

## THE CORPORATION OF THE CITY OF ENDERBY

### MEMO

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: October 18, 2024  
Subject: Designation of Fire Inspectors and Fire Investigators Policy

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#### **RECOMMENDATION**

THAT Council adopts the Designation of Fire Inspectors and Fire Investigators Policy.

#### **BACKGROUND**

The recent replacement of the *Fire Services Act* with the *Fire Safety Act* as of August 1, 2024 will result in numerous changes respecting fire inspection and fire investigation, among other functions.

Among the first changes to impact local authorities is a requirement to designate Fire Investigators and Fire Inspectors. Previously, these positions were appointed by the Fire Commissioner as Local Assistants to the Fire Commissioner, upon recommendation of the local authority's Fire Chief or Chief Administrative Officer.

Under the *Fire Safety Act*, local authorities must now designate, in writing, a person or a class of persons as Fire Inspectors and Fire Investigators. While there is a transitional period for Fire Inspectors and Fire Investigators to obtain the applicable standards established by the Fire Commissioner, the requirement to designate in writing is by October 28, 2024. Existing Fire Inspectors and Fire Investigators may demonstrate that they have met the applicable standards through a prior learning assessment.

The attached Designation of Fire Inspectors and Fire Investigators Policy designates classes of persons who may serve in these roles, subject to obtaining the applicable standards and written appointment by the Chief Administrative Officer. Individuals may also be appointed who do not belong to these classes of persons, provided they too have met the applicable standards and have received a written appointment by the Chief Administrative Officer; this designation is useful in the event that the City needs additional capacity or requires additional expertise.

A review of the City's existing Fire Protection Bylaw has been performed; the bylaw is silent on the mechanics of designating or appointing a fire inspector or fire investigator, although it does provide a definition of "fire inspector" that is generally consistent with the class of persons designated in the subject policy. Given there is no conflict between the bylaw and the *Fire*

*Safety Act* respecting designation of fire inspectors and fire investigators, the bylaw does not need to be amended at this time.

Staff are anticipating additional policies, or revisions to policies, and a significant revision to the Fire Protection Bylaw in the future, notably in the wake of the forthcoming Risk Analysis for Compliance Monitoring Regulation and the Fire Safety Act Self-Assessment Manual, which will jointly determine the fire inspection relationship between property owners and fire inspectors.

Respectfully submitted,

A handwritten signature in black ink, appearing to be the name 'Tate Bengtson'.

Tate Bengtson  
Chief Administrative Officer

Policy Title	Designation of Fire Inspectors and Fire Investigators
Policy Number	

Effective Date	Adopted by Council	Replaces N/A
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**PURPOSE:** To designate Fire Inspectors and Fire Investigators pursuant to the *Fire Safety Act*.

**POLICY:** **Designation of Fire Inspectors**

Subject to meeting the applicable standards established by the Fire Commissioner and written appointment by the Chief Administrative Officer, the following classes of persons are designated as a Fire Inspector:

Enderby & District Fire Department

- Fire Chief
- Deputy Chief
- Captains

Corporation of the City of Enderby

- Chief Administrative Officer
- Corporate Officer
- Manager of Bylaw Compliance and Enforcement

Police

- Any member of the Royal Canadian Mounted Police, Vernon North Okanagan detachment

The Chief Administrative Officer may, in writing and for a specified term, designate another person as a Fire Inspector, provided such person has met the applicable standards established by the Fire Commissioner.

**Designation of Fire Investigators**

Subject to meeting the applicable standards established by the Fire Commissioner and written appointment by the Chief Administrative Officer, the following classes of persons are designated as a Fire Investigator:

Enderby & District Fire Department

- Fire Chief

- Deputy Chief
- Captains

Police

- Any member of the Royal Canadian Mounted Police, Vernon North Okanagan detachment

The Chief Administrative Officer may, in writing and for a specified term, designate another person as a Fire Investigator, provided such person has met the applicable standards established by the Fire Commissioner.