



**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

**PRESENT**

**Commissioners**

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

**Staff**

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

**Media**

Sean Mott, Brunswick News  
Hadeel Ibrahim, CBC New Brunswick  
Brad Perry, CHSJ / Wave News

**Absent**

Maike White

**1. Call to Order**

The Chair called the meeting to order and mentioned that this was the first in-person board meeting to take place in the Community Room since March 10, 2020.

Item 6.01 was moved to be the first item on the agenda, and Chair Keyes asked Chief Robert Bruce to come forward to speak to the presentations around the Saint John Board of Police Commissioners Certificates of Merit to honour four (4) brave Saint John citizens for their heroic efforts on March 21, 2020.

**SAINT JOHN BOARD OF POLICE COMMISSIONERS**  
**OPEN SESSION – MINUTES**  
**SEPTEMBER 14, 2021 – 5:00 P.M.**  
**COMMUNITY ROOM, ONE PEEL PLAZA**

Chief Bruce welcomed the recipients along with their friends and family to the ceremony. He stated that on March 21, 2020, just prior to 10:00 a.m. in East Saint John a vehicle left the road and landed on its roof in the water off Major Brooks Drive.

An employee at nearby Walmart heard a scream and approached the area to see what was going on. When he realized what had happened, he didn't hesitate and jumped into the Creek. No sooner had the rescue began, when three (3) other gentlemen jumped in to assist and saved the lives of the driver along with a four (4) year old, and eight (8) year old girls trapped in the vehicle as well.

When news of these heroes came to the attention of the Saint John Police Force (SJPF) a committee under previous Chief Stephan Drolet was formed, and all four (4) gentlemen were quickly recommended for the Saint John Board of Police Commissioners' (SJBPC) Certificate of Merit.

On that day those four gentlemen saved lives and with no concern for their own safety, they rushed into frigid waters and took control of the situation and provided hope to a family in a desperate situation.

On behalf of himself and the Saint John Police Force (SJPF), Chief Bruce thanked the four gentlemen for their outstanding work, and asked Chair Keyes of the SJBPC to come forward to say a few words and present the Certificates of Merit to the following recipients:

1. Michael E. McCaig
2. Quentin Turnbull (unfortunately unable to attend)
3. Stuart Cropley
4. Dan McKiel

Chair Keyes thanked everyone for joining and welcomed the honoured guests. He stated that he remembered reading and hearing about the incident through the media and his colleagues at the SJPF and thinking that their efforts on the date were nothing short of incredible. He thanked the recipients for making a difference and ensuring the family they rescued can move on from the incident together.

At this time, Chair Keyes presented the Certificates of Merit to the four recipients which is the Saint John Board of Police Commissioners' highest honour for their actions and heroism on March 21, 2020.

## **2. Approval of Minutes**

### **2.01 Minutes of July 20, 2021**

**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

On motion of Commissioner Dean  
Seconded by Vice Chair Jones

***RESOLVED, that the minutes of the July 20, 2021, Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2109-01)***

*Question being taken, the motion was carried.*

**3. Adoption of Agenda – September 14, 2021**

On motion of Commissioner Kelly  
Seconded by Commissioner Killen

***RESOLVED, that the Agenda for the September 14, 2021, meeting of the Saint John Board of Police Commissioners be adopted. (O2109-02)***

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 re-appointment of Michael Costello to the Saint John Board of Police Commissioners for a three-year term from July 20, 2021, to July 30, 2024, be received and filed.

On motion of Commissioner Norton  
Seconded by Vice Chair Jones

***RESOLVED, that the recommendation set out in the consent agenda respectfully be adopted. (O2109-03)***

Question being taken, the motion was carried.

**6. Delegations and Presentations**

**6.02 ABC Reporting Policy**

Ms. Tiffany Fawcett, City of Saint John Finance Manager was in attendance to present the ABC Reporting Policy – FAS-022 (Agencies, Boards and Commissions) which was

**SAINT JOHN BOARD OF POLICE COMMISSIONERS**  
**OPEN SESSION – MINUTES**  
**SEPTEMBER 14, 2021 – 5:00 P.M.**  
**COMMUNITY ROOM, ONE PEEL PLAZA**

presented to the City of Saint John Finance Committee on July 22, 2021, and has since been approved. She stated that the end goal of the presentation will be to bridge any reporting gaps between the City of Saint John and the ABC's they support through a standardized reporting structure.

Included in the presentation were the following:

- Background and Purpose
- ABC Report Policy
- Standard Operating Procedure
- Standard Template
- ABC / Grant Matrix
- Stakeholder Engagement
- Recommendation
  - ABC Engagement and Roll Out
  - Implementation Dates

On motion of Commissioner Killen

Seconded by Secretary Costello

***RESOLVED, that the Saint John Board of Police Commissioners adopt the ABC Reporting Policy – FAS-022 as presented. (O2109-04)***

Question being taken, the motion was carried.



**ABC Reporting Policy – FAS-022**  
(Agencies, Boards, and Commissions)

Presentation to Finance Committee- July 22, 2021



**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

## LTFP Financial Policies to Date

<b>Policy #</b>	<b>Policy Title</b>	<b>Status</b>
FAS-001	Asset Management Policy	Approved
FAS-002	Investment Management Policy	Approved
FAS-003	Operating & Capital Reserves Policy	Approved
FAS-004	Operating Budget Policy	Approved
FAS-005	Capital Budget Policy	Approved
FAS-006	Debt Management Policy	Approved
FAS-007	Wage Escalation Policy	Approved
FAS-020	Long-Term Financial Plan Policy	Approved
FAS-021	Budget Monitoring Policy	Approved
FAS-022	ABC Reporting Policy	Pending

2



## Agenda

- Background and Purpose
- ABC Reporting Policy
- Standard Operating Procedure
- Standard Template
- ABC / Grant Matrix
- Stakeholder Engagement
- Recommendation
  - ABC Engagement and Roll Out
  - Implementation Dates
- Questions

3



SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA

## Background and Purpose

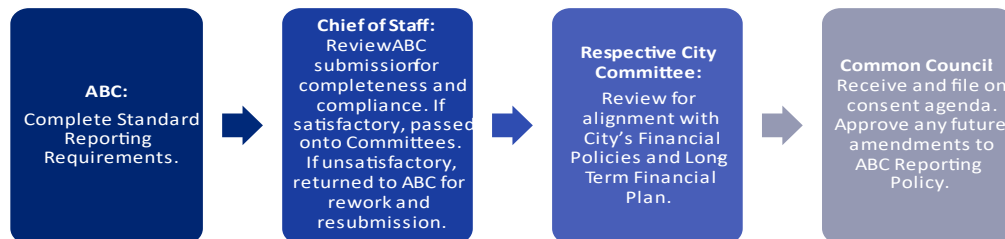
- Concept of ABC reporting adopted by Council on January 5<sup>th</sup>, 2015, followed by a reporting framework presented in early 2016 and implemented by Common Clerk.
- 2016 set the foundation for current year roll out of standard policy, procedure, and template.
- Funding to 6 ABCs covered by this policy, amounts to **23.1%** (\$36.3M) of the general fund expenditures of \$157.3M for 2021.
- Purpose is to provide consistent and standard reporting to diverse entities and highlight the following:
  - An opportunity of communication
  - Build upon mutual understanding between ABCs and the City
  - Promote transparency
  - Demonstrate taxpayer value for money
  - Highlight performance of public benefit

4



## ABC Reporting Policy

- Focus on Key Performance Indicators under Growth, Finance and Operations.
- Standardized format to fit all ABCs, no matter how diverse.
- Two stage review complete by Chief of Staff and Committees to increase quality control.
- Only ABCs receiving funding are required to adopt the policy.



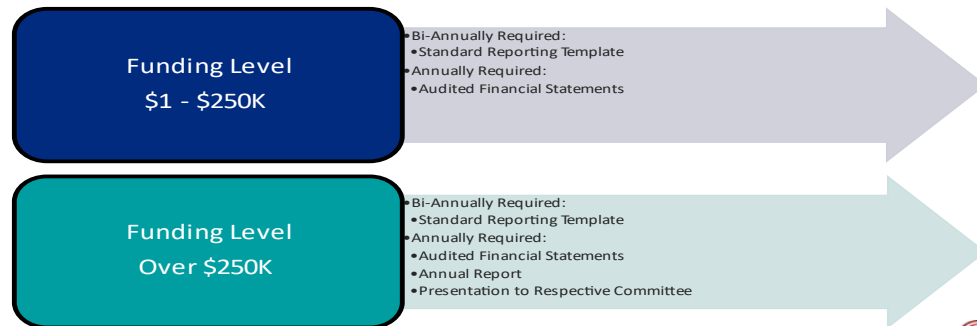
5



SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA

## Standard Operating Procedure

- Guidelines derived to support the Policy.
- Standardization Achieved through Definition
- Funding Level based approach.



6



## Standard Template

- Standardized and consistent template used amongst very diverse business lines.
- Strong focus on growth, financial, and operational key performance indicators.
- Embedded in the template are city approved policies such as The Budget Monitoring Policy (FA\$021).

7



SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA

## ABC / Grant Matrix of Funding

- Used to determine which entity would fall under this policy.
- ABC is defined for this policy as:
  - Separate legal entities
  - Carry out a range of functions and services to the community
  - Controlled by the City of Saint John
    - Control is the power to govern the financial and operating policies of another organization with the expected benefits or risk of loss from the organization's activities.
- Six ABCs currently falling under the policy:



TD Station

Transit Commission

Saint John Aquatic Center

Police Commission

Saint John Trade and Convention Center

Lord Beaverbrook Rink



8



## Stakeholder Engagement

- April 2021, Deloitte was engaged to ensure alignment with “best in class” practices with subsidiary’s
- July, 2021 a stakeholder engagement session was held to provide information on the policy, feedback was positive and informative.
- Feedback provided a future need to roll this policy into the Regional Facilities Commission and the Year End Consolidation process. This will align reporting dates, provide a standardized structure, and requirements.

9





**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

## Recommendations

- Staff recommends Finance Committee approve the ABC Reporting Policy.
  
- Staff orientate ABCs on new reporting structure and requirements.
  
- Expected Roll Out –Fiscal Reporting Period ending June 30<sup>th</sup> and follow timelines in Standard Operating Procedures to be to Committees by August.

10



### **6.02 Integrated Mobile Crisis Response Team (iMCRT)**

Dr. Mary Ann Campbell from the University of New Brunswick, Saint John, Renee Fournier, representing the Horizon Health Network and Saint John Police Force Inspector Mike Young, were in attendance to provide an Update on the Service Model Evolution to the board around the Integrated Mobile Crisis Response Team (iMCRT).

The iMCRT is undergoing changes that officials hope will create a more client-centered approach. The three-year pilot project between the Saint John Police Force (SJPF) and Horizon Health Network (HHN) was first launched on October 19, 2020, with two mental health professionals and two dedicated police officers to attend crisis calls and wellness checks together from 11 a.m. to 11 p.m. daily.

Dr. Campbell stated that anecdotal feedback they received led them to take a second look at how the program is delivered. She stated that the co-responder model originally being used saw officers responding to all crisis calls, even ones which police were not normally deployed to in the past, and they wondered whether that would cause people not to call the crisis line if they know that means the police are coming. She also stated that there was not back-up coverage for the team officers, only one clinician was

available per shift, and there was limited time for outreach services. Under the evolved model, the clinicians will work more broadly with patrol officers trained in crisis

**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

response rather than being paired with a specific officer. A third clinician will also be added to the team to help with coverage and outreach during regular business hours. This shift in the model allows for the clinicians to determine whether they need police presence and allows the police to pull them in as needed.

Figures presented showed the team received 339 calls between July and August of 2020 and they made 74 on-site visits. Dr. Campbell stated that they are in the process of hiring new staff for the three clinical social worker positions, which are currently being filled by clinical nurses. They are also developing a crisis response training program for a portion of patrol officers per shift.

The two SJPF officers who were seconded for the team have returned to their regular duties and the money will be redirected for the clinical social workers.



***Integrated Mobile Crisis Response Team:  
Update on Service Model Evolution***

Presented to the Saint John Police Commission  
September 13, 2021

SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA



## Integrated Mobile Crisis Response Team

- **Developed in Partnership** - Horizon Health, the Saint John Police Force, and the University of New Brunswick
- **Pilot project** – 3-years funding
- **Steering Committee** – Horizon, NB Health, NB Social Development, SJPF, UNB
- **iMCRT service:**
  - **Original model** – dedicated police officer paired with a clinician as a team
  - **Teams** active 7 days a week, from 1100-2300 hours
  - **Operational** from October 19, 2020 to May 2021

## Monitoring Feedback and Logistics

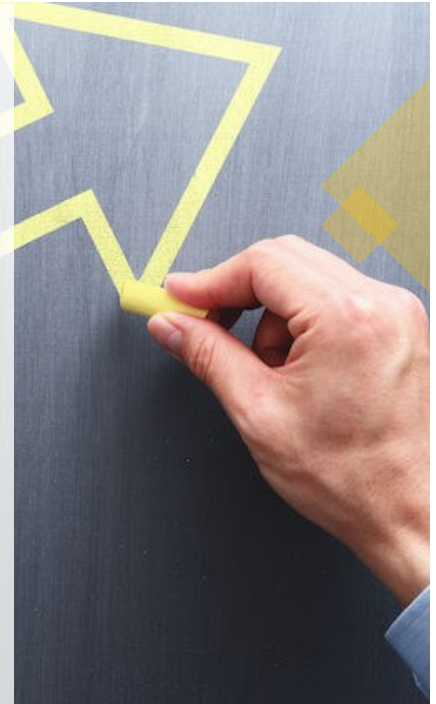


- ✓ **iMCRT is being used by officers** – > 60% of iMCRT team deployment was at request of police
- **But** team police officers now at crisis calls to which police would not normally be deployed → iMCRT was taking **all** crisis calls, not just calls coming through 911/dispatch or police directly
- No back-up coverage for team officers
- Only one clinician available per shift
- Limited time for outreach services

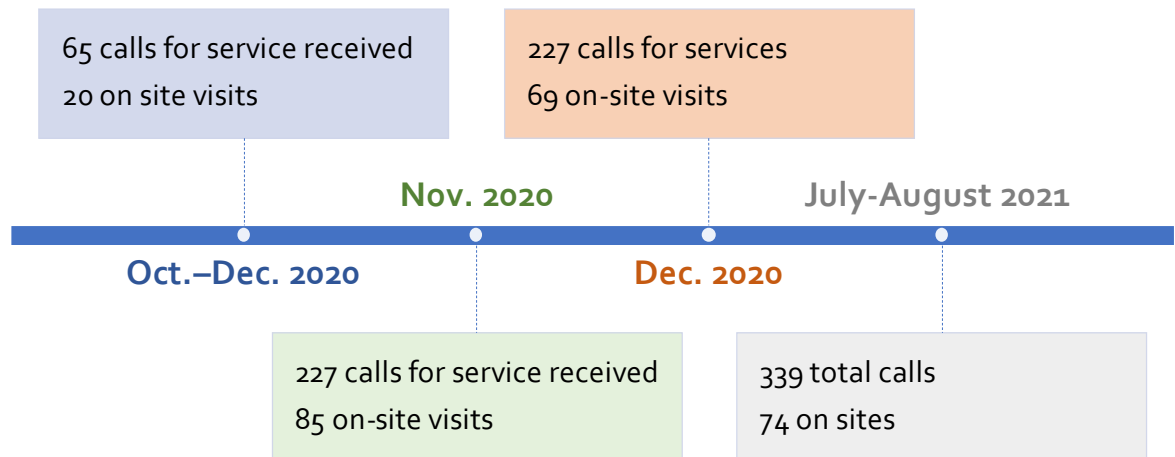
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA

## Current Evolution of iMCRT

- **Team composition:**
  - Three clinical social workers– no longer paired with a specific officer
    - One for crisis– 11am to 11pm shift
    - One for outreach– M to F, business hours
    - One for coverage– M to F, business hours
- **Physical Location:**
  - Clinician housed in the Saint John Police Force patrol area
  - Off-site consultation if crisis clinician unavailable
- **Clinical services remain the same**
  - Mental health crisis response– on-site assessment & consultation on handling a call
  - Mental health outreach- proactive
  - Direct phone numbers provided to officers



## Utilization Data for iMCRT



SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA

## Future Plans



shutterstock.com · 1829584481

- **Transition period** – hiring new staff to fill three clinician positions
  - Coverage currently being provided by nurses
- **Crisis intervention training** to be provided to a portion of patrol officers per shift

6

## Integrated Mobile Crisis Response Team

### Presenters:

Renee Fournier, Horizon Health Network

Inspector Mike Young, Saint John Police Force

Dr. Mary Ann Campbell, University of New Brunswick, Saint John



**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

**7. Consideration of issues Separated from Consent Agenda**

**7.01 COVID-19 Vaccine and Test Policy**

The City of Saint John COVID-19 Vaccine and Test Policy discussion was moved from the Committee of the Whole session to Open Session Agenda as Agenda item 7.01.

The Vaccine or Test Policy statement was adopted by resolution of Common Council on September 7, 2021, with an effective date of September 20, 2021. The policy does not apply to employees of Commissions or Agencies and was forwarded to the Saint John Board of Police Commissioners to consider applying the same or equivalent policy.

Chair Keyes stated that it is a well written document, and something that he feels the board should be implementing with the Saint John Board of Police Commissioners referring the policy to the Chief of Police for implementation.

On motion of Vice Chair Jones  
Seconded by Commissioner Kelly

***RESOLVED, that the City of Saint John COVID-19 Vaccine and Test Policy be referred to the Chief of Police to be re-tweaked as he feels necessary for implementation. (O2109-05)***

Question being taken, the motion was carried.

**8. General Correspondence**

**8.01 Internal Monthly Report / July and August 2021**

Chief Bruce reported that during the month of July and August there were three (3) complaints, four (4) complimentary correspondence and zero (0) grievances.

On motion of Commissioner Dean  
Seconded by Vice Chair Jones

***RESOLVED, that the Internal Monthly Report / July and August 2021 be received and filed. (O2109-06)***

Question being taken, the motion was carried.

**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

**8.02 SJBPC Unaudited Financial Results as of July 31, 2021**

The Commission's preliminary July 31, 2021, financial results are anticipated to be \$10,624 (16.75%) positive variance. Expenditures are underbudget by \$14,683 and wages and benefits are over budget by **(\$4,059)**.

On motion of Commissioner Dean  
Seconded by Commissioner Killen

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of July 31, 2021, be received and filed. (O2109-07)***

Question being taken, the motion was carried.

**8.03 SJPF Unaudited Financial Results as of July 31, 2021**

The Force's preliminary July 31, 2021, financial results are anticipated to be \$384,436 (2.68%) positive variance. Salaries and wages are underbudget by \$410,442 and expenditures are overbudget by **(\$96,455)**. 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 \$83,664 or 0.34%. Salaries and wages are projected to be underbudget by \$225,982, due to retirements and vacancies. Goods and services are projected to be overbudget by **(\$126,957)** this is mainly due to additional costs of IT infrastructure. The revenue is estimated to be underbudget by **(\$15,361)** by year end. This is due to a secondment ending prior to anticipated.

On motion of Commissioner Dean  
Seconded by Secretary Costello

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Saint John Police Force Unaudited Financial Results as of July 31, 2021, and send a copy to the City of Saint John Finance Committee as part of their reporting requirements. (O2109-08)***

Question being taken, the motion was carried.

**8.04 PSCC Unaudited Financial Results as of July 31, 2021**

The PSCC's preliminary July 2021, financial results are anticipated to be \$50,787 6.61% positive variance. Expenditures as of June 30, 2021, are overbudget by **(\$14,953)** and wages and benefits are over budget by **(\$39,812)**.

**SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OPEN SESSION – MINUTES  
SEPTEMBER 14, 2021 – 5:00 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

Overall year end projections show the Centre being over budget by **(\$254,817)**. Approximately **(\$117,850)** 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 **(\$136,967)**. 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 Commissioner Killen

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of July 31, 2021, and send a copy to the City of Saint John's Finance Committee as part of their reporting requirements. (O2109-09)***

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 Commissioner Dean  
Seconded by Vice Chair Jones

***RESOLVED, that the Saint John Board of Police Commissioners September 14, 2021, Open Session meeting be adjourned.***

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones