



TOWN POLICY

POLICY NUMBER: 2307

REFERENCE:
Council 528.10.05

ADOPTED BY:
Town Council

PREPARED BY: Fire Department

DATE: 12 October 2005

TITLE: Strathmore Fire Department Administrative Forms Policy

Page 1 of 3

POLICY STATEMENT

The Town of Strathmore provides the following forms and fees for Fire Department Administrative purposes.

1. **Scope**

1.1 This policy and any updates which may be issued from time to time, shall be used in the administrative functions of the Strathmore Fire Department.

2. **Definitions**

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

3. **Responsibilities**

3.1 Council

- 3.1.1. To set the appropriate fees for Fire Prevention Reviews and other functions of the Fire Department.

3.2 Town Manager

- 3.2.1 To ensure consistent application of this policy.

3.3 Fire Chief

- 3.3.1 To Ensure Fire Prevention Reviews and other Administrative functions are undertaken and completed.

4. **Invoicing**

- 4.1 Section 30(1) of the Safety Codes Act authorizes the provisions of procedures governing Fire Prevention Reviews. These requirements shall be met in the following manner:
- 4.2 Results of a Fire Prevention Review shall be in writing and made known to the owner or occupant of a building. Every effort shall be made to have the owner or occupant sign the review form.
- 4.3 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 Sample Letter)
- 4.4 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.
- 4.5 An invoice for services and fines shall be levied for all other Fire Department functions in accordance with the Town of Strathmore Bylaw #05-02. All

Invoicing shall be generated through the Town of Strathmore Finance Department.

5. Order to Remedy

5.1 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.

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

6. Reporting

6.1 All fire and other reports required by the Province of Alberta shall be completed in a timely manner and submitted to the Fire Commissioner’s Office, as well as a duplicate copy retained on file at the Town Office.

6.2 All Personnel and Training Records will be maintained at the Town Office.

6.3 All applications for enrolment in the Fire Department will be maintained at the Town Office.

7. End of Policy