



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
MARCH 11, 2025 – 4:19 P.M.  
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

**PRESENT**

**Commissioners**

Tamara Kelly, Chair  
Katelin Dean, Vice Chair  
Maiké White, Secretary (MS Teams)  
Donna Reardon  
Greg Norton (MS Teams)  
Michael Costello

**Absent**

Charles Bryant

**Staff**

Chief Robert Bruce  
Frank Szalai, Senior Financial Manager  
Daphne Wayne, 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' March 11, 2025, 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 February 11, 2025, Open Minutes**

Moved by Vice Chair Dean, seconded by Commissioner Costello:

***RESOLVED, that the Open Session minutes of February 11, 2025, be approved.***  
**(O2503-01)**

MOTION CARRIED UNANIMOUSLY

**3. Adoption of Agenda**

3.1 March 11, 2025, Agenda

Moved by Vice Chair Dean, seconded by Commissioner Costello:

***RESOLVED, that the agenda distributed for March 11, 2025, be adopted.***  
**(O2503-02)**

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 – February 2025

Chief Bruce reported that during the month of February there was (1) complaint, two (2) complimentary correspondences and one (1) grievance.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Internal Monthly Report – February 2025, be received and filed.*** (O2503-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget – January 31, 2025

Frank Szalai, Senior Financial Manager reported that the Police Commission's January 31, 2025, unaudited preliminary operating budget results show a surplus of \$5,628 year to date.

Overall wages and benefits are over budget by \$292 and goods and services are under budget by \$5,560 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 January 31, 2025, be received and filed as presented. (O2503-04).***

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget January 31, 2025

Frank Szalai, Senior Financial Manager, reported that the Saint John Police Force's preliminary unaudited January 31, 2025, operating budget results show a surplus \$634,886 to date.

Overall wages and benefits are currently under budget at \$446,898, and Goods and services are currently under budget by \$187,988.

While the current financial position appears favourable, most variances are due to timing and will align with the budget as the year progresses. There are no material long-term savings realized at this point.

Detailed explanations around Wages and Benefits, as well as Goods and Services are highlighted in the submitted financial report.

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of January 31, 2025, be received and filed as presented. (O2503-05)***

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget January 31, 2025

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of January 31, 2025, shows a deficit of \$2,084 year to date.

Overall wages and benefits are under budget by \$16,357 and goods and services are over budget by \$18,440. Detailed explanations for Repairs and Maintenance and Overtime & Salaries are included in the board report submitted.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of January 31, 2025, be received and filed as presented. (O2503-06)***

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / February 2025

Chief Bruce provided context around the information contained in the submitted report.

Activity	January 2025	YTD – 2025	YTD – 2024
Calls for Service	4,126	8,996	9,076
Incident Reports Generated	646	1,412	1,429
Violent Crimes	86	183	216
Property Crimes	200	453	465
Mental Health Act	34	74	45
Mental Health <i>RELATED</i> Calls for Service*	158	361	294
Arrests	110	232	195
Persons Charged / Charges Recommended	108	261	323
Impaired Driving	6	11	10
Motor Vehicle Collisions	209	437	336
Citations Issued (POPA)	49	138	225
Training	1,370	2,892	2,585
Auxiliary	71	140.5	210
Alternative Response Unit	201	487	474
Online Reporting	94	204	107
In-Person (Walk-Ins)	29	63	46
In-Person (Walk-Ins (Incident Reports Generated)	21	40	27

*\*Statistics are estimates only, due to the variability in the data collection*

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Highlights of Monthly Activity Report / February 2025 be received and filed. (O2503-07)***

MOTION CARRIED UNANIMOUSLY

8.6 ABC Policy – Standard Reporting Template – December 31, 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 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. The 2024 foot-patrol initiative is complete, the following areas were covered throughout the year: Crescent Valley, Lower West, Lower North, Waterloo Village, Lower Sough, McAllister Mall, and Uptown Business Area.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Agencies, Boards, and Commissions Policy – Standard Reporting Template for the period December 31, 2024, as presented, and forward a copy to Common Council. (O2503-08)***

MOTION CARRIED UNANIMOUSLY

## **9. New Business**

The Quick Reaction Team (QRT) is now operational in the Uptown and Waterloo Village of the city.

Four (4) members of the Saint John Police have started to patrol, with a direct focus on increased visibility, familiarity, quicker response times, crime reduction, outstanding warrants, and traffic safety. The members will be visible through foot patrol, bicycle, and vehicle patrol.

The Chief will provide QRT updates at each board of police commissioners meeting.

## **10. Adjournment**

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners March 11, 2025, Open Session meeting be adjourned. (O2503-09)***

MOTION CARRIED UNANIMOUSLY

*The Chair declared the meeting adjourned at 4:41 p.m.*

Chair Tamara Kelly

Vice Chair Katelin Dean