 hours – Board member Hank Williams left the meeting via teleconference call;

11:27 hours – Guest Kurt Banse, Road Safety BC, Public Safety & Solicitor General (PSSG) left the meeting via teleconference call;

5.4 Special Purposes - Website Committee

a) Website update; the Board Governance Manual will get uploaded to the website; the committee will consider upgrading the website host version from Free to a paid Professional version at the next committee meeting; the website host account current owner is an STPS staff who initiated the site years ago, therefore, limiting the building options for the Executive Assistant who is upgrading the site; the last community to have a link uploaded to the STPS website was Samahquam's website under the STPS tab; the RCMP has confirmed that although the Online Reporting has not had any reports made on it yet, that it is working properly; also, a meeting can be scheduled for an RCMP agent to run the system through with the STPS; also, anyone can test out the Q&A website and check on how Online Reporting works from a user's perspective; it is just for testing purposes so no actual report will be created; the promotion of Online Reporting to the ten participating St'at'imc communities may require a

greater effort beyond the scope of the website committee; Uddin Consultancy has been notified that Cloud Storage installation at Mount Currie office can go ahead; after meeting with the Website committee it was agreed that the website plays a key part in Recruiting; the Crime Severity Index report now has some info along the link on the website;

5.5 Special Purposes Committee - New Office Buildings

a) Mount Currie Office Building; there had been an issue with the temperature that has since been corrected;

b) Lillooet New Office Building; the telecommunication provider requires information and the right people in order to install the right hardware for the phones and for Prime; the architect had sent drawings of the desks and cabinets; the outside siding had been installed;

Items #7: Employee Wellness & Morale Report

a) Staff and Board meeting planned December 6, 2021 at 1:00 PM; board members 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; Long Service Award plaques have been ordered;

- The recently scheduled staff meeting on November 16th was cancelled due to flooding and mudslides; one member is off on Long-term; another member was affected by flooding; these absences are both affecting staff scheduling and coverage; one member with little experience has been commended for an investigation that led to a conviction; members have been discussing the canoe and the naming contest;

Item #8: Recruiting Report by the Chief Officer

- Of the four potential officer recruit candidates one has reached the end of the application process; their training at the Justice Institute of British Columbia (JIBC) training will begin in January 2022; as of April 2022 the cost of training at JIBC will be going up; the Chief Officer began to reach out to other agencies to see how they recover their costs through recruit loans;

Item #9: Chief Officer's Report

- Please refer to the written report; the Chief Officer reported on a busy month; the PSB COVID-19 submitted reports continued; First Aid training was organized; the BC legislature invited the Chief Officer to present to its Special Purposes Committee; some staff assessments had been completed; the rest were due by the end of November; the BC Civil Forfeiture proposals' deadline was November 24; WorkSafe BC had an MOU that all provincial agencies had to sign on to;

- Events; included escorts and Remembrance Day parades;

- Training; First Aid training will be online; FST/ASD happened on November 16, 2021;

- Meetings; JOUTA; Northern St’at’imc communities planned to have Indigenous Court next year at the Lillooet Friendship Centre;
- AOL; community liaison officers have reported concerns in their patrols regarding impaired drivers;
- Conversations had taken place between Lower Stl’at’imx Tribal Council (LSTC), Southern Stl’at’imx Health Society (SSHS) and STPS management; access to communities had been lost due to mudslides; the Province and RCMP are aware of STPS need to coordinate with RCMP air surveillance in helicopters; the Board Chair and Vice Chair recognized the need for St’at’imc nationwide emergency protocol; they will work together on planning this;

Item #10: Board Chair Report

- The Board Chair will be attending the quarterly meeting with provincial and federal funders on November 23;

Item #11: Executive Assistant to the Board Report

- a) Monthly report for October 2021;

Item #12: 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 #13: New & Other Business

- a) Canoe-naming contest update; poster and rules have been finalized; board members were encouraged to be judges; the prizes do not come from the STPS budget; the canoe was a 21-foot skipper from Western Canoe; it was obtained in 2017 through BC Civil forfeiture funds;
- b) CAPG Governance Summit Nov 24 2021; starts at 9:00 am for 3 hours; “Community Safety & Wellbeing”; members to register through the Executive Assistant if they are interested;
- c) BCAPB frees Zoom sessions on Nov 25 and Dec 9 starts at 6:30 PM for 1 hour each; “Police Chief Contract and Performance Review” and “Police Budgets and working with Councils”; members who showed interest can login without registering;
- d) T’it’q’et requests Community Agreement and STPS Protocol; Xaxli’p also had upcoming protocols;
- e) December luncheon; take-away turkey meals for staff and board members;

Item #14: Public Question Period

- none;

12:39 hours In-Camera

12:41 hours Out of In-Camera

Item #15: In-Camera

- in-camera took place during this meeting from 12:39 hours to 12:41 hours;

Item #16: Motion to Adjourn at 12:41 hours on November 18, 2021

Motion #6 2021-11-18:

Moved by STPS board member Pauline Michell, Vice Chair, second by board member Jane Sam, to adjourn the meeting at 12:41 hours on November 18, 2021. **All in favour/CARRIED**

Next meeting on Thursday December 16, 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	Completed
2	<u>Action Item #5 2021-10-21</u> Board & All Staff meeting on Monday, December 6, 2021 at 1:00 PM via MS Teams and download the app	All Board Members	Completed
3	<u>Action Item #1 20-11-18</u> Upload canoe contest poster and rules to website and fan out to board members	S Sumariwalla, Executive Assistant to the Board	Completed
4	<u>Action Item #2 20-11-18</u> Upload CSI preamble to website	S Sumariwalla, Executive Assistant to the Board	Completed
5	<u>Action Item #3 20-11-18</u> Finance committee meeting on Thursday, November 25 at 11:00 AM	V Adrian R Barley, CHAIR R Kane H Smith D Doss-Cody, Chief Officer P Lancaster, Finance Clerk	Completed

6	<u>Action Item #4 20-11-18</u> Email approved policies to PSSG	S Sumariwalla, Executive Assistant to the Board	Completed
7	<u>Action Item #5 20-11-18</u> Email Automated License Plate Recognition (ALPR) Systems slide show to board members	S Sumariwalla, Executive Assistant to the Board	Completed
8	<u>Action Item #6 20-11-18</u> Website committee meeting on Wednesday, November 24 at 1:30 PM	P Michell, Vice Chair S Sumariwalla, Executive Assistant to the Board D Doss-Cody, Chief Officer K Doss, Senior Operation Assistant	Completed
9	<u>Action Item #7 2021-11-18</u> Send copy of JIBC officer training fees to board members	D Doss-Cody, Chief Officer	Completed
10	<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	Ongoing
11	<u>Action Item #9 2021-11-18</u> Send copy of WorkSafe BC MOU to board members	D Doss-Cody, Chief Officer	Completed
12	<u>Action Item #10 2021-11-18</u> Provide the costs of a December luncheon to the Finance Clerk	S Sumariwalla, Executive Assistant to the Board	Completed