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CITY OF KELOWNA

MEMORANDUM

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**Date:** March 24, 2010  
**File No.:** 7280-20  
**To:** City Manager  
**From:** Fire Chief  
**Subject:** FREQUENCY OF INSPECTION MANDATE

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**RECOMMENDATION:**

THAT Council approve amendments to Council Policy 181 regarding the frequency of fire inspections for buildings in the City of Kelowna.

**BACKGROUND:**

The Fire Services Act stipulates that a municipal council must provide for a regular system of inspection by an officer of buildings in the municipality. Inspection frequencies performed by the Kelowna Fire Department have not been reviewed for a number of years. The current inspection frequency policy was developed at a time when the Office of the Fire Commissioner (OFC) was involved in recommending inspection frequencies across the province. It has been determined that these are not achievable, nor are they reasonable given periods of high growth, the availability of resources and the level of associated risk.

Adjusting inspection frequencies will allow the Kelowna Fire Department to focus on buildings such as restaurants, industrial workshops, care homes and daycares, all considered high risk occupancies, while reducing the frequency of inspections on all lower risk properties and occupancies. This revision, combined with increased company inspections currently performed by the second company working out of Station 1, and engine companies at halls 2, 3 and 4, will assist in meeting the inspection frequency policy. Engine company inspections are balanced with increasing calls for service and ongoing training and hall duties.

Over the past 3 years, the Inspections Branch has only been able to achieve approximately 40% of the inspection frequency as per policy. The revised policy will reduce inspections from 6,443 annually (9,650 hours) to 4,440 annually (7,150 hours). We believe this is an achievable standard and provides a comparable best practice relative to other fire services in the province.

The attached Appendix "A" details the changes in inspection frequency between the existing policy and the recommended policy.

**LEGAL/STATUTORY AUTHORITY:**

Fire Services Act



**EXISTING POLICY:**

Council Policy 181

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

Building Inspections Branch

Considerations that were not applicable to this report:

**COMMUNICATIONS CONSIDERATIONS:**

**ALTERNATE RECOMMENDATION:**

**INTERNAL CIRCULATION TO:**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

**PERSONNEL IMPLICATIONS:**

**TECHNICAL REQUIREMENTS:**

Submitted by:



*R. Blanleil, Fire Chief*

Approved for Inclusion:



Cc: *Building Inspections*  
*Director of Community and Media Relations*

**KELOWNA FIRE DEPARTMENT INSPECTIONS BRANCH  
COMPARATIVE SCHEDULE OF INSPECTION FREQUENCY**

<b>Inspection Category</b>	<b>Description</b>	<b>New Inspection Frequency</b>	<b>Existing Inspection Frequency</b>
Group A	Theatres, Churches, Amusement, Parks, Arenas	Every 2 Years	Annually
Group A	Licensed Beverage Establishments (Night Clubs, Pubs)	Four Times Yearly	Four Times Yearly
Group A	Restaurants	Twice Yearly	Annually
Group A	Daycares, Schools	Annually	Annually
Group B	Institutions, Group Homes, Hospitals	Three Times Yearly	Three Times Yearly
Group C	Hotels, Motels, Apartments, B&Bs	Annually	Annually
Group D	Offices, Banks, Professional Services	Every 2 Years	Annually
Group E	Retail Outlets	Every 2 Years	Annually
Group F	Low & Moderate Hazard Industrial	Every 2 Years	Annually
Group F	Hazard Industrial	Annually	Annually



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# Council Policy

## Frequency of Fire Inspections

APPROVED January 23, 1990

RESOLUTION: R1184/04/12/13  
REPLACING: R892/99/11/01; R775/1998/10/05; R77/1990/01/23  
DATE OF LAST REVIEW: November 2009

THAT Council adopt the following Frequency of Fire Inspections Policy:

<u>Group/Division</u>	<u>Occupancy</u>	<u>Inspection</u>
Group A, Division I	Theatres	Once every two Calendar Years
Group A, Division II	Churches, Halls	Once every two Calendar Years
Group A, Division II	Night Clubs	4 times per Calendar Year
Group A, Division II	Schools	Once per Calendar Year
Group A, Division II	Large Day Cares	Once per Calendar Year
Group A, Division II	Restaurants, Pubs	Twice per Calendar Year
Group A, Division II	Coffee Shops/Deli	Twice per Calendar Year
Group A, Division III	Arenas	Once every two Calendar Years
Group B, Division II	Group Homes	3 times per Calendar Year
Group B, Division II	Rest Homes, Hospitals	3 times per Calendar Year
Group C	Hotels, Motels	Once per Calendar Year
Group C	Apartments	Once per Calendar Year
Group D	Doctors Offices/Banks	Once every two Calendar Years
Group E	Retail	Once every two Calendar Years
Group F, Division I	Bulk Plants	Once per Calendar Year
Group F, Division I	Fibreglass/Spray Paint	Once per Calendar Year
Group F, Division I	High Hazard Industrial	Once per Calendar Year
Group F, Division II	Service Stations	Once per Calendar Year
Group F, Division II	Medium to Low Hazard Industrial	Once every two Calendar Years
Group F, Division II & III	Low Hazard Industrial	Once per Calendar Year

### REASON FOR POLICY

To develop an inspection system in which the frequencies of inspection are reasonable, without compromising life or fire safety.

### LEGISLATIVE AUTHORITY

Fire Services Act

### PROCEDURE FOR IMPLEMENTATION

Fire inspections are arranged through the Fire Department.