



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
MARCH 14, 2023 – 5:02 P.M.
COMMUNITY ROOM, ONE PEEL PLAZA**

PRESENT

Commissioners

Tamara Kelly via MS Teams
Katelin Dean
Maike White
Donna Reardon
Greg Norton via MS Teams
Charles Bryant

Absent

Michael Costello

Staff

Robert Bruce, Chief of Police
Honey Dwyer, Deputy Chief of Police
Frank Szalai, Senior Financial Manager
Daphne Waye, Recording Secretary

Media

Marlo Glass / Brunswick News Inc.

1. Call to Order

1.1 Remarks from the Vice Chair

Vice Chair Dean welcomed everyone to the Saint John Board of Police Commissioners' March 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. She mentioned that Chair Kelly and Commissioner Norton were joining the meeting via MS Teams.

Vice Chair Dean stated that on behalf of the commission, she wanted to commend the team involved in the beautifully redesigned website and recruitment videos. The website has

some fantastic features, including online reporting, that are great for the community, and she thanked all involved in its release last month.

She added that as a citizen-oversight commission, the board wanted to publicly acknowledge that everyone deserves to feel safe at work. Derogatory and offensive language is not acceptable under any circumstance – particularly when spoken about an individual – and, as a board, they support keeping everyone out of harm's way.

2. Approval of Minutes

2.1 February 14, 2023, Minutes

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Open Session minutes of February 14, 2023, be approved. (O2303-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 March 14, 2023, Agenda

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the agenda for March 14, 2023, be adopted. (O2303-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

5. Consent Agenda

6. Delegations / Presentations

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report / February 2023

Chief Bruce reported that during the month of February there were four (4) complaints, two (2) complimentary correspondences and zero (0) grievances.

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Internal Monthly Report / February 2023 be received and filed. (O2303-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / February 28, 2023

Frank Szalai, Senior Financial Manager wanted to bring to the board's attention that the reports have been slightly changed starting with a high-level graph in the reports to make it easier to see the results, with additional detail in supplemental information following in the reports.

The Police Commission's February 28, 2023, unaudited preliminary operating budget results show a surplus of \$1,394 year to date.

Overall wages and benefits are under budget by \$2,669 and goods and services are over budget by \$1,276 year to date. Wages and benefits are under budget due to the timing of expenses, quarterly honourariums were budgeted to be paid out in February, but the actual payment will take place in March. General services are over budget due to the P&C Process-related expenses that were not included in the budget for February.

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of February 28, 2023, be received and filed as presented. (O2303-04)

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / February 28, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited February 28, 2023, operating budget results show a surplus of \$439,072 for the year.

Overall wages and benefits are under budget by \$166,300 and can be largely attributed to vacancies.

Goods and services are under budget by \$272,771 due to a variety of factors. Wage recoveries from WorkSafe NB were received in 2023 related to 2022 activities, these expense reimbursements were not budgeted for, due to the nature of the items. There are some internal charges that are delayed, creating favourable differences that are only temporary. Lastly, the Imprest Fund is showing unfavourable variance versus budget, this is due to an internal process change causing an unfavourable difference, which is temporary.

Revenue is anticipated to be on budget for 2023.

Secretary White commented that she loves the new format of the financial reports and asked Mr. Szalai what is driving the overage in Professional Services / Legal located in the Admin section.

Mr. Szalai responded that their legal fees year to date are almost double what they had budgeted for, and Chief Bruce added that it is specific to the arbitration they recently went through. He explained how the process works when a complaint comes in, as they are very restricted within the *Police Act*. He stated that there is no cost to them if there is Informal resolution (IR); they have a discussion and the member chooses how to proceed, however, at every step of IR, the New Brunswick Police Commission (NBPC), an independent body which has oversight over all police and public complaints has to approve it, and they have no choice in that. The only discipline / corrective action that he as the Chief can deal with, is if the member agrees to IR, if they do not, it carries on through the process, which he has no ownership of, as the NBPC has the oversight. If the member decides to go to arbitration the legal costs are paid in equal shares, but the SJP have to pay for their solicitor. In this recent case, the hearing was seven (7) days, as the member and their representation had several legal arguments around not taking ownership of the actual incident, which cost a substantial amount of money, contributing to the overage of legal fees. At the end of the trial, the member did not take ownership and was found guilty of discreditable conduct.

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of February 28, 2023, be received and filed as presented. (O2303-05)

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / February 28, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of February 28, 2023, shows a deficit of (\$5,781) year to date.

Overall wages and benefits are under budget by \$24,923 and goods and services are overbudget by (\$30,703) 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. The lack of employees is driving overtime costs higher than budget; but overtime costs in February were lower than the average of the past 12 months' overtime expenses for the department (February recorded the lowest OT costs in the past 14 months).

Timing of expenses are the main driving factor behind the unfavourable variances versus budget in the goods and services category, the annual GIS (Geographical Information System) costs were incurred in February instead of the budgeted March period; the annual ERP (Enterprise Resource Planning) maintenance costs were incurred in February instead of the budgeted June period. For 2023, they don't anticipate any further cost to be incurred related to GIS and / or ERP maintenance.

Revenue is anticipated to be on budget for year end.

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of February 28, 2023, be received and filed as presented. (O2303-06)

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / February 2023

Chief Bruce went through the following information contained in the February report.

Activity	February 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC (<i>processed by the PSCC for the SJPF only</i>)	4,266	9,031	7,898
Incident Reports (<i>police files generated</i>)	611	1,279	1,045
Violent Crimes (<i>Assault, Robbery, Weapons Offences, Threats</i>)	85	196	133
Property Crimes (<i>Thefts, Break & Enter, Possession of Stolen Property, Mischief</i>)	161	330	243
Mental Health Act	30	57	49
Mental Health <i>RELATED</i> Calls for Service (<i>Incidents related to or caused by mental health issues</i>)	182	340	381
Arrests	89	191	189
Impaired Driving	11	16	16
Motor Vehicle Accidents	166	319	361
Citations (POPA)	63	157	198
Training	1,072	1,577	521
Auxiliary	103	167	29.5
Alternative Response Unit	329	639	864

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Highlights of Monthly Activity Report / February 2023 be received and filed. (O2303-07)

MOTION CARRIED UNANIMOUSLY

9. New Business

Chief Bruce stated that they launched the new website, which is very community oriented and out of a suggestion from one of the board members, he will be bringing statistics on its use, and he wanted to mention that during the first four (4) days, they had over eighty (80) applicants for their department, which they are very excited about. He added that they are behind in their hiring for two reasons as they are trying to keep up with all of the numbers that are coming in as they want to get the best candidates and they are focusing on candidates from Saint John.

He also mentioned that he along with Deputy Chief Dwyer attended the New Brunswick Association of Chief's of Police conference and the director of the police academy was in attendance who mentioned to the entire group there were five (5) top candidates currently at the academy and four (4) of them are the sponsorship members from the SJP and the fifth is from NF. Deputy Dwyer gave an update around a recent visit that she and Staff Sergeant Hobbs made to meet with them and stated that they watch their scenarios and added that the members love what they are doing and cannot wait to start working.

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

10. Adjournment

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Board of Police Commissioners March 14th, 2023, Open Session meeting be adjourned. (O2303-08)

MOTION CARRIED UNANIMOUSLY

The Vice Chair declared the meeting adjourned at 5:25 p.m.

Vice Chair Katelin Dean

Secretary Maiké White