

The Corporation of the District of Oak Bay

BYLAW NO. 4920

Fire Services Operational Bylaw

A bylaw to establish regulations for the continuation, operation and administration of the fire department and to provide for emergency response and prevention activities

The Council of the Corporation of the District of Oak Bay, in an open meeting assembled, enacts as follows:

Interpretation and Application

1. In this bylaw, the following capitalized terms shall have the following respective meanings:

- (a) “Apparatus” means any vehicle, equipment (including communications equipment), machinery, devices or materials used by a Department in connection with fire suppression or responding to or managing an Incident and any vehicle used to transport Members or supplies;
- (b) “Authorized Services” means those services which a Department is authorized to provide, as set out in section 9 of this bylaw;
- (c) “Chief Administrative Officer” means the person appointed by Council as the chief administrative officer of the Corporation;
- (d) “Community Charter” means the Community Charter, SBC 2003, c. 26, as amended or re-enacted from time to time;
- (e) “Corporation” means The Corporation of the District of Oak Bay;
- (f) “Council” shall mean the municipal council of the Corporation;
- (g) “Department” means the Oak Bay Fire Department;
- (h) “EMCR” means the Ministry of Emergency Management and Climate Readiness, or any successor thereto;
- (i) “EDMA” means the Emergency and Disaster Management Program Act, SBC 2023, c. 37, as amended or re-enacted from time to time;
- (j) “Emergency Health Services Act” means the Emergency Health Services Act, RSBC 1996, c. 182, as amended or re-enacted from time to time;

- (k) “Fire Chief” means the person appointed by Council as head of the Fire Department, and includes, where applicable, a Member authorized by the Fire Chief to act as their designate;
- (l) “Fire Code” means the British Columbia Fire Code, as adopted from time to time pursuant to regulations under the Fire Safety Act, which has been incorporated by reference in the Corporation’s Fire Prevention and Life Safety Bylaw, No. 4919, 2025; as amended from time to time;
- (m) “Fire Commissioner” means the fire commissioner appointed pursuant to the Fire Safety Act;
- (n) “Fire Inspection” means a fire safety inspection as defined in the Fire Safety Act;
- (o) “Fire Inspector” means a Member designated and trained as a fire inspector in accordance with the requirements of the Fire Safety Act and regulations made thereunder;
- (p) “Fire Investigator” means a Member designated and trained as a fire investigator in accordance with the requirements of the Fire Safety Act and regulations made thereunder;
- (q) “Fire Safety Act” means the Fire Safety Act, SBC 2016, c. 19, as amended or re-enacted from time to time;
- (r) “Fire Service Area” means the area contained within the geographical limits of the Corporation;
- (s) “Fire Safety Assessment” means a fire safety assessment as defined in the Fire Safety Act;
- (t) “Incident” means an event or situation to which a Department has responded or would normally respond, whether alone, or in conjunction with other emergency services, and includes any post-event clean-up, over-haul and investigations;
- (u) “Incident Commander” means the Member in charge of an Incident under the incident command system, as set out in a Department’s Operational Guidelines;
- (v) “Member” means a person employed by the Corporation in the classification of Firefighter, Lieutenant, Captain, Assistant Fire Chief, Deputy Fire Chief or Fire Chief;
- (w) “Ministry of Forests” means the Ministry of Forests of the Province of British Columbia, or any successor to that ministry;
- (x) “Minister” means the minister referred to in EDMA;

- (y) “Officer” means a Member who is appointed as a Lieutenant, Captain, Assistant Fire Chief, Deputy Fire Chief or Fire Chief in the Department in accordance with this bylaw;
 - (z) “Operational Guidelines” means operational guidelines for the Department developed by the Fire Chief in accordance with this bylaw;
 - (aa) “Provincial Training Standards” means the mandatory minimum training standards set under the Fire Safety Act by the Fire Commissioner as same may be amended, revised or replaced from time to time;
 - (bb) “Public Building” has the meaning ascribed thereto in the Fire Safety Act;
 - (cc) “Service Level” means the service level of a Department, contemplated by the Provincial Training Standards;
 - (dd) “Wildfire Act” means the Wildfire Act, SBC 2004, c. 31, as amended or re-enacted from time to time; and
 - (ee) “Workers Compensation Act” means the Workers Compensation Act, RSBC 2019, c. 1, as amended or re-enacted from time to time.
2. References in this bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, includes the same as may be amended, supplemented or replaced from time to time.
 3. This bylaw does not contemplate or extend in its purpose, to any of the following:
 - (a) the protection of any person from economic loss;
 - (b) a guarantee or warranty by the Corporation or any of its agents, as to the service level expectations of the Department under this bylaw, or any other applicable bylaws, codes, enactments, agreements or standards; or
 - (c) providing to any person a warranty with respect to the provision or timeliness, including the response time of the Department to any Incident, of any Authorized Services of the Department. For greater certainty, the inclusion of a service in the list of Authorized Services does not, of itself, mean that the Department provides such service at any given time or will, in relation to any particular Incident, be able to deliver such service.
 4. Each Member is considered a local public officer of the Corporation as defined in section 738 of the Local Government Act, SBC 2015, c. 1.
 5. In relation to the exercise of operational authorities or powers by the Department, any reference in this bylaw to the Fire Chief or Incident Commander includes any Member designated by the Fire Chief or Incident Commander, as the case may be.

6. If any part, section, subsection or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the bylaw will be deemed to have been enacted without the invalid portion.

7. The following Schedule is attached to and forms part of this bylaw:

Schedule A: Fees and Charges.

Fire Departments Continued

8. The Departments, established with the appointment of Edward G. Clayards as Fire Chief on February 1, 1938, is hereby continued. The Department shall operate under the name "Oak Bay Fire Department".

Fire Department Authorized Services

9. Subject to section 10 of this Bylaw, the Department are authorized to provide the following services (the "Authorized Services"):
 - (a) fire fighting and fire suppression;
 - (b) emergency health services, as defined in the Emergency Health Services Act, but subject to any agreement that may be required with British Columbia Emergency Health Services;
 - (c) ancillary health services, as defined in the Emergency Health Services Act;
 - (d) fire fighter and fire officer training;
 - (e) fire prevention and pre-fire planning;
 - (f) Fire Inspections as contemplated by the Fire Safety Act;
 - (g) Fire Investigations and fire cause determinations, including arson investigations, as required by the Fire Safety Act or as considered appropriate by the Fire Chief;
 - (h) enforcement of the Fire Safety Act and Fire Code, including Fire Safety Plan reviews;
 - (i) vehicle extrication and road rescue services;
 - (j) fire and life safety public education programs;
 - (k) mutual or automatic aid with other fire services, subject to written agreements with the relevant local government;
 - (l) assistance to the Ministry of Forests in relation to wildfires, in accordance with the Wildfire Act and any operational guidelines issued by or protocols of the BC Wildfire Service;

- (m) assistance to other emergency services, including the Oak Bay Police Department and the British Columbia Ambulance Service;
 - (n) emergency preparedness training;
 - (o) specialized rescue services, including low bank, high angle and water rescue, subject to training and availability of appropriate Apparatus and personnel;
 - (p) hazardous materials Incident response;
 - (q) the enforcement of this bylaw and other bylaws of the Corporation related to fire prevention;
 - (r) other life safety responses required in connection with an Incident (including in relation to any natural or human-caused disaster), subject to training and availability of appropriate Apparatus and personnel; and
 - (s) such other services as may be authorized by Council.
10. The Fire Chief, in consultation with the Chief Administrative Officer, shall determine which of the Authorized Services the Department may provide, and the level to which such services shall be provided, at any given time, subject to any necessary budget approvals and specific direction of Council; provided, however, that the Department shall always provide fire suppression, fire prevention, Fire Code enforcement, Fire Investigation and Fire Inspection services, and services ancillary thereto, as contemplated by sections 9 and 11 of this bylaw.
11. The Department shall operate as a "full service" department as defined in the Provincial Training Standards, both within the Fire Service Area and when responding extra-jurisdictionally as contemplated by section 14 of this bylaw. The Department will operate in accordance with the requirements of the Provincial Training Standards, including with respect to the training of its Members and keeping of records related to such training.
12. Notwithstanding the list of Authorized Services or any Service Level authorized in accordance with the Provincial Training Standards, in relation to any particular Incident response, the Department shall undertake only those emergency response activities for which its responding Members are properly trained and equipped. The Fire Chief and/or Incident Commander may, in their sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members or Apparatus available to them.

Service Area and Responses Out of Ordinary Jurisdiction

13. The Department is hereby authorized to provide the Authorized Services within the Fire Service Area.

14. The Department may respond to an Incident and provide the Authorized Services outside of the Fire Service Area in the following circumstances:

- (a) in accordance with the terms of a mutual or automatic aid agreement with another local government, the Regional District, or other person;
- (b) if authorized to respond by EMCR, or if authorized under or in accordance with an agreement with or standard operating procedures established by the Ministry of Forests or any other provincial or federal emergency or regulatory agency;
- (c) to provide an Incident response in circumstances where, in the view of the Fire Chief or Incident Commander, such Incident imminently threatens any part of the Fire Service Area;
- (d) in accordance with the terms of a fire service agreement with another local government, a regional district, a First Nations band or other person;
- (e) if ordered so to do by the Minister, by a local authority exercising the Minister's powers, by the Lieutenant Governor in Council or the Fire Commissioner, under and in accordance with EDMA and the regulations made thereunder; and
- (f) if authorized by the Mayor or their designate, or, if the Mayor and designate are absent or unavailable, the Chief Administrative Officer.

15. A Fire Chief may, in their sole discretion, refuse to respond to calls to Incidents described in subsections 14(a) and (b) of this Bylaw; provided that any refusal of a mutual aid request or automatic aid response shall be in accordance with the terms of the relevant mutual aid agreement or automatic aid agreement, as the case may be.

16. Where another fire department (a "Responding Department") provides emergency response services within the Fire Service Area under a mutual aid or automatic aid agreement, the Responding Department, in relation to any particular Incident:

- (a) shall be authorized to exercise the powers and authorities specified in the relevant mutual aid agreement or automatic aid agreement, as the case may be; or
- (b) where the relevant mutual aid agreement or automatic aid agreement does not expressly address the issue of powers and authority, shall be entitled to exercise the same powers and authority as the Department under this Bylaw.

Fire Chief

17. The Fire Chief and the Deputy Fire Chief shall each be appointed by Council. Subject to direction of Council, the Fire Chief shall have complete responsibility for and control over the operation and regulation of the Department and delivery of the Authorized Services, including dealing with any

matter within the scope of the Fire Safety Act and regulations made thereunder. The Fire Chief shall report to Council through the Chief Administrative Officer.

18. Without limiting section 17 of this Bylaw, the Fire Chief is responsible for:

- (a) developing and maintaining a set of Operational Guidelines which meets the operational requirements of the Department and fulfils all statutory and regulatory requirements, including those mandated by the Workers Compensation Act and regulations made thereunder. The Operational Guidelines will include, among other things, an appropriate Incident command and personnel accountability system;
- (b) developing all necessary training programs, establishing any necessary proficiency requirements for Members, and implementing an occupational health and safety program for the Department which, in each case, meets all statutory and regulatory requirements, including those required by the Provincial Training Standards and the Workers Compensation Act and regulations made thereunder;
- (c) ensuring that the Department maintains all required records, including those relating to training and occupational health and safety matters;
- (d) preparation and management of the Fire Department budget as well as the emergency program budget for the Corporation; and
- (e) providing an annual report to Council relating to Fire Department operations and the operation of the Corporation's emergency program, and such other reports as Council may request from time to time.

19. The Fire Chief is the fire chief of the Corporation for the purposes of the Fire Safety Act and for all other purposes, and is entitled within the Fire Service Area to exercise all of the powers of a fire chief as set out in the Fire Safety Act.

Officers and Members

20. The Chief Administrative Officer, on the advice of the Fire Chief, shall appoint exempt Officers of the Department, who shall be considered "managers" within the meaning of the Labour Relations Administration Bylaw, 1997, being Bylaw No. 3953, as amended or re-enacted from time to time of the Corporation. The Fire Chief shall appoint non-exempt employees to the other Officer positions in the Department, subject to the provisions of any applicable collective agreement. In each case, the appointment or promotion of individuals to higher ranks within the Department is subject to financial constraints imposed by the current annual or provisional budget of the Corporation, whichever is applicable, as adopted by the Council.

21. The Members of the Department shall carry out the duties and responsibilities assigned to the Department under this bylaw, and other applicable bylaws of the Corporation, subject to the direction of the Fire Chief.

Department Powers

22. The Fire Chief or any Member designated by the Fire Chief for such purpose, may enter any buildings, premises, structures or property:
 - (a) for the purpose of conducting a Fire Inspection, reviewing a Fire Safety Assessment or for the purposes of conducting pre-incident planning; or
 - (b) to ascertain compliance with the requirements of this bylaw, the Fire Code, or any other relevant fire or life safety bylaw of the Corporation.
23. In relation to any entry onto property or into premises, other than in relation to an Incident, the entry shall be made subject to and in accordance with:
 - (a) the provisions of section 16 of the Community Charter; and/or
 - (b) the provisions of the Fire Safety Act and the regulations made thereunder,as required by the relevant enactment or determined to be appropriate in the circumstances by the Fire Chief.
24. No person shall obstruct, hinder or impede the Fire Chief or any Officer or Member in making any entry authorized by this bylaw.
25. The Incident Commander at an Incident will have control, direction and management of all Apparatus and Members assigned to the Incident, unless relieved by another Officer or Member in accordance with the Department's Operational Guidelines.
26. The Fire Chief or Incident Commander, or any Member designated by either of them, is authorized to take measures to prevent and suppress fires, including the demolition of buildings and other structures, or removal of things, to prevent the spreading of fire or as required to mitigate an Incident.
27. The Fire Chief or Incident Commander, together with Members and Apparatus, may enter at any time, buildings, premises, structures, vehicles or property in connection with an Incident.
28. The Fire Chief or Incident Commander, together with Members and Apparatus, may at any time, enter, station on, or pass through or over buildings, premises, structures or property to gain access to or to protect any person or property in connection with an Incident.
29. In connection with an Incident, the Fire Chief or Incident Commander may, in their discretion, establish boundaries or limits of an area and keep persons from entering such area, unless authorized to enter by the Fire Chief or Incident Commander.
30. The Fire Chief or Incident Commander is authorized to order tactical evacuations, as contemplated by the Fire Safety Act, in relation to a fire, threat of fire or explosion, or other Incident.

31. The Fire Chief or Incident Commander may obtain assistance from other emergency responses agencies in order to discharge their duties and responsibilities under this bylaw or any other applicable bylaw of the Corporation.

Fire Investigations

32. The Fire Chief is hereby delegated the authority of Council to designate Members or positions within the Department as Fire Investigators, subject to any person so designated being trained in accordance with the requirements of the Fire Safety Act.
33. The Department shall conduct such Fire Investigations and fire cause determinations as are required by the Fire Safety Act, or as otherwise deemed necessary or advisable by the Fire Chief.

Risk-Based System of Compliance Monitoring

34. Each Member of the Department is hereby designated as a Fire Inspector, subject to meeting the training requirements set under the Fire Safety Act.
35. A Fire Inspector in the Department may conduct a Fire Inspection of any building, structure or premises for the purpose of determining compliance with the Fire Safety Act, the Fire Code and this bylaw:
- (a) on receiving a complaint;
 - (b) if believed advisable by the Fire Inspector, without receiving a complaint;
 - (c) on the request of the owner or occupier of the building, structure or premises; or
 - (d) as part of the risk-based system of compliance monitoring established under section 36 of this bylaw in relation to Public Buildings.
36. The Fire Chief shall establish, and the Department shall operate, a risk-based system of compliance monitoring of Public Buildings within the Fire Service Area, in accordance with the requirements of the Fire Safety Act and regulations made thereunder.
37. The frequency of inspection for each Public Building will be set by the Fire Chief, based on the risk assigned to the particular Public Building in accordance with the assessment required by the Fire Safety Act and regulations made thereunder.
38. The Fire Chief may determine which Public Buildings are to be subject to Fire Inspections and which owners of Public Buildings are to be required to produce Fire Safety Assessments.
39. The Fire Chief will ensure that the risk assessments of Public Buildings are reviewed and updated periodically at such intervals as the Fire Chief considers advisable or as otherwise may be required under the Fire Safety Act.

40. Owners of Public Buildings required to produce a Fire Safety Assessment shall do so within 30 days of the request therefor by the Department, using the format prescribed under the Fire Safety Act. A Fire Safety Assessment will be updated annually by the owner of the Public Building unless an Inspection is conducted by the Department. A Fire Safety Assessment will be updated by the owner of the Public Building at any time that there has been any change to the Public Building, or any change to the use thereof, that makes the existing Fire Safety Assessment inaccurate, incomplete or obsolete.
41. Where a Fire Safety Assessment has not been produced as required by section 40 of this Bylaw, the Department may conduct a Fire Inspection and levy a charge therefor as provided in Schedule A to this bylaw.

Preventive Evacuations

42. Where Council:

- (a) believes that conditions exist on or in premises that a fire on or in such premises would endanger life; and
- (b) the owner of the premises has failed to comply with one or more orders issued by a Fire Inspector under the Fire Safety Act,

Council may order the evacuation of such premises on the basis of, and subject to the provisions of, section 14 of the Fire Safety Act.

Fire Safety Plans

43. Where a person, business or other undertaking is required by the Fire Code to develop and maintain a Fire Safety Plan, including in connection with the construction or demolition of a building, a copy of such Fire Safety Plan shall be submitted to the Department for review in accordance with the Fire Code. The Fire Department may prescribe the form in which any Fire Safety Plan is to be submitted, including that the Fire Safety Plan must be submitted in a specified electronic format.
44. The Fire Safety Plan will be reviewed not less than annually by the owner of the building or property to which it applies, and submit any updated Fire Safety Plan to the Department for review. Notwithstanding the foregoing, where there has been any change to a building, property or premises, or any change to the use thereof, that makes the existing Fire Safety Plan inaccurate or obsolete, a new Fire Safety Plan will be submitted to the Department for review.

Limitations and Cost Recovery

45. Notwithstanding any review of a Fire Safety Assessment or Fire Safety Plan by the Department, the owner of the Public Building or other building or property in respect of which a Fire Safety Assessment or Fire Safety Plan is submitted remains solely responsible for the content and

sufficiency of that assessment or plan, and neither Department nor the Corporation shall be liable for any deficiency in any Fire Safety Assessment or Fire Safety Plan or for any loss, damage, costs or injuries arising from that deficiency.

46. The Department may charge for the cost of conducting a Fire Inspection or re-inspection, reviewing a Fire Safety Assessment, conducting a Fire Investigation, reviewing a Fire Safety Plan or other use of Department services and resources, in each case in accordance with Schedule A to this bylaw.

Orders

47. Where a Fire Inspector has conducted a Fire Safety Inspection of any building, premises or property, the Fire Inspector may issue an order in connection with any deficiencies discovered, as provided for in, and in the manner contemplated by, the Fire Safety Act. The Fire Chief will cause all orders issued under this section 47 to be filed with the Office of the Fire Commissioner to the extent required by the Fire Safety Act and regulations made thereunder.
48. Where the Fire Chief finds that any provision of this bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or that conditions exist in or upon a building, premises or property which, in the Fire Chief's opinion, constitutes a fire hazard or otherwise constitutes a hazard to life and/or property, the Fire Chief may make such order so as to ensure full and proper compliance with this bylaw, or to eliminate the fire hazard or other hazard, and, without limiting the generality of the foregoing, may:
- (a) give to the owner or occupier of the building, premises or property such directions as the Fire Chief considers necessary to correct the contravention or to ensure compliance with this bylaw or to remove or mitigate any hazard; or
 - (b) make such order as the Fire Chief considers necessary with respect to any of the matters referred to in this bylaw, including in relation to correcting deficiencies discovered in connection with any Fire Safety Inspection or Fire Safety Assessment.
49. An order made under section 48 of this Bylaw:
- (a) shall be in writing and substantially in the form of orders prescribed under the Fire Safety Act;
 - (b) shall be directed to any one or more of the owner or occupier of the building, premises or property in respect of which the order is made;
 - (c) shall be served by:
 - i. delivering it or causing it to be delivered to the person to whom it is directed;
 - ii. sending the order by registered mail to the last known owner of the building, premises or property; or

- iii. posting a copy of it in a conspicuous place on the building, premises or property if the person to whom the order is directed cannot be found, is not known, or refuses to accept service of the order.
50. No person may remove, deface or destroy an Order posted in accordance with paragraph 49(iii), except to remove the Order in connection with complying with it.
51. Where any Owner or occupier fails to comply with an Order made under this bylaw, the Corporation may, in addition to any other methods of enforcement permitted under this bylaw, cause the condition to be remedied at the expense of the owner of the building, premises, or property. Any expenses incurred by the Corporation under this section 51 are recoverable from the owner of the building, premises or property in the manner provided by section 258 of the Community Charter.

Prohibitions and Penalties

52. No person shall:
- (a) impede, hinder or obstruct any Member at an Incident or when carrying out their duties under this bylaw, and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;
 - (b) obstruct or otherwise interfere with access roads or other approaches to an Incident, or with fire hydrants, reservoirs or bodies of water required for fire suppression purposes;
 - (c) damage, destroy, obstruct, impede or hinder the operation of any Apparatus, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose or other Department equipment;
 - (d) refuse to permit any Member to enter into or upon premises in relation to which an alarm or other request for assistance has been received, or in or upon which a Member has reasonable grounds to believe that an Incident has occurred or may occur;
 - (e) interfere with any Member or refuse to permit any Member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of an alarm system; and
 - (f) except as authorized by the Fire Chief, another Officer or an Incident Commander:
 - i. enter any building, structure, premises, vehicle or area involved in or threatened by an Incident or any exclusion zone designated by the Fire Chief or Incident Commander under section 29 of this Bylaw;

- ii. refuse to move from such a building, structure, premises, vehicle or area when directed to do so by a peace officer or Member; or
 - iii. enter or fail to leave any area subject to a tactical evacuation order issued in accordance with section 30 of this Bylaw.
53. Any person who violates any provision of section 52 of this bylaw may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).
54. Any person who damages Apparatus in contravention of subsection 52(c) of this Bylaw, in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.
55. No person shall falsely represent themselves as a Member of the Department, or wear or display any Department's uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

Bylaw Enforcement

56. The Fire Chief, Deputy Fire Chief and such other persons as Council may designate, are hereby authorized to enforce the requirements of this bylaw, the Fire Code, and such of the Corporation's other bylaws as Council may designate.
57. In addition to any other enforcement method contemplated by this bylaw, enforcement of this bylaw may be affected by means of a ticket issued in accordance with the Corporation's Municipal Ticket Information Bylaw No. 4846, 2023, as amended or re-enacted from time to time.
58. Any person who violates any provision of this bylaw shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty not exceeding the maximum amount permitted under the Offence Act, RSBC 1996, c.338 for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the Offence Act.
59. Where an order has been issued under section 11 or section 14 of the Fire Safety Act and such order has not been complied with or complied with only in part, or where a person has contravened section 10(6) of the Fire Safety Act, the Fire Chief may request that the Fire Commissioner impose an administrative penalty on the person who is the subject of the order, or who has contravened the Fire Safety Act.

Force and Effect; Repeal of Bylaw No. 4720

60. This bylaw will come into force and effect on the date of its adoption.
61. Upon the adoption of this bylaw, Fire Services Operational Bylaw, No.4720, 2018 and all amendments thereto are hereby repealed; provided, however, that any offence committed under

such bylaw prior to its repeal may be charged, and any penalty or punishment levied under such bylaw may be imposed, as though such bylaw had not been repealed.

Citation

62. This bylaw may be cited as the “Fire Services Operational Bylaw No. 4920, 2025”.

READ A FIRST TIME the 14th day of July , 2025

READ A SECOND TIME the 14th day of July , 2025

READ A THIRD TIME the 14th day of July , 2025

ADOPTED the 21st day of July , 2025

Mayor

Corporate Officer

Schedule “A” – Fees and Charges

Service Description	Charges
Compliance Monitoring Fire Inspection	Initial Inspection – No charge Each follow-up Fire Inspection as a result of deficiencies - \$150
Fire Inspection necessitated by the failure to file a Fire Safety Assessment	\$150
Fire Inspections on Request	\$150
Fire Safety Assessment review	Initial Review – No Charge Follow up Review as a result of deficiencies - \$50
Fire Safety Plans Review (New Plan)	\$100.00
Fire Safety Plans Review (Existing Plan)	\$50
Fire Investigation Report	\$100
Contract Fire Investigation Services	\$110 per hour, minimum 2 hours
Other Uses of Department Resources	\$110 per hour per Member or Officer \$500 for engine and company, minimum 3 hours