



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
APRIL 9, 2024 – 5:02 P.M.
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

PRESENT

Commissioners

Tamara Kelly, Chair
Katelin Dean, Vice Chair
Maike White, Secretary (MS Teams)
Michael Costello

Absent

Donna Reardon
Greg Norton
Charles Bryant

Staff

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

Media

Brice McVicar, Reporter | Brunswick News Inc.
Brad Perry, Regional News Director, Acadia Broadcasting (MS Teams)

1. Call to Order

1.1 Remarks from the Chair

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' April 9, 2024, 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 that it was also being held by MS Teams.

2. Approval of Minutes

2.1 March 12, 2024, Minutes

Moved by Vice Chair Dean, seconded by Secretary White:

RESOLVED, that the Open Session minutes of March 12, 2024, be approved.
(O2404-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 April 9, 2024, Agenda

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the agenda distributed for April 9th, 2024, be adopted.
(O2404-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

5. Consent Agenda

6. Delegations / Presentations

6.1 Saint John Police Inclusion and Diversity Recruitment Camp

The Saint John Police had announced the launch of their inaugural Inclusion and Diversity Recruitment Camp at the February 13, 2024, meeting of the board. It is an innovative initiative aimed at providing underrepresented community members such as women and visible minorities with an inspiring opportunity to explore a career in policing.

Chief Bruce stated that the responses to the Recruitment Camp, being held on Thursday, May 23, 2024, has surpassed their expectations, with 110 applicants, forcing the department to add a second day to the camp with a potential for a third. He added that they are very excited about the opportunity to bring people into the community to give them an idea of what policing is all about with the Saint John Police and what it takes to make a difference. They knew that they were generating quite a bit of interest from people as they had an open house a few months back, as they had over eighty people from the community attend.

The camps tie in with other outreach efforts the force has been making to add more diversity to staff, both for officers and civilian employees. He added that the force has been seeing success in those efforts, unlike for other police forces across the country where recruiting is at an all-time low and they are not getting people, they are not having that problem.

Chair Kelly asked how many individuals each camp is expected to accommodate, and Chief Bruce responded that their goal is to have thirty applicants at each camp, but that number could go as high as thirty-five.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Saint John Police Inclusion and Diversity Recruitment Camp presentation. (O2404-03)

MOTION CARRIED UNANIMOUSLY

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report – March 2024

Deputy Chief Dwyer reported that during the month of March there were zero (0) complaints, two (2) complimentary correspondence and one (1) grievance.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Internal Monthly Report – March 2024 be received and filed. (O2404-04)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget February 2024

Frank Szalai, Senior Financial Manager, reported that the Police Commission's February 29, 2024, unaudited preliminary operating budget results show a surplus of \$7,610 year to date.

Overall wages and benefits are over budget by \$960 and goods and services are under budget by \$8,570 year to date.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of February 29, 2024, be received and filed as presented. (O2404-05).

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget February 2024

Frank Szalai, Senior Financial Manager, reported that the Force's preliminary unaudited February 29, 2024, operating budget results show a surplus of \$696,867 year to date.

Overall wages and benefits are under budget by \$269,553. Goods and services are under budget by \$427,314. The majority is related to delayed recognition of expenses in the books, the favourable variance is expected to diminish as these entries are finalized.

The February 2024 YTD financials, when compared to the budget, show significant timing / accounting favourable variances totaling \$468K, which are expected to be resolved and align with the budget.

Despite these variances, the organization faces realized unfavourable variances of \$43K, due to insurance costs, highlighting the unpredictability and complexity of forecasting insurance premiums.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of February 29, 2024, be received and filed as presented. (O2404-06)

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget February 2024

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of February 29, 2024, shows a surplus of \$48,622 year to date.

Overall wages and benefits are under budget by \$76,715 and goods and services are overbudget by \$28,093 year to date.

The detailed explanations around Salaries and Wages and Goods and Services are included in the board report.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of February 29, 2024, be received and filed as presented. (O2404-07)

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report March 2024

Deputy Chief Dwyer went through the following information contained in the report.

| Activity | March 2024 | YTD – 2024 | YTD - 2023 |
|--|------------|------------|------------------------|
| Calls for Service – PSCC <i>(processed by the PSCC for the SJPF only)</i> | 4,855 | 13,931 | 13,802 |
| Incident Reports <i>(police files generated)</i> | 770 | 2,198 | 1,932 |
| Violent Crimes <i>(Assault, Robbery, Weapons Offences, Threats)</i> | 122 | 340 | 300 |
| Property Crimes <i>(Thefts, Break & Enter, Possession of Stolen Property, Mischief)</i> | 220 | 677 | 526 |
| Mental Health Act | 39 | 84 | 80 |
| Mental Health <i>RELATED</i> Calls for Service <i>(Incidents related to or caused by mental health issues)</i> | 180 | 474 | 503 |
| Arrests | 75 | 264 | 311 |
| Persons Charged / Charges Recommended | 107 | 407 | 494 |
| Impaired Driving | 8 | 18 | 20 |
| Motor Vehicle Accidents | 148 | 483 | 476 |
| Citations (POPA) | 112 | 331 | 365 |
| Training | 164 | 2,749 | YTD data not available |
| Auxiliary | 94.5 | 304.5 | 324.5 |
| Alternative Response Unit | 13 | 487 | 994 |
| Online Reporting | 63 | 170 | YTD data not available |

| | | | |
|--|----|----|------------------------------|
| In-Person (Walk-Ins) (processed by the PSCC where a CAD call was generated) | 22 | 68 | YTD data not available |
| In-Person (Walk-Ins) (Incident Reports Generated) (police files generated as a result of Calls for Service) | 10 | 37 | YTD data not available |

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Highlights of Monthly Activity Report / March 2024 be received and filed. (O2404-08)

MOTION CARRIED UNANIMOUSLY

8.6 Saint John Police Force 2023 Annual Report

Deputy Chief Dwyer presented the Saint John Police Force – 2023 Annual Report to the Board, and spoke to the following information contained in the document:

- Leadership Principles;
- Mission, Vision, and Values;
- 2022-23 Strategic Plan (five (5) Strategic Themes);
- Engage our Community;
- In our Community;
- Operational Efficiency;
- Focus on Talent Development;
- Financial Sustainability;
- Improve our Brand;
- What We Do;
- Awards and Recognition;
- Training Department;
- 2023 Workforce;
- Professional Standards;
- Compliments and Complaints;
- Annual Financial Statement.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Board of Police Commissioners approve the Saint John Police Force - 2023 Annual Report and forward a copy to the Common Clerk at the City of Saint John in compliance with items 5.0 (1) and 6.0 (3) of the ABC Reporting Policy (No. FAS-022). (O2404-09)

MOTION CARRIED UNANIMOUSLY

9. New Business

10. Adjournment

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners April 9th, 2024, Open Session meeting be adjourned . (O2404-10)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 5:41 p.m.

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

Chair Tamara Kelly

Secretary Maike White