

POLICY No. 366

Fire and Life Safety Frequency Inspections

APPROVAL DATE: November 3, 2025

DATE OF REVIEW:

Policy:

The following schedule outlines the occupancy descriptions of the buildings in the Village of Midway, and the minimum frequency of inspections, and the hazard assigned to them.

Occupancy Description*	Group Division*	Frequency
Theatre	High	Once per calendar year
Night Club	High	Once per calendar year
Church, Hall	High	Once per calendar year
School, Daycare	High	Once per calendar year
Restaurant, Pub, Deli, Coffee Shop	High	Once per calendar year
Arena, Curling Rink	High	Twice a calendar year
Hospital, Group Home, Rest Home	High	Twice a calendar year
Apartment, Condo, Motel, Hotel	Med	Once per calendar year
Doctor's Office, Bank, Salons	Low	Once every two calendar years
Retail	Low	Once every two calendar years
Retail (High Hazard)	High	Once per calendar year
Industrial (High Hazard)	High	Once per calendar year
Industrial (Medium Hazard)	Med	Once per calendar year
Industrial (Low Hazard)	Low	Once per calendar year

*** Based on High, Medium and Low Risk Profiles**

EXCEPTION

1. This schedule is based on the minimum number of inspections required to different types of occupied buildings. If more inspections are required to correct deficiencies to meet Fire Code compliance, additional inspections may be conducted.
2. Additional inspections can occur based on the level of risk of fire hazards using the following criteria:
 - Occupancy, age and condition of each building;
 - Level of maintenance (housekeeping) and owner/occupant cooperation; and
 - Fire protection systems (fire alarms, detectors, sprinkling systems, exits, lighting, etc.)
 - Public complaint
 - Owner requesting for additional inspections
 - Fire occurring in a public building

Purpose:

The purpose of this policy is to develop a regular system of fire and life safety inspections as per the *Fire Safety Act*. The purpose of a regular system of fire inspections is to identify, reduce and/or eliminate fire and life hazards.

Key Principles:

Council (the Local Authority) will designate the Fire Chief as the fire inspector and fire investigator for the Village of Midway, upon hiring of the Fire Chief. The Fire Chief can appoint fire inspectors and fire investigators dependent on level of training, education and certifications.

Procedure:

Fire and life safety inspections will be conducted as per the Fire Safety Act and all other pertinent legislation or regulation in determining the proper code(s).

Also refer to Policy No. 340 "Municipal Building Maintenance".