



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
DECEMBER 12, 2023 – 5:06 P.M.
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

PRESENT

Commissioners

Tamara Kelly, Chair
Katelin Dean, Vice Chair
Maiké White, Secretary
Donna Reardon
Charles Bryant

Absent

Michael Costello
Greg Norton

Staff

Robert Bruce, Chief of Police
Staff Sergeant Sean Rocca
Stephanie Hanlon, Human Resources Director
Frank Szalai, Senior Financial Manager
Daphne Waye, Recording Secretary

Media

Emma McPhee, Reporter | Brunswick News Inc.

1. Call to Order

1.1 Remarks from the Chair

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' December 12th, 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 and was also being held by MS Teams.

2. Approval of Minutes

2.1 November 7, 2023, Minutes

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Open Session minutes of November 7, 2023, be approved. (O2312-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 December 12, 2023, Agenda

Moved by Commissioner Reardon, seconded by Secretary White

RESOLVED, that the agenda distributed for December 12th, 2023, be adopted. (O2312-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

5. Consent Agenda

6. Delegations / Presentations

6.1 Strategic Plan Quarterly Update

Staff Sergeant Sean Rocca was in attendance to present the Saint John Police Force Strategic Plan 2021-2026 Saint John Board of Police Commissioners Update – December 2023.

Moved by Commissioner Reardon, seconded by Secretary White

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Saint John Police Force Strategic Plan 2021-2026 Update December 2023. (O2312-03)

MOTION CARRIED UNANIMOUSLY

6.2 Holiday in a Box Campaign

Chief Robert Bruce updated the board and the media around the Holiday in a Box Campaign, with Friday, December 15, 2023, being the delivery day to the community

groups: Carleton Community Centre; Crescent Valley Resource Centre; P.U.L.S.E. Inc. Saint John; The ONE Change Inc.; and The Waterloo Village Neighbourhood Association.

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report – November 2023

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

Moved by Commissioner Reardon, seconded by Secretary Dean:

RESOLVED, that the Internal Monthly Report - November 2023 be received and filed. (O2312-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / October 31, 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's October 31, 2023, unaudited preliminary operating budget results show a surplus of \$11,835 year to date.

Overall wages and benefits are over budget by \$688 and goods and services are under budget by \$12,523 year to date. The expenses budgeted for other professional services have not been realized yet. YTD October, no professional services costs were recorded for the Police Commission. This generates a favourable variance of \$7,000, representing 38% of the overall YTD favourable variance. The expectation is to receive costs against this before the end of the year and the actuals should be in line with the budget for 2023.

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of October 31, 2023, be received and filed as presented. (O2312-04)

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / October 31, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited October 31, 2023, operating budget results shows a surplus of \$1,503,604 year to date.

Overall wages and benefits are under budget by \$1,064,458 and can be largely attributed to vacancies.

Goods and services are under budget by \$439,416 due to two primary components: 1) temporary timing-related variances. The net impact is \$149K, and 2) Realized cost savings, where the actual costs were lower than the budgeted amounts or where savings were not initially budgeted, amounting to net \$281K favourable.

Revenue for 2023 is projected to meet the budget. Mr. Szalai went through the timing and other differences mentioned in the submitted report.

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of October 31, 2023, be received and filed as presented. (O2311-05)

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / October 31, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of October 31, 2023, shows a surplus of \$292,501 year to date.

Overall wages and benefits are under budget by \$187,084 and goods and services are underbudget by \$105,417 year to date.

Differences on Salaries:

1. The reported favorable variance of \$187,084 in salaries is primarily due to a labour dispute that led local Union 486 employees to strike from September 12 to October 11. Wages and benefits were halted during this period, and both months were impacted by this.

Differences on Goods and Services:

1. The most significant realized unfavorable variance in this category is tied to Purchased Goods/Other Goods, with a YTD figure of \$19,411. This was driven by the labor dispute, which necessitated additional hardware purchases to maintain service levels at the PSCC center (e.g., new headsets and communication equipment). Additionally, some software updates were expedited in anticipation of the strike to ensure uninterrupted service.
2. There is \$103,000 budgeted training spend for October, that didn't materialize. The training costs were related to the new system roll-out. That roll out is behind

schedule, due to the labour dispute pushing out timelines. This is a realized savings on this ledger for 2023, the favourability will offset some of the unfavourability on other ledgers, overall anticipation is to realize savings in goods and services for PSCC for 2023.

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 October 31, 2023, be received and filed as presented. (O2312-06)

MOTION CARRIED UNANIMOUSLY

8.5 SJBPC Operating Budget / November 30, 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's November 30, 2023, unaudited preliminary operating budget results show a surplus of \$17,162 year to date.

Overall wages and benefits are under budget by \$1,770 and goods and services are under budget by \$15,392 year to date. This is a temporary favourable timing difference, as the fourth quarter honourariums are budgeted for November but the expenses were not yet in the system. Salary related expenses are expected to be on budget by the year end.

Moved by Vice Chair Dean, seconded by Secretary White:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of November 30, 2023, be received and filed as presented. (O2312-07).

MOTION CARRIED UNANIMOUSLY

8.6 SJPF Operating Budget / November 30, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited September 30, 2023, operating budget results shows a surplus of \$2,180,521 for the year.

Overall wages and benefits are under budget by \$1,655,311 and can be largely attributed to vacancies, partially to discrepancies between year-end anticipated payout timings and actual payouts (related to stat payout, shift premium payout, vacation payout, court-time payout etc.).

Goods and services are under budget by \$525,210 due to two primary components: 1) temporary timing-related variances. The net impact is \$284K favourable (table included in the report), and 2) Realized cost savings, where the actual costs were lower than the budgeted amounts or where savings were not initially budgeted, amounting to net \$236K favourable (table included in the report).

Revenue for 2023 is projected to meet the budget. Mr. Szalai went through the timing and other differences that were mentioned in the submitted report.

Moved by Secretary White, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of November 30, 2023, be received and filed as presented. (O2312-08)

MOTION CARRIED UNANIMOUSLY

8.7 PSCC Operating Budget / November 30, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of November 30, 2023, shows a surplus of \$303,540 year to date.

Overall wages and benefits are under budget by \$191,559 and goods and services are underbudget by \$111,980 year to date.

Differences on Salaries:

The reported favorable variance of \$191,559 in salaries is primarily due to a labour dispute that led local Union 486 employees to strike from September 12 to October 11. Wages and benefits were halted during this period, and the financial impact will extend into October.

Differences on Goods and Services:

The most significant realized unfavorable variance in this category is tied to Purchased Goods/Other Goods, with a YTD figure of \$19,411. This was driven by the labor dispute, which necessitated additional hardware purchases to maintain service levels at the PSCC center (e.g., new headsets and communication equipment). Additionally, some software updates were expedited in anticipation of the strike to ensure uninterrupted service.

There are missing telephone related charges from the books, estimated 17K is to be charged to the ledgers, this is currently causing a temporary timing related favourable variance.

Revenue is anticipated to be on budget for year end.

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of November 30, 2023, be received and filed as presented. (O2312-09)

MOTION CARRIED UNANIMOUSLY

8.8 Highlights of Monthly Activity Report / November 2023

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

Activity	November 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC <i>(processed by the PSCC for the SJPF only)</i>	4,763	55,238	52,029
Incident Reports <i>(police files generated)</i>	654	7,762	7,519
Violent Crimes <i>(Assault, Robbery, Weapons Offences, Threats)</i>	105	1,200	1,145
Property Crimes <i>(Thefts, Break & Enter, Possession of Stolen Property, Mischief)</i>	218	2,484	2,179
Mental Health Act	27	257	257
Mental Health <i>RELATED</i> Calls for Service <i>(Incidents related to or caused by mental health issues)</i>	212	2,102	1,790
Arrests	85	1,080	1,339
Persons Charged / Charges Recommended	128	1,743	1,830
Impaired Driving	10	74	80
Motor Vehicle Accidents	201	1,704	1,755
Citations (POPA)	35	998	1,345
Training	data not available	data not available	YTD data not available
Auxiliary	73	1,233	1,377
Alternative Response Unit	246	2,932	4,991
Online Reporting	77	528	YTD data not available

In-Person (Walk-Ins) (<i>processed by the PSCC where a CAD call was generated</i>)	18	332	YTD data not available
In-Person (Walk-Ins) (Incident Reports Generated) (<i>police files generated as a result of Calls for Service</i>)	10	176	YTD data not available

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Highlights of Monthly Activity Report / November 2023 be received and filed. (O2312-10)

MOTION CARRIED UNANIMOUSLY

8.9 SJPF and PSCC 2024 Operating Budget

The submitted report covered and explained the approved 2024 Operating Budgets, highlighting changes, adjustments, and key financial decisions. The Finance Committee has approved the General Fund Operating Budget for the Saint John Police Force and PSCC. The Police Force budget for 2024 is set at \$29,333,969, a reduction of \$73,127 from the initially approved budget by the Commission. This reduction primarily results from the re-evaluation of planned cell phone purchases and adjustments in gas price inflation expectations. The PSCC's 2024 budget has been set at \$3,175,990, marking an increase of \$130,822, influenced by the conclusion and renewal of the 486 collective agreement.

The approved 2024 Police Force budget reflects various changes vs 2023 budgets. Key areas of increase include Insurance, Professional Services, Repairs and Maintenance, and Purchased Goods. Notably, Insurance costs have risen by 39.4%, and Professional Services have seen a substantial increase of 51.4%. This increase is reflective of evolving operational needs and market conditions. Repairs and Maintenance also show a notable rise of 40.0%, indicative of ongoing technological upgrading needs. Purchased Goods have increased by **14.8%**, aligning with the operational demands of the Police Force. Overall, total budgeted expenditures have increased by 4.7% from 2023 to 2024.

In the case of the PSCC, there is a significant increase in expenditures in the Repairs and Maintenance category (47.7%) and Purchased Goods (81.6%). These increases are indicative of the centre's **growing** operational and technological needs. The moderate rise in General Services and Computers categories (5.0% and 2.9% respectively) align with the expected inflationary adjustments and the need for ongoing technological updates. Overall, total budgeted PSCC expenditures have increased by 9.7% from 2023 to 2024.

The Saint John Police Force is facing a slight decrease in revenue for 2024, whereas the Public Safety Communication Centre's revenue remains stable.

While managing fiscal responsibilities, these budgets ensure the continued efficiency and effectiveness of police services and public safety communications in Saint John.

Moved by Commissioner Reardon, seconded by Secretary White:

RESOLVED, that the Saint John Board of Police Commissioners received and file the adjusted 2024 Operating Budgets for the Saint John Police Force and the Public Safety Communications Centre report. (O2312-11)

MOTION CARRIED UNANIMOUSLY

8.10 Proposed 2024 SJBPC Meeting Schedule

The Proposed 2024 Saint John Board of Police Commissioners Meeting Schedule (2nd Tuesday of the Month) was submitted for approval.

Moved by Commissioner Reardon, and seconded by Secretary White:

RESOLVED, that the Saint John Board of Police Commissioners receive the Proposed 2024 Meeting Schedule for information and forward a copy to the City Clerk's office. (O2312-12)

MOTION CARRIED UNANIMOUSLY

9. **New Business**

10. **Adjournment**

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Board of Police Commissioners December 12, 2023, Open Session meeting be adjourned. (O2312-13)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 5:52 p.m.

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