



POLICY

System of Municipal Fire Inspections

Policy Number: 220-002	Supersedes Policy Number: Not Applicable
Effective Date 2016-02-16 2016-07-16	Approval By Council Resolution No. 16-02-16 19-07-19

1.0 Purpose

The objectives of this policy are:

- 1.1 Improve Fire Safety within the Town of Wolfville; and
- 1.2 To meet our obligations as stated in the Nova Scotia *Fire Safety Act and Regulations*; and
- 1.3 To implement the system of Fire Inspections in a manner which acknowledges the finite resources of the Town through application of a risk-based approach; and
- 1.4 To do so in a manner which least inconveniences tenants and businesses.

2.0 Scope

This Policy is applicable to Town of Wolfville Municipal Staff involved in conducting Fire Inspections.

3.0 References

- 3.1 Nova Scotia Fire Safety Act

4.0 Definitions

- 4.1 **Municipal Fire Inspector** is a person appointed by a Municipality as a Municipal Fire Inspector pursuant to the Fire Safety Act.
- 4.2 **The Fire Safety Act** is an Act to educate and encourage persons and communities to apply the principles of fire safety so as to prevent fires, preserve human life and avoid unwarranted property loss due to the destructive forces of fire as amended from time to time, cited Fire Safety Act 2002,c.6.s.1.
- 4.3 **Fire Safety Regulations** mean regulations respecting fire safety made by the Governor in Council as amended from time to time pursuant to Section 51 of Chapter 6 or the Acts 2002, the Fire Safety Act.



POLICY

- 4.4 **Assembly Occupancy (Group A)** is defined by the National Building Code of Canada as meaning the occupancy or the use of a building, or part thereof, by gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food and drink.
- 4.5 **Residential Occupancy (Group C)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntary detained.
- 4.6 **Business and Personal Service Occupancy (Group D)** is defined by the National Building Code of Canada (2010) as meaning the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.
- 4.7 **Mercantile Occupancy (Group E)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
- 4.8 **Industrial Occupancy (Group F)** is defined by the National Building Code of Canada as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods and material.
- 4.9 **Single Room Occupancy** means a rental housing type wherein one or two people are housed in single rooms within a dwelling unit, wherein tenants share bathroom and kitchen facilities.

5.0 Policy

5.1 Pursuant to Section 19 of the *Fire Safety Act* this Policy establishes a “system of Municipal Fire Inspections” to provide compliance with the Act and Fire Safety Regulations and that recognizes municipal resources and priorities based on a risk assessment.

5.2 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*.

5.3 Inspection Schedule

5.3.1 Inspections shall be carried out initially, and then upon the cycles noted below:



POLICY

Occupancy Class	Frequency of Inspection
Assembly Occupancies (Group A)	Every 3 years
Residential Occupancies (Group C) 4 or more units	Every 4 years
Business and Personal Service Occupancies (Group D)	Every 5 Years
Mercantile occupancies (Group E)	Every 5 years
Industrial Occupancies (Group F)	Every 5 years
Single Room Occupancy (four or more rental rooms)	Every 4 years

5.4 While it is anticipated that the Town will be asked to inspect particular buildings for the purpose of increasing fire safety from time to time, it will not carry out pre-purchase fire inspections.

5.5 Notwithstanding s5.4 herein, the Municipal Fire Inspector may deem that in order to reduce risk of fire and loss of life, a more frequent inspection of one or more particular buildings is required.

5.6 Where a building contains Group D or E occupancies as well as residential occupancies, it shall be inspected at the appropriate interval to the residential occupancy.

5.7 Order to Comply.

5.7.1 Upon inspection of land or premises, the Municipal Fire Inspector may, under Section 25(1) of the Fire Safety Act, issue to the owner of the land or premises, an order directing compliance within a set time frame to rectify a condition, depending upon the circumstances, including the criteria in para 5.7.2 below;

5.7.2 Further to para 5.7.1 above, time for compliance will be determined by the Municipal Fire Inspector based on the following criteria:

- a) The degree of risk to life and safety;
- b) Occupancy type;
- c) Number of occupants;
- d) Serving of alcohol;
- e) The amount of time reasonably required by the owner to comply, including whether the deficiency has been subject to previous compliance requests or directives from any source.

5.7.3 The owner of the land or premises regarding which an order for compliance has been issued will contact the Municipal Fire Inspector's office to arrange an inspection within 5 working days prior to the time limit of the order or when the work has been completed, whichever comes first.



POLICY

- 5.7.4 Where the owner of a building, land or premises fails to comply with an order issued by the Municipal Fire Inspector the Municipality shall take action as set out in Section 44 and Schedule 32 of the NS Fire Safety Act.
- 5.8** The Fire Inspector shall keep fire inspection records on behalf of the municipal unit that includes inspection reports, correspondence and orders. These records shall be made available to the Provincial Fire Marshall upon request.
- 5.9 Policy Review**
This policy will be reviewed every year from effective/amended date.

CAO

2019-07-17

Date