



KINGSTON POLICE SERVICE BOARD

Reporting and Information Sharing Policy (AI-003)

Adopted: October 23, 2025 (Res. 25-115)

Reviewed:

Revised

Expires: Indefinite

Rescinds:

Legislation: Community Safety and Policing Act, 2019, s. 41.

It is the policy of the Kingston Police Service Board (the Board) with respect to annual reporting that:

- a) The Chief of Police will prepare and deliver an annual report for the Board, on or before the 15th of May in each year, relating to the activities of the Police Service during the previous fiscal year, which includes, at minimum, information on:
 - I. Implementation of the Strategic Plan prepared and adopted by the Board under *section 39 (1) of the Community Safety and Policing Act (CSPA)*;
 - II. Performance objectives and indicators as set out in the Strategic Plan, and results achieved;
 - III. Public complaints;
 - IV. The actual cost of police services; and
 - V. Any other information that is required to be in the annual report by other *Regulations* made under the *CSPA*.

- b) This Board shall make best efforts to negotiate and enter into a protocol with its municipality that addresses:
- I. The dates by which the annual report will be made available to the municipal council as determined by the protocol for the previous calendar year;
 - II. The sharing of information with the municipality, including the type of information to be shared and the frequency for sharing such information;
 - III. If the municipality chooses, jointly determining, and participating in, the consultation processes for the development of the Strategic Plan; and
 - IV. Regardless of the existence of an information sharing protocol, the Board shall provide the municipality, on request, with any information, other than personal information, relevant to the preparation or review of the community safety and well-being plan or to the Board's estimates.
- c) On or before June 30th in each year, the Board shall file an annual report with the municipality regarding:
- I. The implementation of the Board's Strategic Plan and the achievement of the performance objectives identified in the Strategic Plan;
 - II. The affairs of the Police Service;
 - III. The provision of policing as it relates to any community safety and well-being plans adopted by the municipality or First Nations that are in the Board's area of policing responsibility; and
 - IV. Any other prescribed matters.
- d) **Publication:**

The Board shall publish the annual report referred to in Section (c) of this policy on the Internet in accordance with the *Regulations* made by the Minister, if any.

"original signed by Chair"
Chair

"original signed by Administrator/Secretary"
Administrator/Secretary