



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Annual Reporting Framework
Policy Number:	AI-011
Effective Date:	September 9, 2024
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 399/23 General Matters Under the Authority of the Lieutenant Governor in Council

Policy Statement

This policy establishes the framework for the Woodstock Police Service Board (the "Board") to comply with the requirements of the *Community Safety and Policing Act* (the "Act") and its associated regulations regarding annual reporting. This policy ensures that the Board provides transparent, accurate, and comprehensive reporting on the activities and performance of the Woodstock Police Service (the "Service") to enhance public accountability and trust.

Policy Application

1. The Board is required to produce an Annual Report under the *Act*, which mandates reporting on various aspects of policing, including but not limited to:

- a. a summary of the Board’s activities and achievements over the past fiscal year;
 - b. an overview of the Service’s performance, including metrics and outcomes related to public safety, crime rates, and community engagement;
 - c. financial statements, including budget expenditures and funding sources;
 - d. compliance information with respect to statutory and regulatory requirements;
 - e. progress on strategic priorities and goals set by the Board and the Service; and
 - f. details of any complaints received, investigated and resolved.
2. The Chief of Police is responsible for overseeing the preparation of the Annual Report, including gathering and organizing relevant data. A draft of the report will be prepared as soon as practical after the fiscal year ends and will be reviewed by the Board.

Reporting

3. The Board must approve the final version of the Annual Report, which will then be filed with its municipality on or before June 30 in each year as outlined in the *Act*.
4. The Annual Report will be published on the Woodstock Police Service Website, ensuring accessibility for all community members.
5. The Annual Report will be maintained for six years in line with the Board’s Record Retention By-Law 05-2024.