

**Village of Glenwood**  
**Bylaw 236-2012**  
**CARDSTON COUNTY EMERGENCY SERVICES AUTHORITY BYLAW**

A Bylaw of the Village of Glenwood in the Province of Alberta, to enter into an Agreement with the participating Local Authorities within the boundaries of the Town of Cardston, Cardston County, Village of Hill Spring and the Village of Glenwood, to provide for the joint establishment and operation of the Cardston County Emergency Services Authority.

WHEREAS pursuant to the provisions of Section 7, 8 and 12 of the Municipal Government Act, being Chapter M-26 Revised Statutes of Alberta, 2000 Chapter M-26; the Mayor and Council of the Village of Glenwood enacts as follows:

1. The Village of Glenwood authorizes the formation of a Regional Emergency Authority, which will include the Town of Cardston, the Cardston County, the Villages of Hill Spring and Glenwood, which will be known as the Cardston County Emergency Services Authority.

2. The Cardston County Emergency Services Authority shall consist of appointed representatives from the contributing Municipalities as follows, who shall be voting members:

Cardston County	2 elected Officials
Town of Cardston	2 elected Officials
Village of Glenwood	1 elected Official
Village of Hill Spring	1 elected Official

Other non-voting members may consist of the Cardston County Administrator, the Town of Cardston Administrator, and Secretary Treasurer as appointed by the Authority, from time to time, and other resource people as required.

3. The day to day operation of the Cardston County Emergency Services shall be conducted by the Fire Chief, which shall be appointed after consultation with the Cardston County Emergency Services Authority.

4. A quorum shall consist of a simple majority of members.

5. Authority members shall be appointed annually at the Council's Organizational Meeting.

6. The Authority shall be responsible to operate and maintain emergency services within the boundaries of the participating Municipalities.

7. The Authority may, at its discretion, provide emergency services outside the area described in Clause 6, when requested to do so by the appropriate authority.

8. The Authority shall provide for a building or other suitable accommodations for housing the Authority's vehicles and equipment.

9. The Authority shall be responsible to store, maintain, repair and keep all vehicles and equipment in its possession in satisfactory working order.

10. The Authority shall be responsible to ensure qualified personnel are available for operation of the Cardston County Emergency Services.

11. The Authority shall develop, maintain and review, as necessary, a Policy Manual, which shall contain information, rules and regulations, guidelines, fees and pay schedules required to operate an efficient emergency service.

12. The Authority shall set the fees that shall be in place from time to time.

13. The Authority shall submit an Annual Report and an Audited Financial Statement to each participating Municipality hereto by April 30<sup>th</sup> of each year.

14. The Authority shall submit its annual operation and capital budget request and or requisition to each participating Municipality by April 30<sup>th</sup> of each year.
15. The operating and capital cost of the Cardston County Emergency Services shall be shared by the contributing Municipalities on the basis of the population being served.
16. All fees, grants, or other revenue shall be first applied to operating and capital expenses prior to requesting grants and /or requisitions from participating Municipalities.
17. The Authority is empowered to enter into contracts with private emergency services providers, as it sees fit, to provide part or all of the services as above outlined.
18. The Authority shall maintain adequate property and public liability insurance, with respect to the Cardston County Emergency Services and the Municipalities agree to indemnify and save harmless the Authority.
19. By virtue of this bylaw, the Authority is the sole provider of emergency services within the boundaries covered by this agreement, except where the authority contracts an approved service as in clause 17.
20. Upon passing of this bylaw, bylaw 168-91 is hereby rescinded.

Read a first time this 12<sup>th</sup> day of April, 2012.

Read a second time this 12<sup>th</sup> day of April, 2012.

Read a third and final time this day of 12<sup>th</sup> April, 2012.

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Mayor  
Ben Goetz

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Chief Administrative Officer  
Kurtis Pratt