

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
APRIL 13, 2021 – 5:00 P.M.
MS TEAMS MEETING**

PRESENT

Commissioners

Edward Keyes, Chair
Douglas Jones, Vice Chair
Michael Costello, Secretary
Gary Sullivan
Greg Norton
Maïke White
Katelin Dean
Tamara Kelly

Staff

Chief Tony Hayes
Craig Lavigne, Asst. Comptroller Finance, CSJ
Doug Evans, Legal Counsel
Daphne Waye, Recording Secretary

Media

Michael Landry, Brunswick News
Brad Perry, CHSJ / Wave News

1. Call to Order

The Chair mentioned that the April 13, 2021 Open Session meeting was being recorded and called the meeting to order.

2. Approval of Minutes

2.01 Minutes of March 9, 2021

On motion of Commissioner Sullivan
Seconded by Commissioner Norton

RESOLVED, that the minutes of the March 9, 2021 Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2104-01)

Question being taken, the motion was carried.

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3. Adoption of Agenda – April 13, 2021

On motion of Commissioner Kelly
Seconded by Vice Chair Jones

RESOLVED, that the Agenda for the April 13, 2021 meeting of the Saint John Board of Police Commissioners be adopted. (O2104-02)

Question being taken, the motion was carried.

4. Disclosure of Conflict of Interest

4.01 There were no members in a conflict of interest with any item on the Agenda.

5. Consent Agenda

5.01 There were no items on the April 13, 2021 Consent Agenda.

6. Delegations and Presentations

6.01 There were no Delegations and Presentations for the April 13, 2021 meeting.

7. Consideration of issues Separated from Consent Agenda

7.01 There were no issues separated from the Consent Agenda.

8. General Correspondence

8.01 Internal Monthly Report / March 2021

Chief Hayes reported that during the month of March there were zero (0) complaints, three (3) complimentary correspondences and zero (0) grievances.

On motion of Commissioner Sullivan
Seconded by Commissioner Dean

RESOLVED, that the Internal Monthly Report / March 2021, be received and filed. (O2104-03)

Question being taken, the motion was carried.

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8.02 SJBPC Unaudited Financial Results as of March 31, 2021

Mr. Craig Lavigne, Asst. Comptroller Finance stated that the purpose of the report was to provide a budget update on the unaudited financial position of the Saint John Board of Police Commissioner Operating Budget as of March 31, 2021.

He stated that the Commission's preliminary March 31, 2021 financial results are anticipated to be \$6,940 (28.34%) - positive variance. Expenditures are underbudget by \$7,613 and wages and benefits are over budget by (\$673).

A Police Commission Statement of Operations was attached to the report.

On motion of Commissioner Norton

Seconded by Vice Chair Jones

RESOLVED, that the unaudited financial position report for the Saint John Board of Police Commissioners' Operating Budget as of March 31, 2021, be received and filed. (O2104-04)

Question being taken, the motion was carried.

8.03 SJPF Unaudited Financial Results as of March 31, 2021

Mr. Craig Lavigne, Asst. Comptroller Finance stated that the purpose of the report was to provide a budget update on the unaudited financial position of the Saint John Police Force's Operating Budget as of March 31, 2021.

The Force's preliminary March 31, 2021 financial results are anticipated to be \$296,561 - (5.39%) positive variance. Overall wages and benefits are underbudget and can be attributed to savings due to overtime and other personnel changes. Other goods and services were slightly underbudget due to timing and a reduction in education and training due to COVID-19. He stated that estimates for year-end projections are extremely difficult to predict this early in the year and are subject to change.

A Saint John Police Force Statement of Operations for the period ended March 31, 2021 was attached to the report.

On motion of Vice Chair Jones

Seconded by Commissioner Kelly

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RESOLVED, that the unaudited financial position report for the Saint John Police Force's Operating Budget as of March 31, 2021, be received and filed. (O2104-05)

Question being taken, the motion was carried.

8.04 PSCC Unaudited Financial Results as of March 31, 2021

Mr. Craig Lavigne, Asst. Comptroller Finance stated that the purpose of the report was to provide a budget update on the unaudited financial position of the Public Safety Communication Centre's (PSCC) Operating Budget as of March 31, 2021.

The PSCC's preliminary March 31, 2021 financial results are anticipated to be **(\$57,419) (19.96%)** negative variance. Expenditures as of March 31st are underbudget by \$9,031 and wages and benefits are over budget by **(\$44,924)**. Mr. Lavigne stated that Overtime continues to be a challenge with the impacts of the Cyber attack still being felt in 2021, as well as continued staffing vacancies. Vice Chair Jones mentioned that this is a significant gap on a \$1.3 million budget and that they need to reverse the trend. Mr. Lavigne stated that there are currently two new operators in training and if successful, these operators will alleviate some of the staffing pressures.

A Public Safety Communications Centre Statement of Operations for the period ended March 31, 2021 was included in the report.

On motion of Vice Chair Jones
Seconded by Commissioner Sullivan

RESOLVED, that the unaudited financial position report for the Public Safety Communication Centre's Operating Budget as of March 31, 2021, be received and filed. (O2104-06)

Question being taken, the motion was carried.

8.05 City of Saint John Website - Update

Commissioner Sullivan mentioned that the City of Saint John now has a beautiful, multi-functional website up and running, and he would like to see the Saint John Board of Police Commissioners (SJBPC) take advantage of that and become more accessible to the public. He also mentioned that he would like to see additional documents such as the Saint John Police Force budget, policies, agendas etc. posted the same as other departments (i.e., Council), and that they could also look at posting previous recordings of the meetings and have the option to watch the current Open Session meeting. He

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stated that this would require more conversations with the Information Technology (IT) department, but feels it would be beneficial as currently users have to navigate through several menus on the city's website to find information about the SJBPC.

Chair Keyes stated that he is hopeful that more information can be added to the website once the City fully recovers from the Cyber-attack.

On motion of Commissioner Sullivan
Seconded by Vice Chair Jones

RESOLVED, that the Saint John Board of Police Commissioners Open Session meeting be adjourned at 5.25 p.m. (O2104-07)

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones