

VILLAGE OF GLENWOOD

Council Briefing Note

TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: September 9, 2026
RE: Mandatory Emergency Management Training — Local Authority Elected Official (LAEO) Course

PURPOSE

To confirm that all Council members have completed the mandatory Local Authority Elected Official (LAEO) training required of every Alberta elected official, and that each completion is on file for the current term.

THE REQUIREMENT

Under Section 8 of the *Local Authority Emergency Management Regulation* (made under the *Emergency Management Act*), every municipal elected official and delegate in Alberta must complete emergency management training within **90 days of assuming office**. The prescribed course is the Local Authority Elected Official (LAEO) course delivered by the Alberta Emergency Management Agency (AEMA).

- Applies to the **Mayor and all four Councillors** — and to any appointed delegate.
- Returning members are **not exempt**: the requirement applies after each election. Those who completed an earlier version need not retake it, but AEMA recently updated the course and recommends re-taking.
- This is **separate from and additional to** the MGA s.201.1 Council orientation training (Council Education Policy A02-2017), and aligns with Glenwood's Emergency Management Bylaw 239-2021.

THE COURSE AT A GLANCE

- **Provider:** Alberta Emergency Management Agency (AEMA)
- **Format:** self-directed online or facilitated in-class — 4 to 5 hours, no prerequisites
- **Covers:** fundamentals of emergency management, key partners, and provincial emergency management legislation

COMPLIANCE STATUS — CURRENT TERM

The current Council took office following the **October 2025 general election**; the 90-day window therefore closed in early 2026. Completion should already be on record for every member. Use the table below to confirm and track status:

Council Member / Position	Date Completed	Certificate on File	Status
Mayor —			
Councillor —			
Councillor —			
Councillor —			
Councillor —			

Record-keeping note: there is no provincial reporting requirement, but retaining each certificate supports due diligence — file per Record Retention & Disposal Bylaw 267-2024.

RECOMMENDED ACTIONS

1. CAO to confirm completion and collect a certificate from each of the five members.
2. For any member without a record, arrange enrolment **immediately** (online is fastest) and note the outstanding item for follow-up.
3. Record completion status in the Council orientation/education file for the term.

TO REGISTER

Course details and enrolment: alberta.ca/local-authority-courses. For online enrolment, email AEMA.Training@gov.ab.ca, noting the member's role and the Village of Glenwood as proof of affiliation. In-class dates appear on the AEMA Training Calendar.