



**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
OCTOBER 12, 2021 – 5:00 P.M.
MS TEAMS**

PRESENT

Commissioners

Edward Keyes, Chair
Michael Costello, Secretary
Joanna Killen
Tamara Kelly

Staff

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

Media

Emma McPhee, Brunswick News
Timothy Herd, CHSJ / Wave News

Absent

Douglas Jones, Vice Chair
Greg Norton
Katelin Dean
Maika White

1. Call to Order

The Chair called the Open Session meeting to order and welcomed everyone to the meeting. He stated that due to the recent COVID-19 Mandatory Order restrictions, it was decided that the meeting would be held virtually.

2. Approval of Minutes

2.01 Minutes of September 14, 2021

On motion of Secretary Costello
Seconded by Commissioner Killen

RESOLVED, that the minutes of the September 14, 2021, Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2110-01)

Question being taken, the motion was carried.

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3. Adoption of Agenda – October 12, 2021

On motion of Commissioner Kelly
Seconded by Commissioner Killen

RESOLVED, that the Agenda for the October 12, 2021, meeting of the Saint John Board of Police Commissioners be adopted. (O2110-02)

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 Consent Agenda.

6. Delegations and Presentations

6.01 There were no presentations for the October 12, 2021, meeting.

7. Consideration of issues Separated from Consent Agenda

8. General Correspondence

8.01 Internal Monthly Report / September 2021

Deputy Chief Hayes reported that during the month of September there were three (3) complaints, one (1) complimentary correspondence and zero (0) grievances.

On motion of Secretary Costello
Seconded by Commissioner Kelly

RESOLVED, that the Internal Monthly Report / September 2021 be received and filed. (O2110-03)

Question being taken, the motion was carried.

8.02 SJBPC Unaudited Financial Results as of August 31, 2021

Craig Lavigne, Senior Finance Manager reported that the Commission's preliminary August 31, 2021, financial results are anticipated to be \$16,948 (23.25%) positive

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variance. Expenditures are underbudget by \$20,440 and wages and benefits are over budget by **(\$3,492)**.

On motion of Secretary Costello
Seconded by Commissioner Killen

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of August 31, 2021, be received and filed. (O2110-04)

Question being taken, the motion was carried.

8.03 SJPF Unaudited Financial Results as of August 31, 2021

Craig Lavigne, Senior Finance Manager reported that the Force's preliminary August 31, 2021, financial results are anticipated to be \$356,443 (2.22%) positive variance. Salaries and wages are underbudget by \$323,398 and expenditures are overbudget by **(\$66,945)**. Overall wages and benefits are under budget and can be attributed to savings due to personnel changes.

Year-end projections are estimated to show the Force coming in underbudget by \$62,185 or 0.26%. Salaries and wages are projected to be underbudget by \$171,982 due to retirements and vacancies. Goods and services are projected to be overbudget by **(\$121,820)** which is mainly due to additional costs of IT infrastructure. The revenue is estimated to be overbudget by **(\$12,023)** by year end.

On motion of Secretary Costello
Seconded by Commissioner Kelly

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Saint John Police Force Unaudited Financial Results as of August 31, 2021, and send a copy of the report to the City of Saint John Finance Committee as part of their reporting requirements. (O2110-05)

Question being taken, the motion was carried.

8.04 Public Safety Communication Centre (PSCC) Unaudited Financial Results as of August 31, 2021

Craig Lavigne, Senior Finance Manager reported that the PSCC's preliminary August 31, 2021, financial results are anticipated to be a deficit of **(\$147,958)**, or **(19.22%)**.

Expenditures as of August 31, 2021, are underbudget by \$5,463 and wages and benefits are over budget by **(\$63,077)**.

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Overall year end projections show the Centre being over budget by **(\$242,166)**. 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 **(\$124,316)**. The main drivers are overtime.

On motion of Commissioner Kelly
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of August 31, 2021, and send a copy of the report to the City of Saint John's Finance Committee as part of their reporting requirements. (O2110-06)

Question being taken, the motion was carried.

Chair Keyes gave an update around the Strategic Plan stating that the process is underway, and they expect a draft will be coming back to the board from the consultants, and they hope to have it released in the very near future.

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

9. Adjournment

On motion of Commissioner Kelly
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners October 12, 2021, Open Session meeting be adjourned at 5:14 p.m.

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Secretary Michael Costello