

# The Saskatchewan Fire Safety Act Guide



Last Updated: June 2024

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This publication is intended as an overview and guide to the new *Fire Safety Act*. It paraphrases information and does not contain complete details of the new Act. It is important to refer directly to the Act and consider consulting legal counsel on points that need clarification to ensure compliance.

# Definitions

## Emergency

A present or imminent situation or condition that requires prompt action or coordination of an action to prevent or to limit:

## Loss of life

- Harm or damage to the safety, health or the welfare of people.
- Damage to property or the environment.

## Fire Brigade

A privately owned fire suppression service that provides a response to an emergency fire situation but that is not established or operated or contracted with by a local authority.

## Fire Department

A fire department established or operated by or contracted with a local authority.

## Fire Inspector

A provincial inspector, a local assistant or a municipal inspector.

## Firefighter

- A fire chief;
- Any person employed by, appointed by or performing duties for a local authority as a firefighter, whether for wages or otherwise.
- Any person employed by, appointed by or performing duties on behalf of the Government of Saskatchewan to provide fire services.

## Firefighting

The services that are provided by a fire department, whether provided pursuant to this Act, the regulations or any other Act, and include any or all of the following:

- fire prevention and protection;
- fire safety;
- fire inspections;
- fire investigation.

## Local Assistant

- With respect to a municipality that has a fire department, the local assistant would become the fire chief.

- For a municipality that does not have a fire department, the local assistant would be the administrator or any other person appointed by the municipality.
- Any person appointed in consultation with the fire commissioner.
- Where there is no municipality, the local assistant would be prescribed (e.g. appointed under the jurisdiction of a ministry or appointed for the Northern Saskatchewan Administrative District).

## Local Authority

A municipality or a council of a municipality.

## Municipal Inspector

A person who is appointed in writing by a local assistant for a municipality to act as a municipal inspector for the municipality for the purposes of this Act.

## Premises

Includes buildings, facilities and structures.

## Private Dwelling

Includes any land where a private dwelling is located or any outbuilding or premises that is located on the same property as a private dwelling, but does not include any part of that land, outbuilding or premises that:

- is not being used as a private dwelling or is not enclosed within the private dwelling;
- is being used to carry out a commercial operation.

### The following are considered private dwellings:

- foster care homes;
- alternative family care homes or any other prescribed property;
- Does not include derelict or abandoned premises that have been used as private dwellings.

## Provincial Inspector

The fire commissioner, deputy fire commissioner or anyone else appointed by the fire commissioner.

## Volunteer

A person performing duties pursuant to this Act under the direction of a local authority, a local assistant or the fire commissioner.



# Mandatory responsibilities



*The Fire Safety Act identifies certain responsibilities that municipal and emergency services officials are required to do.*

## Local Authority

### Section 13

Requires the local authority to notify the fire commissioner in writing when someone becomes or ceases to be a local assistant. The written notice will include the person's name, address and contact information. A local assistant may be tasked with other duties by the fire commissioner. This provides up to date contact information.

#### **Written notification may be sent to:**

Saskatchewan Public Safety Agency  
2nd Floor – 2055 Albert Street  
Regina, SK S4P 2T8

### Section 17

Requires the local authority to file fire service information to the fire commissioner and to share this information with its residents.

***(More information found under Reporting – Page 5)***

## Local Assistant

### Section 15

Identifies the local assistant is responsible to administer and enforce the Act and regulations. The Act does not say "how" the administration and enforcement must be conducted. This includes the National Fire Code (NFC).

The policy decision of how active enforcement will be within a municipality is left to the municipality to make based on local conditions. It can range from an active inspection program to dealing with complaints only.

### Section 20

Requires the local assistant to investigate or cause (ensure) every fire that occurs within their jurisdiction to be investigated. Once a fire has been investigated, the cause and origin are to be reported to the fire commissioner.

***(More information found under Investigations – Page 6)***

In addition, this section requires the local assistant to report every emergency that occurs within their jurisdiction that had a fire department/fire brigade respond to it.

***(More information found under Reporting – Page 5)***

### Section 22

Requires a local assistant to secure the property and notify the fire commissioner of any significant fire.

***(More information found under Fire Investigation – Significant Fires – Page 8)***

## Fire Department and Fire Brigade

### Section 24

Requires a fire department or fire brigade to report every response to an emergency other than a fire to the fire commissioner.

# Reporting



Sharing information is crucial for public safety services and communities. It fosters public confidence, aids in preserving historical data for industry use, and prevents future fire losses through code improvements, training, and education programs.

## There are two types of reporting:

### 1. Fire Service Information (Section 17)

Provision requires local authorities to collect fire service information in the form and manner within the periods directed by the minister, to communicate the basic information about the fire services available to residents in their community and to the fire commissioner.

The local authority will review and update its fire service information on an annual basis. Any changes to this information will be communicated to residents and the fire commissioner.

#### Collecting and communicating fire service information ensures that:

- municipal councils, residents and taxpayers/property owners are informed and aware of the fire services provided locally;
- neighbouring municipalities and communities are informed of fire protection services, potentially encouraging greater cooperation in fire service delivery; and
- the Province, through the fire commissioner, is informed of local fire service and response capacity so they may identify gaps and risks based on the capacity of local authorities that may require provincial response and support.

A form is available for local authorities to report fire service information to the fire commissioner.

This same form may be used for communicating the fire service information to community residents. Other options could include media releases, community meetings or mail-outs.

### 2. Fire and Emergency Response (Sections 20, 22, 24)

It would be impossible to reduce the losses suffered each year by fire without the cooperation of local assistants, fire department chiefs, insurance companies and insurance adjusters submitted fire reports. It is vital that every fire be reported and that fires involving serious injury or death are reported immediately to the fire commissioner.

The fire commissioner's duty is also to collect information on all emergencies fire departments or fire brigades are required to attend. The rationale for collecting information on both fires and emergencies is they are used to evaluate fire service activities in response to a fire or emergency and inform the Province of all activities involving fire departments and fire brigades. This includes all emergencies that a fire department would respond to including vehicle accidents, false alarms, etc.

#### Fire reports can be submitted electronically by using the Fire Department Management System, also called FDM.

If you encounter difficulties using the system, call the **FDM Help Line at 1-844-407-0077**. Hard copy forms for use in the field to record information for input online are available in the **Appendix A** of this guide.



# Fire investigations



Statistics indicate that approximately 80 percent of fires can be investigated very easily. The answer to the origin and cause and the identification of circumstances resulting in the fire are readily apparent at the fire scene and usually witnesses will be able to tell the fire investigator exactly what happened. **The remaining 20 percent of fires may require a more in-depth investigation and some will require a criminal investigation due to suspicious circumstances.**

The local assistant is not asked to be an expert fire investigator nor a criminal investigator. Where the local assistant can identify the origin, cause and circumstances surrounding a fire, it is requested they report the fire to the fire commissioner. Where the local assistant cannot identify the origin, cause and circumstances; when a conflict exists; or when they are suspicious of the cause of the fire, a provincial inspector is available to assist in the investigation of the fire. **The local assistant can phone the 24-hour toll free number 1-800-667-9660, and a provincial inspector will be assigned to help assist in investigating the fire.**

Requests for fire investigations and/or investigational support can be made through dispatch, or by contacting the **Investigations & Emergency Response Director at 306-220-3428.**

Every local authority (municipality) will have a local assistant. The local assistant is responsible to investigate for cause and ensure an investigation occurs on every fire that happens within their jurisdiction. If the local assistant doesn't have the experience necessary, they should contact the fire commissioner to seek advice and assistance in engaging the services of a fire inspector.

To allow fire inspectors to properly investigate fires, certain powers and authority are granted. These powers are quite unique and are not to be used or taken lightly. **The powers are limited to specific parameters and the fire inspector must be aware of the rights to enter, to examine and to exclude.**

# Right to enter

## Section 21

Any fire inspector may, where it is necessary in the conduct of an investigation, at any reasonable time enter on land or any premises where a fire has occurred to determine the cause of the fire.

**This investigation must be started within three business days after the fire occurred.**

When a fire occurs in a private dwelling, and during the inspection, if the fire inspector believes that a violation of the Act has occurred (for example, if no working smoke detectors are present) or if the fire seems suspicious the fire inspector must stop their investigation. **Before proceeding any further, the fire inspector must notify the owner of the violation and either obtain the written consent of the owner or obtain a warrant.**

**Asking the owner or occupant of the property for written consent ensures that the owner/occupant is aware of the consent they are giving and protects the fire inspector in the event that a situation ends up in the courts.**

If the property owner refuses to provide written consent, then a warrant is required before continuing the investigation. Contact the local police agency for assistance in obtaining a warrant. The fire scene should be physically secured by fire personnel, police or another appropriate authority while obtaining the warrant. Securing the scene will prevent unauthorized entry and maintain continuity.

After the initial investigation, if the fire appears to be suspicious, a call should be made to a provincial inspector or coordinated with the local police agency to obtain a warrant.

# Right to examine and retain

## Section 31

The process of a fire investigation requires that property be examined and, in some instances, be retained as evidence. The right to examine would be limited if the local assistant could only conduct such examinations on the fire scene. Laboratory analysis or examination by other experts would or could be impossible or extremely impractical without the right of seizure. *The Act* contains these powers and authority for the local assistant to permit examination and retention of property.

*The Act* allows for the retention of property or items taken for the purpose of testing or as evidence, as in the case of criminal investigation. The removal of property or items from the fire scene does not transfer ownership of these things to the local assistant, just the responsibility for it. The local assistant must make the effort to return the items to the owner or dispose of the items as per the owner's wishes.

This power has been extended to include peace officers under the direction of a local assistant as the police are better equipped to properly handle property items and have access to testing laboratories. Unless the local assistant has proper training and facilities to retain evidence, it is recommended all evidence be handled by a peace officer at the fire scene, and the items taken be left in the control of the peace officer to properly handle the evidence.

# Right to exclude (close or restrict entry)

## Section 31

The investigation of a fire requires that the fire scene be controlled to allow for factual information to be gathered.

When the property owner and/or curious bystander have unrestricted access to a fire scene, the chances of gaining an accurate result of the investigation is greatly reduced. Unrestricted access may allow for the destruction of valuable evidence, sometimes deliberately by the arsonist. The exclusion right is intended to protect the fire scene and prevent any disturbance of the signs and evidence that provide for an accurate investigation, not to cause undue hardship to the persons who occupied the property.

This power must not be used indiscriminately without reason. Persons can be escorted through the fire scene where necessary to ensure evidence is not unduly disturbed.

### Limitations on the Powers and Authority Granted

The local assistant has these powers and authorities granted under *The Act*, only within very restricted parameters. Other authority(ies) wanting to gain entry to property for investigation or other purposes cannot use *The Act*.

- The local assistant must be within their jurisdiction.
- The local assistant must be investigating a fire that is known or is believed to have occurred on the property.
- The local assistant must gather the information for the fire report.

Once the facts of the fire have been determined, the power and authority ends and actions taken must be made by permission of the owner or by warrant.

*The Act* offers some immunity from liability for local assistants; however, the protection is limited to the conditions already discussed above. The protection does not allow a fire department or local assistant to act negligently or without due regard to others' rights. **See more information on Liability on Page 13.**

# Significant Fires

## Section 22

Certain fires may occur that require the local assistant to report as soon as is practical. These are considered "significant fires." A significant fire is any fire that:

- Is, in your opinion, suspicious and with a significant amount of loss or damage
- Involves a death or serious injury(ies)
- Involves property owned or leased by the Crown (Government property)

When a significant fire occurs, such as the only business in a small community which would cause major impact (major employer or supplier), the fire department shall contact the fire commissioner through the 24-hour toll-free line at **1-800-667-9660** as soon as is practical. What is practical will vary with each situation. Usually this will be once the fire is under control or the loss is stopped. The fire department will need to secure the fire scene to prevent entry until a municipal or provincial investigator arrives on scene.

If the fire damaged area is small in size, this may be accomplished by locking the doors and boarding up any windows, if the scene is larger or of a serious nature the fire department may want to leave a fire department member on scene to guard the area. Additional resources that could be called upon to assist with securing a scene are the police, private security companies and core of commissionaires.

For a significant fire, the person conducting the investigation must be a municipal inspector, a provincial inspector or the local assistant if they have been directed by a provincial inspector to conduct the investigation.



# Inspections

Informing people in your community through a proactive approach can be seen as a valuable added service from a local fire department. Many people create fire safety hazards within buildings simply because they do not realize they have created a hazard. Given a reason or explanation, most will be willing to cooperate and correct fire hazards voluntarily.

Guidelines have been provided for the safety of the occupants in existing buildings, the elimination or control of fire hazards in and around buildings, the installation and maintenance of certain life safety systems in buildings and the establishing of a fire safety plan in those occupancies where it is considered necessary. The frequency of inspections will vary from one occupancy to another depending on:

- Type of occupancy
- Occupant load
- Function
- Grade of hazard

## **The end result of a fire prevention inspection should:**

- Produce a property that is safer because the inspection was conducted.
- Inspire an improved attitude towards fire prevention by management and employees.
- Provide a record of the findings and action resulting from the inspection.

*The Act* clarifies the powers and requirements such as when a warrant, notification and identification are required when entering a property for the purposes of an inspection to monitor compliance or when conducting an inspection.

A Fire Safety Inspection Report may be issued as a letter, provided it contains all information required, as noted above, or the inspector can use the suggested Fire Safety Inspection Report Form from SPSA or fire departments may choose to design their own.

## **Right to enter**

### **Section 30**

Any fire inspector may without a warrant, at any reasonable time, enter any land or premise for the purposes of an inspection to help monitor compliance with this Act and regulations. However, this does not apply to any private dwellings.

In “places open to the general public,” notice and identification is not required for inspectors, when ordinary citizens may enter – this provides an inspector with the ability to inspect public places for fire risks (such as an overcrowded nightclub/hotel bar).

In situations of non-public places, such as manufacturing processes or office buildings, a reasonable attempt must be made to notify an owner or occupant, if present, of the purpose of the entry at the time of the entry. Upon request of the owner identification must be produced.

A warrant is required when entering a private dwelling unless the owner or occupant consents. Given the definition of ‘private dwelling’ in the Act, this ensures that any land and premises associated with a private dwelling also requires consent or a warrant. So, foster care and alternative family care homes are treated the same as private dwellings, consistent with how they are treated for building code purposes.

To obtain a warrant, contact your local police agency.

## **Standards for inspection are based on the National Fire Code of Canada (NFC)**

*The Fire Safety Regulations* adopt the NFC to establish minimum standards for fire prevention and life safety in existing buildings including the conduct of activities causing fire hazards, maintenance of fire safety equipment, such as portable extinguishers and life and fire safety features, limitations on building contents and the establishment of fire safety plans, including the organization of supervisory staff for emergency purposes.

In addition, the NFC establishes the standard for prevention and containment of fires originating outside buildings, which may present a hazard to a community and standards for the storage and handling of dangerous goods and flammable and combustible liquids.

*The Construction Codes Act* has regulations governing the construction and barrier free access to buildings.

*The Construction Codes Act* adopts the National Building Code of Canada and establishes the standard of fire safety for the construction of new buildings, the reconstruction of buildings, including extensions or alterations and buildings involving a change of occupancy. The building regulations are a reference document for the fire code.

# Issuing orders

## Orders

### Section 33

While the majority of fire prevention inspection work can be accomplished through education, explanation and working with property owners to ensure they are meeting the requirements of the Act, there are still situations of non-compliance with the Act and fire safety regulations. As a result, the fire inspector, upon inspection, has the authority to enforce the regulations through the issuing of an order.

An order is a written document that must provide certain, specific information to the owner or occupant of the property that the order has been issued. **The order document must specify:**

- what is creating a hazard
- what the person is required to do to resolve the hazard
- when the correction must be completed
- identification of the property and owner
- to whom the order is issued
- the authority to issue the order
- who issued the order and when, and
- the person's right to appeal the order

An order may be issued as a letter, provided it contains all information required, as noted above, or the inspector can use the suggested *Order to Remedy Contravention* form available in **Appendix A** or fire departments may choose to design their own.

**The form contains two parts – the order form and the appeal form.** Both forms must be given to the person when an order is issued.

The fire inspector may direct the local authority to have the order registered against the property owner's title to the land through the Land Titles Registry. This ensures that the order is binding on the owner of the land and provides any prospective purchasers with notice that there is an order placed on the title and it must be taken care of before a purchase (of the title) can be made.

An order is cleared or removed when the fire inspector is satisfied that the direction of the order has been followed

or all the conditions listed on the written order have been complied with. Once an order is issued the fire department has the responsibility to follow through to ensure the order is complied with.

If the property owner or occupant does not comply with the order within the timeframe identified or after reasonable inquiry, the owner cannot be determined, the following actions can be taken.

The local assistant or the fire commissioner may perform any actions required to satisfy the conditions of the order and have the authority to recover the costs and expenses incurred from the property owner of the land or premises:

- For the local assistant, if the costs and expenses are not paid in the time specified by the local authority, the local authority may, if it has the authority to levy taxes, add the amount of the costs and expenses to the owner's property taxes.
- For the fire commissioner, if the costs and expenses are not paid in the time specified, the order is seen as a debt due to the Crown and can be recovered by the Crown in any manner set out in *The Financial Administration Act, 1993* or the Crown may consider legal action against the property owner of the land or premises.

It is strongly recommended that where an order is issued and compliance is still not accomplished, a lawyer be consulted by the fire chief or municipal official to determine the next step in enforcing compliance.

## Right to Appeal

### Section 39

A property owner or occupant who has been issued an order for a fire code violation does have the right to appeal the order. The appeal must be made with 15 days of being served.

The appellant must file the appeal in writing to the fire commissioner and serve a notice of the appeal to the inspector who made the order. The fire commissioner has 30 days to consider the appeal in which the order may be confirmed, modified or revoked.

# Right of entry for emergencies

## Fires and emergencies

### Section 18

Fire departments respond to much more than just fires and the Act now provides authority for fire departments to respond to all emergencies.

A local assistant or any person authorized by the local assistant (fire department) may enter any property, where a fire or emergency is occurring and requires a fire department response. The fire department can take any measures necessary to suppress a fire or address the emergency. This authority applies to any adjoining land or premise to the fire or emergency, for the purpose of responding to the fire or emergency.

The Act also gives the local assistant the authority to direct his or her local fire services in another jurisdiction in the event of a fire or emergency outside the local assistant's jurisdiction that if left unaddressed would pose a risk to the local assistant's jurisdiction.

If a fire department attends to a fire or emergency outside of their jurisdiction, they must comply with the directions/ authority of the jurisdiction where the fire or emergency is occurring. This ensures that the authority remains the responsibility of the municipality where the fire or emergency occurred.



## Imminent Risk

### Section 19

The Act allows a fire inspector to enter land or any premises without a warrant and take preventive actions to protect against the risk of fire, emergency or other danger, based on the belief that an imminent risk exists. An imminent risk is defined as an immediate risk of fire, emergency or other danger that in the opinion of a fire inspector threatens persons, property or the environment and requires a fire department response.

If a fire inspector has taken preventive actions under this authority, the inspector is to immediately notify the fire commissioner of the circumstances.



# Closure of buildings

## Right to close buildings

### Section 31

During the course of an inspection, an inspector may observe conditions creating a serious danger to persons, property or the environment. When this occurs, the inspector may take any measures appropriate to remove or lessen the condition. This includes the authority to evacuate and close a premises.

Evacuating and closing of a building can cause both emotional and financial hardship on the owner and/or occupants. This is either through loss of business or loss of living accommodations. **As a fire inspector, this authority must only be used when the threat to persons is significant.**

Incidents of this nature are rare but do occur. A possible example of this would be if people are living inside a building that was not designed for residential use, the building did not have an alarm system, there was no emergency lighting and the building has improper exits.

During the night if an emergency occurred, there is no early warning detection from an alarm system, and the ability for occupants to escape would be impaired by the lack of emergency lighting and exits. The risk of injury or even death to the buildings occupants while they are sleeping is too great. In a situation like this, the fire inspector would have the grounds to close the building.

# Liability



## Immunity from liability

### Section 45

The liability provisions have been adjusted to expand the immunity from liability for the following personnel whenever performing their duties to enforce the Act whether inside their jurisdiction or elsewhere:

- fire personnel
- fire departments
- municipal employees and contractors that provide their services to other municipalities through fire department services agreements
- the Crown
- the minister
- ministry personnel, performing fire service duties on behalf of the province
- local authority
- local assistant
- peace officers

# Bylaws

## Bylaws

### Section 49

Municipalities have the authority to pass any bylaw relating to fire services and fire safety/prevention matters (e.g. regulation of fireworks, etc.), under the three respective municipal acts.

In view of this, the Act does not prevent a local authority from passing and enforcing any bylaw regarding the provision of fire and life safety unless the bylaw conflicts or cannot co-exist with any corresponding fire safety standard in the **National Fire Code (NFC)** that the province follows and enforces through the Act and its regulations. If a bylaw is in conflict, then the fire safety bylaw would need Government approval in order to be valid.

- The distinction between a fire safety bylaw that is in conflict and requiring Ministerial approval, compared to a fire safety bylaw that exceeds or is more exacting than an NFC standard and would not require Government approval, is whether compliance with one standard results in a breach of the other standard.
- **A bylaw relating to fire services and fire safety/prevention matters will only require the approval of the Minister if the bylaw creates a standard which is less protective than the NFC and results in noncompliance with the NFC.** A standard that exceeds or is more protective than a standard in the NFC would not be considered in conflict.

### Example

- A bylaw that requires hard-wired smoke detectors to be installed in buildings rather than the NFC standard of permitting the use of battery operated smoke detectors to be installed would not be in conflict.
- The bylaw requirement for hard-wired smoke detectors in buildings would create a higher and more onerous standard and would not be seen as a contravention of the battery operated smoke detector requirement because the bylaw is more protective and exacting than a battery operated smoke detector.
- A municipality would not be in violation for implementing a hard-wired smoke detector system which exceeds the NFC standard and therefore, it would not require the approval of the Minister.

**We encourage all local authorities when creating a bylaw relating to fire services and fire safety/prevention matters, to seek legal counsel to discuss drafting a standard that would be compliant with the standards outlined in the NFC.**



# The Fire Commissioner

The Saskatchewan Public Safety Agency (SPSA) reports to the Minister of Corrections, Policing and Public Safety. The SPSA is the base for the fire commissioner to provide Saskatchewan communities, fire departments and emergency management organizations with programs and services that:

- **protect people, property and the environment from fire and other emergencies**
- **build local community capacity to respond to emergencies**
- **enhance public safety across the province**

**More specifically, SPSA provides programs and services in the following areas:**

- Fire dispatching
- Fire service and emergency management training
- Fire service certification
- Fire investigation and reporting
- Public education in fire safety and emergency preparedness
- Technical advice and interpretations
- Emergency and disaster operational response
- Sask911 system
- Provincial Public Safety Telecommunications Network (PPSTN)

## Section 7

**The Fire Safety Act enables the fire commissioner to:**

- Provide assistance to a local authority during an emergency
- Manage an emergency, if/when requested by a local authority and after reasonable consultation, or
- Manage an emergency due to a lack of capacity, or an inability or unwillingness of the local authority to respond

In case of an emergency that requires fire department services, the fire commissioner has the authority to take any necessary action to address the emergency and minimize its impact, even if local authorities are unable or unwilling to respond, after consulting with them to the extent possible.

**This includes:**

- a. establishing an Incident Command Structure (ICS), if one is not already established by a local authority, to direct and manage fire department services, police services, environmental services, and all other emergency services personnel in attendance at the site of the emergency
- b. coordinating all emergency services personnel in attendance at the site of the emergency in accordance with the incident command structure established in clause (a)
- c. directing that land or premises that the fire commissioner considers affected by the emergency be evacuated
- d. closing or causing the closure of land or premises or of things that the fire commissioner considers affected by the emergency for any period that the fire commissioner considers appropriate
- e. pulling down or removing premises or things on or attached to the land or premises on which the emergency occurred or is occurring, or on adjacent land or premises
- f. implementing any plan that the fire commissioner considers appropriate to eliminate, reduce or control the effects of the emergency
- g. issuing orders to persons to provide labour, services, equipment or materials to assist in meeting the emergency

The deployment of an ICS by the fire commissioner does not prescribe how a city or other local authority is expected to set up its own incident command structure(s).

**The fire commissioner also has the discretionary authority to:**

- provide and recover any costs for fire department services
- assist municipalities with developing their fire service information for their community
- investigate or hold inquiries into the circumstances of any emergency
- investigate conditions under which fires are likely to occur

[illegible]

[illegible]



# Appendix A

## Forms

- Basic Incident Report
- Order to Remedy Contravention
- Notice of Appeal

# Basic Incident Report

Page 1 of 3

## Incident Details

Name of Person Completing this Report: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Representing: \_\_\_\_\_  
*government organization, firm or corporation, emergency response agency*

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
*day/ month/ year use 24-hour clock*

Incident Address: \_\_\_\_\_  
*street address/lot, block and plan #/land location description RM/Town/City/Village/Hamlet postal code*

Incident Type: \_\_\_\_\_  
*provide detail of Incident type*

Did a fire department attend? ☐ Yes ☐ No If Yes, name of department: \_\_\_\_\_

Mutual Aid: ☐ Mutual Aid Received ☐ Mutual Aid Given

Resources: Number of Apparatus \_\_\_\_\_ Number of Personnel \_\_\_\_\_  
*list total number of apparatuses responded list total number of personnel responded*

## Persons Involved

Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Owners Name : \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Details

\_\_\_\_\_  
*provide detailed description of the property – also check below as applicable*

### Property Type

☐ Assembly ☐ Educational ☐ Mercantile / Business ☐ Storage ☐ Manufacturing  
☐ Health Care / Detention ☐ Industry / Utility ☐ Outside or special property ☐ Residential ☐ Other / Undetermined

### Building Status

☐ Under Construction ☐ Under major renovation ☐ Being demolished ☐ Undetermined  
☐ In Normal Use ☐ Idle / Not routinely used ☐ Vacant and unsecured ☐ Vacant and secured

Building height \_\_\_\_\_ Floor size \_\_\_\_\_ Acres Burned \_\_\_\_\_  
*total # of stories indicate square feet or metres*

### Mobile Property Involved

☐ None ☐ Not involved with ignition, but burned ☐ Involved with ignition, but did not burn ☐ Involved with ignition and burned

### Mobile Property Type

☐ Passenger or road transport ☐ Aircraft ☐ Freight road vehicle ☐ Industrial, agriculture, construction  
☐ Transport vehicle (Rail) ☐ Miscellaneous ☐ Water vessel ☐ Unknown

### Mobile Property Details

Make \_\_\_\_\_

Model \_\_\_\_\_

License number \_\_\_\_\_ Province \_\_\_\_\_ VIN \_\_\_\_\_

# Basic Incident Report

Page 2 of 3

## Insurance and Values

Estimated dollar value of the property \$ \_\_\_\_\_

Estimated dollar value of damage \$ \_\_\_\_\_

Insurance File # \_\_\_\_\_

Insurance Corporation \_\_\_\_\_

Insurance contact person \_\_\_\_\_

Phone \_\_\_\_\_

## Ignition Factors

Area of Origin \_\_\_\_\_

*provide detailed description of the primary use of the area where the fire started – also check below as applicable*

☐ Means of egress

>hallways, entrance areas, fire exits

☐ Assembly areas

>theaters, community halls, living rooms

☐ Function area

>bedroom, kitchen, office, dining room

☐ Technical processing area

>laboratories, operating rooms, stages

☐ Storage areas

>storerooms, closets, garages

☐ Service areas

>conduit, pipes, elevator shaft

☐ Service or equipment areas

>mechanical rooms, cells

☐ Structural areas

>attics, crawl spaces, exterior of walls

☐ Transportation vehicle areas

>passenger area, trunk, engine

☐ Outside/Other areas

>streets, parking lots, railway tracks

☐ Undetermined

>area or origin cannot be determined

Heat Source \_\_\_\_\_

*provide detailed description of the heat source which ignited the first object to burn – also check below as applicable*

☐ Operating equipment

>spark, ember, electrical arc, radiant heat

☐ Hot smoldering object

>heat of friction, molten material, welding

☐ Explosives, fireworks

>blasting agent, munitions, fireworks

☐ Other open flame, smoker's materials

>cigarettes, candles, match, lighter

☐ Chemical, Natural heat sources

>sunlight, spontaneous combustion

☐ Heat spread from another fire

>flame contact, radiant heat, embers

☐ Other heat sources

>multiple heat sources

☐ Undetermined

>heat source cannot be determined

Item First Ignited \_\_\_\_\_

*provide detailed description of the item first ignited – also check below as applicable*

☐ Structural component

>wall coverings, framing, floor coverings

☐ Furniture, utensils

>upholstery, cabinets, appliances

☐ Soft goods, wearing apparel

>mattresses, linen, clothing, drapes

☐ Adornment, recreational items, signs

>Christmas trees, awnings, tents, toys

☐ Storage supplies

>boxes, packing materials, pallets

☐ Liquids, piping, filters

>flammable gases / liquids, pipes, ducts

☐ Organic materials

>agricultural crops, humans, animals

☐ General materials

>books, trash, dust, lint, tires, fertilizer

☐ Undetermined

>item first ignited cannot be determined

Cause of Ignition

☐ Intentional

>misuse of heat source, incendiary fire

☐ Unintentional

>careless, reckless, accidental acts

☐ Failure of equipment

>equipment not functioning properly

☐ Act of nature

>weather, floods, animal behaviour

☐ Cause under investigation

>origin and cause not yet determined

☐ Cause undetermined

>cause undetermined after investigation

Factors Contributing to Ignition

*provide detailed description of the factors that allowed heat source and combustible materials to come into contact/combine*

☐ Misuse of materials

>unsafe use or placement of heat source

☐ Mechanical failure, malfunction

>worn components, control failure, leak

☐ Electrical failure, malfunction

>short circuit, arcing, equipment failure

☐ Design, Installation Deficiency

>design, construction, installation faults

☐ Operational Deficiency

>collisions, unattended equipment

☐ Natural condition

>wind, flood, animal behaviour

☐ Fire spread or control

>exposure, rekindle, controlled burns

☐ Undetermined

>ignition factors cannot be determined



## Page 3 of 3

Add additional page(s) for remarks if necessary

# Order to Remedy Contravention

Page 1 of 3

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

check only one box: ☐ owner ☐ occupant ☐ operator

I, \_\_\_\_\_  
Your name

check only one box: ☐ provincial inspector ☐ local assistant ☐ municipal inspector

inspected \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (full address of building / structure / premises / surface parcel number)

on (date) \_\_\_\_\_ .

As a result of that inspection, it is my opinion that there is a contravention of:

**a. The Fire Safety Act, namely:**

Section \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**b. The Saskatchewan Fire Code Regulations, namely:**

Section \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**c. An order made pursuant to this Act, namely: (copy of the original order attached)**

Section \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Order to Remedy Contravention (continued)

Page 2 of 3

### You are hereby directed to:

- a. by no later than (date) \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. by no later than (date) \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. by no later than (date) \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. by no later than (date) \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. by no later than (date) \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The owner is responsible to comply with all other Acts and Regulations, building permits, electrical and plumbing permits. If you are aggrieved by this order, you may appeal to the fire commissioner within 15 days of being served with the order. The appeal must be filed in accordance with Section 39(1) of *The Fire Safety Act*, a copy of which is attached.

It is an offense to fail to comply with an order made pursuant to *The Fire Safety Act*. Upon conviction an individual is liable to a fine of not more than \$10,000 and in the case of a continuing offense to a further fine of not more than \$5,000 for each day during which the offense continues. A corporation is liable to a fine of not more than \$25,000 and in the case of a continuing offense to a fine of not more than \$10,000 for each day during which the offense continues.

Order to Remedy Contravention (continued)

I, \_\_\_\_\_ , was personally served with this Order on  
\_\_\_\_\_, at \_\_\_\_\_ , Saskatchewan.

\_\_\_\_\_  
Signature of person to whom order is directed to

\_\_\_\_\_  
MONTH / DD / YYYY

\_\_\_\_\_  
Fire Inspector

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

To the owner, occupant, or operator who feels aggrieved by this Order in writing to the fire commissioner in  
Accordance with Section \_\_\_\_\_ and \_\_\_\_\_ of *The Fire Safety Act*.

An appeal must be filed, in writing, and within 15 days of receipt of the order. A form is provided.





**The Fire Safety Act**

To: Fire Commissioner  
Saskatchewan Public Safety Agency  
2nd Floor – 2055 Albert Street  
Regina, SK S4P 2T8

**Notice of Appeal**  
**Section 39**

I, \_\_\_\_\_

of \_\_\_\_\_

am the (check only one box) ☐ owner ☐ operator ☐ occupant of a building, structure or premises located at:

\_\_\_\_\_

HEREBY APPEAL the order of a local assistant or municipal inspector issued pursuant to Section 33 of *The Fire Safety Act*. The reasons in support of my appeal are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

The following documents are filed in support of my appeal:

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DATED at \_\_\_\_\_, Saskatchewan.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

This *Notice of Appeal* must be filed with the fire commissioner within 15 days from the date of this service order, and a copy must also be served on the local assistant or municipal inspector who issued the Order.

# Appendix B

## ***The Fire Safety Act***

Download a copy of the Act here. <https://publications.saskatchewan.ca/#/products/76411>