

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
MINUTES
PUBLIC SESSION**

(June 7, 2011)
(8th Floor - City Hall)

PRESENT:

Commissioners:

David Emerson, Vice Chairman
Mary-Eileen O'Brien, Secretary
Commissioner Peter McGuire
Commissioner Ivan Court
Commissioner Jonathan Franklin

Sharon Rigby, Executive Administrator

Staff:

Chief Bill Reid
Deputy Chief Bruce Connell
Bill Todd, Chief Administrative Officer
Brian Malone, Director of Knowledge Management
Marven Corscadden, Director of Human Resources & Finance
Inspector Dave Parks
Inspector Cy Thompson
Inspector Glen McCloskey

Absent:

Christopher Waldschutz, Chairman

Guests:

Constable Marc Hussey & Staff Sergeant Jim Fleming - Memorial Cup Viewing

1. **Call To Order**

Vice Chairman David Emerson called the meeting to order at 5:50pm.

2. **Opening Remarks**

Chairman Waldschutz sends his regrets that he could not attend. Vice Chair Emerson has been asked to host next month's meeting as well.

Catch the Bug Race is taking place this Sunday, June 12 beginning at 9am. It is expected that all Commissioners will be participating.

3. **Confirmation of the Agenda**

O1106-01: It was moved by Commissioner Franklin and seconded by Commissioner O'Brien..... and unanimously resolved that the Agenda is approved as circulated.

Carried

4. Presentations:**(i) Memorial Cup Viewing – Constable Marc Hussey and Staff Sergeant Jim Fleming**

There was a brief viewing of the Memorial Cup to Commissioners and Senior Management staff of the Police Force. Constable Hussey and Staff Sergeant Jim Fleming are members of the Saint John Sea Dogs hockey operations. Marc is Assistant Coach and Jim is Goalie Coach.

(ii) Provincial Police Audit – Chief Reid

Vice Chair Emerson advised there may be an opportunity to involve a new Commissioner in the discussion of this presentation so it is sufficiently important to table it until the next meeting.

O1106-02: It was moved by Commissioner O'Brien and seconded by Commissioner McGuire that the Provincial Police Audit presentation is tabled until the next Board meeting July 7th.

Carried

Continuing on the topic of presentations, Commissioner Emerson pointed out that presentations are significant for board knowledge and public transparency and accountability. Now that the Board has Laserfiche, there is an opportunity to capture the content from the presentations and have it available to Commissioners continuously. This will be an important tool for new Commissioners.

Vice Chair Emerson sought two motions on the issue of presentations:

1. Develop a schedule for the coming year. It is important for staff to anticipate what is coming and prepare accordingly. It also lets the Board put together presentations in sequence that makes sense.
2. The Board recently had presentations on Use of Force and on the Training provided to members of the Police Force. The next logical presentation in that sequence would be Risk Management.

O1106-03: It was moved by Commissioner Franklin and seconded by Commissioner McGuire to develop a presentation schedule for the coming year and to have the Police Force give a presentation on Risk Management.

Carried

5. Confirmation of the Minutes

O1106-04: It was moved by Commissioner Franklin and seconded by Commissioner O'Brien....and unanimously resolved to approve the minutes of the May 3, 2011 Public meeting.

Carried

6. Business Arising from the Minutes

None

7. Consideration of Reports**(i) Internal Monthly Report**

For the month of May, there were zero complaints, four complimentary correspondences and one grievance.

O1106-05: It was moved by Commissioner O'Brien and seconded by Commissioner Franklin...and unanimously resolved to receive and file the Internal Monthly report.

Carried

(ii) Public Art Committee

There is a necessity to suspend the Committee primarily for project management purposes.

O1106-06: It was moved by Commissioner McGuire and seconded by Commissioner Franklin...and unanimously resolved to disband the Public Art Committee and bring the item forward for discussion during June's meeting in 2012.

Carried

(iii) Saint John Police Force 2011 Operating Budget – April YTD Financial Results

Marven Corscadden advised for the period ending as of April 30, 2011, the Saint John Police Force was under budget by \$207,288 or 2.78%.

The April financial reporting period is not a good indicator of the projected year-end financial position for the Saint John Police Force as a number of significant purchases are usually not completed until the end of summer each year. The second reporting period that ends on August 31, 2011 will provide sufficient data to make a final year-end projection.

O1106-07: It was moved by Commissioner O'Brien and seconded by Commissioner McGuire...and unanimously resolved that the Board accepts and approves the financial report and forward a copy to Common Council.

Carried

(iv) Communication Strategy – Vice Chairman David Emerson

The Commission has been without a Communication strategy of its own which has been somewhat of a concern given obligations for transparency and accountability to the public. There is an opportunity to take advantage of the work being done by the Police Force on their Communication strategy and make good use of the budget by doing an incremental addition to the existing Police Force strategy. Vice Chair Emerson sought a motion to the aforesaid.

Commissioner O'Brien advised that she and Commissioner Franklin attended a meeting yesterday morning with the City Staff who have corporate knowledge of the Police Force intentions which we could leverage. They reported that there is a template in place that can be viewed fairly soon that will narrow down the website content. Commissioners Franklin and O'Brien felt convinced that this would be the way to go for the Board as well. The next step would be for the Board to strike a sub-committee to begin the process.

O1106-08: It was moved by Commissioner McGuire and seconded by Commissioner O'Brien...and unanimously resolved that:

1. The Board utilize the existing Saint John Police Force Communication strategy and;
2. Strike a sub-committee of which Commissioners O'Brien and Franklin are members. This sub group will be involved in giving input in the building of a Web design for the Board. They will report back to the Commission at the meeting in September.

8. **Communications**

(i) Letters from Common Council re: Appointment to the SJBoPC

(ii) Letter from Common Council re: CrimeMapping.com presentation

O1106-09: It was moved by Commissioner McGuire and seconded by Commissioner O'Brien...and unanimously resolved to receive and file Items 8 (i) and 8 (ii).

Carried

9. **Next Meeting**: Tuesday, July 5, 2011 at 5:30pm 8th Floor Boardroom, City Hall. Chairman Waldschutz will not be in attendance. Vice Chairman Emerson has been asked to chair the meeting.

10. **Adjournment**

There was a motion by Commissioner O'Brien, seconded by Commissioner McGuire to adjourn Open session at 6:05pm.

Chair

Secretary