



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
SEPTEMBER 13, 2022 – 5:00 P.M.
COMMUNITY ROOM, ONE PEEL PLAZA**

PRESENT

Commissioners

Tamara Kelly, Chair
Maika White, Secretary
Charles Bryant

Absent

Katelin Dean, Vice Chair
Donna Reardon
Greg Norton
Michael Costello

Staff

Chief Robert Bruce
Doug Evans, Legal Counsel
Craig Lavigne, Financial Controller, CSJ
Daphne Waye, Recording Secretary

Media

Marlo Glass, Brunswick News
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' July 5, 2022, Open Session meeting and called the meeting to order. Chair Kelly welcomed Deputy Chief Honey Dwyer to her first board meeting and reminded those in attendance that the meeting was being recording in compliance with the Privacy Policy.

2. Approval of Minutes

2.1 Adoption of July 5, 2022, minutes

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Open Session minutes of July 5, 2022, be approved.
(O2209-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 September 13, 2022, Agenda

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the agenda for September 13th, 2022, be adopted. (O2209-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

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

5. Consent Agenda

5.1 There were no items on the Consent Agenda.

6. Delegations and Presentations

6.1 Strategic Plan Quarterly Update

Chief Bruce provided the board with a detailed overview of the progress of the 2021-2026 Strategic Plan which identified five strategic themes including “Vision, Mission and Values”, Leadership Principles, “Engage our Community”, “Operations Plan & Accountability Process”, “Focus on Talent Development”, “Financial Sustainability”, and “Improve our Brand” and “Operational Efficiency”. The strategic themes not only provide direction, but also provide transparency and accountability with eighteen initiatives, thirty-eight objectives, twenty-three measurements and twenty-two targets as a starting point.

Since the Strategic Plan was adopted by the Board in May 2022, the progress on objectives, measurements and targets are on course. Expectations have been communicated, both internally and externally, to ensure that, as an organization, they remain focused and accountable to the Plan.

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Strategic Plan 2021-2026 - Update: September 2022 by Chief Bruce. (O2209-03)

MOTION CARRIED UNANIMOUSLY

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report / June and July 2022

Chief Bruce reported that during the months of June and July there were five (5) complaints, four (4) complimentary correspondences and three (3) grievances.

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Internal Monthly Report / June and July 2022 be received and filed. (O2209-04)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / July 31, 2022

Craig Lavigne, Financial Controller reported that the preliminary unaudited operating budget results show a deficit of (\$17,593) year to date. Overall wages and benefits are over budget by (\$1,627) and goods and services are over budget by (\$15,966) year to date.

Professional fees and purchases services are over budget due to legal costs incurred and various service procured year to date. It is anticipated that these budget lines will be on budget for year end.

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of July 31, 2022, be received and filed as presented. (O2209-05)

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / July 31, 2022

Craig Lavigne, Financial Controller reported that the Force's preliminary unaudited July 31, 2022, operating budget results show a surplus of \$258,241. Overall wages and benefits are under budget by \$327,547 and can be attributed to vacancies, retirements, wage recoveries and retroactive payments paid to date. Goods and services are over budget by (\$69,305) 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 being on budget. A few areas of concern that will need to be mitigated is the higher insurance deductible costs, any unanticipated legal costs and higher fuel cost. There will still be a lot of variability around the overall cost of goods and services due to raising inflation which has already having a significant impact on the city.

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 force's annual operating budget.

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

Moved at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of May 31, 2022, be received and filed as presented. (O2209-06)

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / July 31, 2022

Craig Lavigne, Financial Controller reported that the Public Safety Communication Centre's (PSCC) preliminary unaudited July 31, 2022, operating budget show a surplus of \$70,817 year to date. Overall wages and benefits are under budget by \$10,606 and goods and services are under budget by \$60,211 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 at the October 4th, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of July 31, 2022, be received and filed as presented. (02209-07)

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / June and July 2022

Activity	June	July	YTD – 2022	YTD - 2021
Calls for Service – PSCC (<i>processed by the PSCC for the SJPF only</i>)	5,338	5,296	32,270	32,482
Incident Reports (<i>police files generated</i>)	748	736	4,681	5,529
Violent Crimes (<i>Assault, Robbery, Weapons Offences, Threats</i>)	84	86	506	492
Property Crimes (<i>Thefts, Break & Enter, Possession of Stolen Property, Mischief</i>)	186	188	1,198	1,417
Mental Health Act	28	27	185	264
Mental Health <i>RELATED</i> Calls for Service	194	168	1,176	1,013
Arrests (<i>Data not available for December</i>)	126	123	840	777
Impaired Driving	8	7	58	53
Motor Vehicle Accidents	143	152	1,071	1,041
Tickets Issued (POPA)	98	115	954	679
Training	756.5	286.5	6,076	Not available
Auxiliary	442.5	186.5	919.5	629
Alternative Response Unit	496	469	3,184	Not available

Moved at the October 4, 2022, COW meeting by Commissioner Bryant, seconded by Vice Chair Dean:

RESOLVED, that the Highlights of Monthly Activity Report / June and July 2022 be received and filed. (O2209-08)

MOTION CARRIED UNANIMOUSLY

9. New Business

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

10. Adjournment

The meeting of the Saint John Board of Police Commissioners held on September 13th, 2022, was adjourned.

Chair Tamara Kelly

Secretary Maiké White