TOWN OF BLACKFALDS
MUNICIPAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE
Civic Cultural Center – 5018 Waghorn Street
Thursday, September 11, 2025, at 3:00 p.m.

MINUTES

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Edna Coulter (virtual)
Councillor Marina Appel

OTHERS ATTENDING

Ken Morrison, Director of Emergency Management and Protective Services, Chair
Kim Isaak, CAO

REGRETS

None

WELCOME AND CALL TO ORDER

Director Morrison welcomed all attending and called the Municipal Emergency Management Advisory Committee Meeting to order at 3:14 pm.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six Territory.

AGENDA APPROVAL

Councillor Appel moved that the Municipal Emergency Management Advisory Committee approve the September 11, 2025, Agenda as presented.

CARRIED UNANIMOUSLY

MINUTES APPROVAL

Mayor Hoover moved that the Municipal Emergency Management Advisory Committee approve the Minutes from November 23, 2023, as presented.

CARRIED UNANIMOUSLY

EMERGENCY MANAGEMENT COMMITTEE BYLAW REVIEW

Committee members and Administration reviewed the Municipal Emergency Management Bylaw.

Director Morrison advised that the current bylaw meets and exceeds the legislative requirements.

Councillor Appel moved that the Emergency Management Committee Bylaw review be received as information.

CARRIED UNANIMOUSLY

REGIONAL EMERGENCY MANAGEMENT PLAN – UPDATE

Director Morrison provided an update on the Regional Emergency Management Plan. The Committee discussed the following:

- LREMP contracted out the plan revisions and anticipates it to be completed by mid October.
- LREMP Agreement is also in the process of being updated.

TOWN OF BLACKFALDS - HAZARD RISK ASSESSMENT FOR COMMUNITY / REVIEW

Committee members and Administration reviewed the Town of Blackfalds Hazard Identification Risk Assessment, and the following discussions were had:

- Recommendation from recent training is that municipalities should hire meteorologists and other specialists to assist with the HRIA's.
- Need to update the property damage for the Tornado hazard to moderate.
- Need to update the property damage for Earthquake hazard to moderate

Councillor Coulter moved that the Hazard Risk Assessment be approved with the noted amendments.

CARRIED UNANIMOUSLY

TOWN OF BLACKFALDS – AEMA ANNUAL VISIT / REVIEW

Committee members and Administration reviewed the ESS Draft Plan and discussed the Regional Emergency Social Services Plan.

Director Morrison advised that there are no major issues identified with the plan based on AEMA's review. He further noted that once the LREMP plan has been updated that information will be rolled into the Town's plan.

Councillor Appel moved that the report from AEMA's review of the Plan be accepted for information.

CARRIED UNANIMOUSLY

FULL-SCALE REGIONAL EXERCISE

Director Morrison advised that the full-scale regional exercise will be on November 19, 2025. The exercise will be based off a wildfire scenario. Director Morrison advised that Council members are welcome to attend however it would be in a non-participatory capacity.

ICA/ESS TRAINING

Director Morrison advised that he is recommending that all employees have ICS 200 and ICS 300 for employees that are part of the Incident Management Team. He further advised of the following training coming up at Lacombe County's office.

- ICS 200 – September 22 and 23.
- ICS 400 – September 29 and 30.
- Task Force Leader and Strike Force Leader Team – October 8, 14, 24.
- Planning Section Training – October 20 and 22.
- Scribe Training – October 23.
- Elected Official Training – November 6, 2025.
- Emergency Coordination and Command Centre Interface – November 13.

JustServe

Mayor Hoover noted that JustServe, the delegation that is coming forward to next week's Standing Committee Meeting, has a component to their program that can assist with the coordination of personnel management for emergency response.

Manager Morrison adjourned the Municipal Emergency Advisory Committee Meeting at 4:05 p.m.

-Original Signed-
Laura Svab, Mayor

-Original Signed-
Ken Morrison, Emergency Management & Protective Services Manager (DEM).