



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
SEPTEMBER 17, 2024 – 5:00 P.M.
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

PRESENT

Commissioners

Tamara Kelly, Chair
Maike White, Secretary MS Teams
Donna Reardon
Michael Costello MS Teams
Charles Bryant

Absent

Katelin Dean, Vice Chair
Greg Norton

Staff

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

Media

Brice McVicar, 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' September 17, 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.

2. Approval of Minutes

2.1 July 9, 2024, Open Minutes

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Open Session minutes of July 9, 2024, be approved.

(O2409-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 September 17, 2024, Agenda

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the agenda distributed for September 17, 2024, be adopted. (O2409-02)

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 – July / August 2024

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

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Internal Monthly Report – July and August 2024, be received and filed. (O2409-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget June 30, 2024

Frank Szalai, Senior Financial Manager, reported that the Police Commission's June 30, 2024, unaudited preliminary operating budget results show a surplus of \$29,741 year to date.

Overall wages and benefits are under budget by \$262 and goods and services are under budget by \$29,479 year to date.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of June 30, 2024, be received and filed as presented. (O2409-04).

MOTION CARRIED UNANIMOUSLY

8.3 SJBPC Operating Budget July 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Police Commission's July 31, 2024, unaudited preliminary operating budget results show a surplus of \$34,677 year to date.

Overall wages and benefits are over budget by \$246 and goods and services are under budget by \$34,923 year to date.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of July 31, 2024, be received and filed as presented. (O2409-05).

MOTION CARRIED UNANIMOUSLY

8.4 SJPF Operating Budget June 30, 2024

Frank Szalai, Senior Financial Manager, reported that the Force's preliminary unaudited June 30, 2024, operating budget results show a surplus of \$1,496,701 year to date.

Overall wages and benefits are under budget by \$1,036,870. There are potential uncertainties due to the ongoing union negotiations which are being monitored closely to maintain the financial health of the organization. Goods and services are under budget by \$459,831. 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 May 2024 YTD financials, when compared to the budget, show significant timing / accounting favourable variances totaling \$542K, which are expected to be resolved and costs to align with the budget.

Despite these variances, the organization faces realized unfavourable variances of \$147K, due to increased insurance costs and additional costs driven by inflation. These are offset by \$67K realized savings related to internal charges and general service savings.

A summary table is contained in the submitted report from over 34 ledgers which were grouped together by type to reduce the amount of detail and is highlighted with explanations.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of June 30, 2024, be received and filed as presented. (O2409-06)

MOTION CARRIED UNANIMOUSLY

8.5 SJPF Operating Budget July 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Force's preliminary unaudited July 31, 2024, operating budget results show a surplus of \$925,251 year to date.

Overall wages and benefits are under budget by \$665,625. A temporary unfavourable variance of \$412K occurred in July due to an additional pay period (budget included 4 pay periods, actuals included 5 pay periods). This will correct itself in August as pay periods normalize. It is important to note that ongoing union negotiations could result in retroactive wage payments, potentially consuming this favourable variance. This situation could quickly turn the balance into a deficit, necessitating close monitoring to safeguard the organization's financial stability.

Goods and services are under budget by \$259,625. 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 July 2024 YTD financials, when compared to the budget, show significant timing / accounting favourable variances totaling \$415K, which are expected to be resolved and costs to align with the budget.

Despite these variances, the organization faces realized unfavourable variances of \$217K, due to increased insurance costs and higher than anticipated legal and building rental costs and additional costs driven by inflation. These are offset by \$61K realized savings relation to internal charges and general service savings.

A summary table is contained in the submitted report from over 34 ledgers which were grouped together by type to reduce the amount of detail and is highlighted with explanations.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of July 31, 2024, be received and filed as presented. (O2409-07)

MOTION CARRIED UNANIMOUSLY

8.6 PSCC Operating Budget June 30, 2024

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of June 30, 2024, shows a surplus of \$222,106 year to date.

Overall wages and benefits are under budget by \$201,359 and goods and services are underbudget by \$20,747 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 June 30, 2024, be received and filed as presented. (O2409-08)

MOTION CARRIED UNANIMOUSLY

8.7 PSCC Operating Budget July 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of July 31, 2024, shows a surplus of \$264,865 year to date.

Overall wages and benefits are under budget by \$174,438 and goods and services are underbudget by \$90,426 year to date.

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

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of July 31, 2024, be received and filed as presented. (O2409-09)

MOTION CARRIED UNANIMOUSLY

8.8 Highlights of Monthly Activity Report / July and August 2024

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

SAINT JOHN BOARD OF POLICE COMMISSIONERS

September 17, 2024

Activity	July 2024	August 2024	YTD – 2024	YTD - 2023
Calls for Service – PSCC (<i>processed by the PSCC for the SJPF only</i>)	5,441	5,488	40,420	40,245
Incident Reports (<i>police files generated</i>)	891	844	6,403	5,407
Violent Crimes (<i>Assault, Robbery, Weapons Offences, Threats</i>)	114	124	940	885
Property Crimes (<i>Thefts, Break & Enter, Possession of Stolen Property, Mischief</i>)	320	297	2,086	1,642
Mental Health Act	34	31	253	181
Mental Health RELATED Calls for Service (<i>Incidents related to or caused by mental health issues</i>)	206	203	1,438	1,445
Arrests	72	84	750	856
Persons Charged / Charges Recommended	129	133	1,221	1,363
Impaired Driving	5	12	66	54
Motor Vehicle Accidents	142	167	1,279	1,166
Citations (POPA)	45	100	896	800
Training	575	476.5	6,745	YTD data not available
Auxiliary	137.5	170	1,108.5	906.5
Alternative Response Unit	167	159	1,452	2,412
Online Reporting	114	133	681	302
In-Person (Walk-Ins) (<i>processed by</i>	57	42	260	292

<i>the PSCC where a CAD call was generated)</i>				
In-Person (Walk-Ins) (Incident Reports Generated) (<i>police files generated as a result of Calls for Service</i>)	26	21	122	156

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Highlights of Monthly Activity Report / June 2024 be received and filed. (O2409-10)

8.9 ABC Reporting Template – June 30, 2024

The Saint John Police continue to engage the community in their ongoing initiatives such as the Chief’s Advisory Committee, the Chief’s Community Action Group, the Community Engagement Team, the Alternative Response Unit, Traffic Management Initiatives, the Chief’s Difference Maker Award, Healthy Me Program, and Priority Neighbourhoods Group.

In early 2024, they continued to host student tours and introduced a new Coffee with a Cop initiative aimed at educating seniors on fraud prevention, which has been very well received in the community. Furthermore, their 2024-foot patrol schedule is complete, and patrols are ongoing. Foot patrols are scheduled to take place throughout the city until the end of October and include the following areas: Crescent Valley, Lower West, Lower North, Waterloo Village, Lower Sough, McAllister Mall and Uptown Business Area.

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

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, 2024, as presented, and forward a copy to Common Council along with a copy of the July and August 2024 Highlights of Monthly Activity report for their information. (O2409-11)

MOTION CARRIED UNANIMOUSLY

9. New Business

Chief Bruce provided the board with the verbal update regarding the following items:

- **There will be a presentation around the proposal for the 2026-2031 Strategic Plan for the Saint John Police at the October 8, 2024, meeting of the Saint John Board of Police Commissioners.**
- **Saint John Police and Saint John Fire are seeking innovative options to deal with the ever-increasing medical calls and overdoses. They will work collaboratively with Ambulance New Brunswick to ensure there are effective and efficient ways to respond to these increased demands without sacrificing service to our community.**
- **The Saint John Board of Police Commissioners approved the submission for the Community Engagement Neighbourhood Officer Quick Reaction Team which will add four members to staff a team to enhance their community engagement footprint *to be approved by finance to be included in the budget.***
- **The Saint John Police are looking at various ways to capitalize on modern technology to assist in their service delivery. One of those innovative technologies is the use of unmanned arterial devices to link into Patrol vehicles when responding to various occurrences.**
- **The Saint John Police continue to utilize foot patrols as a way to engage the community. The Senior Command Team have doubled their foot patrol hours to support the frontline members as part of our community engagement initiatives.**

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners receive and file the verbal updates presented under New Business from Chief Robert Bruce. (O2409-12)

MOTION CARRIED UNANIMOUSLY

10. Adjournment

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners September 17, 2024, Open Session meeting be adjourned. (O2409-13)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 5:45p.m.

Chair Tamara Kelly