

Codiac Regional Policing Authority

Policy #: G-902
Category: Accountability
Subject: Annual Report
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Framework

Police Act

Under s. 1.1(1) of the *Police Act*, the Minister of Justice and Public Safety shall (a) promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing, and (b) coordinate the work and efforts of police forces and the RCMP within the Province.

Section 1.1(2) of the *Act* provides that the Minister may provide to boards, councils, police forces, a regional policing authority and the RCMP:

- (i) information and advice respecting the management and operation of police forces and the RCMP in handling special problems, and
- (ii) such other information as the Minister considers to be of assistance.

Section 1.1 (3) provides that subject to the *Act* and regulations, the Minister may issue guidelines and directives to any police force within the Province for the attainment of the purposes in s. 1.1(1) above.

Section 17.05(2) provides that a regional policing authority “shall provide

- a) To the parties to the agreement under section 17.01, at intervals set by the agreement or on the request of one of the parties to the agreement after reasonable notice, or
- b) To the Minister of Environment and Local Government on request after reasonable notice,

a report showing the current financial position of the police service as compared with its budget.

Municipal Agreement

The Municipal Agreement establishing the Codiac Regional Policing Authority (CRP Authority) does not specify a frequency of reporting.

Policy

In keeping with best practices for publicly-funded bodies, the CRP Authority will prepare and share an Annual Report to the general public. The purpose of this Policy is to provide a framework for the CRP Authority's Annual Report.

(a) Purpose of the Annual Report

The CRP Authority's Annual Report is intended to provide key stakeholders with information about the Authority's activities, and the extent to which the CRP Authority's objectives and goals were achieved and at what cost. The Annual Report provides a retrospective look at the fiscal year and is expected to include information on how the organization met its performance targets, outline notable accomplishments, and provide a means of sharing financial statements and other information about the CRP Authority's operations.

The Annual Report is a reflection of CRP Authority's commitment to accountability and transparency.

(b) Reporting Principles

The CRP Authority will be guided by the following reporting principles*:

1. *Explain the public purpose served* – the CRP Authority will explain why it exists, how it conducts its business both in terms of operations and the fundamental values that guide it
2. *Link goals and results* – the CRP Authority will identify and explain the organization's goals, objectives and strategies and how the results relate to them
3. *Focus on the few, critical aspects of performance*
4. *Relate results to risk and capacity* – the CRP Authority will report results in the context of the organization's risks and its capacity to delivery on its programs and services
5. *Link resources, strategies and results* – the CRP Authority will link financial and performance information to show how resources and strategies influence results; related to this is how efficiently the organization achieves its results
6. *Provide comparative information* – the CRP Authority will provide comparative information about past and expected future performance and, where available, about the performance of similar organizations when it would significantly enhance a stakeholder's ability to use the information being reported
7. *Provide credible information, fairly interpreted* – the CRP Authority's reporting will be based on quantitative and qualitative information

that is fairly interpreted and presented, based on the best judgment of the CRP Authority

8. *Include performance targets and measure performance based on outcomes not just outputs* – the CRP Authority will also strive to indicate the benefits or positive outcomes resulting from output measures

(*Adapted from The BC Reporting Principles

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/public-sector-management/plan-report> and the Quality of Annual Reporting recommendations of the Ontario Auditor-General -

https://www.auditor.on.ca/en/content/annualreports/arreports/en17/v1_400en17.pdf)

(c) Preparation of the CRP Authority Annual Report

The preparation of the CRP Authority Annual Report will occur in the first quarter of the calendar year so that it can be released at the same time as the annual audited financial statements for the CRP Authority.

The preparation of a draft Annual Report will be led by the CRP Authority Chairperson but will be a collaborative effort between:

- The Officer in Charge (OIC) of the CPRS
- The Committee Chairs of the CRP Authority's Standing Committees

(d) Approval of the CRP Authority Annual Report

The CRP Authority Annual Report will be approved by the CRP Authority before distribution to stakeholders.