



For more information or questions regarding fire safety requirements in your Short-Term Accommodation, contact the Town of Collingwood Fire Department at 1-705-445-3920 or email [cfprevention@collingwood.ca](mailto:cfprevention@collingwood.ca)

## Fire Safety and Your Rental Property. What You Need to Know.

In order to be successful with your application for a Short Term Accommodation Licence, one of the requirements is compliance with the [Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4](#) and [Ontario Fire Code](#).

Once your dwelling has been inspected to meet the minimum requirements of the Ontario Fire Code and the provisions of the [Short-Term Accommodation Licensing By-law 2023-085](#), you will need to ensure continuing maintenance of the fire safety systems to safeguard the safety of your guest and of your property and in order to qualify for a licence renewal.

After the initial property inspection, physical inspections will be required every two (2) years. However, verification of inspection and test documents must be completed and submitted to the municipality prior to licence renewal annually.

Initial inspection fees are included in the short-term accommodation (STA) licensing fee. If a re-inspection or additional Town services are required, these costs will be charged to the applicant in accordance with fees set out in the Fees and Service Charges By-law. All fees must be paid prior to licensing.

*This is by no means an exhaustive list. Other requirements may be applicable to your building. To view the most up to date version of the Ontario Fire Code in its entirety, visit <https://www.ontario.ca/laws>.*



## Annual STA Licence Renewal Checklist

The following checklist are the documents you will have to provide annually in order to renew your STA licence.

<input type="checkbox"/>	Annual HVAC inspection & servicing report. O.F.C. 2.6.1.7.
<input type="checkbox"/>	Solid fuel burning appliance maintained & serviced by qualified chimney sweep. O.F.C. 2.6.1.4.
<input type="checkbox"/>	Portable fire extinguishers monthly inspection log. O.F.C. 6.2.7.2.
<input type="checkbox"/>	Smoke alarm test records verified. The landlord shall test smoke alarms annually and after every change in tenancy. O.F.C. 6.3.3.8. (2).
<input type="checkbox"/>	Carbon Monoxide alarm test records verified. The landlord shall test carbon monoxide alarms annually and after every change in tenancy. O.F.C. 6.3.4.8. (2).
<input type="checkbox"/>	Guest register must accompany alarm test documents. Short-Term Accommodation Licensing By-law Number 2023-085
<b>*Frequency of alarm tests shall match with guest register.</b>	

Please use the above check list to prepare the required documents for submission for renewal.

For more information or questions regarding fire safety requirements in your STA, contact the Town of Collingwood Fire Department at 1-705-445-3920 or email [cfdpreservation@collingwood.ca](mailto:cfdpreservation@collingwood.ca)

# Regulations Pertaining To Your Rental Property

## Excerpts from the Ontario Fire Code (OFC)

Other requirements may be applicable to your building. To view the most up to date version of the Ontario Fire Code in its entirety, visit <https://www.ontario.ca/laws> click “F” under the search and find the Fire Protection and Prevention Act, then regulations under this act, then locate the Ontario Fire Code on the list of items.

### OFC Division A, Section 1.4 – Terms and Abbreviations

**Approved** means approved by the **Chief Fire Official**.

**Chief Fire Official** means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the **fire department** appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

**Chimney** means a primarily vertical shaft enclosing at least 1 **flue** for conducting **flue** gases to the outdoors.

**Flue** means an enclosed passageway for conveying exhaust gases.

**Flue pipe** means the pipe connecting the **flue** collar of an **appliance** to a **chimney**.

**Inspection** means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

**Listed** means equipment or materials included in a list published by a certification organization accredited by the Standards Council of Canada.

**Means of egress** means a continuous path of travel provided for the escape of persons from any point in a **building** or contained open space to a separate **building**, an open public thoroughfare or an exterior open space protected from fire exposure from the **building** and having access to an open public thoroughfare.

**Means of egress** includes both **exits** and **access to exits**.

**Owner** means any person, firm or corporation having control over any portion of the **building** or property under consideration and includes the persons in the **building** or property.

**Residential occupancy** means an **occupancy** in which sleeping accommodation is provided to residents who are not harboured for the purpose of receiving special care or treatment and are not involuntarily detained.

**Smoke alarm** means a combined **smoke detector** and audible alarm device that is designed to sound an alarm within the room or **suite** in which it is located when there is smoke within the room or **suite**.

**Suite** means a single room or series of rooms of complementary use, operated under a single tenancy, and includes **dwelling units**, individual guest rooms in motels, **hotels**, boarding houses, rooming houses and dormitories, as well as

individual stores and individual or complementary rooms for **business and personal services occupancies**.

**Test** means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

## **OFC Division B, Section 1.1 – General**

### **Check, inspect and test**

1.1.1.2. (1) The **checking, inspection** and **testing** of fire safety devices shall be conducted in accordance with this Code.

Where specific references to **checking, inspection** and **testing** of fire safety devices are not made in this Code, such devices shall be maintained to ensure they operate as per their design requirements.

Any **appliance**, device or component of a device that does not operate or appear to operate as intended when **checked, inspected, or tested** as required by this Code shall be repaired or replaced if the failure or malfunctioning of the **appliance**, device or component would adversely affect fire or life safety.

### **Making of records**

1.1.2.1. (1) If this Code requires **tests** and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.

If this Code requires an **inspection** to be conducted in a supported group living residence or an intensive support residence regulated under the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*, a written record shall be made noting what was **inspected** and the date and time of the **inspection**.

The written records described in Sentences (1) and (2) shall be retained at the **building** premises for examination by the **Chief Fire Official**.

### **Retention of records**

1.1.2.2. (1) Subject to Sentence (2), the original or a copy of any record required by this Code shall be retained at the **building** to which the record relates

for a period of at least two years after being prepared, and

so that at least the most recent and the immediately preceding record of a given **test** or **inspection** are retained.

(2) The initial verification or **test** reports for fire protection systems installed after November 21, 2007 shall be retained throughout the life of the systems, regardless of whether the systems are installed in accordance with this Code or the **Building Code**.

## OFC Division B, Section 2.6 – Service Equipment

### Subsection 2.6.1. Heating, Ventilating and Air-Conditioning

#### Application

2.6.1.1. This Subsection applies to cooking, heating, ventilating, air-conditioning equipment and their associated **appliances**. **Solid fuel bins**

2.6.1.2. Bins containing solid fuel shall be located at least 1.2 m from any **appliance**.

#### Chimneys, flues and flue pipes

2.6.1.4. (1) Every **chimney**, **flue** and **flue pipe** shall be **inspected** to identify any dangerous condition

(a) at intervals not greater than 12 months, (b) at the time of addition of any **appliance**, and (c) after any **chimney** fire.

A **chimney**, **flue**, or **flue pipe** shall be replaced or repaired to eliminate any structural deficiency or decay, and

all abandoned or unused openings which are not effectively sealed in a manner that would prevent the passage of fire or smoke.

**Chimneys**, **flues** and **flue pipes** that constitute a fire hazard shall be repaired or replaced in accordance with the **Building Code**.

2.6.1.5. **Chimneys**, **flues** and **flue pipes** shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits.

#### Operation of systems

2.6.1.7. Heating, ventilating and air-conditioning systems, including **appliances**, **chimneys** and **flue pipes**, shall be operated and maintained so as not to create a hazardous condition.

Subsection 2.6.2 Solid-Fuel-Burning Appliances (Wood stoves, fireplaces etc.)

#### Solid-fuel-burning appliances

2.6.2.1. The installation of solid-fuel-burning **appliances** and equipment shall be in accordance with CSA-B365, "Installation Code for Solid-Fuel-Burning Appliances and Equipment".

2.6.2.2. Solid-fuel-burning **appliances** and equipment shall be maintained in accordance with CSA-B365, "Installation Code for Solid-Fuel-Burning Appliances and Equipment".

## **OFC Division B, Section 6.2 – Portable Fire Extinguishers**

6.2.1.1. **Listed** portable extinguishers shall be installed when replacing or adding new extinguishers.

6.2.1.3. (1) Portable extinguishers shall be located so that they are easily seen and shall be accessible at all times.

6.2.1.4. Portable extinguishers shall be located in or adjacent to corridors or aisles that provide **access to exits**.

### **Distance above floor**

6.2.4.2. Portable extinguishers with a gross weight greater than 18 kg shall be installed so that the top of the extinguisher is not more than 1.1 m above the floor when the extinguisher is not equipped with wheels.

6.2.4.3. Portable extinguishers having a gross weight of 18 kg or less shall be installed so that the top of the extinguisher is not more than 1.5 m above the floor.

### Subsection 6.2.7. Inspection, Testing and Maintenance

6.2.7.1. (1) Maintenance and **testing** of portable extinguishers shall be in conformance with NFPA 10, “Portable Fire Extinguishers”.

(2) Portable extinguishers that are **inspected** in conformance with NFPA 10, “Portable Fire Extinguishers”, are deemed to satisfy the **inspection** requirements of this Subsection.

### **Examination**

6.2.7.2. Portable extinguishers shall be **inspected** monthly.

### **Defective extinguishers**

6.2.7.3. Portable extinguishers having defects shall be repaired and, if necessary, recharged to ensure the extinguishers will operate effectively and safely.

### **Tags**

6.2.7.4. (1) Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

(2) Sentence (1) does not apply where other **approved** records are maintained that show the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.

### **Maintenance records**

6.2.7.5. A permanent record containing the maintenance date, the examiner’s name and a description of any maintenance work or hydrostatic **testing** carried out shall be prepared and maintained for each portable extinguisher.

### Maintenance after use

6.2.7.6. Portable extinguishers shall be replaced or recharged after use in conformance with instructions given on the extinguisher nameplate.

6.2.7.7. Extinguisher shells, cartridges or cylinders that show leakage or permanent distortion in excess of specified limits or that rupture shall be removed from service.

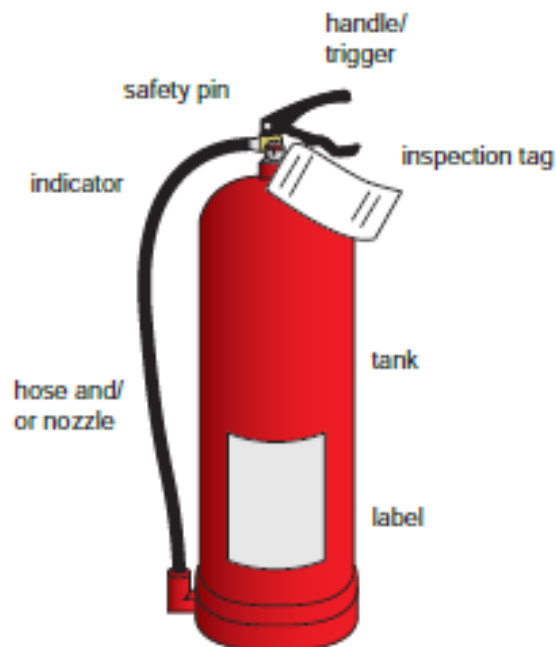
6.2.7.8. Hydrostatic pressure **tests** shall be conducted at the original **test** pressure as stated on the nameplate.

### Test labels

6.2.7.9. (1) Where a portable extinguisher is **tested**, a label shall be fixed to the extinguisher after **testing** that indicates the month and year the hydrostatic pressure **test** was performed, the **test** pressure used and the name of the person or agency performing the **test**.

(2) Sentence (1) does not apply where a permanent record of the **test** is kept and is available to the **fire department**.

### Illustration of a fire extinguisher and the required parts, labels and tags



## **OFC Division B, Section 6.3 – Alarm and Voice Communication Systems for Life Safety**

### 6.3.3. Smoke Alarms — Maintenance and Testing

#### **Application**

6.3.3.1. (1) This Subsection applies to smoke alarms in suites of residential occupancy, guest suites, sleeping rooms not within a dwelling unit, and other occupancies in which smoke alarms are required by the Building Code.

#### **Landlord is responsible**

6.3.3.2. Despite the definition of owner in Article 1.4.1.2. of Division A, in the case of a rental suite, only the landlord shall be considered to be the owner for the purpose of applying Article 1.2.1.1. of Division A to this Subsection.

#### **Duty to maintain in operating condition**

6.3.3.3. (1) Smoke alarms shall be maintained in operating condition.

Primary and secondary power supplies that serve smoke alarms shall be maintained in operating condition. If the Building Code requires a visual signalling component that is integral with or connected to a smoke alarm, the visual signalling component shall be maintained in operating condition.

#### **Maintenance instructions to be given to tenant**

6.3.3.4. The landlord of each rental suite shall give the tenant a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative maintenance instructions.

#### **Tenant to notify landlord**

6.3.3.5. (1) A tenant of a rental suite shall notify the landlord as soon as the tenant becomes aware that

a smoke alarm in the unit is disconnected, a smoke alarm in the unit is not operating, or the operation of a smoke alarm in the unit is impaired.

#### **Disabling prohibited**

6.3.3.6. No person shall disable a smoke alarm.

#### **Replacement**

6.3.3.7. (1) A smoke alarm shall be replaced within the time frame indicated in the manufacturer's instructions.

### **When a smoke alarm is replaced**

in the case of a suite subject to Part 9 of the OFC, the replacement shall not provide a lower level or type of protection than that required by Part 9,

in the case of a suite not subject to Part 9 that was constructed on or after April 6, 1998, the replacement shall not provide a lower level or type of protection than that required by the Building Code in effect at the time of construction of the suite, and

in the case of a suite not subject to Part 9 that was constructed before April 6, 1998, the replacement shall not provide a lower level or type of protection than that required by Article 2.13.2.1.

The Chief Fire Official may approve an alternative to a requirement of Sentence (2) if, in the opinion of the Chief Fire Official, the alternative provides fire safety protection equivalent to or greater than the fire safety protection that would be provided by the requirement.

### **Testing**

6.3.3.8. (1) This Article applies to rental suites.

The landlord shall test smoke alarms annually and after every change in tenancy.

The landlord shall test battery-operated smoke alarms after the battery is replaced.

The landlord shall test smoke alarms that are connected to an electrical circuit after any change is made to the electrical circuit.

For the purposes of Sentences (2), (3) and (4), smoke alarms shall be tested by activating the smoke alarm test feature.

If the Building Code requires a visual signalling component that is integral with or connected to a smoke alarm, the landlord shall ensure that any test of the smoke alarm required by Sentences (2) to (4) activates the visible signalling component.

## **OFC Division B, Subsection 6.3.4. Carbon Monoxide Alarms — Maintenance and Testing**

### **Application**

6.3.4.1. This Subsection applies to carbon monoxide alarms in buildings containing a residential occupancy.

### **Landlord is responsible**

6.3.4.2. Despite the definition of owner in Article 1.4.1.2. of Division A, in the case of a rental suite of residential occupancy, only the landlord shall be considered to be the owner for the purpose of applying Article 1.2.1.1. of Division A to this Subsection.

### **Duty to maintain in operating condition**

6.3.4.3. (1) Carbon monoxide alarms shall be maintained in operating condition.

(2) Primary and secondary power supplies that serve carbon monoxide alarms shall be maintained in operating condition.

### **Maintenance instructions to be given to tenant**

6.3.4.4. The landlord of each rental suite of residential occupancy shall give the tenant a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative maintenance instructions.

### **Tenant to notify landlord**

6.3.4.5. (1) A tenant of a rental suite of residential occupancy shall notify the landlord as soon as the tenant becomes aware that

a carbon monoxide alarm in the unit is disconnected,

a carbon monoxide alarm in the unit is not operating, or

the operation of a carbon monoxide alarm in the unit is impaired.

### **Disabling prohibited**

6.3.4.6. No person shall disable a carbon monoxide alarm.

### **Replacement in certain buildings**

6.3.4.7. (1) Subject to Sentence (2), this Article applies to every building that contains a residential occupancy and a fuel-burning appliance, a fireplace, or a storage garage.

This Article applies

as of April 15, 2015, in the case of buildings that contain no more than six suites of residential occupancy, and (b) as of October 15, 2015, in the case of buildings that contain more than six suites of residential occupancy.

A carbon monoxide alarm shall be replaced within the time frame indicated in the manufacturer's instructions.

Despite Section 2.16, when a carbon monoxide alarm is replaced in a suite of residential occupancy constructed on or after August 6, 2001, the replacement,

shall not provide a lower level or type of carbon monoxide protection than that required by the Building Code as it reads on the day the suite was constructed, and

shall comply with CSA-6.19, "Residential Carbon Monoxide Alarming Devices" or UL 2034, "Single and Multiple Station Carbon Monoxide Alarms".

When a carbon monoxide alarm is replaced in a suite of residential occupancy constructed before August 6, 2001, the replacement carbon monoxide alarm shall meet the requirements of Article 2.16.2.1.

The Chief Fire Official may approve an alternative to a requirement of Sentence (4) or (5) if, in the opinion of the Chief Fire Official, the alternative provides life safety protection equivalent to or greater than the life safety protection that would be provided by the requirement.

### **Testing**

6.3.4.8. (1) This Article applies to rental suites of residential occupancy.

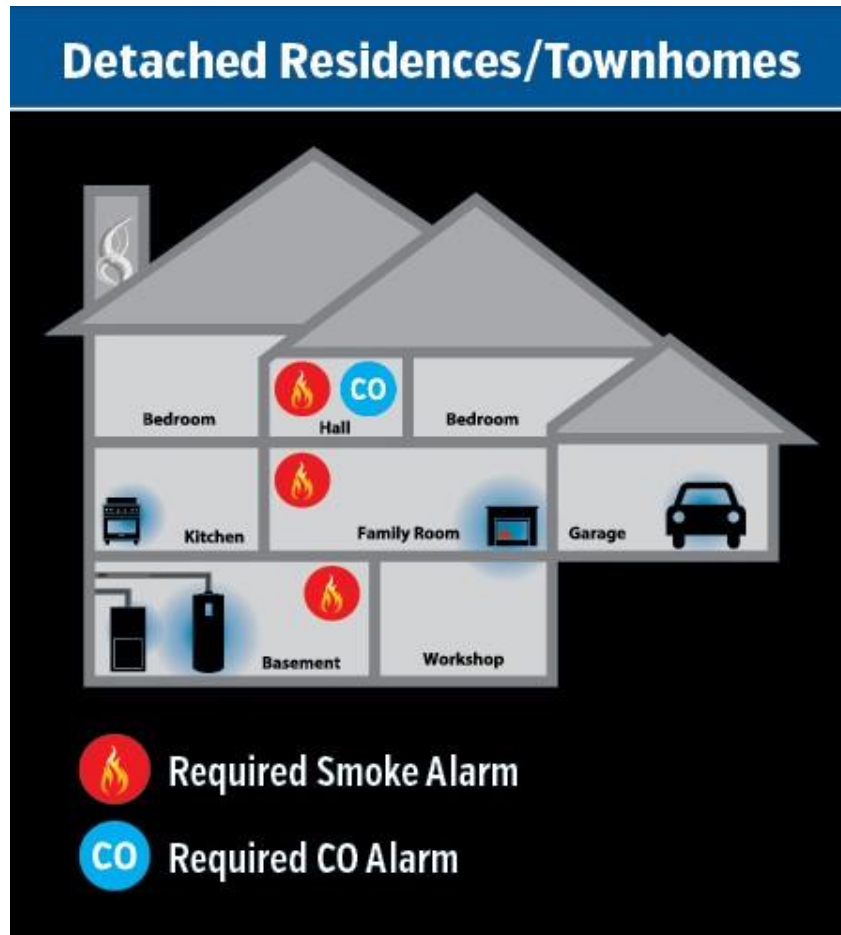
The landlord shall test carbon monoxide alarms annually and after every change in tenancy.

The landlord shall test battery-operated carbon monoxide alarms after the battery is replaced.

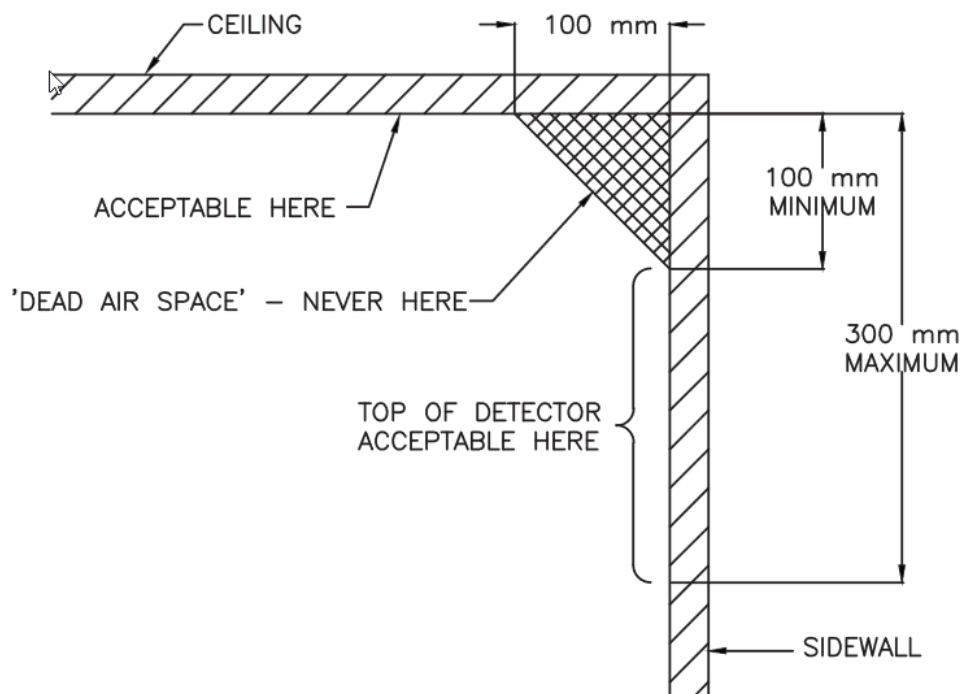
The landlord shall test carbon monoxide alarms that are connected to an electrical circuit after any change is made to the electrical circuit.

For the purposes of Sentences (2), (3) and (4), carbon monoxide alarms shall be tested by activating the carbon monoxide alarm test feature.

**Required placement of smoke alarms and carbon monoxide detectors:**



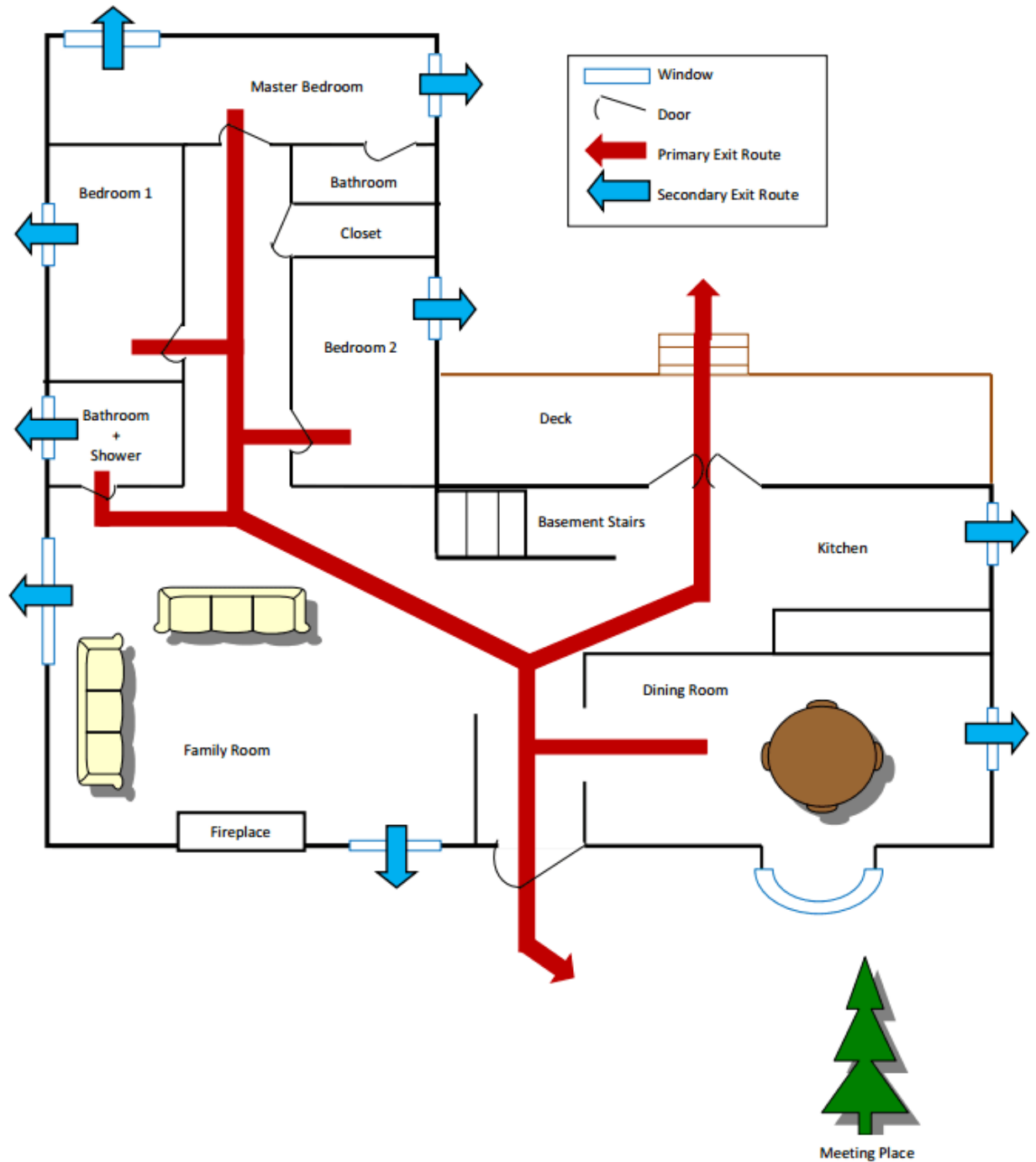
**Install Combination Smoke/CO Alarms As Noted Below:**



# Emergency Escape Plan

An emergency escape plan will be required to be created and post in every room that is used for sleeping. This shall be affixed to the back of each door and always remain visible when the door is closed.

## Escape Plan Example





## Short Term Accommodation Renewal Checklist

Included	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Annual HVAC inspection and servicing report. OFC 2.6.1.7
<input type="checkbox"/>	<input type="checkbox"/>	Solid fuel burning appliance maintained and serviced by qualified chimney sweep. OFC 2.6.1.4
<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguishers monthly inspection log. O.F.C. 6.2.7.2
<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguishers annual servicing report. Letter from qualified service provider. OFC 6.2.7.1. (1)(2)
<input type="checkbox"/>	<input type="checkbox"/>	Smoke alarm test records. The landlord shall test smoke alarms annually and after every change in tenancy. OFC 6.3.3.8.(2) <i>*Frequency of alarm tests shall match with guest register.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Carbon Monoxide alarm test records. The landlord shall test carbon monoxide alarms annually and after every change in tenancy. OFC 6.3.4.8. (2)
<input type="checkbox"/>	<input type="checkbox"/>	Guest register must accompany alarm test documents. STA Licensing By-law Number 2023-085

### Owner/Applicant Information

Rental Property Address:
Owner/Applicant Name:
Owner Address (if different from above):
Email Address:
Contact Number Main:
Contact Number Secondary:

### Fire Department Use Only

Date Received:
Reviewed by:

### Declaration of Applicant/Owner

I _____ (Print Name) declare that: <ol style="list-style-type: none"> <li>1. The information contained above is true to the best of my knowledge.</li> <li>2. I have signing authority as I am the owner or agent of the owner.</li> </ol>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           _____            Signature of Applicant         </td> <td style="width: 50%; border: none;">           _____            Date         </td> </tr> </table>	_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date	



**Smoke/Carbon Monoxide Alarm Maintenance Checklist**

Date:

Property Address/Suite Number:

**Smoke/Carbon Monoxide Alarm(s) has been tested as a result of:**

<input type="checkbox"/>	Routine test and maintenance	<input type="checkbox"/>	Extended absence of occupants
<input type="checkbox"/>	Annual test and maintenance	<input type="checkbox"/>	Complaint – Specify: _____
<input type="checkbox"/>	Change of tenancy	<input type="checkbox"/>	Other – Specify: _____

**Annual Test and Maintenance**

	Yes	No	N/A
Smoke/carbon monoxide alarm(s) is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke/carbon monoxide alarm(s) shows no evidence of physical damage, paint application, or excessive grease and/or dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke/carbon monoxide alarm(s) has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) sounds when the smoke alarm is tested using smoke alarm test button.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke/carbon monoxide alarm(s) is powered by:			
<input type="checkbox"/> Hard wired <input type="checkbox"/> Standby battery <input type="checkbox"/> Long life battery expiration year _____			

**Battery Operated Smoke/Carbon Monoxide Alarm(s):**

	YES	NO	N/A
Battery has been replaced and securely connected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery type _____ as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery terminals are free of corrosion and signs of leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Servicing and Replacement – Complete this section if “No” above**

Smoke/carbon monoxide alarm(s) has been serviced as follows. Provide information in the space below:

Smoke /carbon monoxide alarm(s) has been replaced as a result of:			
<input type="checkbox"/>	Failure to sound alarm during test	<input type="checkbox"/>	Battery leakage
<input type="checkbox"/>	Physical damage	<input type="checkbox"/>	Age
<input type="checkbox"/>	Painted exterior case	<input type="checkbox"/>	Other – Specify:
<input type="checkbox"/>	Excessive stains, grease or dirt accumulations		
<input type="checkbox"/>	Frequent false alarms		

**Declaration of Applicant/Owner**

I \_\_\_\_\_ (Print Name)

declare that:

1. The information contained above is true to the best of my knowledge.
2. I have signing authority as I am the owner or agent of the owner.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date



## Smoke Alarm Maintenance Information for Renters and Guests

The Ontario Fire Code requires every place of residence have smoke alarms installed and kept in working condition. Smoke alarms are very important for the safety of you and your neighbours by giving early warning of fire.

Your landlord is responsible for installing smoke alarms and keeping them in working condition, including testing, repairs and replacement as necessary.

Your landlord must also act to correct any problem or concern you report about the operation of your smoke alarm.

### Your Occupancy has been provided with a:

<input type="checkbox"/>	Smoke Alarm(s)	<input type="checkbox"/>	Carbon monoxide alarm(s)
<input type="checkbox"/>	Combination smoke & carbon monoxide alarm(s) that is:		
<input type="checkbox"/>	Battery Operated	<input type="checkbox"/>	Hard wired
<input type="checkbox"/>	Long life battery operated	<input type="checkbox"/>	Hardwired & Battery operated

For your protection, you are encouraged to take part in ensuring that the smoke alarms are operational and to co-operate with the landlord in carrying out the necessary testing and maintenance.

### Here are some steps that you can take:

◆	Notify the landlord when the low battery signal is activated <b>(on battery operated smoke alarms only)</b> and make arrangements for replacement of the battery.
◆	Notify the landlord if the “power on” indicator goes out <b>(on electrically wired smoke alarms only)</b> and arrange for appropriate repairs.
◆	Notify the landlord if the smoke alarm is damaged and make arrangements for the repair or the replacement of the unit.
◆	Notify the landlord of any electrical problems that may affect the operability <b>(on electrically wired smoke alarms only)</b>
◆	Contact the Town of Collingwood Fire Department at 705-445-3920 if you have concerns about the operability or placement of your smoke alarm or any other fire safety matters in your occupancy. For emergency response please call 911

The Fire Code specifies that “no person shall intentionally disable a smoke alarm so as to make it inoperable”. A guest or other person who intentionally disables a smoke alarm is guilty of a provincial offence and may be subject to a fine.



