

**Position Title:** Deputy Chief Constable  
**Salary:** \$ 235,000.00  
**Date created:** 04-Jan-21



**Base Pay\***

Includes gross pay, paid vacation, and statutory holidays

**\$ 235,000.00**

Benefit Details	Surrey Police Board Contributes	Employee Contributes	Value
<b>Group Benefits</b>			
Life Insurance	<b>1,150.56</b>	-	1,150.56
Dependent Life Insurance	<b>30.90</b>	-	30.90
ADD	<b>143.82</b>	-	143.82
Long term Disability	<b>2,733.56</b>	-	2,733.56
Employer Health Tax	<b>4,582.50</b>	-	4,582.50
Dental Family	<b>2,599.44</b>	-	2,599.44
Extended Health Family	<b>3,282.24</b>	-	3,282.24
<b>Retirement</b>			
Group Employer/Employee Matching Group RRSP/TFSA Plan	<b>1,300.00</b>	1,300 00	2,600.00
Municipal Pension Plan	<b>23,382.50</b>	19,975 00	43,357.50

Government Benefits	Surrey Police Board Contributes	Employee Contributes	Value
Canada Pension Plan	<b>\$2,544.30</b>	\$2,544 30	5,088.60
Employment Insurance	<b>\$1,237.77</b>	\$955 04	2,192.81

**Your Potential Rewards** **277,987.59**

Additional potential rewards		
Overtime – overtime worked is compensated to a maximum of 5 weeks per year – all can be banked as time off or up to 3 weeks may be paid and the remainder banked. Based on a base salary of \$235,000, it as a value of \$22,596	Value of potential total compensation (*\$24,774 total value of EE paid benefits)	<b>320,583.59</b>
Additional Benefits: Car, Phone, Computer, Uniforms & Cleaning, Executive Medical Program - \$20,000 (estimated)		

This summary provides an overview of the benefits available to this position. In the event that there are any discrepancies between this summary and the official insurance contracts, the official contracts will take precedence. Surrey Police Board will not be held liable for any actions arising out of the use of or reliance upon these figures. The Surrey Police Board reserves the right to amend or terminate the plans described here at any time.

SURREY POLICE SERVICE DEPUTY CHIEF CONSTABLE EMPLOYMENT AGREEMENT

THIS AGREEMENT dated for reference the 6<sup>th</sup> day of January, 2021:

BETWEEN:

SURREY POLICE BOARD  
having an office at 13450 104 Avenue  
Surrey, British Columbia V3T 1V8

(the "Board")

AND:

Jennifer Hyland

s. 22(1), 19(1)

(the "Employee")

(Collectively, the "Parties")

**s. 22(1) with portions subject to s. 19(1)**

s. 22(1) with portions subject to s. 19(1)



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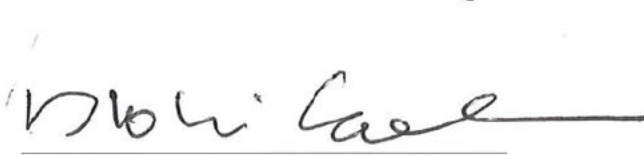


s. 22(1) with portions subject to s. 19(1)



# s. 22(1)

The Parties hereto have caused this Agreement to be executed and delivered.



Doug McCallum  
Chair  
Surrey Police Board



Jennifer Hyland

Jan 12 2021

Date

2021-01-06

Date

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## Schedule A

<b>Title of Immediate Manager:</b> Chief Constable
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<b>Position Title:</b> Deputy Chief Constable
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Title(s) of those reporting directly to position:

1. Inspectors (sworn)
2. Civilian staff

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### POSITION INFORMATION

<b>Number of direct reports:</b>	Will vary depending on Bureau
<b>Number of indirect reports:</b>	Will vary depending on Bureau
<b>Total reports (sum above):</b>	Will vary depending on Bureau
<b>Bureau:</b>	Community Policing / Investigative Services / Support Services
<b>Section:</b>	Multiple
<b>Unit: (if applicable)</b>	Multiple
<b>Pay Grade:</b>	Deputy Chief

### POSITION SUMMARY

The Deputy Chief Constables of the Surrey Police Service (SPS), working under the leadership of the Chief Constable, share in the responsibility for the successful foundation of SPS. Leading one of three SPS Bureaus (Community Policing, Investigative Services, and Support Services), they form SPS's Executive Team (with the Chief Constable).

Each Deputy Chief Constable leads a committed team of employees (including sworn police officers and civilian staff), in delivering SPS's vision, strategy, and values, working with key stakeholders and partners to best serve the community.

Each Deputy Chief Constable will support the Surrey Police Board and the Chief Constable as the City of Surrey transitions from policing provided by the RCMP to its own municipal police service.

Within their Bureau and integrated with the organization, the Deputy Chief Constables ensure the operational delivery of professional, effective, and efficient policing services.

The Deputy Chief Constables are responsible for Bureau leadership and operations of the newly created SPS within the parameters set by the Director of Police Services, the Surrey Police Board, the Chief Constable, provincial and federal legislation, the annual budget, and the strategic plans.

The Deputy Chief Constables model the mission, vision, and values of SPS through unquestioned integrity and through sustaining a visible, credible, inclusive, and respected profile. They have a strong work ethic. They are committed to a community-based policing model that looks beyond immediate issues and searches for realistic longer-term answers to complex community and social issues and emerging risks and trends.

## MAJOR ACCOUNTABILITIES

The major accountabilities of the job in order of importance with most important being first:

- **Strategic planning**
- Support the Chief Constable in their work with the Surrey Police Board and key stakeholders and partners, in the development and implementation of the strategic plan, in alignment with SPS's vision, mission and values, meeting the standards of policing excellence, to build the rolling five-year SPS strategic plan.
- Communicate, support, and implement SPS's strategic plan and the related, integrated Bureau Plans. Develop and implement annual division plans to support the strategic plan.
- Develop and implement Bureau and personal objectives/metrics to measure the Bureau's progress to SPS's Strategic Plan and the annual Bureau Plan. Regularly report to the Chief Constable on these metrics.
- Recommend modifications of the Strategic Plan to the Chief Constable to respond to and reflect, among other things, environmental and operational change, and emerging risk and trends in crime and policing.
- Ensure SPS's vision, strategies and values are communicated, and promoted.
- **Relationships with the Chief Constable and the Surrey Police Board**
- Build strong working relationships with the Chief Constable, the Surrey Police Board, and its Committees.
- Maintain open, proactive, regular, and timely communications with the Chief Constable and at their direction with the Surrey Police Board.
- Proactively inform the Chief Constable of strategic, operational, administrative, and financial matters relevant to the strategic plan, the annual budget, and SPS policies.
- Attend meetings of the Surrey Police Board as requested by the Chief Constable.
- Report to the SPB on matters addressed in, or in relation to or in accordance with the *Police Act*.
- **SPS RCMP Transition**
- Establish strong relationships with the RCMP and other policing and law enforcement agencies at appropriate levels to develop, support and implement the Phased Integrated Transition Model.



- Work with the Chief Constable, the Surrey Police Board, key stakeholders, and partners on the policing services offered to the residents of Surrey during the transition.
- Develop work plans to support the transition, with appropriate contingency plans and flexibility.
  
- **Community Engagement / Communications**
- Build inclusive, credible relationships with the community to foster a climate of openness and trust.
- Deliver the public engagement model and communications model.
- Support the Chief Constable in the implementation of the Board's Indigenization Strategy.
- Proactively inform the Chief Constable of policing or public safety issues and community concerns with respect to policing and law enforcement expressed by the community, staff, the City, or other key stakeholders and partners.
- May speak on behalf of the SPS at the direction of the Chief Constable, on Bureau activities and operational policing matters, following appropriate consultation. Develop appropriate relationships with the media.
  
- **Human Resources**
- Provide leadership to Bureau staff (including sworn police officers and civilian staff) and support the development and sustainment of an inclusive, supportive, and safe workplace.
- Provide leadership and guidance to the senior Bureau management team, ensuring roles, responsibilities, and deliverables are clearly defined and authorities are clearly established.
- Maintain an effective operational structure, with management succession planning, and effective employee recruitment, training and development, and retention programs.
- Foster a culture that encourages ethical practices and individual integrity and accountability.
- Build a workforce that reflects the community SPS serves.
- Ensure excellence in occupational health and safety with a commitment to employee well-being and success.
- Discipline: Ensures discipline is maintained at the Bureau level as per SPS regulations and legal requirements. Act as the disciplinary authority for the Bureau in matters relating to labour relations. Ensures SPS protocol is followed when dealing with the unions and labour process.
  
- **External relationships**
- Sustain open, collaborative, and constructive working relationships with the City of Surrey. Work with other City leaders on initiatives of mutual benefit and overlapping accountabilities.
- Sustain positive working relationships with all levels of government, and policing and law enforcement agencies locally, provincially, and nationally. Sustain good working relationships with other police departments in BC and with police associations across Canada to keep current with the activities of policing in Canada.
- Identify and form relationships/working partnerships with other external stakeholders and partners (e.g., Fraser Health, Surrey School District, not-for-profits, etc.) to deliver on the objectives and goals of the strategic plan.
- Sustain collaborative and constructive relationships with Indigenous communities, leaders, organizations, and members.
- Sustain collaborative and constructive partnerships with the business community, businesses, and its representatives.

- **Administration**
- Implement the annual budget and report Bureau progress to the Chief Constable. Establish effective control, coordination, and measurement systems for the Bureau, in support of overall SPS operations, within established practices. Work within internal budget and management systems.
- Authorize the commitment of resources and enter into agreements in accordance with authority levels, budgets, and the plans approved by the Surrey Police Board.
- Ensure SPS activities are conducted in accordance with laws, regulations, standards, and requirements established by the Ministry and the Director of Police Services, sound business practices, and board-approved rules and policies, including the *Code of Conduct Policy*.
- Ensure SPS's reporting requirements are met. Ensures administrative controls are in place to evaluate numerous functions including, budgets, deployment, authorized leaves, performance reviews, and reconciliation accounting to ensure they fall within SPS and Bureau policies and guidelines. Conduct periodic audits to ensure objectives are met.
- While respecting SPS's independence, explore opportunities to share resources with the City of Surrey, and enter into relationships with other policing and law enforcement organizations to enhance and expand operational efficiency and effectiveness.
  
- **Executive Team Member**
- Participates in the strategic planning process for SPS and implements steps to achieve the strategic goals. Using a team approach, develop objectives, goals, strategies and polices to support the overall direction of SPS. Participate with other members of the Executive Team in decision-making as it relates to political, operational, financial, structural, and human resources and labour relations issues. May act in the place of the Chief Constable during their absence and/or represent the Chief Constable at designated meetings. May cover other Bureaus during the absence of another Deputy Chief Constable.

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## Schedule B

### GROUP BENEFITS

- **Life Insurance**

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3 times annual base salary

- **Accidental Death & Dismemberment Insurance**

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3 times annual base salary

- **Short Term Disability (STD)**

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The full terms of the STD benefits are set out in the "SHORT TERM DISABILITY BENEFITS Executive" Practices.

1.5 days are accrued each month as sick leave credits. The sick leave credits provide income support until Long Term Disability coverage applies.

The Employee will be credited with initial sick leave credits of 36 days (288 hours). All other terms of the STD benefit as set out in the practices will remain unchanged. Any sick leave credits are not eligible for payout at the time of termination.

If the sick leave credits are depleted before LTD is available, the employee may access the Exempt Supplemental Sick Plan, which pays two-thirds of base pay until acceptance onto LTD, 6 months has elapsed, the employee is no longer disabled, or age 60, whichever is sooner. Full terms are set out in the practice.

The employee will have to provide acceptable medical documentation and meet other eligibility requirements to receive these benefits.

- **Long Term Disability (LTD)**

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LTD begins 6 months after the date of first became continuously disabled and pays two-thirds of base pay (up to a maximum of \$20,000 per month) to age 60, or the date no longer disabled, whichever is sooner. The employee is required to provide acceptable medical documentation and meet other eligibility requirements to receive this benefit.

- **Extended Health**

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\$25 deductible per year, per individual or family. \$2,000,000 lifetime limit per person. *Eligible expenses are subject to reasonable and customary limitations.*

**Prescriptions** — 100% eligible prescriptions coverage with mandatory generic drugs

**Eye Exams** — Once every 2 calendar years provided by an ophthalmologist or licensed optometrist

**Glasses/Contact Lenses/Laser Eye Surgery** — \$400 every 24 consecutive months (12 months if you have a prescription change) for glasses or contact lenses; laser eye correction surgery lifetime maximum up to \$500 per eye

**Licensed Speech Therapist** — \$500 per person per calendar year

**Licensed Clinical Psychologist / Clinical Counsellor** — \$3,500 per person per calendar year

**Licensed Acupuncturist** — \$500 per person per calendar year

**Licensed Naturopath** — \$500 per person per calendar year

**Licensed Chiropractor** — \$500 per person per calendar year (includes one x-ray per year)

**Licensed Physiotherapist** — Unlimited

**Licensed Masseur** — Unlimited when prescribed by a doctor for employee; \$400 per calendar year for eligible dependents

**Licensed Podiatrist/Chiropractist** — Unlimited (includes one x-ray per year)

**Licensed Occupational Therapist** — Unlimited (includes one x-ray per year)

**Hearing Aids** — Up to \$1,200 per person over a period of 5 calendar years, includes repairs

- **Emergency Travel Insurance**

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Emergency Travel Insurance provides out-of-country emergency medical travel insurance.

- **Dental**

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Dental coverage is divided into 5 levels. It is recommended that the employee obtain a predetermination for any major procedural expense.

**Levels I & II – 100% Reimbursement of Eligible Expenses**

- » Cleanings, check-ups, fillings (amalgam, composite, acrylic, or equivalent), and extractions
- » Root canal therapy and root canal fillings
- » Surgery and related anesthesia
- » Inlays and onlays covered under Level II

**Levels III & IV – 80% Reimbursement of Eligible Expenses**

- » Crowns and repairs to crowns
- » Repairs of bridges or dentures
- » Rebase or relines of an existing partial or complete denture
- » Construction and insertion of bridges or standard dentures

**Level V – 80% Reimbursement of Eligible Expenses**

- » Lifetime maximum of \$5,000 per person
- » Orthodontic examinations and orthodontic diagnostic services
- » Fixed or removable appliances such as braces

- **Date of Coverage**

Date of Hire providing the employee is actively at work. This includes:

**Life Insurance**

**Accidental Death & Dismemberment Insurance (ADD)**

**Short Term Disability**

**Long Term Disability (LTD) Extended Health Emergency Travel**

**Dental**

With the exception of Life Insurance and LTD, all other benefits end the date employment ends or upon retirement, whichever is sooner.

Life Insurance coverage ends at age 70 or the date employment ends, whichever is sooner. LTD coverage ends at age 60 or the date employment ends, whichever is sooner.

In case of discrepancies, the provider's insurance/benefit plans are the binding documents.

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