


# HAMILTON POLICE SERVICES BOARD

## RECOMMENDATION REPORT

<b>TO:</b>	Chair and Members Hamilton Police Services Board
<b>MEETING DATE:</b>	December 14, 2023
<b>SUBJECT:</b>	Framework for the Annual Report
<b>REPORT NUMBER:</b>	PSB 23-036
<b>SUBMITTED BY:</b>	Kirsten Stevenson, Administrative Director, Hamilton Police Services Board
<b>SIGNATURE:</b>	

### RECOMMENDATIONS

That annual reports be prepared and presented in accordance with requirements listed in the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* (CSPA); and

That a final draft of the annual report be provided to the Board yearly, no later than their May meeting; and

That item 3 on the Outstanding Business List be considered complete.

### EXECUTIVE SUMMARY

- At the Board's September 28, 23 meeting, the Board directed the Administrative Director, with input from the Service's Manager of Corporate Communications & Public Affairs, to develop a draft framework for the annual report
- The *CSPA* (yet to come into force) prescribes what shall be included in the annual report
- Current annual reports adhere to CSPA requirements

### FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: not applicable

Staffing: not applicable

Legal Implications: not applicable

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## INFORMATION

Section 41(1) of the CSPA notes the following:

On or before June 30 in each year, the police service board shall file an annual report with its municipality or band council regarding,

- (a) the implementation of the board's strategic plan and the achievement of the performance objectives identified in the strategic plan;
- (b) the affairs of the police service;
- (c) the provision of policing as it relates to any community safety and well-being plans adopted by the municipalities or First Nations that are in the board's area of policing responsibility; and
- (d) any other prescribed matters.

Current sections of the annual report are as follows:

- Message from the Board Chair
- Message from the Chief
- Organizational chart
- Policing our community
- Our year in numbers
- Communications
- Community involvement – giving back
- Awards and recognition
- Promotions
- Success and progress – business/strategic plan
- Budget

## ALTERNATIVES FOR CONSIDERATION

- The Board may wish to revise the recommendations found within this report

## APPENDICES AND SCHEDULES ATTACHED

None.

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