



TOWN POLICY

POLICY NUMBER: 2302

REFERENCE:
Council 294.06.95

ADOPTED BY:
Town Council

PREPARED BY: Fire Department

DATE: 7 June 1995

TITLE: Fire Prevention Review Policy

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Policy Statement

The Town of Strathmore will provide and utilize standardized forms and fees for all Fire Prevention Reviews.

1. **Definitions**

1.1 **Safety Codes Officer** means an individual designated as a Safety Codes Officer under Section 27 of the Safety Codes Act.

2. **Responsibilities**

2.1. Council

2.1.1. To set the appropriate fees for Fire Prevention Reviews.

2.2. Town Manager

2.2.1. To ensure consistent application of this policy.

2.3 Fire Chief

2.3.1. To ensure Fire Prevention Review are undertaken and completed.

3. **Review Invoicing**

3.1. Section 30(1) of the Safety Code Act authorizes the provisions of procedures governing Fire Prevention Reviews. These requirements shall be met in the following manner:

3.1.1. Results of a Fire Prevention Review shall be in writing and made known to the owner or occupant of the building. Every effort shall be made to have the owner or occupant sign the review form. (See attached Fire Prevention Review Report).

3.1.2. A Fire Prevention Review which reports deficiencies shall be followed up by a second review to ensure compliance. Where compliance is not achieved through the second review , a second notification to the owner or occupant is to be made in writing. (See attached letter)

3.1.3. A billing fee for the third and subsequent reviews of \$50.00 per review shall be levied against the owner of the premises where compliance is not met at the second review.

4. **Order to Remedy**

4.1. After the completion of reviews and notifications the Safety Codes Officer shall prepare an "ORDER" to Remedy conditions in accordance with Section 45(3) of the Safety Codes Act.

4.2 Prior to serving of an Order the Safety Codes Officer shall discuss same with the Fire Chief.

6. **End of Policy**