



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
NOVEMBER 7, 2023 – 5:13 P.M.  
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

**PRESENT**

**Commissioners**

Tamara Kelly, Chair  
Michael Costello  
Charles Bryant (cell phone / in person)  
Greg Norton (MS Teams)

**Absent**

Maike White, Secretary  
Katelin Dean, Vice Chair  
Donna Reardon

**Staff**

Robert Bruce, Chief of Police  
Honey Dwyer, Deputy Chief of Police  
Douglas A.M. Evans, KC, Legal Counsel  
Stephanie Hanlon, Human Resources Director  
Frank Szalai, Senior Financial Manager  
Daphne Waye, Recording Secretary

**Media**

Emma McPhee, 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' November 7th, 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 and was also being held by MS Teams.

**2. Approval of Minutes**

2.1 October 10, 2023, Minutes

Moved by Commissioner Costello, seconded by Commissioner Norton:

***RESOLVED, that the Open Session minutes of October 10, 2023, be approved.***  
**(O2311-01)**

MOTION CARRIED UNANIMOUSLY

**3. Adoption of Agenda**

3.1 November 7, 2023, Agenda

Moved by Commissioner Costello, seconded by Commissioner Norton:

***RESOLVED, that the agenda distributed for November 7th, 2023, be adopted.***  
**(O2311-02)**

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 – October 2023

Chief Bruce reported that during the month of October there were three (3) complaints, six (6) complimentary correspondences and four (4) grievances.

Moved by Commissioner Costello, seconded by Commissioner Norton:

***RESOLVED, that the Internal Monthly Report - October 2023 be received and filed.*** (O2311-03)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget / September 30, 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's September 30, 2023, unaudited preliminary operating budget results show a surplus of \$26,225 year to date.

Overall wages and benefits are under budget by \$1,821 and goods and services are under budget by \$24,404 year to date. The wages and benefits are under budget due to mapping issues, and goods and services are under budget due to timing differences, the expectation is to receive costs against those budget items in the coming weeks / months and those expenses should be in line with the budgeted amounts.

Moved by Commissioner Costello, seconded by Commissioner Norton:

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of September 30, 2023, be received and filed as presented. (O2311-04).***

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget / September 30, 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited September 30, 2023, operating budget results shows a surplus of \$1,164,029 for the year.

Overall wages and benefits are under budget by \$904,201 and can be largely attributed to vacancies.

Goods and services are under budget by \$259,828 due to two primary components: 1) temporary timing-related variances. The net impact is \$109K, and 2) Realized cost savings, where the actual costs were lower than the budgeted amounts or where savings were not initially budgeted, amounting to net \$163K favourable.

Revenue for 2023 is projected to meet the budget. Mr. Szalai went through the timing and other differences that were mentioned in the submitted report.

Moved by Commissioner Costello, seconded by Commissioner Norton:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of September 30, 2023, be received and filed as presented. (O2311-05)***

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget / September 30, 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of September 30, 2023, shows a surplus of \$139,797 year to date.

Overall wages and benefits are under budget by \$144,521 and goods and services are overbudget by \$4,725 year to date.

Differences on Salaries:

1. The reported favorable variance of \$144,521 in salaries is primarily due to a labour dispute that led local Union 486 employees to strike from September 12 to October 11. Wages and benefits were halted during this period, and the financial impact will extend into October.
2. As a result of the new agreement, the following wage increases will be implemented, all these impacting the 2023 fiscal year:

A one-time payment of \$750 was made to eligible employees in October.

A two per cent increase effective Jan. 1, 2022.

A two per cent increase effective July 1, 2022.

A two per cent increase effective Jan. 1, 2023.

A two per cent increase effective July 1, 2023.

3. The estimated impact of all these increases and resulting payments will offset the current favourability on salaries and wages and will push the department into the red. The city is finalizing the calculations related to the total cost of these changes, PSCC is expected to be overbudget by year end on wages and salaries. Once the figures are calculated the report will include this information.

Differences on Goods and Services:

1. The most significant realized unfavorable variance in this category is tied to Purchased Goods/Other Goods, with a YTD figure of \$15,732. This was driven by the labor dispute, which necessitated additional hardware purchases to maintain service levels at the PSCC center (e.g., new headsets and communication equipment). Additionally, some software updates were expedited in anticipation of the strike to ensure uninterrupted service.
2. There are various other GL's where PSCC had realized savings related to spendings on Goods and Services, resulting in the overall unfavourability of \$4,725 year to date.

Revenue is anticipated to be on budget for year end.

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of September 30, 2023, be received and filed as presented. (O2311-06)***

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report / October 2023

Chief Bruce went through the following information contained in the report.

Activity	October 2023	YTD – 2023	YTD - 2022
Calls for Service – PSCC ( <i>processed by the PSCC for the SJPF only</i> )	5,024	50,475	47,641
Incident Reports ( <i>police files generated</i> )	776	7,103	6,917
Violent Crimes ( <i>Assault, Robbery, Weapons Offences, Threats</i> )	95	1,097	1,057
Property Crimes ( <i>Thefts, Break &amp; Enter, Possession of Stolen Property, Mischief</i> )	304	2,287	2,022
Mental Health Act	24	227	242
Mental Health <i>RELATED</i> Calls for Service ( <i>Incidents related to or caused by mental health issues</i> )	216	1,890	1,644
Arrests	58	977	1,260
Impaired Driving	4	64	77
Motor Vehicle Accidents	185	1,502	1,556
Citations (POPA)	5	837	1,238
Training	data not available	data not available	YTD data not available
Auxiliary	128	1,160	1,270
Alternative Response Unit	148	2,686	4,656
Online Reporting	75	451	YTD data not available
In-Person (Walk-Ins) ( <i>processed by the PSCC where a CAD call was generated</i> )	56	449	YTD data not available

In-Person (Walk-Ins) (Incident Reports Generated) ( <i>police files generated as a result of Calls for Service</i> )	4	166	YTD data not available
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Moved by Commissioner Bryant, seconded by Commissioner Norton:

***RESOLVED, that the Highlights of Monthly Activity Report / October 2023 be received and filed. (O2311-07)***

MOTION CARRIED UNANIMOUSLY

8.6 Saint John Police Foot Patrols

Beginning in 2022, the Saint John Police Command Team and Community Engagement Team began proactively conducting foot patrols in our priority neighborhoods. The purpose was to enhance community engagement, to prevent and deter crime, and to develop a more in-depth understanding of the concerns facing these various communities in order to collectively engage in problem solving.

Saint John Police Foot Patrols are conducted during the spring, summer and fall months. In 2022, a total of 46-foot patrols were conducted. To date, in 2023, a total of 42-foot patrols have been conducted, twenty-two of which were focused in the Uptown and Waterloo Village neighbourhoods due to concerns raised about problematic activities in these areas.

Moved by Commissioner Costello, seconded by Commissioner Bryant:

***RESOLVED, that the Saint John Board of Police Commissioners received and file the Saint John Police Foot Patrols report and send a copy to the Public Safety Committee for information. (O2311-08)***

MOTION CARRIED UNANIMOUSLY

8.7 Senior Fraud Prevention Initiative

The Saint John Police are Launching a series of fraud prevention sessions aimed at empowering the senior members of our community. This initiative is a direct response to the fraudulent activities targeting the elderly population, which is often the most vulnerable due to a lack of familiarity with digital platforms and the increasing sophistication of scams.

The initiative will consist of educational sessions designed to increase awareness about different types of prevalent fraud schemes such as phone, online, and mail scams. The sessions will provide practical strategies for recognizing, preventing, and reporting such fraudulent activities.

The sessions will be delivered in-person during the month of January 2024 by Saint John Police Neighbourhood Officers at Saint John Police Headquarters. We will also collaborate with local community centers to reach out to as many seniors as possible.

By investing in preventative measures, we can safeguard our community's most vulnerable members, reducing their victimization and the associated costs to the community and law enforcement. This program aligns with our commitment to public safety and community engagement, serving as a proactive measure in crime prevention.

A five-year statistical analysis of total fraud related reports is as follows:

	2018	2019	2020	2021	2022	2023 (Year to Date)
Number of Fraud-Related Incident Reports	406	377	324	293	286	247

Age Range	2018	2019	2020	2021	2022	2023
18-25	13%	13%	15%	13%	14%	16%
26-35	22%	19%	20%	17%	21%	14%
36-45	14%	23%	19%	17%	15%	14%
46-55	19%	20%	17%	17%	14%	15%
56-65	18%	14%	17%	18%	14%	18%
Over 65	14%	11%	12%	19%	22%	22%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

During the past three years, the 65+ age group accounts for the largest percentage of victims.

Moved by Commissioner Costello and moved by Commissioner Bryant:

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Senior Fraud Prevention Initiative report. (O2311-09)***

MOTION CARRIED UNANIMOUSLY

**9. New Business**

**10. Adjournment**

Moved by Commissioner Bryant, seconded by Commissioner Norton:

***RESOLVED, that the Saint John Board of Police Commissioners November 7, 2023, Open Session meeting be adjourned. (O2311-10)***

MOTION CARRIED UNANIMOUSLY

*The Chair declared the meeting adjourned at 5:34 p.m.*

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

Chair Tamara Kelly