



**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

PRESENT

Commissioners

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

Staff

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

Media

Michael Landry, Brunswick News
Timothy Herd, CHSJ / Wave News

1. Call to Order

The Chair called the Open Session meeting to order and welcomed everyone to the meeting. Chair Keyes mentioned that the Remembrance Day Ceremony will be held at the Cenotaph in King's Square, and that due to COVID-19 and circuit breaker restrictions for Zone 2, the ceremony, much like last year will be smaller than usual, and thanked the Remembrance Day committee for their efforts.

2. Approval of Minutes

2.01 Minutes of October 12, 2021

On motion of Vice Chair Jones
Seconded by Commissioner Dean

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
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RESOLVED, that the minutes of the October 12, 2021, Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2111-01)

Question being taken, the motion was carried.

3. Adoption of Agenda – November 9, 2021

On motion of Secretary Costello
Seconded by Commissioner Killen

RESOLVED, that the Agenda for the November 9, 2021, meeting of the Saint John Board of Police Commissioners be adopted. (O2111-02)

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 – Inspector, Support Services Tanya LeBlanc



**Chief's Advisory Committee
CAC
Executive Summary**

Inspector, Support Services
Tanya LeBlanc

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
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Responsibilities of CAC

- Provide advice on various SJPF initiatives
- Purposes of clarity, engagement and inclusiveness
- Support and monitor strategy development and action plans
- Strive to be inclusive and provide accessible services
- Ensure effective and appropriate communication
- Identify barriers and opportunities
- Collaborate on practical solutions
- Provide an annual written report

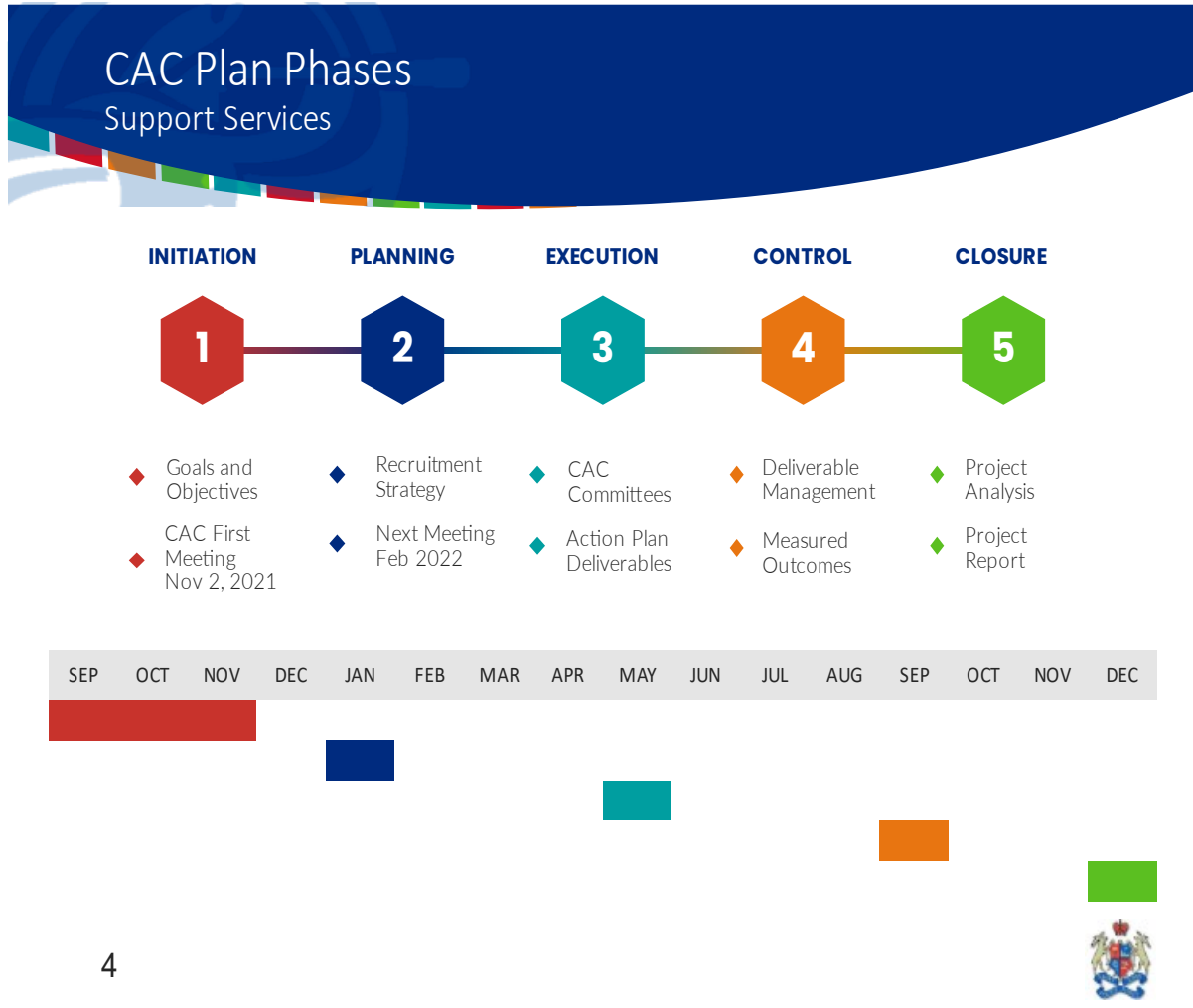
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CAC Goals Executive Summary

PURPOSE	<ul style="list-style-type: none"> • Engage and Partner with Community Groups to Increase Diversity, Inclusion, Transparency, Accountability, and Transform the Relationship between Community and Police 		
OBJECTIVES	<ul style="list-style-type: none"> • Engage Community Groups for Cultural Diversity, Social and Economic, and Business • Understand Issues that Impact the Community through Community Partnerships • Understand the Issues, Challenges and Barriers of Police in the Community • Define a Community Action Plan that Increases Diversity, Transparency and Accountability in the Saint John Police Force • Outcome is a Transformation of the Relationship between Community and Police 		
MILESTONES	STAKEHOLDERS	MEASURES OF SUCCESS	
<ul style="list-style-type: none"> • Formation and Introduction • Workshop (Engagement) • Community Action Plan • Committees on Action Deliverables • Manage Outcomes 	<ul style="list-style-type: none"> • Prude Saint John • Muslim Association NB • Learning Exchange • Human Development Co • Envision Saint John • Pride • N.B. Aboriginal Peoples Council • Black Lives Matter • YMCA Great Saint John • Saint John Newcomers • Avenue B 	<ul style="list-style-type: none"> • Improved Community Engagement • Strategy and Measured KPI's • Outcome based Deliverables • Collaborative Management of Issues • Police Officer Engagement • Community Support • Annual Report to the SJBPC 	

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
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Inspector LeBlanc provided an update on the Chief’s Advisory Committee (CAC) Terms of Reference to the Board. She stated that the Saint John Police Force (SJPF) is committed to transparency, accountability and working in collaboration with the community. The SJPF and the CAC will identify barriers, challenges, and opportunities which will affect community relationships and improve service delivery. It will also provide the Chief of Police with advice regarding SJPF initiatives with CAC members having the ability to propose initiatives and strategies. The CAC will be the voice of the community which will be paramount in the development of action plans aimed at providing accessible and inclusive policing services.

The committee was established in the fall of 2020 and currently consists of 12 representatives from 11 community groups and stakeholders. Chief Bruce stated that the information discussed and provided by the committee to the SJPF is vital in creating, maintaining, and sustaining a safe, secure, healthy, fair, and respectful community for all those who live, work, and visit the City of Saint John. He also mentioned that transparency accountability and diversity are three

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

of the main pillars of the committee which will serve the community well, and that the SJPF have always relied on a strong relationship with its community partners, and with the formation of this committee, that relationship is expanded and solidified for better understanding moving forward.

7. Consideration of issues Separated from Consent Agenda

8. General Correspondence

8.01 Internal Monthly Report / October 2021

Chief Bruce reported that during the month of October there were zero (0) complaints, zero (0) complimentary correspondences and one (1) grievance.

On motion of Commissioner Norton

Seconded by Commissioner Dean

RESOLVED, that the Internal Monthly Report / October 2021 be received and filed. (O2111-03)

Question being taken, the motion was carried.

8.02 SJBPC Unaudited Financial Results as of September 30, 2021

Craig Lavigne, Senior Finance Manager reported that the Commission's preliminary September 30, 2021, financial results are anticipated to be \$22,729 (27.38%) positive variance. Expenditures are underbudget by \$25,731 and wages and benefits are over budget by **(\$3,002)**.

On motion of Vice Chair Jones

Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of September 30, 2021, be received and filed. (O2111-04)

Question being taken, the motion was carried.

8.03 SJPF Unaudited Financial Results as of September 30, 2021

Craig Lavigne, Senior Finance Manager reported that the Force's preliminary September 30, 2021, financial results are anticipated to be \$229,271 (1.27%) positive variance. Salaries and wages are underbudget by \$276,306 and expenditures are overbudget by

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
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(\$105,763). Overall wages and benefits are under budget and can be attributed to savings due to personnel changes.

Year-end projections are estimated to show salaries and wages to be underbudget by \$259,363, due to retirements and vacancies. Goods and services are projected to be overbudget by (\$184,920) which is mainly due to additional costs of IT infrastructure. The revenue is estimated to be overbudget by (\$18,174) by year end.

On motion of Commissioner Norton
Seconded by Commissioner Kelly

RESOLVED, that the Saint John Board of Police Commissioners receive, and file as presented the Saint John Police Force Unaudited Financial Results as of September 30, 2021. (O2111-05)

Question being taken, the motion was carried.

8.04 Public Safety Communication Centre (PSCC) Unaudited Financial Results as of September 30, 2021

Craig Lavigne, Senior Finance Manager reported that the PSCC's preliminary September 30, 2021, financial results are anticipated to be a deficit of (\$192,455), or (-19.78%).

Expenditures as of September 30, 2021, are overbudget by (\$21,563) and wages and benefits are over budget by (\$80,742).

Overall year end projections show the Centre being over budget by (\$226,595). Approximately (\$115,000) 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 (\$111,657). The main drivers are overtime.

On motion of Commissioner Killen
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners receive, and file as presented the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of September 30, 2021. (O2111-06)

Question being taken, the motion was carried.

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

**8.05 Saint John Police Force (SJPF) and Public Safety Communication Centre (PSCC) –
2022 Operating Budget**

BACKGROUND

The purpose of this report is to provide the Saint John Board of Police Commissioners with an overview of the 2022 Operating Budgets for the Saint John Police Force (SJPF) and the Public Safety Communication Centre (PSCC).

The Saint John Board of Police Commissioners received a letter from the Saint John City Manager dated February 23, 2021, advising the Commission how the 2022 Operating Budget funding envelope would be calculated. The calculation for the budget would be based on the following principles.

1. Wage and benefits budgets will be increased by the Council approved wage escalation rate pursuant to the wage escalation policy.
2. Goods and services budget will be frozen the approved 2021 budget levels. There will be no increases for inflation or additional services.
3. The City will adjust your budget for charges associated with shared services (financial, human resources, communications, and IT support provided by the City).

REPORT

Saint John Police Force Operating Budget

The overall budget for expenditures is \$25,843,504 which is an increase of \$750,244 over the 2021 budget (\$25,093,620).

Most of the increase relates to salaries and benefits. The City's wage escalation rate for 2022 is calculated at 3.04% which translates into an increase of \$650,999. Management/Non-Union staff will align with the city and will receive 0% increases for 2022 and move to wage escalation rates in 2023. Local 486 contract expires at the end of 2021 and the Police Association contract is still being negotiated.

Although 2022 wage escalation rate is 3.04%, the past two years were 1.58% (2021) and 1.36% (2020). These calculations are important

SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION

when considering potential wage settlements around the expired collective agreement with the Police Association. Regardless of the amount of any wage settlement, the Police Commission must stay within the wages and benefits envelopes that have been allocated. There is risk of staffing impacts if wage settlements exceed the wage escalation envelope.

Good and services increased by \$99,243 over 2021 levels. In consultation with the CFO and City Manager it was recognized that the increased annual cost of IT infrastructure could not be absorbed within the existing budget and this line item would not be subject to the freeze.

There were other items line items that were increased due to actual cost in 2021 and includes legal, other purchased service and vehicle insurance as examples. However, the impact of a 0% increase has put pressure on the budget for items such as fleet fuel and training. There were no additional areas within good and services to reallocate funds to fleet fuel or training which are at risk of staying within budget envelopes.

On the Revenue side of the budget there was a decrease of \$270,000 due to the Provincial decision around changing the Integrated Mobil Crisis Response Team. The projected revenue for 2022 will be \$520,000.

Future Budget Pressures

There are several budget pressures that will need to be addressed for 2023 budget and beyond. The Force is seeking to update its 20 plus year old records management system. The current system is well past its life cycle, faces security risks and needs to be upgraded to move forward with Provincial initiatives such as E-Ticketing and E-Disclosures. The estimated annual cost for these two items is \$220,000 annually.

The body worn cameras is an area that will require another \$150,000 to roll out and maintain the level of support needed for this initiative. This program requires at least one full time civilian member to manage the amount of data, technology and ensuring the requirements set out in the Policy are being met. This program is not about strapping a bunch of cameras on the members, there will be an incredible amount of

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

data that will need to be tracked, stored, and ensure security above all.

The Force has been working towards the implementation of an online reporting system. This system has been presented to the Board recently and will improve efficiencies within the force and create a better level of service for Citizens. There will be an annual cost of the initiatives and will need additional funding to support this.

Another pressure the force is faced with is whether funds are available for special projects. A special project undertaken in 2021 resulted in charges being laid on an unsolved murder case. The project had a significant cost of approximately \$70,000 between wages and benefits and goods and services. Budget pressures cannot influence these types of projects.

Public Safety Communication Centre (PSCC)

Staffing budget will remain relatively the same as previous year with an increase in wages and benefits to align with actual budgeted positions. Staffing does remain a challenge in the Centre and will continue to be the focus of management to recruit and maintain staffing levels.

On the expenditure side the only major increase in the annual cost of the Centre's new CAD system. The Provincial Government is contributing a significant amount of funding (\$427,000) for the replacement of the CAD System. The annual cost will rise by \$103,000 for the new CAD System. In consultation with the CFO, CIO and City Manager, this item is not subject to the 0% freeze for goods and services.

Conclusion

The Saint John Police Force has consistently been good Corporate Citizens and have managed their budget accordingly to provide best value for taxpayers. However, as the Force along with City has entered a new era as it comes to Cyber Security. The investments that are being made in the Records Management System and CAO System that will ultimately put budgetary pressures on the operating budget and will need support for the city to move forward with these initiatives.

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
NOVEMBER 9, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

The Force will continue to be diligent managing the operating budget, however a complete freeze on goods and services cannot impact the Forces ability to provide services. There is very little control over rising fuel prices, increasing insurance rates, legal costs, vehicle maintenance parts cost as examples and these types of expenditures will likely be under pressure in 2022.

On motion of Commissioner Norton
Seconded by Vice Chair Jones

RESOLVED, that the Saint John Board of Police Commissioners accept and approve the Saint John Police Force (SJPF) – 2022 Operating Budget as presented and forward the budget report and documents to the next meeting of the Finance Committee. (O2111-07)

Question being taken, the motion was carried.

On motion of Commissioner Norton
Seconded by Commissioner Kelly

RESOLVED, that the Saint John Board of Police Commissioners accept and approve the Public Safety Communication Centre (PSCC) – 2022 Operating Budget as presented and forward the budget report and documents to the next meeting of the Finance Committee. (O2111-08)

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 Kelly
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners November 9, 2021, Open Session meeting be adjourned at 5:49 p.m.

Question being taken, the motion was carried.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones