



REQUEST FOR DECISION (RFD)

MEETING: Regular Council
MEETING DATE: September 9, 2025
ORIGINATED BY: Sandra Satchell
TITLE/SUBJECT: Local Authority Elected Officials (LAEO) Emergency Management Training
AGENDA NO.: H.8.

STRATEGIC PLAN ALIGNMENT/RELEVANT LEGISLATION

Under Section 8(1) of the *Local Authority Emergency Management Regulation* (AR 203/2018), the Managing Director of the Alberta Emergency Management Agency (AEMA) may set training requirements for elected officials. These requirements are posted publicly on the AEMA website.

RECOMMENDATION

That Council approve hosting an in-person Local Authority Elected Officials (LAEO) emergency management training session on November 14, 2025, and that all members of Council be authorized to attend.

BACKGROUND/PROPOSAL

Currently, all Local Authority Elected Officials from Cities, Towns, Villages, Counties, Municipal Districts, Specialized Municipalities, and Métis Settlements must complete the LAEO Course within 90 days of assuming office.

The LAEO course provides:

- An overview of the fundamentals of emergency management.
- An introduction to key emergency management partners.
- An explanation of provincial legislation and its implications for elected officials and their municipalities.

There are two options to complete this mandatory training:

1. Online (self-paced, 4–5 hours): Elected officials may register through the AEMA training portal at <https://aema.training.alberta.ca/>.
2. In-person (4–5 hours): Delivered by AEMA Field Officers. This format allows for questions, tailored discussion of local and regional issues, and context-specific application of legislation.

AEMA Field Officers are currently offering in-person courses throughout November, December, and January. The following dates are available in November: 10, 11, 12, 13 (daytime only), 14, 27, 28.

Administration recommends November 14, 2025, as the preferred training date and have confirmed with AEMA that field officers are available.

ADVANTAGES OF THE RECOMMENDED ACTION:

While both delivery options fulfill the legislative requirement, hosting an in-person session provides additional benefits:

- Councillors can ask questions and receive clarification on how legislation applies specifically to our community.
- Regional collaboration: neighbouring municipalities may attend, sharing perspectives and building stronger emergency management partnerships.

Hosting demonstrates leadership and contributes to regional capacity building, as many municipalities take turns hosting training sessions.

DISADVANTAGES OF THE RECOMMENDED ACTION:

N/A

Initials Show Support- Reviewed By:

CAO: 

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Date: Sept 4, 2025

FINANCIAL IMPLICATIONS

- There is no cost for the course itself.
- Minimal costs may be incurred if light refreshments are provided (to be covered under Council/Training budget).

PUBLIC ENGAGEMENT

ATTACHMENT(S)

Draft invitation email/letter



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September 10, 2025

Re: Invitation – Elected Officials (LAEO) Emergency Management Training – November 14, 2025

Dear [CAO Name],

As you know, under Section 8(1) of the *Local Authority Emergency Management Regulation*, all elected officials are required to complete the Local Authority Elected Officials (LAEO) Course within 90 days of assuming office.

The LAEO course provides essential background on the fundamentals of emergency management, introduces key provincial and regional partners, and explains the implications of legislation for elected officials and their municipalities.

We arranged to host an in-person delivery of this course on November 14, 2025 with Field Officers from the Alberta Emergency Management Agency.

We would like to extend an invitation to your Council members to attend this session. An in-person format allows for:

- Direct engagement with AEMA Field Officers.
- Tailored discussion of how legislation and emergency management principles apply within our region.
- An opportunity for neighbouring municipalities to share experiences and strengthen regional collaboration.

Course Details

- **Date:** Friday, November 14, 2025
- **Location:** [Old Office Chambers?]
- **Time:** 9:00 a.m.
- **Duration:** 4–5 hours
- **Cost:** Free of charge

Please RSVP by October 31, 2025 so we can confirm attendance numbers with AEMA.

Sincerely,

Brian Allen CLGM
Chief Administrative Officer
Municipal District of Peace No. 135
cao@mdpeace.com

BA/ss