



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
JANUARY 10, 2023 – 5:12 P.M.  
COMMUNITY ROOM, ONE PEEL PLAZA**

**PRESENT**

**Commissioners**

Tamara Kelly, Chair  
Katelin Dean, Vice Chair  
Maika White, Secretary  
Donna Reardon  
Greg Norton  
Michael Costello  
Charles Bryant

**Staff**

Robert Bruce, Chief of Police  
Honey Dwyer, Deputy Chief of Police  
Doug Evans, Legal Counsel  
Craig Lavigne, Financial Controller, CSJ  
Daphne Waye, Recording Secretary

**Media**

Marlo Glass / Brunswick News Inc.  
Brad Perry, 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' January 10, 2023, 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 December 6, 2022, Minutes**

Moved by Secretary White, seconded by Vice Chair Dean:

***RESOLVED, that the Open Session minutes of December 6, 2022, be approved.***  
**(O2301-01)**

MOTION CARRIED UNANIMOUSLY

### 3. Adoption of Agenda

#### 3.1 January 10, 2023, Agenda

Moved by Commissioner Reardon, seconded by Secretary White:

***RESOLVED, that the agenda for January 10, 2023, be adopted. (O2301-02)***

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 2021 – 2026 quarterly update

Chief Bruce provided the board with a quarterly overview on the progress of the Saint John Police Force 2021-2026 Strategic Plan. The plan identified five strategic themes including:

1. Engage our Community
2. Operational Efficiency
3. Focus on Talent Development
4. Financial Sustainability
5. Improve our Brand

The strategic themes not only provide direction, but they also provide transparency and accountability with eighteen initiatives, thirty-eight objectives, twenty-three measurables and twenty-two targets as a starting point. Chief Bruce went through all five strategic themes providing an update on their status.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Strategic Plan 2021 – 2026 quarterly update January 2023 report presented by Chief Bruce. (O2301-03)***

MOTION CARRIED UNANIMOUSLY

*Secretary White left the meeting at 5:42 p.m.*

**7. Consideration of Issues Separated from Consent Agenda**

**8. General Correspondence**

**8.1 Internal Monthly Report November / December 2022**

Chief Bruce reported that during the month of November there was one (1) complaint, two (2) complimentary correspondences and zero (0) grievances, and during the month of December there was one (1) complaint, one (1) complimentary correspondence and zero (0) grievances. He stated that the totals for 2022 were fifteen (15) complaints, eighteen (18) complimentary correspondences and six (6) grievances.

Moved by Commissioner Costello, seconded by Commissioner Reardon:

***RESOLVED, that the Internal Monthly Report / November and December 2022 be received and filed. (O2301-04)***

MOTION CARRIED UNANIMOUSLY

***Craig Lavigne, Financial Controller noted that the figures provided in items 8.2, 8.3 and 8.4 are preliminary estimates that have not been audited. The fiscal year has not closed, and the figures are subject to change.***

**8.2 SJBPC Operating Budget / December 31, 2022**

Craig Lavigne, Financial Controller reported that the Saint John Board of Police Commissioners (SJBPC) preliminary unaudited operating budget anticipates a deficit of **(\$5,307)** for 2022. Overall wages and benefits are anticipated to be over budget by **(\$3,132)** and goods and services are over budget by **(\$2,175)**.

Professional fees and purchases services are over budget to legal costs incurred and various service procured year to date. However, this variance is partially offset by a positive surplus in general services.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of December 31, 2022, be received and filed as presented. (O2301-05)***

MOTION CARRIED UNANIMOUSLY

### 8.3 SJPF Operating Budget / December 31, 2022

Craig Lavigne, Financial Controller reported that the Force's preliminary unaudited December 31, 2022, operating budget results are anticipated to have a surplus of \$320,626 for the year. Overall wages and benefits are anticipated to be under budget by \$608,605, and goods and services are over budget by (\$287,978).

Salaries and Wages are anticipated to be underbudget by \$574,916 and vacancies would be driving the majority of this. Overtime variance is partially due to extra duty overtime which is offset by wage recoverable. Patrol division was slightly under budget for overtime cost versus budget. Court division experienced unanticipated overtime due changes made at the Provincial level regarding requirements for Courts, thus requiring staff to work additional overtime. The wage recoveries line relates to the Force recovering wages from Workers Compensation, other agencies, and extra duty request. It should also be noted the Force was able to absorb the cost of addition statutory holiday that was paid out to members in 2022 and not budgeted for.

Goods and services are anticipated to be overbudget by (\$287,978). General services are overbudget largely due to training which is anticipated to be (\$75,000) and is due to more training requirements that were previously delayed due to COVID-19.

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 various unforeseen factors.

Other purchased services are anticipated to be overbudget by (\$101,418). This overage is a combination of expenditures relating to a recruitment project, occupational health services, various services needed for new recruitments, and training needs analysis.

Purchased goods is anticipated to be overbudget by (\$115,438). Increases in patrol equipment cost, more uniforms and other patrol equipment purchased, and an order of ammunition received earlier than anticipated are some of the contributing factors.

Internal charges are overbudget largely due to the cost of fuel that was unexpected in 2022. Overall fuel is anticipated to be overbudget by (\$43,000) or 18.70% more than budget.

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

Overall year end forecast shows the force having a minor surplus of \$320,626 or a 1.24% variance. These figures are still subject to change as the city prepares and works through the annual audit. Staff will bring back the final year results upon completion and approval the 2022 audit results.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of December 31, 2022, be received and filed as presented. (O2301-06)***

MOTION CARRIED UNANIMOUSLY

#### 8.4 PSCC Operating Budget / December 31, 2022

The Public Safety Communication Centre's (PSCC's) Operating Budget as of December 31, 2022, operating budget results are anticipated to have a surplus of \$44,853 for year end. The fiscal year end has not closed, and figures may change. Overall wages and benefits are over budget by (\$10,148) and goods and services are anticipated to be under budget by \$55,001 year to date. The salaries surplus is due to vacancies and the corresponding variance in overtime is due to backfilling for Operator vacancies. This variance and reasoning for the variance have been consistent thought out the 2022 Fiscal year.

As of December 31, there are 2 Operators in training and 3 vacancies. Another job positing closed on December 10, 2022, and depending on the outcomes of the recent job posting, there may be successful candidates filling those vacant positions.

General Services are driving the surplus in goods and services and is a result of the delay with implementation of the new CAD system.

Revenue is anticipated to be slightly overbudget budget for the year.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of December 31, 2022, be received and filed as presented. (O2301-07)***

MOTION CARRIED UNANIMOUSLY

#### 8.5 Highlights of Monthly Activity Report November / December 2022

Activity	November 2022	December 2022	YTD – 2022	YTD - 2021
Calls for Service – PSCC (processed by the PSCC for the SJPF only)	4,388	4,343	56,372	55,423
Incident Reports (police files generated)	602	614	8,140	9,073

<b>Activity</b>	<b>November 2022</b>	<b>December 2022</b>	<b>YTD – 2022</b>	<b>YTD - 2021</b>
Violent Crimes ( <i>Assault, Robbery, Weapons Offences, Threats</i> )	66	56	897	843
Property Crimes ( <i>Thefts, Break &amp; Enter, Possession of Stolen Property, Mischief</i> )	132	121	2,048	2,292
Mental Health Act	15	18	275	399
Mental Health <i>RELATED</i> Calls for Service	146	135	1,925	1,766
Arrests ( <i>Data not available for December</i> )	81	85	1,405	1,516
Impaired Driving	3	12	94	102
Motor Vehicle Accidents	199	196	1,950	1,927
Tickets Issued (POPA)	99	49	1,291	1,085
Training	1,233.3	269	9,870	Not available
Auxiliary	107	158	1,535	765.5
Alternative Response Unit	422		4,656	Not available

Moved by Commissioner White, seconded by Vice Chair Dean:

***RESOLVED, that the Highlights of Monthly Activity Report November / December 2022 be received and filed. (O2301-08)***

MOTION CARRIED UNANIMOUSLY

#### 8.6 Wage Escalation Policy for Non-Union Management and Professional Staff

Saint John Common Council approved the 2023 General Fund Operating Budget at its meeting held on December 12<sup>th</sup>, 2022. Contained in that budget was the Wage Escalation Policy to apply to the Management Professional Group for 2023.

The Non-Union Management and Professional Staff of the Saint John Police Force and Public Safety Centre have historically followed the same wage increases as the city. These staffing groups for both the City and Police did not receive a wage increase for both 2021 and 2022 as part the 2020/2021 City's restructuring plan.

The 2023 Operating Budget for Police and PSCC include the wage escalation amounts accounted for in the approved budget for this employee group.

The purpose of the report is to provide a recommendation to the Board of Police Commissioners to adopt the Wage Escalation Policy for Non-Union Management and Professional Staff to align with City of Saint John for 2023 and to apply the same

wage increase approved by Common Council for the Management Professional Staff for future budgets.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners adopt the same wage increases as approved by Common Council for the City Management Professional Group to the Non-Union Management and Professional Staff of the Saint John Police and Public Safety Communications Centre for the 2023 budget and beyond. (O2301-09)***

MOTION CARRIED UNANIMOUSLY

## 9. New Business

### 9.1 SJBPC 2023 Election of Officers

An election of officers was held at the January 10, 2023, Committee of the Whole meeting of the Saint John Board of Police Commissioners. The following members were elected to serve as the Executive for 2023, pursuant to Sections 11.1, 11.2 and 11.5 of the By-Law Respecting the Procedures of the Board.

Chair: Tamara Kelly  
Vice Chair: Katelin Dean  
Secretary: Maike White

This information will be forwarded to Common Council, the Saint John Police Association as well as the New Brunswick Police Commission.

Moved by Commissioner Bryant, seconded by Commissioner Costello:

***RESOLVED, that Tamara Kelly be elected to act as Chair, Katelin Dean be elected to act as Vice Chair and Maike White be elected to act as Secretary forming the Executive Committee of the Saint John Board of Police Commissioners for 2023 in accordance with Section 11 of the By-Law Respecting the Procedures of the Board and that this information be sent to Common Council, the Saint John Police Association and the New Brunswick Police Commission for their information. (O2301-10)***

MOTION CARRIED UNANIMOUSLY

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

**10. Adjournment**

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

***RESOLVED, that the Saint John Board of Police Commissioners January 10th, 2023, Open Session meeting be adjourned. (O2301-11)***

MOTION CARRIED UNANIMOUSLY

***The Chair declared the meeting adjourned at 6:01 p.m.***

Chair Tamara Kelly

Secretary Maike White