



LONDON POLICE SERVICE BOARD

Open Agenda

Meeting: Thursday, June 20, 2024
Hybrid: 2:00 p.m.
In Person: Executive Boardroom, Police Headquarters – 601 Dundas Street
Virtual: Teams

1. **Call Meeting to Order** Chair
2. **Disclosure of Interest** Chair
3. **Introduction of New Business** Chair
4. **Minutes of the May 16, 2024 Open (Public) Meeting** Chair
5. **Annual Use of Force Report** Deputy Chief MacSween
Document Forthcoming
6. **Investigations Conducted by the Special Investigations Unit** Deputy Chief Bastien
7. **Development of Procedure for International Travel** Chief Truong
8. **Annual Report/Business Plan Update** Deputy Chief MacSween
Mandatory Report – Document Forthcoming
9. **LPS Multi-Year Budget Impacts** Deputy Chief MacSween
10. **Revenue Offsetting Personnel Cost Report** Deputy Chief MacSween
Mandatory Report – Document Forthcoming
11. **Public Correspondence** Chair
12. **Anti-Racism Advisory Panel Verbal Update** Chair



LONDON POLICE SERVICE BOARD

Open Agenda

- | | |
|-------------------------------------------------------------|-----------|
| 13. Chair's Verbal Report | Chair |
| 14. Administrator's Verbal Report | J. Foster |
| 15. New Business | Chair |
| 16. Next Public Meeting LPSB – Thursday, September 19, 2024 | Chair |
| 17. Adjournment | Chair |



LONDON POLICE SERVICE BOARD

MINUTES OF THE OPEN MEETING

May 16, 2024

Commencing at 3:11 p.m.

Hybrid: Executive Boardroom and Teams

PRESENT:

In Person

A. Chahbar, Chair; M. Walker, Vice Chair; S. Stevenson (3:11 p.m. – 4:25 p.m.), J Morgan (3:11 p.m. – 4:12 p.m.) and R. Gauss Board Members; T. Truong, Chief of Police; T. MacSween, Deputy Chief of Police; P. Bastien, Deputy Chief of Police; M. McKinnon, Director of Legal Services, K. LeBlanc, Director, Corporate Communications; T. Gervais, Police Service Advisor; J. Graham, Director of Financial Services; B. Harvey and S. Guilford, Superintendents; J. Noel, Inspector; R. Brown, Staff Sergeant; Father J. Mockler, LPS Chaplain; P. Domingues, LPA President; R. Proulx, Facilities Services Manager; S. Bough and M. Dawson, Corporate Communications and Media Relations Officers; K. Shahata, Manager of Corporate Asset Management, The City of London; J. Foster, Administrator, M. Coleman, Administrative Assistant; and members of the community and media.

Virtual:

N. Branscombe, Board Member; P. Reynolds, Superintendent; Dr. Khan, LPS Psychologist; D. Pratt, S. Travis and S. Sussex, Inspectors; C. Churney, Superintendent; A. Krygsman, Detective Inspector; J. Paine and G. Bezaire, Detectives; K. Dann and A. Steele, Detective Sergeants; D. Brown, Staff Sergeant; D. Van Belleghem, J. MacLachlan, M. Wright, C. Denison, J. McConnell and A. Birtch, Sergeants; J. McNabb, Constable; G. Schmidt, Business Analyst; D. Gendron, Financial Analyst; R. Prete, Financial Coordinator; A. Jones, Database Administrator; S. Phan, Financial Assistant; M. Mitchell and M. Gerrits, Administrative Assistants and members of the community and media.

REGRETS:

S. Lehman, Board Member.

1. **Meeting Called to Order**

Chair Chahbar shared the new format for Board meetings moving forward in compliance with the Community Safety and Policing Act (CSPA). All meetings will begin with open session, previously referred to as public meetings. The open session will be followed by a closed session where the Board will discuss confidential personnel, legal and financial matters, as per the CSPA.

2. **Disclosures of Interest – None**

3. **Introduction of New Business**

MOVED BY: R. Gauss
Seconded by: M. Walker

“That the Board receives as new business during agenda item #12 the Femicide Report and London Police Service Board Stipend.”

CARRIED

4. **2024 LPS Asset Management Plan**

Deputy Chief MacSween introduced Khaled Shahata from the City of London Corporate Asset Management Team (CAMT) to present to the Board.

MOVED BY: R. Gauss
Seconded by: J. Morgan

“That the London Police Service Board approves the 2024 London Police Service Asset Management Plan (AMP) with an effective date of December 31 2022 and be it further resolved that based on a May 16 2024 presentation by the City of London Asset Management Team that the organization’s current infrastructure gap is now projected to be zero due to funding from the City of London Multi-Year Budget, and that this motion be referred to the City of London.”

CARRIED

5. **Minutes of the April 18, 2024 Public Meeting**

MOVED BY: R. Gauss
Seconded by: S. Stevenson

“That the Board approves as presented minutes of the April 18, 2024 public meeting.”

CARRIED

6. **Hate/Bias Motivated Crime Adequacy Standards Report**

MOVED BY: R. Gauss
Seconded by: S. Stevenson

“That the Board receives for informational purposes the 2023 Hate/Bias Motivated Crime Adequacy Standards Report.”

CARRIED

7. Criminal Investigation Services Adequacy Standards Report

MOVED BY: N. Branscombe
Seconded by: M. Walker

“That the Board receives for informational purposes the 2023 Criminal Investigation Services Adequacy Standards Report.”

CARRIED

8. Public Correspondences

MOVED BY: R. Gauss
Seconded by: M. Walker

“That the Board receives for informational purposes two items of public correspondence.”

CARRIED

9. Municipal Council Resolution April 3, 2024

MOVED BY: N. Branscombe
Seconded by: M. Walker

“That the Board receives the correspondence from Municipal Council and that Chair Chahbar send a formal response to the City thanking them for their input.”

CARRIED

Opposed: R. Gauss

10. Chair Verbal Update

MOVED BY: R. Gauss
Seconded by: M. Walker

“That the Board receives Chair Chahbar’s monthly verbal update related to business of the Board.”

CARRIED

11. Administrators Verbal Update

Ms. Foster’s verbal update was deferred to the June 20th meeting.

12. New Business

MOVED BY: N. Branscombe
Seconded by: R. Gauss

“That the Board accepts Municipal Council’s approved Board Stipend increase of 2.36% - \$9,100 annually for non-Council members and \$9,315 annually for non-Council Chair.”

CARRIED

MOVED BY: M. Walker
Seconded by: R. Gauss

**“That the Board reaffirm their commitment to the June 16, 2022 recommendations and motion; that the Chief consider using the term femicide at times he deems appropriate and that Chair Chahbar write a letter on behalf of the Board to Solicitor General Kerzner to request a meeting to discuss femicide and femicide related issues and copy the letter to Rob Flack, Member of Provincial Parliament, Elgin–Middlesex–London.”
policy**

CARRIED

13. Next Public Meeting: Thursday, June 20, 2024

14. Adjournment

MOVED BY: R. Gauss
Seconded by: M. Walker

“That the Board adjourns the public meeting.”

Time Adjourned: 5:01 p.m.

Ali A. Chahbar, Chair
London Police Service Board
Approved and Signed June 20, 2024



LONDON POLICE SERVICE BOARD

“Deeds Not Words”

To: Chair and Members of the London Police Service Board
Date: June 20, 2024
Subject: **Investigations Conducted by the Special Investigations Unit**
Report: 24-64

Board Action:

- Update / Information Purposes Only
- Seeking Input
- Seeking Decision
- Evaluation

Synopsis:

The attached Professional Standards Branch memoranda set out the details of four investigations conducted by the Director of the Special Investigations Unit and the reviews undertaken by the London Police Service of related policies and services, and officer conduct, pursuant to sec. 32, O. Reg. 268/10, Police Services Act.

- SIU file 23-OCI-390
- SIU file 23-OCI-432
- SIU file 23-OCI-456
- SIU file 23-OCI-478


In each case, the subject official was cleared by the Director. The LPS reviews which followed found involved officers in each case to have complied with relevant procedures, training, and requirements of sec. 31(1) of the Special Investigations Act pertaining to the duty to comply with reasonable direction provided by the SIU Director.

This report is submitted in accordance with sec. 34, O. Reg. 268/10, Police Services Act.

Recommendation(s): That the Board receives the report for update/information purposes.

PREPARED BY: Sean Travis, Inspector, Professional Standards Branch

SUBMITTED BY: Paul Bastien
Deputy Chief, Community Safety & Specialized Investigations

	Memorandum <i>Professional Standards Branch</i>		No: 24-157	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: <i>Deputy Chief Paul Bastien</i> Operations		From: <i>Inspector Sean Travis</i> Professional Standards Branch	
	Date Issued: <i>May 30th, 2024</i>		Date Effective: <i>May 30th, 2024</i>	
		PAGE 1 of 2		

This briefing report is submitted in accordance with Part VIII of the *Police Services Act, O.Reg.268/10, Section 34.*


RE: SIU investigation 23-OCI-478, LPS PSB investigation 23-110070.

On Saturday, November 18th, 2023, at approximately 1:57 am, members of the London Police Service were dispatched to a break and enter in progress to a Hydro One compound. The first officers to arrive determined the suspects had fled the scene. An LPS Canine Unit officer then attended and deployed their police service dog to search for the suspects. The dog located one of the suspects hiding nearby under dense underbrush. The suspect resisted being taken into custody by striking at the dog, was bitten on the head and arms. The bite wounds required closure with staples and sutures and were deemed to be “serious” injuries according to the Special Investigations Unit. The SIU was notified and the Canine Officer was identified as the Subject Official.

The SIU concluded their investigation on March 9th, 2024, finding no reasonable grounds to form a basis for criminal charges. SIU Director Joseph Martino concluded that the Canine Officer’s handling of the PSD was not a substantial departure from a reasonable level of care and “*there is no basis for proceeding with criminal charges against the SO in this case*”.

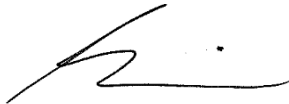
In accordance with Part VIII of O.Reg.268/10, Sec. 32, of the *Police Services Act*, an investigation into the conduct of the involved officer and the related LPS Procedures was completed by the LPS Professional Standards Branch. The investigation found that lawful authority existed to arrest the male and he was appropriately apprehended in accordance with training and procedure.

* Memorandums Cannot Conflict with Orders or Policy Issued at a Higher Command *

	Memorandum Professional Standards Branch		No: 24-157	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: Deputy Chief Paul Bastien Operations		From: Inspector Sean Travis Professional Standards Branch	
	Date Issued: May 30 th , 2024		Date Effective: May 30 th , 2024	
		PAGE 2 of 2		


The PSB investigation determined that the involved officers committed no misconduct pursuant to the *Police Services Act* Code of Conduct and that their actions in this case adhered to LPS Procedure in the circumstances related to use of force and prisoner care. London Police Service members required to comply with Sec. 31(1) of the *Special Investigations Act* were found to have complied with the Act. Further, all involved members were found to have complied with LPS Procedure pertaining to cooperation with investigations conducted by the Special Investigations Unit.

Respectfully,



Inspector Sean Travis #30736
Professional Standards Branch

* Memorandums Cannot Conflict with Orders or Policy Issued at a Higher Command *

	Memorandum Professional Standards Branch		No: 24-162	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: Deputy Chief Paul Bastien Operations		From: Inspector Sean Travis Professional Standards Branch	
	Date Issued: June 4 th , 2024	Date Effective: June 4 th , 2024	PAGE 1 of 2	


This briefing report is submitted in accordance with Part VIII of the *Police Services Act, O.Reg.268/10, Section 34.*

RE: SIU investigation 23-OCI-456, LPS PSB investigation 23-104173.

On Tuesday, November 2nd 2023, at approximately 4:55 am, members of the London Police Service were dispatched to a break and enter in progress in which suspect entered a residence while the occupants were asleep. The suspect was located a short distance away and in possession of property taken from the home. An officer attempting to arrest the suspect observed him to be in possession of a knife. The suspect resisted arrest and continue to resist until other officers attended and used physical force sufficient to effect the arrest. The suspect later complained of injury and was taken to hospital where he was diagnosed with two small fractures above each ear and an intercranial hemorrhage. The injuries were deemed to be non-treatable, and the involved party was discharged from care shortly thereafter. Notwithstanding the nature and extent of injury, the injuries were deemed “serious” according to the Special Investigations Unit mandate. The SIU was notified, and the arresting officer was designated as the Subject Official of the investigation.

The SIU concluded their investigation on January 17th 2024, finding no reasonable grounds to form a basis for criminal charges. SIU Director Joseph Martino reported: *“I am not satisfied the evidence of excessive force is sufficiently cogent to warrant being put to the test by a court. As such, there is no basis for proceeding with criminal charges in this case.”* and,

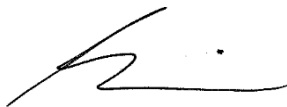
“I am also satisfied that the force used by the police in aid the Complainant’s arrest was justified. The officers had reason to believe that the Complainant had just committed a serious offence and it was important in the interests of public safety that he be apprehended as quickly as possible.”

	Memorandum Professional Standards Branch		No: 24-162	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: Deputy Chief Paul Bastien Operations		From: Inspector Sean Travis Professional Standards Branch	
	Date Issued: June 4 th , 2024		Date Effective: June 4 th , 2024	
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In accordance with Part VIII of O.Reg.268/10, Sec. 32, of the *Police Services Act*, an investigation into the conduct of the involved officers and the related LPS Procedures was completed by the LPS Professional Standards Branch.

The PSB investigation determined that the involved officers committed no misconduct pursuant to the *Police Services Act* Code of Conduct and that their actions in this case adhered to LPS Procedure in the circumstances related to use of force and prisoner care. London Police Service members required to comply with Sec. 31(1) of the *Special Investigations Act* were found to have complied with the Act. Further, all involved members were found to have complied with LPS Procedure pertaining to cooperation with investigations conducted by the Special Investigations Unit.

Respectfully,



Inspector Sean Travis #30736
 Professional Standards Branch

	Memorandum Professional Standards Branch		No: 24-162
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34		
	To: Deputy Chief Paul Bastien Operations	From: Inspector Sean Travis Professional Standards Branch	
Date Issued: June 4 th , 2024	Date Effective: June 4 th , 2024	PAGE 1 of 2	

This briefing report is submitted in accordance with Part VIII of the *Police Services Act, O.Reg.268/10, Section 34.*

RE: SIU investigation 23-OCI-456, LPS PSB investigation 23-104173.

On Tuesday, November 2nd 2023, at approximately 4:55 am, members of the London Police Service were dispatched to a break and enter in progress in which suspect entered a residence while the occupants were asleep. The suspect was located a short distance away and in possession of property taken from the home. An officer attempting to arrest the suspect observed him to be in possession of a knife. The suspect resisted arrest and continue to resist until other officers attended and used physical force sufficient to effect the arrest. The suspect later complained of injury and was taken to hospital where he was diagnosed with two small fractures above each ear and an intercranial hemorrhage. The injuries were deemed to be non-treatable, and the involved party was discharged from care shortly thereafter. Notwithstanding the nature and extent of injury, the injuries were deemed “serious” according to the Special Investigations Unit mandate. The SIU was notified and the arresting officer was designated as the Subject Official of the investigation.

The SIU concluded their investigation on January 17th 2024, finding no reasonable grounds to form a basis for criminal charges. SIU Director Joseph Martino reported: *“I am not satisfied the evidence of excessive force is sufficiently cogent to warrant being put to the test by a court. As such, there is no basis for proceeding with criminal charges in this case.”* and,

“I am also satisfied that the force used by the police in aid the Complainant’s arrest was justified. The officers had reason to believe that the Complainant had just committed a serious offence and it was important in the interests of public safety that he be apprehended as quickly as possible.”

	Memorandum Professional Standards Branch	No: 24-162
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**Report in accordance with Part VIII of the Police Services Act,
O.Reg.268/10, Section 34**

To:
Deputy Chief Paul Bastien
Operations

From:
Inspector Sean Travis
Professional Standards Branch

Date Issued:
June 4th, 2024

Date Effective:
June 4th, 2024


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In accordance with Part VIII of O.Reg.268/10, Sec. 32, of the *Police Services Act*, an investigation into the conduct of the involved officers and the related LPS Procedures was completed by the LPS Professional Standards Branch.

The PSB investigation determined that the involved officers committed no misconduct pursuant to the *Police Services Act* Code of Conduct and that their actions in this case adhered to LPS Procedure in the circumstances related to use of force and prisoner care. London Police Service members required to comply with Sec. 31(1) of the *Special Investigations Act* were found to have complied with the Act. Further, all involved members were found to have complied with LPS Procedure pertaining to cooperation with investigations conducted by the Special Investigations Unit.

Respectfully,

Inspector Sean Travis #30736
Professional Standards Branch

	Memorandum Professional Standards Branch		No: 24-160
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34		
	To: Deputy Chief Paul Bastien Operations	From: Inspector Sean Travis Professional Standards Branch	
Date Issued: June 4 th , 2024	Date Effective: June 4 th , 2024	PAGE 1 of 2	

This briefing report is submitted in accordance with Part VIII of the *Police Services Act, O.Reg.268/10, Section 34.*


RE: SIU investigation 23-OCI-432, LPS PSB investigation 23-100607.

On Monday, October 23rd, 2023, at approximately 11:00 am, two uniformed members of the London Police Service were in the area of Richmond Street and Lyman Street when they observed an individual they knew to be wanted on arrest warrants. Upon arrest, the individual resisted violently, striking both officers in the head. Two additional officers responded and were able to gain control of the suspect using a conductive energy weapon and physical control techniques. The individual complained of an injured hand which at hospital was determined to be a fractured finger. The injury met the mandate of the Special Investigations Unit, and two officers were identified as Subject Officials.

The SIU concluded its investigation on February 16th, 2024, finding no reasonable grounds to form a basis for criminal charges. SIU Director Joseph Martino advised in his report: *“I am unable to reasonably conclude that the force used against the Complainant ran afoul of the limits prescribed by the criminal law. For the foregoing reasons, there is no basis for proceeding with criminal charges on this case”.*


In accordance with Part VIII of O.Reg.268/10, Sec. 32, of the *Police Services Act*, an investigation into the conduct of the involved officer and the related LPS Procedures was completed by the LPS Professional Standards Branch. The investigation found that lawful authority existed to arrest the individual and they were appropriately apprehended in accordance with training and procedure.

* Memorandums Cannot Conflict with Orders or Policy Issued at a Higher Command *

	Memorandum Professional Standards Branch		No: 24-160	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: Deputy Chief Paul Bastien Operations		From: Inspector Sean Travis Professional Standards Branch	
	Date Issued: June 4 th , 2024		Date Effective: June 4 th , 2024	PAGE 2 of 2


The PSB investigation determined that the involved officers committed no misconduct pursuant to the *Police Services Act* Code of Conduct and that their actions in this case adhered to LPS Procedure in the circumstances related to use of force and prisoner care. London Police Service members required to comply with Sec. 31(1) of the *Special Investigations Act* were found to have complied with the Act. Further, all involved members were found to have complied with LPS Procedure pertaining to cooperation with investigations conducted by the Special Investigations Unit.

Respectfully,



Inspector Sean Travis #30736
Professional Standards Branch

* Memorandums Cannot Conflict with Orders or Policy Issued at a Higher Command *

	Memorandum Professional Standards Branch		No: 24-161	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: Deputy Chief Paul Bastien Operations		From: Inspector Sean Travis Professional Standards Branch	
	Date Issued: June 4 th , 2024	Date Effective: June 4 th , 2024	PAGE 1 of 2	

This briefing report is submitted in accordance with Part VIII of the *Police Services Act, O.Reg.268/10, Section 34.*


RE: SIU investigation 23-OCI-390, LPS PSB investigation 23-89659.

On Monday, September 11th 2023, at approximately 1:30 am, members of the London Police Service engaged in a child welfare investigation attended the complainant's residence to report their findings and speak to them about misuse of the 911 emergency system. During this interaction, a Uniformed Division Supervisor attended to speak with the Complainant and at some point both parties shook hands. Some time later, the Complainant advised police that his hand had been injured as a result. Once the injury could be confirmed to the mandate of the Special Investigations Unit (in this case, fractures to two fingers) the SIU was notified and the Supervisor was designated as Subject Official.

The SIU concluded their investigation on January 17th 2024, finding no reasonable grounds to form a basis for criminal charges. The report outlined concerns and difficulties ascribing the mechanism of injury and nature and duration of the interaction (the handshake). Director Joseph Martino reported: *"I am not satisfied the evidence of excessive force is sufficiently cogent to warrant being put to the test by a court. As such, there is no basis for proceeding with criminal charges in this case."*

In accordance with Part VIII of O.Reg.268/10, Sec. 32, of the *Police Services Act*, an investigation into the conduct of the involved officer and the related LPS Procedures was completed by the LPS Professional Standards Branch.

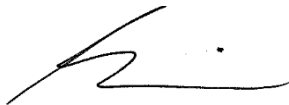
* Memorandums Cannot Conflict with Orders or Policy Issued at a Higher Command *

	Memorandum <i>Professional Standards Branch</i>		No: 24-161	
	Report in accordance with Part VIII of the Police Services Act, O.Reg.268/10, Section 34			
	To: <i>Deputy Chief Paul Bastien Operations</i>		From: <i>Inspector Sean Travis Professional Standards Branch</i>	
	Date Issued: <i>June 4th, 2024</i>		Date Effective: <i>June 4th, 2024</i>	
		PAGE <i>2 of 2</i>		

The PSB investigation determined that the Subject Officer committed no misconduct pursuant to the *Police Services Act* Code of Conduct and that their actions in this case adhered to LPS Procedure. The investigative review did identify concerns regarding the handling of the initial incident (but not relevant to the SIU investigation) which have since been addressed.

London Police Service members required to comply with Sec. 31(1) of the *Special Investigations Act* were found to have complied with the Act. Further, all involved members were found to have complied with LPS Procedure pertaining to cooperation with investigations conducted by the Special Investigations Unit.

Respectfully,



Inspector Sean Travis #30736
Professional Standards Branch



LONDON POLICE SERVICE BOARD

“Deeds Not Words”

To: Chair and Members of the London Police Service Board
Date: June 20, 2024
Subject: Procedure for International Travel for Training & Professional Development
Report: 24-61

Board Action:

- Update / Information Purposes Only
- Seeking Input
- Seeking Decision
- Evaluation

Synopsis:

The purpose of this memo is to follow-up on *Board Memo 24-36* and to outline the steps taken to develop a robust procedure and framework for managing the approval and oversight of sending London Police Service (LPS) members to international conferences and training sessions. This process has been developed in collaboration with the University of Western Ontario and Fanshawe College to ensure that our decisions are informed by expert advice in international affairs and geopolitics.

Background:

In our limited capacity to navigate international affairs and geopolitics, it became imperative to seek expertise to make well-informed decisions regarding international training opportunities for our members. As mentioned, we have engaged with travel policy advisors from the University of Western Ontario and Fanshawe College to create a comprehensive approval process.

By establishing the attached procedure and framework, we will ensure that LPS members can safely and effectively participate in international conferences and training sessions. The expert advice provided by our partners, the completion of the assessment tool by our Division Commanders, will help us make informed decisions and maintain proper oversight, ultimately enhancing the professional development of our members.

Procedure Overview:

1. Purpose:
 - The procedure outlines the process for authorizing international travel for LPS members, ensuring safety, transparency, and accountability.

2. Definitions:

- International travel, business travel, training and development travel, and travelling members are clearly defined to provide clarity.

3. Process:

- A Risk Assessment Tool must be completed by the Division Commander.
- Consultation with Global Affairs Canada and Western International to assess risks.
- Review and mitigation of risks before approval.
- Submission of an International Travel Approval Request report to the Chief of Police for final approval.

4. Responsibilities:

- LPS members must notify supervisors of travel opportunities and comply with mitigation strategies.
- Supervisors, Section and Branch Commanders, and Division Commanders have specific roles in reviewing and approving travel requests.
- The Chief of Police or designate provides final approval, ensuring benefits outweigh potential risks.

Recommendation:

That the Board accept this report and the attached International Travel Procedure, ensuring a structured and informed approach to international travel for LPS members.

SUBMITTED BY: Thai Truong, Chief of Police

Attachment(s): AI-019.01 International Travel



LONDON POLICE SERVICE PROCEDURE

CHAPTER: Administration and Infrastructure (AI)	NUMBER: 019.01
SUBJECT: International Travel	
GENERAL ORDER: 24-26	RESPONSIBILITY: CSD
REVIEW SCHEDULE: 3 years	APPROVAL DATE: 2024 May 30
REVIEW DUE: 2027 May 30	REVISED DATE:
RELATED PROCEDURES: AI-0016.01 - Fiscal	
RELATED MANUALS:	
RELATED LEGISLATION: Community Safety and Policing Act (CSPA) ;	
RELATED FORMS: Risk Assessment Tool for International Activity	
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1. PURPOSE

- A. Through collaboration and partnerships with external stakeholders, opportunities may arise for LPS Members to travel internationally in the course of their duties. While the LPS recognizes international travel presents a development opportunity for its members, an authorization process must be completed to ensure safety, transparency and accountability.
- B. Members travelling internationally in the course of their duties or for Business Travel and Training and Development Travel purposes shall uphold the expectations and values of the LPS, follow relevant LPS procedures, and comply with applicable legislation.

2. DEFINITIONS

A. International Travel

International travel means travel outside of Canada and the United States of America.

B. Business Travel

Business travel includes travel for workshops, seminars, familiarization trips, conferences, business meetings, speaking engagements, and working with other law enforcement agencies. This includes travel funded by an outside agency.

C. Training and Development Travel

Training and Development Travel includes travel for training and developmental purposes which usually involves training budgeted for by the LPS. This includes courses occurring at an accredited University or College.

D. Travelling Member(s)

Travelling Member(s) means the LPS Member(s) who are travelling internationally, representing the LPS.

3. PROCESS

A. Risk Assessment Tool

- (1) Upon receipt of a request for international travel, the respective Division Commander or designate shall complete the [Risk Assessment Tool for International Activity](#).
- (2) The [Risk Assessment Tool for International Activity](#) shall be attached to the final report to the Chief of Police or designate.

B. Consultation with External Subject Matter Experts

- (1) The respective Division Commander shall consult with the following entities to determine risks to the LPS and the travelling member(s) of the LPS:
 - (a) Global Affairs Canada, or where unable to reach a member of Global Affairs Canada, their website: <https://travel.gc.ca/destinations> to obtain a travel advice guide; and
 - (b) Western International, Western University to obtain a briefing on known security risks and political considerations.

C. Risk Mitigation

- (1) The Division Commander shall review the [Risk Assessment Tool for International Activity](#) and the briefings obtained through consultation with external subject matter experts.
- (2) Where the Division Commander determines the risks to the LPS or the travelling LPS member(s) are significant and cannot be sufficiently mitigated, the Division Commander shall not approve the International Travel Approval Request.
- (3) Where the Division Commander determines the risks to the LPS or the travelling LPS member(s) are minimal or can be sufficiently mitigated, the Division Commander shall:
 - (a) Consult with external stakeholders, including any conference organizers, police services or educational institutions, to review the risks and prepare mitigation strategies; and
 - (b) Review mitigation strategies with the travelling member(s) to determine their desire to continue with the international travel and review expectations of compliance with mitigation strategies.

E. Report Approval

- (1) The Division Commander, when satisfied with the information received through the [Risk Assessment Tool for International Activity](#), consultations with external subject matter experts and

mitigation strategies for any known risks, shall complete an International Travel Approval Request report to the Chief of Police or designate.

- (2) The Chief of Police or designate shall review the International Travel Approval Request report and determine whether the request will be approved.

E. Privacy

- (1) All personal information provided about travelling members in relation to this procedure shall be treated with the utmost confidentiality and shall only be disclosed to members involved in the approval process when necessary.

4. RESPONSIBILITIES

A. Members

LPS Members shall:

- (1) Notify their supervisor of international travel opportunities, providing a summary of the following:
 - (a) The names and associated organizational units of the member(s) travelling;
 - (b) The travel destination;
 - (c) The reason for travel (business, training and development or other);
 - (d) External stakeholders or partnerships involved with the reason for travel (ie: educational institution, conference, association, etc);
 - (e) The anticipated costs associated to the travel; and
 - (f) The benefit derived from the travel for the travelling member(s) and/or the LPS.
- (2) Where international travel is approved, register with Global Affairs Canada – Canadians Travelling Abroad using their website link: <https://travel.gc.ca/travelling/registration>; and
- (3) When risk mitigation strategies are required for international travel, abide by all mitigation strategies as outlined by the Division Commander.

B. Supervisors

Supervisors shall:

- (1) Upon receipt of an international travel request from a member, review the initial summary from the member and determine:
 - (a) Whether staffing levels allow for business continuity during the period of international travel,
 - (b) The relationship between the international travel opportunity and the member(s)'s duties or position at the LPS; and

- (c) Any benefit derived from the travel to the member(s) or the LPS;
- (2) Where travel is not approved, ensure the member(s) are notified; and
- (3) Where approved, submit a summary of their approval to the appropriate Section or Branch Commander.

C. Section and Branch Commanders

Section and Branch Commanders shall:

- (1) Review received international travel requests;
- (2) Where travel is not approved, ensure the member(s) are notified; and
- (3) Where approved, submit the international travel request, along with the submitting member's summary and subsequent approvals to the appropriate Division Commander.

D. Division Commanders

Upon receipt of an international travel request, Division Commanders shall:

- (1) Ensure the completion of the [Risk Assessment Tool for International Activity](#), providing all known information. The completed Risk Assessment Tool for International Activities shall be reviewed to ensure the travel does not cause unnecessary risk to the member(s) or the LPS;
- (2) Consult with Global Affairs Canada to determine safety concerns for the international travel destination;
- (3) Consult with Western International to determine any known safety or political concerns with the international travel destination;
- (4) Review briefings from Global Affairs Canada and Western International to determine whether the risks to the member(s) or the LPS are significant or able to be appropriately mitigated. Where the risks are significant, the travel shall not be approved and the member(s) shall be notified;
- (5) Consult with external stakeholders, including any conference organizers, police services or educational institutions, to review the risks and prepare mitigation strategies;
- (6) Consult with the travelling member(s) regarding known risks and proposed mitigation strategies, ensuring their agreement, desire to travel and compliance with mitigation strategies;
- (7) Prepare an International Travel Approval Request report to the Chief of Police or designate, that includes the following:
 - (a) A Summary of the International Travel request, including:
 - (i) The member(s) travelling;

- (ii) The destination of travel;
 - (iii) The reason for travel (business, training and development or other);
 - (iv) External stakeholders or partnerships involved with the reason for travel (ie: educational institution, conference, association, etc);
 - (v) The anticipated costs associated to the travel;
 - (vi) The benefit derived from the travel for the travelling member(s) and/or the LPS;
 - (vii) Known risks and associated mitigation strategies; and
 - (viii) Approval from the Division Commander;
- (b) [Risk Assessment Tool for International Activity](#);
- (c) Briefing from Global Affairs Canada; and
- (d) Briefing from Western International.
- (8) Ensure that any personal information provided by or about the travelling member(s) maintains private and confidential in accordance with this procedure.

E. Chief of Police

The Chief of Police or designate shall:

- (1) Review all International Travel Approval Request reports and provide final approvals for international travel where the benefits and opportunities of the travel for the travelling member(s) and/or the LPS outweigh potential risks to the member(s) and/or the LPS.
- (2) Ensure that any personal information provided by or about the travelling member(s) maintains private and confidential in accordance with this procedure.



Preliminary Risk Assessment Questionnaire

Project - Activity:

RISK AND OPPORTUNITY STATEMENTS

Preliminary Assessment
(Dropdown Box)

Comments

	Preliminary Assessment <i>(Dropdown Box)</i>	Comments
Compliance		
Will this activity satisfy all health and safety requirements as defined by the LPS?		
Will this activity comply with LPSB policies, LPS internal policies and collective agreements?		
Strategic		
Have you identified your customer (RCMP) and can you quantify and qualify their needs?		
Is your activity or project well-defined in terms of objectives, project scope, key milestones, measurements and outcomes?		
What effect does the economic and political environment have on your outcomes (in terms of timing and attainment)? Are there other operating realities that need to be addressed?		
Financial - (Internal issues, for external financial issues see the compliance section above)		
Is the funding and approvals in place for enabling resources (e.g. HR) ? Have you considered both internal and external resources in your plan?		
Have you documented the financial impact of the estimated effect of your activity on Key Performance Indicators?		
Is the risk of obsolescence significant? Is this a bridging tactic that will have a short life span?		
Will the Training outcomes or the customer service requirements be fully met by this activity?		
Have you identified the recognized customer service metrics that will be used to measure the expected improvement from this activity?		
Operational		
Has this plan been communicated to the people in your department? Have all cross-impacted departments been consulted? (Consider effects of internal charge backs.)		
Are the human resources required to do the work identified and available during the required periods (i.e. Support, Admin.)?		
Will member success, member experience and member satisfaction will be positively impacted by this activity?		
Can the administrative systems absorb your new process or your new transactions in a timely, effective, and efficient manner (i.e. effectiveness to supersede efficiency)?		
Have the scheduling or project timelines been considered?		
Technical		
Have the IT elements of your activity been reviewed and accepted by the appropriate IT departments?		
Have the Equipment, Facilities and Infrastructure elements been reviewed and accepted by Facilities Management?		
Will data be captured, stored, shared, analyzed and reported in a manner relevant to all users?		
Off-shore Principles		
Does the activity align with the organization's strategic plan		
Does the off-shore partner country align with the mandate of Foreign Affairs, trade and Development Canada?		
Does the opportunity enhance brand awareness and brand equity for the London Police Service?		
Is the opportunity likely to yield a positive return-on-investment?		
Reputational		
Are your activities consistent with the LPS Vision, Mission?		
Are all aspects of this activity such that they can be made transparent to the public?		
Does this project integrate or compliment other key LPS strategic initiatives ?		
Can your activity provide sufficient specialization or differentiation such that it improves competitiveness, brand or reputation?		



MEMO

To: London Police Service Board

From: Khaled Shahata, PhD, P.Eng.
Manager, Corporate Asset Management

Date: May 27, 2024

Re: 2024 – 2027 Multi Year Budget impact on London Police Service 10-year infrastructure Gap

Impact of the Multi-Year Budget on the Infrastructure Gap

On March 1, 2024, amendments to the Mayor’s 2024-2027 Multi-Year Budget (MYB) under the Ontario Strong Mayor’s Powers and Duties were deemed adopted.

The 2024 London Police Service (LPS) Asset Management Plan (AMP) includes the assets directly owned by LPS as of December 31, 2022. The AMP includes the funding approved as part of the 2023 Annual Budget Update. However, there are timing differences between the development of this AMP and the deemed adoption of the 2024-2027 MYB. The timing of the AMP’s development and the approval dates for the 2024-2027 MYB led to the AMP not reflecting the adoption of the 2024-2027 MYB when forecasting the 10-year infrastructure gaps for LPS. Table 1 outlines the budget update and its impact on the projected gaps.

Table 1 London Police Service MYB update and its impact on the projected gaps (\$000s)

Additional Funding MYB 2024-2032 Maintain Current LOS ¹	AMP 10 years Infrastructure Gap (Maintain Current) ²	Updated 10 years Infrastructure Gap (Maintain Current)	Total Additional Funding MYB 2024-2032 ³	AMP 10 years Infrastructure Gap (Achieve Proposed) ⁴	Updated 10 years Infrastructure Gap (Achieve Proposed)
\$99,022	\$94,542	Eliminated	\$200,343	\$186,236	Eliminated

The table above illustrates changes in infrastructure funding from 2024 to 2032, reflecting adjustments made before and after the MYB. LPS approved additional funding in the MYB from 2024-2032 to maintain the current LOS, with an increase exceeding \$99 million. Total additional funding approximating \$200.3 million to address investments required to both maintain and achieve proposed LOS were approved. The projected 10-year infrastructure gap to maintain the current LOS and proposed LOS have been eliminated after accounting for the additional funding in the MYB.


The Corporate Asset Management team will be reviewing its approach to the 2024 AMP development and approvals and will be putting processes in place to ensure better alignment between future AMPs and the timing of the budget process.

¹ This represents additional funding for assets to maintain current LOS over the nine years following 2023, as defined within the scope of the AMP.

² The 10-Year Infrastructure Gap (Maintain Current) is calculated as the total Investment required to Maintain Current LOS, minus the sum of 2023-2032 Approved Budget and the Reserve Fund Availability.

³ This represents the total additional funding for assets to maintain and achieve proposed LOS over the nine years following 2023, as defined within the scope of the AMP.

⁴ The 10-Year Infrastructure Gap (Achieve Proposed) is calculated by adding the Investment required to Maintain Current LOS and the Incremental Investment required to Achieve Proposed LOS, then subtracting the 2023-2032 Approved Budget and the Reserve Fund Availability.

	MEMORANDUM – London Police Service Board 24-54	
	June 2024 Public Correspondence	
	TO: LPSB Members	FROM: J. Foster, LPSB Administrator
	DATE ISSUED: June 13, 2024	DATE EFFECTIVE: June 13, 2024

The following public correspondence items are brought to your attention:

- Letter to Michael Schulthess, City Clerk, regarding April 3 2024 correspondence (LPS metrics), June 5 2024
- Letter to The Honourable Michael Kerzner, Solicitor General regarding Femicide, June 10 2024



LONDON POLICE SERVICE BOARD

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M. WALKER, VICE CHAIR
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R. GAUSS, MEMBER
COUNCILLOR S. LEHMAN, MEMBER
MAYOR J. MORGAN, MEMBER
COUNCILLOR S. STEVENSON, MEMBER

June 5, 2024

Michael Schulthess, City Clerk
City Clerk's Office
300 Dufferin Avenue
London, Ontario N6A 4L9

Dear Mr. Schulthess,

Re: April 3, 2024 letter to the London Police Service Board related to metrics proposed in the police budget business case

The London Police Service Board acknowledges receipt of your above noted letter. The Board and London Police Service Administration met to review and discuss your correspondence during our board meeting on May 16, 2024. In our capacity as a civilian oversight board, we regularly and routinely discuss matters pertaining to the safety of our community in the course of our governance role, including thoughtful contemplation of the resources, plans and related metrics needed to reduce crime and enhance the safety and well-being of our community, the particulars of which will be shared publicly from time to time. This is, in essence, the crux of our work as governors of the London Police Service.

We appreciate and value the City of London's shared interest in this matter and thank you for your continued and ongoing support of public safety in our community.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ali A. Chahbar', with a stylized flourish.

Ali A. Chahbar, Chair
London Police Service Board



LONDON POLICE SERVICE BOARD

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S. STEVENSON, MEMBER

June 10, 2024

The Honourable Michael Kerzner, Solicitor General
Ministry of the Solicitor General
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

RE: Femicide and Femicide Related Issues

Dear Honourable Minister Kerzner,

The London Police Service Board (LPSB), at its May 16, 2024 meeting, reaffirmed its commitment to advocacy work related to femicide, which the Board has been engaged in since 2022.

Femicide is commonly understood to be the killings of one or more females, primarily by males, because of their sex or gender. The Canadian Femicide Observatory for Justice and Accountability reports that a woman or girl is a victim of femicide every two days in Canada.

During the first five months of 2024, 72 women and girls were killed. For 67 victims where an accused has been identified, 62 of those accused (or 93%) are men. This statistic is also from the Canadian Femicide Observatory for Justice and Accountability, and is a moving number, which reflects national statistics. This statistic is updated every time there is a femicide or femicide-suicide in Canada.

The Board appreciates our shared interest in the safety and well-being of London and communities across Ontario. We value your visits to London and your interest in the work of the London Police Service and the London Police Service Board. We are grateful for the many initiatives your government is bringing to fruition to make our community, and others across the province, safer and better places for all.

We respectfully request a meeting with you to discuss femicide and femicide related issues, critical areas of our shared portfolios of policing and law enforcement. We would be honoured to welcome you back to London for this meeting, or alternatively

601 Dundas Street, P.O. Box 3415, London, Ontario, N6A 4K9

Tel: 519-661-5646

Email: lbs@londonpolice.ca

would be pleased to schedule a meeting at your office in Queen's Park with you, Vice-Chair Walker and myself, should this be more conducive to your availability.

We can be reached at ipsb@londonpolice.ca or 226-448-1651, and we look forward to hearing from you.

Yours very truly,

A handwritten signature in black ink, consisting of a series of loops and a horizontal stroke, positioned above the typed name.

Ali A. Chahbar, Chair

London Police Service Board

CC: Rob Flack, Member of Provincial Parliament, Elgin–Middlesex–London