



Community & Protective Services Committee

**Thursday, September 13, 2018
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Community & Protective Services Committee
Thursday, September 13, 2018**

Approval of Public Agenda**Adoption of Minutes**

Minutes from the meeting held on June 14, 2018

Administration Reports

CPS18-15 Regina Fire Bylaw

Recommendation

1. That the City Solicitor be directed to prepare the necessary bylaws to authorize the following:
 - a. repeal *The Regina Fire Bylaw 2005-18*.
 - b. bring forward the new Regina Fire Bylaw as outlined in Appendix A to this report.
2. That this report and related bylaws be forwarded to the September 24, 2018 City Council meeting for approval.

CPS18-16 Electronic On-Street Parking Payment Bylaw Change

Recommendation

1. That City Council approve changes to *The Traffic Bylaw No. 9900* recommended in this report as detailed in Appendix A which would give the Administration the ability to implement an electronic payment process for customers to pay for on-street parking.
2. That the City Solicitor be instructed to make the required amendments to *The Traffic Bylaw No. 9900* to address the ability for the customer to pay for on-street parking, as detailed in Appendix A.
3. That this report be forwarded to the September 24, 2018 meeting of Council for approval.



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CPS18-17 Transit Fare Incentives

Recommendation

1. That the fares outlined in Appendix B be approved.
2. That the following new pass types be approved effective January 14, 2019:
 - a. Monthly Senior Passes
 - b. Semi-Annual Adult Passes
 - c. Semi-Annual Youth Passes
 - d. Affordable Adult Pass
 - e. Affordable Youth Pass
3. That the following charter rates be implemented effective January 14, 2019.
 - a. That the base rate (BR) formula would change from $BR = \text{Adult Cash Fare} \times 40$ to $BR = \text{Adult Cash Fare} \times 37$; and
 - b. That any charters exceeding 300 hours of service would be charged an hourly rate equal to the base rate.
4. That the City Solicitor be instructed to prepare an amending bylaw to enable the implementation of all changes to Bylaw No. 2009-22, being *The Regina Transit Fare Bylaw, 2009* identified in this report.
5. That this report be forwarded to the September 24, 2018 City Council meeting for approval.

CPS18-18 2019 Pest Control Officer Appointments

Recommendation

1. That the City Solicitor be instructed to amend Bylaw 2009-71 being *The Appointment and Authorization of City Officials Bylaw, 2009* to:
 - (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* from January 1, 2019 until December 31, 2019, unless the officer's employment with the City of Regina is terminated sooner:



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<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer
Burton Gerspacher	Entomology Research Analyst

2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.
3. That this report be forwarded to the September 13, 2018 meeting of City Council for approval.

Adjournment

AT REGINA, SASKATCHEWAN, THURSDAY, JUNE 14, 2018

AT A MEETING OF COMMUNITY & PROTECTIVE SERVICES
COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Jerry Flegel, in the Chair
Councillor Lori Bresciani
Councillor John Findura
Councillor Joel Murray (Teleconference)
Councillor Andrew Stevens

Also in Attendance: Council Officer, Ashley Thompson
Council Officer, Tracy Brezinski
Legal Counsel, Chrystal Atchison
Executive Director, City Services, Kim Onrait
Director, Communications & Customer Experience, Alan Clay
Director, Community Services, Laurie Shalley
Director, Transit, Brad Bells
Manager, Sport & Recreation, Jeff May
Manager, Current Planning, Fred Searle
Manager, Community & Cultural Development, Emmaline Hill
Manager, Parking Services, Faisal Kalim
Senior City Planner, Downtown, Chris Sale

(The meeting commenced in the absence of Councillor Bresciani)

APPROVAL OF PUBLIC AGENDA

Councillor John Findura moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted and that the delegations be heard in the order called by the Chairperson.

ADOPTION OF MINUTES

Councillor Andrew Stevens moved, AND IT WAS RESOLVED, that the minutes for the meeting held on April 19, 2018 be adopted, as circulated.

ADMINISTRATION REPORTS

(Councillor Bresciani arrived at the meeting)

CPS18-10 Strategic Parking Improvements and Modernization

Recommendation

1. That transferring \$50,000 from the Downtown Deferred Revenue Account (DDRA) to develop a detailed design to upgrade paid parking infrastructure in the downtown core with consideration of design, phasing and funding options be included in the development of the 2019 proposed budget.
2. That through the 2019 budget process, Council consider a pay by phone parking system including the cost of convenience fees.
3. That item CPS18-4 be removed from the Community and Protective Services list of outstanding items.

Judith Veresuk, representing Regina Downtown BID, addressed the Committee.

Councillor Lori Bresciani moved that the recommendations contained in the report be concurred in.

Councillor Andrew Stevens moved, in amendment, AND IT WAS RESOLVED, that:

1. **Recommendation #2 be amended to read as follows:**

That the procurement process for a pay by phone parking system be initiated in 2018 with convenience fees charged to the customer; and that the Administration prepare a report to be brought forward at the September 13th, 2018 Community and Protective Services Committee to address any necessary bylaw amendments respecting this matter.

2. **This report be forwarded to the June 25, 2018 City Council meeting for approval.**

The main motion, as amended, was put and declared CARRIED.

CPS18-12 Class Trip Program Implementation

Recommendation

1. That a Class Trip Program for Regina Transit be implemented starting September 10, 2018.
2. That the City Solicitor be instructed to prepare an amending bylaw to enable the implementation of all changes to *Bylaw No. 2009-22*, being *The Regina Transit Fare Bylaw, 2009* as outlined in Appendix A.
3. That this report be forwarded to the June 25, 2018 City Council meeting

Councillor John Findura moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CPS18-14 Regina Plains Museum (Civic Museum of Regina)

Recommendation

1. That this report be received and filed.
2. That CR16-90 be removed from the outstanding items for the Community and Protective Services Inc. list.

Ross Keith and Rob Deglau, representing Regina Plains Museum, addressed the Committee.

Councillor Lori Bresciani moved, AND IT WAS RESOLVED, that this report be received and filed.

CPS18-11 2018 - 2019 Community Services Fees and Charges

Recommendation

1. That the fees and charges as outlined in Appendix A, Schedules A-H be approved.
2. That the City Solicitor be instructed to prepare an amendment to Schedules A-H of *The Community Services Fees Bylaw, 2011* to update the fees and charges as outlined in Appendix A of this report.
3. That this report be forwarded to the June 25, 2018 City Council meeting for approval.

Councillor John Findura moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CPS18-13 Regina's Cultural Plan: Progress Update

Recommendation

That this report be received and filed.

Councillor Andrew Stevens moved, AND IT WAS RESOLVED, that this report be received and filed.

ADJOURNMENT

Councillor Andrew Stevens moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 5:50 p.m.

Chairperson

Secretary

September 13, 2018

To: Members
Community & Protective Services Committee

Re: Regina Fire Bylaw

RECOMMENDATION

1. That the City Solicitor be directed to prepare the necessary bylaws to authorize the following:
 - a. repeal *The Regina Fire Bylaw 2005-18*.
 - b. bring forward the new Regina Fire Bylaw as outlined in Appendix A to this report.
2. That this report and related bylaws be forwarded to the September 24, 2018 City Council meeting for approval.

CONCLUSION

The Regina Fire Bylaw, 2005-18 (Fire Bylaw) requires several updates to ensure alignment with recent changes to the provincial legislation and the *National Fire Code of Canada*. The proposed bylaw will replace the existing Fire Bylaw and introduces additional provisions, which are highlighted in this report, to ensure consistency with *The Fire Safety Act* (the Act) that was enacted in November 2015. In accordance with the requirements of the Act, the proposed bylaw has been reviewed by the Ministry of Government Relations' Emergency Management and Fire Safety.

BACKGROUND

The Government of Saskatchewan (Province) ensures the regulation of fire safety under the framework established by the *National Fire Code of Canada, 2015* (NFC). The NFC is a model code published by the National Research Council to provide minimum fire safety requirements for buildings, structures and areas where hazardous materials are used. It also ensures acceptable levels of fire protection and fire prevention for ongoing building operations.

The Province enacted *The Fire Safety Act* on November 2, 2015, replacing *The Fire Prevention Act, 1992*. Section 49 of the Act allows a municipality to pass bylaws to modify or revise the NFC to suit local needs where the modifications are more exacting than the requirements in the Code. In the fall of 2015, the Administration began reviewing the Fire Bylaw to ensure alignment with recent changes to the Act and the NFC. The Bylaw was last amended in 2010. As part of the review, the Administration identified several updates and additional requirements for inclusion in the Bylaw such as license requirements for industry fire safety systems technicians, a new fee schedule including false alarms and the prohibition of flying lanterns.

A previous draft of the new Fire Bylaw was presented to City Council on June 27, 2016 and defeated due to the lack of consultation over provisions that would require property owners/landlords to test smoke alarms in rental properties every 30 days, as per the CAN/ULC standard. Since then, the Administration has conducted a new and comprehensive engagement process, meeting with and engaging stakeholders on the proposed changes. The Administration also conducted a survey of the fees charged by other major fire departments in Canada.

In an April 26, 2018 meeting with the Saskatchewan Landlord Association (SKLA), alternative proposals for smoke alarm regulations were discussed to mitigate risk to tenants in residential rental properties in lieu of more frequent testing of smoke alarms. The proposed changes are less onerous for landlords while still improving tenant safety.

DISCUSSION

After extensive research and stakeholder consultation, Regina Fire & Protective Services (RFPS) is proposing several changes to the Fire Bylaw that will help to improve the safety of City of Regina (City) residents and first responders.

Fire Safety System Industry Standards

RFPS Fire Inspectors have experienced several instances where fire and life safety systems have been non-compliant. This is due to a number of private technicians not following regulated industry standards when providing maintenance services. The requirements introduced in the proposed bylaw will require private technicians who perform annual inspection, testing and maintenance on portable fire extinguishers, commercial cooking equipment, sprinkler and standpipe systems, fire alarm systems and addressable fire alarm systems be trained and qualified to the industry standards as per NFC requirements. Individuals who intend to do this work will be required to provide RFPS with proof of qualifications in order to obtain a license to carry out the work. Installation work on the listed services is already well-regulated and therefore is not included in these permits. Consultation with individual technicians and with the Electrical Contractors Association of Saskatchewan were positive and stakeholders were generally supportive of the proposed changes.

Smoke Alarms in Rental Properties

In the last 10 years, there were 15 fire fatalities in Regina – 10 were in rental properties. In 2015, 75 per cent of residential smoke alarm deficiencies identified by RFPS Fire Inspectors were in rental properties. New provisions in the NFC require the installation in rental properties of hard-wired smoke alarms with alternative power sources that provide power to the alarm for a minimum of seven days. As an additional safety standard, the proposed bylaw will require that a 10-year tamper-proof lithium battery-operated smoke alarm be installed on all floors that do not have bedrooms and which do not have an interconnected, hardwired smoke alarm.

The June 2016 version of the Bylaw proposed that smoke alarms be tested every 30 days in conformance with CAN/ULC-S552-14 standard for the inspection, testing and maintenance of smoke alarms. Some stakeholder groups raised concerns over tenants' right to privacy and about the lack of stakeholder consultation at the time. In response, the Administration has conducted a

thorough and extensive stakeholder consultation process and adjusted its proposals, where possible, in response to the feedback collected. The proposed version of the Bylaw is less onerous but still has effective measures to improve tenant safety. The Bylaw will continue to require that smoke alarms be inspected and tested every six months by the property owner or agent to ensure operability. In addition to the six-month test, the property owner or agent must inspect and test smoke alarms after a tenant vacates a unit and before renting the unit again. It is important to note that these tests cannot be delegated to a tenant. In communications with the SKLA, they have expressed support for these regulations in a letter to RFPS. (Appendix “C”)

Smoke alarm requirements in the current Bylaw apply only to buildings that contain more than one dwelling unit, or one or more dwelling units that are not occupied by the owner of the building. The proposed bylaw extends smoke alarm provisions to other buildings containing similar occupancies, specifically:

- Dwelling unit(s) containing one or more sleeping rooms or sleeping areas where lodging is provided for a fee, such as short-term accommodation, but excluding hotel and motel occupancies, which are regulated under existing NFC provisions.
- Individual condominium units within a complex that are used as rental accommodations.

Flying Lanterns (Sky Lanterns)

Flying and sky lanterns are small paper lanterns resembling hot air balloons and are currently sold in various Regina stores. They are launched by lighting a candle at the base of the lantern and can float up to three kilometres depending on wind speed and direction. These devices have been linked to several fires within the Saskatchewan because they may land with the candle still burning. The Administration recommends prohibiting the launch of flying lanterns within the City limits.

False Alarms

The Fire Bylaw proposes to introduce general deterrents for false fire alarms. A false alarm is defined as:

- an alarm from a fire safety monitoring device that is not caused by heat, smoke or fire and that initiates a request for fire rescue services where no danger exists; or
- when an alarm from a system that detects an unauthorized entry or provides an alert to the commission of an unlawful act is directed to RFPS.

Responding to false alarms may have significant impacts on resource allocation and emergency service delivery which could result in delayed response times to critical emergencies and increased costs to RFPS. In the case of security alarms routed to RFPS, public and firefighter safety is put at risk. These proposed fees (penalties) are intended to encourage the maintenance of fire alarm systems to ensure they work as designed to lessen the risk to life safety. The proposed fees (penalties) start with a warning and no fee for the first false alarm and progress to a \$300 fee for the next false alarm and a \$600 fee for subsequent false alarms within the calendar year. In 2017, RFPS responded to 1931 monitoring and alarm calls. Fifty-five per cent of these calls (1,063) were false alarms. Of these, 547 had only one incident and would have received only a warning letter. The fees, to be charged to the property owner, are consistent with those charged by other municipalities and are proposed to come into effect on July 1, 2019 to allow a public education campaign. The City has established a false alarm bylaw (*False Alarm Bylaw*,

Bylaw No. 2004-24) for Regina Police Service (RPS). A similar provision is sought for fire crew response to false alarms.

Facility Inspection Fees

The proposed bylaw includes fees for requested inspections in compliance with the provincial licensing of alternative family care homes, child care homes and centres, and the University of Regina Homestays. Initially, RFPS proposed an inspection fee of \$145 which included the initial visit and any re-inspection visits. During consultation, stakeholders felt the fee was too high and asked for an option that included scaling. In response, RFPS researched a reduced per visit fee to replace an annual inspection fee that would include any required re-inspections. The Department's research shows between 42 and 44 per cent of inspections on provincially-licensed facilities required a re-inspection – that is 88 of the 211 inspections in 2016 and 111 of the 255 inspections in 2017. Although this number is fairly high, it still indicates that more than half of the annual inspections conducted on provincially licensed facilities required only one visit. Given this feedback and these historical statistics, RFPS is now proposing a per visit fee of \$95 to replace the \$145 annual fee that would have covered re-inspections as well as the initial visit. Where facilities require a re-inspection, an additional \$95 per visit fee will be charged. This will promote safety by minimizing costs for facilities who maintain their systems to life safety standards as per the NFC, companion standards and the newly proposed Fire Bylaw. This approach is comparable to that taken by the Saskatoon Fire Department, who introduced a per visit facility inspection fee of \$90 in 2015.

Permits

The proposed bylaw also introduces some fees for new and pre-existing permits aimed at changing behaviours to increase safety for the public. This follows a user pay model for partial recovery of the costs to the Department for the associated work and resources. A proposed permit for businesses selling fireworks is new and will aid RFPS in ensuring the sale and display of fireworks is safe and compliant with explosive regulations. Permits for open air fires (any fire or burning practice that is conducted outside a building but does not include compliant fires in fire pits or outdoor fireplaces), fireworks/pyrotechnics exhibition permits (with and without an onsite inspection), are pre-existing permits that previously carried no fee. The proposed fees would bring the City in line with other jurisdictions such as Edmonton, London, Toronto and Thunder Bay for open air fire permits and Saskatoon, Calgary, Edmonton, Toronto and Windsor for fireworks/pyrotechnics exhibition permits. Consultation with pyrotechnics companies in the City received a favourable response to this proposed change.

RECOMMENDATION IMPLICATIONS

Financial Implications

Implementation of the new Bylaw is expected to provide additional annual revenue of \$40,000 and \$10,000 in additional administrative expenses in 2019.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed Bylaw supports the health, safety, financial viability and community security goals outlined in the *Official Community Plan* (OCP) and ensures that municipal regulations pertaining to fire and life safety are aligned with provincial legislation and national standards.

Other Implications

Fire Inspectors may issue an order to remedy contraventions of the Act or a bylaw passed pursuant to the Act. Appeals of orders issued under the Act or bylaw are considered by the Ministry of Government Relations Emergency Management and Fire Safety for a decision. The Department met with the Assistant Deputy Minister and Fire Commissioner regarding the proposed changes and provided him with a draft of the proposed bylaw for review to ensure alignment with the requirements of the Act. The repeal and replacement of the current bylaw with a new bylaw will have no impact on the validity of orders issued under the former bylaw nor appeals that are outstanding at the time the bylaw is replaced.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

As required by the Act, the new bylaw was reviewed by the Ministry of Government Relations (Emergency Management and Fire Safety) to ensure alignment with the Act. On June 13, 2018, the Fire Commissioner responded to inform the Administration that the proposed bylaw is not in conflict with the National Fire Code (Appendix “B”).

A comprehensive communications plan details the extensive stakeholder consultation process RFPS undertook regarding proposed changes to the Fire Bylaw. The Department employed multiple engagement methods including direct mail outs to stakeholder groups and meetings with key stakeholders such as the SKLA and the Electrical Contractors Association.

RFPS began preliminary consultations with commercial kitchen cleaning service providers to ensure awareness of the training and certifications that will be necessary to obtain a permit. This initiative began due to an increase in the number of restaurant fires directly attributed to excessive grease laden appliances, canopies and ducts. The Fire Marshal has also communicated to Regina restaurants regarding the importance of hiring trained service providers to correctly clean their systems. Feedback from long-standing cleaning companies has been positive.

The Administration consulted with the SKLA regarding the newly proposed residential rental property smoke alarm regulations. A meeting was held on April 26, 2018 which centred on tenant safety as a primary goal of both parties. The SKLA representatives were supportive of the changes but shared concerns over the proposed implementation deadlines. As a result of this engagement and consultation with other individual landlords, RFPS proposed an adjusted

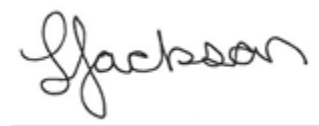
deadline of January 1, 2020. A letter from the SKLA supporting the proposed bylaw provisions and deadlines is attached in Appendix “C” to this report.

Information about the proposed bylaw changes will be shared through the City’s website and social media channels as appropriate.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

A handwritten signature in black ink that reads "Jackson". The signature is written in a cursive style and is contained within a thin black rectangular border.

Layne Jackson, Fire Chief
Fire & Protective Services

Respectfully submitted,

A handwritten signature in black ink that reads "Onrait". The signature is written in a cursive style and is contained within a thin black rectangular border.

Kim Onrait, Executive Director
City Services

BYLAW NO.

THE REGINA FIRE BYLAW, 2018

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I: PURPOSE AND STATUTORY AUTHORITY

Purpose

1 The purpose of this Bylaw is to:

- (a) acknowledge the authority of the Director as the Fire Chief and local assistant;
- (b) acknowledge the purpose of the Department as a service provider;
- (c) revise, vary and modify provisions of the National Fire Code and adopt additional or enhanced fire safety and prevention standards;
- (d) provide for inspections required by provincial law other than *The Fire Safety Act*;
- (e) regulate private inspections of certain fire safety equipment;
- (f) regulate the sale and use of fireworks and pyrotechnics;
- (g) establish fees and charges for false alarms, permits and certain services provided by the Department;
- (h) establish additional mechanisms for enforcement of *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw.

Statutory authority

2 The authority for this Bylaw is section 8 and 33 of *The Cities Act* and section 49 of *The Fire Safety Act*.

PART II: DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

Definitions

3 In this Bylaw:

“Chief of Police” means the Chief of the Regina Police Service and anyone acting or authorized to act on his or her behalf;

“City” means the municipal corporation of the City of Regina or the geographical area within the City limits, as the context requires;

“City Manager” means the person appointed to the position of City Manager by Council;

“Council” means the Council of the City;

“cut seasoned wood” means lengths of wood that have been air-dried to reduce the moisture content;

“Department” means the Regina Fire and Protective Services Department;

“Director” means the person appointed to the position of Director of the Regina Fire and Protective Services Department of the City or anyone acting on his or her behalf;

“facility” means:

- (a) all alternative family care homes and care occupancies as defined within *The Uniform Building and Accessibility Standards Regulations* including personal care homes, convalescent homes, emergency shelters, boarding homes, group homes, nursing homes, palliative care homes, respite homes, transition houses, custodial homes for youth, detox homes for youth without treatment and any home or other building where care is provided; and
- (b) child care homes and child care centres licensed by the Province of Saskatchewan and university homestay accommodations registered by the University of Regina;

“false alarm” means:

- (a) an alarm from a fire safety monitoring device that is not caused by heat, smoke or fire and that initiates a request for fire rescue services where no danger to safety, health and welfare of people, property or the environment exists; or

- (b) an alarm from a system intended to detect an unauthorized entry to a premises or to alert people to the commission of an unlawful act, or both, which is directed to the Department;

“federal regulations” means the regulations passed pursuant to the *Explosives Act*;

“fire alarm system” means a system consisting of a control unit and a combination of electrical interconnected devices, which are:

- (a) designed and intended to detect a fire condition and to actuate an alert and/or alarm signal in a building or structure; or
- (b) manually activated

and includes the systems installed throughout any building or structure;

“Fire Chief” means the Director of Fire & Protective Services as appointed or employed by the City, and anyone authorized or delegated to act on behalf of the Fire Chief;

“firecracker” means any object containing any substance or combination of substances prepared for, capable of, or discharged for the purpose of producing an explosion without a pyrotechnics display, including cannon crackers, firecrackers, mines, squibs and torpedoes;

“fire inspector” means an officer who is employed by the City and authorized by the Fire Chief to act as a municipal inspector for the purposes of *The Fire Safety Act* and this Bylaw;

“Fire Marshal” means the person employed by the City appointed to the position of Fire Marshal;

“fire pit” means a permanently affixed outdoor fire receptacle or a portable fire receptacle, including a chiminea;

“fire protection systems” means fire alarm systems, sprinkler systems, special extinguishing systems, standpipe and hose systems, and emergency power installations;

“fireworks” means explosives that are enclosed in any case or contrivance, or are otherwise manufactured or adapted for the production of pyrotechnic effects, pyrotechnic signals or sound signals and includes any chemical compound or mechanically mixed preparation of an explosive or of an inflammable nature that is used for the purpose of making such explosives, but does not include firecrackers;

“fireworks exhibition” means an exhibition of fireworks intended for the entertainment of the general public or in open view of the general public;

“Fireworks Supervisor” means a person who has been certified as a Fireworks Supervisor by the Explosives Regulatory Division of Natural Resources Canada;

“flying lantern” or **“sky lantern”** means paper or plastic devices containing a candle or other fuel source designed to heat the air in the device so the device will levitate;

“high hazard fireworks” means fireworks classed as Subdivision 2 and Subdivision 3 of Division 2 fireworks in the federal regulations, such as model rocket engines, rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons, but does not include firecrackers;

“low hazard recreational fireworks” means fireworks classed as Subdivision 1 of Division 2 fireworks in the federal regulations comprised of low hazard fireworks generally used for recreation, such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sparklers, but does not include Christmas crackers or caps for toy guns;

“NFPA” means the National Fire Protection Association;

“non-resident carrier of dangerous goods” means a carrier of dangerous goods that does not own or lease property within the city of Regina.

“open air fire” means any fire or burning practice that is conducted outside a building but does not include fires in fire pits or outdoor fireplaces which comply with the provisions of this Bylaw;

“outdoor fireplace” means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue, and is constructed of brick, rock or other masonry;

“peace officer” means a police officer or a constable appointed pursuant to any legislation;

“pyrotechnician” means a person who has been certified as a pyrotechnician by the Explosives Regulatory Division of Natural Resources Canada;

“pyrotechnic special effects” means those fireworks that are used in the entertainment industry whether designed specifically for indoor or outdoor use, such as black powder bombs, bullet effects, flash powder, smoke compositions, gerbs, lances and wheels;

“pyrotechnics exhibition” means an exhibition of pyrotechnic special effects intended for the entertainment of the public, in open view to the general public, or in a place to which the general public may be admitted, and includes places to which admittance to the general public is restricted by age or by invitation;

“Risk Manager” means the Risk Manager appointed or employed by the City;

“Special Effects Pyrotechnician” means a person who has been certified as a Special Effects Pyrotechnician by the Explosives Regulatory Division of Natural Resources Canada;

“standby” means attendance by fire personnel with fire equipment or apparatus at a place or event other than an emergency incident or a public relations event;

“theatrical user” means a person who has been certified as a theatrical user by the Explosives Regulatory Division of Natural Resources Canada.

Interpretation

- 4(1) The words and terms not specifically defined in this Bylaw shall have the meaning prescribed in *The Fire Safety Act*, *The Fire Safety Regulations*, the National Fire Code or the National Building Code, *The Uniform Building and Accessibility Standards Act*, the regulations passed pursuant to *The Uniform Building and Accessibility Standards Act* and *The Cities Act*, unless otherwise modified by this Bylaw.
- (2) Words and phrases not specifically defined in this Bylaw or in the legislation in subsection (1), shall have the meanings which are commonly assigned to them with reference to the context in which they are used and with reference to the specialized use of terms within the various trades and professions to which the terminology applies.

Authority of Fire Chief

- 5(1) The Director is appointed as the Fire Chief and the local assistant, as defined in *The Fire Safety Act*.
- (2) The Fire Chief is responsible for and shall carry out the daily administration and operations of the Department and may make any policies, regulations or operating procedures where necessary.
- (3) The Fire Chief shall administer and enforce this Bylaw within the City and may perform any other duties and exercise any other powers that may be delegated by Council or authorized by provincial law.
- (4) The Fire Chief is authorized to further delegate any matter delegated to him or her under this Bylaw.

Purpose of the Department

- 6(1) The Department is continued as an established service department of the City pursuant to section 8(1)(i) of *The Cities Act* and is authorized to provide services relating to fire suppression, prevention and investigation and additional related services, including, but not limited to:
- (a) emergency response services;
 - (b) inspections and investigations;
 - (c) educational and training programs;
 - (d) rescue services;
 - (e) dangerous goods emergency services;
 - (f) regulation of fireworks and pyrotechnics; and
 - (g) regulation of private fire safety equipment inspectors.

Inspection services

- 7(1) In addition to the authority provided to conduct inspections pursuant to *The Fire Safety Act*, the Fire Chief or a fire inspector may carry out inspections on behalf of and at the request of an owner or operator of a facility where an inspection, letter of approval or report with respect to the fire safety of the facility is required from the local fire chief, a fire inspector or a local assistant to the Fire Commissioner pursuant to federal or provincial legislation.
- (2) Where the Fire Chief or a fire inspector carries out an inspection pursuant to this section, he or she shall only inspect and report on the fire safety of the facility and the fire protection equipment in the facility as required pursuant to the applicable federal or provincial legislation.
- (3) Inspections conducted pursuant to this section are subject to the applicable fees established by Schedule A to this Bylaw.

Fire Protection Compliance Reports

- 8(1) The Fire Marshal may, upon application by any person, issue a fire protection compliance report stating the history of fire prevention or compliance inspections conducted at a property, whether any compliance or remediation orders have been issued for a property and whether compliance has been achieved with any compliance or remediation orders issued for a property.

- (2) An application for a fire protection compliance report shall be made in writing to the Department and shall be accompanied by payment of the applicable fee as established by Schedule A to this Bylaw.

Dangerous Goods Response

- 9(1) In the event the Department is required to respond to a spill or discharge of dangerous goods or materials from a non-resident carrier of dangerous goods, the Department may charge the non-resident an amount equal to its direct and indirect costs of providing the spill or discharge response service.
- (2) For the purpose of subsection (1), a spill or discharge of dangerous goods or material includes, but is not limited to, a spill or discharge of any material or substance that may constitute an imminent or long-term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment.
- (3) For the purpose of subsection (1), the amount of indirect costs shall be equal to 20% of the direct costs of the response.

Services Outside City Jurisdiction

- 10(1) Pursuant to the authority of subsection 33(2) of *The Cities Act*, the Department may provide and charge for its services when such services are provided outside the jurisdiction of the City of Regina.
- (2) When services are provided pursuant to subsection (1) in the absence of a service agreement between the City and the party to whom the services were provided, the Department shall levy the following charges for those services:
 - (a) full cost recovery for direct costs to provide the service; and
 - (b) full cost recovery for indirect costs to provide the service which amount shall be equal to 20% of the amount of the direct costs to provide the service.

PART III: MODIFICATIONS TO THE NATIONAL FIRE CODE

Modification of the National Fire Code of Canada

- 11 The National Fire Code is revised, varied or modified as set forth in this Part.

Smoke Alarms

- 12 Division B, Part 2, Article 2.1.3.3. is repealed and the following substituted:

“2.1.3.3. Smoke alarms

- 1) Smoke alarms conforming to CAN/ULC S531-M, “Smoke Alarms” shall be installed in each *dwelling unit* and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a *dwelling unit*.
- 2) Subject to Sentence 7)f), smoke alarms within *dwelling units* shall be installed between each sleeping area and the remainder of the *dwelling unit*, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.
- 3) Subject to Sentence 7)f), smoke alarms shall be in conformance with CAN/ULC-S553, “Installation of Smoke Alarms”.
- 4) Subject to Sentence 7)f), smoke alarms are permitted to be battery operated.
- 5) Smoke alarms shall be maintained in an operable condition at all times.
- 6) For the purposes of Sentence 7) “building” means a building that contains:
 - a) more than one *dwelling unit*;
 - b) one or more building units that are not occupied by the owner of the building; or
 - c) a *dwelling unit* or units containing one or more sleeping rooms or sleeping areas where lodging, with or without meals, is provided for a fee, such as rooming houses or lodging houses but not including hotel or care occupancies.
- 7) Notwithstanding Sentences 3) and 4), the owner of a building defined in Sentence 6) shall ensure that the smoke alarms contained in the building:
 - a) are installed with permanent connections to an electrical circuit;
 - b) have no disconnect switches between the overcurrent device and the smoke alarm;

- c) are provided with a battery as an alternative power source that can continue to provide power to the smoke alarm for a period of no less than 7 days in normal conditions followed by 4 minutes of alarm;
 - d) are inspected and tested at least once every six months to ensure that they are still in place and operable;
 - e) are tested before commencement of each new tenancy in the dwelling unit;
 - f) include, in addition to the smoke alarms identified in Sentence 2), at least one tamper proof 10-year battery operated smoke alarm installed on every story of a dwelling that does not provide sleeping rooms and without interconnected, hardwired smoke alarm(s);
 - g) are replaced in conformance with CAN/ULC-S553-14.
- 8) The owner of a building or the owner's authorized agent shall conduct the inspection and testing required by Sentences 7 d) and e).
- 9) Where a building contains either more than one *dwelling unit* or one or more *dwelling units* that are not occupied by the owner of the building, the owner or the owner's authorized agent shall maintain a record of all inspections and tests required pursuant to Sentence 7 d) and e) for a period of at least two years.
- 10) Where a fire inspector requests a copy of any record required to be kept pursuant to Sentence 9) the owner or the owner's authorized agent shall immediately produce the original record and promptly provide a copy of the record on demand by an inspector.
- 11) The record required by Sentence 9) shall contain the following information:
- a) the address of the premises being inspected;
 - b) the date of the inspection;
 - c) the name of the person conducting the inspection;

- d) the condition, maintenance and operation of the smoke alarm, including any deficiencies; and
- e) any corrective measures that were taken.

Fire Protection Systems and Building Components

13 The following article is added after Division B, Part 2, Article 2.1.3.7.:

“2.1.3.8. Fire Protection Systems

- 1) Each manual fire alarm pull station in a building shall be:
 - a) accessible;
 - b) unobstructed;
 - c) visible; and
 - d) of the same general type as the others in the building.
- 2) When a Fire Protection System in a building is a repeated source of false alarms, which alarms are, in the opinion of a fire inspector, caused by:
 - a) the elements or design of the system;
 - b) the environment of the system; or
 - c) the location of the alarm pull stations in the building;the owner shall remedy the problems as ordered by the fire inspector, within the time specified in the order.
- 3) No person shall tamper with:
 - a) exit doors, exit signs or emergency lighting;
 - b) portable or fixed fire extinguishing equipment;
 - c) automatic sprinkler systems;
 - d) fire, heat, or smoke detection devices, or;
 - e) fire alarm devices or systems.”

Coniferous Trees

14 Division B, Part 2, Subsection 2.3.1 is modified by adding the following after Article 2.3.1.4.:

“2.3.1.5. Sale of coniferous trees

- 1) In a heated building, no person shall sell, or offer for sale, any fir, pine, balsam, spruce or other variety of coniferous tree except where the tree is living and rooted in soil with sufficient moisture to sustain the tree.
- 2) No person shall display any live cut fir, pine, balsam, spruce or other variety of coniferous tree, wreath or boughs in exits, foyers and corridors required as a *means of egress* in any building, excluding residential suites and residential *dwelling units*.”

Open Flames

15 Division B, Part 2, Article 2.4.3.1. is repealed and the following substituted:

“2.4.3.1. Open Flames

- 1) Open flames whose quantity and method of use create a fire hazard shall not be permitted in or near buildings that are used for the following:
 - a) *assembly occupancies*; or
 - b) dining areas in Group B, Division 2 and 3 care and treatment occupancies.”

Open Air Fires

16 Division B, Part 2, Subsection 2.4.5 is repealed and the following substituted:

“2.4.5. Open Air Fires

2.4.5.1. Open Air Fires

- 1) No person shall start or suffer or permit an open air fire to be started or continued within the City unless that person has obtained a permit authorizing such a fire from the Fire Chief.
- 2) An application for an open air fire permit shall be accompanied by payment of the applicable fee as established by Schedule A to this Bylaw.
- 3) Notwithstanding Sentence 1), a permit shall not be required for an open air fire where:
 - a) the open air fire is used for cooking on a grill or barbecue;

- b) the open air fire is contained within a fire pit or outdoor fireplace conforming to Article 2.4.5.2 below.

2.4.5.2. Fire Pits and Outdoor Fireplaces

- 1) Fire pits and outdoor fireplaces shall meet the following requirements:
 - a) the fire shall be contained in a non-combustible receptacle constructed of concrete, clay, brick or sheet metal with a minimum 18 gauge thickness;
 - b) the receptacle shall be covered with a heavy gauge metal screen with openings not exceeding 13 millimetres; and
 - c) the size of the fire box of any receptacle shall not exceed 82 centimetres in any dimension.
- 2) No person shall suffer or permit the burning of any material other than charcoal, cut seasoned wood or manufactured fire logs in a fire pit or outdoor fireplace.
- 3) No fire pit or outdoor fireplace shall be located closer than 3 metres to any combustible material, building, porch, deck, similar amenity space and property line.
- 4) No fire pit or outdoor fireplace shall be used on an apartment balcony.
- 5) Fire pits or outdoor fireplaces shall be situated on a non-combustible surface.
- 6) Use of fire pits and outdoor fireplaces shall be supervised by a person of 18 years of age or older.
- 7) If smoke from a fire pit or outdoor fireplace causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately.
- 8) Fire pits or outdoor fireplaces shall not be used in windy conditions.
- 9) Fire pits or outdoor fireplaces shall be located so as to be clear of overhangs such as tree branches, utility lines and structures.

- 10) No person shall use or operate a fire pit or outdoor fireplace without a means of extinguishing the fire is readily accessible at all times while the fire is burning.
- 11) No person shall use a fire pit or outdoor fireplace between the hours of 1:00 a.m. and 12:00 p.m.
- 12) Where requested by the Fire Chief, a fire inspector or a peace officer, a person shall extinguish a fire in a fire pit or outdoor fireplace.
- 13) Notwithstanding any provision of this Bylaw, the Fire Chief may declare a complete ban of any burning of any kind in the City.
- 14) No person shall ignite or allow any kind of fire when a complete ban on burning has been declared by the Fire Chief."

Vacant Buildings

17 Division B, Part 2, Subsection 2.4.6. is repealed and the following substituted:

"2.4.6. Vacant Buildings

2.4.6.1. Security

- 1) Vacant buildings shall be secured against unauthorized entry. (See Note A-2.4.6.1.(1).)

2.4.6.2 Security for Fire Damaged Buildings

- 1) Where a building is damaged by fire or explosion, the owner of the building shall secure the building against unauthorized entry immediately after the fire has been extinguished."

Street Number Address

18 The following article is added after Division B, Part 2, Article 2.5.1.5.:

"2.5.1.6. Street Number Address

- 1) Every owner of a building shall install the street number for that building on the front of the building or in some other conspicuous location in front of the building so that the street number is legible and visible from the street."

Occupant Load

19 Division B, Part 2, Article 2.7.1.3. is repealed and the following substituted:

2.7.1.3. Occupant Load

- 1) Where a floor area or part of a floor area is used for an *assembly occupancy* with an *occupant load* greater than 60, or an *assembly occupancy* serving alcohol, the owner or lessee of the premises shall apply to the Fire Marshal for an occupant load limit card for that floor area or part of a floor area.
- 2) The maximum permissible *occupant load* for any room shall be calculated on the basis of the lesser of:
 - a) the *occupant load* calculated in accordance with Division B, Part 3, Article 3.1.17.1 of the National Building Code.
 - b) the *occupant load* for which *means of egress* are provided as calculated in accordance with Division B, Part 3, Article 3.4 of the National Building Code.
- 3) On request of the Fire Chief a building owner or tenant shall calculate and determine the *occupant load* for a *floor area* or part of a *floor area* in accordance with Sentence 1) and provide the information to the Fire Chief for review and approval.
- 4) If the Fire Chief is satisfied that the *occupant load* for a *floor area* or part of a floor area has been properly calculated in accordance with Sentence 2), the Fire Chief will issue an occupant load limit card to the owner.
- 5) No owner or lessee shall permit the number of occupants of a *floor area* or part of a *floor area* to exceed the maximum *occupant load* for that floor area as shown on the occupant load limit card issued by the Fire Chief.
- 6) In all *assembly occupancies*, the owner or lessee of the premises shall post the occupant load limit card in a conspicuous location acceptable to the Fire Chief.
- 7) In *assembly occupancies* where the owner leases the premises to another person, upon the request by the Fire Chief, the owner shall provide the Fire Chief within 15 days of the request either:
 - a) a statutory declaration stating the full legal name of the lessee, the address of the leased premises, that the lessee is lawfully entitled to possession of the premises and the period of time that the lessee is lawfully entitled to possession of the premises; or

- b) a copy of a current lease agreement that shows that the lessee is lawfully entitled to possession of the premises.
- 8) Notwithstanding the repeal of Bylaw No. 2005-18, all occupant load limit cards issued pursuant to that bylaw remain in force until such time as replaced by an occupant load limit card issued pursuant to this Bylaw and may be enforced as if the card had been issued pursuant to this Bylaw.”

Fuelled Equipment

20 Division B, Part 2, Article 2.12.1.8. is repealed and the following substituted:

“2.12.1.8. Fuelled Equipment

- 1) In a Group A or E occupancy, as established by the National Building Code, no person shall sell or display a fuel powered vehicle or fuel powered piece of equipment except where:
 - a) the fuel tank of the vehicle or piece of equipment is filled with less than half of the fuel tank’s capacity;
 - b) the covered mall or store is equipped with a sprinkler system installed in conformance with the National Building Code;
 - c) the battery in the vehicle or piece of equipment has been disconnected while the vehicle or equipment is being displayed; and
 - d) the caps for fuel tanks have been locked or secured against tampering.

Fuel-Fired Industrial Trucks

21 The following clause is added after Division B, Part 3, Clause 3.1.3.2.3)d):

“and

- e) the industrial truck is parked at a location approved by the authority having jurisdiction.”

Outdoor Storage

22 Division B, Part 4 is modified by adding the following article after Article 4.2.4.6.:

“4.2.4.7. Outdoor Storage

- 1) Not more than 50L of *flammable liquids* and *combustible liquids*, of which not more than 30L shall be Class I liquids, are permitted to be

stored on a residential property outside a *dwelling unit* or associated garage or shed.

Water-Based Fire Protection Systems

23 Division B, Part 6, is modified by adding the following after Article 6.4.1.1.:

6.4.2. Hydrants

6.4.2.1 Maintenance

- 1) No person shall erect, place, allow or maintain a fence, shrub, tree or other object within one metre of a hydrant.
- 2) No person shall alter the appearance or colour of a hydrant owned by the City of Regina.”

PART IV: INSPECTION, TESTING, AND MAINTENANCE

Portable Fire Extinguishers

- 24(1) No person shall inspect, test or maintain a portable fire extinguisher located in the City of Regina without having first obtained a Portable Fire Extinguisher Technician License issued by the Fire Chief pursuant to this section.
- (2) Subject to *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw, a person may apply to the Fire Chief for a Portable Fire Extinguisher Technician License
- (3) An application for a Portable Fire Extinguisher Technician License shall be made in the form established by the Fire Chief, be accompanied by proof acceptable to the Fire Chief of certification of training to inspect, test or maintain portable fire extinguishers and be accompanied by the fee established for the license as specified in Schedule A to this Bylaw.
- (4) Upon receipt of an application that complies with this section the Fire Chief shall issue to the applicant a Portable Fire Extinguisher Technician License.
- (5) Upon issuance of a Portable Fire Extinguisher Technician License, the Fire Chief shall issue to the licensed person an identification number. Any label affixed to a fire extinguisher after a hydrostatic pressure test or any tag attached to a fire extinguisher after maintenance or recharge shall, in addition to the information required the National Fire Code, contain the identification number issued pursuant to this section of the person who performed the test, inspection or maintenance on the fire extinguisher.

- (6) A holder of a Portable Fire Extinguisher Technician License shall, within 15 days after the change, advise the Fire Chief of the change in any information contained on the license application form submitted to obtain the license.
- (7) Subject to clause (8), the term of a Portable Fire Extinguisher Technician License is three years from the date of license issue. All rights of the license holder to inspect, test or maintain portable fire extinguishers in the City of Regina expire at the end of the license term.
- (8) Notwithstanding clause (7), the Fire Chief may, at his or her discretion, cancel, revoke or suspend a Portable Fire Extinguisher Technician License if, in the opinion of the Fire Chief, the person to whom the license was issued has contravened any provision of *The Fire Safety Act*, the National Fire Code or this Bylaw or who has ceased to maintain the qualifications necessary to be eligible for the license.

Commercial Cooking Equipment

- 25(1) No person shall inspect, test or maintain commercial cooking equipment, including exhaust, cooking appliances and fire protection systems, located in the City of Regina without having first obtained a Commercial Cooking Equipment Technician License issued by the Fire Chief pursuant to this section.
- (2) Subject to *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw, a person may apply to the Fire Chief for a Commercial Cooking Equipment Technician License.
- (3) An application for a Commercial Cooking Equipment Technician License shall be made in the form established by the Fire Chief, be accompanied by proof acceptable to the Fire Chief of certification of training to inspect, test and maintain commercial cooking equipment, including exhaust, cooking appliances and fire protection systems and be accompanied by the fee established for the license as specified in Schedule A to this Bylaw.
- (4) Upon receipt of an application that complies with this section, the Fire Chief shall issue to the applicant a Commercial Cooking Equipment Technician License.
- (5) Upon issuance of a Commercial Cooking Equipment Technician License, the Fire Chief shall issue to the licensed person an identification number. Any documents associated with inspection, testing and maintenance of commercial cooking equipment including exhaust, cooking appliances and fire protection systems shall, in addition to the information required by the National Fire Code, contain the identification number of the person who performed the inspection, testing or maintenance of the system.

- (6) A holder of a Commercial Cooking Equipment Technician License shall, within 15 days of the change, advise the Fire Chief of any change in any information contained on the license application form submitted to obtain the license.
- (7) Subject to clause (8), the term of a Commercial Cooking Equipment Technician License is three years from the date of issue. All rights of the license holder to inspect, test or maintain commercial cooking equipment in the City of Regina expire at the end of the license term.
- (8) Notwithstanding clause (7), the Fire Chief may, at his or her discretion, cancel, revoke or suspend a Commercial Cooking Equipment Technician License if, in the opinion of the Fire Chief, the person to whom the license was issued has contravened any provision of *The Fire Safety Act*, the National Fire Code or this Bylaw or who has ceased to maintain the qualifications necessary to be eligible for the license.

Sprinkler and Standpipe Systems

- 26(1) No person shall inspect, test or maintain a sprinkler and standpipe system located in the City of Regina without having first obtained a Sprinkler and Standpipe Systems Technician License issued by the Fire Chief pursuant to this section
- (2) Subject to *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw, a person may apply to the Fire Chief for a Sprinkler and Standpipe Systems Technician License.
- (3) An application for a Sprinkler and Standpipe Systems Technician License shall be made in the form established by the Fire Chief, be accompanied by proof acceptable to the Fire Chief that the person holds a journey person's certificate in the sprinkler systems installer trade or that the person is a fourth year apprentice in the sprinkler systems installer trade and be accompanied by the fee established for the license as specified in Schedule A to this Bylaw.
- (4) Upon receipt of an application that complies with this section, the Fire Chief shall issue to the applicant a Sprinkler and Standpipe Systems Technician License.
- (5) Upon issuance of a Sprinkler and Standpipe Systems Technician License, the Fire Chief shall issue to the licensed person an identification number. Any documents associated with inspection, testing and maintenance of sprinkler and standpipe systems shall, in addition to the information required by the National Fire Code, contain the identification number of the licensed person who performed the inspection, testing or maintenance of the system.

- (6) A holder of a Sprinkler and Standpipe Systems Technician License shall, within 15 days of the change, advise the Fire Chief of any change in any information contained on the license application form submitted to obtain the license.
- (7) Subject to clause (8), the term of a Sprinkler and Standpipe Systems Technician License is three years from the date of issue. All rights of the license holder to inspect, test or maintain sprinkler and standpipe systems in the City of Regina expire at the end of the license term.
- (8) Notwithstanding clause (7), the Fire Chief may, at his or her discretion, cancel, revoke or suspend a Sprinkler and Standpipe Systems Technician License if, in the opinion of the Fire Chief, the person to whom the license was issued has contravened any provision of *The Fire Safety Act*, the National Fire Code or this Bylaw or who has ceased to maintain the qualifications necessary to be eligible for the license.

Fire Alarm Systems and Addressable Fire Alarm Systems

- 27(1) For purposes of this section “addressable fire alarm system” means a fire alarm system that consists of initiating devices and central appliances and that is capable of individually identifying and controlling discrete components and functions of the system.
- (2) No person shall service, program or modify an addressable fire alarm system unless they are authorized factory trained personnel.
- (3) No person shall inspect, test or maintain:
 - a) an addressable fire alarm system located in the City of Regina without having first obtained an Addressable Fire Alarm System Technician License issued by the Fire Chief pursuant to this section; or
 - b) a fire alarm system, other than an addressable fire alarm system, located in the City of Regina without having first obtained a Fire Alarm System Technician License issued by the Fire Chief pursuant to this section.
- (4) Subject to *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw, a person may apply to the Fire Chief for a Fire Alarm System Technician License and/or an Addressable Fire Alarm System Technician License.

- (5) An application for an Addressable Fire Alarm System Technician License shall be made in the form established by the Fire Chief, be accompanied by proof acceptable to the Fire Chief that the person possesses appropriate factory training in servicing addressable fire alarm systems and be accompanied by the fee established for the license as specified in Schedule A to this Bylaw. Upon receipt of an application that complies with this section, the Fire Chief shall issue to the applicant an Addressable Fire Alarm System Technician License.
- (6) An application for a Fire Alarm System Technician License shall be made in in the form established by the Fire Chief, be accompanied by proof acceptable to the Fire Chief of certification of training to inspect, test and maintain fire alarm systems other than addressable fire alarm systems and be accompanied by the fee established for the license as specified in Schedule A to this Bylaw. Upon receipt of an application that complies with this section, the Fire Chief shall issue to the applicant a Fire Alarm System Technician License.
- (7) Upon issuance of a licence pursuant to this section the Fire Chief shall issue to the person an identification number. Any documents associated with inspection, testing and maintenance of addressable fire alarm systems or fire alarm systems shall, in addition to the information required by the National Fire Code, contain the identification number of the licensed person who performed the inspection, testing or maintenance of the system.
- (8) A holder of a license issued pursuant to this section shall, within 15 days of the change, advise the Fire Chief of any change in any information contained on the license application form submitted to obtain the license.
- (9) Subject to clause (10), the term of a license issued pursuant to this section is three years from the date of issue. All rights of the license holder expire at the end of the license term.
- (10) Notwithstanding clause (9), the Fire Chief may, at his or her discretion, cancel, revoke or suspend a license issued pursuant to this section if, in the opinion of the Fire Chief, the person to whom the license was issued has contravened any provision of *The Fire Safety Act*, the National Fire Code or this Bylaw or who has ceased to maintain the qualifications necessary to be eligible for the license.

PART V: FIREWORKS AND PYROTECHNICS

Sale of Low Hazard Fireworks

- 28 (1) No person shall sell low hazard recreational fireworks within the City, except on New Year's Day, Canada Day and Victoria Day or the 10 days immediately preceding New Year's Day, Canada Day and Victoria Day.
- (2) No person shall sell low hazard recreational fireworks within the City to any person under the age of 18 years.
- (3) No person shall sell low hazard recreational fireworks within the City without having first obtained an annual fireworks sale permit from the Fire Chief.
- (4) Applications for an annual low hazard recreational fireworks permit shall be made in writing to the Fire Chief and shall be accompanied by payment of the applicable fee as established by Schedule A to this Bylaw.

Display of Low Hazard Fireworks

- 29 Low hazard recreational fireworks shall not be displayed for sale within the City unless:
- (a) the fireworks are displayed in a display case, package or other suitable receptacle that is not accessible to the public;
 - (b) the display case, package or other suitable receptacle in which the fireworks are displayed is not in close proximity to flammable material and not in a location where the fireworks will be exposed to the rays of the sun or excess heat;
 - (c) the fireworks are displayed in lots not exceeding 25 kilograms each gross weight;
 - (d) the fireworks are dispensed from the display case, package or other suitable receptacle only by the vendor or the vendor's employees.

Sale and Display of High Hazard Fireworks

- 30 High hazard fireworks shall not be displayed for sale or sold in the City.

Application

- 31 Sections 28 and 29 do not apply to sales of fireworks to a Fireworks Supervisor, a Special Effects Pyrotechnician, a Pyrotechnician, or a theatrical user for use in a fireworks exhibition or a pyrotechnics exhibition authorized pursuant to this Bylaw.

Setting Off Fireworks and Pyrotechnics

- 32 No person shall set off any of the following within the City:
- (a) fireworks, other than pyrotechnics, unless they are set off as part of a fireworks exhibition;

- (b) pyrotechnics, unless they are set off as part of a pyrotechnics exhibition.

Fireworks Exhibitions

33(1) A fireworks exhibition shall be held only:

- (a) in public places approved by the Fire Chief and the Chief of Police;
 - (b) at a safe distance from all combustible materials and all highways, railroads, overhead wires, buildings and other structures; and
 - (c) under the supervision of a Fireworks Supervisor.
- (2) No person shall hold a fireworks exhibition unless the Fireworks Supervisor responsible for the fireworks exhibition has obtained a permit from the Fire Chief and the Chief of Police.
- (3) A fireworks exhibition permit shall:
- (a) be submitted by a Fireworks Supervisor not later than 14 days before the intended date of the fireworks exhibition;
 - (b) be accompanied by payment of the applicable fee established by Schedule A to this Bylaw.
 - (c) be made in a form approved by the Fire Chief and contain the following information:
 - i) the name, address and signature of the person or persons sponsoring the proposed fireworks exhibition;
 - ii) the name, certification number and signature of the Fireworks Supervisor;
 - iii) the name of the person that will conduct the proposed fireworks exhibition;
 - iv) the date and time of the proposed fireworks exhibition;
 - v) a detailed description of the proposed fireworks exhibition;
 - vi) the exact location for the proposed fireworks exhibition including a diagram of the grounds on which it will be held, showing the point from where the fireworks will be discharged, the location of all highways, railroads, overhead wires and obstructions, buildings and

other structures, and the lines behind which the audience will be restrained;

- vii) written consent from the owner of the property on which the proposed fireworks exhibition will be held;
 - viii) the size, number and type of all fireworks proposed to be discharged, including the number of set pieces, shells, and other items;
 - ix) a description of the shells including their diameter and whether they are single, multiple break or salute shells;
 - x) the manner and place of storage of all fireworks prior to, during and after the exhibition;
 - xi) the name and address of the vendor or vendors that supplied all the fireworks proposed to be used in the exhibition;
 - xii) proof of General Liability Insurance with coverage of at least \$5,000,000 per occurrence in a form acceptable to the City's Risk Manager;
 - xiii) any other information requested by either the Fire Chief or the Chief of Police.
- (4) The Fire Chief or Chief of Police may refuse to issue a permit for a fireworks exhibition if, in either of their opinion:
- (a) the application for the permit is unsatisfactory or incomplete;
 - (b) the proposed fireworks exhibition or its proposed location will be inadequately equipped with fire safety or suppression equipment; or
 - (c) the fireworks exhibition or its proposed location presents a danger to public health or safety.
- (5) A fireworks exhibition permit may be granted subject to terms and conditions as imposed by the Fire Chief and Chief of Police. Amendments to the terms and conditions shall be in writing and approved by the Fire Chief and Chief of Police.
- (6) No person shall deviate from the terms and condition of a fireworks exhibition permit.

- (7) A fireworks exhibition shall be conducted in a manner consistent with procedures listed in the most recent Display Fireworks Manual distributed by the Explosives Regulatory Division of Natural Resources Canada.
- (8) The Fire Chief or Chief of Police may temporarily or permanently suspend or terminate any fireworks exhibition if, in either of their opinion, it:
 - (a) is or is threatening to become a danger to any property or to public health or safety;
 - (b) is inadequately equipped with fire safety or suppression equipment; or
 - (c) does not meet the terms of the permit.
- (9) If an inspection or demonstration is necessary to determine whether a fireworks exhibition can be performed safely before its intended audience, the Fire Chief or the Chief of Police may require any or all of the following:
 - (a) an inspection of the location of the proposed exhibition;
 - (b) an inspection of the equipment proposed to be used in the exhibition;
 - (c) a demonstration of the exhibition.
- (10) All unused fireworks from, and all debris created by, a fireworks exhibition shall be safely removed and disposed of by the responsible Fireworks Supervisor immediately after the exhibition.

Pyrotechnics Exhibition

34(1) A pyrotechnics exhibition shall be held only:

- (a) in locations approved by the Fire Chief and the Chief of Police; and
 - (b) under the supervision of a Special Effects Pyrotechnician, Pyrotechnician or a theatrical user.
- (2) No person shall stage a pyrotechnics exhibition unless the Special Effects Pyrotechnician, Pyrotechnician or theatrical user responsible for the pyrotechnics exhibition has obtained a pyrotechnics exhibition permit from the Fire Chief and the Chief of Police.
- (3) An application for a pyrotechnics exhibition permit shall:

- (a) be submitted by a Special Effects Pyrotechnician, Pyrotechnician or theatrical user to the Fire Chief not later than 14 days before the intended date of the pyrotechnics exhibition;
- (b) be accompanied by payment of the applicable fee as established by Schedule A to this Bylaw; and
- (c) shall be made in a form approved by the Fire Chief and shall contain the following information:
 - (i) the name, address and signature of the person or persons sponsoring the proposed pyrotechnics exhibition;
 - (ii) the name, certification number and signature of the Special Effects Pyrotechnician, Pyrotechnician or theatrical user;
 - (iii) the name of the person that will conduct the proposed pyrotechnics exhibition;
 - (iv) the date, location and time of the proposed pyrotechnics exhibition;
 - (v) a detailed description of the proposed pyrotechnics exhibition;
 - (vi) a pyrotechnics exhibition plan showing:
 - 1. a sketch of the location;
 - 2. the exact distance of all pyrotechnic materials and devices from the audience, performers, staging, sets, properties and curtains;
 - 3. a legend of symbols for each pyrotechnic material and device with the numbers of each and, for binary powders, the load values;
 - 4. the ceiling height of the building;
 - 5. the amounts of pyrotechnic materials and the devices that will be used;
 - 6. descriptions of the cueing of each pyrotechnic effect; and
 - 7. the clearly marked exits from the building.
 - (vii) written consent from the owner of the property on which the proposed pyrotechnics exhibition will be held;

- (viii) the proposed location and manner of storage of all the pyrotechnic materials prior to, during, and after the pyrotechnics exhibition;
 - (ix) the name and address of the vendor or vendors proposed to supply the pyrotechnic materials used in the exhibition;
 - (x) proof of General Liability Insurance with coverage of at least \$5,000,000 per occurrence in a form acceptable to the City's Risk Manager; and
 - (xi) any other information requested by either the Fire Chief or the Chief of Police.
- (4) The Fire Chief or Chief of Police may refuse to issue a permit for a pyrotechnics exhibition if, in either of their opinion:
 - (a) the application for the permit is unsatisfactory;
 - (b) the proposed pyrotechnics exhibition or its location will be inadequately equipped with fire safety or suppression equipment; or
 - (c) the pyrotechnics exhibition or its proposed location presents a danger to public health or safety.
- (5) A pyrotechnics exhibition permit may be granted subject to terms and conditions as imposed by the Fire Chief and Chief of Police. Amendments to the terms and conditions shall be in writing and approved by the Fire Chief and Chief of Police.
- (6) No person shall deviate from the terms and condition of a pyrotechnics exhibition permit.
- (7) The Fire Chief or Chief of Police may temporarily or permanently suspend or terminate any pyrotechnics exhibition if, in either of their opinion, it:
 - (a) is or is threatening to become a danger to any property or to public health or safety;
 - (b) is inadequately equipped with fire safety or suppression equipment; or
 - (c) does not meet the terms of the permit.
- (8) If an inspection or demonstration is necessary to determine whether a pyrotechnics exhibition can be performed safely before its intended audience, the Fire Chief or the Chief of Police may require any or all of the following:

- (a) an inspection of the proposed location of the pyrotechnics exhibition;
 - (b) an inspection of the equipment proposed to be used in the pyrotechnics exhibition;
 - (c) a demonstration of the pyrotechnics exhibition.
- (9) One permit may be made to authorize repeat performances of a pyrotechnics exhibition occurring on the dates specified in the permit.
- (10) A pyrotechnics exhibition shall only be held under the supervision of the Special Effects Pyrotechnician, Pyrotechnician or theatrical user on the dates, the times and at the places set out in the permit.
- (11) A pyrotechnics exhibition may be held or continued only if:
- (a) all the safety procedures listed in the most recent Pyrotechnic Special Effects Manual distributed by the Explosives Regulatory Division of Natural Resources Canada are followed;
 - (b) all proper precautions are being observed to keep spectators at a safe distance; and
 - (c) suitable fire extinguishers or other proper means of extinguishing fires are present.
- (12) All unused pyrotechnic special effects from, and all debris created by, a pyrotechnics exhibition shall be safely removed and disposed of by the Special Effects Pyrotechnician, Pyrotechnician or Theatrical User immediately after the pyrotechnics exhibition.

Firecrackers Prohibited

35(1) No person shall sell firecrackers within the City.

- (2) No person shall set off or otherwise use firecrackers within the City.

Flying Lanterns or Sky Lanterns Prohibited

36(1) No person shall launch a flying lantern or sky lantern within the City or suffer or permit a flying lantern or sky lantern to be launched from property they own or control.

Delegated Authority

37(1) The City Manager and the Risk Manager have the authority to consent to a fireworks exhibition or a pyrotechnics exhibition to be held on property owned or controlled by the City.

- (2) The City Manager may appoint a person to exercise the authority granted in subsection

(1).

Explosives Act

38(1) This Bylaw is subject to the *Explosives Act* and the federal regulations.

- (2) Where there is a conflict between this Bylaw and the *Explosives Act* or the federal regulations, the *Explosives Act* or the federal regulations will take precedence to the extent of the conflict.

PART VI: FALSE ALARMS AND STANDBY FEES

False Alarm Fee

- 39(1) The Department may charge a fee, as established by Schedule A to this Bylaw, for responding to a false alarm where the Department responds to more than one false alarm at the same address within the same calendar year;
- (2) If the Department is dispatched to respond to an alarm but is notified prior to arriving at the property that the alarm is a false alarm, the fees established by Schedule A continue to apply.
- (3) The Department will issue invoices for the fees assessed pursuant to this Bylaw at such times in such a manner as the Department considers appropriate.
- (4) The total amount of an invoice is due 30 days from the invoice date. Overdue invoices are subject to interest charges.
- (5) Any cheque returned to the Department by the financial institution of an owner for any reason will be assessed the charge established pursuant to section 5 of Schedule "B" to *The Regina Administration Bylaw*, No. 2003-69.
- (6) Where an owner fails to pay any fee assessed pursuant to this Bylaw within 60 days after the amount becomes due and payable, the Department may cause the outstanding amount to be added to the tax roll of the parcel or parcels of land comprising the alarm site in accordance with section 333(1) of *The Cities Act*.

Fees for Standby Services

- 40 The Department may charge a fee, as established by Schedule A to this Bylaw, for requested standby services.

PART VII: ENFORCEMENT, OFFENCES AND PENALTIES

Notice of Violation Offences

- 41(1) Every person commits an offence who fails to comply with a provision of *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code or this Bylaw.

- (2) When the Fire Chief or a fire inspector has reason to believe that a person has committed any of the following offences of the National Fire Code or this Bylaw, the Fire Chief or fire inspector may issue a notice of violation to the person in contravention:
- (a) failure to comply with National Fire Code requirements regarding clear and unobstructed exit or *means of egress*;
 - (b) failure to maintain a fire exit door or fire exit hardware;
 - (c) failure to comply with National Fire Code requirements regarding maintenance of exterior passageways and exterior exit stairs serving occupied buildings;
 - (d) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of portable fire extinguishers;
 - (e) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of an automatic sprinkler system;
 - (f) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of commercial cooking equipment including exhaust and fire protection systems;
 - (g) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of special extinguishing system;
 - (h) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of fire alarm systems and components;
 - (i) failure to comply with requirements of National Fire Code or this Bylaw regarding inspection, testing and maintenance of a standpipe system;
 - (j) permit combustible materials to accumulate in or around buildings or locations contrary to the National Fire Code and this Bylaw;
 - (k) block or wedge open a closure of a fire separation contrary to the National Fire Code;
 - (l) failure to maintain fire separations contrary to the National Fire Code;
 - (m) obscure or obstruct a fire hydrant contrary to the National Fire Code and this Bylaw;
 - (n) obscure or obstruct a fire department connection contrary to the National Fire

Code;

- (o) failure to maintain a clear and unobstructed fire lane contrary to the National Fire Code;
 - (p) failure to maintain exit signs contrary to the National Fire Code of this Bylaw;
 - (q) failure to maintain emergency lighting contrary to the National Fire Code or this Bylaw;
 - (r) failure to comply with any provision of this Bylaw regarding occupant loads;
 - (s) failure to comply with provisions of this Bylaw regarding fireworks, flying lanterns, sky lanterns, or pyrotechnics;
 - (t) failure to maintain a clearance of 45 centimetres between sprinkler heads and obstructions as required by the National Fire Code;
 - (u) failure to comply with any provision of the National Fire Code or this Bylaw regarding open air fires;
 - (v) failure to comply with any provision of this Bylaw relating to fire pits or outdoor fireplaces;
 - (w) tamper with a fire protection system;
 - (x) alter the appearance or colour of a hydrant owned by the City of Regina;
 - (y) failure to comply with any provision of this Bylaw regarding a license
- (3) Where a notice of violation is issued, a person may make a voluntary payment of \$300.00 for that violation, if the person does so before the specified date set out in the notice of violation.
 - (4) Where the Fire Chief or any other agency approved by the Fire Chief receives a voluntary payment pursuant to subsection (3) before a summons is issued, the person receiving the notice of violation shall not be liable to prosecution for the alleged contravention.
 - (5) Where the Fire Chief receives a voluntary payment within 14 days after issuance of the notice of violation, the Fire Chief or any other agency approved by the Fire Chief, may reduce the prescribed amount by \$50.

PART VII: MISCELLANEOUS

Severability

- 42 If any section, subsection, Sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the court shall not affect the validity of the remaining portions of the Bylaw.

Repeal and coming into force

- 43 Bylaw No. 2005-18, being *The Regina Fire Bylaw*, is repealed.
- 44(1) Subject to subsections (2), (3) and (4), this Bylaw comes into force on the day of passage.
- (2) Sections 24 - 27 and Schedule A come into force January 1, 2019.
- (3) Section 39 comes into force on July 1, 2019.
- (4) Sentence 2.1.3.3.7) c) and f) of section 12 come into force on January 1, 2020.

READ A FIRST TIME THIS _____ DAY OF _____ 2018.

READ A SECOND TIME THIS _____ DAY OF _____ 2018.

READ A THIRD TIME AND PASSED THIS _____ DAY OF _____ 2018.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

Schedule A

Fees

	Fee (not including applicable taxes)				
	2019	2020	2021	2022	2023
Inspection Services					
Facility Inspections Per visit	\$95	\$95	\$95	\$95	\$95
False Alarms within a year					
Second false alarm	\$300	\$300	\$300	\$300	\$300
Third and subsequent false alarms	\$600	\$600	\$600	\$600	\$600
Standby Services Upon Request per Hr (Minimum 2 Hr Charge)	\$1,223	\$1,259	\$1,297	\$1,336	\$1,376
Permits and Licences					
Open Air Fire permit per event	\$62	\$64	\$65	\$67	\$69
Fireworks sale permit per year: first three locations	\$106	\$109	\$112	\$115	\$118
each additional location	\$31	\$32	\$33	\$34	\$35
Fireworks/Pyrotechnics Exhibition permit (No inspection) per event	\$106	\$109	\$112	\$115	\$118
Fireworks/Pyrotechnics Exhibition permit (With site inspection) per event	\$282	\$290	\$298	\$307	\$316
Sections 23-26 Licenses (one to five licenses)	\$62	\$64	\$65	\$66	\$67
<u>Additional Services</u>					
Fire Protection Compliance Report	\$80	\$82	\$83	\$85	\$87



Government
— of —
Saskatchewan

Ministry of Government Relations
Emergency Management and Fire Safety
500-1855 Victoria Avenue
Regina, Canada S4P 3T2

June 13, 2018

Layne Jackson
Fire Chief
Regina Fire & Protective Services
Box 1790 1205 Ross Ave
REGINA SK S4P 3C8

Dear Mr. Jackson:

Thank you for submitting a draft of the proposed Regina Fire Bylaw and including my office in this process.

The Fire Safety Act (FSA), which came into effect November 2015 provides local authorities with the power to make bylaws concerning fire department services, fire prevention, fire suppression and the protection of persons, property and the environment against fire.

Further to the power extended to local authorities, bylaws prepared in accordance with FSA must only be submitted for ministerial approval if the bylaw conflicts with the National Fire Code. Our review found no conflict and no further need to submit this draft for Ministerial approval.

Thank you again for including my office in this process and I wish you continued success in moving this draft forward.

Sincerely

A handwritten signature in blue ink, appearing to read 'Duane McKay', with a long, sweeping flourish extending upwards and to the right.

Duane McKay
Commissioner, ADM, Public Safety Division

cc: William Hawkins, Executive Director/Chief Building Official

May 15th, 2018

Attention: Paul Viala, Lindsay Rothmar and Randy Ryba

We would like to thank you all for the opportunity to come and meet with you in April to discuss the potential changes to the fire bylaw in Regina.

The Saskatchewan Landlord Association did reach out to our membership and had feedback from a total of 9 Landlords representing 6800 doors in the City of Regina.

The feedback we received was that there was no issue in complying with the recommended changes however due to budgets being set for 2018 and in some cases 2019 the request to push out the change over of hard wire smoke detectors to hard wire with battery back up to be completed by Dec 31st, 2020. This would allow proper budgeting and staffing to complete the project.

Our membership is engaged with checking smoke detectors upon move out and move in and have no concerns making this mandatory in the City of Regina.

If there are any further questions required, please let me know.

Sincerely,

Chanda Lockhart
Executive Officer
Saskatchewan Landlord Association

Cc: Jaime McDougald, President

Lindsay Rothmar

From: EO <eo@skla.ca>
Sent: May-17-18 11:16
To: Lindsay Rothmar; Paul Viala; Randy Ryba
Cc: jamiemcdougald@deveraux.ca; 'Thomas, Della'
Subject: RE: Smoke Detector 2018

Hi Lindsay

Sorry you are correct January 1st, 2020.

Thanks

From: Lindsay Rothmar <LROTHMAR@regina.ca>
Sent: May 15, 2018 9:51 AM
To: EO <eo@skla.ca>; Paul Viala <PVIALA@regina.ca>; Randy Ryba <RRYBA@regina.ca>
Cc: jamiemcdougald@deveraux.ca; Thomas, Della <Della.Thomas@colliers.com>
Subject: RE: Smoke Detector 2018

Good morning,

Thank you for your email. I wanted to double check the date mentioned in your letter. We understood that SKLA was requesting until January 1, 2020 for the mentioned regulations, not December 31, 2020. Could you confirm this for us?

Thank you again for your time and feedback.

Lindsay Rothmar, B.A. (Hons)
Acting Manager, Planning & Accreditation
Regina Fire & Protective Services

P: 306-551-1278
F: 306-777-6807
E: lrothmar@regina.ca
Regina.ca

From: EO [<mailto:eo@skla.ca>]
Sent: May-15-18 07:28
To: Paul Viala <PVIALA@regina.ca>; Lindsay Rothmar <LROTHMAR@regina.ca>; Randy Ryba <RRYBA@regina.ca>
Cc: jamiemcdougald@deveraux.ca; Thomas, Della <Della.Thomas@colliers.com>
Subject: Smoke Detector 2018

Morning Lindsay

Thank you again for allowing us the time to come to Regina and meet to discuss Bylaw changes. Please see attached feedback from our membership.

If there is any questions pertaining to this please let me know.

Thanks

Chanda Lockhart
Executive Officer
Saskatchewan Landlord Association

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September 13, 2018

To: Members
Community & Protective Services Committee

Re: Electronic On-Street Parking Payment Bylaw Change

RECOMMENDATION

1. That City Council approve changes to *The Traffic Bylaw No. 9900* recommended in this report as detailed in Appendix A which would give the Administration the ability to implement an electronic payment process for customers to pay for on-street parking.
2. That the City Solicitor be instructed to make the required amendments to *The Traffic Bylaw No. 9900* to address the ability for the customer to pay for on-street parking, as detailed in Appendix A.
3. That this report be forwarded to the September 24, 2018 meeting of Council for approval.

CONCLUSION

At the June 25, 2018 meeting of Council, a motion was passed to start the procurement process for a pay by phone parking system in 2018 and that the transaction fees be passed on to the customer. This system will improve customer service by allowing a credit card payment at any paid parking spot downtown.

BACKGROUND

Upgrading the technology for paid parking in the downtown core will give customers more payment options and improve the convenience of on-street paid parking. Currently, the vast majority of the paid parking infrastructure in the City only has a coin payment option. These meters are reliable and cost effective; however, they do not provide the modern parking experience that customers have come to expect in comparison with other western Canadian municipalities such as Saskatoon and Calgary.

A report to City Council (CR 18-64) recommended immediate procurement and implementation of an electronic payment system. Council approved this recommendation. To allow payment through electronic means the Traffic Bylaw needs to be amended as per Appendix A of this report.

DISCUSSION

Administration has begun the process for procuring a pay by phone system which will integrate with the current enforcement system and meter infrastructure. The system will allow payment for

parking through a smartphone without the deposit of coin. Enforcement officers will be able to check for parking through handheld devices to verify payment. The system will have no initial capital cost and the City will pass the convenience fee on to the user as approved by Council. Implementation of this system will mean 100 per cent of on-street paid parking spots will have the option of paying with a credit card through the pay by phone application.

The current meter infrastructure does not have network connectivity meaning that if a customer pays through remote means, there is no way to communicate the payment to the meter in the field. Instead, the electronic validation will be accessible to the parking enforcement officer which will indicate that the vehicle is not in violation of the Traffic Bylaw. The meter in the field will indicate 'expired' which is currently only allowed under proscriptive exceptions under the Traffic Bylaw.

The bylaw has exemptions for depositing coin at metered stalls for drivers with permits, drivers with special vehicles, as well as all vehicles during nights and weekends. Amendments to this section will allow exemptions for coin deposit if the customer pays for parking using the new phone payment app. Other amendments are wording changes to allow for payment using electronic payment in addition to coins as well as adding the option to charge a transaction fee for electronic payment.

The bylaw amendments found in Appendix A of this report will allow the City to implement an electronic payment option. The meter infrastructure will remain unchanged and customers will still have the ability to pay by coin if desired. The timeline for full implementation of the pay by phone system depends on the completion of the procurement process and the successful vendor.

RECOMMENDATION IMPLICATIONS

Financial Implications

Since the transaction fee is passed on to the customer there is no long-term budget impacts.

Environmental Implications

Better on-street parking management will lead to less congestion of vehicles circling downtown looking for parking and, therefore, decrease vehicle emissions.

Policy and/or Strategic Implications

The priorities highlighted in this report further the City's commitment to improving customer experience and convenience in the delivery of core services, especially those services that look to promote and support an economically vibrant and vital downtown core area.

Other Implications

None with respect to this report.

Accessibility Implications

A pay by phone option will not affect the accessibility of the current infrastructure as it remains unchanged.

COMMUNICATIONS

Administration will inform and engage the Downtown Business Improvement District as this work takes place. A communications plan will also be developed to inform the public.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

A handwritten signature in blue ink that reads "Laurie Shalley".

Laurie Shalley, Director
Community Services Department

Respectfully submitted,

A handwritten signature in black ink that reads "Kim Onrait".

Kim Onrait, Executive Director
City Services

APPENDIX “A”

Proposed Amendments to *The Regina Traffic Bylaw, 9900* (side by side)

BYLAW SECTION	CURRENT	PROPOSED CHANGES	EXPLANATION
37(4)	<i>Every person, on placing a vehicle in a metered parking stall, shall forthwith deposit or cause to be deposited in the meter for such parking stall a coin or coins of Canada or The United States of America in the amount indicated on the meter.</i>	Add the ability to pay by electronic means or credit card.	The Bylaw currently requires a person parking at a metered stall to deposit a coin in the amount indicated on the meter. The Bylaw will need to be amended to add additional payment methods.
37	n/a	New clause to permit the collection of a transaction fee in addition to the meter rates established in schedule J.	The Bylaw sets out parking meter rates. The Bylaw will need to be amended to permit an additional transaction fee to be charged by the application technology provider in addition to these meter rates.
39	Exceptions to the offence of parking at an expired meter are outlined in this section.	New clause to permit a person to park at a meter showing “time expired” if they have paid by electronic means.	Section 38 of the Bylaw creates an offence for parking at an expired meter. There are various exceptions to this section as set out in section 39. Another exception will need to be added for situations where payment has been made by electronic means.

September 13, 2018

To: Members
Community & Protective Services Committee

Re: Transit Fare Incentives

RECOMMENDATION

1. That the fares outlined in Appendix B be approved.
2. That the following new pass types be approved effective January 14, 2019:
 - a. Monthly Senior Passes
 - b. Semi-Annual Adult Passes
 - c. Semi-Annual Youth Passes
 - d. Affordable Adult Pass
 - e. Affordable Youth Pass
3. That the following charter rates be implemented effective January 14, 2019.
 - a. That the base rate (BR) formula would change from $BR = \text{Adult Cash Fare} \times 40$ to $BR = \text{Adult Cash Fare} \times 37$; and
 - b. That any charters exceeding 300 hours of service would be charged an hourly rate equal to the base rate.
4. That the City Solicitor be instructed to prepare an amending bylaw to enable the implementation of all changes to Bylaw No. 2009-22, being *The Regina Transit Fare Bylaw, 2009* identified in this report.
5. That this report be forwarded to the September 24, 2018 City Council meeting for approval.

CONCLUSION

Providing a variety of fare options and making discounts available for those who purchase fare product for longer periods, such as R-Cards or other passes, will provide more incentives to customers and make transit more available. The goal of the fare changes is to provide more pricing options for customers and ultimately increase ridership on the transit system.

BACKGROUND

Transit last adjusted fares over a three-year period from 2015 to 2017 with small incremental increases each year. The fare prices increased for all types including cash, passes and rides. The

increases were implemented to bring Regina in line with other Canadian city's transit fares, and to improve the revenue/cost ratio to 45 per cent by 2017 as recommended in the Transit Improvement Plan. A current comparison of other Canadian Transit properties' fares can be found in Appendix A.

In Table 1 below, nine of the 11 Transit properties listed have had a decrease in their revenue/cost ratio for 2015 to 2016. Only Victoria and Regina have seen an increase.

		Regina, SK	Saskatoon, SK	Lethbridge, AB	Red Deer, AB	Calgary, AB	Edmonton, AB	Winnipeg, MB	Burlington, Ont.	Oakville, Ont.	London, Ont.	Victoria, BC	Average
R/C	2016	39%	35%	26%	34%	45%	40%	55%	35%	30%	52%	46%	40%
Ratio	2015	36%	37%	31%	36%	51%	42%	57%	37%	33%	54%	44%	42%

Table 1: Revenue/Cost (R/C) Ratio Comparable Cities

Transit had large increases in ridership up to 2015. In 2015, the first year of the fare strategy, there was a drop-in ridership. In 2016, with the introduction of the U-Pass at the University of Regina for the last four months of the year, ridership remained the same as the 2015 numbers. In 2017, there was an increase in ridership which can be partly attributed to the U-Pass being in place for eight months. The increased fares in 2015 was one of the contributing factors to the lost ridership in 2015. When a discounted fare option, like the U-Pass, was introduced and in place for the eight months in 2017, Administration saw an increase in ridership which was specifically among U-Pass holders. As noted in Table 2, Regina's R/C Ratio is 41 per cent in 2017, which is an eight per cent increase over six years. Administration is anticipating an increase in ridership if discounted pass options are offered.

Year	Ridership	% Change	Cost Recovery
2011	5,471,786	-	33%
2012	5,979,581	9.3%	39%
2013	6,224,780	4.1%	37%
2014	6,659,790	7.0%	33%
2015	6,434,022	-3.4%	36%
2016	6,434,602	0.0%	39%
2017	6,622,175	2.9%	41%

Table 2: Ridership and Cost Recovery over the past seven years.

The current transit fares in Regina can be seen in Appendix B.

DISCUSSION

The overall goals of the fare changes are to increase the amount of fare options available to the public, reward the customer for purchasing long-term fare product, and reduce the amount of individual cash fares purchased, thereby, increasing ridership. The following options are suggestions from customer feedback through Service Requests and front-line Transit staff. These changes are all feasible within the current farebox technology in place on Transit buses.

- **Affordable Bus Pass Program**

The Transit Department currently runs a discount pass program in conjunction with the provincial government. This allows individuals that are on one of the five government programs (identified below), to purchase a 31-day bus pass, for themselves and their dependants, for \$25 a month. This is a great option for those who have financial constraints. The five government programs are:

- Social Assistance
- Transitional Employment Allowance
- Saskatchewan Employment Supplement
- Provincial Training Program
- Saskatchewan Assured Income for Disability

However, there are individuals that do not qualify for the discount pass program that may also have financial constraints. This could mean working a minimum wage job, yet still being required to pay the full rate for a 31-day bus pass. Canadian municipalities have started to offer the affordable bus passes to residents as an affordable option to continue riding public transit. Regina Transit would offer the affordable bus pass as an option for customers that do not qualify for the Discount Pass Program. The City of Regina Community Services Department currently administers the Affordable Fun Program which allows a customer who qualifies, to purchase a leisure pass at a discounted rate. Regina Transit is going to partner with Community Services on this established program, thus, not increasing administrative costs. The requirements for an affordable bus pass will be the same as the Affordable Fun Program, and individuals will have to apply in the same manner. The price of the affordable bus pass would be 20 per cent less than a regular pass. The proposed 2019 adult 31-day pass would be \$88, and therefore, the affordable pass would be \$71. This is a similar discount offered in Saskatoon for their affordable bus pass.

- **Senior 31-Day Bus Pass** – Transit currently only sells a semi-annual or annual bus pass for seniors. A 31-day bus pass for seniors would allow flexibility in the length of time they choose for their bus pass. Senior passes are currently the only type of R-Card that does not have a 31-day pass option.
- **Semi Annual Adult and Youth Passes** – Both adults and youth can purchase passes in 31-day increments. Due to the limitation on the length of the pass, customers need to visit a Transit agent often to load passes. The option to provide a semi-annual bus pass would allow customers to load six months at one time. The semi-annual pass would also provide an incentive discount. The purchase price would be equivalent to six months of passes for the

price of five months. A semi-annual pass may be refunded for the purchase price paid for the pass, less the cost of the number of months the pass was used. The extra month does not come into effect until the pass has been used for five months.

- **A) Charter Rates** – Regina Transit provides a variety of charters ranging from personal bookings to large conventions and events (Mosaic, SUMA, and Rider Games). The current rates for transit service do have a revenue component of approximately \$50 per hour. However, for larger events where multiple buses and service hours are required, Administration has determined a lower rate would be suitable to attract business. When a large amount of service is provided, charging a lower rate can be warranted due to savings in administration and scheduling of buses. There are often requests at Council to reduce the amount charged to an organization to help facilitate budgets and ensure the events are a success for the community overall. To service Saskatchewan Roughrider games and major events at Mosaic Stadium, Transit provides between 300 to 350 hours of service. Administration is recommending that any charter service with more than 300 hours of service be charged a rate per hour that is equal to the base rate (currently \$130 per hour). This would reduce the Administration of writing reports and gaining approval from Council, while at the same time, ensuring that organizations that are enriching the local economy are not overcharged for charter services.

B) Calculation of Charter Rates – The calculation for the charter service rate should also be adjusted to reflect the average amount of seats on a bus. Over time, industry wide, buses have been produced with fewer seats to ensure accessibility and accommodation of mobility devices on conventional buses. Thus, the calculation of the base rate will change from $BR = \text{Adult cash fare} \times 40$ (where 40 was the average amount of seats on a bus), to $BR = \text{Adult cash fare} \times 37$. This would provide a small decrease in the charter rates overall and make Regina Transit more competitive to secure additional charter work. The rate of return for charter service provided is 100 per cent or more cost recovery.

- **Adjustment of Pass Prices** – Transit did a comparison with other Transit properties in Canada. This can be found in Appendix A. In most categories, Regina is equal to or below the average fare in these cities.

Administration is recommending decreasing some fare types to encourage ridership by providing incentives for buying multiple rides or passes. Administration recommends keeping the cash fare the same. This is to discourage customers from paying the cash fare and instead, utilize some of the more economical fare types.

The areas that are recommended to decrease fares are the following:

- **Rides** – Currently, the purchase price of 20 rides for both adult and youth provides two free rides. Administration is recommending that this increase to three free rides by decreasing the price of the ride packages.
- **Adult and Youth Passes** – Similar to the rides, Administration is recommending decreasing the price of the adult and youth passes with the goal of giving customers a

financial incentive and encourage use of the unlimited 31-day pass. If the proposed cost of \$88 is approved, the customer would be paying for the equivalent of 27 trips based on the \$3.25 cash fare. With the average customer using the bus for approximately 40 trips per month, there is a savings to the customer in purchasing the 31-day pass.

- **Senior Annual Pass** – Administration is recommending decreasing the price of the senior annual pass with the goal of giving customers a financial incentive and encourage the purchase of longer term fare product. If the proposed cost of \$270 per year is approved, the customer would receive 12 months of product at a cost equivalent to nine months, thereby getting three months free.

The new fare table with the reflected changes above can be found in Appendix B.

RECOMMENDATION IMPLICATIONS

Financial Implications

The goal of the fare changes is to increase the number of options customers can utilize to use public transit and, in the end, increase ridership. Although the changes will provide discounts to customers, there will be an offset in increased ridership. Transit estimates a minimal loss in 2019 revenue with the proposed lower fare rates. This is based on 2017 and 2018 sales, an increase in sales in 2019 due to the decreased fares and applying the new proposed 2019 rates. Overall, ridership is expected to increase by at least three per cent in 2019 which would recover any decreased revenue due to the fare changes. This increase will bring transit ridership just over an estimated 7,000,000 in 2019. Transit estimates an increase of two per cent revenue and a three and a half per cent increase in ridership in 2020.

No other operational funding will be required for these changes. These changes are within the current capability of the farebox system that Transit utilizes which was installed in 2010.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The fare changes will help support the Transportation Master Plan. Specifically:

Policy 3.33: Elevate the potential for the use of loyalty or discount programs to encourage the use of transit.

Other Implications

None with respect to this report.

Accessibility Implications

All fare changes would apply to both conventional and paratransit bus users.

COMMUNICATIONS

If approved, Regina Transit will work with the Communications Department to develop a strategy to communicate and promote the new fare options. A campaign with the City's Advertising Agency of Record will be considered.

DELEGATED AUTHORITY

The recommendations contained in this report requires City Council approval.

Respectfully submitted,



Brad Bells, Director
Transit Department

Respectfully submitted,



Kim Onrait, Executive Director
City Services

APPENDIX A

Transit Fares

City	Adult Cash Fare	Youth Cash Fare	Adult 31 Day Pass	Adult Semi Annual	Youth 31 Day Pass	Youth Semi Annual	Day Pass	10 Adult Rides	10 Youth Rides	Senior 31 Day Pass	Senior Annual
Calgary	\$3.30	\$2.30	\$103.00	\$618.00	\$75.00	\$450.00	\$10.50	\$33.00	\$23.00	n/a	\$135.00
Edmonton	\$3.25	\$3.25	\$97.00	\$582.00	\$75.00	\$450.00	\$9.75	\$26.25	\$23.00	\$15.50	\$136.50
Winnipeg	\$2.95	\$2.45	\$100.10	\$600.60	\$70.10	\$420.60	n/a	\$26.00	\$18.20	\$50.05	\$600.60
Victoria	\$2.50	\$2.50	\$85.00	\$510.00	\$45.00	\$270.00	\$5.00	\$22.50	\$22.50	\$45.00	\$540.00
Burlington	\$3.50	\$3.50	\$97.00	\$582.00	\$71.00	\$426	n/a	\$27.50	\$19.00	\$59.25	\$711.00
Oakville	\$3.75	\$3.75	\$125.00	\$750.00	\$80.00	\$480	n/a	\$28.50	\$22.00	\$60.00	\$720.00
Lethbridge	\$3.00	\$3.00	\$77.00	\$462.00	\$62.00	\$372.00	\$7.50	\$22.50	\$21.00	\$28.00	\$280.00
Saskatoon	\$3.00	\$2.75	\$83.00	\$498.00	\$59.00	\$354.00	\$8.50	\$25.00	\$21.00	\$29.00	\$313.30
Regina	\$3.25	\$2.75	\$92.00	n/a	\$66.00	n/a	\$10.00	\$29.00	\$24.50	n/a	\$300.00
Average	\$3.15	\$2.94	\$96.00	\$575.00	\$67.12	\$403.00	\$8.25	\$26.41	\$21.21	\$41.00	\$415.00
Regina Proposed	\$3.25	\$2.75	\$89.00	\$445.00	\$64.00	\$320.00	\$10.00	\$26.00	\$22.00	\$30.00	\$270.00

APPENDIX B

Current and Proposed Transit Fares

Type	Current 2018 Rates	Proposed Fares January 14, 2019
<i>Cash Fare (CF)</i>		
Adult	\$3.25	\$3.25
Youth	\$2.75	\$2.75
<i>Rides (x10)</i>		
Adult	\$29.00	\$29.00
Youth	\$24.50	\$24.50
<i>Rides (x20)</i>		
Adult	\$58.00	\$55.00
Youth	\$49.00	\$46.00
<i>Pass (31 Days)</i>		
Adult	\$92.00	\$88.00
Youth	\$66.00	\$64.00
Post Secondary	\$78.00	\$78.00
Discount	\$25.00	\$25.00
Senior	n/a	\$30.00
Affordable Adult Pass	n/a	\$71.00
Affordable Youth Pass	n/a	\$51.00
<i>Pass (Semi-Annual)</i>		
Adult	n/a	\$440.00
Youth	n/a	\$320.00
Senior	\$150.00	\$150.00
<i>Pass (Annual)</i>		
Senior	\$300.00	\$270.00
Employer Pass - Annual	\$920.00	\$880.00
<i>Day/Weekend Family Passes</i>		
Day/Weekend Family	\$10.00	\$10.00
<i>Charters</i>		
Transportation Service Officer	\$85.00	\$85.00
Hourly Rate for Service 25 km outside of City	\$85.00	\$85.00
Base Rate (BR)	BR = ACF X 40	BR = ACF X 37
Regular Service Hours – Week Day	125% of BR	125% of BR
Peak Operating Hours – Week Days and Weekends	150% of BR	150% of BR
Statutory Holiday and Between 12 a.m. to 5 a.m.	200% of BR	200% of BR

September 13, 2018

To: Members
Community & Protective Services Committee

Re: 2019 Pest Control Officer Appointments

RECOMMENDATION

1. That the City Solicitor be instructed to amend Bylaw 2009-71 being *The Appointment and Authorization of City Officials Bylaw, 2009* to:
 - (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* from January 1, 2019 until December 31, 2019, unless the officer's employment with the City of Regina is terminated sooner:

<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer
Burton Gerspacher	Entomology Research Analyst
2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.
3. That this report be forwarded to the September 13, 2018 meeting of City Council for approval.

CONCLUSION

The Pest Control Act requires that if a municipality wishes to appoint Pest Control Officers to enforce *The Pest Control Act*, these officers must be appointed by City Council on an annual basis. This report recommends appointing the individuals named in the recommendations as Pest Control Officers for 2019.

BACKGROUND

The Appointment and Authorization of City Officials Bylaw, 2009 was enacted in 2009 so that the City's various delegations under provincial legislation could be more easily located. In most cases authority is delegated by position title but in some cases, like that of Pest Control Officers, provincial legislation requires these appointments to be made by individual, and on an annual basis. To find efficiencies, the City had approached the province asking that the act be amended to allow administration to assign these responsibilities by position. The province declined this request. Therefore, Council must continue to appoint on a yearly basis.

DISCUSSION

The Pest Control Act requires that Pest Control Officers be appointed by City Council on an annual basis.

The Administration proposes to have the following persons be appointed as Pest Control Officers for 2019:

<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Management
Corey Doka	Pest Control Officer
Burton Gerspacher	Entomology Research Analyst

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications with respect to this report.
The individuals appointed are already employed with the assigned duties within the administration.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Appointing Pest Control Officers by bylaw instead of resolution increases transparency, as such appointments are more readily accessible.

Other Implications

For Regina, regulated pests listed under the Act that are of greatest concern are Norway Rat or Richardson Ground Squirrel (a.k.a. Gopher). There may be a view that because of annual appointments being required annually, that rodents are an epidemic problem. This is not the case. Indication from routine rodent inspection for demolition permits are that Norway Rat populations are minimal in Regina. Gophers are more problematic as populations fluctuate from year to year and are largely based on seasonal weather conditions (see Appendix A: Pest Control Officer - Regulated Pest Statistics).

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Section 14 of *The Pest Control Act* requires the City Clerk to notify the Minister of Agriculture of Council's appointment of Pest Control Officers within 14 days of the appointment. The City will advise the Rural Municipality of Sherwood of the appointments.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Ray Morgan".

Ray Morgan, Director, Parks & Open Space

8/30/2018

Respectfully Submitted,

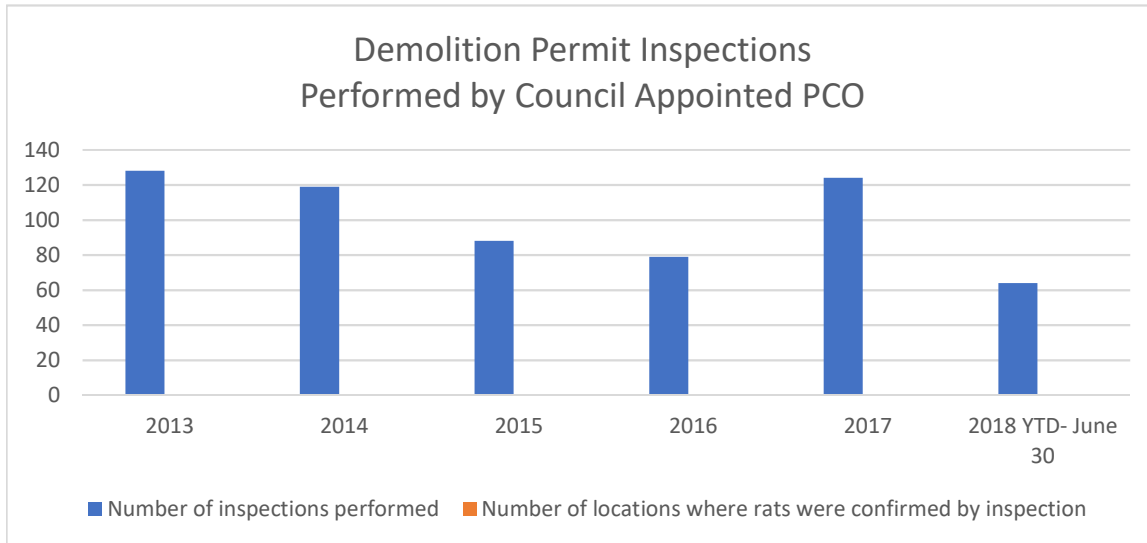
A handwritten signature in cursive script, appearing to read "Kim Onorati".

Kim Onorati, Executive Director, City Services

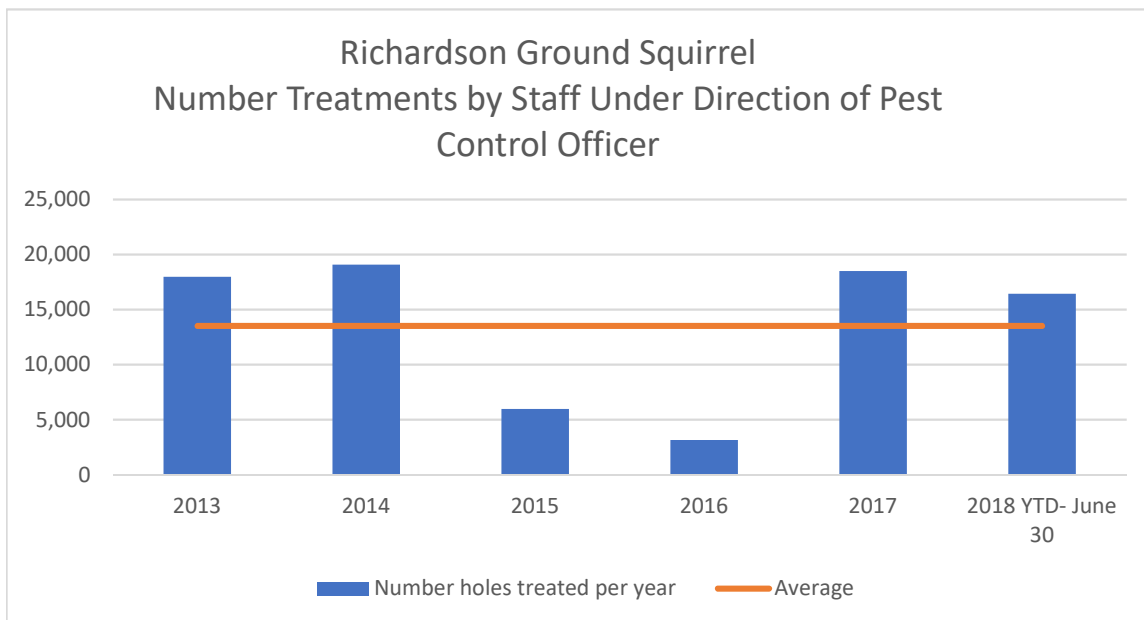
9/5/2018

Pest Control Officer Appendix 1

Regulated Pest Statistics



Note - Norway Rat is a regulated pest. Common locations for rats are vacant buildings where human habitation is no longer possible. Many of these buildings eventually are scheduled for demolition. As part of the process the PCO will inspect the property prior to a permit being issued. In a situation where rats are confirmed on the property the PCO would require that the property be made rat free prior to approving this portion of the permit.



Richardson Ground Squirrel (Aka Gopher) is a regulated pest.