



Open Board Meeting Minutes

March 25, 2026 – 1:00 p.m.

Police Service Boardroom

(Virtual Option Provided – *Public portion of this meeting is recorded*)

1. Call to Order

Chair Kenny called the meeting to order at 1:02 p.m.

2. Roll Call

Members –	N. Kenny (virtually) Amanda Williams M. Shoemaker M. Bruni (virtually)	Staff –	Chief Duguay Deputy Freeman Inspector Dewar A. Davey L. Louttit S. Miles
Regrets -	J. Greco		
Administrator -	L. Hodgson		
Guests -	T. Gervais		
Media -	Brian Kelly (Sault Star)		

3. Territorial Acknowledgement

We would like to begin by acknowledging that we are in the Robinson-Huron Treaty territory and that the land on which we are gathered is the traditional territory of the Anishinaabek, specifically Garden River First Nation (Ketegaunseebee) and Batchewana First Nation (Obaajiwana Anishinaabek), as well as Metis Peoples. We

recognize our shared responsibility to care for these lands, waters, and the people who have stewarded them since time immemorial.

4. Conflict of Interest Declarations

There were no conflicts of interest declared.

5. Motion to Accept Open Agenda – March 25, 2026

MOVED BY: M. Bruni
SECONDED BY: A. Williams

RESOLVED that the March 25, 2026 open meeting agenda be approved as presented.

CARRIED

6. Adoption of Open Board Meeting Minutes – January 28, 2026

MOVED BY: M. Shoemaker
SECONDED BY: A. Williams

RESOLVED that the open meeting minutes of the January 28, 2026 meeting be approved as presented.

CARRIED

7. Adoption of Open Emergent Board Meeting Minutes – February 2, 2026

MOVED BY: M. Bruni
SECONDED BY: A. Williams

RESOLVED that the Open Emergent Meeting Minutes of the February 2, 2026 meeting be approved as presented.

CARRIED

Request from Amanda to correct her name in this set of minutes.

8. Communications & Reports – *Information Only* – Chief Duguay

- a) Special Account Ledger (Auction Account)
- b) Court Time Quarterly Report
- c) Monthly Overtime (Paid and Banked) – January
- d) Monthly Staff Shortage Overtime Costs (5 Year Comparison) – January

- e) Monthly Staff Shortage Costs – January
- f) Year End Statistical Reports 2025
- g) Monthly Statistical Reports - January
- h) Division Two Statistics
- i) Bail Compliance Unit Statistics
- j) IPV Statistics
- k) Use of Force Report
- l) Public Complaints Against Police
- m) Notes of Appreciation
- n) Missing Person Annual Report

All reports were accepted as presented for information purposes only.

9. Year End Budget Update 2025 – Angela Davey

The Board received a report outlining the Service’s unaudited financial results for the year ending 2025. It was noted that final overage came in at \$922,220. It was initially estimated that there would be a \$2.3 million dollar deficit, which was brought down to \$1.2 million in the third quarter. Revenue variances included user fee adjustments, additional record check revenues and several government grants that had not been originally included in the budget.

Staffing was identified as a significant factor, with the organization carrying an additional 11 full-time positions over complement for most of the 2025 year. Benefits were also over budget due to the increased staffing, as well as higher WSIB administration costs and retirement payouts.

There was also a \$1.2 million saved in operating expenses which was largely training and travel deferrals and changes to contracted services.

It was reported that the communication with the City has improved, with quarterly meetings with City Finance and improved access to financial data systems.

The Board acknowledged and commended Chief Duguay for the efforts made in managing expenditures and achieving reductions where possible.

10. Staffing, Deployment and Secondary Activities Update – Chief Duguay

Report was accepted as presented.

MOVED BY: A. Williams
SECONDED BY: M. Bruni

RESOLVED that the Sault Ste. Marie Police Service Board, in accordance with Section 37(1)(b) of the Community Safety and Policing Act, hereby receives notice of the resignations, retirements and hires as presented in the Staffing, Deployment and Secondary Activities report.

CARRIED

**11. Survey Software “Thought Exchange” – Chief Duguay
(2026 – 16)**

Chief Duguay advised that the Service has purchased “Thought Exchange” software at a cost of approximately \$40,000/yr for three years.

This software is a digital platform for structured engagement, where participants can respond anonymously to open ended questions and or answer survey type questions and rate satisfaction. The process is aimed at what matters most to the participants, their needs and their concerns.

This software will promote data informed decision making for the Chief, senior leaders and the Board.

It has potential to gather data for grants, most of which require some sort of survey data for the reporting process, strategic planning, and negotiations.

Matt Shoemaker brought forward a resolution to have this decision deferred to the last meeting of the year to see what percentage the data was used for Board purposes, as there was no seconder, the motion was not considered.

It was requested that the Chief provide a year end report to the Board to advise the projects that “Thought Exchange” has been used for.

The Board will consider additional payments of continuing costs in 2027.

MOVED BY: A. Williams

SECONDED BY: N. Kenny

RESOLVED that the Board agrees to share in the first years’ cost of the “Thought Exchange” survey software in the amount of 50%, from the Board’s auction account.

CARRIED

12. OAPSB 2026 Spring Conference & AGM – June 1 – 3, Niagara Falls, ON
(2026 – 15)

This item was deferred to the next regular meeting. The Board would like to see the agenda before making a decision.

MOVED BY:

SECONDED BY:

RESOLVED that the Board approves for _____ to attend the OAPSB 2026 Spring Conference & AGM.

13. Request for Donation – Algoma Family Services
(2026 – 17)

MOVED BY:

SECONDED BY:

RESOLVED that the Board declined to donate to the Algoma Family Services *Community Strong Race Weekend*.

14. Sault College Bursary Allocation
(2026 – 18)

Marchy Bruni brings forward a motion to give \$500.00 for two of the programs, Police Foundations and the Security and Investigations Program. As there was no seconder, this motion was not considered.

MOVED BY: A. Williams

SECONDED BY: M. Shoemaker

RESOLVED that the Board approve the continued annual contribution to the Scholarships, Bursaries and Award program at Sault College, in the amount of \$1500 to be funded from the Board's Auction Account; for the *Police Foundations* program, the *Security and Investigations* Program and the *Computer Studies* program, each in the amount of \$500.00.

CARRIED

15. Request for Secure Notebook Lockers – Chief Duguay
(2026 – 19)

Chief Duguay provided an overview of the new locker system, explaining that it will be implemented to enhance retention, accountability and the security of officer

notebooks. The system will include secure lock and key storage for all notebooks, with the intention that after three years, notebooks will be moved into secure storage for a retention of 20 years.

There is potential for incorporating a barcode system for tracking and sign-out.

The long-term direction for the Service would be to transition to digital records.

MOVED BY: M. Shoemaker

SECONDED BY: N. Kenny

RESOLVED that the Board approve the purchase of secure notebook lockers from capital reserves in the amount of \$25,000.

CARRIED

16. Elder Advisor - Advisory Committee – Presentation by L. Louttit

The Elder Advisor discussion was deferred to the next meeting.

Lincoln spoke regarding the creation of an Advisory Committee. The welcome handbook, terms of reference and application form are ready to go. The new policy has been created. The request will go out to the media for the public to participate on the committee, in order to get a diverse cross section from the community groups in our City.

17. Discussion – Community Listening Session – Chair Kenny

Deferred to the next meeting

18. New Business

Administration of Taxis to the City

Chief Duguay brought to the Board's attention that the administration of the taxis was to be moved to the City of Sault Ste. Marie to manage. There was a resolution is 2021 in this regard. The Service would continue to do the background checks. The Chief is looking for the Board's assistance in getting this matter moved forward.

19. Next Meeting Date – April 29, 2026

Chief Duguay and Deputy Freeman are not available for the meeting on April 29th. The meeting would have to either moved forward to April 22, 2026 or cancelled.

It was agreed to cancel the April meeting and reconvene on May 27th.

20. Motion to Move to Closed

MOVED BY: M. Bruni
SECONDED BY: A. Williams

RESOLVED that the Board agree to adjourn the open portion of its meeting and move to closed to discuss confidential matters, pursuant to Section 44 (a) through (l) of the *Community Safety and Policing Act*, including, but not limited to, subject matter related to potential litigation, human resources matters and legal matters that are subject to solicitor-client privilege.

CARRIED

21. Matters Arising From Closed

There were no matters brought forward from the closed session.

Adjournment – Time: 3:21 p.m.

MOVED BY: M. Shoemaker
SECONDED BY: M. Bruni

RESOLVED that the meeting is now adjourned.

CARRIED