

# **REQUEST FOR EXPRESSION OF INTEREST**

## **STE ANNE SUMMER VILLAGES EMERGENCY PARTNERSHIP**

### **Contract Position: Regional Director of Emergency Management**

#### **Reports to: SVREMP ADVISORY COMMITTEE**

#### **Summary:**

The Regional Director of Emergency Management is a leadership position authorized by Ministerial Order. The RDEM in collaboration with the RDDEM, is responsible for the development, implementation, and oversight of a comprehensive regional emergency management partnership for municipalities including Summer Villages and the Village of Alberta Beach in the County of Lac Ste Anne.

This role involves coordinating with various stakeholders, including local governments, emergency services, community organizations, and agencies, to ensure the region's preparedness for, response to, and recovery from a wide range of emergencies and disasters. This emphasis is on ensuring all roles and functions are filled in accordance with the REMP and as necessitated by the complexity of the emergency.

The Regional DEM oversees the development and ongoing maintenance of the Emergency Management plans, conducts training and exercises, manages resources, and provides guidance and support during actual emergencies.

#### **Responsibilities:**

- **Strategic Planning and Development:**
  - Work collaboratively with AEMA to identify and ensure compliance with regional requirements resulting from legislative changes outlined in LAEMR.
  - Ongoing updates and maintenance of the comprehensive regional emergency management plan (REMP) that addresses all phases of emergency management: mitigation, preparedness, response, and recovery.
  - Ongoing updates of Municipal Continuity Plans
  - Annual Updates provided to municipalities for inclusion in Emergency Kits
  - Work collaboratively with respective DEMs to conduct hazard and risk assessments in participating municipalities to identify potential risks and plans to mitigate risks.
  - Establish goals and objectives for the regional emergency management program, in alignment with provincial regulations and best practices.
  - Develop and maintain mutual aid agreements and other cooperative

arrangements with neighboring jurisdictions and agencies.

- **Coordination and Collaboration:**

- Foster strong relationships and partnerships with local government officials, emergency services agencies (e.g., Fire, Police, EMS), healthcare organizations, non-profit organizations, and community groups.
- Work collaboratively with the SVREMP Agency and Advisory Committees to coordinate community events, activities, meetings and training sessions.
- Serve as a liaison between the local, regional, and provincial emergency management organizations.
- Facilitate communication and information sharing among stakeholders before, during, and after emergencies.
- Liaise, develop, and maintain Vendor Supplier Agreements. Review and update on an annual basis

- **Program Implementation and Management:**

- Oversee the implementation of the regional emergency management plan, ensuring that all components are effectively integrated and coordinated.
- Assist with development and delivery of training programs and table top exercises for emergency responders, government officials, and community members at the local and regional level.
- Be prepared to activate the regional emergency operations center (EOC) and ensure its readiness in the event of an emergency,
- In the event of an activation, coordinate the acquisition, maintenance, and deployment of emergency management resources and equipment.
- Develop and manage the emergency management budget for Council approval
- Identifying and securing funding sources through grant applications, etc.

- **Emergency Response and Recovery:**

- Provide oversight and guidance for local emergency events
- Activate and manage the regional EOC at one of the designated facilities, during emergencies, providing overall coordination and support to response efforts.
- Ensure mobile, portable and stationary communications are established and maintained to meet the changing needs of emergency preparedness.

- Provide guidance and support to partnership municipalities in the development and implementation of their emergency response plans.
- Assess damage and coordinate DRP recovery efforts following an event.
- Ensure the continuity of essential services during and after emergencies.
- **Public Education and Outreach:**
  - Develop, implement and share public information promoting community preparedness with an emphasis on the importance of 72 hour preparedness.
  - Provide information to the public about potential hazards, emergency plans, and protective actions.
  - Represent the region at public meetings, conferences, and workshops.
  - Utilize various communication channels, including social media, to disseminate emergency information.
- **Compliance and Reporting:**
  - Ensure compliance with all provincial regulations, and standards related to emergency management.
  - Update Agency and Advisory Committee members on the status of the regional emergency management program.
  - Evaluate the effectiveness of the program and identify areas for improvement.

### **Qualifications:**

- Experience in emergency management, with significant experience in a leadership or management role.
- Extensive knowledge of emergency management principles, practices, and procedures.
- Thorough understanding of the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Demonstrated experience in developing and implementing emergency management plans, conducting training and exercises, and managing emergency operations.
- Strong leadership, communication, and interpersonal skills.
- Ability to work effectively with diverse groups and build consensus among stakeholders.
- Excellent analytical, problem-solving, and decision-making skills.
- Ability to work under pressure and in stressful situations.
- Valid driver's license.

- Certifications: Completion of ICS - ideally ICS 400

**Preferred Qualifications:**

- Experience working in a multi-jurisdictional or regional setting.
- Experience in grant writing and budget management.
- Fluency in English

**Skills:**

- Leadership
- Strategic Planning
- Interagency Coordination
- Communication (written and verbal)
- Problem-solving
- Decision-making
- Project Management
- Budget Management
- Training and Exercise Development
- Public Speaking
- Emergency Operations
- Incident Command System (ICS)
- National Incident Management System (NIMS)