

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
JULY 20, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

PRESENT

Commissioners

Edward Keyes, Chair
Douglas Jones, Vice Chair
Michael Costello, Secretary
Joanna Killen
Katelin Dean
Tamara Kelly

Staff

Chief Robert Bruce
Deputy Chief Tony Hayes
Craig Lavigne, Asst. Comptroller Finance, CSJ
Doug Evans, Legal Counsel
Lois Gorman, Manager of PSCC Operations & Information
Daphne Wayne, Recording Secretary

Media

Michael Landry, Brunswick News
Tamara Steele, CHSJ / Wave News

Absent

Greg Norton
Maik White

1. Call to Order

The Chair mentioned that the July 20, 2021, Open Session meeting was being recorded and called the MS Teams meeting to order.

Chair Keyes welcomed Chief Robert Bruce to his first board meeting, and he also congratulated Councillor's Joanna Killen and Greg Norton on their results in the recent Municipal Election and on being appointed to the Saint John Board of Police Commissioners.

Chief Bruce mentioned that he is very impressed with the passion and enthusiasm that he is seeing for public safety. He noted the difficulties that the force has faced in the last year with management changes, the pandemic and the cyberattack. He wanted to publicly thank the members of the Saint John Police Force for the excellent job that they have done with those three pressures as they move forward and stated that they are moving on with some consistency in the leadership role and they have a great command team. His approach is to

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meet with as many people as possible to get a feel for what is happening in the police force and in the city and has seen a lot of energy and excitement about moving the yardstick and making the Saint John Police Force a better force - one the public has not only confidence and trust in but, also pride.

Chair Keyes mentioned that there is no board meeting held in August, and unless things change drastically, the September meeting will be held in person in the Community Room at Peel Plaza.

2. Approval of Minutes

2.01 Minutes of June 8, 2021

On motion of Commissioner Kelly
Seconded by Vice Chair Jones

RESOLVED, that the minutes of the June 8, 2021, Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2107-01)

Question being taken, the motion was carried.

3. Adoption of Agenda – July 20, 2021

On motion of Commissioner Dean
Seconded by Secretary Costello

RESOLVED, that the Agenda for the July 20, 2021, meeting of the Saint John Board of Police Commissioners be adopted. (O2107-02)

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 That the letter from the Director of Legislative Services / City Clerk informing the board that Saint John Common Council ratified the appointments of Councilor's Greg Norton and Joanna Killen to the Saint John Board of Police Commissioners with their term of appointment until May 21, 2025.

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On motion of Vice Chair Jones
Seconded by Commissioner Kelly

RESOLVED, that the recommendation set out in the consent agenda respectfully be adopted. (O2107-03)

Question being taken, the motion was carried.

6. Delegations and Presentations – PSCC Update

6.01 Lois Gorman, Manager of PSCC Operations & Information provided an update around staffing requirements. She stated that the Centre provides dispatching services for the Saint John Police Force and twenty-seven (27) fire departments. She mentioned that covering sick time and vacation for current staff is challenging along with hiring, as well as training operators also bring challenges, as whenever they start the training process, they must pull one of their operators out of the center for a period to provide that training. She stated that they don't have anyone outside of the Centre that provides that training, and no one knows the role better than the operators in the Centre. Vice Chair Jones asked what they are doing to fill the vacancies, and she responded that they are looking for new ways of recruiting people. They will use their social media platforms more and bring people in to explain the role. She mentioned that even though it can be a difficult role to fill, which is not unique to Saint John, it is a very rewarding job. She said that if they could fill the available positions, that would eliminate a lot of the overtime costs.

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 / June 2021

Chief Bruce reported that during the month of June there were two (2) complaints, one (1) complimentary correspondence and zero (0) grievances.

On motion of Commissioner Dean
Seconded by Vice Chair Jones

RESOLVED, that the Internal Monthly Report / June 2021 be adopted. (O2107-04)

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Question being taken, the motion was carried.

8.02 SJBPC Unaudited Financial Results as of June 30, 2021

The Commission's preliminary June 30, 2021, financial results are anticipated to be \$12,120 (22.40%) positive variance. Expenditures are underbudget by \$13,319 and wages and benefits are over budget by **(\$1,199)**.

On motion of Commissioner Kelly
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of June 30, 2021, be received and filed. (O2107-05)

Question being taken, the motion was carried.

8.03 SJPF Unaudited Financial Results as of June 30, 2021

The Force's preliminary June 30, 2021, financial results are anticipated to be \$381,049 (3.27%) positive variance. Salaries and wages are underbudget by \$440,445 and expenditures are overbudget by **(\$125,729)**. Overall wages and benefits are under budget and can be attributed to savings due in personnel changes.

Year-end projections are estimated to show the Force coming in underbudget by \$185,041 or 0.74%. The main driver of this estimated projection is salaries and benefits. Some budgeted positions have been delayed in being filled. Expenditures are projected to be overbudget by **(\$125,000)**, this is mainly due to additional costs of IT infrastructure. The revenue is estimated to be underbudget by **(\$47,177)** by year end. This is due to a secondment ending prior to anticipated.

On motion of Commissioner Sullivan
Seconded by Commissioner Kelly

RESOLVED, that the Saint John Police Force Unaudited Financial Results as of June 30, 2021, be received and filed. (O2107-06)

Question being taken, the motion was carried.

8.04 PSCC Unaudited Financial Results as of June 30, 2021

The PSCC's preliminary June 30, 2021, financial results are anticipated to be **(\$124,640)** (20.19%) negative variance. Expenditures as of June 30, 2021, are overbudget by

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(\$34,641) and wages and benefits are over budget by (\$29,763).

Overall year end projections show the Centre being over budget by (\$145,914). Approximate (\$40,389) of the shortfall related to revenue estimates. The budget was based on providing services to additional service areas; however, the onboarding of these areas will likely not occur in 2021.

Year-end estimates for expenditures show a deficit of (\$105,525). The main drivers are overtime. There are currently two new operators in training and if successful, these operators will alleviate some of the staffing pressures.

On motion of Commissioner Dean
Seconded by Secretary Costello

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of June 30, 2021, be received and filed. (O2107-07)

Question being taken, the motion was carried.

At this time the media were invited to ask questions of the board.

9. Adjournment

On motion of Secretary Costello
Seconded by Commissioner Dean

RESOLVED, that the Saint John Board of Police Commissioners July 20, 2021, Open Session meeting be adjourned at 5:32 p.m.

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones