



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
OCTOBER 8, 2024 – 5:00 P.M.  
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

**PRESENT**

**Commissioners**

Tamara Kelly, Chair

Katelin Dean, Vice Chair

Donna Reardon MS Teams

Greg Norton MS Teams

Michael Costello

Charles Bryant

**Absent**

Maike White, Secretary

**Staff**

Inspector Mike Young

Stephanie Hanlon, Human Resource Director

Frank Szalai, Senior Financial Manager

Daphne Waye, Recording Secretary

**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.

Chair Kelly wanted to congratulate Chief Robert Bruce on recently being elected by the New Brunswick Association of Chiefs of Police (NBACP) to serve as the new President of the Association for a two-year term.

**2. Approval of Minutes**

**2.1 September 17, 2024, Open Minutes**

Moved by Commissioner Costello, seconded by Vice Chair Dean:

***RESOLVED, that the Open Session minutes of September 17, 2024, be approved.***  
**(O2410-01)**

MOTION CARRIED UNANIMOUSLY

**3. Adoption of Agenda**

3.1 October 8, 2024, Agenda

Moved by Commissioner Bryant, seconded by Commissioner Reardon:

***RESOLVED, that the agenda distributed for September 17, 2024, be adopted.***  
**(O2410-02)**

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 – September 2024

Inspector Young reported that during the month of September there were zero (0) complaints, one (1) complimentary correspondence and zero (0) grievances.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

***RESOLVED, that the Internal Monthly Report – September 2024, be received and filed.*** (O2410-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget August 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Police Commission's August 31, 2024, unaudited preliminary operating budget results show a surplus of \$38,368 year to date.

Overall wages and benefits are over budget by \$1,637 and goods and services are under budget by \$40,004 year to date.

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of August 31, 2024, be received and filed as presented. (O2410-04).***

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget August 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Force's preliminary unaudited August 31, 2024, operating budget results show a surplus of \$1,451,074 year to date.

Overall wages and benefits are under budget by \$1,229,971. A temporary unfavourable variance from July is no longer applicable, as the actual payroll weeks now match the budgeted payroll weeks year to date as of August. Ongoing union negotiations may result in retroactive wage payments, potentially consuming this favourable variance which could quickly turn the balance into a deficit.

Goods and services are under budget by \$221,103. 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 August 2024 YTD financials, when compared to the budget, show significant timing / accounting favourable variances totaling \$423K, which are expected to be resolved and costs to align with the budget.

Despite these variances, the organization faces realized unfavourable variances of \$274K, due to increased insurance costs and higher than anticipated legal and building rental costs and additional costs driven by inflation. These are offset by \$72K 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 Vice Chair Dean, seconded by Commissioner Norton:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of August 31, 2024, be received and filed as presented. (O2410-05)***

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget August 31, 2024

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre’s (PSCC’s) preliminary unaudited Operating Budget as of August 31, 2024, shows a surplus of \$358,096 year to date.

Overall wages and benefits are under budget by \$248,408 and goods and services are underbudget by \$109,688 year to date.

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

Moved by Vice Chair Dean, seconded by Commissioner Costello:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of August 31, 2024, be received and filed as presented. (O2410-06)***

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / September 2024

Inspector Young went through the following information contained in the report.

Activity	September 2024	YTD – 2024	YTD - 2023
Calls for Service – PSCC ( <i>processed by the PSCC for the SJPF only</i> )	5,573	45,993	45,451
Incident Reports ( <i>police files generated</i> )	910	7,367	6,327
Violent Crimes ( <i>Assault, Robbery, Weapons Offences, Threats</i> )	115	1,056	993
Property Crimes ( <i>Thefts, Break &amp; Enter, Possession of Stolen Property, Mischief</i> )	356	2,450	1,957
Mental Health Act	35	292	208
Mental Health <i>RELATED</i> Calls for Service ( <i>Incidents related to or caused by mental health issues</i> )	210	1,675	1,674
Arrests	84	848	945
Persons Charged / Charges Recommended	122	1,398	1,529
Impaired Driving	8	74	61
Motor Vehicle Accidents	144	1,438	1,317
Citations (POPA)	77	1,002	913

SAINT JOHN BOARD OF POLICE COMMISSIONERS

October 8, 2024

Training	725	7,470	YTD data not available
Auxiliary	118	1,226.5	1032
Alternative Response Unit	163	1,615	2,538
Online Reporting	158	839	376
In-Person (Walk-Ins) ( <i>processed by the PSCC where a CAD call was generated</i> )	37	297	307
In-Person (Walk-Ins) (Incident Reports Generated) ( <i>police files generated as a result of Calls for Service</i> )	19	141	162

- **Impaired Driving:** The Saint John Police continually address instances of impaired driving, through education, deterrence, and increased enforcement such as the R.I.D.E program, roaming patrols, and motor vehicle / traffic initiatives.
- **On-line reporting:** The Saint John Police are always looking for alternate ways for the public to report incidents, such as on-line reporting. There has been a significant increase in on-line reporting suggesting increased public awareness of this incident reporting option.

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

***RESOLVED, that the Highlights of Monthly Activity Report / September 2024 be received and filed. (O2410-07)***

**9. New Business**

**10. Adjournment**

Moved by Commissioner Bryant, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners October 8, 2024, Open Session meeting be adjourned. (O2410-08)***

MOTION CARRIED UNANIMOUSLY

*The Chair declared the meeting adjourned at 5:27p.m.*

Chair Tamara Kelly