



AGENDA

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON TUESDAY, SEPTEMBER 3, 2024 AT 4:30 PM.

MOTION

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

X

3. ADOPTION OF THE MINUTES

ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: March 4, 2024 X

4. BUSINESS ARISING FROM THE MINUTES

5. ACTION ITEMS

ITEM No.5.1 Community Emergency Management Plan (CEMP) X

6. DELEGATIONS

7. MEDIA INQUIRIES

8. CLOSED SESSION

9. OPEN SESSION

10. CLOSE OF MEETING

X

Municipal Emergency Management Committee Request for Decision

Meeting Date: September 3, 2024

Subject:

Minutes of the Municipal Emergency Management Committee: March 4, 2024

Recommendation:

The Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on March 4, 2024, as presented.

Background:

Minutes of the March 4, 2024, Regular Meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

Legislation / Authority:

MGA, Section 208.

Strategic Plan Alignment:

None.

Financial Implication:

None.

Service Level / Staff Resource Implication:

None.

Justification:

Approval of minutes is in accordance with the *Municipal Government Act*, Section 208.

Alternative(s):

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on March 4, 2024, as amended.



Attachment(s): March 4, 2024 Draft MEMC Minutes

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH 4, 2024, AT 4:30 PM.

Chairperson

Jack Brewin

Members

Garth Bekkering

Absent

Andrew Prokop

Chief Administrative Officer

Derrin Thibault

Staff

Brittany Gilbertson

Steve Munshaw

CALL TO ORDER

Chair Brewin called the Meeting to Order at 4:30 PM.

ADOPTION OF THE AGENDA

Chair Brewin inquired if there were any additions or deletions to the Agenda, and there were none.

RES. 1/2024

MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

1/2024

Meeting Date
3/4/2024

ADOPTION OF THE MINUTES

1) Minutes of the Municipal Emergency Management Committee: October 3, 2023

RES. 2/2024

MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on October 3, 2023, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

ACTION ITEMS

1) Community Emergency Management Plan (CEMP) Review

Chief S. Munshaw, of the Taber Fire Department and the Director of Emergency Management, presented the Community Emergency Management Plan (CEMP) for its annual review.

RES. 3/2024

MOVED by Councillor Bekkering that the Municipal Emergency Management Committee accepts the Town of Taber's updated 2024 Community Emergency Management Plan (CEMP), for information.

CARRIED UNANIMOUSLY

2) Rescue Pumper

Chief S. Munshaw presented the information for the Rescue Pumper that had been ordered by the Taber Fire Department.

The Committee discussed the information presented.

ACTION ITEMS – CONT'D

2) Rescue Pumper – Cont'd

RES. 4/2024

MOVED by Councillor Bekkering that the Municipal Emergency Management Committee accepts this report for information only.

CARRIED UNANIMOUSLY

3) Drought awareness

Chief S. Munshaw provided details for the ongoing drought mediation efforts made by the Province and the Town of Taber.

The Committee discussed the involvement of the Town of Taber and the Municipal Emergency Management Committee.

RES. 5/2024

MOVED by Councillor Bekkering that the Municipal Emergency Management Committee accepts this for information only.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

OPEN SESSION

None.

CLOSE OF MEETING

RES. 6/2024

MOVED by Chair Brewin that this Regular Meeting of the Municipal Emergency Management Committee is hereby Closed.

CARRIED UNANIMOUSLY AT 4:55 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER

4/2024

Meeting Date
3/4/2024

Municipal Emergency Management Committee Request for Decision

Meeting Date: September 3, 2024

Subject:

Community Emergency Management Plan (CEMP)

Recommendation:

Municipal Emergency Management Committee accept this information and direct Fire Department staff to pursue required updates to the Emergency Management Bylaw No. 24-2021 and Community Emergency Management Program as required.

Background:

In May 2024, *Bill 21, the Emergency Statutes Amendment Act, 2024*, was introduced into the Legislature, bringing changes to several Acts, including the *Emergency Management Act*. As a result, the Town of Taber Bylaw No. 24-2021, and Community Emergency Management Plan (CEMP) require updates to reflect these changes and align with current legislation.

Additionally, the Province recently adopted the Alberta Incident Management System (AIMS) as the prescribed, command, control and coordination system for the province. As a result, the Alberta Emergency Management Agency (AEMA) has developed the Alberta Incident Management Practitioner Training Standard. The standards provide guidance to assist emergency managers in defining incident management (IM) skillsets and training progression, and describes the baseline for IM qualifications, certification, and credentialing.

It includes specific responsibilities and skill sets needed for IM roles, guidance for quality assurance, and a process in using a performance-based approach to confirm the capabilities of personnel to function within specific roles of a community's response. The application of this standard and use of its defined processes will strengthen community resilience and reinforce emergency management framework.

Legislation / Authority:

Emergency Management Act, section 11(b) A local authority shall approve emergency plans and programs, subject to the regulations.

Strategic Plan Alignment:

Define & Practice Good Governance

1. Review Town policy and documents – reviewing and updating the Emergency Management Bylaw and Community Emergency Management Program to ensure it aligns with most current legislative standards and requirements shows good governance in pursuit of best practices.

Financial Implication:

There will be no financial implication other than staff time to update the documents and develop training plans to align with new standards and the MEMC and Council's time to review and approve revisions.

Funding required for staff training will be managed through regular operational budgets.

Service Level / Staff Resource Implication:

Service level will remain status quo as Fire Department staff will conduct updates to the bylaw and CEMP during regular work hours. Should training be required, it will attempt to be scheduled during staff work hours.

Justification:

When legislation is amended, municipal bylaws, policies and programs must be reviewed and updated to ensure compliance with legislative requirements and best practices

Alternative(s):

As this is to align with legislative requirements, there are no alternatives available.

Attachment(s): FAQ document from province on amendments to the EMA.

Letter from AEMA Field Officer regarding 2024 review of CEMP, recommending updates to AIMS.

Email from Field Officer with specific points to update in CEMP.



APPROVALS:

Originated By:
Steve Munshaw

Chief Administrative Officer (CAO) or Designate: _____



Emergency Management Act Amendments Guidance Document

Highlights

Forthcoming amendments to the *Emergency Management Act* are intended to enhance the province's ability to support Alberta's communities by improving its ability to coordinate and respond more quickly and effectively, improve its situational awareness, and enable the province to provide the right support in the right places at the right time. Amendments will also improve transparency and increase oversight throughout the emergency management legislative framework. Upcoming amendments include:

- **New reporting requirements for local authorities.**
 - New state of local emergency (SOLE) reporting requirements, which are in addition to existing SOLE declaration reporting requirements, will include the need for local authorities to list the extraordinary powers they anticipate using, and introduces a requirement to forward a copy of a termination of a SOLE to the Minister.
 - Reporting requirements upon request from the Minister, to assist information flow and decision making, as well as further standing reporting requirements that will be created through regulation and will be developed later.
- **New ministerial authorities.**
 - To amend a SOLE declaration.
 - To cancel a SOLE by ministerial order during a provincially declared state of emergency (SOE) if required.
 - To assume control of all or some of a local response during a SOLE for up to 28 days, or 90 days during a pandemic.

Local Authority Reporting Requirements

1. Reporting to the Minister – Section 7.1 and 11.21 - The Minister may request information from a local authority

- This amendment provided in section 11.21 provides the **Minister the power to request any information** required from a local authority and authorize the Managing Director of the Alberta Emergency Management Agency (or another person) to receive reports under this section.
- Section 7.1 (c.1) introduces a new regulation-making authority, in addition to the authority to request information as outlined above.
 - Amendments to the act will help ensure information is reported consistently and in a standardized manner across the province.
 - Engagement with local authorities regarding new reporting requirements under the Local Authority Emergency Management Regulation will follow.

FAQ: What additional kinds of information will local authorities be required to report?

Examples of reporting requirements may include actions taken, resources utilized, status of evacuation orders or alerts, existing plans, damage reports, reports on the status of municipally operated critical infrastructure, and on the establishment and location of reception or registration centres.

These changes acknowledge that a majority of communities voluntarily provide this information already, and that emergent information reporting is dynamic in nature and subject to change. This amendment seeks to codify this practice, with the intent of enabling the province to be better positioned to properly support a locally-led response.

FAQ: How will the Minister request this information, and how will it be used?

The Alberta Emergency Management Agency (AEMA), through Field Operations will continue to work closely with local authorities to facilitate completion of the required information sharing with the Provincial Emergency Coordination Centre (PECC). The PECC will continue to be the Government of Alberta's primary emergency management and information coordination centre helping to establish a common understanding of what is going on so that all stakeholders can be ready and prepared to support when required.

2. Declaration/termination of a state of local emergency reporting – Sections 21 and 23

- A SOLE declaration will now be required to list which section 19(1) **extraordinary powers** the local authority anticipates using.
 - This allows for ministerial oversight and increases transparency on the potential use of extraordinary powers.
 - A provision is made to ensure that local authorities have access to any powers available under 24(1)(b), regardless of whether they are noted in the SOLE declaration.
- A local authority must now **notify the Minister via the PECC when terminating a SOLE**, which was not required previously.
 - This ensures the province maintains situational awareness and closes a communication gap which previously only required local authorities to notify the minister of a declaration.

FAQ: What changes to the current SOLE reporting practices are expected?

These changes are expected to have minimal impact to local emergency management operations as these changes codify existing practices. Reporting of SOLE declarations and terminations will continue to be received by AEMA by email or fax to the Provincial Emergency Coordination Centre.

Provincial Authorities

3. The amendment or cancellation of declaration of a SOLE – Section 22

- The Minister may **amend a SOLE**.
 - This change will provide more opportunities for provincial oversight over the access to and use of extraordinary powers.
- The Minister may **cancel a SOLE declaration during a provincial SOE**.
 - Section 22(3.2) now allows the Minister to cancel a SOLE declaration by ministerial order for the same area under a declaration of provincial State of Emergency (SOE).

4. Assuming powers of local authority – Section 24

- The Minister may assume control of all or a portion of a response that is conducted under a SOLE for up to 28 days (or 90 days during a pandemic) by ministerial order and may authorize the Managing Director or others, by order, to exercise this section.

FAQ: What are examples of circumstances in which the government would assume control of all or some aspects of a local emergency response?

Assuming control of a local emergency response is intended to be limited in duration and in exceptional circumstances. Examples in which the province may assume some measure of control include where there is a gap in local decision making that presents clear life safety concerns for the impacted population. Examples of a potential need to take this action include situations where local decision making is incapacitated or unavailable due to the impacts of an event, or staff and elected officials are exhausted or overwhelmed. The provincial assumption of control would be an action of last resort and in extreme circumstance.

In addition, amendments to the act will allow the province to manage concurrent events simultaneously providing strategic resource allocation and better facilitating coordination with neighbouring jurisdictions and partner agencies.

5. Compensation for damages when section 24(1.011) authorities are used.

- This section states that a local authority is responsible to pay compensation for damages due to actions taken during a response where section 24(1.011) has been enacted, but that the Minister may, by order, pay some or all of that required compensation.

Consequential Changes

The following are amendments resulting from the changes above:

Section	Topic	Details regarding the change
11(a)	Municipal emergency organization	Describes the circumstances in which a local authority is NOT responsible for the direction and control of its emergency response.
17	Offence	Allows the offence provisions under the Act to apply to all instances where SOE or SOLE authorities can be used
19(3.1)	Powers of Minister in Emergency	This amendment distinguishes how compensation is treated under the <i>Emergency Management Act</i> and the <i>Forest and Prairie Protection Act</i> .
S. 19.1(2)	Compliance with an evacuation order	Reflects the new ministerial authority to assume control of a local response. This notes that persons acting under the Ministers (or delegates) direction are exempt from complying with an evacuation order to carry out an emergency response during a SOLE and the Minister must have a plan for the safety of the individuals remaining in the area of the evacuation order.
S. 27	Liability Protections – Minister	Provides the same level and type of liability protection to the Minister for actions taken under a SOLE as under a provincial SOE.

IN FORCE DATES

- These changes will come into force upon Royal Assent in anticipation of the 2024 hazard season.

ADDITIONAL FREQUENTLY ASKED QUESTIONS

How will the proposed changes affect the responsibilities of local authorities during emergencies?

Alberta will continue to operate under a decentralized emergency management system. Local authorities will continue to maintain their primary responsibility for managing all phases of emergency management (preparedness/prevention, mitigation, response, and recovery) for all hazards within their jurisdiction. These changes do not seek to change existing roles and responsibilities. Instead, the changes seek to provide the Government of Alberta with more tools and options to better tailor and focus supports to local authorities during significant emergency response efforts.

How will the changes impact the authority and autonomy of Metis Settlements and First Nations?

The Government of Alberta recognizes and respects the right to self-governance and self-determination of First Nations communities. Therefore, the proposed changes seek to minimally affect or impact the authority or autonomy of First Nations.

The Act currently anticipates its application to Metis Settlements as they are local authorities under the *Emergency Management Act*, and would apply to First Nations only where those Nations enter into agreements that consent to the Act's application and treatment of First Nations as local authorities. There are currently no agreements in place that allow First Nations to be recognized as local authorities under the *Emergency Management Act*.

Will there be any changes to how local authorities communicate and collaborate with the Alberta Emergency Management Agency, inside and outside of an emergency response?

Local authorities are encouraged to maintain positive and proactive communications with their Regional or First Nations Field Officer to ensure there is an open and transparent flow of information between local authorities and the Alberta Emergency Management Agency. The primary liaison with local authorities for the Alberta Emergency Management Agency is the Regional or First Nations Field Officer, who will be able to provide guidance and support with respect to reporting during an emergency.

February 26, 2024

Steve Munshaw
Director of Emergency Management
Town of Taber

RE: 2023/24 Fiscal Year Municipal Emergency Program (MEP) Review

Steve;

Thank you for taking the time to meet with me for the 2023/24 Year MEP review. It was a busy year across the province and in your town, which makes your commitment to Emergency Management even more commendable. With the plan for Block Training in your community, there will be tremendous growth in knowledge and confidence in staff.

I have attached the detailed MEP review report.

- Continue to build a comprehensive four-year exercise schedule that progressively leads to the legislative requirement of a functional exercise every four years. This approach allows staff to actively engage in the plan while gradually building their skills.
- Continue to engage with neighbour municipalities in your region to build confidence in plans and ability to collaborate when a hazard strikes the area simultaneously.
- Verify that your Alberta Emergency Alert (AEA) authorized users are staying current of the AEA requirements and add additional authorized users as necessary.

In reading your plan in detail, I recommend that it may need a re-fresh in the coming year(s) to align with the Alberta Incident Management System (AIMS) that is coming up to be signed by the Minister. While Taber's plan covers the basics, AIMS has an ICP focus that helps streamline a response, pushing ECCs to the background.

As a reminder the CEMP program not only offers the emergency plan template it has a self-assessment tool, a hazard & risk assessment section, and an extensive emergency management document library which you will find very useful.

Keep up the great work on your emergency management program and feel free to contact myself or Lorne Thompson if you have any questions. As always, I look forward to working with you on future events, training, and exercises.

Sincerely,



Charity Schweitzer
Emergency Management Field Officer, South Region
Alberta Emergency Management Agency

AEMA Annual Visit / Review

Year: 2023-2024

Community:

Town of Taber

Date of Review and Meeting Format:

February 14, 2024 - In-Person Meeting

Emergency Management Officials present at meeting:

Steve Munshaw, Fire Chief/DEM

Field Officer:

Charity Schweitzer

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.	Yes
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.	Yes
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
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
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) 19-2019 October 15, 2019	
Date of last Emergency Advisory Committee meeting: 2023		
Date of last Emergency Management Agency meeting: 2023		

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).	Yes
Date of current risk assessment: Reviewed 2023		

EXERCISES

36. LEMR Section 6(1)(2)(4)(5)(6)	Which type of exercise did the Emergency Management Agency participate in this year? (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. (2) The emergency management agency must engage in at least 1 functional exercise every 4 years. 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.	N/A
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.	
37. LEMR Section 6(3) 38. LEMR Section 6(3)	Response to an emergency or disaster that required the activation of the emergency plan. Response included a Post-Incident Assessment.	N/A
Next Functional Exercise Due: 2024		

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
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
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

BEST PRACTICES

- ✓ Shelter-in-Place Plan
- ✓ Evacuation Plan
- ✓ Documentation Plan
- ✓ Post Event Procedures / Guidelines
- ✓ Livestock Plan
- ✓ Purchasing Process, Agreements / Contract with Major Suppliers for emergency supplies
- ✓ Pre-determined Delegation of Authority
- ✓ Primary/ Secondary Location of ICP

West, Amy

From: Charity Schweitzer <Charity.Schweitzer@gov.ab.ca>
Sent: Wednesday, August 21, 2024 12:14 PM
To: West, Amy
Subject: MEP Updates

Hi Amy,

Here is a quick list of things I can see looking at your plan and the last review a couple of points need to be addressed as discussed:

- Build a comprehensive four-year exercise schedule that progressively leads to the legislative requirement of a functional exercise every four years. This approach allows staff to actively engage in the plan while gradually building their skills. As this is due in the 2024/25 fiscal year, but exercises have not be done yearly, I would see the benefit of having a table top this year and an exercise next year to give staff a chance to refresh with some training and or workshops.
- The plan should be updated to reflect AIMS which has a focus on the ICP rather than an ECC. A search and replace of ECC to ICP will accomplish much of this. Section 6 needs some modifications to follow ICS, for example, the positions listed for each type of incident are listed as a department rather than a function.
- AEA has changed quite a bit, I will see if I can get something from them to update that section.
- I will send you the updated SOLE form with an updated Plan Template next week as well.
- Meghan has a lot of updated notification information for evacuation and Section 11 communication info that could help the plan as well.
- Updated forms list is available

I will send you a template next week – I suddenly have the week clear on my calendar so I will be able to complete it! I am aiming to have the new template really reflect the requirements of legislation and AIMS and then let communities build other sections as they see fit. I will also see if I can use some recent re-entry lessons identified and learned to improve that section.... So much I want to do, but I'll see how much I can get into it next week.

Charity Schweitzer

Field Officer Southern Region
Alberta Emergency Management Agency
Ministry of Public Safety and Emergency Services

Suite 1:22, 909 3 Avenue North | Lethbridge, AB T1H 6R4
PECC 24 hr: 1-866-618-2362 C. 587-594-4211 | T. 403-562-3374

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