Ms. Charlene Hayes of the Canadian Cancer Society entered the meeting.

1. **Call To Order**

Chair Franklin called the meeting to order at 6:15 p.m.

Chief Reid introduced Ms. Charlene Hayes, Associate Director, Revenue Development at Canadian Cancer Society New Brunswick, expressing his pleasure informing everyone that the fund raising events for Cops for Cancer resulted in a total of $14,000 being raised. Ms. Hayes was presented with a cheque in the amount of $14,000 by Chief Reid.

Ms. Hayes expressed thanks on behalf of the Canadian Cancer Society.

2. **Approval of Minutes**

2.1 **Minutes of December 2, 2014**

On motion of Commissioner Paquet
Seconded by Commissioner MacKenzie
RESOLVED that the minutes for the December 2, 2014 Open Session meeting of the Saint John Board of Police Commissioners, be approved. *(O1501-01)*

Question being taken, the motion was carried.
3. **Adoption of Agenda**

On motion of Commissioner Boudreau
Seconded by Commissioner Carhart
RESOLVED that the agenda for the January 13, 2015 Saint John Board of Police Commissioners meeting, be approved.  (O1501-02)

Question being taken, the motion was carried.

4. **Disclosure of Conflict of Interest**

4.1 Declaration of members in conflict of interest with any item on the agenda

None

5. **Consent Agenda**

5.1 That the letter from the Common Clerk’s Office advising that on December 1, 2014 Council adopted a resolution to receive for information the report entitled “Saint John Police Force Presentation to Council, be received and filed.

5.2 That the letter from the Common Clerk’s Office advising that on November 24, 2014 Council adopted a resolution urging all ABC’s to adopt a duplicate model of the Province of New Brunswick’s listing by which employee names and a corresponding salary range are reported including regular earnings, overtime, personal service contracts and any other employee remuneration in lieu of exact salary amounts, be received and filed.

5.3 That the letter from the Saint John Police Association regarding the Sunshine List, be received and filed.

On motion of Commissioner Paquet
Seconded by Commissioner MacKenzie
RESOLVED that the recommendation set out for each consent agenda item respectfully, be adopted.  (O1501-03)

Question being taken, the motion was carried.

6. **Delegations/Presentations**

7. **Committee Reports**

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

9. **General Correspondence**

9.1 **Internal Monthly Report**

Chief Reid reported that during the month of December there was one complaint, four complimentary correspondences and no grievances.
On motion of Commissioner MacKenzie
Seconded by Commissioner Paquet
RESOLVED that the Internal Monthly Report for the period December 3 – 31, 2014, be received and filed. (O1501-04)

Question being taken, the motion was carried.

9.2 2015 Saint John Police Force Budget

Chair Franklin advised that the 2015 budget for the Police Force has been reduced by $320,000 and that Chief Reid will be preparing a report for the Board's February 10th meeting on this matter.

9.3 CAPG 2015 Membership Renewal

On motion of Commissioner Paquet
Seconded by Commissioner Carhart
RESOLVED that the Saint John Board of Police Commissioners approve for payment the 2015 membership for the Canadian Association of Police Governance for the period January 1 - December 31, 2015 in the amount of $1,020.00. (O1501-05)

Question being taken, the motion was carried with Commissioner Norton voting nay.

9.4 CAPG Call for Resolutions 2015

Chair Franklin spoke with respect to the Call for Resolutions by the Canadian Association of Police Governance. Each year the organization solicits input from their members on the key issues that the organization should be striving for. The Chair asked everyone to review the information and let the Board know if there are any items that could be submitted as a resolution. The deadline for submissions is April 10th.

9.5 Request for total legal costs for the Police Force during 2014

Consideration was given to a letter from the Common Clerk’s Office advising that on December 8, 2014 Council adopted a resolution requesting that the Saint John Police Commission provide the total cost of legal costs for the Police Department during 2014, including legal fees incurred for negotiations, and any Police Officers’ legal considerations, and that this be provided before the City’s budget decision.

Chief Reid stated that he will prepare a report for the Board's consideration before forwarding to Common Council.

9.6 Saint John Police Force Program and Services Update

Chief Reid explained that the submitted report is in response to a resolution adopted by the Board on September 9, 2014 that was initiated by former Commissioner Greg Norton directing that the Force provide a detailed list of all SJPF programs and services that complement core police services, but represent complementary value-adds to the required host of police services. The Police Force was also asked to provide a comprehensive status update that would include,
but not limited to, complete program costs, staffing demands associated with program/service delivery and participation data from the tax paying public we serve. It was noted that the information contained in the report details approximately 75 programs and services and where they fit in terms of the Force’s core business.

Chief Reid suggested that the report be forwarded to Common Council.

On motion of Commissioner Boudreau
Seconded by Commissioner Carhart

RESOLVED that the Saint John Board of Police Commissioners receive and file the submitted Program and Service report, to be used as a basis for future discussions with the Chief in reviewing Police Force programs and services. The Chief will ensure that the Program and Services analytic tool content (Table B) is continuously reviewed and improved so it remains a relevant and useful resource for Board governance; and further that a copy of this report be forwarded to Common Council. (O1501-06)

Question being taken, the motion was carried.

9.7  Overtime and Court Time Cost – YTD September 2014

Chief Reid reviewed the submitted report that was prepared in response to a request by the Board on November 4, 2014 with the purpose being to provide the Board with a regular update on the overtime and court time expense for the Police Force.

Responding to questions regarding the numerous challenges that the Police Force is dealing with in trying to reduce court costs, Chief Reid noted that Deputy Chief McCloskey will be responsible for the Force’s Court System and will endeavor to find ways to be more efficient in this area.

The discussion continued with Commissioners being informed that the budget line for court time was increased slightly for 2014, the first increase for a number of years because basically this line item has remained static which means that it has not been kept in line with increased wages and costs. The overtime trend report that was considered by the Board at the December 2, 2014 meeting was referenced by Commissioner Paquet who suggested that if a similar report based on hours could be prepared it could identify how overtime is being managed and where we should look for efficiencies.

On motion of Commissioner Paquet
Seconded by Commissioner MacKenzie

RESOLVED that the Overtime and Court Time Cost - YTD September 2014 report, be received and filed. (O1501-07)

Question being taken, the motion was carried.

9.8  Letter from J. Carhart - Calls for Service in Crescent Valley

Commissioner Carhart referenced discussions at a previous Board meeting relating to the crime trend in the Crescent Valley area, noting the significant transformation from 2008 to 2013. A
brief discussion followed with the question being raised – what happened in the Crescent Valley area during this period and is there an opportunity to capitalize on what worked well.

On motion of Commissioner Carhart
Seconded by Commissioner Paquet
RESOLVED that the Saint John Board of Police Commissioners request that the Sergeant of Community Policing present to the Police Commission the roles of their unit, and further that the Sergeant include in his/her presentation an explanation as to why the calls for service in the Crescent Valley were down dramatically and significantly for three years in that specific community. (O1501-08)

Chief Reid responded that a presentation would be prepared for the Board.

Question being taken, the motion was carried.

9.9 Letter from J. Carhart re new method of sharing Commission transcripts

On motion of Commissioner Carhart
Seconded by Commissioner Paquet
RESOLVED that the Saint John Board of Police Commissioners explore a new method of sharing Commission transcripts to all media outlets, for example posting audio online or a media package of transcripts the day following the meeting. (O1501-09)

Commissioner Carhart explained that the intention of her motion is for the Board to provide full transparency. Responding, Mrs. Ferrar advised that she met with the City's Web Specialist who, after carrying out several tests, has determined that it is possible to post recordings from meetings to the Force's website. This would involve a link being created on the Commissions' homepage to the recordings. It was noted that a conversion software license would be required which cost approximately $60.00-70.00. The Board members expressed their support in purchasing the conversion license and having the recordings posted to the website.

During the discussion it was proposed, and supported, that when the Secretary of the Board is appointed this individual could send out an email to all media with the link to the meeting recording. Responding to questions on how many meetings could be posted, Mr. Malone suggested no more than six be available due to the amount of storage required. It was also noted that the Open Session minutes are posted on the Force's website.

Question being taken, the motion was carried.

Confirmation of Executive for 2015

Chair Franklin stated that Commissioner Nicole Paquet will be the Chair of the Saint John Board of Police Commissioners for 2015 and Commissioner Jennifer Carhart will be the Vice-Chair. A Secretary will be appointed at a later date.

9.10 Closing Remarks

Chair Franklin informed everyone that he received a letter from Chief Reid earlier today announcing his retirement in April 2015.
Chief Reid stated that he was very honoured to serve as Chief for the past seven years for the Saint John Police Force. Chair Franklin thanked Chief Reid for his service to the City of Saint John.

Chief Reid announced that Inspector Cy Thompson will be retiring on January 29, 2015 and extended congratulations to him on his retirement from the Police Force.

The Commissioners extended congratulations to both Chief Reid and Inspector Thompson on their retirement.

10. **Adjournment**

On motion of Commissioner MacKenzie
Seconded by Commissioner Paquet
RESOLVED that the meeting be adjourned at 7:00 p.m.

Question being taken, the motion was carried.