



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
OCTOBER 4, 2022 – 5:00 P.M.
COMMUNITY ROOM, ONE PEEL PLAZA**

PRESENT

Commissioners

Tamara Kelly, Chair
Katelin Dean, Vice Chair
Michael Costello (via teleconference)
Greg Norton
Charles Bryant

Absent

Maike White, Secretary
Donna Reardon

Staff

Robert Bruce, Chief of Police
Doug Evans, Legal Counsel
Craig Lavigne, Financial Controller, CSJ
Lois Gorman, Manager of PSCC Operations & Information Systems
Daphne Waye, Recording Secretary

Media

Timothy Herd, CHSJ / Wave News

1. Call to Order

1.1 Remarks from the Chair

Chair Kelly welcomed everyone to the Saint John Board of Police Commissioners' October 4, 2022, 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. Adoption of Agenda

2.1 October 4th, 2022, Agenda

Moved by Vice Chair Dean, seconded by Commissioner Norton:

RESOLVED, that the agenda for October 4th, 2022, be adopted with the addition of the following item from Committee of the Whole:

7.1 Saint John Police Force and Public Safety Communications Centre – 2023 Operating Budget (O2210-01)

MOTION CARRIED UNANIMOUSLY

3. Disclosure of Conflict of Interest

3.1 There were no members in conflict of interest with any items on the agenda.

4. Consent Agenda

4.1 That the letter from the Director of Legislative Services / City Clerk dated September 12, 2022, advising that Mayor Donna Reardon will be replacing Councillor Joanna Killen on the Saint John Board of Police Commissioners effective immediately until the end of her current term on Council.

Moved by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the recommendation set out in the consent agenda item respectively be adopted. (O2210-02)

MOTION CARRIED UNANIMOUSLY

5. Delegations and Presentations

6. Consideration of Issues Separated from Consent Agenda

7. General Correspondence

7.1 Internal Monthly Report / August 2022

Chief Bruce reported that during the month of August there was one (1) complaint, three (3) complimentary correspondences and one (1) grievance.

Moved by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Internal Monthly Report / August 2022 be received and filed. (O2210-03)

MOTION CARRIED UNANIMOUSLY

7.2 SJBPC Operating Budget / August 31, 2022

Craig Lavigne, Financial Controller reported that the preliminary unaudited operating budget results show a deficit of (\$14,540) year to date. Overall wages and benefits are over budget by (\$2,721) and goods and services are over budget by (\$11,819) year to date.

Professional fees and purchases services are over budget due to legal costs incurred and various services procured year to date as well as incorrect invoice coding which will be corrected in the next period. It is anticipated that these budget lines will be on budget for year end.

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of August 31, 2022, be received and filed as presented. (O2210-04)

MOTION CARRIED UNANIMOUSLY

7.3 SJPF Operating Budget / August 31, 2022

Craig Lavigne, Financial Controller reported that the Force's preliminary unaudited August 31, 2022, operating budget results show a deficit of (\$276,497). Overall wages and benefits are over budget by (\$136,696) and can be largely attributed to retroactive payments from the collective agreements and pay period budgeted for end of August. Goods and services are over budget by (\$139,801) due to a variety of factors.

Insurance deductible is overbudget due to more claims than anticipated. Professional services variance is due to a larger number of legal services obtained to date relating to factors such as finishing the collective agreement for the Police association. Other purchased services and repairs and maintenance are related to timing of goods and service received year to date.

Overall year end forecast shows the force having a minor deficit. A few areas of concern that will need to be mitigated are the higher insurance deductible costs, any unanticipated legal costs and higher fuel costs.

The use of forecasting allows management to best decide how to utilize funds based on current results, along with known upcoming expenditures and budget variance to guide decision making to ensure financial management of the forces annual operating budget.

Revenue is anticipated to fall short of budget due to earlier than expected Secondment that was budgeted for 2022.

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of August 31, 2022, be received and filed as presented. (O2210-05)

MOTION CARRIED UNANIMOUSLY

7.4 PSCC Operating Budget / August 31, 2022

Craig Lavigne, Financial Controller reported that the Public Safety Communication Centre's (PSCC) preliminary unaudited August 31, 2022, operating budget shows a surplus of \$45,299 year to date. Overall wages and benefits are over budget by (\$26,386) and goods and services are under budget by \$71,685 year to date.

General Services are driving the surplus in goods and services and is a result of timing on the implementation of the new CAD system. Revenue is anticipated to be slightly under budget for the year.

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of August 31, 2022, be received and filed as presented. (O2210-06)

MOTION CARRIED UNANIMOUSLY

7.5 Highlights of Monthly Activity Report / August 2022

Activity	August	YTD – 2022	YTD - 2021
Calls for Service – PSCC (processed by the PSCC for the SJPF only)	5,315	37,585	37,540
Incident Reports (police files generated)	794	5,475	6,352
Violent Crimes (Assault, Robbery, Weapons Offences, Threats)	90	596	561
Property Crimes (Thefts, Break & Enter, Possession of Stolen Property, Mischief)	230	1,428	1,650
Mental Health Act	17	202	288
Mental Health RELATED Calls for Service	193	1,369	1,163
Arrests (Data not available for December)	157	997	907
Impaired Driving	7	65	59
Motor Vehicle Accidents	150	1,221	1,209

Tickets Issued (POPA)	56	1,010	747
Training	187	6,263	Not available
Auxiliary	166.5	1,086	679
Alternative Response Unit	538	3,722	Not available

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

RESOLVED, that the Highlights of Monthly Activity Report / August 2022 be received and filed. (O2210-07)

MOTION CARRIED UNANIMOUSLY

7.6 SJPF and PSCC – 2023 Operating Budget

The purpose of the report is to provide the Saint John Board of Police Commissioners with an overview of the 2023 Operating Budgets for the Saint John Police Force and the Public Safety Communication Centre. Included is the PowerPoint presentation.



Saint John Police Force 2023 Operating Budget

October 4, 2022



Recap of 2022 Operating Budget Presentation

Future Budgets– Pressure Points

- New Records Management system will have a significant increase in annual operating costs
- Body worn cameras – How to fund a full-time civilian staff needed to manage this program.
 - Reallocation of Goods and Service to pay for new staff member?
 - Hire staff member within wage envelope, could put additional pressures on staffing numbers based on resolution of Police Association expired Collective agreement?
- The Force has limited or no control of various budget items
 - Increased cost of IT Infrastructure
 - Increased cost of Insurance
 - Increased cost of Fuel and Maintenance Parts
 - Increased cost of Provincial initiatives
 - E Ticketing
 - E Court Disclosures



Saint John Police Force 2023 Operating Budget

2023 Operating Budget

- Wages and Benefit increase complies with Wage Escalation Policy
- Goods and Services have been frozen for last two years
- 2023 Operating Budget submission addresses a numerous pressures due to past two years budget freeze, current environment,(inflation, technology, etc.)



Saint John Police Force 2023 Operating Budget

The Saint John Police Force 2023 Operating Budget



	2023 Budget \$	2022 Budget \$
Expenditures by Division		
Administrative Services	1,987,487	1,835,003
Saint John Board of Police Commission	116,350	112,050
Support Services Division	1,925,494	2,224,375
Criminal Investigative Division	4,623,244	4,398,533
Patrol and Operations Services Division	17,342,680	15,136,000
Detention Services	179,975	176,575
Facility Management Services	966,100	937,450
Fleet Services	1,106,149	1,023,518
Total Expenditures by Division	28,247,479	25,843,504
Revenues		
Secondments	-	200,000
Prisoner Lodging	75,000	75,000
Accident Reports	20,000	20,000
Extra Duty Charges	50,000	100,000
Province of NB Cost Sharing Tunnel	55,000	55,000
Other Revenues	75,000	75,000
Total Revenues	275,000	525,000



Saint John Police Force 2023 Operating Budget

The Saint John Police Force 2023 Operating Budget



	2023 Budget \$	2022 Budget \$
Expenditures by Category		
Salaries and Benefits	23,754,062	22,065,429
General Services	477,010	453,500
Insurance	90,000	80,700
Professional Services	358,400	315,000
Other Purchased Services	209,250	158,500
Repairs and Maintenance	668,090	115,150
Rentals	967,900	1,065,000
Purchased Goods	336,725	301,700
Internal Charges	960,642	868,375
Asset Purchases	425,400	420,150
Total Expenditures by Category	28,247,479	25,843,504



Saint John Police Force 2023 Operating Budget

The Saint John Police Force 2023 Operating Budget



	2023 Budget \$	2022 Budget \$
Revenues		
Secondments	-	200,000
Prisoner Lodging	75,000	75,000
Accident Reports	20,000	20,000
Extra Duty Charges	50,000	100,000
Province of NB Cost Sharing Tunnel	55,000	55,000
Other Revenues	75,000	75,000
Total Revenues	275,000	525,000

There is no anticipated secondment revenue for 2023 resulting in most of the variance.



Saint John Police Force 2023 Operating Budget

2023 Operating Budget Highlights

- Overall Expenditures- \$28,247,479
- Wage and Benefits based- \$23,754,062
 - Complies with Wage Escalation Policy
 - Includes additional FTE– Body Camera Coordinator (Non-Union Civilian)
- Goods and Services- \$4,493,417
 - Increase of \$715,342 over 2022 operating budget



Saint John Police Force 2022 Operating Budget

2023 Operating Budget Highlights

Increase in Goods and Services– “Dealing with the Pressures”

Budget Variance

Technology Pressures	474,226.00	Body Camera, Records Management, IT infrastructure
Vehicles	82,631.00	Insurance, Fuel Cost
Legal	50,000.00	Contract negotiations preparation
Building Maintenance	28,650.00	Increase Internal Charges
Patrol Equipment	21,000.00	General Cost Increase
Identification Division	17,500.00	SOCA, Accident Reconstruction
Ammunition	15,000.00	Increase cost of ammunition
	<u>689,007.00</u>	



Saint John Police Force 2023 Operating Budget

2023 Operating Budget

- Staffing Establishment
- 142 Sworn Members (No change from 2022)
 - 9 Managers
 - 133 Police Association
- 25 Civilian Members
 - Increase of 1 member– Body Camera Coordinator



Saint John Police Force 2023 Operating Budget

Conclusion

- The 2023 Operating Budget submission represents a large increase in technology – particularly with the operating increase related to the replacement of its record management systems
- Inflationary pressures related to fuel, insurance, building maintenance, patrol equipment and other goods cannot be absorbed within existing budget.
- The Police force will continue to focus on finding efficiencies, continuous improvement opportunities, following the Strategic plan, while providing value for taxpayer's money.



Saint John Police Force 2023 Operating Budget

Recommendation

“Recommend the Board of Police Commissioners approve the additional permanent full time body camera coordinator and the 2023 Operating budget as presented and forward a copy of the budget and resolution to Finance Committee.”





Public Safety Communications Centre 2023 Operating Budget

October 4, 2022



Public Safety Communication Centre 2023 Operating Budget

Public Safety Communications 2023 Operating Budget



	2023 Budget \$	2022 Budget \$
Expenditures by Category		
Salaries and Benefits	2,572,889	2,479,750
General Services	294,286	214,686
Repairs and Maintenance	44,000	42,000
Rentals	1,100	1,100
Purchased Goods	24,500	17,000
Computers	34,682	33,887
Asset Purchases	5,000	1,000
Total Expenditures by Category	2,976,457	2,789,423
Revenues	1,247,670	1,213,800



Public Safety Communication Centre 2023 Operating Budget

2023 Operating Budget – Highlights

- Wages and benefits increase complies with wage escalation policy.
- Budget includes additional funding for new CAD system.
- 2023 Workforce Establishment same as 2022
 - 2 Civilian Manager
 - 24 Operator and Supervisors
 - 1 Admin Support
 - 1 CAD Specialist



Public Safety Communication Centre 2023 Operating Budget

Recommendation

“Recommend the Board of Police Commissioners approve the 2023 Operating budget for Public Safety Communication Centre as presented and forward a copy of the budget and resolution to the Finance Committee”

Questions?



Saint John Police Force Operating Budget

The overall budget for expenditures is \$28,247,479 which consist of salaries and benefits of \$23,754,062 and good and services of \$4,493,417.

The overall increase in wages and benefits complies with the wage escalation policy. There is an additional position included in the 2023 budget which is a civilian non-union body camera coordinator and was identified as a need during the 2022 budget presentation.

Goods and Services submission is a significant increase over the previous year's budget, which has been mainly frozen since 2020. The previous year's budget submission highlighted several budgetary pressures that would materialize in 2023. These pressures included upcoming costs related to update the Force's records management system, increase for body camera system, need to segregate data on a separate servers and other information technology pressures.

The 2023 budget also has a number for unforeseen budget pressures such as inflationary increases related to insurance, fuel, ammunition, patrol equipment and various other goods and services.

The increase in goods and services over the 2022 operating budget is \$715,342. The summary below provides a high-level overview of the increases in goods and services.

<i>Budget Variance</i>	<i>\$</i>	<i>Description</i>
Technology Pressures	474,226.00	Body Camera, Records Management, IT infrastructure
Vehicles	82,631.00	Insurance, Fuel Cost
Legal	50,000.00	Contract negotiations preparation
Building Maintenance	28,650.00	Increase Internal Charges
Patrol Equipment	21,000.00	General Cost Increase
Identification Division	17,500.00	SOCA, Accident Reconstruction
Ammunition	15,000.00	Increase cost of ammunition
TOTAL	689,007.00	

The budgetary pressures known last year, as well as the pressures due to the current economic environment cannot be offset within the existing goods and services budget.

The revenue budget for 2023 will be a total of \$275,000 which is a decrease of \$250,000 over the past year. The largest driver of the decrease related to secondment revenue which will be zero for 2023.

Public Safety Communication Centre

The 2023 budget submission is \$2,976,457 which is an increase of \$187,034 over the 2022 approved budget. Wages and benefits proposed increase is \$93,139 and goods and service increase being proposed is \$93,895.

The salary and benefits budget complies with the wage escalation policy. Staffing does remain a challenge in the Centre and will continue to be the focus of management to recruit and maintain staffing levels.

On the expenditure side the only major increase in the annual cost of the Centre's new CAD system which is estimated at an additional \$80,000. There are some minor cost increases for other goods and services and to replace some equipment in the Centre.

Revenue projections for 2023 are anticipated to be \$1,247,670 which is a minor increase of \$33,870 over 2022.

Conclusion

The Police Force has consistently been good corporate citizens and have managed their budget accordingly to provide best value for taxpayers. However, as the force along with the city has entered into a new era as it comes to Cyber Security. The investments that are being made in the Records Management System and CAD System has an increase in annual operating costs as shown in the 2023 budget submission.

The Force will continue to be diligent managing the operating budget however, there is very little control over rising fuel prices, increasing insurance rates, legal costs, vehicle maintenance parts cost as examples and these types of expenditures are not in the control of the Force.

The Force will continue to be diligent managing the operating budget however, there is very little control over rising fuel prices, increasing insurance rates, legal costs, vehicle maintenance parts cost as examples and these types of expenditures.

Moved by Vice Chair Dean, seconded by Commissioner Bryant:

RESOLVED, that the Saint John Board of Police Commissioners (SJBPC) approve the additional permanent full time body camera coordinator and the Saint John Police Force (SJPF) 2023 Operating Budget as presented and forward a copy of the budget and resolution to the Finance Committee. (O2210-08)

MOTION CARRIED UNANIMOUSLY

Moved by Vice Chair Dean, seconded by Commissioner Norton:

RESOLVED, that the Saint John Board of Police Commissioners (SJBPC) approve the Public Safety Communication Centre (PSCC) 2023 Operating Budget as presented and forward a copy of the budget and resolution to the Finance Committee. (O2210-09)

MOTION CARRIED UNANIMOUSLY

8. New Business

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

9. Adjournment

Moved by Vice Chair Dean, seconded by Commissioner Bryant

The Open Session meeting of the Saint John Board of Police Commissioners held on October 4th, 2022, was adjourned at 5:54 p.m. (O2210-10)

Chair Tamara Kelly

Vice Chair Katelin Dean