



**MINUTES - OPEN SESSION MEETING  
SAINT JOHN BOARD OF POLICE COMMISSIONERS  
FEBRUARY 13, 2024 – 5:00 P.M.  
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

**PRESENT**

**Commissioners**

Tamara Kelly, Chair  
Maïke White, Secretary (MS Teams)  
Donna Reardon  
Charles Bryant  
Michael Costello

**Absent**

Katelin Dean, Vice Chair  
Greg Norton

**Staff**

Robert Bruce, Chief of Police  
Honey Dwyer, Deputy Chief of Police  
Sean Rocca, Staff Sergeant, Executive Officer, and Corporate Communications  
Stephanie Hanlon, Human Resources Director  
Frank Szalai, Senior Financial Manager  
Daphne Waye, Recording Secretary

**Media**

Andrew Bates, 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' February 13, 2024, 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 that it was also being held by MS Teams.

**2. Approval of Minutes**

2.1 January 9, 2024, Minutes

Moved by Commissioner Reardon, seconded by Commissioner Costello:

**RESOLVED, that the Open Session minutes of January 9, 2024, be approved.**  
**(O2402-01)**

MOTION CARRIED UNANIMOUSLY

**3. Adoption of Agenda**

**3.1 February 13, 2024, Agenda**

Moved by Commissioner Reardon, seconded by Commissioner Costello:

**RESOLVED, that the agenda distributed for February 13th, 2024, be adopted.**  
**(O2402-02)**

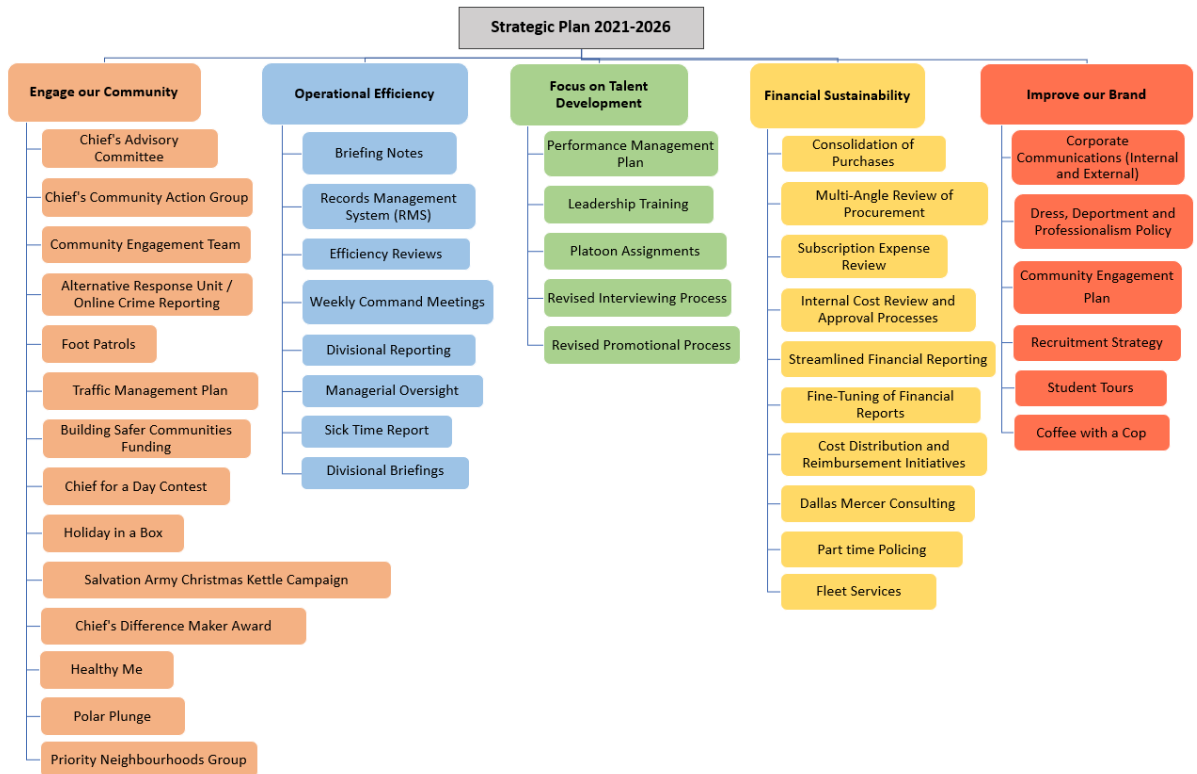
MOTION CARRIED UNANIMOUSLY

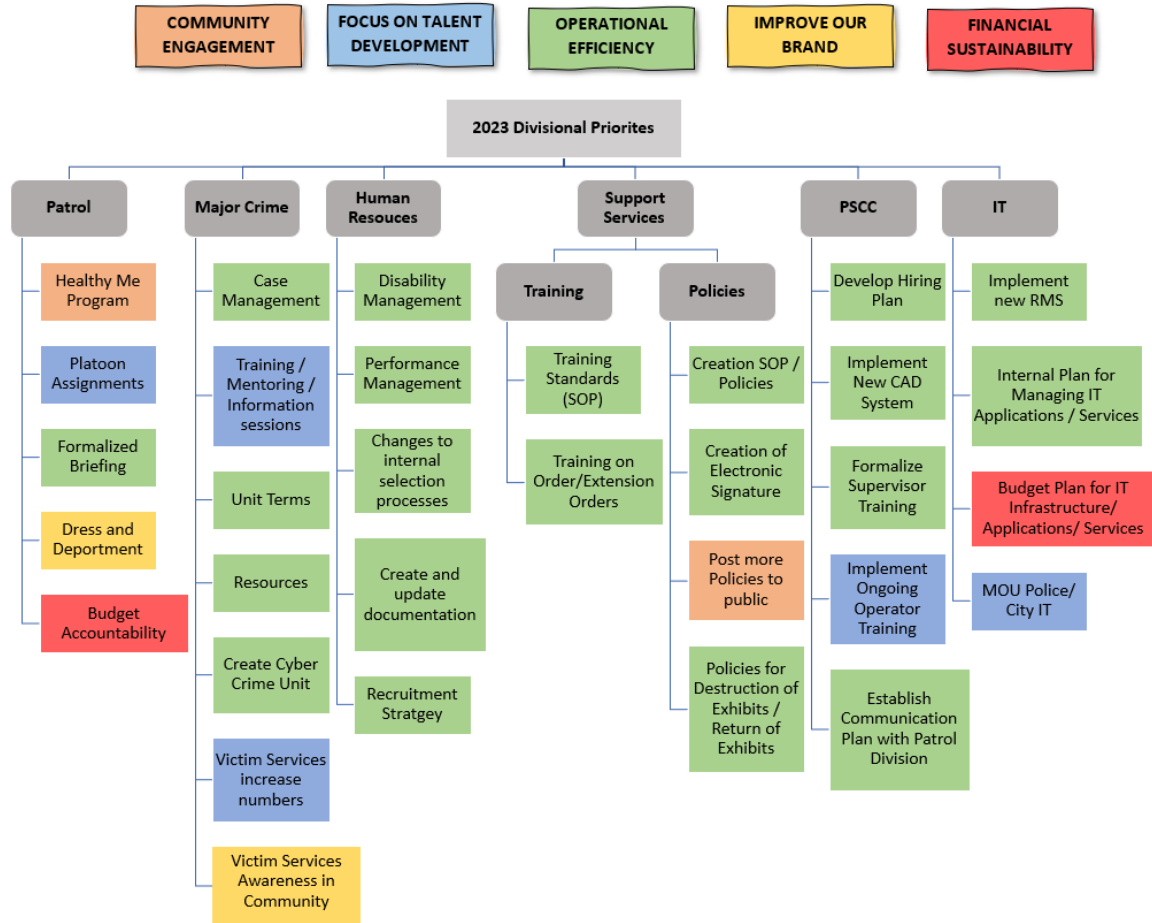
**4. Disclosure of Conflict of Interest**

**5. Consent Agenda**

**6. Delegations / Presentations**

**6.1 Strategic Plan and 2023 Priorities Update**





Staff Sergeant Sean Rocca gave a report on how the force implemented its strategic plan objectives, saying that all but one of the force’s overall objectives in its 2021-26 strategic plan have been implemented or are in progress.

When asked by Commissioner Costello about the goals for 2024, Chief Bruce said the force is currently collecting debriefs with division leaders about what went well, and they are now reviewing the top four for the coming year and are refining them before presenting them to the public.

Staff Sergeant Rocca stated that work started on the strategic plan in 2021 and it was passed in 2022. High level initiatives were organized in categories including organizational efficiency, community engagement, talent development, financial sustainability and brand management, and a dress and professionalism policy is the only one yet to be implemented.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the presentation around the Strategic Plan and 2023 Priorities Update. (O2402-03)***

MOTION CARRIED UNANIMOUSLY

6.2 Inclusive and Diversity Recruitment Presentation

The Saint John Police are proud to announce the launch of their inaugural Inclusion and Diversity Recruitment Camp, an innovative initiative aimed at providing underrepresented community members such as women and visible minorities with an inspiring opportunity to explore a career in policing.

The Recruitment Camp, to be held on Thursday, May 23, 2024, from 8:00 a.m. to 5:00 p.m. at the Saint John Police Headquarters, will offer participants a unique insight into the many rewarding opportunities available within the Saint John Police.

Through a series of engaging and interactive sessions, attendees will have the chance to interact with current officers, learn about the various roles and responsibilities within the Saint John Police, and gain hands-on experience in policing.

Chief Bruce stated that they are excited to launch the Inclusion and Diversity Recruitment Camp as part of their ongoing commitment to fostering a police delivery model that reflects the diversity of the communities we serve. By providing an inclusive platform for underrepresented individuals to explore policing careers, they aim to create a stronger, more representative police service that can better address the needs of their diverse community.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners receive and file the Inclusive and Diversity Recruitment Presentation. (O2402-04)***

MOTION CARRIED UNANIMOUSLY

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

8. **General Correspondence**

8.1 Internal Monthly Report – January 2024

Chief Bruce reported that during the month of January there were zero (0) complaints, two (2) complimentary correspondence and three (3) grievances.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Internal Monthly Report – January 2024 be received and filed. (O2402-05)***

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget December 2023

Frank Szalai, Senior Financial Manager reported that the Police Commission's December 31, 2023, unaudited preliminary operating budget results show a surplus of \$1,183 year to date.

The year-end results for the Saint John Board of Police Commissioners are in line with prior expectations.

Moved by Commissioner Costello, seconded by Commissioner Reardon:

***RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of December 31, 2023, be received and filed as presented. (O2402-06).***

MOTION CARRIED UNANIMOUSLY

8.3 SJPF Operating Budget December 2023

Frank Szalai, Senior Financial Manager reported that the Force's preliminary unaudited December 31, 2023, operating budget results shows a surplus of \$955,906 for the year.

Overall wages and benefits are under budget by \$1,188,513 and is a result of vacancies and underlying staffing challenges related to people on WorkSafe NB leaves.

Goods and services are over budget by \$232,606, which are detailed in the explanations contained in the financial report submitted and specific to (a) Fleet Purchases (b) Legal Services and Consulting (c) Dog Program Coordination (d) Insurance Costs (e) Unforeseen and Unbudgeted items and (f) Offsetting Factors.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Police Force's Unaudited Financial Results as of December 31, 2023, be received and filed as presented. (O2402-07)***

MOTION CARRIED UNANIMOUSLY

8.4 PSCC Operating Budget December 2023

Frank Szalai, Senior Financial Manager reported that the Public Safety Communication Centre's (PSCC's) preliminary unaudited Operating Budget as of December 31, 2023, shows a surplus of \$65,009 year to date.

Overall wages and benefits are over budget by \$14,925 and goods and services are underbudget by \$79,934 year to date.

The year-end results for the Public Safety Communications Centre align with the expectations outlined throughout 2023.

Moved by Commissioner Costello, seconded by Commissioner Reardon:

***RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of December 31, 2023, be received and filed as presented. (O2402-08)***

MOTION CARRIED UNANIMOUSLY

8.5 Highlights of Monthly Activity Report January 2024

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

Activity	January 2024	YTD – 2024	YTD - 2023
Calls for Service – PSCC <i>(processed by the PSCC for the SJPF only)</i>	4,488	4,488	4,765
Incident Reports <i>(police files generated)</i>	724	724	668
Violent Crimes <i>(Assault, Robbery, Weapons Offences, Threats)</i>	82	82	110
Property Crimes <i>(Thefts, Break &amp; Enter, Possession of Stolen Property, Mischief)</i>	279	279	170
Mental Health Act	25	25	27
Mental Health <i>RELATED</i> Calls for Service <i>(Incidents related to or caused by mental health issues)</i>	145	145	158
Arrests	86	86	103
Persons Charged / Charges Recommended	136	136	170
Impaired Driving	8	8	5
Motor Vehicle Accidents	215	215	153
Citations (POPA)	96	96	128

Training	data not available	data not available	YTD data not available
Auxiliary	91.5	91.5	64
Alternative Response Unit	259	259	310
Online Reporting	57	57	YTD data not available
In-Person (Walk-Ins) <i>(processed by the PSCC where a CAD call was generated)</i>	20	20	YTD data not available
In-Person (Walk-Ins) (Incident Reports Generated) <i>(police files generated as a result of Calls for Service)</i>	13	13	YTD data not available

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Highlights of Monthly Activity Report / December 2023 be received and filed. (O2402-09)***

MOTION CARRIED UNANIMOUSLY

8.6 2024 Increase for Non-Union Management and Professional Staff

Saint John Common Council approved the 2024 General Fund Operating Budget at its meeting held on December 11, 2023. Contained in that budget was the Management and Professional Group to receive a wage increase of 3.5% for 2024.

The Non-Union Management and Professional Staff of the Saint John Police and Public Safety Communications Centre have historically followed the same wage increase as the City of Saint John.

It is recommended that the Saint John Board of Police Commissioners apply the same wage increase of 3.5% effective January 1, 2024, for the Non-Union Management and Professional Staff for the Saint John Police and the Public Safety Communications Centre.

This increase will not be applied to the Sworn Command Staff of the Deputy Chief, Inspector or Staff Sergeant as these salaries align with the previously approved from July 7, 2015, by maintaining a 10% differential between a job's salary and that of its direct report.

Moved by Commissioner Reardon, seconded by Commissioner Costello:

***RESOLVED, that the Saint John Board of Police Commissioners apply the same wage increase of 3.5% effective January 1, 2024, for the Non-Union Management and Professional Staff for the Saint John Police and the Public Safety Communications Centre.***

***This increase will not be applied to the Sworn Command Staff of the Deputy Chief, Inspector or Staff Sergeant as these salaries align with the previously approved from July 7, 2015, by maintaining a 10% differential between a job's salary and that of its direct report. (O2402-10)***

MOTION CARRIED UNANIMOUSLY

9. New Business

10. Adjournment

Moved by Commissioner Reardon, seconded by Commissioner Bryant:

***RESOLVED, that the Saint John Board of Police Commissioners February 13, 2023, Open Session meeting be adjourned . (O2402-11)***

MOTION CARRIED UNANIMOUSLY

*The Chair declared the meeting adjourned at 5:27 p.m.*

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

Chair Tamara Kelly

Secretary Maike White