



City of  
**Peterborough**

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**To:** Members of the Museum & Archives Advisory Committee

**From:** Susan Neale, Museum Director

**Meeting Date:** October 8, 2015

**Subject:** Report MAAC15-012  
Fire Safety Plan

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## **Purpose**

A report to advise Committee that Fire Safety Plans for the Peterborough Museum & Archives are in development.

## **Recommendation**

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC15-012 dated October 8, 2015, of the Museum Director, as follows:

That the template for a Fire Safety Plan, for the Peterborough Museum & Archives, be received for information.

## **Budget and Financial Implications**

There are no budget or financial implications associated with the recommendation.

## **Background**

A Fire Safety Plan (FSP) shall be prepared, approved and implemented in buildings regulated by Article 2.8.1.1. of the Ontario Fire Code. The implementation of a Fire Safety Plan helps to ensure effective utilization of life safety features in a building to protect people from fire.

The Fire Protection and Prevention Act, 1997, Part VII, Section 28, states that in the case of an offence for contravention of the fire code, a corporation is liable to a fine of not more than \$100,000 and an individual person, a director or officer of a corporation is liable to a fine of not more than \$50,000 or imprisonment for a term of not more than one year or both.

The Fire Safety Plan template (Appendix A) provided by Peterborough Fire Services is designed to cover all measures required in a Fire Safety Plan and to be utilized with any type of occupancy.

The Peterborough Museum & Archives (PMA) is required to develop two Fire Safety Plans: (1) 298 Hunter Street East, Curatorial Centre; and (2), 300 Hunter Street East, main building.

The Public Educator, Peterborough Fire Services, will review the PMA Fire Safety Plans and schedule a site visit by the Fire Prevention Division to verify the Plans reflect the buildings. These official documents are to be kept readily available at all times for use by staff and fire officials in the event of an emergency.

## Summary

The Peterborough Museum & Archives' staff, with support from Peterborough Fire Services, will develop Fire Safety Plans for the buildings at 298 and 300 Hunter Street East.

Submitted by,

Susan Neale  
Museum Director

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Attachments:  
Appendix A – Fire Safety Plan Template, Peterborough 2015

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## **Appendix A**

Fire Safety Plan Template, Peterborough 2015