



**MINUTES - OPEN SESSION MEETING
SAINT JOHN BOARD OF POLICE COMMISSIONERS
SEPTEMBER 9, 2025 – 4:21 P.M.
COMMUNITY ROOM ONE PEEL PLAZA / MS TEAMS**

PRESENT

Commissioners

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

Staff

Chief Robert Bruce
Frank Szalai, Senior Financial Manager
Daphne Waye, Recording Secretary

Media

Brice McVicar, Reporter | Brunswick News Inc.
Barbara Simpson, 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' September 9, 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 July 8, 2025, Open Minutes

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED that the Open Session minutes of July 8, 2025, be approved. (O2509-01)

MOTION CARRIED UNANIMOUSLY

3. Adoption of Agenda

3.1 September 9, 2025, Agenda

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the agenda distributed for September 9, 2025, be adopted. (O2509-02)

MOTION CARRIED UNANIMOUSLY

4. Disclosure of Conflict of Interest

5. Consent Agenda

An email was received from the City Clerk's Office dated August 26, 2025, regarding the reappointment of Michael Costello for a period of up to six months to allow the Nominating Committee sufficient time to facilitate the selection of a new board member to the Saint John Board of Police Commissioners. (*Recommendation: Receive and File*)

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the recommendation set out in the consent agenda respectfully, be adopted. (O2509-03)

MOTION CARRIED UNANIMOUSLY

6. Delegations / Presentations

7. Consideration of Issues Separated from Consent Agenda

8. General Correspondence

8.1 Internal Monthly Report – July and August 2025

Chief Bruce reported that during the months of July and August there were five (5) complaints, five (5) complimentary correspondences and zero (0) grievances.

Moved by Vice Chair Dean, seconded by Commissioner Norton:

RESOLVED, that the Internal Monthly Report – July and August 2025, be received and filed. (O2509-04)

MOTION CARRIED UNANIMOUSLY

8.2 SJBPC Operating Budget – June 30, 2025

Frank Szalai, Senior Financial Manager reported that the Police Commission's June 30, 2025, unaudited preliminary operating budget results show a surplus of \$29,172 year to date.

Overall wages and benefits are over budget by \$874 and goods and services are under budget by \$30,046 year to date.

The favourable variance in professional services and legal costs is primarily due to timing. These expenditures are expected to be recognized in the coming months.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of June 30, 2025, be received and filed as presented. (O2509-05).

MOTION CARRIED UNANIMOUSLY

8.3 SJBPC Operating Budget – July 31, 2025

Frank Szalai, Senior Financial Manager reported that the Police Commission's July 31, 2025, unaudited preliminary operating budget results show a surplus of \$25,612 year to date.

Overall wages and benefits are over budget by \$130 and goods and services are under budget by \$25,742 year to date.

The favourable variance in professional services and legal costs is primarily due to timing. These expenditures are expected to be recognized in the coming months.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of July 31, 2025, be received and filed as presented. (O2509-06).

MOTION CARRIED UNANIMOUSLY

8.4 SJPF Operating Budget June 30, 2025

Frank Szalai, Senior Financial Manager reported that the Saint John Police Force's June 30, 2025, unaudited preliminary operating budget results show a surplus of \$1,313,014 year to date.

Overall wages and benefits are under budget by \$1,158,583 and goods and services are under budget by \$154,431 year to date.

The overall financial outlook remains stable, and variances are currently attributable to timing or temporary adjustments. While costs remain on budget, upcoming payments for fleet and continued staffing projects may compress some of the favourable variances in future months. The financial trajectory is expected to normalize over the remainder of the year.

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 June 30, 2025, be received and filed as presented. (O2509-07)

MOTION CARRIED UNANIMOUSLY

8.5 SJPF Operating Budget July 31, 2025

Frank Szalai, Senior Financial Manager reported that the Saint John Police Force's July 31, 2025, unaudited preliminary operating budget results show a surplus of \$1,586,083 year to date.

Overall wages and benefits are under budget by \$1,319,457 and goods and services are under budget by \$266,626 year to date.

The overall financial outlook remains stable, and variances are currently attributable to timing or temporary adjustments. While costs remain on budget, upcoming payments for fleet and continued staffing projects may compress some of the favourable variances in future months. The financial trajectory is expected to normalize over the remainder of the year.

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 July 31, 2025, be received and filed as presented. (O2509-08)

MOTION CARRIED UNANIMOUSLY

8.6 PSCC Operating Budget June 30, 2025

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre’s (PSCC’s) preliminary unaudited Operating Budget as of June 30, 2025, shows a surplus of \$58,055 year to date.

Overall wages and benefits are over budget by \$6,758 and goods and services are under budget by \$64,813. Detailed explanations are included in the board report submitted.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of June 30, 2025, be received and filed as presented. (O2509-09)

8.7 PSCC Operating Budget July 31, 2025

Frank Szalai, Senior Financial Manager, reported that the Public Safety Communication Centre’s (PSCC’s) preliminary unaudited Operating Budget as of July 31, 2025, shows a surplus of \$74,724 year to date.

Overall wages and benefits are over budget by \$4,700 and goods and services are under budget by \$79,424. Detailed explanations are included in the board report submitted.

Moved by Commissioner Costello, seconded by Vice Chair Dean:

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of July 31, 2025, be received and filed as presented. (O2509-10)

8.8 Highlights of Monthly Activity Report / July & August 2025

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

Activity	July 2025	August 2025	YTD – 2025	YTD – 2024
Calls for Service	5,458	5,690	40,813	40,420
Incident Reports Generated	995	873	6,407	6,461
Violent Crimes	150	126	952	937
Property Crimes	300	233	1,819	2,092
Mental Health Act	26	20	221	257
Mental Health <i>RELATED</i> Calls for Service*	169	230	1,562	1,465

SAINT JOHN BOARD OF POLICE COMMISSIONERS

September 9, 2025

Arrests	155	151	1,112	786
Persons Charged / Charges Recommended	211	228	1,254	1,346
Impaired Driving	5	9	46	65
Motor Vehicle Collisions	135	110	1,178	1,294
Citations Issued (POPA)	143	117	863	925
Training	267	312	9,620	6,785.5
Auxiliary	228	267	1,367.75	1,108.5
Auxiliary Follow-Up Calls	n/a	6	6	n/a
Alternative Response Unit	81	10	1,551	1,452
Online Reporting	139	154	962	681
In-Person (Walk-Ins)	40	58	216	260
In-Person (Walk-Ins (Incident Reports Generated))	20	32	133	122

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

Medical Call Response

Estimated Police Unit availability time created by change in medical call response policy February – August : 198 hours and 20 mins total.

February	31h 52m 30s
March	23h 12m 45s
April	27h 22m 30s
May	27h 36m 38s
June	24h 12m 9s
July	30h 4m 0s
August	34h 1m 50s

Quick Reaction Team	July	August
Warrants - Arrests	13	6
Arrests	21	8
Files	42	22
Calls	43	45
Foot Patrols	20	17
Bike Patrols	5	5
Community Engagement	10	14
FI Checks	9	10
Traffic Stops	27	40
Tickets	27	40

Moved by Commissioner Reardon, seconded by Vice Chair Dean:

RESOLVED, that the Highlights of Monthly Activity Report for July and August 2025 be received and filed. (O2509-11)

MOTION CARRIED UNANIMOUSLY

8.9 ABC Reporting Template – June 30, 2025

In 2025, the Saint John Police Force continued to prioritize staff development as a cornerstone of its strategic plan, advancing initiatives in performance management, succession planning, and leadership development. The swearing-in of new officers - including recruits from recent targeted recruitment initiatives - marked a significant milestone in building a more diverse and capable team. The performance management system, first introduced in 2022, has evolved to place greater emphasis on managing change, modernizing promotional assessment processes, and broadening skill sets through cross-training and job rotation opportunities. These efforts strengthen organizational

resilience and ensure the Force remains adaptive to the evolving needs of the community.

Moved by Vice Chair Dean, seconded by Commissioner Costello:

RESOLVED, that the Saint John Board of Police Commissioners receive and file the Agencies, Boards, and Commissions Policy – Standard Reporting Template for the period June 30, 2025, as presented, and forward a copy to Common Council. (O2509-12)

MOTION CARRIED UNANIMOUSLY

9. New Business

10. Adjournment

Moved by Vice Chair Dean, seconded by Commissioner Reardon:

RESOLVED, that the Saint John Board of Police Commissioners September 9, 2025, Open Session meeting be adjourned. (O2509-13)

MOTION CARRIED UNANIMOUSLY

The Chair declared the meeting adjourned at 4:46 p.m.

Chair Tamara Kelly

Vice Chair Katelin Dean