



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
SEPTEMBER 26, 2023 – 5:00 P.M.
(In place of September 12, 2023)
MS TEAMS**

PRESENT

Commissioners

Tamara Kelly, Chair
Katelin Dean, Vice Chair
Donna Reardon
Charles Bryant

Absent

Maike White, Secretary
Michael Costello
Greg Norton

Staff

Robert Bruce, Chief of Police
Honey Dwyer, Deputy Chief of Police
Douglas A.M. Evans, KC, Legal Counsel
Stephanie Hanlon, Human Resources Director
Frank Szalai, Senior Financial Manager
Daphne Wayne, Recording Secretary

Media

Emma McPhee, Reporter | Brunswick News Inc.
Nathalie Sturgeon | Digital Broadcast Journalist

1. Call to Order

1.1 **Remarks from the Chair**

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' September 26, 2023, Open Session meeting, which was taking place of the September 12, 2023, and called the meeting to order. She reminded those in attendance that the meeting was being recorded in compliance with the Privacy Policy and being held by MS Teams.

2. Approval of Minutes

2.1 July 11, 2023, Minutes

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Open Session minutes of July 11, 2023, be approved. (O2309-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 September 12, 2023, Agenda

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the agenda distributed for September 12th, 2023, be adopted for September 26, 2023. (O2309-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

5. Consent Agenda

6. Delegations / Presentations

There were no presentations this month.

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report – July / August 2023

Chief Bruce reported that during the months of July and August there were four (4) complaints, six (6) complimentary correspondences and two (2) grievances with discussion around the report.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Internal Monthly Report - July / August 2023 be received and filed. (O2309-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / July 31, 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's July 31, 2023, unaudited preliminary operating budget results show a surplus of \$16,848 year to date.

Overall wages and benefits are over budget by \$503 and goods and services are under budget by \$17,352 year to date. Goods and Services are under budget due to timing differences, the expectation is to receive costs against those budget items in the coming weeks / months.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of July 31, 2023, be received and filed as presented. (O2309-04).

MOTION CARRIED UNANIMOUSLY

8.3 SJBPC Operating Budget / August 31, 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's August 31, 2023, unaudited preliminary operating budget results show a surplus of \$14,975 year to date.

Overall wages and benefits are under budget by \$1,995 and goods and services are under budget by \$13,020 year to date. Goods and Services are under budget due to timing differences, the expectation is to receive costs against those budget items in the coming weeks / months and those expenses should be in line with the budgeted amounts.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of August 31, 2023, be received and filed as presented. (O2309-05).

MOTION CARRIED UNANIMOUSLY

8.4 SJPF Operating Budget / July 31, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited July 31, 2023, operating budget results shows a surplus of \$885,616 for the year.

Overall wages and benefits are under budget by \$458,411 and can be largely attributed to vacancies.

Goods and services are under budget by \$427,206 due to two main components; 1) temporary timing-related favourable variances, amounting to \$351K and 2) realized cost savings, where the actual costs are below the budgeted costs, or where savings were not budgeted: amounting to \$363K. These favourable items were offset by realized unfavourable variances of \$263K. Mr. Szalai went through the details which were listed in the financial report around timing and other differences.

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of July 31, 2023, be received and filed as presented. (O2309-06)

MOTION CARRIED UNANIMOUSLY

8.5 SJPF Operating Budget / August 31, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited August 31, 2023, operating budget results shows a surplus of \$1,176,902 for the year.

Overall wages and benefits are under budget by \$624,168 and can be largely attributed to vacancies.

Goods and services are under budget by \$552,735 due to two primary components: 1) temporary timing-related to both favourable variances. The favourable timing differences total \$439K, representing costs that were budgeted by have not yet materialized and a small portion of unfavourable timing differences amounting to \$17K, which is related to the Imprest fund distribution, and 2) realized cost savings, where the actual costs are below the budgeted costs, or where savings were not budgeted amounting to \$447K. These were partially offset by realized unfavourable variances totaling \$285K. Further details on these were outlined in the report submitted, as well as around timing and other differences.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of August 31, 2023, be received and filed as presented. (O2309-07)

MOTION CARRIED UNANIMOUSLY

8.6 PSCC Operating Budget / July 31, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of July 31, 2023, shows a surplus of \$36,125 year to date.

Overall wages and benefits are under budget by \$28,089 and goods and services are under budget by \$8,037 year to date.

Lack of employees are driving the surplus in wages, and it is a result of challenges related to recruitment; the favourable impact is temporary. The lack of employees is driving overtime costs higher, \$211,327 higher YTD than budget, but the net impact for salary related costs is favourable YTD as salary and benefits savings amount to \$239,416 YTD favourable.

Meals are also higher than budget, this is in relation to overtime, there is an unfavourable variance of \$14,455. Mr. Szalai went through the timing and other differences.

Revenue is anticipated to be on budget for year end.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of July 31, 2023, be received and filed as presented. (O2309-08)

MOTION CARRIED UNANIMOUSLY

8.7 PSCC Operating Budget / August 31, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of August 31, 2023, shows a surplus of \$31,480 year to date.

Overall wages and benefits are under budget by \$20,054 and goods and services are under budget by \$11,426 year to date.

Lack of employees are driving o\$240,838 higher, \$211,327 higher YTD than budget, but the net impact for salary related costs is favourable YTD as salary and benefits savings amount to \$260,892 YTD favourable.

Meals are also higher than budget, this is in relation to overtime, there is an unfavourable variance of \$19,318. Mr. Szalai went through the timing and other differences.

Revenue is anticipated to be on budget for year end.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of August 31, 2023, be received and filed as presented. (O2309-09)

MOTION CARRIED UNANIMOUSLY

8.8 Highlights of Monthly Activity Report / July and August 2023

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

Activity	July 2023	August 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC (<i>processed by the PSCC for the SJPF only</i>)	5,523	5,592	40,245	37,585
Incident Reports (<i>police files generated</i>)	736	701	5,450	5,466
Violent Crimes (<i>Assault, Robbery, Weapons Offences, Threats</i>)	125	108	898	818
Property Crimes (<i>Thefts, Break & Enter, Possession of Stolen Property, Mischief</i>)	243	235	1,648	1,602
Mental Health Act	22	19	180	202
Mental Health <i>RELATED</i> Calls for Service (<i>Incidents related to or caused by mental health issues</i>)	221	226	1,461	1,353
Arrests	100	101	837	1,022
Impaired Driving	4	10	53	64
Motor Vehicle Accidents	133	152	1,175	1,222
Citations (POPA)	74	67	823	1,085
Training	985	945	9,172	5,542
Auxiliary	122	95	906.5	1,086
Alternative Response Unit	234	149	2,412	3,722
Online Reporting	49	98	302	YTD data not available
In-Person (Walk-Ins) (<i>processed by the PSCC where a CAD call was generated</i>)	35	34	292	YTD data not available

In-Person (Walk-Ins) (Incident Reports Generated) (<i>police files generated as a result of Calls for Service</i>)	20	21	156	YTD data not available
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Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Highlights of Monthly Activity Report / July and August 2023 be received and filed. (O2309-10)

MOTION CARRIED UNANIMOUSLY

8.9 ABC Reporting Template – June 30, 2023

The ABC reporting policy was adopted by Common Council in 2021 to standardize reporting templates and guidelines for ABC’s that are required to report to the City. The approved ABC policy requires the Saint John Board of Police Commissioners to report twice a year using the standard reporting template.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Agencies, Boards, and Commissions Policy – Standard Reporting Template for the period June 30, 2023, as presented, and forward a copy to Common Council. (O2309-11)

MOTION CARRIED UNANIMOUSLY

9. New Business

Chief Bruce mentioned that the Saint John Police employs a number of CUPE Local 486 civilian staff who provide key services to the organization as well as our community. He added that due to the current CUPE Local 486 labour disruption, a number of Saint John Police services are impacted. These include both public facing services and internal functions.

He mentioned that over the last many weeks, the Command Team has prepared a Business Continuity Plan to ensure the necessary public safety functions will continue during the labour disruption, and he went through some of the public facing services that are being disrupted, and thanked the personnel who are working very hard to get them through this difficult period.

10. Adjournment

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners September 26, 2023, Open Sesson meeting be adjourned. (O2309-12)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 5:20 p.m.

Chair Tamara Kelly

Vice Chair Katelin Dean