



Fire Prevention Policy

Policy Number: M-FI-002

Authority: 7140/05

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Department Responsible: Fire Service

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Review Date: April 2025

Status: Active

1. Policy Statement

- 1.1 Mandatory requirements for fire prevention services and programs are established in the Fire Protection and Prevention Act, 1997 as amended (Part II), and various provisions of the Ontario Fire Code. This policy establishes the delivery of fire prevention services and programs within the Town of LaSalle, including any elements required by provincial legislation and such additional services and programs as determined by Council.

2. Scope

- 2.1 This policy applies to all Fire Service personnel. This policy is intended to identify the required and Council-directed level of fire prevention programs and services to be delivered by LaSalle Fire Service.

3. Policy

3.1 Public Education Programs

- 3.1.1 The LaSalle Fire Service personnel will provide fire prevention education programs within the community in accordance with the priorities identified in the community's risk assessment. Community groups and organizations may request fire safety related presentations, demonstrations and tours of fire stations.
- 3.1.2 Appropriate fire safety education materials will be distributed in an effective manner to address community fire safety issues and concerns based upon needs and circumstances.

3.2 Inspections and Enforcement

- 3.2.1 Fire Prevention Inspections are to be conducted for all complaints/requests received by the Fire Service containing reports of potential Ontario Fire Code violations and/or potential fire hazards.
- 3.2.2 Additional Fire Prevention Inspections will be conducted in assembly, multi-unit residential, commercial and industrial buildings based on a prioritized assessment of life safety concerns and perceived fire risk. Inspections may be conducted of occupancies and buildings as deemed necessary to address the needs and circumstances of the community or a targeted risk.
- 3.2.3 Appropriate action will be taken to ensure the elimination of serious fire hazards, immediate threats to life from fire, and to enforce the Ontario Fire Code under the authority and in accordance with the provisions outlined in the Fire Protections and Prevention Act, 1997.

3.3 Open Air Burning

- 3.3.1 Open air burning is regulated within the municipality. Open air burning will only be conducted with approval of the Fire Service full-time personnel and in accordance with the conditions set out in the “Restricting of Setting of Fires” by-laws.

3.4 Building Code Inspection and Plan Approvals

- 3.4.1 Building code inspections and plan approvals will be carried out in accordance with By-law No. 6074 that prescribes types of fire inspections, specified areas of authority and designates the Director of Fire Service/Fire Chief and the Fire Prevention Officer as inspectors under the Ontario Building Code Act to assist the Chief Building Official in ensuring compliance with the Ontario Building Code.

3.5 Fireplace and Solid Fuel Burning Appliances

- 3.5.1 These appliances will be inspected upon request and recommendations may be made for a third party inspection.

3.6 Requested Inspections for Change of Ownership

- 3.6.1 Inspections will be conducted within a reasonable period of time when requested by the purchaser’s representative and only where written permission has been obtained from the owner or the owner’s agent to inspect and release inspection results.

3.7 Fees for Service

- 3.7.1 Fees may be charged for any or all of the above referenced inspections/services in accordance with the Fee Schedule as set out by the Town of LaSalle.
- 3.7.2 A fee schedule for various types of inspections/services, is available upon request from the Fire Service or Town of LaSalle.

3.8 Investigation of Fires

- 3.8.1 The Director of Fire Service/Fire Chief and/or members of the Fire Service delegated by the Director of Fire Service/Fire Chief shall investigate the origin and cause of all fires within the municipality. The Office of the Fire Marshal will be notified for the following reasons: Fatality or life-threatening Injury, gaseous explosions, large loss fire or suspicion of arson. LaSalle Fire Service personnel will assist the OFM investigator, as requested.

3.9 Fire Prevention Records Keeping and Risk Assessment

- 3.9.1 Current Records relating to all fire prevention activities must be prepared and retained. These records include:
 - a. Emergency response statistics using the Standard Fire Incident Report.
 - b. Fire Investigations.
 - c. Fire Prevention Inspection Programs-complaints, requests, routine, licensing, Ontario Building Code, By-laws and other inspection types.
 - d. In-service inspection program (Pre-plans).
 - e. Home inspection program (Life and Safety Audits).
 - f. Smoke alarm program.
 - g. Carbon Monoxide alarm program.
 - h. Distribution of public fire safety information and media releases.
 - i. Public displays, fire hall tours, etc.
 - j. Lectures, demonstrations, presentations to the public.
 - k. Ontario Building code plans examinations.

- I. Simplified risk assessment and other needs analysis processes containing a current community fire profile identifying current public education and prevention needs.

3.9.2 Risk Assessment

- 3.9.2.1 The simplified risk assessment will be updated every 3 years and programs modified as appropriate.

4. Roles and Responsibilities

4.1 LaSalle Fire Service Roles

- 4.1.1 This policy provides for the participation of all members of the Fire Service in fire prevention and public education activities, during available hours and also addresses the types of inspection services that have been approved by Council. It is intended as an affirmative direction to the Director of Fire Service/Fire Chief; Fire Service personnel and the public.

4.2 LaSalle Fire Service Responsibilities

- 4.2.1 LaSalle Fire Service is responsible for this policy.
- 4.2.2 This policy will be periodically reviewed and updated, as required. This policy must be reviewed by the stated review date and approved by the responsible department.

5. References and Related Documents

Fire Protection and Prevention Act, 1997 as amended.

Ontario Fire Code.

By-law #6073 as amended (Establishing & Regulating By-law).

6. Attachments

None.