



**Village of Mannville
Policy # 2400-02**

Municipal DEM Appointment

Policy Title: Municipal Director of Emergency Management Appointment
Policy Number: 2400-02
Effective Date: February 23, 2011

Policy

This policy outlines the process and section criteria for Council of The Village of Mannville to appoint a Director of Emergency Management (DEM) position in accordance with Section 11.2 (1) and (2) of the Emergency Management Act. (the Act) and identify the responsibilities of the DEM role. This policy will provide stability and operational transparency to the position of Director of Emergency Management as the most important function in the Village of Mannville Municipal Emergency Management Program.

Purpose:

The position of the Municipal Director of Emergency Management (DEM) is outlined in the Emergency Management Act as the lead for the Municipal Emergency Management Agency, responsible for municipal emergency management planning and operations.

Council shall appoint someone who meets established criteria and can provide the necessary time commitment and availability. Strong consideration should be given to a municipal staff member (e.g. administration, protective services, public works, etc.) to provide long term stability to the position while recognizing the other roles in emergency management that the individual may more appropriately fill.

1.0 Definitions

1.1 ***"DEM"*** shall be the abbreviation of the *Director of Emergency Management* as defined under the *Alberta Municipal Emergency Act*

1.2 ***"Director of Emergency Management"*** as defined under the *Alberta Municipal Emergency Act*

1.3 ***"Municipal Emergency Management Plan"*** shall have the same meaning as defined under the *Alberta Municipal Emergency Act* and will be recognized with the abbreviation of MEMP.

1.4 ***"EOC"*** shall be the abbreviation for the **Emergency Operations Centre**.

Policy #

	Date	Resolution Number
Approved	Feb. 23, 2011	M-11-02-23-06
Amended	January 24, 2012	2012-01-24-07
Amended		



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2.0 Procedure:

2.1. The DEM position can be filled by passing a motion to appoint whomever Council deems appropriate for this important planning and operational role. Such appoint shall remain in effect until rescinded.

2.2 The appointed DEM shall remain responsible and accountable to:

- a) Prepare and co-ordinate emergency plans and programs for the municipality,
- b) Act as director of emergency operations on behalf of the emergency management agency,
- c) Co-ordinate all emergency services and other resources used in an emergency, and
- d) Operate the EOC during an emergency.
- e) Perform other duties as prescribed by the Village of Mannville,

2.3 All functions as further detailed in “Annex 1- Fact Sheet for Emergency Management positions” attached to and forming part of this policy may be delegated by the DEM.

3.0 End of Policy

Mayor

Chief Administrative Officer

Policy #

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Approved	Feb. 23, 2011	M-11-02-23-06
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