

# **Fire Quality Management Plan (QMP)**

## **Joint Municipalities:**

**City of Camrose**

**Camrose County**

**Village of Bawlf**

**Village of Bittern Lake**

**Village of Edberg**

**Village of Hay Lakes**

**Village of Rosalind**

**Town of Bashaw**

**Version: January 2, 2020**

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**Town of Bashaw**

**Version: January 2, 2020**



# City of Camrose

## Administrative Report

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To: Mayor and Council

Date: January 20, 2020

From: Director of Engineering – Infrastructure & Planning

Re: Updated Joint Quality Management Plan - Fire discipline

### **RECOMMENDATION:**

THAT the City of Camrose adopt the updated Joint Quality Management Plan (QMP) for safety codes inspections in the fire discipline, and that the City's signing authorities be authorized to sign the Joint Municipalities Agreement section of the updated Joint QMP.

### **BACKGROUND:**

Since 1995, the City of Camrose has been providing safety codes inspections to all properties within the boundaries of the City of Camrose, Camrose County, and the various municipalities within the County boundaries (with the exception of the Town of Bashaw, who contracts their safety codes inspections through a separate agency). How the City conducts its work is governed by a number of Joint Quality Management Plans (QMPs) for the various disciplines (building, electrical, plumbing, gas, and fire). Each QMP is a separate, standalone document, although there are a number of similarities between the documents both in terms of structure as well as content.

In 2016, the City and its municipal partners adopted a new Joint QMP for all disciplines except the fire discipline (i.e. building, electrical, plumbing, gas and private sewage). This new Joint QMP was based heavily on a new Uniform QMP, as originated through the Safety Codes Council. Given the significant differences between the practices of the fire discipline vs. the other disciplines, it made sense to not include the fire discipline in the 2016 Joint QMP.

The City recently completed a similar review and update to the Fire Joint QMP. As before, the new Fire Joint QMP is based heavily on the Safety Codes Council's Uniform QMP document. However, it reflects the scope and service delivery standards of the fire Safety Codes Officers that are employed by one or more of the municipal partners in this joint accreditation.

Another notable difference between this Joint QMP and the Joint QMP for the other disciplines is the involvement and inclusion of the Town of Bashaw. Whereas the Town of Bashaw has decided to remain separate from the other accrediting partners for the QMP for the other disciplines, the Town has requested to be included in the Fire Joint QMP. Administration sees this as a positive partnership.

City Administration is recommending that the City adopt the updated Fire Joint Quality Management Plan.

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**City of Camrose  
Camrose County  
Village of Bawlf  
Village of Bittern Lake  
Village of Edberg  
Village of Hay Lakes  
Village of Rosalind  
Town of Bashaw**

This Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B –Service Delivery Standards, has been accepted by the Administrator of Accreditation.

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Administrator of Accreditation

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Date



***SAFETY CODES COUNCIL***

# QUALITY MANAGEMENT PLAN

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**Schedule A**

**Scope and Administration**

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline, within the municipal jurisdiction:

### **Fire**

#### **Alberta Fire Code Administration: (one is mandatory)**

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code.

#### **Fire Investigations: (mandatory)**

Cause, origin, and circumstance determination.

#### **Fire Prevention Programs: (optional)**

- Public Education.
- Fire pre-plans
- Other (list) \_\_\_\_\_

# ADMINISTRATION OF THE JOINT MUNICIPALITIES UNIFORM QUALITY MANAGEMENT PLAN

## **Adherence to the Uniform Quality Management Plan**

“City of Camrose, Camrose County, Village of Bawlf, Village of Bittern Lake, Village of Edberg, Village of HayLakes, Village of Rosalind Town of Bashaw” herein referred to as “The Joint Municipality” is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) that includes Schedule A – Scope and Administration and Schedule B - Service Delivery Standards.

The Joint Municipality will provide services under Schedule B –Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B –Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B –Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Joint Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

## **Policy for Personnel Training**

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

## **Freedom of Information**

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this QMP.

## **Records Retention & Retrieval**

The Joint Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Joint Municipality's record retention policy, whichever is greater. Such files will be available at the Joint Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Joint Municipality within a reasonable time after completion of the services, or upon request.

## **Declaration of Status**

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Joint Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

## **Annual Review**

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegates to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council *no later than the last day of March of the following year that is being reviewed.*

## **Revisions**

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the QMP.

## **Revision Control System**

The Joint Municipality will ensure its SCOs have ongoing access to a copy of this QMP and contracted accredited Agencies are provided with a copy of this QMP and any amendments.

The Joint Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

## Notices

Any correspondence in regards to this QMP will be forwarded both the CAO of the primary municipality as well as the primary delegated QMP Manager. All correspondence will be communicated to all other accredited municipalities under this QMP.

**Malcolm Boyd**

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Name of Chief Administrative Officer

**mboyd@camrose.ca**

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E-mail address

**City of Camrose**

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Name of Municipality

**5204 – 50<sup>th</sup> Avenue, Camrose, AB T4V 0S8**

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Address of Municipality

**780 – 672 – 4426**

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Phone number of Municipality

**780 – 672 – 2469**

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Fax number of Municipality

## NAME OF DELEGATED QMP MANAGER

**Jeremy Enarson**

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Name of Delegated QMP Manager

**jenarson@camrose.ca**

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E-mail address

**City of Camrose**

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Name of Municipality

**5204 – 50<sup>th</sup> Avenue, Camrose, AB T4V 0S8**

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Address of Municipality

**780 – 672 – 4428**

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Phone number of Municipality


**780 – 672 – 6316**

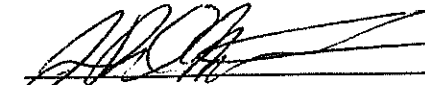
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Fax number of Municipality



In accordance with Council Resolution # 17/20 of <sup>FEB 19, 2020</sup> (insert date) the Village of Bawlf hereby provides agreement and signature to this QMP.

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

  
\_\_\_\_\_  
Signature of Chief Elected Official

Elin Smyl  
Ann Elym, CAO


John Demerchant, Mayor


Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

XX

In accordance with Council Resolution # 48/20 of <sup>Mar 12, 2020</sup> (insert date) the Village of Bittern Lake hereby provides agreement and signature to this QMP.

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

  
\_\_\_\_\_  
Signature of Chief Elected Official

Jill Tinson, CAO

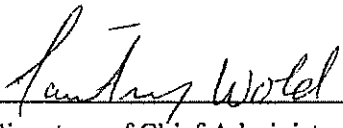
Earl (Charlie) Debnam, Mayor

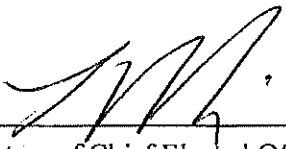
Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

XX

In accordance with Council Resolution # 2020#38 of (insert date) the Village of Edberg hereby provides agreement and signature to this QMP.

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

  
\_\_\_\_\_  
Signature of Chief Elected Official

Courtney Wold  
Sherri Klevgaard, CAO

Ian Daykin, Mayor

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

In accordance with Council Resolution # 015-2020 of January 13, 2020 (insert date) the Village of Hay Lakes hereby provides agreement and signature to this QMP.

K. Shannon Yearwood  
Signature of Chief Administrative Officer

Dawn Pauls  
Signature of Chief Elected Official

Shannon Yearwood, CAO  
Name & title of Chief Administrative Officer

Dawn Pauls, Mayor  
Name & title of Chief Elected Official

XX

In accordance with Council Resolution # 05-2020 of (insert date) the Village of Rosalind hereby provides agreement and signature to this QMP.

Nancy Friend  
Signature of Chief Administrative Officer

Jim McTavish  
Signature of Chief Elected Official

Nancy Friend, CAO  
Name & title of Chief Administrative Officer

Jim McTavish, Mayor  
Name & title of Chief Elected Official

XX

In accordance with Council Resolution # 005-2020 of January 16, 2020 (insert date) the Town of Bashaw hereby provides agreement and signature to this QMP.

Theresa Fuller  
Signature of Chief Administrative Officer

P. Shantz  
Signature of Chief Elected Official

Theresa Fuller, CAO  
Name & title of Chief Administrative Officer

Penny Shantz, Mayor  
Name & title of Chief Elected Official

**Schedule B**

**Service Delivery Standards**

## **Section 1: Scope of Services**

The Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- maintaining files and records.

## **Section 2: Performance**

The Joint Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

## **Section 3: Personnel**

The Joint Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

## **Section 4: Quality Management Plan Training**

The Joint Municipality will:

- train its SCOs and other involved staff in the requirements of this QMP, and
- maintain the training records on the employee's file.

## **Section 5: Records**

The Municipality will maintain a file system for all the records associated with performing the services including:

- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders, and
- related correspondence and/or other relevant information.

## **Section 6: Orders**

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

## **Section 7: Alternative Solutions / Variances**

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

## **Section 8: Compliance Monitoring**

### **General**

The Joint Municipality will monitor compliance through a program of , plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

### **Site Inspections**

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this QMP),
- at the stage(s) indicated in the discipline specific sections of this QMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

### **Inspection Reports**

A SCO will, for each inspection required by this QMP, complete an inspection report noting:

- file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site reinspection).

## **Verification of Compliance**

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

## **No-Entry Policy**

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Joint Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Joint Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

## **APPENDIX A: FIRE DISCIPLINE**

### **General**

The Joint Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - Fire Safety Plan, development and implementation,
  - storage of dangerous goods, and
  - tire storage,
- plans examinations including but not limited to:
  - new construction under the Alberta Fire Code,
  - building upgrade programs,
  - residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- compliance monitoring site inspections for,
  - construction addressed in the Alberta Fire Code,
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
  - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
  - assembly occupancies, and
  - other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of Compliance,
- no-entry advisory,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees, and
- maintaining files and records.

## Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> <li>○ 1 site inspection on request where a risk to occupied residential building(s) has been identified</li> </ul>
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once per event</li> <li>○ More than one per event</li> </ul>
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group B, Division 2 Care or Detention	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>○ Not Applicable</li> <li>○ On request or complaint</li> <li>○ Once every month</li> <li>○ Once every 6 months</li> <li>○ Once every 12 months</li> <li>○ Once every 24 months</li> </ul>

	Group C Residential – 5 to 12 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 12 to 25 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 25 and more family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group E	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 1	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 3	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

“On request or complaint” means the process as defined by municipal operational policy.

## **Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:

[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

## **Fire Prevention Programs**

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Joint Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
  - Risk Watch (an injury prevention program),
  - Getting to Know Fire (fire educator lesson plans),
  - Seniors Fire Safety Programs,
  - Juvenile Firesetter Intervention Program,
  - Fire Smart, and
  - Shelter-in-Place.

**APPENDIX B: List Of Administrative Forms Available On  
The SCC Web Site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)**

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
  - a. Voluntary Consent to Search and/or Seizure
  - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
  - c. Casualties
  - d. Witness Statement
  - e. Physical Evidence
  - f. Sketches
  - g. Structure Fires
  - h. Motor Vehicle Fires
  - i. Wildland Fires
  - j. All Fires
  - k. Incident Investigation Field Notes
  - l. Insurance Information
  - m. Release From Responsibility
  - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms