

AEMA Annual Visit / Review

Year: 2023-2024

Community:

City of Lloydminster

Date of Review and Meeting Format:

January 24, 2024 - In-Person Meeting

Emergency Management Officials present at meeting:

Andrew DeGruchy DEM

General Comments:

Field Officer: Name(s) and signature(s)

Ian Fox

BYLAW / ORDER requirements

1. LEMR Section 2(1)	Appoints an Emergency Advisory Committee.	Yes
2. LEMR Section 2(2)(a)	Sets out the purposes of the Committee both during an emergency or disaster and when those events are not occurring.	Yes
3. LEMR Section 2(2)(b)	Establishes that the Committee provides guidance and direction to the local authority's Emergency Management Agency.	Yes
4. LEMR Section 2(2)(c)	Establishes the procedures that must be followed when declaring a state of local emergency.	Yes
5. LEMR Section 2(2)(d)	Identifies the Committee's membership and Chair by title or position.	No
6. LEMR Section 2(2)(e)	Sets out a minimum meeting frequency for the Committee, of at least once per year.	Yes
7. LEMR Section 2(2)(f)	Outlines Committee quorum and procedural requirements for decision making unless these requirements are set out in another bylaw.	No
8. LEMR Section 3(1)	Establishes the local authority's Emergency Management Agency.	Yes
9. LEMR Section 3(2)(a)	Sets out the responsibilities of the EM Agency.	Yes
10. LEMR 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.	Yes
11. LEMR Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program.	Yes
12. LEMR Section 3(2)(d)	Identifies the frequency at which the Agency must report to the Emergency Advisory Committee: - must be once per year - must include an update on the Agency's review of the local authority's emergency plan and activities.	Yes
13. LEMR Section 3(2)(e)	States that a 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.	Yes
14. LEMR 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.	N/A
Acting as Agent for the following local authorities:		
15. LEMR Section 7(1), 14(b)	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.	N/A N/A

16. LEMR Section 7(2), 14(c)	If the local authority is to be represented by a Joint Committee, sets out which powers or duties are delegated to the Joint Committee.	N/A
17. LEMR Section 7(3)(a), 14(d)	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.	N/A
18. LEMR Section 7(3)(b)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, the other local authority must establish in a by law that it has accepted the powers and duties that have been delegated to it.	N/A
19. LEMR Section 2(3), 3(4)	Emergency Management Bylaw (# and date) 06-2020 Dec. 03, 2020	
Date of last Emergency Advisory Committee meeting: Dec. 06, 2020		
Date of last Emergency Management Agency meeting: Dec. 07, 2020		

Bylaw / Order Comments

With respect to the Committee TOR, the DEM and Manager are not part of the committee. The committee is advisory in nature, no authority to make decisions hence no real requirement for chair/quorum confirmation. Agency TOR should be titled just Agency and not Agency Committee.

EMERGENCY PLAN requirements:

20. LEMR Section 4(a)	Includes a description of the administration of the local authority's emergency management program.	Yes
21. LEMR Section 4(b)	Includes the procedures for implementing the emergency plan during an emergency or exercise response.	Yes
22. LEMR Section 4(c)	Includes the local authority's plan for preparedness, response and recovery activities.	Yes
23. LEMR Section 4(d)	Includes a hazard and risk assessment.	Yes
24. LEMR Section 4(e)	Includes the emergency management program exercises that the local authority will engage in.	Yes
25. LEMR Section 4(f)	Includes a plan for regular review and maintenance of the local authority's emergency plan.	Yes
26. LEMR Section 4(g)	Includes the Agency's plan for the review and maintenance of the local authority's emergency plan after an exercise, emergency or disaster.	Yes
27. LEMR Section 4(h)	Includes how the command, control and coordination system prescribed by Section 3(3) will be used by the local authority's emergency management agency.	Yes
28. LEMR Section 4(i)	Includes the assignment of responsibilities to employees and elected officials, by position, when the local authority's emergency plan is activated.	Yes

29. LEMR Section 4(j)	Includes a training plan for staff assigned with responsibilities under the emergency plan.	Yes
30. LEMR Section 4(k)	Includes 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 local authority's emergency plan.	Yes
31. LEMR Section 4(l)	Includes the local authority's plan for communications, public alerts and notifications during exercises, emergencies and disasters.	Yes
32. LEMR Section 4(m)	Includes the local authority's plan for providing emergency social services during an emergency or disaster.	Yes
33. LEMR Section 5(1)	The Emergency Management Agency must review the emergency plan that applies to that local authority at least once per year.	Yes
34. LEMR 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.	Yes
35. LEMR Section 5(3)	In the case of a summer village that has delegated the summer village's 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 subsections (1) and (2).	N/A
Date of current risk assessment: 2019		

Emergency Plan Comments

You may wish to make contact list a little quicker to access. As you continue to progress through plan improvements and on a regional basis, you may want to start to consider actual processes to be followed by the respective ICS defined sections vs the generic ICS information.

EXERCISES

36. LEMR Section 6(1)(2)(4)(5)(6)	<p>Which type of exercise did the Emergency Management Agency participate in this year?</p> <p>(1) Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 table top exercise per year.</p> <p>(2) The emergency management agency must engage in at least 1 functional exercise every 4 years.</p> <p>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.</p>	Table Top
Exercise Notification	The Emergency Management Agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in Section 6(2). The exercise notification must outline the	

	exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted.	
Exercise Details		
Local / Regional: Local Date: Dec. 6, 2023 Scenario: Chlorine release Objectives: Testing response procedures as per federal guidelines Participants: Lloydminster IMT, Water treatment plant response procedures		
37. LEMR Section 6(3)	Response to an emergency or disaster that required the activation of the emergency plan.	No
38. LEMR Section 6(3)	Response included a Post-Incident Assessment.	
Response Details		
Next Functional Exercise Due: 2027		

Exercise Comments

LEMUR Sections 6(5)(6) requires Notification to AEMA 90 days prior to a functional exercise, along with the following information: Date, Scenario. Objectives, List of Participants. There were actually two functional exercises, one full scale and 3 tabletops conducted in the 2023-2024 period.

TRAINING

39. LEMR Section 8(1), 8(2)(a), 9(1-3)	Elected Officials, Councillors of an ID, Special Areas Board Members to complete the following courses within 90 days of taking oath or being appointed.	
	MEO	Yes

Comments

40. LEMR Section 10(1)(2), 12, 13	The Director of the Emergency Management Agency must complete the following courses within 18 months of appointment.	
	Basic Emergency Management	Yes
	ICS 100	Yes
	ICS 200	Yes
	ICS 300	Yes
	DEM Course	Yes

Comments

41. LEMR 11(1)(2)	Each employee with assigned EM responsibilities must complete the following courses within 6 months of assignment.	
	Basic Emergency Management	Yes
	ICS 100	Yes

Comments

BEST PRACTICES

Best Practices Recommendations

Evacuation Plan, Shelter-in-Place Plan, ESS Plan, Post Event Procedures / Guidelines, Pets / Companion Animal Plan, Primary Location of ICP, Secondary Location of ICP

Best Practices Comments