Policy:	**AD-024**
Coverage:	**Town of Stellarton**
Council Approval:	October 12, 2026
Effective Date:	October 12, 2026
Amended Date:	

SYSTEM OF MUNICIPAL FIRE INSPECTIONS POLICY

1.0 PURPOSE

The purpose of this Policy is to:

1.1 Establish a System of Municipal Fire Inspections pursuant to Section 19 of the Nova Scotia Fire Safety Act.

1.2 Promote fire and life safety within the Municipality through a risk-based inspection and enforcement program.

1.3 Ensure compliance with the requirements of the Nova Scotia Fire Safety Act and Nova Scotia Fire Safety Regulations.

1.4 Establish inspection frequencies and enforcement procedures that recognize municipal resources and priorities while maintaining public safety.

1.5 Provide a consistent and transparent framework for the administration of municipal fire inspections.

2.0 SCOPE

2.1 This Policy applies to all Municipal Fire Inspectors appointed by Council and to all inspections conducted under the authority of the Nova Scotia Fire Safety Act within the Municipality.

2.2 This Policy applies to all occupancies and premises subject to inspection under the Fire Safety Act and Fire Safety Regulations.

3.0 LEGISLATIVE AUTHORITY

This Policy is enacted pursuant to:

3.1 The Nova Scotia Fire Safety Act.

3.2 The Nova Scotia Fire Safety Regulations.

3.3 Any other applicable provincial legislation, regulations, or standards governing fire and life safety.

4.0 DEFINITIONS

4.1 ***Municipal Fire Inspector*** means a person appointed by Council pursuant to the Fire Safety Act to carry out inspections and enforcement activities under the Act.

4.2 ***Fire Safety Act*** means The Fire Safety Act, SNS 2002, c.6, as amended from time to time.

4.3 ***Fire Safety Regulations*** means the regulations made pursuant to the Nova Scotia Fire Safety Act, as amended from time to time.

4.4 ***Assembly Occupancy (Group A)*** as defined by the National Building Code of Canada.

4.5 ***Residential Occupancy (Group C)*** as defined by the National Building Code of Canada.

4.6 ***Business and Personal Services Occupancy (Group D)*** as defined by the National Building Code of Canada.

4.7 ***Mercantile Occupancy (Group E)*** as defined by the National Building Code of Canada.

4.8 ***Industrial Occupancy (Group F)*** as defined by the National Building Code of Canada.

4.9 ***Risk-Based Inspection*** means an inspection frequency or enforcement action determined by the Municipal Fire Inspector based on factors including occupancy type, life safety risk, occupant load, fire protection systems, history of compliance, and other relevant considerations.

5.0 POLICY

5.1 **Establishment of a Municipal Fire Inspection System**

Pursuant to Section 19 of the Fire Safety Act, the Municipality hereby establishes a System of Municipal Fire Inspections.

5.2 **Appointment of Municipal Fire Inspectors**

Council shall appoint one or more Municipal Fire Inspectors to administer and enforce the Fire Safety Act, Fire Safety Regulations, and this Policy.

5.3 **Inspection Priorities**

The Municipality recognizes that fire inspections are an important component of public safety and shall implement a risk-based inspection program intended to reduce fire risks and improve life safety.

Inspection priorities shall include:

a) Mandatory inspections required by the Nova Scotia Fire Safety Regulations;

b) Scheduled inspections established by this Policy;

c) Complaint-based inspections as determined by the Nova Scotia Fire Safety Regulations;

d) Follow-up inspections to verify compliance.

6.0 INSPECTION FREQUENCIES

6.1 **Scheduled Inspections**

The following occupancies shall be inspected initially and thereafter in accordance with the following schedule:

Occupancy Classification	**Inspection Frequency**
Assembly Occupancies (Group A)	Every 3 Years or as required by the Nova Scotia Fire Safety Regulations
Residential Occupancies (Group C) Four or More Dwelling Units	Every 5 to 8 Years
Business and Personal Services Occupancies (Group D)	Every 5 to 8 Years
Mercantile Occupancies (Group E)	Every 5 to 8 Years
Industrial Occupancies (Group F)	Every 5 to 8 Years

6.2 **Mixed Occupancies**

Where a building contains more than one occupancy classification, the Municipal Fire Inspector may assign the inspection frequency based on the occupancy presenting the greatest life safety risk.

6.3 **Risk-Based Adjustments**

Notwithstanding Sections 6.1 and 6.2, the Municipal Fire Inspector may require more frequent inspections where warranted by:

a) Previous non-compliance;
b) Significant fire or life safety deficiencies;
c) Occupant vulnerability;
d) High occupant load;
e) Lack of required fire protection systems;
f) History of fires or fire incidents;
g) Any other factor affecting life safety.

6.4 **Complaint-Based Inspections**

Inspections may be conducted in response to complaints that a fire or life safety issue exists in a building from a government representative as determined by the Nova Scotia Fire Safety Regulations.

6.5 **Pre-Purchase Inspections**

The Municipality shall not conduct fire inspections for the purpose of real estate transactions or property purchases.

7.0 ORDERS AND COMPLIANCE

7.1 **Orders**

Where deficiencies are identified, the Municipal Fire Inspector may issue an Order pursuant to Section 25 of the Fire Safety Act.

7.2 **Compliance Timeframes**

Compliance timeframes shall be determined by the Municipal Fire Inspector based on:

a) Degree of risk to life safety;

b) Occupancy classification;

c) Occupant load;

d) Presence of vulnerable occupants;

e) Presence or absence of fire protection systems;

f) History of compliance;

g) Complexity and cost of corrective measures;

h) Any other relevant circumstance.

7.3 **Immediate Hazards**

Where an immediate danger to life exists, the Municipal Fire Inspector may take any action authorized by the Fire Safety Act, including requiring immediate corrective measures or restricting occupancy.

7.4 **Re-inspections**

Property owners shall notify the Municipal Fire Inspector when corrective work has been completed and shall arrange a re-inspection prior to the expiry of the compliance period.

8.0 ENFORCEMENT

8.1 Where compliance is not achieved within the specified timeframe, the Municipality may undertake enforcement measures authorized by the Fire Safety Act.

8.2 Enforcement measures may include:

a) Issuance of Orders;

b) Summary Offence Proceedings;

c) Court applications;

d) Other remedies available under legislation.

8.3 Enforcement decisions shall be based on the severity of the deficiency, risk to life safety, and history of compliance.

9.0 RECORDS AND REPORTING

9.1 The Municipal Fire Inspector shall maintain records of:

a) Inspection reports;

b) Orders;

c) Correspondence;

d) Compliance documentation;

e) Enforcement actions.

9.2 Records shall be retained in accordance with municipal records management requirements.

9.3 Records shall be made available to the Provincial Fire Marshal upon request and in accordance with applicable legislation.

9.4 An annual summary of inspection activities may be provided to Council for information purposes.

10.0 RESPONSIBILITIES OF PROPERTY OWNERS

10.1 Property owners are responsible for maintaining compliance with the Fire Safety Act and Fire Safety Regulations.

10.2 Property owners shall provide reasonable access to Municipal Fire Inspectors for inspections authorized under the Act.

10.3 Property owners shall correct deficiencies identified through inspections within the timeframes established by the Municipal Fire Inspector.

11.0 POLICY REVIEW

11.1 This Policy shall be reviewed by Council at least every five (5) years, or sooner if legislative amendments or operational requirements warrant.

Clerk Annotation for Official Policy Book

Date of Notice to Council Members of Intent To Consider (Minimum 7 Days):

Date of Passage of Current Policy: October 12, 2026

Amendment to the policy:

I certify that this Policy was adopted by Council as indicated above.

Marina Gravel 10/12/2026

Chief Administrative Officer Date