



## Emergency Management Plan (MEP) Governance Documentation Plan (GOV)

Function:	MEP Supporting Documentation		
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Document Library	MEP, Governance Annex		

**Please note:** All plan documents will be considered living documents and will be subject to revision as required with little to no notice. All revisions will be pre-approved by the EM Program Director and / or the DEM prior to document update. Please continue to check the SharePoint Library to ensure the latest version is being followed.

### Approved By:

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DEM

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Date

### Purpose / Background

As outlined in the overarching document, the Strathcona County MEP derives its legal authority from legislation and policies at both the provincial and municipal level. This Governance Documentation Plan includes details on the overarching provincial and municipal governing documentation, including legislation, bylaws and other County-specific policies.

### Scope

This plan shall describe the Acts, Regulations, Bylaws and corporate policies from which the MEP derives its legal authority. It does not include the standard operating procedures of departments responding as part of their normal business operations.

For ease of reference, the Governance Documentation Annex will be broken into specific components which describe the individual supporting documentation linked and appended to this Plan.

### Plan Objectives:

1. Provide a guide and quick access links to the applicable legislative, regulative and corporate governance documents relative to the MEP
2. Identify processes for implementation, maintenance and continual improvement of both the Plan and supporting documentation

## Provincial Acts and Regulations<sup>1</sup>

### Emergency Management Act (2018) (EMA)

The EMA is Alberta's primary provincial legislation delegating emergency management roles and responsibilities. It outlines the province's emergency preparedness and response authority at both the community and provincial level.

### Local Authority Emergency Management Regulation (2018) (LEMR)

The LEMR is the regulation that accompanies the EMA (2018). It was developed to help clarify the roles and responsibilities involved in emergency management including Emergency Advisory Committees (EACs), emergency management agencies (EMAs), Directors of emergency management (DEMs) and elected officials (MEOs).

The LEMR also outlines what must go into an emergency plan, the emergency management bylaws that each community must have, and the training and exercise requirements for various emergency management personnel.

The *Local Authority Emergency Management Regulation Summary (2018) (LEMR Summary)* provides a brief overview of the full regulation document.

### Municipal Government Act (2019) (MGA)

The MGA is the legislation that defines how communities operate in the province of Alberta. It was created to support the purposes of a community, which are to provide good government, services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the community to develop them, to keep them safe and viable. Such activities help to promote resilience in communities.

The MGA contains 2 components that are relevant to emergency management: the ability to pass and enforce bylaws and similar emergency powers to those offered in the EMA, but at the site of the incident only. Under section 551 of the MGA, a community may take whatever actions or measures are necessary to prevent, prepare for, or eliminate emergencies.

The MGA determines the powers and responsibilities a community has in preparing for or responding to ordinary or routine emergencies, while the EMA will typically apply for larger emergencies or disasters.

A copy of the MGA has not been linked to this plan as the EMA would take precedence for MEP activation.

### Amendments

From time to time, the province issues amendments to the legislation. Documentation on such amendments will be added to the **Provincial segment** of the **Governance Annex** as they occur.

## Municipal Bylaws and Corporate Policies

### Strathcona County Emergency Management Bylaw 17-2018 (EM Bylaw)

The Strathcona County EM Bylaw, empowered under the MGA and required under the EMA, is intended to assist the County in clarifying and communicating their internal response organization, the required emergency management activities and procedures of community emergency management staff, and required and prohibited activities of the public in keeping with the requirements set out in the EMA. This bylaw is intended to promote public safety or reduce the likelihood of emergencies or disasters. It also creates and empowers different local organizations and personnel, such as the emergency management agency and the Director of emergency management.

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<sup>1</sup> Excerpts from the 2020 AEMA Basic Emergency Management (BEM) course student manual, p.19-21

## Other Applicable County Bylaws and Policies

Other County Bylaws applicable to the MEP include:

- **Strathcona Land Use Bylaw**
- **Strathcona Municipal Policy Handbook**
- **Social Sustainability Framework**

## Roles and Responsibilities:

SCEMA shall:

- a) Maintain an awareness of the applicable key legislation and regulations, and update the MEP Governance Annex as required and appropriate
- b) Bring changes and amendments to the attention of the D/DEM and EAC, and provide recommendations for required amendments to the County's EM bylaw to ensure continual alignment with provincial legal guidelines

The EAC shall, in collaboration with the D/DEM (SCEMA):

- a) pass and enforce bylaws and enact emergency powers as authorized by the MGA and required under the EMA, to empower the County to take whatever actions or measures are necessary to prevent, prepare for, or eliminate emergencies.

The D/DEM (SCEMA) shall, in collaboration with the EAC and senior County Leadership:

- a) support the County's MEP and associated plans and procedures through compliance with the Strathcona County Bylaw and participate as required in actions or measures intended to prevent, prepare for or eliminate emergencies.

## Supporting Plans and Resources

This overarching Governance Documentation Plan is supported by the **Governance Annex**, organized into the following components.

- **Provincial Legislation and Regulations**
- **Strathcona County Bylaws and Corporate Policies**
- **Delegation of DEM Authority to the Fire Chief, Director of Emergency Services (2012)**

Each component provides specific documentation intended to provide guidance on the legal authority of the MEP.

## Evaluation

### Audit and Review

Strathcona County Emergency Management Division shall conduct annual audits and reviews to determine conformance and effectiveness of the implementation and maintenance of the EOP and its component parts. Such audits and reviews shall include, but not be limited to in-depth After Action Reviews (AARs), Quality Management annual internal and external ISO audits, and the annual AEMA audit as required under the LAEMR.

### Corrective Action

The County's Emergency Management Division shall take corrective action on identified deficiencies, gaps, and limitations, to ensure that lessons documented in the various program evaluations, exercises, tests, and audit review processes become lessons learned and implemented.

## **Management Review**

### **Senior Management Review**

This Annex shall be included in the MEP Annual review by the County's Senior Leadership, including members of the EAC and SCEMA, as outlined in the MEP Executive Summary.

### **Continual Improvement**

The program review process shall incorporate ongoing analysis and evaluation, as well as corrective action planning and review as outlined in the MEP.