

**VILLAGE OF MIDWAY
POLICY AND PROCEDURES MANUAL
RISK MANAGEMENT POLICY STATEMENT
FIRE SAFETY INSPECTIONS**

POLICY NO. 366 (also refer to Policy 340 "Municipal Building Maintenance)

THAT as policy, fire safety inspections, pursuant to Section 26 of the Fire Services Act of British Columbia, shall be conducted in the Village of Midway. Being cognizant of our limited staff resources, every attempt shall be made to inspect hotels and public buildings semi-annually. Priority shall be given to premises providing sleeping accommodations, such as apartment buildings, community care facilities, hotels and motels.

FIRE INSPECTIONS

The Village of Midway will provide inspection of premises under the Fire Services Act and Fire Safety Regulations. The inspection system shall provide for inspection at least once in every six months of each hotel, school, skating rink, community hall and other buildings used as a place of public resort. A Municipal Council may authorize persons, in addition to the local Assistant Fire Commissioner (LAFC) to exercise within the Municipality some or all the powers under section 21 to 23. Accordingly, the Municipalities Public Works employee and Recreation Director are appointed to inspect those respective premises listed in Schedule A to Policy 366. It is understood that these appointments will be subject to full training by the L.A.F.C..

Inspection procedures shall comply with the following:

FIRST INSPECTION

- Inspector will attempt to undertake inspection with owner/occupier. If owner/occupier is not present he/she will be contacted and the inspection will be discussed with them.
- If no infractions are found the premises will be revisited in accordance with the inspection schedule policy.
- If an infraction or infractions are found the owner/occupier will be notified in writing. If the owner/occupier does not agree with the infractions/repairs he/she may discuss his/her proposal with the LAFC or his designate and arrive at a mutually agreed upon repair schedule. This repair schedule shall be confirmed in writing.

FOLLOW-UP INSPECTIONS

Inspectors shall undertake follow-up inspections to ensure repair schedules are being complied with. If the schedule is not adhered to one attempt shall be made by the LAFC or his designate to arrive at an amended repair schedule.

ORDER

If the owner/occupier is unable to reach agreement with the LAFC or the second schedule is not adhered to the LAFC, shall issue an order pursuant to the Fire Services Act.

APPEAL

Section 27 of the Fire Services Act authorizes the owner/occupier upon receipt of an order, to appeal the order to the Fire Commissioner. The appeal shall be submitted by registered mail within 10 days of receipt of the order.

Also refer to Public Works Policy 200, Section 9.

The attached Schedule A outlines the type of buildings in the Village of Midway, frequency of inspections and the group or divisions assigned to them. The frequency of inspection has been based on the level of risk of fire hazards using the following criteria:

- Occupancy of each building
- Age and condition of each building
- Level of maintenance (housekeeping) and owners/occupant cooperation
- Fire protection systems (fire alarms/detectors, exit lighting, etc.

Also taken into consideration, when preparing the frequency of inspections in Schedule A, is that the Village of Midway has only a volunteer Fire Chief who is automatically appointed L.A.F.C..

POLICY NO. 366 APPROVED BY RESOLUTION
OF COUNCIL November 29, 1999.



Administrator

VILLAGE OF MIDWAY

RISK MANAGEMENT PLAN

ITEM	DESCRIPTION	LEVEL OF SERV.	SCHEDULE	TIME REQUIRED
<u>MUNICIPAL BUILDINGS</u>				
Public Works Department	Municipal Hall	Twice per year	Spring & Fall	
	Fire Hall Bays	Twice per year	Spring & Fall	
	EHS/Ambulance	Twice per year	Spring & Fall	
	Public works bldg	Twice per year	Spring & Fall	
	Medical Clinic	Twice per year	Spring & Fall	
	Physiotherapist	Twice per year	Spring & Fall	
	Chiropractor	Twice per year	Spring & Fall	
	Community Centre	Twice per year	Spring & Fall	
Recreation Department	B.E.R.C.	Weekly	When Arena is Used	
	B.E.R.C.	Monthly	All Other Times	
	Library	Twice per year	Spring & Fall	
	Golf Club House	Once per year	Prior End of Season	
	Museum	Once per year	April/May	
	CP Station	Once per year	April/May	
	CP Bunk House	Once per year	April/May	
	Open Display Bldg	Once per year	April/May	
	Seniors Building	Twice per year	Spring & Fall	

Note: 1. Repairs of a general nature as per work schedule - Repairs and or corrections of a Risk Management/Liability Nature to be looked after immediately.

2. User Group in Municipal Facilities will complete monthly inspections when buildings/facilities are being utilized;

Library	12 Inspections (monthly)
Community Hall	12 Inspections (monthly)
Seniors Drop-in Centre	12 Inspections (monthly)
Ambulance Building	12 Inspections (monthly)
Kettle River Museum	Monthly during Season
Kettle Valley Golf Club	Monthly during Season
Fire Hall/Bays 2,3 & Training Area	12 Inspections (monthly)