

# **Municipality of Trinity Bay North**

## **Fire and Life Safety Inspection Bylaw**

### **PREAMBLE**

This Bylaw is enacted by the Municipality of Trinity Bay North (TBN) pursuant to Section 7(1)(e) of SNL2023 Chapter T-6.2, as amended. It was formally adopted by the Municipality on January 12, 2026.

### **1. CITATION**

These regulations may be cited as the Town of Trinity Bay North Fire and Life Safety Inspection Bylaw.

### **2. INTERPRETATION AND DEFINITIONS**

#### **2.1 Interpretation**

Fire prevention and inspection programs constitute a fundamental responsibility of the municipality, aimed at safeguarding the lives and property of its citizens. Effective fire and life safety education is recognized as the primary means of fire prevention, necessitating public education in preventive measures.

Fire and life safety inspections within the community are conducted by the Fire Chief or their designate. The inspection program shall be developed and enforced in consultation with the Town Council, utilizing the adopted Code editions within the Fire Protection Services Act and Regulations, or by Policy and Codes adopted by the Town and approved by the Minister of Municipal and Provincial Affairs.

The Fire Chief is legislatively responsible for fire and life safety inspection requirements. The Fire Chief or designate shall maintain inspection report files and provide copies to the Fire Services Division (FSD). The Town Council is responsible for ensuring the implementation of an inspection program. The Fire Department and its members are considered employees of the Town for emergency response, fire prevention, and training purposes. The Fire Chief, appointed by Council, reports to Council through the liaison committee.

Fire Services Division may be consulted regarding fire and life safety inspections. The Fire Chief or designate is encouraged to seek guidance from a Fire Protection Officer when encountering difficulties with Code requirements. FES-NL provides a Fire and Life Safety Inspection Form and Guide to assist with site visits.

## **2.2 Definitions**

For the purposes of this Bylaw, the following definitions apply:

- **Actual Costs:** Fees for services provided using the Municipality's own forces and equipment, calculated as prescribed in Schedule "A."
- **Fire Chief:** The individual appointed as Fire Chief for the Municipality, serving as head of the Trinity Bay North Fire Department.
- **Fire and Life Safety Inspector:** The Fire Chief and any Member authorized to conduct fire inspections in the Municipality.
- **Fire Hazard:** Any condition, arrangement, or act that increases the likelihood of fire, augments the spread or intensity of fire, or obstructs fire rescue operations or occupant egress.
- **Occupier:** Any lessee, tenant, or licensee of any building or premises.
- **Owner:** Any person with ownership or control of real or personal property.
- **Premises:** Any part of a parcel of real property and any buildings located thereon.
- **Vacant Premises:** Any premises, building, or structure where water or electricity service has been intentionally discontinued, rendering it unsuitable for human habitation or normal occupancy.

## **3. SCOPE**

This guideline is to be followed by Trinity Bay North staff and Fire and Life Safety Inspectors of the Trinity Bay North Fire Department.

## **4. POLICY**

The Municipality of Trinity Bay North directs the Fire Chief to implement policies and guidelines necessary for the Trinity Bay North Fire Department to respond effectively to inspection requests, complaints regarding Fire and Life Safety, and the conduct of inspections. Routine inspections shall be conducted in accordance with the most current editions of the National Fire Code of Canada (NFCC) and NFPA 101, Life Safety Code (LSC).

## **5. INSPECTION FREQUENCY**

### **5.1 Public Buildings (Annually)**

The following occupancies shall be inspected annually:

- Restaurants
- Bars and Nightclubs
- Community Centers
- Schools
- Churches

- Fraternal Organizations (e.g., Lion's Club, Church Hall)
- Major Occupancies (e.g., Fish/Seal Plant, Personal Care Homes)
- Gas Stations

## **5.2 Other Buildings (Every 3 Years or As Needed)**

After the initial inspection, the following buildings shall be inspected every three years or as needed:

- Apartment Buildings (three or more dwelling units)
- Convenience Stores
- Financial Institutions
- Garages
- Supermarkets
- Hair Salons
- Small Clothing Stores
- Medical Clinics
- Short Term Rentals

## **6. FEES AND REPORTING**

### **6.1 Inspection Fees**

- Town Buildings: Inspected at no cost; inspections coordinated during town work hours.
- All Other Buildings: Initial inspection fee of \$50.00; follow-up inspection fee of \$25.00. Costs for businesses are billed through town administrative staff.
- Not-for-Profit Buildings: Inspection costs covered by the Town.

### **6.2 Reporting**

The Fire Chief shall provide the Council with a semi-annual Fire and Life Safety Inspection report as specified in Schedule B.

## **7. INSPECTION PROCEDURES**

### **7.1 Scheduling and Conduct**

- Inspections of all public and commercial buildings shall be scheduled by appointment as defined by the Fire Protection Services Act and Regulations, 2012.
- Owners of premises liable for inspection shall pay the prescribed Inspection Service Fee.
- If more than one re-inspection is required to address unsatisfactory conditions, the owner shall pay the re-inspection fee for each subsequent re-inspection.

## **7.2 Applicable Charges**

Requested inspections may be subject to service fees. Inspectors must ensure the appropriate fee is invoiced to the property owner/agent through the TBN Town Clerk in accordance with Schedule A.

## **8. TYPES OF INSPECTIONS**

### **8.1 Complaints**

Inspections may be initiated in response to complaints from:

- The public
- Municipal employees
- Fire department personnel
- Email, fax, or written correspondence

### **8.2 Requests**

Inspections may be requested by:

- Property owners
- Tenants
- Licensing requirements (e.g., long-term care facilities)

### **8.3 Routine**

Routine inspections are legislated under the Fire Protection Services Act and Regulations, 2012, and as approved by Council.

## **9. ACTIONS AND TIMELINES**

### **9.1 Complaints**

- Complaints where life safety may be threatened (e.g., locked exit doors, non-functioning fire alarm systems) must be addressed within 24 hours.
- Other complaints must be acknowledged within 72 hours and resolved within five days of receipt.

### **9.2 Requests**

- Requests for inspections must be acknowledged within two business days, and an appointment scheduled in accordance with Section 22.
- Inspections shall be scheduled at a mutually agreed time and conducted within 14 days of receiving the request.

## **10. CONDUCTING INSPECTIONS**

- Inspectors shall contact the owner, manager, or person in charge prior to inspection and explain its purpose.
- Inspections are primarily visual, unless physical tests are warranted.
- Inspectors shall review approved Fire Safety Plans before proceeding.
- Owners or agents may accompany the Inspector; refusal is documented.
- Inspectors shall not promote specific contractors or equipment, nor prescribe compliance alternatives.
- Inspectors may provide advice on code interpretation and hazards as appropriate.
- Field notes must be efficiently maintained.
- Upon completion, inspection details shall be communicated promptly to the owner or agent.

## **11. ENFORCEMENT AND RE-INSPECTION**

- Enforcement actions shall be conducted in accordance with the Fire Protection Services Act and Regulations, 2012.
- Inspectors shall issue directives for corrective action as necessary.
- Re-inspection dates shall be arranged within the compliance date noted on the Inspection Order. Upon re-inspection, the Inspector shall:
  - Indicate compliance in field notes with the date of re-inspection.
  - For partial non-compliance, consider reissuance of the Inspection Order, considering the owner's schedule and progress.
  - For non-compliance, consider follow-up actions as provided in the Fire Protection Services Act and Regulations, 2012, and the Newfoundland and Labrador Fire and Life Safety Guidance Document dated January 16, 2007.

## **12. SCHEDULES**

### **12.1 Schedule A: Fees and Cost Recovery**

- Town Buildings: No cost; inspections coordinated during town work hours.
- All Other Buildings: Initial inspection \$50.00; follow-up inspection \$25.00.
- Not-for-Profit Buildings: Costs covered by the Town.

### **12.2 Schedule B: Quarterly Fire and Life Safety Inspection Report**

The Fire Chief shall submit a quarterly report to Council, detailing:

- Business Name
- Date of Inspections
- Number of Inspections

- Number of Follow-Ups
- Remarks



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MAYOR



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TOWN MANAGER