

Village of Hines Creek Council Request for Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	October 8, 2019
Originated By:	Leanne Walmsley, Chief Administrative Officer
Title:	New Business – Alberta Emergency Management Agency Community Emergency Plan Review on September 5, 2019
File:	1206

BACKGROUND/PROPOSAL:

Staff met with Field Officer, Ken Hawrylenko from Alberta Emergency Management Agency on September 5, 2019 of go over our Community Emergency Management Program.

Attached is the Community Emergency Management Program Review for 2019 for your review.

They will continue to review our Plan yearly and advise us in advance as the review date approaches. The attached letter is our proof that a Plan Review was conducted in 2019

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

COSTS/SOURCE OF FUNDING (if applicable)

RECOMMENDED ACTION:

That Council receives the Community Emergency Plan Review conducted on September 5, 2019 as information.

Initials show support- Reviewed by:	Manager:	C.A.O. <i>fw</i>
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September 05, 2019

Ms. Karen Young
Director of Emergency Management, (DEM)
PO Box 421,
Village of Hines Creek
T0H 2A0

Re: Community Emergency Plan Review on 2019 September 05

Karen,

I appreciate the time you and your Staff took out of your day that allowed me the opportunity to conduct an Annual Emergency Management Visit on 2019 AUG 21 at the Village Office. Since then, I was also able to complete a Full Community Emergency Plan Review. Going forward regarding Plan Reviews, we now utilize a Community Emergency Management Program Review Document – of which a scanned copy has been attached for your perusal and subsequent comments or concerns.

We will continue to review your Plan yearly and advise you in advance as the Review date approaches. Please retain this Letter as proof that a Plan Review was conducted in 2019.

If you require any assistance or have any questions please feel free to contact me or Brice Daly.

Sincerely,



Ken Hawrylenko
Field Officer,
North West Alberta Region
Alberta Emergency Management Agency

CC: Ms. Leanne Walmsley – Deputy Director of Emergency Management
CC: Ms. Kim Kuntz – Administrative Assistant / Bylaw Enforcement
CC: Mr. Jason Cox - Public Works Foreman
CC: Mr. Brice Daly – AEMA North West Region Field Officer



Community Emergency Management Program (CEMP) Review

YEAR: 2019

Community / Municipality / Regional Name:

Village of Hines Creek

Regional Partners:

EM Agreement with: MD of Fairview NO. 136, Town of Fairview, MD of Peace NO. 135 and Clear Hills County.

Emergency Management Officials Present at Meeting:

Karen Young
Leanne Walmsley
Jason Cox
Kim Kuntz
Meeting was held on 2019 AUG 21 at 1000hrs.

Date of Review:

2019 SEP 05

Field Officer(s):

Ken Hawrylenko

Field Officer(s) Signature(s):

Summary:

Bylaw:

The Village of Hines Creek does not currently have an EM Bylaw. Although Items #1 through #12 within this Document are indeed included in your Plan, please ensure the Items are included in your new EM Bylaw to be in compliance with the new LEMR. Item #13 refers to ICS and your Plan mentions Emergency Site Management; that Command system is no longer in effect.

Emergency Program:

Notes made on page 4

Exercises & Training:

Notes made on page 5

Best Practices:

Notes made on page 6

Bylaw:

#	LEMR	Requirements	Yes	No	N/A
1	Section (1)	Appoints an emergency advisory committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Section 2(2)(a)	Sets out the purposes of the committee, both during an emergency or disaster and when those events are not occurring.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Section 2(2)(b)	Establishes that the committee provides guidance and direction to the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Section 2(2)(c)	Establishes procedures that must be followed when declaring a state of local emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Section 2(2)(d)	Identifies the committee's membership and Chair by title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Section 2(2)(e)	Sets out a minimum meeting frequency for the committee, which must be at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Section 2(2)(f)	Outlines committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Section 3(1)	Establishes the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Section 3(2)(a)	Sets out the responsibilities of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Section 3(2)(d)	Identifies the frequency at which the agency must report to the emergency advisory committee: <ul style="list-style-type: none"> - Must be once per year - Must include an update on the agency's review of the local authority's emergency plan 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Section 3(2)(e)	States that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency - Need for ICS Training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Section 3(2)(f)	If the agency is acting as the agent of more than one local authority, indicates which local authorities the agency is acting for	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Section 7(1) 7(2)	If the local authority has delegated some or all of its powers or duties under the Act to a regional services commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Section 7(2)	If the local authority is to be represented by a joint committee, sets out which powers or duties are delegated to the joint committee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Section 7(3)(a)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Section 7(3)(b)	The other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to it from the summer village	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bylaw Comments:

Ensure you are familiar with Revisions to the updated EM Act of AB. (2018 NOV)
There is an EM Bylaw Template in CEMP in the Document Library that you may find useful. Please ensure all elements of the LEMR Legislation are included in your new EM Bylaw.

Emergency Program:

#	LEMR	Requirements	Yes	No	N/A
19	Section 4(a)	A description of the administration of the emergency management program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	Section 4(b)	The procedures for implementing the emergency plan during an emergency or exercise response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Section 4(c)	The local authority's plan for preparedness, response and recovery activities. Needs to be documented.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	Section 4(d)	A Hazard and Risk Assessment – There is a User Friendly Risk Assessment in CEMP which you may find more favorable than the one in Annex D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Section 4(e)	Emergency management program exercises that the local authority will engage in	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	Section 4(f)	The plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Section 4(g)	The emergency management agency's plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Section 4(h)	How the command, control and coordination system prescribed by Section 3(3) LAEMR will be used by the emergency management agency. Need ICS Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27	Section 4(i)	The assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Section 4(j)	A training plan for staff assigned with responsibilities under the emergency plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
29	Section 4(k)	The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Section 4(l)	The plan for communications, public alerts and notifications during exercises, emergencies and disasters. But no mention of AEA –AB. Emergency Alert	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Section 4(m)	The plan for providing emergency social services during an emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Section 5(1)	The emergency management agency must review the emergency plan that applies to that local authority at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Section 5(2)	The emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually. To date, there have been no issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Section 5(3)	In the case of a summer village that has delegated their duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsection (1) and (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Emergency Program Comments:

Exercises & Training:

#	LEMR	Requirements	Yes	No	N/A
35	Section 6(1)	Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 exercise per year in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario- RE: Table Top EX 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
36	Section 6(2)	The emergency management agency must engage in at least 1 exercise every 4 years in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Carry out actions as if the significant emergency or disaster was actually occurring, without deploying personnel or other resources- Functional EX 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
37	Section 6(3)	The emergency management agency has met the requirements of subsection (2) by responding to an emergency or disaster within the previous 4 years that resulted in the implementation of the emergency plan and a written post-incident assessment that included observations and recommendations for improvement and correction action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
38	Section 6(4)	The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan- Last Table Top EX took place on 2017 FEB 02	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
39	Section 6(5)	The emergency management agency must submit an exercise notification to Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in Section 6(2)- No Concerns from NW Region Field Officers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Section 6(6)	The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
41	Section 8(2)(a)	Each elected official must complete the Municipal Elected Officials course within 90 days of taking official oath	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
42	Section 8(3) 8(4) 8(5)	Councillors of an ID, persons with delegated powers and duties for an ID, Special Areas Board members – each person must complete the Municipal Elected Officials course within 90 days of appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43	Section 10(1) 10(2)	The Director of the Emergency Management Agency must complete courses, as posted by the Managing Director of the Alberta Emergency Management Agency on the agency website, within 18 months of appointment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100, ICS 200, ICS 300 - Director of Emergency Management course 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
44	Section 12(1) 12(25)	(Exemptions, extensions or alternate course credit may be granted by the Managing Director, Alberta Emergency Management Agency).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	Section 11(1) 11(2)	Each employee of the local authority who has been assigned responsibilities respecting the implementation of the emergency plan must complete courses, as posted by the Managing Director of the Alberta Emergency Management Agency on the agency website, within 6 months of assignment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Exercises & Training Comments:

Please ensure that Exercise and Training Requirements for Staff and your EM Agency are met.

Best Practices:

#	Requirements	Yes	No	N/A
46	Pre-Identification of Hazards - ANNEX D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Shelter-in-Place	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
48	Evacuation Plan - ANNEX E & ANNEX F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Re-Entry Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50	Pets Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51	Livestock Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
52	Post Event Procedures/Guidelines - Page 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Practices Comments:

All comments in this Document in Bold print reflect comments from your AEMA Field Officer. Regarding the Plans above not included in your Plan; your NW Region Field Officers have the ability to assist. Related to Line 52 on this page - more Post Event Procedures/Guidelines information within Page 6 of your Plan would be advantageous.