



St. Thomas Police Service

BOARD POLICY

Subject:	Annual Reporting Framework
Policy Number:	AI-011
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

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 St. Thomas Police Service Board (the “Board”) to meet its annual reporting obligations under the Community Safety and Policing Act, 2019. Through transparent, accurate, and timely reporting, the Board supports public accountability, oversight, and trust in policing services delivered within the community.

Policy Application

1. The Board shall prepare and approve an Annual Report in accordance with the requirements of the Community Safety and Policing Act and its associated regulations.
2. The Annual Report shall include, at a minimum:
 - a. a summary of the Board’s activities and achievements during the previous fiscal year;
 - b. an overview of the St. Thomas Police Service’s performance, including outcomes related to public safety, crime trends, and community engagement;
 - c. financial information, including policing costs and budgetary expenditures;
 - d. information demonstrating compliance with applicable statutory and regulatory requirements;
 - e. progress toward strategic priorities and objectives established by the Board; and
 - f. information relating to complaints received, investigated, and resolved, as required by legislation.
3. The Chief of Police (the “Chief”) shall oversee the preparation of the Annual Report and provide the Board with the information necessary to fulfill its reporting obligations.

Reporting and Publication

4. The Board shall approve the final Annual Report and file it with the municipality on or before June 30 of each year, or as otherwise required by regulation.
5. The Annual Report shall be made publicly available in an accessible format.

Adequacy and Effectiveness Reference

This policy supports the Board's governance and accountability obligations under the Community Safety and Policing Act, 2019 and Ontario Regulation 399/23 with respect to annual reporting and public transparency.