



PURPOSE

The System of Fire Inspection Policy for the Municipality of East Hants is designed to establish a schedule of fire inspections, pursuant to Section 19 of the Fire Safety Act, which is based on the type of building occupancy.

The objectives of the System of Fire Inspection Policy are to:

1. To fulfill the duties of the Municipality as stated in the Nova Scotia Fire Safety Act and Regulations;
2. To make fire safety a priority in the Municipality of East Hants; and
3. To implement a System of Fire Inspections that are respective to the tenants and businesses of East Hants and recognizes resources of the Municipality to conduct Fire Inspections.

SCOPE

The Municipal Fire Inspector administers the policy. The policy is applicable to all occupancy groups identified under the National Building Code of Canada as requiring a fire inspection.

DEFINITIONS

Term	Definition
Municipal Fire Inspector	A person appointed by a Municipality as a Municipal Fire Inspector pursuant to the Fire Safety Act.
Fire Safety Act	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.
Fire Safety Regulations	Means regulations respecting fire safety made by the Governor in Council as amended from time to time pursuant to Sections 51 of Chapter 6 or the Acts 2002, the Fire Safety Act.
Assembly Occupancy (Group A):	Defined by the National Building Code of Canada (2010), as amended from time to time, 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 or drink.



Term	Definition
Residential Occupancy (Group C):	Defined by the National Building Code of Canada (2010), as amended from time to time, 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 involuntarily detained.
Business and Personal Service Occupancy (Group D):	Defined by the National Building Code of Canada (2010), as amended from time to time, 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.
Mercantile Occupancy (Group E):	Defined by the National Building Code of Canada (2010), as amended from time to time, as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
Industrial Occupancy (Group F):	<p>Defined by the National Building Code of Canada (2010), as amended from time to time, as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing or goods and materials.</p> <p>High-hazard Industrial Occupancy (F1) means an industrial occupancy containing sufficient quantities of highly combustible and flammable or explosive materials which, because of their inherent characteristics, constitute a special fire hazard.</p> <p>Medium-hazard Industrial Occupancy (F2) means an industrial occupancy in which the combustible content is more than 50 kg/m² or 1200 MJ/m² of floor area and not classified as a high-hazard industrial occupancy.</p> <p>Low-hazard Industrial Occupancy (F3) means an industrial occupancy in which the combustible content is not more than 50 kg/m² or 1200 MJ/m² of floor area.</p>

POLICY

POLICY STATEMENT

It is the policy of the Municipality of East Hants to identify a system of fire inspections based on the type of building occupancy.



1. A fire inspection shall occur automatically for each new building constructed that meets the requirements of the occupancy classes listed below or for an addition or major renovation; in addition a fire inspection shall be conducted upon each change of use of an existing building or part thereof.

Occupancy Class	Inspection Schedule
Assembly Occupancy (Group A)	Every 3 years as per Section 13 and 14.1 of the Fire Safety Regulations. Also upon written request of the owner or tenant or if the Fire Inspector deems that a more frequent inspection is required.
Residential Occupancy (Group C) - 4 units and over	Inspected every five (5) years if the building has a sprinkler system, otherwise, inspected every three (3) years, unless a written request is received from the owner or tenant or the Fire Inspectors deems that a more frequent inspection is required.
Residential Occupancy - 3 units and under	Inspected upon written request from the owner or tenant or if the Fire Inspector deems that an inspection is required.
Business and Personal Services Occupancy (Group D)	Inspected every five (5) years unless a written request is received from the owner or tenant or the Fire Inspectors deems that a more frequent inspection is required.
Mercantile Occupancy (Group E)	Inspected every five (5) years unless a written request is received from the owner or tenant or the Fire Inspectors deems that a more frequent inspection is required.
Industrial Occupancy (Group F)	Buildings classified as F1 inspected every three (3) years, buildings classified as F2 inspected every four (4) years, and buildings classified as F3 inspected every five (5) years. Unless a written request is received from the owner or tenant or the Fire Inspectors deems that a more frequent inspection is required.

2. Where a building contains Group D or E occupancies as well as residential occupancies, it shall be inspected at the interval appropriate to the residential occupancy.
3. Upon inspection of building, land or premises, the Municipal Fire Inspector may issue an “Order to Comply” to remedy the noted deficiencies. 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 of the Fire Safety Act.



ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none">• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary• Draft new or edit existing policy content• Be able to interpret and explain policy content• Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy• Ensure policy content is relevant and accurate• Seek and secure approval recommendation of the policy from the Policy Owner• Seek and secure approval of the policy from the appropriate Approver; and,• Provide the final approved policy document to the Assistant Municipal Clerk
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none">• Provide oversight to ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary by the assigned Policy Editor• Be able to interpret and explain policy content• Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy• Provide oversight to ensure policy content is relevant and accurate• Review the policy and make recommendation for approval to the appropriate Approver; and,• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk
Approver	<p>The Approver will:</p> <ul style="list-style-type: none">• Review Policy recommendations for approval consideration (approve, reject or edit); and,• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none">• Facilitate an annual Policy Review; and,• Ensure final approved policies are maintained, stored and posted where appropriate
Employees	<p>The Employees will:</p> <ul style="list-style-type: none">• Carry out the intent of the policy



RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
National Building Code of Canada		National Regulation Document
Fire Safety Act of Nova Scotia	Chapter 6 of the Acts of 2002	Provincial Act
Fire Safety Regulations	Made under Section 51 of the Fire Safety Act	Provincial Regulations

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
2.0	Updated the System of Fire Inspection Policy to new Municipal policy template and amended the inspection schedule.	Project Planner	Manager of Development Services	Council	October 12, 2016