



**City of Lloydminster
Information Report (IR)**

Subject Matter: 2023-2024 Alberta Emergency Management Agency Audit

Department: Office of the City Clerk

Presented By: Andrew DeGruchy

GPC Meeting Date: February 12, 2024

Topic: Presentation on biennial AEMA audit of the City of Lloydminster Emergency Management programming and compliance with the *Emergency Management Act* and *Local Authority Emergency Management Regulation*.

Background: On a biennial basis, the Alberta Emergency Management Agency (AEMA) will appoint a regional field officer to audit the municipality's emergency management programs, bylaws, and meetings to ensure compliance with both the *Emergency Management Act (E-6.8)* and the *Local Authority Emergency Management Regulation (203/2018)*. The 2023-2024 calendar year's audit which occurred on January 24, 2024, showed that the City of Lloydminster continues to showcase a strong emergency management program and is largely compliant with Act requirements. The audit consisted of 4 sections which included Bylaw/Orders, Emergency Plan, Exercises, and Training Requirements:

Bylaw/Orders:

While the City remains in compliance with current Emergency Management bylaws and Committee/Agency requirements, some housekeeping items were noted in the audit which will be addressed at a later date through a new Emergency Management Bylaw, this includes appointing an Emergency Advisory Committee Chair, and establishing quorum protocols for decision making and state of local emergency declarations.

Emergency Plan:

The current Municipal Emergency Management Plan contains all required sections per legislation. AEMA field officer noted that while the plan was well developed, some improvement could be made on contact information, ICS processes, and including various annexes to support Lloydminster-specific hazards. Lloydminster Emergency Management has begun steps to complete a full review of the current Emergency Management Plan for replacement or revision.

Exercises:

The City of Lloydminster remains committed to performing an annual tabletop and function scale exercise. This far exceeds provincial regulations.

Training:

The City of Lloydminster's training programs and syllabus for Incident Management Team personnel again far exceed provincial requirements placing us in compliance with current legislation.

Supplemental to the audit, the AEMA field officer offered some best practices that the City of Lloydminster could consider to better develop a more enhanced emergency management program. These recommendations will be discussed with the Agency and Committee for future prioritization. The AEMA field officer also congratulated the City of Lloydminster for not only having a well-developed program, but also promoting regional capacity building through the Regional Emergency Management Collective.

Objective: *The Lloydminster Charter* identifies that the City of Lloydminster shall follow the *Emergency Management Act* through the Government of Alberta, creating a requirement for a biennial audit from provincial officials.

Options:

1. That the Committee accept this report as information.
2. That the Committee request more information and that the item be brought forward to a future Governance & Priorities Committee meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Providing a Safe Community.

Governance Implications: Bylaw 06-2020 Emergency Management Bylaw will be updated.

Budget/Financial Implications: N/A

Environmental Implications: N/A



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Report Approval Details

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This report and all of its attachments were approved and signed as outlined below:

Doug Rodwell

Dion Pollard