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| MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER _____ |
| SECTION PROCEDURE AND ORGANIZATION OF COUNCIL | SUBJECT FIRE INSPECTIONS |

1. PURPOSE

1.1. To establish a Policy which outlines a system of municipal fire inspections which provides compliance with the *Fire Safety Act* and the fire safety regulations and recognizes municipal resources, geography and priorities based upon a risk assessment.

2. DEFINITONS

2.1. In this policy:

- a) **“Assembly Occupancy (Group A)”** means the assembly occupancy as defined in the National Building Code of Canada (2010), as amended from time to time.
- b) **“Business and Personal Service Occupancy (Group D)”** means a business and personal service occupancy as defined in the National Building Code of Canada (2010), as amended from time to time.
- c) **“Care and Detention Occupancies (B1, B2, B3 Occupancies)”** means care and detention occupancies as defined in the National Building Code of Canada (2010), as amended from time to time.
- d) **“Council”** means the Council of the Municipality of the District of Argyle.
- e) **“Fire Safety Act”** means “An Act to Promote and Encourage Fire Safety”, Chapter 6 of the Acts of 2002, Nova Scotia, as amended from time to time and any other successor legislation.
- f) **“Fire Safety Regulations”** means the “Regulations Respecting Fire Safety”, made by the Governor in Council pursuant to Section 51 of Chapter 6 of the Acts of 2002, the *Fire Safety Act*, as amended from time to time.
- g) **“Industrial Occupancy (Group F)”** means an industrial occupancy as defined in the National Building Code of Canada (2010), as amended from time to time.
- h) **“Mercantile Occupancy (Group E)”** means a mercantile occupancy as defined in the National Building Code of Canada (2010), as amended from time to time.
- i) **“Municipal Fire Inspector”** means a person appointed by the Municipality of Argyle as a Municipal Fire Inspector pursuant to the *Fire Safety Act*, Chapter 6 of the Acts of 2002, as amended from time to time.
- j) **“Residential Occupancy (Group C)”** means a residential occupancy as defined in the National Building Code of Canada (2010), as amended from time to time.

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3. MUNICIPAL FIRE INSPECTOR

3.1. Pursuant to Section 19 of the *Fire Safety Act*, Council shall appoint one or more Municipal Fire Inspectors, whom shall carry out the System of Municipal Fire Inspections in accordance with the requirements of the *Fire Safety Act* and Fire Safety Regulations.

4. SYSTEM OF INSPECTIONS

4.1. Pursuant to Section 3 of this policy, Council hereby established the following System of Municipal Fire Inspections:

a) Assembly Occupancies (Group A)

4.1.a.1. Within 12 months of the coming into force of these regulations, assembly occupancies (Group A) in which alcoholic beverages are served and that require a fire alarm in accordance with the Building Code;

4.1.a.2. Within 24 months of the coming into force of these regulations, assembly occupancies (Group A) in which alcoholic beverages are not served and that require a fire alarm in accordance with the Building Code; and

4.1.a.3. Within 36 months of the coming into force of these regulations, all assembly occupancies (Group A) that do not require a fire alarm in accordance with the Building Code.

4.1.a.4. A Municipality must inspect an assembly occupancy (Group A) once every 3 years after the inspection under Section 4.

b) Care and Detention Occupancies (Groups B1, B2, B3)

4.1.b.1. Currently, municipalities are not required to inspect Care and Detention Occupancies (Group B). This condition may change in the future. All Group B occupancies are currently inspected by the Fire Marshalls' Office (OFM)

c) Residential Occupancies (Group C)

4.1.c.1. Buildings with more than three units and not regulated under the Homes for Special Care will be inspected every 3 years on a rotational basis unless the Municipal Fire Inspector deems that, to reduce the risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

4.1.c.2. Buildings with three units or less will be inspected only upon receipt of the written request of an owner and only if the inspection to be conducted is not for insurance purposes, or upon the Municipal Fire Inspection obtaining a warrant allowing such inspection pursuant to Section 24 of the *Fire Safety*

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Act.

d) Business and Personal Service Occupancies (Group D)

4.1.d.1. Buildings will be inspected every 4 years on a rotational basis unless the Municipal Fire Inspector deems, that to reduce risk of fire or loss of life, a more frequent inspection of one or more particular buildings is required.

e) Mercantile Occupancies (Group E)

4.1.e.1. Buildings will be inspected every 4 years on a rotational basis unless the Municipal Fire Inspector deems, that to reduce risk of fire or loss of life, a more frequent inspection of one or more particular buildings is required.

f) Industrial Occupancies (Group F)

4.1.f.1. Buildings will be inspected every 4 years on a rotational basis unless the Municipal Fire Inspector deems, that to reduce risk of fire or loss of life, a more frequent inspection of one or more particular buildings is required.

5. FAILURE TO COMPLY

5.1. Orders to Comply

a) Municipal Fire Inspectors may issue an “Order to Comply” to remedy noted deficiencies. Where the owner of a building, land or premises fails to comply with an Order to Comply issued by the Municipal Fire Inspector, the Municipal Fire Inspector may take action as set out in Section 44 of the *Fire Safety Act* which could include a Summary Offence Ticket or Summary Conviction. Council may be approached before such measures are carried out.

5.2. Completing Matters or Remedies of Deficiencies not Completed by Owner

a) Pursuant to the *Fire Safety Act* and subject to the approval of the Fire Marshall and Chief Administrative Officer, where an owner of a building, land or premises fails to comply with an Order issued by the Municipal Fire Inspector, the Municipal Fire Inspector may carry out or cause to be carried out an Order.

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Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

_____ Original Signed _____ May 9, 2018
Warden Date

_____ Original Signed _____ May 4, 2018
Chief Administrative Officer Date