

DELTA POLICE BOARD

Regular Meeting Agenda

Wednesday, January 20, 2021 at 12:00

Delta Council Chambers & Zoom

4500 Clarence Taylor Crescent

Delta, BC V4K 3E2

A. Adoption of Agenda

1. Adoption of the Regular Agenda of January 20, 2021

B. Consent Items

1. **Approval of Minutes** ●
 - a. Approval of Minutes of the Regular Meeting of December 16, 2020
2. ***Crime Statistics & Map of December 2020** ●
3. ***Financial Reports for November 2020** ●
4. ***Correspondence – no items**
5. ***For Information** ●
 - a. New Delta Police Foundation Member – Lisa Eastwood
 - b. Updated Board Calendar - Schedule of Meetings
6. ***Other**
 - a. HealthIM Update – Hospital Certification Rates
 - b. Online Reporting Update

C. Delegations/Presentations

1. **Welcoming DPD's Deputy Chiefs**
2. ***Public Delegations**
3. ***Delta Police Association**

D. Business Arising out of Minutes

1. ***Action Document** ●

E. Priority Items

1. **Chief's Report**
 - a. COVID-19 Updates
2. **Board Vice Chair Election** ●
3. **Community Safety Plan Key Performance Indicators (CSP KPIs)** ●

F. Reports

1. **Strategic Plan Updates**
 - a. Community Survey ●
 - b. Board Member Sign up for Stakeholder Consultations (*PowerPoint Presentation*)
2. **BCAPB** ●
 - a. Membership Fee – Renewal
 - b. Notice of AGM and Call for Resolutions

G. Other/New Business

As requested by the Board.

Resolution to Terminate the Meeting.

Next Meeting: February 17, 2021 - Council Chambers, Zoom

DELTA POLICE BOARD

Regular Meeting Minutes

Wednesday, December 16, 2020 at 09:00

Delta Council Chambers

4500 Clarence Taylor Crescent

Delta, BC V4K 3E2

Minutes of the REGULAR MEETING held Wednesday, December 16, 2020 at 9:00 a.m. in the Council Chambers, Delta City Hall, 4500 Clarence Taylor Crescent, Delta, British Columbia.

Present

Mayor George V. Harvie

*Angela Kaiser

*Peter Buxton, Q.C.

*Gurleen S. Sahota

*Dr. Karen Hossack

*Annette Garm

Firth Bateman

Neil Dubord, Chief Constable

Harj Sidhu, A/Deputy Chief Constable

Sukh S. Sidhu, Staff Sergeant

Jassie Padda, Recording Secretary

*Cris Leykauf, Public Affairs Manager

Volker Helmuth, Risk Management Manager

*Hilary Madore, Finance Manager

*Via Zoom

Regrets

Chief Ken Baird

Meeting called to order at 9:01 a.m.

A. Adoption of Agenda

1. Adoption of the Regular Agenda of December 16, 2020

MOVED / SECONDED

THAT the Delta Police Board approve the Regular agenda of December 16, 2020 as presented.

CARRIED UNANIMOUSLY

B. Consent Items

1. Approval of Minutes

a. Approval of Minutes of the Regular Meeting of November 25, 2020

2. *Crime Statistics & Maps of November 2020

3. *Financial Reports for October 2020

4. *Correspondence

a. Letter from CAPG re: Sponsorship Appreciation

b. Letter to Minister Farnworth re: JIBC Capacity and Funding Gaps

5. *For Information

6. *Other

MOVED / SECONDED

THAT the Delta Police Board approve Consent Agenda Items B.1 to B.6 where required and receive others for information.

CARRIED UNANIMOUSLY

C. Delegations/Presentations

1. *Public Delegations

No public delegations.

2. *Delta Police Association (DPA)

Sgt. Mark McKinnell, President of DPA, sends his regrets.

D. Business Arising out of Minutes

1. Action Document

MOVED / SECONDED

THAT the Delta Police Board received Item D.1 for information.

CARRIED UNANIMOUSLY

E. Priority Items

1. Chief's Report

a. COVID-19 Updates

- DPD is utilizing Level 3 surgical masks.
- 8 electrostatic sprayers have been ordered and have arrived; these will be used to clean the cars and equipment in buildings.
- Weekly meetings continue within the department to ensure a safe work environment.

b. Other

- DPD stands with Canadian Association of Chiefs of Police who recently issued an apology to the LGBTQ+ community which received an excellent response.
- Chief participated in the BC Road Safety Strategy panel that is working on a strategy for road safety throughout BC, including impacts in local community.

MOVED / SECONDED

THAT the Delta Police Board receive the Chief's Report for information.

CARRIED UNANIMOUSLY

F. Reports

1. Health IM Updates

Updates provided on the HealthIM program, which has created efficiencies in wait times for mental health apprehensions, and communication between Fraser Health and DPD.

The Board requested statistics on the outcomes of those apprehended and transported to the hospital by the DPD.

Action: Retrieve stats on outcomes (certifications) by Fraser Health for S.28 apprehensions that are transported to the hospital by the DPD.

MOVED/SECONDED

THAT the Delta Police Board receive item F.1 for information.

CARRIED UNANIMOUSLY

G. Other/New Business

1. Thank you to Deputy Chief Norm Lipinski

Board Chair, Mayor George V. Harvie provided a thank you to former DPD Deputy Chief Norm Lipinski for his service to the DPD and the community of Delta and wished him well for his new position with Surrey.

MOVED/SECONDED

THAT the Delta Police Board receive item G.1 for information.

CARRIED UNANIMOUSLY

Resolution to Terminate the Meeting

MOVED/SECONDED

THAT this meeting now terminate.

CARRIED UNANIMOUSLY

Next Meeting: The next regular meeting of the Delta Police Board will be scheduled on Wednesday, January, 20, 2021 for 12:00 p.m. at Council Chambers in the City of Delta.

The meeting terminated at 09:27 a.m.

Mayor George V. Harvie
Chair

Jassie Ram
Recording Secretary

Date

Date

Police Board Statistics Report

December 2020

Crime Type	Nov-20	Dec-20	Dec 3YR AVG	YTD 2019	YTD 2020	YTD 3YR AVG	Trend	YTD % Change 3YR Avg	Comments
Persons Offences									
Homicide	0	0	0	0	1	0	▶	0%	
Attempted Homicide	3	0	0	1	6	0	▶	0%	
Sexual Assault (Level I)	3	2	5	57	42	58	▼	-28%	
Sexual Assault (Level II, Level III)	3	4	2	32	35	24	▲	46%	
Total Assaults (Common, Weapon, Aggravated)	25	22	29	398	361	374	▼	-3%	
Robbery	2	1	1	39	24	28	▼	-14%	
Total Person Offences	50	45	60	872	721	792	▼	-9%	
Domestic Violence									
Intimate Partner Violence	8	4	8	160	130	121	▲	7%	
Family Violence	6	5	7	95	80	66	▲	21%	
Property Offences									
Break & Enter - Commercial	8	15	10	127	135	136	▶	-1%	
Break & Enter - Residential	10	11	17	185	147	204	▼	-28%	
Theft of Vehicle	15	8	14	132	132	152	▼	-13%	
Theft from Vehicle	57	55	59	689	772	779	▶	-1%	
Theft Over/Under \$5000	67	86	107	1270	1020	1191	▼	-14%	
Mischief to Property Over/Under \$5000	31	33	48	591	522	601	▼	-13%	
Total Property Offences	228	236	296	3487	3174	3560	▼	-11%	
Traffic Offences									
Fatal MVI	0	0	0	4	2	5	▼	-60%	deaths = 0
Injury MVI	26	24	33	320	246	337	▼	-27%	injured = 25
Collisions (All)	99	118	119	1149	941	1233	▼	-24%	
Roadside Suspensions - 215 Alcohol 24 hrs	4	1	3	32	52	25	▲	108%	
Roadside Suspensions - 215 Drugs 24 hrs	2	5	6	43	65	66	▼	-2%	
Immediate Roadside Prohibitions (Alcohol)	23	41	38	551	481	420	▲	15%	
Total	154	189	199	2099	1787	2086	▼	-14%	
Drug Offences									
Possession	5	3	8	114	86	190	▼	-55%	
Trafficking	1	2	1	19	25	30	▼	-17%	
Total	6	5	9	133	111	220	▼	-50%	
Other Offences									
Youth (*Excludes Traffic Offences)	5	4	7	89	68	90	▼	-24%	
Total Weapons Violations	4	3	3	68	52	70	▼	-26%	
Cybercrime	34	30	19	316	379	195	▲	94%	
Bylaws	56	44	44	1022	1063	1008	▲	5%	
False Alarms (Dispatched)	52	66	95	1057	698	1270	▼	-45%	
TOTAL CALLS FOR SERVICE	2,046	2,043	2,136	27,500	26,653	27,432	▼	-3%	

TFN (Zone 3) Statistics Report

December 2020

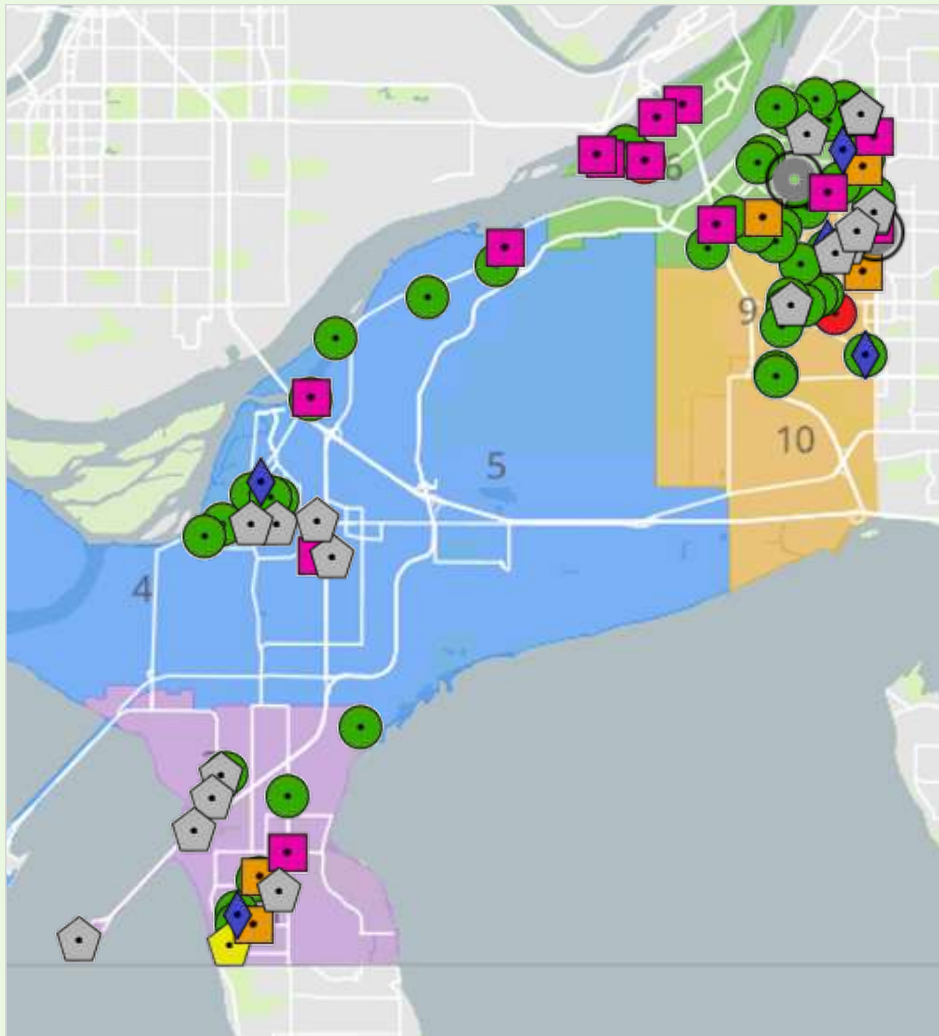
Crime Type	Nov-20	Dec-20	Dec 3YR AVG	YTD 2019	YTD 2020	YTD 3YR AVG	Trend	YTD % Change	Comments
Persons Offences									
Homicide	0	0	0	0	0	0	▶	0%	
Attempted Homicide	0	0	0	0	0	0	▶	0%	
Sexual Assault (Level I)	0	0	0	4	2	3	▼	-50%	
Sexual Assault (Level II, Level III)	0	0	0	0	1	1	▲	100%	
Total Assaults (Common, Weapon, Aggravated)	1	2	1	12	15	13	▲	25%	
Robbery	0	0	0	2	1	1	▼	-50%	
Total Person Offences	1	3	2	31	29	28	▼	-6%	
Domestic Violence									
Domestic Violence (Includes Criminal Harassment, Utter Threats)	1	0	0	4	3	4	▼	-25%	
Property Offences									
Break & Enter - Commercial	0	0	0	3	3	3	▶	0%	
Break & Enter - Residential	1	0	0	7	6	6	▼	-14%	
Theft of Vehicle	0	0	0	3	2	2	▼	-33%	
Theft from Vehicle	1	1	1	15	25	17	▲	67%	
Theft Over/Under \$5000	12	16	20	180	151	166	▼	-16%	
Mischief to Property Over/Under \$5000	0	0	1	16	16	15	▶	0%	
Total Property Offences	16	18	27	249	217	235	▼	-13%	
Traffic Offences									
Fatal MVI	0	0	0	0	0	0	▶	0%	deaths = 0
Injury MVI	1	0	1	8	6	7	▼	-25%	injured = 0
Roadside Suspensions - 215 Alcohol 24 hrs	1	0	0	1	5	1	▲	400%	
Roadside Suspensions - 215 Drugs 24 hrs	0	0	0	0	2	1	▲	200%	
Immediate Roadside Prohibitions (Alcohol)	0	3	1	12	17	7	▲	42%	
Total	2	3	2	21	30	16	▲	43%	
Drug Offences									
Possession	0	1	1	16	8	11	▼	-50%	
Trafficking	0	0	0	0	0	1	▶	0%	
Total	0	1	1	16	8	12	▼	-50%	
Other Offences									
Youth (Charged/Suspect Chargeable/ Recommended Charges)*Excludes Traffic Offences	0	1	2	5	6	6	▲	20%	
Total Weapons Violations	1	0	0	2	2	2	▶	0%	
Cybercrime	0	1	0	8	11	5	▲	38%	
Bylaws	0	2	1	11	20	15	▲	82%	
False Alarms (Dispatched)	8	9	15	115	69	194	▼	-40%	
TOTAL CALLS FOR SERVICE	98	99	102	1,087	1,138	1,084	▲	5%	



Incident Date 2020-12-01 12:00.. and Null values	District All	Zone All	Study All	Incident Type All	UCR1 Descripti.. Multiple values	Unit All	Officer ID All	Partner ID All	Officer or Partn.. All
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Historical Map Strategic Crimes

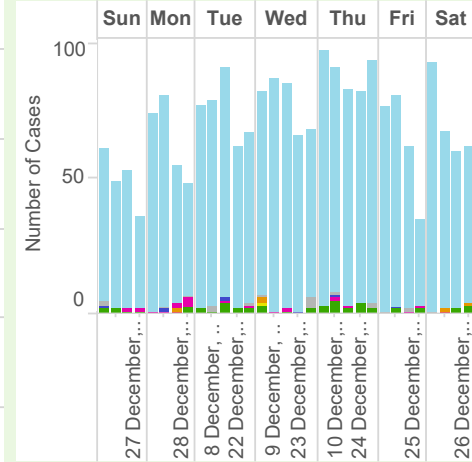
select a locationsymbol to filter other charts (drag, or hold ctrl)
hold 'shift' to get the pan hand



Assault		18
Sexual Assault		1
CommercialBNE		15
OtherBNE		0
ResidentialBNE		5
Bike Theft		6
Robbery		0
Theft from MV		53
Theft of MV		5
Mail Theft		0
Mischief		4
Recovered Stolen		0
		103

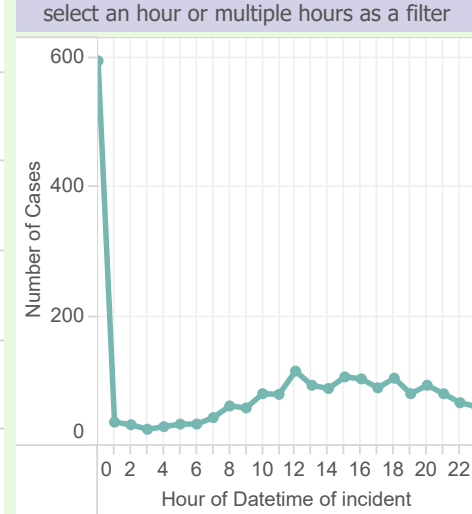
Historical Weekdays Strategic

select a weekday or multiple weekdays as a filter



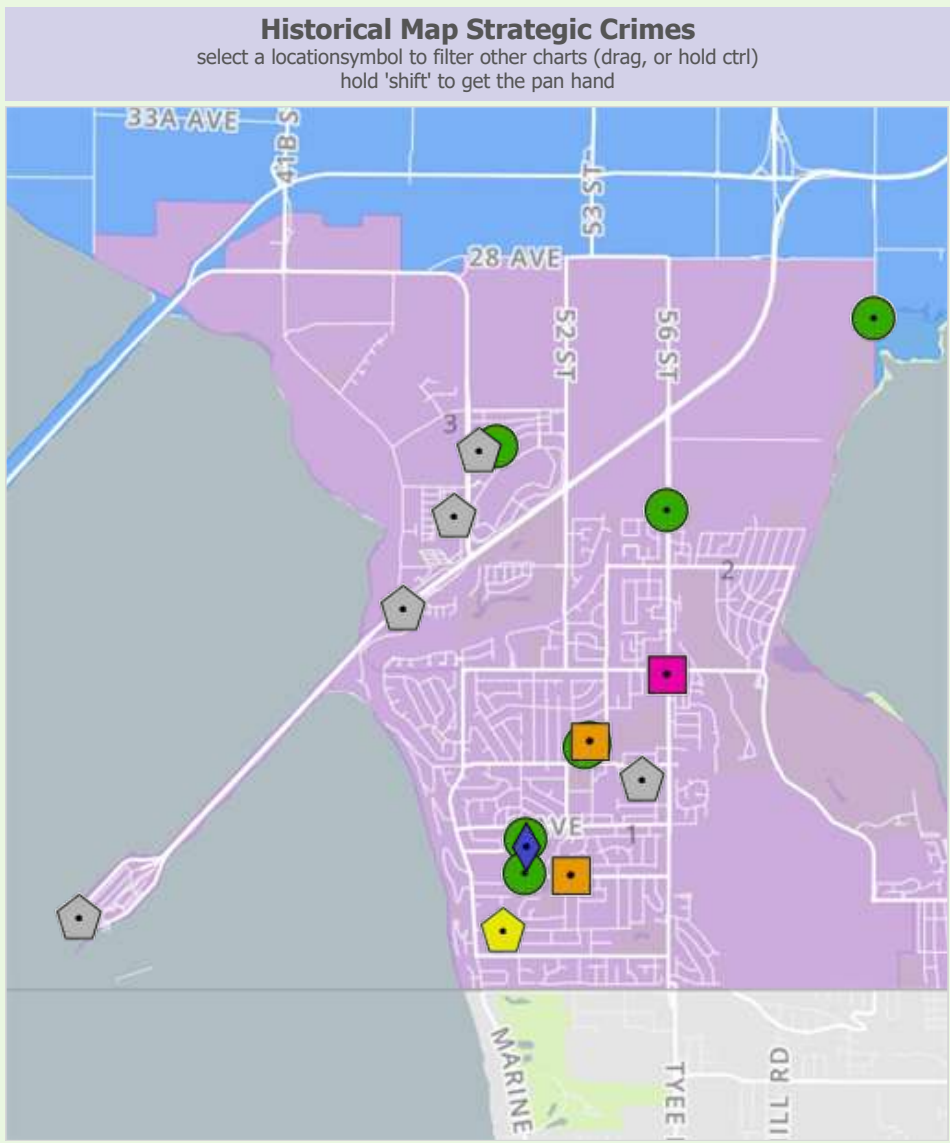
Historical Hourly Strategic

select an hour or multiple hours as a filter

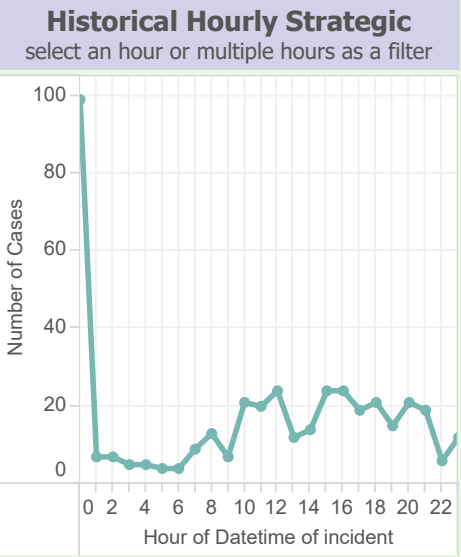
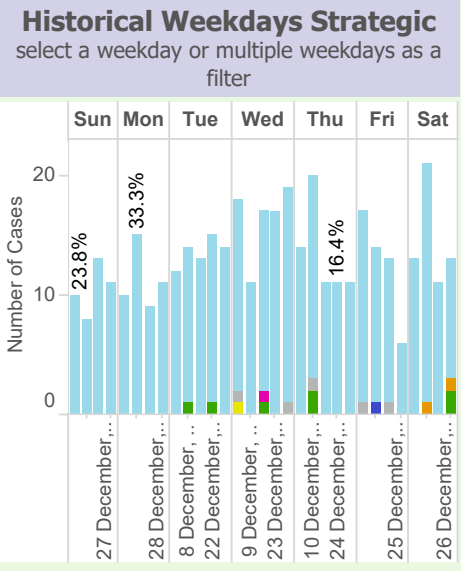




Incident Date 2020-12-01 12:00.. and Null values	District District 1	Zone All	Study All	Incident Type All	UCR1 Descripti.. Multiple values	Unit All	Officer ID All	Partner ID All	Officer or Partn.. All
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Assault		5
Sexual Assault		1
CommercialBNE		1
OtherBNE		0
ResidentialBNE		2
Bike Theft		1
Robbery		0
Theft from MV		7
Theft of MV		1
Mail Theft		0
Mischief		1
Recovered Stolen		0
		18

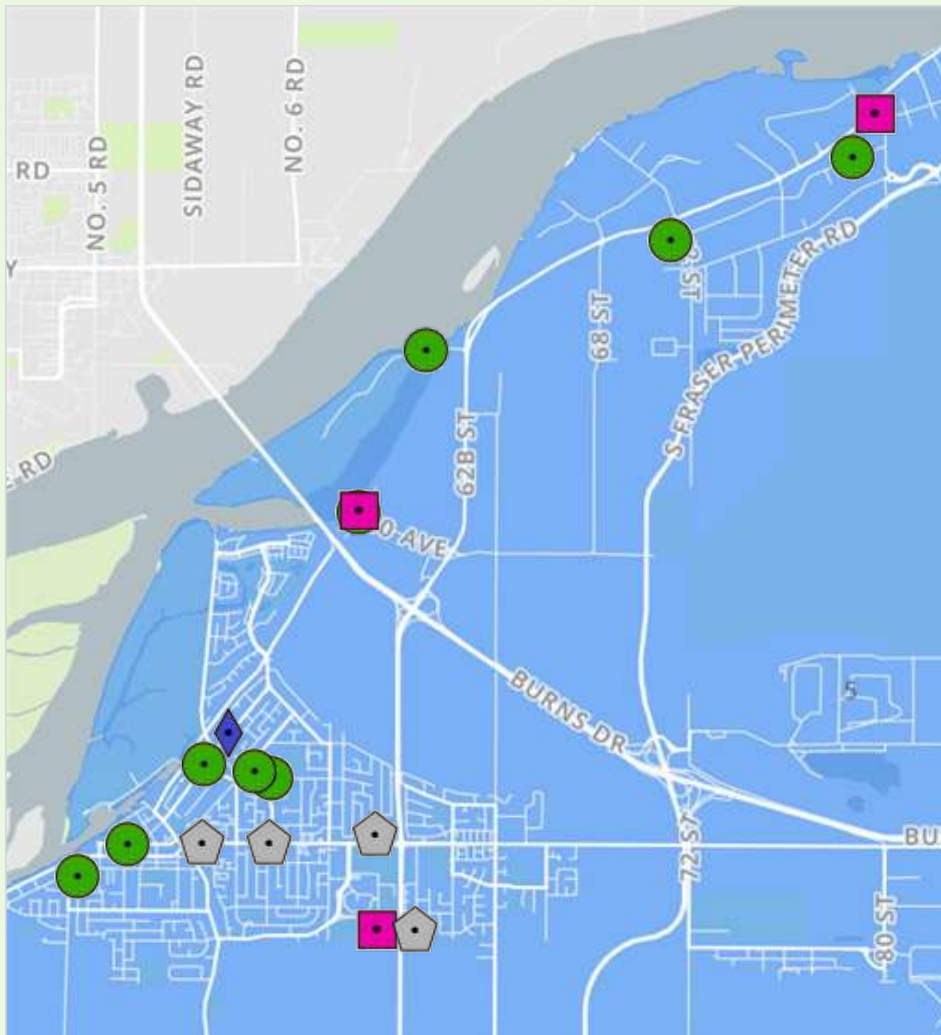




Incident Date 2020-12-01 12:00.. and Null values	District District 2	Zone All	Study All	Incident Type All	UCR1 Descripti.. Multiple values	Unit All	Officer ID All	Partner ID All	Officer or Partn.. All
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Historical Map Strategic Crimes

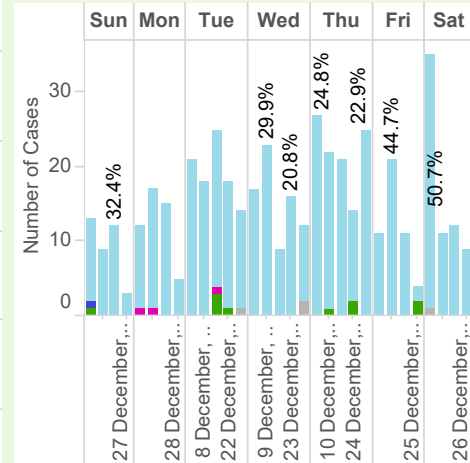
select a locationsymbol to filter other charts (drag, or hold ctrl)
hold 'shift' to get the pan hand



Assault		4
Sexual Assault		0
CommercialBNE		3
OtherBNE		0
ResidentialBNE		0
Bike Theft		1
Robbery		0
Theft from MV		10
Theft of MV		0
Mail Theft		0
Mischief		0
Recovered Stolen		0
		18

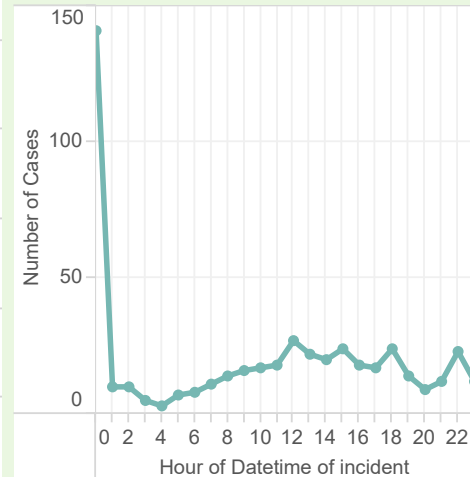
Historical Weekdays Strategic

select a weekday or multiple weekdays as a filter



Historical Hourly Strategic

select an hour or multiple hours as a filter





Historical Strategic Crime Dashboard

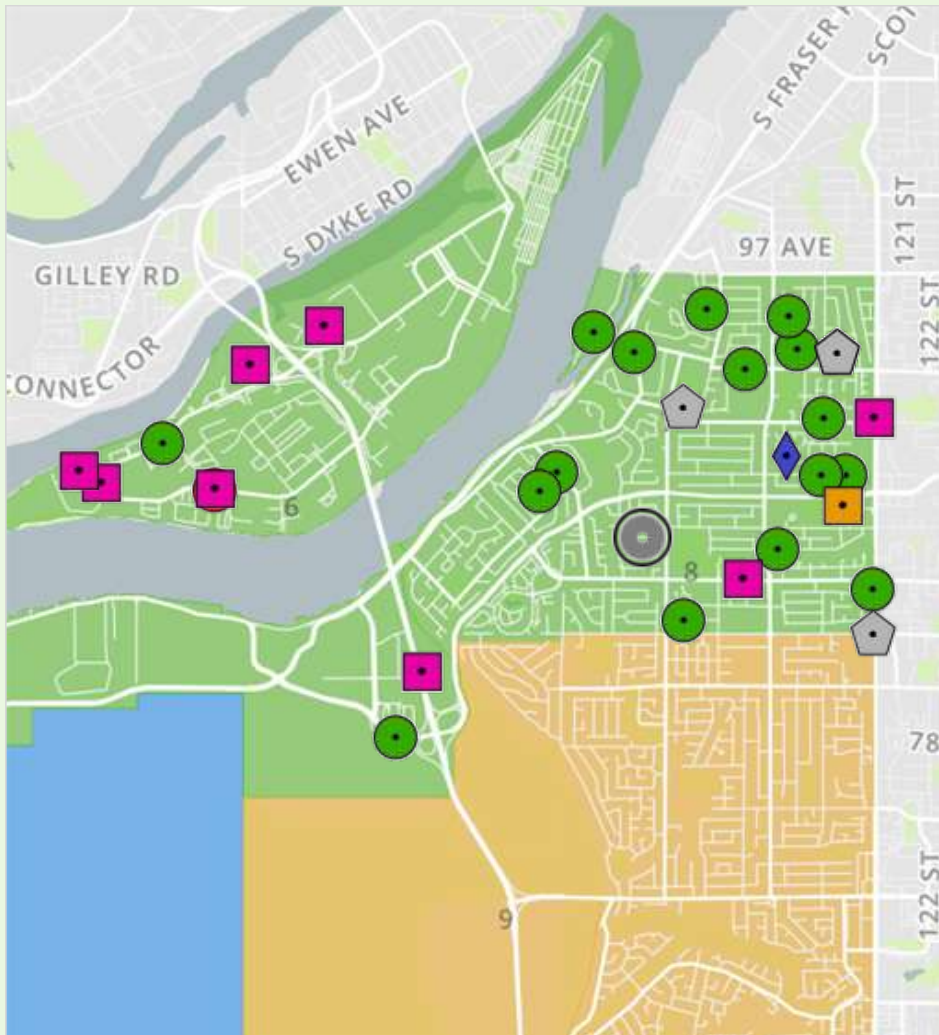
DECEMBER 2020



Incident Date 2020-12-01 12:00.. and Null values	District District 3	Zone All	Study All	Incident Type All	UCR1 Descripti.. Multiple values	Unit All	Officer ID All	Partner ID All	Officer or Partn.. All
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Historical Map Strategic Crimes

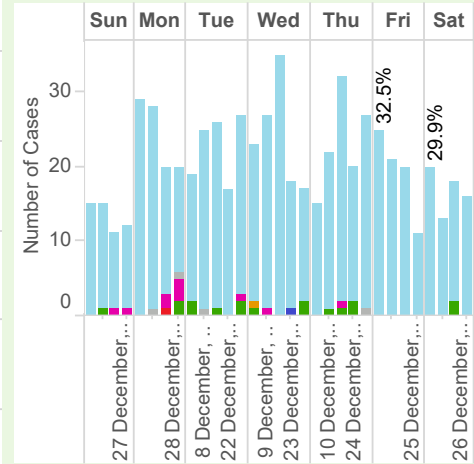
select a locationsymbol to filter other charts (drag, or hold ctrl)
hold 'shift' to get the pan hand



Assault		4
Sexual Assault		0
CommercialBNE		9
OtherBNE		0
ResidentialBNE		1
Bike Theft		1
Robbery		0
Theft from MV		18
Theft of MV		3
Mail Theft		0
Mischief		2
Recovered Stolen		0
		36

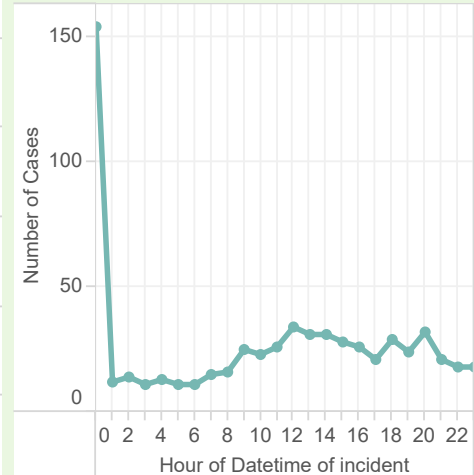
Historical Weekdays Strategic

select a weekday or multiple weekdays as a filter



Historical Hourly Strategic

select an hour or multiple hours as a filter





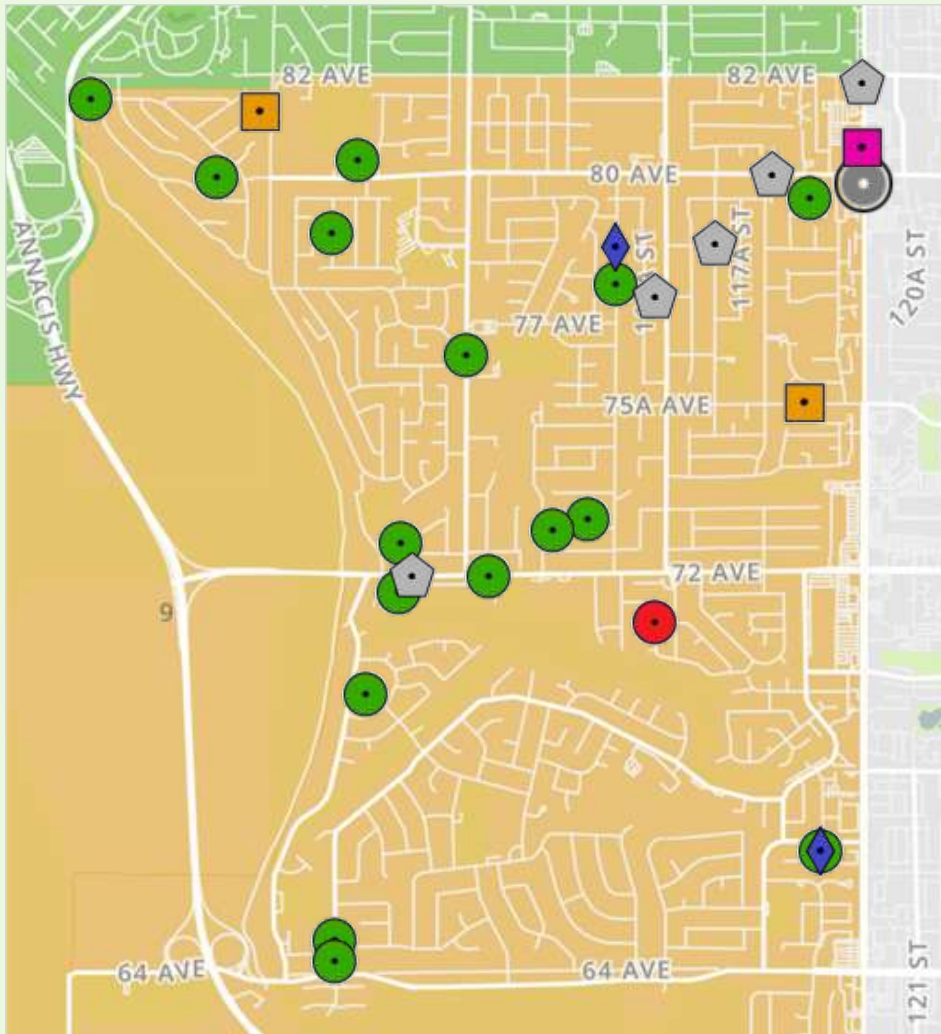
Historical Strategic Crime Dashboard



Incident Date 2020-12-01 12:00.. and Null values	District District 4	Zone All	Study All	Incident Type All	UCR1 Descripti.. Multiple values	Unit All	Officer ID All	Partner ID All	Officer or Partn.. All
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Historical Map Strategic Crimes

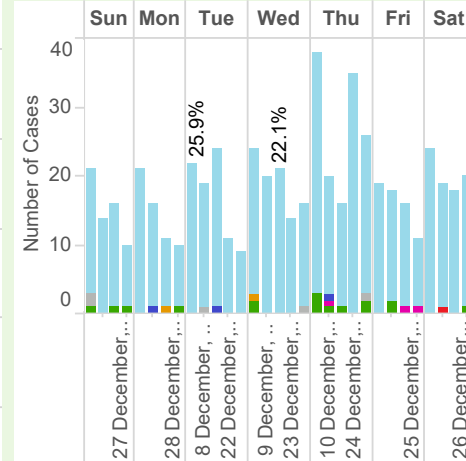
select a locationsymbol to filter other charts (drag, or hold ctrl)
hold 'shift' to get the pan hand



Assault		5
Sexual Assault		0
CommercialBNE		2
OtherBNE		0
ResidentialBNE		2
Bike Theft		3
Robbery		0
Theft from MV		17
Theft of MV		1
Mail Theft		0
Mischief		1
Recovered Stolen		0
		30

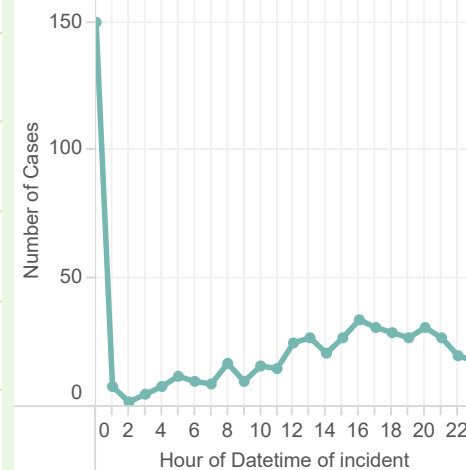
Historical Weekdays Strategic

select a weekday or multiple weekdays as a filter



Historical Hourly Strategic

select an hour or multiple hours as a filter



Delta Police Department Financial Report

For the period ending November 30, 2020

Operating Revenues & Expenditures

	Year to date Actuals	Accrual for Expenditures/ Revenues	Year to Date Actuals (Adjusted)	Year to date Budget	Annual 2020 Budget	YTD Variance (Fav)/Unfav (\$)	YTD Variance (Fav)/Unfav (%)
Expenditures							
Administration Bureau	12,201,273	650,455	12,851,728	11,903,288	13,021,500	948,440	8.0%
Investigations Bureau	5,242,105	16,971	5,259,076	6,276,598	6,956,000	(1,017,522)	-16.2%
Community Policing Bureau - Community Support	7,177,770	334	7,178,104	7,762,103	8,602,500	(583,999)	-7.5%
Community Policing Bureau - Patrol	11,805,706	-	11,805,706	12,100,223	13,200,000	(294,517)	-2.4%
Police Secondments	2,839,208	-	2,839,208	3,153,111	3,455,000	(313,903)	-10.0%
Wage bank accrual/DPA wage parity adjustment		775,500	775,500		-	775,500	
Total Expenditures	39,266,062	1,443,260	40,709,322	41,195,323	45,235,000	(486,001)	-1.2%
Revenues							
Recovered Services	(3,159,279)	(25,640)	(3,184,919)	(3,381,486)	(6,705,000)	196,567	5.8%
Fines and Fees	(548,920)	331,175	(217,745)	(210,826)	(230,000)	(6,919)	-3.3%
Grants	(1,986,283)	32,669	(1,953,614)	(1,645,788)	(1,654,500)	(307,826)	-18.7%
Other Recoveries and Miscellaneous	(149,625)	-	(149,625)	(82,500)	(90,000)	(67,125)	-81.4%
Total Revenue	(5,844,107)	338,204	(5,505,903)	(5,320,600)	(8,679,500)	(185,303)	-3.5%
Operating Tax Draw	33,421,955	1,781,463	35,203,418	35,874,723	36,555,500	(671,305)	-1.9%

Capital

	2020 Actuals	2020 Budget	Variance (Fav)/Unfav (\$)
Expenditures			
Vehicle Purchases - 2020	-	688,000	(688,000)
Vehicle Purchases - 2019	616,987	647,000	(30,013)
Armoured Vests, Furniture, Computers, Software	146,735	178,000	(31,265)
Training Simulator	180,000	180,000	-
Cannabis Roadside Testing Devices	-	112,000	(112,000)
Total Expenditures	943,722	1,805,000	(861,278)

City of Delta
Payroll Overtime Data
As of: 2020-11-30

	2020					2020 Year to Date								2019 Overtime Statistics			
	Overtime	Statutory Holiday	Standby Time	Total Month	Budget Month	Overtime	Statutory Holiday	Standby Time	Total YTD	Budget YTD	Variance YTD	% spent (YTD)	Budget Annual	Overtime YTD	Budget YTD	Overtime Annual	Budget Annual
1199 Police Fleet Mtce (Ops)	-	-	-	-	-	984	-	-	984	-	984	-	-	86	-	86	-
1305 Police Community Support	29,420	-	3,905	33,325	11,708	143,414	263	26,147	169,825	128,788	41,037	140,500	238,985	100,826	256,751	110,000	
1307 Police Comms/Media	1,791	161	-	1,952	417	11,990	161	-	12,152	4,587	7,565	5,000	8,327	8,701	8,327	9,500	
1312 Police PublicSafety Operations	1,487	-	-	1,487	208	5,084	-	336	5,421	2,288	3,133	2,500	526	2,288	(2,099)	2,500	
1331 Police TFN Policing	-	-	-	-	542	912	853	-	1,765	5,962	(4,197)	6,500	6,807	5,962	7,319	6,500	
1335 Police Administration	960	-	-	960	833	11,505	-	-	11,505	9,163	2,342	10,000	11,675	8,712	12,797	9,500	
1342 Police Ports Liaison	-	-	-	-	42	-	-	-	-	462	(462)	500	-	462	-	500	
1343 Police BC Justice Institute	-	-	-	-	-	-	702	-	702	-	702	-	-	-	-	1,387	
1345 Police Human Resources	20,473	-	-	20,473	8,458	146,167	585	190	146,942	93,038	53,904	101,500	117,529	114,125	127,955	124,500	
1349 Police Drug Section	-	-	-	-	2,750	809	-	146	955	30,250	(29,295)	33,000	37,145	30,250	33,950	33,000	
1350 Police Identification Section	-	-	-	-	167	506	256	3,056	3,818	1,837	1,981	2,000	72,899	65,087	74,872	71,000	
1351 Police Fraud Investigation	-	-	-	-	333	409	-	154	563	3,663	(3,100)	4,000	8,140	3,663	8,369	4,000	
1352 Police General Investigation	2,349	-	614	2,963	2,167	27,492	-	4,497	31,989	23,837	8,152	26,000	14,314	21,087	15,575	23,000	
1353 Police Intelligence Section	-	-	-	-	333	3,541	117	-	3,658	3,663	(5)	4,000	3,434	3,663	3,434	4,000	
1354 Police Crime Reduction Unit	1,433	-	-	1,433	3,917	65,138	-	146	65,284	43,087	22,197	47,000	41,321	43,087	49,580	47,000	
1356 Police Major Crimes Section	18,792	-	-	18,792	16,667	170,918	-	10,953	181,871	183,337	(1,466)	200,000	242,702	165,000	243,424	180,000	
1357 Police SeriousCrimes/SexOffenc	146	-	439	585	1,167	30,968	-	5,440	36,408	12,837	23,571	14,000	8,389	12,837	13,558	14,000	
1358 Police IMPACT (Sec)	3,868	-	307	4,175	2,458	19,683	-	2,610	22,294	27,038	(4,744)	29,500	35,317	27,038	38,727	29,500	
1359 PoliceProvTrafficProjects(Sec)	-	-	-	-	-	37,724	-	-	37,724	39,330	(1,606)	59,000	50,773	39,333	67,459	59,000	
1363 Police IRSU (Sec)	5,586	-	-	5,586	4,875	38,097	1,682	-	39,779	53,625	(13,846)	58,500	51,039	30,712	57,024	33,500	
1364 Police CFSEU (Sec)	19,864	292	-	20,156	11,042	84,795	829	154	85,778	121,462	(35,684)	132,500	47,730	121,462	52,794	132,500	
1367 Police DCPO ND	-	-	-	-	833	336	994	-	1,331	9,163	(7,832)	10,000	4,997	5,049	5,214	5,500	
1368 Police DCPO Ladner	-	-	-	-	208	307	154	-	461	2,288	(1,827)	2,500	717	2,288	1,406	2,500	
1369 Police DCPO Tsaw	-	-	-	-	208	819	154	-	972	2,288	(1,316)	2,500	2,172	2,288	2,150	2,500	
1370 Police School Liaison	586	-	-	586	542	3,947	797	-	4,744	5,962	(1,218)	6,500	10,750	5,962	11,043	6,500	
1371 Police Reserve Police	-	-	-	-	-	20,000	-	-	20,000	20,000	0	20,000	20,000	16,500	20,000	16,500	
1373 Police Victim Services	-	860	220	1,079	375	1,507	860	3,505	5,872	4,125	1,747	4,500	1,227	4,125	1,313	4,500	
1376 Police Information & Security	850	75	-	925	4,250	29,369	272	-	29,641	46,750	(17,109)	51,000	25,648	45,837	28,268	50,000	
1381 Police Truck Enforcement	-	-	-	-	333	80	322	-	402	3,663	(3,261)	4,000	1,048	3,663	1,192	4,000	
1383 Police Traffic Section	1,077	-	-	1,077	3,250	22,961	3,437	161	26,559	35,750	(9,191)	39,000	100,134	18,337	97,525	20,000	
1388 Police Patrol	44,830	10,843	-	55,674	46,042	303,392	80,625	175	384,192	506,462	(122,270)	552,500	416,382	506,462	416,142	552,500	
1390 Police Professional Standards	-	-	-	-	250	2,704	-	-	2,704	2,750	(46)	3,000	2,944	2,750	8,904	3,000	
1524 Police LMTT	-	-	-	-	4,583	15,435	-	-	15,435	50,413	(34,978)	55,000	55,806	50,413	55,972	55,000	
1540 Police VPD BCMUP (Sec)	-	-	-	-	-	992	-	-	992	-	992	-	5,099	108,163	5,099	118,000	
1579 Police Information Technology	-	-	-	-	583	5,177	-	-	5,177	6,413	(1,236)	7,000	11,196	4,587	12,220	5,000	
1584 Police Intelligence Management	-	-	-	-	42	-	-	-	-	462	(462)	500	-	462	-	500	
1594 Police UHU (Sec)	-	-	-	-	1,000	-	-	-	-	11,000	(11,000)	12,000	74,227	11,000	74,227	12,000	
1596 Police Youth Liaison	1,048	-	-	1,048	292	11,801	-	-	11,801	3,212	8,589	3,500	3,145	3,212	4,238	3,500	
1646 Police Cybercrime	-	-	-	-	417	717	-	-	717	4,587	(3,870)	5,000	-	-	-	-	
1680 Police Public Information Reps	1,694	1,821	-	3,515	7,374	11,373	15,544	-	26,917	81,114	(54,197)	88,500	26,392	79,299	29,157	86,500	
1681 Police LMD PDS (Sec)	9,238	256	-	9,494	1,833	77,304	4,120	834	82,257	20,163	62,094	22,000	94,511	20,163	97,337	22,000	
1682 Police LMD ERT (Sec)	292	-	3,217	3,510	6,708	27,114	244	22,082	49,440	73,788	(24,348)	80,500	57,848	73,788	57,438	80,500	
1683 Police RTIC-BC (Sec)	-	-	-	-	500	88	1,682	-	1,769	5,500	(3,731)	6,000	1,373	5,500	1,373	6,000	
1684 Police DeasIsland TrfServ(Sec)	-	-	-	-	-	-	-	-	-	-	-	-	-	4,587	-	5,000	
1685 Police TFN Service Team	585	292	-	877	3,042	8,561	4,899	-	13,460	33,462	(20,002)	36,500	14,313	5,962	21,677	6,500	
1686 Police INSET (Sec)	-	-	-	-	417	7,119	280	1,177	8,577	4,587	3,990	5,000	4,597	-	7,007	-	
1687 Police LMD FIS (Sec)	1,180	-	1,609	2,789	5,750	8,794	1,304	14,894	24,992	63,250	(38,258)	69,000	-	-	-	-	
Police	167,550	14,601	10,310	192,461	156,916	1,360,036	121,134	96,658	1,577,828	1,785,406	(207,579)	88.37%	1,962,000	1,931,664	1,784,692	2,030,190	1,961,500

MEMO TO DELTA POLICE BOARD

Regular Meeting

From: Neil Dubord, OOM, AdeC
Date: January 4, 2021
Subject: Delta Police Foundation – New Member

The Delta Police Foundation has accepted a new member to join the Foundation. Ms. Lisa Eastwood, a lawyer practicing corporate, real estate and estate law, has expressed an interest in working with the Foundation to support the youth in Delta's community. Ms. Eastwood's family-run legal practice is based out of Ladner and she was raised in Ladner.

As per policy, Ms. Eastwood's name was provided to the Delta Police Department to ensure there were no reasons that would prevent Ms. Eastwood from working with the Delta Police Foundation. As a result, the Delta Police Department can confirm there is nothing preventing Ms. Eastwood from joining the Foundation.

The members of the Delta Police Foundation work to support projects involving the Delta Police Department and youth in our community. They continue to supplement this work with committed volunteers such as Ms. Eastwood, who are willing to contribute to the community.

Respectfully Submitted:



Neil Dubord, OOM, AdeC
Chief Constable, Delta Police Department

2021 DELTA POLICE BOARD SCHEDULE OF MEETINGS

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	30	31		

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	29	30		

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	28	29	30	

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Board Meeting 9:00 am Location TBC	Finance Committee 8:00 am	HR Committee 8:00 am	Governance Committee 9:00 am	BCAPB AGM	CAPG Conference TBA	Public Holiday
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MEMO TO DELTA POLICE BOARD

Regular Meeting

From: Neil Dubord, OOM, AdeC
Date: January 4, 2021
Subject: HealthIM Update – Hospital Certification Rates

At the December 2020 Delta Police Board Meeting, the Board requested statistical information on outcomes for those apprehended and transported to the hospital by the Delta Police Department (DPD) under the Mental Health Act (MHA), utilizing the HealthIM application system.

The Police apprehend individuals under:

1. Section 28 of the MHA: S. 28 gives Police the authority to bring an individual to the hospital to be assessed by a doctor if the Police have reason to believe that the individual who is suffering from a mental illness is likely to cause harm to themselves/others or that it will get worse if not treated; or
2. MHA Form 21, Director's Warrant: the Warrant is issued whenever a person on leave is recalled to the hospital or when a certified patient has left the hospital without permission.

Since the implementation of HealthIM (October 1, 2019) until September 30, 2020, there have been 274 apprehensions under the MHA. HealthIM was utilized for all the apprehensions. 180 of the 274 apprehended individuals were certified by a doctor and admitted to the hospital, for an admission rate of 66%.

Before the implementation of HealthIM, between October 1, 2018, and September 30, 2019, DPD officers conducted 376 apprehensions. Unfortunately, the admission rate for this period was not tracked and, therefore, is unavailable.

Regardless, there has been a reduction of 102 apprehensions since the implementation of HealthIM, over a one year period. Calculated at the current wait time of 1 hour and 40 minutes (on average), the total saving is 170 staffing hours.

At \$450 an hour (approximate average cost of a police officer in a vehicle), there has been a saving of \$153,000 for the October 2019 to September 2020 period using HealthIM compared with same period in 2018 and 2019. The DPD has utilized these saved staffing hours and dollar amounts to provide improved service to the remainder of Delta, by being available for other calls for service more often rather than being tied up in hospital waiting rooms.

Respectfully Submitted:



Neil Dubord, OOM, AdeC
Chief Constable, Delta Police Department

**Delta Police Department
BOARD REPORT
Regular Meeting**



To: **Delta Police Board**

From: **Neil Dubord, OOM, AdeC**

Date: **January 5, 2021**

Online Reporting

▪ **RECOMMENDATION:**

THAT the Delta Police Board receives this report for information.

▪ **PURPOSE:**

To update the Board on the Delta Police Departments Online Reporting system.

▪ **DISCUSSION:**

On October 1, 2020, the Delta Police Department (DPD) launched an Online Reporting (OR) system to provide better customer service to the community by providing greater flexibility in reporting calls for service and to enhance efficiency within the DPD.

The OR system accepts certain types of reports including:

- Vandalism
- Fraud under \$5000
- Lost Property
- Found Property
- Community Concern
- Traffic Incident

The OR system is open to the public 24 hours a day, seven days a week; however, incoming reports are monitored between 0500 – 2100 hours. Complainants submitting reports between 2100 – 0500 hours are informed that the system is not being monitored, and any submission will be processed the following day. Complainants are informed via a pop-up box to call the non-emergency line if a more timely response is required and must click the 'I understand' button before proceeding after hours.

Statistical data for OR from October 1 – December 31, 2020

Number of OR submissions = 46

Number of OR submission afterhours = 8 (out of the 46)

Number of visitors that did not proceed afterhours upon seeing pop up box = 18

The OR system has added value to DPD's "No Call Too Small" philosophy that the community depends on and the DPD prides itself on. All calls for service reported through the OR system were reviewed and responded to within 30 minutes by call takers. The OR system has provided another communication tool for the public to connect with the DPD.

▪ IMPLICATIONS:

There are no financial or other implications associated to this report.

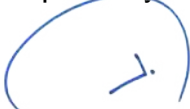
▪ RELATED POLICY:

There are no policies associated to this report.

▪ CONCLUSION:

Online Reporting has provided an effective system for the public to report incidents to the DPD. The utilization of technology to improve community engagement is essential and remains a priority for the DPD, especially during the COVID-19 pandemic.

Respectfully Submitted:



Neil Dubord, OOM, AdeC
Chief Constable, Delta Police Department

DELTA POLICE BOARD

REGULAR - Action Document

Note: shaded items will be removed after one circulation

Action Item	Meeting Date	Assigned to	Status
F.3 2018 Police Resources in Canada Survey Staff to look into increase in municipal policing expenditure in BC compared to other provinces/territories	Dec 11, 2019	Staff	On hold 2019 reports will be compared when released
F.1 Online Reporting Staff to provide an Online Reporting status report to the Board in 2 months.	Oct 21, 2020	Staff	Complete. In Jan 2021 agenda.
F.1 HealthIM updates Retrieve stats on outcomes (certifications) by Fraser Health for S.28 apprehensions that are transported to the hospital by the DPD.	Dec 16, 2020	Staff	Complete. In Jan 2021 agenda.

When a Board Member position becomes vacant, the Chair shall seek recommendations from the Governance Committee and then, in consultation with Police Services Division/Ministry of Justice and Attorney General, prepare a skills profile for the position (e.g. the type of expertise/skill required such as financial, legal, equity representation and/or other specific requirements). When a reappointment of a Board Member is under consideration, the Chair shall provide, at the request of Police Services Division, an evaluation of the Member's past performance to Police Services Division/Ministry of Justice and Attorney General.

The Chair of the Board is the Discipline Authority specific to complaints against the Chief Constable and Deputy Chief Constable, unless the Police Complaint Commissioner directs otherwise, in accordance with Part 11 of the *Police Act*.

Chair

The Chair of the Board presides over meetings of the Board. Should the Chair not be present, or vacates the chair temporarily or permanently, the Vice Chair will act in the Chair's place, subject to the *Act*.

Should neither Chair or Vice Chair be present or available, the Board shall elect an Acting Chair for the meeting until such time the Chair or Vice Chair is available.

The duties of the Chair with respect to the Board meetings shall include:

- (1) calling the meeting to order;
- (2) announcing items of business;
- (3) deciding, subject to appeal, all questions of order and procedure; and
- (4) preserving order and decorum.

Vice Chair

The Board shall elect a Vice Chair at the first meeting of each calendar year, or as soon as is practicable thereafter, following these procedures:

- (1) Nominations for the Vice Chair shall require a mover and seconder from the Board.
- (2) Where only one nominee stands for election, the nominee may be appointed by acclamation.

- (3) Where more than one nominee stands for election, a ballot vote shall be taken.
- (4) Prior to the vote being taken, each nominee shall be given five minutes to speak to the nomination. Nominees shall be called upon in alphabetical order of their surname.
- (5) After all the nominees have completed their speech, a ballot vote shall be taken.
- (6) If nominees are tied on the first vote, a second ballot vote shall be taken. If on the second vote the nominees remain tied, the election for a Vice Chair shall be decided by lot drawn by the Chair.

In addition, when the Chair is unavailable due to holidays or business travel, or absent because of illness, the Vice Chair, subject to the *Act*, shall act in his/her place until such time as the Chair returns and is able to resume his/her responsibilities.

While presiding over a meeting of the Board or acting during an absence of the Chair, the Vice Chair has and may exercise all the same rights, powers, and authority of the Chair.

APPROVED by the
Delta Police Board on
June 20, 2018

Delta Police Department

Community Safety Plan

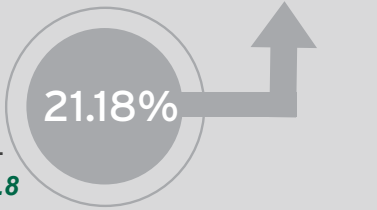
2018 - 2022

2020 Quarter 4 (Q4) Overview Key Performance Indicators

CRIME SEVERITY INDEX

The Crime Severity Index (CSI) is an indication of the overall severity of crime.

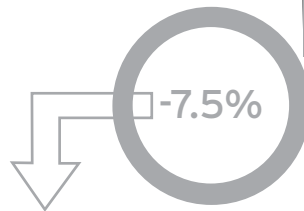
Goal: Lower than previous year. 2017= 52.8



CRIMES AGAINST PERSONS

Including Assault, Robbery, Domestic Violence, and Sexual Assault.

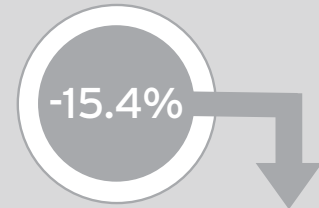
Goal: 5% reduction in 3 year average.



CRIMES AGAINST PROPERTY (ALL)

Including Break and Enter, Theft Over/Under \$5,000, Mischief, Theft of/from vehicle.

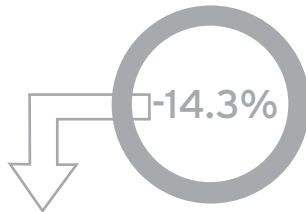
Goal: 5% reduction in 3 year average.



YOUTH CRIME

Youth (Charged/Suspect Chargeable/Charges Recommended).

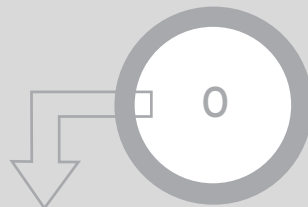
Goal: 5% reduction in 3 year average.



COLLISIONS (FATAL) 2020

DPD sets a target of ZERO fatalities on our roads.

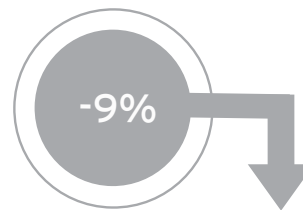
Goal: 0



COLLISIONS (ALL)

Injury and non-injury collisions that require police attendance.

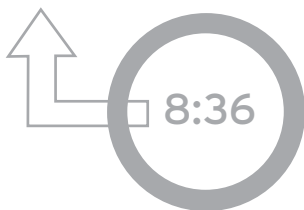
Goal: 5% reduction in 3 year average.



8:36

PRIORITY 1 RESPONSE TIMES

Goal: 8 minutes or less, 80% of the time.



Delta POLICE



**Delta Police Department
BOARD REPORT
Regular Meeting**



To: **Delta Police Board**

From: **Neil Dubord, OOM, AdeC**

Date: **January 5, 2021**

Strategic Planning Community Survey

▪ **RECOMMENDATION:**

THAT the Delta Police Board receives this report for information.

▪ **PURPOSE:**

To update the Delta Police Board on the Delta Police Department's Strategic Planning Community Survey.

▪ **DISCUSSION:**

The Delta Police Department (DPD) is preparing to develop the 2021 to 2025 Community Safety Plan. To develop a plan that fits the needs of the community, the DPD must understand what is important to the public.

The DPD will be conducting a short survey with the community as prepared by Dr. Eli Sopow. Dr. Sopow was recently consulted based on Delta Police Board's feedback on the survey and provided the following responses to issues raised:

1. Included new language to clarify "residents of Delta" in the introductory text of the survey;
2. Advised that in such research, based on his experience and due to a variety of reasons based on the nature of the question, it is important to have a 5-point scale and a verbal rating scale. Not just one or the other.
3. Advised that the survey questions and ratings need to be consistent year over year; otherwise, we cannot make a scientifically valid comparison from one survey to the next.

Dr. Sopow utilizes this methodology and is recommending no further changes be made to the survey.

- **IMPLICATIONS:**

There are no financial or other implications associated to this report.

- **RELATED POLICY:**

There are no policies associated to this report.

- **CONCLUSION:**

The feedback obtained in the Strategic Planning process will inform the 2021 to 2025 Community Safety Plan and help DPD in achieving excellence in policing.

Respectfully Submitted:

A handwritten signature in blue ink, consisting of a large, stylized loop followed by a short horizontal line and a vertical stroke ending in a dot.

Neil Dubord, OOM, AdeC
Chief Constable, Delta Police Department

**Delta Police Department
BOARD REPORT
Regular Meeting**



From: **Hilary Madore, Finance Manager**

Date: **January 4, 2021**

**British Columbia Association of Police Boards –
2021 Annual Membership Fee**

▪ **RECOMMENDATION:**

THAT the British Columbia Association of Police Boards (“BCAPB”) 2021 Annual Membership Fee in the amount of \$850 be approved for payment from the Delta Police Board budget.

▪ **PURPOSE:**

The purpose of this report is to obtain Police Board approval for the payment of a membership invoice in the amount of \$850 issued by BCAPB.

▪ **DISCUSSION:**

The BCAPB is a provincial non-profit association formed in 1992 to facilitate the exchange of information and provide educational opportunities to members, municipal police boards, including First Nations and Designated Policing governing authorities.

Members of the BCAPB receive access to the “Members Only” section of the BACP website, which offers access to a catalogue of resource material that can be ordered free of charge, access to educational seminars held throughout the year for all police board members and orientation seminars for new police board members at no cost to members, BCAPB special project documentation, a members’ directory, and access to Executive meeting agendas and minutes, and more.

The BCAPB holds an Annual Conference each year, which provides educational and learning opportunities for board members.

- **FINANCIAL IMPLICATIONS:**

The cost for membership is \$850 for 2021. The 2020 membership fee was \$825.

- **CONCLUSION:**

Police Board approval has been requested for the payment of the 2021 Annual Membership Fee for British Columbia Association of Police Boards.

- **ATTACHMENT:**

- A. Invoice - 2021 Annual Membership Fee
- B. Email from BCAPB re: Membership Fee

Respectfully Submitted:



Hilary Madore, CPA CMA
Finance Manager, Delta Police Department

British Columbia Association of Police Boards

Invoice

2021 Annual Membership Fee

BC Association of Police Boards

Amount Due: \$850.00

Date: December 23, 2020

To: Mayor George Harvie
Chair, Delta Police Board
4500 Clarence Taylor Crescent
Delta BC V4K 3W3

Please make cheque payable to:

British Columbia Association of Police Boards

And forward to:

Attn: Veronica Bandet
BC Association of Police Boards
1127 Fort Street
Victoria BC V8V 3K9

If you have any questions regarding this invoice, please contact me at 250-216-1205 or Leah Zille, President, BCAPB at 604-808-3809.

Thank you.

Veronica Bandet
Executive Assistant to the BCAPB

Telephone: 250-216-1205 Email: bcapbs@gmail.com
Address: 1127 Fort Street, Victoria, B.C. V8V 3K9

Jassie Ram

From: BCA Police Boards <bcapbs@gmail.com>
Sent: December 23, 2020 9:33 AM
To: Jassie Ram
Cc: Angela Kaiser - DPB
Subject: BCAPB 2021 Membership Renewal
Attachments: Delta.pdf

(This email originated outside the organization. Do not click any links or attachments unless you were expecting this email today. If unsure; please forward this email to IT and have them confirm that it is legitimate and safe.)

Sending on Behalf of Leah Zille

Via Email: jpadda@deltapolice.ca

Dear Mayor Harvie,

On behalf of the BCAPB Executive, please find enclosed the BC Association of Police Boards membership renewal for 2021.

Despite the upheaval COVID-19 has brought to 2020, BCAPB has continued to be active. Highlights have included regular discussions with Police Services on issues related to or impacting police governance, work on the JIBC Police Academy Recruit Curriculum Evaluation Steering Committee, participation on the Advisory Committee on Provincial Policing Standards (ACOPPS), the UBCM Community Safety Committee, the Provincial Committee on Diversity and Policing (PCDP), and the BC Police Based Victim Services Partner and Stakeholder table. We continue to liaise with the Municipal Chief's, the Justice Institute of BC, the BC Police Association and the Canadian Association of Police Governance.

In the coming year, our work will focus on:

1. Our submission to the Provincial Government Special Committee on Reforming the Police Act
2. Working with Police Services and the BC Municipal Chiefs;
3. Work with Police Services to provide Police Board member training/orientation;
4. Continue to support opportunities related to Workplace Psychological Health and Safety;
5. To support and follow the resolutions that were adopted at the 2020 AGM; and
6. Prioritize other issues as they are identified.

Given the pandemic, we will not be hosting a conference in 2021. Rather, we will be holding our AGM (virtually) and arranging a joint dialogue session with the BC Association of Municipal Chiefs of Police. Details will be circulated in the near future.

The BCAPB looks forward to your Board's continued participation in the organization in 2021.

Sincerely,

Leah Zille
President, BCAPB

MEMO TO DELTA POLICE BOARD

Regular Meeting

From: Neil Dubord, OOM, AdeC
Date: January 4, 2020
Subject: BCAPB AGM & Call for Resolutions

The British Columbia Association of Police Board's (BCAPB) will not be hosting an Annual Conference in 2021 due to the pandemic but will be holding an Annual General Meeting (AGM) and a joint dialogue session with BC Association of Municipal Chiefs of Police (BCAMCP). The BCAPB Annual General Meeting (AGM) will take place virtually on Saturday, March 6, 2021 at 10:30 a.m. The date for the joint dialogue session with BCAMCP has not yet been announced.

Accordingly, to prepare for the AGM, the BCAPB has issued a call for resolutions (Attachment B). The deadline for Police Boards to submit resolutions is February 5, 2021.

The Notice of AGM, Call for Resolutions and Resolution Guidelines documents are attached for the Police Board's consideration and review.

Respectfully Submitted:



Neil Dubord, OOM, AdeC
Chief Constable, Delta Police Department

Attachments

- A – Notice of AGM
- B – Call for Resolutions
- C – Resolution Guidelines



BCAPB Notice of Annual General Meeting

Saturday, March 6, 2021

Virtual AGM, 10:30 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the ANNUAL GENERAL MEETING. The Annual General Meeting is scheduled for Saturday, March 6, 2021, at 10:30 am. This will be a virtual AGM.

Attached is a call for resolutions along with information regarding submissions of resolutions for your consideration. Timelines are tight on the preparation of resolutions so we encourage Boards to circulate this item to all their Board members so that it can be on their January agenda. It requires immediate action.

Thank you and if you have any questions please contact me at 604-808-3809 or Veronica Bandet, Administrative Assistant at 250-216-1205.

Sincerely,

Leah Zille
President, BCAPB

Attachments

CALL FOR RESOLUTIONS

BRITISH COLUMBIA ASSOCIATION OF POLICE BOARDS ANNUAL CONFERENCE AND MEETING

An important part of each Annual Meeting of the BCAPB is the consideration of Resolutions forwarded by member boards.

To ensure adequate time for review, the BCAPB Board of Directors has set a deadline of February 5, 2021 for all Resolutions to be forwarded to the BCAPB.

Following review by the Resolutions Committee, resolutions will be distributed to members in advance of the General Meeting.

Voting on the Resolutions will take place virtually at our AGM, scheduled for Saturday, March 6, 2021.

Please refer to the BCAPB Resolutions Guidelines for assistance in drafting proposed resolutions.

This is your chance to ensure your voice is heard!

Please forward your resolution(s) to Veronica Bandet at bcapbs@gmail.com

Resolutions

What is a Resolution?

A resolution is a formal way of stating an intended or desired action/direction/position by a group.

Guidelines for Resolution Writing

1. Choose a topic that is important, relevant and deserving of an official BCAPB position.
2. Identify your Board as the author of a resolution.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses in order to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change or position. Internal resolutions should be directed to the BCAPB (resolved that the BCAPB); external resolutions should be directed to the appropriate level of government or Minister/Ministry. Internal and external intents may not exist within the same RESOLVED clause, rather, separate resolved clauses are necessary if you want the BCAPB to take an action separate from the government. RESOLVED clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

Other helpful tips: If possible have financial implications information in your resolution. Factual information to support your resolution should be available or included as an attachment to your resolution.

Format for a Resolution

- The TITLE identifies the topic/problem or issue or its proposed solution.
- The AUTHOR names the Police Board putting forward the resolution.
- The PREAMBLE is used for factual information that is necessary to support the RESOLVED section. Each PREAMBLE clause should be written as a separate paragraph, beginning with the word Whereas. The first word should begin with a capital letter. The PREAMBLE, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as Therefore or Therefore Be It or Now Therefore, Be It is added.
- The RESOLVED section indicates what action is proposed. There may be more than one Resolved clauses, each stated separately. The word RESOLVED is printed in capital letters, followed by a comma and the word THAT. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word AND,.
- If factual information is available it should be included as an attachment.
- Estimated cost of implementation if available should also be included.

Resolution Strategies

Here are some hints to help you get your resolution passed:

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than one page.
2. Be realistic. The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
3. Be positive. A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
5. Gather support and assistance. Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
6. Use your time on the floor wisely, time is limited. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
7. Be available. Make sure you are available to the Delegates to answer questions. Be on time for all meetings.

Have your documentation handy. Make sure you have at least two copies of your documentation with you – questions may be asked that need further clarification.