



SUMMER VILLAGE OF NAKAMUN PARK

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Request for Expressions of Interest

Deputy Director of Emergency Management (DDEM)
For the Summer Village of Nakamun Park

(Issued: October 4, 2024)
(Submissions Due: October 31, 2024)

Background:

The Summer Village of Nakamun Park, an incorporated municipality in the Province of Alberta, is seeking Expressions of Interest for a Deputy Director of Emergency Management (DDEM). The DDEM is an integral part of the municipality's mandated emergency planning and response framework, and by association the regional emergency management partnership team, the Ste. Anne Summer Villages Regional Emergency Management Partnership (SVREMP).

The emergency management team – locally and regionally – is tasked with advising local authorities on requirements and changes under the Emergency Management Act and related legislation, advocating for adoption of best practice emergency planning activities, initiating emergency management activities in the service area, and ensuring appropriate levels of training and resources are committed to meet established service levels.

The DDEM is directly subordinate to the local Director of Emergency Management. The DDEM is also first alternate to the regional Agency Committee of the SVREMP. Both primary obligations entail proactive engagement with stakeholders, reporting to council, and attendance at meetings and training activities hosted locally (as requested) and regionally (as called).

Position and Duties:

- The DDEM Position is a year-round casual contract engagement (option of a zero-hour or short-hour service contract), based on an expectation of ~4hours/month (average), including:
 - Monthly DDEM Report to Council (Written or Verbal)
 - Quarterly SVREMP Agency Meetings (In Person Attendance Preferred)
 - Participation in Planned Training Exercises through SVREMP (In Person Required)
 - Participation in the Annual Hazard and Risk Assessment (Local) and Summer Village Emergency Management Plan Updates.
 - Developing and maintaining local emergency management initiatives in the community, including development of communication strategies, evacuation plans, and ancillary activities (i.e. block captain program, etc.) as directed through council.
 - Working directly with administration to develop policies, procedures and budgets to ensure core and planned activities are delivered as expected.
 - Working directly with peer organizations to build an efficient regional service network, liaison on changing requirements and best practices for implementing same, and ensuring local perspectives remain a consideration in regional and provincial planning strategies.

- As required, and with provisions for additional compensation for same, the DDEM shall participate effectively and constructively during a local, or regional, emergency:

- The DDEM must be prepared to serve as primary contact during an emergency response event, including opening lines of communication with the community, field operations, first responders, local and/or provincial authorities, and SVREMP response teams. This role may include having to assume the role of Incident Commander during all, or part, of an emergency response event.
 - The DDEM must be prepared to actively serve in a role within the Incident Command Structure framework during a response event and support extended response activities within the SVREMP framework, as may be needed.
 - The DDEM must be knowledgeable and confident in their critical decision making during high-pressure situations, including the ability to advise local authorities on the declaring a State of Local Emergency (SOLE).
- Within the municipality’s emergency response plan, municipal continuity plan, and/or staff succession planning, the DDEM should be prepared to transition into the senior leadership role of Director of Emergency Management in an acting or interim capacity as the situation may require. As such, the DDEM should be proactive in obtaining new skills, training and experiences beyond those that may be considered a minimum standard for the DDEM position. The municipality will support this training, subject to budget approval.

Skills, Training and Requirements:

- The DDEM shall possess (or will obtain) and maintain the following certifications through the Alberta Emergency Management Agency (AEMA):
 - Incident Command Structure (ICS) – 300 (or Higher)
 - Basic Emergency Management Training Certificate
 - Director of Emergency Management Training Certificate
 - Elected Officials Emergency Management Training Certificate
 - Additional function specific training would be considered and asset, including:
 - Scribing for Emergency Management
 - The Planning P: A Practical Intensive for Emergency Managers
 - Any other “Position Specific” ICS Section Courses (Finance, Planning, etc.)
 - Any prior mock-emergency exercise participation would also be an asset.
- Strong written and verbal communication skills are a requirement. Possession/use of their own computer, internet and mobile phone services is expected of a successful candidate.
- Access to reliable year-round transportation is essential.
- A background in team-leadership, organizational management or community engagement would be considered assets for this position.

Special Notes:

- Considering the unique expectations of this position, with a premium on responsiveness to emerging situations, local candidates will be preferred (within 15km travelling distance of the Summer Village).
- Compensation for the position will be based on the Council Meeting and Meeting Fees Remuneration Policy, with established monthly meeting fees, stipends and reimbursement for travel expenses and

supplies, or some blend of same. Additional compensation for service in an emergency response situation would also be provided.

- The municipality recognizes that this position harbours a relatively novel set of skills. As such, while a fully trained candidate is preferred (at least ICS 300), the municipality is supportive of a “hire and train” arrangement for those interested in learning. Where an undertrained candidate is engaged, the municipality would seek a service agreement inclusive of a tiered performance of assigned roles, responsibilities, and compensation based on established training milestone targets.
- The position will be offered on a five-year term, allowing time to engage, grow, and train within the organization. The position will be contract based and subject to a three-month notice of termination clause.
- This Request for Expression of Interest will be used to establish a talent database for imminent shortlisting and selection of candidates to interview for this position. We thank all those who provide an Expression of Interest, however only those selected for interviews will be contacted. Interviews will take place in November 2024 and a successful candidate should be prepared to begin as early as January 1, 2025.

Submitting an Expression of Interest:

The municipality will be seeking submissions on the Request for Expression of Interest for DDEM until **4:00pm on Thursday October 31st, 2024**. Submission packages from individuals or business entities, including cover letters, resumes/CVs, professional/corporate backgrounds, and a list of relevant training can be sent to:

Summer Village of Nakamun Park
c/o Dwight Moskalyk, CAO
Mail: Box 1250 Onoway Alberta T0E 1V0
Email: cao@svnakamun.com
Drop-Off: Office Location - 2317 TWP Rd. 545 in Lac Ste. Anne County

Questions?

If you have any questions about this opportunity, please reach out to the undersigned to discuss.

Dwight Darren Moskalyk
Chief Administrative Officer
Summer Village of Nakamun Park
cao@svnakamun.com
780-967-0271 (office)