



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMTÉ DE  
**RICHMOND**

## **BY-LAW / POLICY COMMITTEE MEETING**

**Tuesday, March 11, 2025**

**6:00 p.m.**

**Council Chambers**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Review of Minutes
  - a) March 3, 2025
4. By-Law / Policy, Re:
  - a) Grants Policy
  - b) Receipt of Donations
  - c) Dry Fire Hydrant Policy
5. Recommendations to Council (if required)
6. Adjournment



## By-Law/Policy Committee Meeting

March 3, 2025 – 6:00 p.m.

**Location:** Council Chambers

**Present:** Warden Lois Landry, Deputy Warden Brent Sampson, Councillor Brian Marchand, Councillor Amanda Mombourquette, Councillor Shawn Samson, Stacey Morrison, Appointed Member, Troy MacCulloch, Chief Administrative Officer, Kathleen Jeffrey, Interim Director of Finance, Shannon Mury, Director of Community Development and Recreation, Shelley David, Municipal Clerk

**Regrets:** Chris Boudreau, Director of Public Works

### **Call to Order**

Warden Lois Landry called the meeting to order at 6:00 p.m.

### **Approval of Agenda**

Moved by Deputy Warden Brent Sampson, seconded by Councillor Shawn Samson, that the agenda be approved.

Motion carried.

### **Review of Minutes, Re: February 11, 2025**

Moved by Councillor Amanda Mombourquette, seconded by Stacey Morrison, Appointed Member, that the minutes of the February 11, 2025, meeting be approved.

Motion carried.

### **By-Law/Policy Re:**

a) Grants Policy

The committee unanimously agreed to have staff update the amended draft of the Grants Policy, incorporating the changes as discussed.

a) Council Procedural Policy – Recording of No Votes

Moved by Deputy Warden Brent Sampson, seconded by Councillor Amanda Mombourquette, that the By-Law/Policy Committee recommend to Council to



amend and adopt the Council Procedural Policy with the change to Section 16(g) by adding the following after the first sentence: "Votes in opposition shall be recorded to include the name of the member of Council."

Motion carried.

b) Travel and Expense Policy

The committee unanimously agreed to have staff proceed with an amended draft of the Travel and Expense Policy, incorporating the changes as discussed.

c) Hospitality Policy

The committee unanimously agreed to have staff proceed with an amended draft of the Hospitality Policy, incorporating the required policy and reporting provisions as outlined in the Financial Reporting and Accounting Manual (FRAM).

**Recommendation(s) to Council**

For Council to amend and adopt the Council Procedural Policy.

**Adjournment**

There being no further business, the chair adjourned at 8:41 p.m.

\_\_\_\_\_  
**Municipal Clerk**

\_\_\_\_\_  
**Chairperson**

**Title: 2025-2026 Grants Policy**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>

I certify this to be a true copy of the **2025-2026 Grants Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held on \_\_\_\_\_.

\_\_\_\_\_

Shelley David,  
Municipal Clerk

**1. Purpose**

This policy outlines how community groups can apply for municipal grants, how applications are reviewed, and how funding is awarded.

**2. Policy Overview**

The Municipality of the County of Richmond values the contributions of volunteer organizations and community groups. This policy ensures that municipal grants support initiatives that align with our strategic plans (e.g., Strategic Plan Refresh, Active Living Strategy and Recreation Plan, Trails Strategy, and others).

**3. Types of Grants**

**3.1. The municipality offers three funding tiers:**

- a) Community Grant - Tier 1: For smaller projects with local impact.
- b) Community Grant - Tier 2: For larger projects that benefit the broader community.
- c) Waterfront Development Projects Grant – Tier 3: For waterfront development projects that must be Canada Community-Building Fund (CCBF) eligible.

(See Appendix A for specific funding limits.)

## 4. Eligibility

### 4.1. To apply for a grant, organizations must:

- a) Be in good standing with the Nova Scotia Registry of Joint Stocks, a registered charity under the Income Tax Act, or provide other proof of organizational status. For groups unable to provide proof of organizational status, see Section 4.2.
- b) Own or have legal permission to improve any infrastructure funded by the grant.
- c) Describe how the project benefits the community.
- d) Apply before starting the project (expenses incurred before approval will not be funded).

4.2 Groups that do not meet the criteria outlined in Section 4.1(a) may apply through a registered host organization, which will receive the funding on their behalf. These funds will not count toward the registered host's limits, as per Section 5.2.

## 5. Application Process

5.1 Grant applications will typically be reviewed at the Committee of the Whole from September to June.

5.2 Eligible organizations can apply multiple times, up to the maximum amount available in Community Grant Funding Tiers 1 and 2.

5.3 Tier 1 applications must include:

- a) A completed application form (Appendix B).
- b) A project budget and project description.

5.4 Tier 2 and Tier 3 applications must include:

- a) A completed application form (Appendix C or D).
- b) A project budget and project description.
- c) Proof of financial standing (balance sheet and income statement).
- d) Two quotes for purchases or contract work, or a written explanation of why more than one quote was not provided.
- e) Identification of other government funding sources.

**5.5** Council reserves the right to determine whether applications will receive funding.

## **6. Funding Process**

**6.1** Grant funds are released in full when the project is complete, and the organization has provided:

- a) Copies of invoices and proof of payment.
- b) A final project financial statement.

**6.2** In exceptional circumstances, Staff may release grant funds in two payments with invoices and proof of payment provided.

**6.3** The municipality reserves the right to inspect projects before releasing final funds.

## **7. Acknowledgement of Municipal Contributions**

**7.1** Grants provided to organizations should acknowledge the Municipality's contribution in all public publications (e.g., photo opportunities, social media recognition, etc.).

## **8. Budget and Fund Allocation**

**8.1** Each year, Council sets aside a budget for grant funding.

**8.2** Unused funds do not carry over to the next fiscal year.

**8.3** Approved grants must be used within the fiscal year unless an extension is requested in writing to staff before March 31. Extensions beyond one year require Council approval.

## **9. Grant Allocation Reporting**

**9.1** Municipal staff will provide a grant allocation report to Council before each Committee of the Whole.

## **10. Policy Review and Amendments**

**10.1** This policy is reviewed annually and updated as required.

**10.2** This policy replaces the Grants Policy adopted on February 26, 2024.

**Appendix A:** Grant Categories and Limits

**Appendix B:** Community Grant Tier One (1) Application Form

**Appendix C:** Community Grant Tier Two (2) Application Form

**Appendix D:** Waterfront Development Projects Grant Tier Three (3) – CCBF Application Form

**Policy Review/Amendment**

Date of Review	Approved/Amended by Council
Feb 3, Feb 11, March 3, March 11, 2025	
January 15, 2024	February 26, 2024 - Amended
	November 22, 2021 - Approved

DRAFT



## Appendix A - Grant Categories and Limits

### Community Grant – Tier One (1)

The Community Grants Tier One (1) funding can be used to support smaller projects with a local impact.

- Maximum request = \$1,000 per year.
- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project as long as the total amount of all submissions per organization does not exceed the \$1,000 limit.
- Funds granted to a registered host organization will not count toward the host organization's grant limits.
- Community Grant- Tier One (1) Application Form (add link)

### Community Grant – Tier Two (2)

The Community Grants Tier Two (2) funding can be used to support larger projects that benefit the broader community.

- Maximum request = \$7,500 per year.
- Eligible organizations can apply multiple times, up to the maximum amount available. For example, an organization can apply for more than one project, as long as the total amount of all submissions, per organization, does not exceed the \$7,500 limit.
- Funds granted to a registered host organization will not count toward the host organization's grant limits.
- Community Grant – Tier Two (2) Application Form (add link)

### Waterfront Development Projects Grant – Tier Three (3)

The Waterfront Development Projects Grant – Tier Three (3) funding can be used to support waterfront development projects.

- Maximum request = Up to max of 50% of Project, or \$10,000.00
- The project must meet the eligibility criteria of the [Canada Community-Building Fund \(CCBF\)](#); funding requests are submitted to the Province for confirmation of eligibility.
- Waterfront Development Projects Grant – Tier Three (3) (add link)



Appendix B - Community Grant Tier 1 Application Form
Maximum Request: \$1,000

Name of the Organization: \_\_\_\_\_

Form of Organization: [ ] Not-for-Profit Organization [ ] Charitable Organization

Registry of Joint Stocks File Number: \_\_\_\_\_

If you are neither a Registered Charity nor a Not-for-Profit and are being Sponsored by a Host Organization, please supply the Host Organization's information and contact details below.

Please note that the transfer of grant funds will be made to the Host Organization.

Host Organization: \_\_\_\_\_

Form of Organization: [ ] Not-for-Profit Organization [ ] Charitable Organization

Host's Registry of Joint Stocks File Number: \_\_\_\_\_

Sum Requested: \$ \_\_\_\_\_

Purpose of Funding Request: (Use additional pages if required.)

Multiple horizontal lines for writing the purpose of funding request.

Contact Information

Name and title of representative: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Required Attachments

- [ ] Registry of Joint Stocks File Number (include list of directors) / Proof of organizational status

Please forward your applications to:

Danielle Martell, Community Development and Special Projects Officer

cdspofficer@richmondcounty.ca

Telephone: 902-226-3982 Fax: 902-226-0295



## Appendix C – Community Grant Tier 2 Application Form

**Maximum Request: \$7,500.00**

Name of the Organization: \_\_\_\_\_

Form of Organization:  Not-for-Profit Organization  Charitable Organization

Registry of Joint Stocks File Number: \_\_\_\_\_

***If you are neither a Registered Charity nor a Not-for-Profit and are being Sponsored by a Host Organization, please supply the Host Organization’s information and contact details below.***

**Please note that the transfer of grant funds will be made to the Host Organization.**

Host Organization: \_\_\_\_\_

Form of Organization:  Not-for-Profit Organization  Charitable Organization

Host’s Registry of Joint Stocks File Number: \_\_\_\_\_

Sum Requested: \$ \_\_\_\_\_

Purpose of Funding Request: (Use additional pages if required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Information

Name and title of representative: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Required Attachments

- Registry of Joint Stocks File Number (include list of directors) / Proof of organizational status
- Proof of ownership/lease/authorization to facility
- Project Budget (sample attached)
- Income Statement for previous fiscal year (sample attached)



## Appendix C – Community Grant Tier 2 Application Form

**Maximum Request: \$7,500.00**

### PROJECT COST/FINANCE

#### COST OF THE PROJECT

#### FINANCING THE PROJECT

**Capital Costs:**

Land \_\_\_\_\_

Land Improvements \_\_\_\_\_

Materials \_\_\_\_\_

Labour Costs \_\_\_\_\_

Other Capital Costs:

Specify \_\_\_\_\_

Other Capital Costs:

Specify \_\_\_\_\_

**Total** \_\_\_\_\_

Stakeholder Equity \_\_\_\_\_

Stakeholder Loan \_\_\_\_\_

Funding Agency \_\_\_\_\_

Provincial \_\_\_\_\_

Federal \_\_\_\_\_

MOCR \_\_\_\_\_

(County) \_\_\_\_\_

Other: Specify \_\_\_\_\_

Other: Specify \_\_\_\_\_

**Total** \_\_\_\_\_

**Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.**

**Please forward your applications to:**

Danielle Martell, Community Development and Special Projects Officer

[cdspofficer@richmondcounty.ca](mailto:cdspofficer@richmondcounty.ca)

Telephone: 902-226-3982 Fax: 902-226-0295



Appendix D – Waterfront Development Grant, Tier 3 Application Form

Maximum Request: up to max of 50% of Project, or \$10,000.00

Name of the Organization: \_\_\_\_\_

Form of Organization:  Not-for-Profit Organization  Charitable Organization

Registry of Joint Stocks File Number: \_\_\_\_\_

If you are neither a Registered Charity nor a Not-for-Profit and are being Sponsored by a Host Organization, please supply the Host Organization’s information and contact details below. Please note that the transfer of grant funds will be made to the Host Organization.

Host Organization: \_\_\_\_\_

Form of Organization:  Not-for-Profit Organization  Charitable Organization

Host’s Registry of Joint Stocks File Number: \_\_\_\_\_

Sum Requested: \$ \_\_\_\_\_

Purpose of Funding Request: (Use additional pages if required.)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Contact Information

Name and title of representative: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Required Attachments:

- Registry of Joint Stocks File Number (include list of directors) /Proof of organizational status
 Proof of ownership/lease/authorization to facility
 Project Budget (sample attached)
 Income Statement for previous fiscal year (sample attached)

**Appendix D – Waterfront Development Grant, Tier 3 Application Form**

**Maximum Request: up to max of 50% of Project, or \$10,000.00**

**PROJECT COST/FINANCE**

**COST OF THE PROJECT**

**FINANCING THE PROJECT**

**Capital Costs:**

Land \_\_\_\_\_

Land Improvements \_\_\_\_\_

Materials \_\_\_\_\_

Labour Costs \_\_\_\_\_

Other Capital Costs:

Specify \_\_\_\_\_

Other Capital Costs:

Specify \_\_\_\_\_

**Total** \_\_\_\_\_

Stakeholder Equity \_\_\_\_\_

Stakeholder Loan \_\_\_\_\_

Funding Agency \_\_\_\_\_

Provincial \_\_\_\_\_

Federal \_\_\_\_\_

MOCR \_\_\_\_\_

(County) \_\_\_\_\_

Other: Specify \_\_\_\_\_

Other: Specify \_\_\_\_\_

**Total** \_\_\_\_\_

***Applicants must provide source of Funds for Stakeholder Equity and Stakeholder Loan.***

***All Tier 3 Grant Applications must be CCBF eligible and are subject to prescreening by the Province upon application.***

**Please forward your applications to:**

Danielle Martell, Community Development and Special Projects Officer

[cdspofficer@richmondcounty.ca](mailto:cdspofficer@richmondcounty.ca)

Telephone: 902-226-3982 Fax: 902-226-0295



## MEMO

**To:** By-law/Policy Committee  
**From:** Shelley David, Municipal Clerk  
**Date:** February 26, 2025  
**Re:** Receipt of Donations Policy

---

### **Purpose**

The purpose of this memo is to provide the By-Law/Policy Committee with background information to help guide discussions on the creation of a Receipt of Donations Policy.

### **Background**

On September 23, 2024, Council made a motion to refer the discussion on the Receipt of Donations to the By-Law/Policy Committee. On February 3, 2025, the Committee reached a consensus to have staff provide information to help guide the discussion on creating a Receipt of Donations Policy.

### **Current Situation**

The Municipality of Richmond County (MOCR) has been registered as a qualified donee since 2012 and is eligible to issue official donation receipts and receive gifts from registered charities.

### **Requirements**

There are rules and regulations that must be followed according to the CRA, the Income Tax Act, and [Section 65 A \(Authorized Municipal Expenditures\)](#) of the MGA.

Official donation receipts must have [specific details and record keeping](#). Before issuing an official donation receipt, MOCR must determine whether it has [received a gift for the purposes of the Income Tax Act](#) and the eligible amount of the gift.

A gift (donation) must be given freely, and a donor cannot choose a specific beneficiary for their gift or ask MOCR to give the gift to another non-qualified donee. However, a donor can ask for their gift to be used in a particular program of the qualified donee as long as there is no benefit to the donor or anyone not at arm's length to the donor. MOCR must be able to use the gift within the particular program as it sees fit.

## **Other Municipal Units**

The following are overviews and links to donation policies from other municipal units.

### **Municipality of East Hants “ [Acceptance of Donations](#)” Policy**

#### Overview

- Council may establish Donation Funds for the collection and use of donations.
- All cash donations without a specific purpose will be deposited in the General Donations Reserve Fund.
- Donations of cash designated for specific purposes will only be accepted by the Municipality where Council has authorized the specific purpose for a fundraising campaign and where the necessary Donation Fund has been established.
- Contributions from a donation fund to an organization or individual is considered a grant and will be reported as such.
- The Municipality cannot facilitate a “conduit” relationship between donors and an organization which is independent of the Municipality. This means that the Municipality’s authority to issue tax receipts cannot be used to provide an unrelated organization with the ability to provide contributors with a tax benefit.

### **Town of Wolfville “[Charitable Donations](#)” Policy**

#### Overview

- To be eligible for an official donation receipt, the donation has to be payable to the Town, be made in Cash or in kind, and be voluntary.
- Be supportive of Wolfville’s Mandate or beneficial to the community of the Town of Wolfville, including support of the [Mudley Fund](#), parks, and open space infrastructure upgrades identified in the Town’s annual budget and/or 10-year Capital Improvement Plan.
- Non-Qualifying Donations: Donations that are given to the town intended as flow through to a specified recipient who does not have charitable status.

### **Municipality of the County of Kings “[Charitable Donations](#)” Policy**

#### Overview

- The Municipality will only issue charitable donation receipts for eligible donations of \$1,000 or more.
- Official donation receipts can only be provided to the donor if the Municipality maintains direction and control over the donated resources.
- The Municipality will not issue official donation receipts for donations stipulated by donors to be allocated to a specific non-profit organization or group because the Municipality may be considered to be acting as a conduit.
- Non-Qualifying Donations: Donations that are given to the Municipality intended as a flow through to a specified recipient who does not have charitable organization status (non-qualified done)

## **Action Required**

That the Committee receive the information provided in this memo for further discussion and provide direction on how they wish to proceed.



**Title: Dry Fire Hydrant Policy**

<b>Approved by Council</b>	<b>Date:</b>
<b>Policy Review Notification</b>	<b>Date:</b>
<b>Policy Review</b>	<b>Date:</b>
I certify this to be a true copy of the <b>Dry Fire Hydrant Policy</b> as adopted by the Municipal Council of Richmond County at a Public Meeting held on _____.	
_____	
Shelley David, Municipal Clerk	

**1. Purpose**

The purpose of this policy is to outline how the Municipality of the County of Richmond will aid Richmond County Volunteer Fire Departments with the installation and maintenance of dry fire hydrants. This policy only applies to new dry fire hydrant installations and will not apply to previously installed dry fire hydrants.

**2. Policy**

**2.1. Funding**

- a) The number of dry fire hydrant installations will be based on the annual budgeted amount as determined by Richmond Municipal Council.
- b) Each year, funds may be approved through the budget process, and it will be the responsibility of the Chief Administrative Officer (CAO), or someone designated by the CAO to communicate to the Fire Protection Services Committee the funds available and the number of dry fire hydrants that can be installed.
- c) The Fire Protection Services Committee will maintain an approved listing of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The Fire Protection Services Committee will choose which dry fire

hydrants are to be installed based on the funds available. This will be communicated to the CAO by the Fire Protection Services Committee and presented to Municipal Council for final approval.

- d) Upon approval, the municipality will proceed with all work necessary for the installation of the dry fire hydrants in accordance with this policy.
- e) The total costs allocated from the Municipality towards each dry fire hydrant installation will include any required consulting fees, legal fees and any other tangible fees related to the installation in total, not to exceed \$10,000 per project. The receiving Volunteer Fire Department will receive an estimate of the costs to complete each installation prior to any work being started. If the cost exceeds \$20,000 the Volunteer Fire Department may choose not to proceed.
- f) If the \$10,000.00 has not been applied for in the fiscal year, the funds shall go into a Dry Hydrant fund and be allotted the following year. Should there be accumulated funds, the possibility may exist to put more funds toward a single Dry Hydrant installation.
- g) If the Volunteer Fire Department chooses to proceed, the Municipality will arrange for the installation of the dry hydrants. All costs that exceed the \$10,000 Municipal portion for the installation will be withheld from the Volunteer Fire Department's annual levy.
- h) If a department has the assets and means to undertake the installation of a Dry Hydrant on its own, the department may do so, provided it meets the standards set by the municipality. Once installed, the municipality will take over the maintenance and repair of the Dry Hydrant.

## **2.2. Hydrant and Site Maintenance**

- a) The responsibility for the testing of all dry fire hydrant sites shall fall solely on the receiving Volunteer Fire Department. The Volunteer Fire Department will keep a record of all testing in accordance with NFPA 1142.
- b) The receiving Volunteer Fire Department will be responsible for all sites and operational maintenance of the dry fire hydrant. When a dry hydrant isn't functioning properly, the receiving Volunteer Fire Department will notify the Municipality. The Municipality will obtain quotes for repairs in compliance with the Municipality's Purchasing and Tendering Policy. Once the results of the

request for quotation have been shared, the Volunteer Fire Department can request financial and administrative support for any projects more than \$2,000; in which case the Volunteer Fire Department can apply for up to \$10,000 in financial support from the Municipality. Once financial assistance is awarded, the Municipality will provide the administrative support to access required engineering and permitting for such maintenance projects.

### **2.3. Documentation and Mapping**

- a) A record of all dry hydrant sites as provided through this policy shall be maintained by the Fire Protection Services Committee. This record shall include dates, and locations of installations, which Volunteer Fire Department accepts responsibility for the installation and its current annual operational status.
- b) All dry hydrant documentation shall be provided to Municipal staff and stored at the Municipal office.

### **2.4. Ownership**

- a) Any dry fire hydrant installed through this policy will become part of the Municipality's Public Works Infrastructure. It will be the responsibility of the receiving Volunteer Fire Department to notify the Municipality Public Works office of any issues of said dry hydrant.

## **3. Responsibilities**

### **3.1. Requesting Volunteer Fire Department:**

- a) Follow this policy and requirements.
- b) Test and maintain dry hydrants according to NFPA 1142.
- c) Provide documentation of testing and maintenance of dry hydrants to the Municipality.

### **3.2. Municipality Public Works:**

- a) Take responsibility and ownership of dry hydrant installed under this policy.
- b) Upon request, arrange for quotation for the installation or repair, including consulting fees, legal fees and any other tangible fees related to the installation or repair.

c) Ensure the receiving Volunteer Fire Department understand and agree on the quotation and scope of work to be done.

d) Update the Volunteer Fire Department upon completion of installation and repairs for testing.

**3.3. Emergency Services Coordinator:**

a) Ensure a list of possible sites is maintained and prioritized with the Fire Protection Services Committee.

b) Assist Volunteer Fire Departments with Administrative requirements as needed.

c) Assist Volunteer Fire Departments with testing if needed.

**3.4. CAO:**

a) Ensure the approved list of dry hydrants from the Fire Protection Services Committee is presented to Municipal Council.

b) Communicate the approved funding amount with the Fire Protection Services Committee.

c) Administer the approved funding from Council related to dry hydrants.

**Appendix A : Dry Hydrant Inspection and Maintenance Report**

**Policy Review/Amendment Schedule**

Date of Review	Approved by Council
January 2025	
	January 24, 2022



## APPENDIX A - DRY HYDRANT INSPECTION AND MAINTENANCE RECORD

Hydrant Location: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Depth of water from the surface to top of strainer (ft): \_\_\_\_\_

Amount of water available leaving 2 ft (0.6 m) over strainer: \_\_\_\_\_

Environmental conditions affecting the dry hydrant (silt, debris, vegetation growth, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Any Erosion around the hydrant, access road, bank of water supply area:

\_\_\_\_\_  
\_\_\_\_\_

Was the system back flushed?     yes             no

Problems found: \_\_\_\_\_

\_\_\_\_\_  
Available flow rate GPM (actual): \_\_\_\_\_

Any weed control measures taken: \_\_\_\_\_

Condition of access road, drainage: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Access warning sign present?     yes             no

Accuracy and clarity of information on sign?     yes             no

Maintenance performed, any special observations or remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fire Chief or Authorized Person

Sign

Date