



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
FEBRUARY 14, 2023 – 5:20 P.M.
COMMUNITY ROOM, ONE PEEL PLAZA**

PRESENT

Commissioners

Tamara Kelly, Chair
Katelin Dean, Vice Chair
Maike White, Secretary
Donna Reardon
Michael Costello
Charles Bryant

Absent

Greg Norton

Staff

Robert Bruce, Chief of Police
Honey Dwyer, Deputy Chief of Police
Doug Evans, Legal Counsel
Sean Rocca, Staff Sergeant / Executive Officer, and Corporate Communications
Craig Lavigne, Asst. Comptroller Finance, CSJ
Frank Szalai, Senior Financial Manager
Lois Gorman, Manager of PSCC Operations and Information Systems
Daphne Waye, Recording Secretary

Media

Marlo Glass / Brunswick News Inc.
Brad Perry, CHSJ / Wave News

1. Call to Order

1.1 Remarks from the Chair

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' February 14, 2023, Open Session meeting and called the meeting to order. She reminded those in attendance that the meeting was being recorded in compliance with the Privacy Policy.

2. Approval of Minutes

2.1 January 10, 2023, Minutes

Moved by Vice Chair Dean, seconded by Secretary White:

RESOLVED, that the Open Session minutes of January 10, 2023, be approved. (O2302-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 February 14, 2023, Agenda

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the agenda for February 14, 2023, be adopted. (O2302-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

4.1 There were no members in conflict of interest with any items on the agenda.

5. Consent Agenda

5.1 There were no items on the Consent Agenda.

6. Delegations and Presentations

6.1 Saint John Police Website – Chief Robert Bruce / Staff Sergeant Sean Rocca

Chief Robert Bruce introduced Staff Sergeant Sean Rocca, Executive Officer, and Corporate Communications and he along with Lois Gorman, Manager of PSCC Operations & Information Systems and Jen Urquhart, Administrative Assistant / Support Services, were instrumental in putting this together for the public, with the introduction of Online Crime Reporting. The website focuses on community interaction with ease and accessibility of what the Saint John Police currently do.

Staff Sergeant Rocca gave a brief overview and mentioned that three initiatives touch on three separate strategic priorities that came out of the five-year strategic plan. One is improving their brand, which is the new website, two is focusing on talent development which is the recruiting video and their efforts on recruiting and the third is operational efficiency which is the Online Crime Reporting piece, and he went through a

sample process showing how that works. The new website is driven by the most common use services that citizens want from the Saint John Police and he went through the website service bars explaining all the information included www.saintjohnpolice.ca. He stated that it will soon be live and for the first time, they will have publicly posted the new SJPF recruitment video: [Facebook](#) or on the website [Sworn Police Officers | Saint John Police Force](#).

Staff Sergeant Rocca stated that was a pleasure to demonstrate the new website, along with the Online Crime Reporting and the launch of their new recruitment video.

Chief Bruce thanked all their members who helped make this project a success.

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report / January 2023

Chief Bruce reported that during the month of January there were two (2) complaints, one (1) complimentary correspondence and zero (0) grievances.

Moved by Commissioner Costello, seconded by Commissioner Reardon:

RESOLVED, that the Internal Monthly Report / January 2023 be received and filed. (O2302-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / January 31, 2023

Frank Szalai, Senior Financial Manager reported that the Saint John Board of Police Commissioners (SJBPC) preliminary unaudited operating budget as of January 31, 2023, shows a surplus of \$583 year to date. Overall wages and benefits are under budget by \$22 and goods and services are under budget by \$561 year to date.

General services are under budget due to the timing related to the annual membership fee payments; thus, this favorable difference is temporary.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of January 31, 2023, be received and filed as presented. (O2302-04)

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / January 31, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited January 31, 2023, operating budget results show a surplus of \$149,466 for the year. Overall wages and benefits are under budget by \$21,815 and can be largely attributed to vacancies. Goods and services are under budget by \$127,651 due to a variety of factors.

In January wage recoveries create favourable variances versus budget, the funds are provided by WorkSafe NB; some of that money is related to prior periods but all being recognized in the first months of 2023.

Fleet related favourable variances can be mostly contributed to timing differences. The purchases of vehicles (timing is largely dependent on the suppliers) is the largest contributor, the maintenance costs related to the vehicles is the lesser contributor. It is expected that costs related to both of those categories will be incurred at a later time during 2023.

Under general services, some of the favourable variances towards budget are related to supplier charges not yet received. These costs are expected to be incurred in the following period(s).

Unfavourable variances under Professional Services and Purchased Goods are one-time variances. Under Professional Services costs related to legal services were captured from 2022, and in Purchased Goods, the imprest funds related to multiple months, are recognized in January.

Revenue is anticipated to be on budget for 2023.

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of January 31, 2023, be received and filed as presented. (O2302-05)

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / January 31, 2023

The Public Safety Communication Centre's (PSCC's) Operating Budget as of January 31, 2023, shows a surplus of \$16,985 year to date.

Overall wages and benefits are under budget by \$12,230 and goods and services are underbudget by \$4,755 year to date.

Lack of employees are driving the surplus in wages and is a result of challenges related to recruitment; the favourable impact is temporary.

Revenue is anticipated to be on budget for year end.

Moved by Secretary White, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of January 31, 2023, be received and filed as presented. (O2302-06)

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / January 2023

Activity	January 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC (<i>processed by the PSCC for the SJPF only</i>)	4,765	4,765	3,916
Incident Reports (<i>police files generated</i>)	668	668	507
Violent Crimes (<i>Assault, Robbery, Weapons Offences, Threats</i>)	111	111	67
Property Crimes (<i>Thefts, Break & Enter, Possession of Stolen Property, Mischief</i>)	171	171	114
Mental Health Act	26	26	26
Mental Health <i>RELATED</i> Calls for Service (<i>Incidents related to or caused by mental health issues</i>)	158	158	136
Arrests	95	95	85
Impaired Driving	5	5	7
Motor Vehicle Accidents	152	152	180
Citations (POPA)	78	78	89
Training	505	505	242
Auxiliary	64	64	0
Alternative Response Unit	310	310	386

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Highlights of Monthly Activity Report / January 2023 be received and filed. (O2302-07)

MOTION CARRIED UNANIMOUSLY

8.6 ABC Reporting Template December 31, 2022

Common Council adopted the new ABC reporting policy in 2021. A policy was put in place to standardize reporting templates and guidelines for ABC's that are required to report to the City. The approved ABC policy requires that the Saint John Board of Police Commissioners report twice a year using the standard reporting template. The overall role of the Public Safety Committee will be to review the reporting documentation and make any recommendations to Common Council.

Moved by Commissioner Reardon, seconded by Secretary White

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Agencies, Boards, and Commissions Policy – Standard Reporting Template for the period December 31, 2022, as presented, and forward a copy to the Public Safety Committee. (O2302-08)

MOTION CARRIED UNANIMOUSLY

9. **New Business**

There was no New Business added.

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

10. **Adjournment**

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Board of Police Commissioners February 14th, 2023, Open Session meeting be adjourned. (O2302-09)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 5:53 p.m.

Chair Tamara Kelly

Secretary Maike White