



Committee of Council Agenda

Tuesday, February 11, 2025

3:00 p.m.

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, February 11, 2025, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1 RCMP 2024 Year in Review

3

Recommendation:

None.

4.2 Capital Projects Update (verbal report)

Recommendation:

None.

4.3 Rezoning Application Extension for 1727 Prairie Avenue

32

Recommendation:

That Committee of Council extend the date of expiry for adoption of "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4290" to December 13, 2025.

4.4 Fire and Emergency Services Bylaw

Recommendation:

That "Fire and Emergency Services Bylaw No. 4395" be referred to Council for approval, along with any necessary amendments to accompanying bylaws.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, February 11, 2025, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter

Item 5.1

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Item 5.2

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, February 11, 2025, Committee of Council Meeting be adjourned.

RECOMMENDATION:

None.

REPORT SUMMARY

The purpose of this report is to provide Council with an update regarding the policing services provided by the Coquitlam RCMP Detachment for both the entire 2024 calendar year and the fourth quarter of 2024.

BACKGROUND

The Coquitlam RCMP released its four-year strategic plan to guide the efforts of RCMP members, City staff, and volunteers in making Port Coquitlam a safer place to live. The strategic plan sets out four priorities developed through a consultative process involving community outreach, internal interviews, and environmental scans of Canadian police jurisdictions throughout Canada.

The first priority within the Strategic Plan is “partnering with the community” which involves deepening collaboration, trust and community engagement; learning and adapting to changing community needs; and demonstrating accountability to Port Coquitlam residents. Priority two is to “promote public safety” by focusing on road and traffic safety, enhancing visible police presence, and reducing crime through public education and engagement. The third priority is “targeting criminal activity” which entails enforcing the law, targeting prolific offenders, and gathering criminal intelligence. The fourth priority is “supporting our people” and it aims to create an inclusive workplace, support employee mental and physical wellness, and promote effective internal communications. Progress is reported to Council and the community on a quarterly basis. The following is an update for the fourth quarter of 2024 and a summary of 2024 as a whole.

DISCUSSION**Partnering with the Community**

The Coquitlam RCMP continues to work closely with the community to build strong, collaborative relationships that make Port Coquitlam a safer place to live. During quarter four (Q4), Detachment staff partnered with the community by participating in eight community events including a Halloween Howl event, Red Serge Classic, Remembrance Day, Cram the Cruiser, Breakfast with Santa, Parade of Lights, and the CPKC Holiday Train. Members also carried out more than 400 hours of proactive patrols, including more than 30 foot patrols in parks and throughout the downtown core to increase visibility and strengthen ties with the public during Q4.

Throughout 2024, RCMP staff built stronger relationships with the public by participating in 36 community events and by working collaboratively to improve safety practices by hosting 39 public education opportunities such as car seat safety clinics, fraud presentations, and safety reflector



Report To: Committee of Council
Department: Community Safety & Corporate Services
Approved by: D. Long
Meeting Date: February 11, 2025

handouts. The Detachment also partnered with businesses and other organizations this year to improve community safety. The Detachment partnered with five licensed establishments through the Inadmissible Patrons Program and works collaboratively to target and remove individuals participating in organized crime from the premises. The Detachment also began participating in Project 529's Garage529 program aimed at helping reunite stolen bicycles with their owners. Members of the public can use the free app to register their bikes (or scooters) in the database. If their bike or scooter is stolen, the owner can flag it on the app. Police, who now have access to advanced search functions in the Garage529 database, can immediately determine if the bike or scooter they come across in the field is stolen. This is particularly helpful since people tend not to report their stolen bike to the police but will flag it as stolen on the Garage529 app. Coquitlam RCMP have been using the app since September, with officers able to recover multiple stolen bikes in that time.

Promoting Public Safety

Delivering policing services to residents is one of the Coquitlam RCMP's core functions and is integral to promoting public safety. The primary method of delivering policing services is by responding to calls for service. In Quarter 4, the Detachment responded to 2,484 calls for service and total calls for service in 2024 decreased 9% compared to the three-year average. The crime rate reached a new historic low of 45 crimes per 1,000 people—down from 51 in 2023. These metrics are encouraging because they speak to the overall safety of Port Coquitlam and its residents. The Detachment's average 9-1-1 call answer times also remain extremely low (approximately 8.5 seconds), reassuring the public that when they need police help, they will reliably and quickly be able to get a hold of operators.

Traffic safety is of particular importance given public concerns regarding distracted driving and speeding in school zones/residential areas. In the fourth quarter, the Detachment promoted public safety by spending more than 50 hours on specialized traffic enforcement on key roadways such as the Mary Hill Bypass, Coast Meridian Road, and Prairie Avenue. Hundreds more hours were spent promoting traffic safety through general traffic patrols identifying unsafe driving behaviours and encouraging future compliance through ticketing. These efforts led to roughly 400 speeding and distracted driving violation tickets during the fourth quarter.

After consistently engaging in High Accident Zone Enforcement and High Visibility Enforcement, along with thousands of hours doing regular traffic enforcement, the Detachment was able to issue nearly 2,800 violation tickets throughout the year. Speed related infractions accounted for 74% of all violation tickets given, reflecting the Detachments efforts to prioritize speeding enforcement and make Port Coquitlam streets safer.

In 2024, the Detachment initiated the Mobile Integrated Crisis Response (MICR) Program to promote public safety. Under the program, two teams consisting of a mental health nurse and a RCMP officer are dispatched to calls for service involving mental health crises. During the first year of the program, the Detachment recorded 2,487 mental health files of which MICR was able to attend 27% (i.e. 660 files) based on current staffing capacity. Results of these files are encouraging; the MICR teams are successfully leveraging their knowledge and expertise to deliver better responses to people



Report To: Committee of Council
Department: Community Safety & Corporate Services
Approved by: D. Long
Meeting Date: February 11, 2025

experiencing mental crises in the community, including enhanced crisis response, improved system efficiency, and increased officer capacity and community connection.

The MICR team, comprising nurses and officers, enhances crisis response by providing assessments, de-escalation, and referrals to community services, often diverting individuals from hospital apprehensions. With psychiatric nurses' expertise and access to medical records through Fraser Health, the program improves the accuracy of identifying individuals needing care or apprehension under the Mental Health Act.

Data from the first year highlights the program's success in accurately assessing risks of harm and determining when hospital admissions are necessary. The presence of nurses fosters trust, particularly among individuals hesitant to engage with police, as the nurse's non-threatening role facilitates intervention and support. Additionally, the MICR team builds a detailed understanding of community members with mental health challenges, including their histories, medications, and effective interaction strategies. This knowledge expedites service calls and ensures individuals receive the most appropriate and safe care, whether through community resources or intervention.

Targeting Criminal Activity

Tackling crime remains a key focus for the Coquitlam RCMP. To tackle criminal activity, the Detachment is engaging in proactive activities including high-visibility patrols, awareness sessions on violence in relationships, and connecting victims of crime with community resources through the Victim Services Unit. During the fourth quarter of 2024, the Detachment saw a 22% decrease in persons crimes compared to the three-year average for the same time period.

The total number of persons crimes decreased 20% in 2024 when compared to 2023 and 13% when compared to the three-year average. Of these persons crimes, assault files represent the highest proportion of persons crimes, followed by uttering threats and harassment. While it is hard to prevent the majority of persons crimes due to their often-personal nature, the Detachment works with victims of crime and was responsible for providing more than 1,200 victim services referrals and over 2,000 community referrals through the Victim Services Unit in 2024.

Similarly, property crimes decreased by 3% during the fourth quarter, with mischief to property, theft from vehicle, frauds, and shoplifting representing the highest proportion of property crimes. In response, the Detachment is targeting criminal activity by working diligently to educate businesses and the public on crime prevention techniques using community policing events, volunteer programming, media channels, and in-person discussions. Our membership remains vigilant in areas with higher crime volumes, conducting foot patrols in business areas and parks, while also carrying out vehicle patrols in residential areas using data supplied by the Crime Analysis Unit.

Supporting Our People

Staff well-being is essential to delivering effective policing services to community residents. The Detachment is committed to supporting RCMP members and City staff so they can continue their vital work in keeping residents safe. In order to improve their physical and mental well-being, the



Report To: Committee of Council
Department: Community Safety & Corporate Services
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Coquitlam Member Wellness Unit provides support through check-ins, consultations, and referrals. The Detachment is also supporting its people by focusing on providing training opportunities and tactical resources to members so they are ready to safely and efficiently respond to all types of calls for service.

In Q4, the Detachment completed 86 training sessions to enhance officer safety and develop their skills. This accounts for almost half of the 180 training sessions delivered to members in 2024. Courses included firearms training, emergency response scenario exercises, tactical gear usage training (e.g., conducted energy weapons, gas masks, drones), and training on investigative tactics.

Summary of 2024 Business Improvements

- Reinstated Junior Mountie Police Academy
- Instituted the Inadmissible Patrons Program
- Established a Business Continuity Plan with Langley RCMP Detachment
- Conducted consistent High Accident Zone Enforcement along Mary Hill Bypass, Coast Meridian Road, and Prairie Ave
- Completed the cellular underground upgrade project
- Completed the LAN rack expansion for RCMP technology initiatives that required upgrades for cabling and wiring for future projects such as body worn cameras, NG911, VOIP and GCWIFI
- Implemented VOIP (Voice over Internet Protocol) within the detachment

2025 Initiatives Underway

- Reinstating the Auxiliary Constable Program
- Installing WaitWell terminals at the Front Counter for improved accessibility, better customer service and language translation for residents requiring assistance for police services at the RCMP detachment
- Reviewing community policing special event attendances and false alarm fees as part of the fees and charges process
- Initiating an office space refresh at the Public Safety Building and new desks in the Operational Communication Centre

FINANCIAL IMPLICATIONS

None. The costs associated with the Coquitlam RCMP Detachment are shared between the cities of Coquitlam and Port Coquitlam.

ATTACHMENTS

Attachment 1: Report: RCMP Year-in-Review 2024

Attachment 2: Presentation Slides: RCMP Year-in-Review 2024

Lead author(s): Ian Waters

Contributing author(s): Kim Singh



RCMP 2024 Year in Review Report City of Port Coquitlam





Contents

SUMMARY 3

2020-2024: CRIME RATE 3

2020-2024: CALLS FOR SERVICE..... 3

2020-2024: PERSONS CRIMES 4

2020-2024: PROPERTY CRIMES 5

2020-2024: VIOLATION TICKETS 6

2020-2024: MENTAL HEALTH-RELATED CALLS FOR SERVICE 6

2024-Q4: PERSONS CRIMES – PORT COQUITLAM 7

2024-Q4: PROPERTY CRIMES – PORT COQUITLAM..... 7

2024-Q4: MENTAL HEALTH-RELATED CALLS FOR SERVICE – PORT COQUITLAM 8

2024-Q4: VIOLATION TICKETS – PORT COQUITLAM 9

TABLE 1: PARTNERING WITH THE COMMUNITY 10

TABLE 2: PROMOTE PUBLIC SAFETY 10

Table 3: TARGET CRIMINAL ACTIVITY – Crime Statistics – Port Coquitlam 11

TABLE 4: SUPPORT OUR PEOPLE 12

TABLE 5: MENTAL HEALTH CALLS FOR SERVICE – PORT COQUITLAM..... 12

TABLE 6: TRAFFIC VIOLATION TICKETS – PORT COQUITLAM..... 13

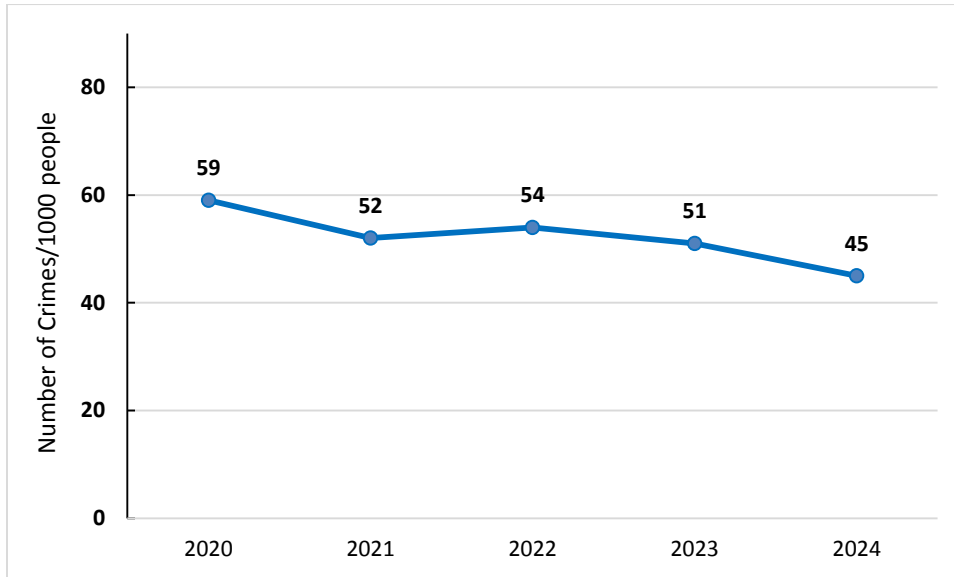
TABLE 7: POLICE ACTIVITIES – PORT COQUITLAM AND COQUITLAM 13



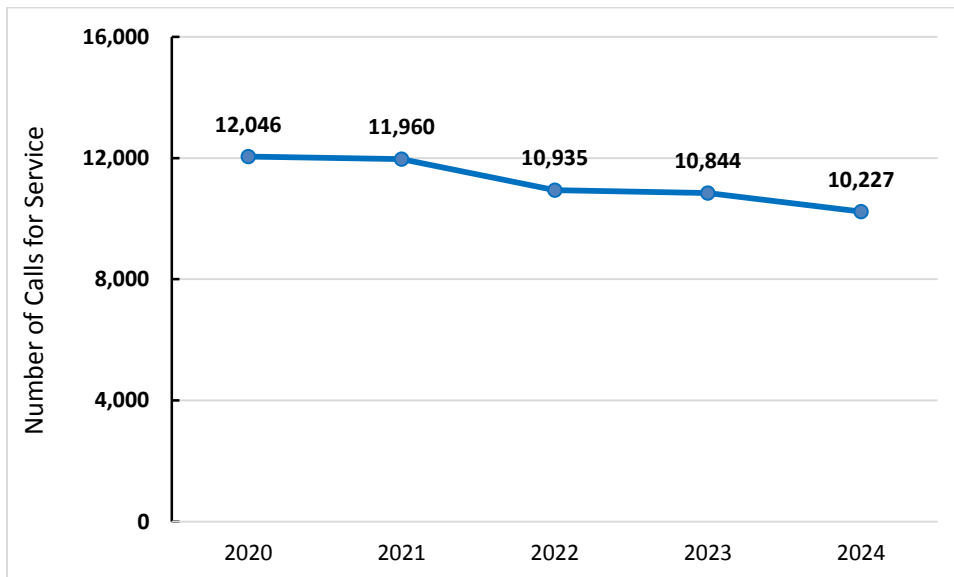
SUMMARY

The Port Coquitlam Crime Rate for 2024 is at a historic low of 45 crimes per 1,000 people. This is because persons crimes, property crimes, and mental health calls for service decreased since 2023. That said, the number of violation tickets given out in Port Coquitlam also decreased when compared to 2023 figures.

2020-2024: CRIME RATE



2020-2024: CALLS FOR SERVICE





2020-2024: PERSONS CRIMES

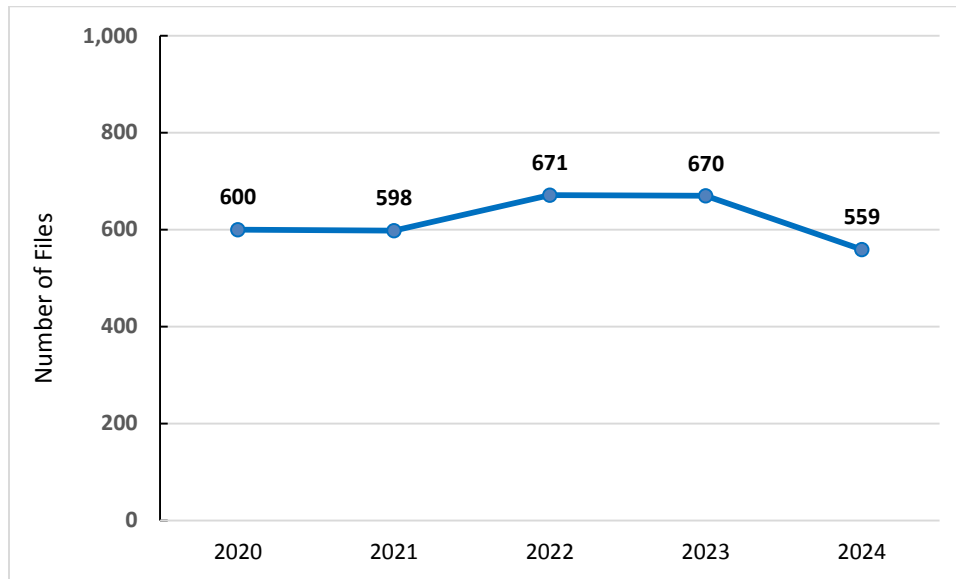


Figure 1: Breakdown of Persons Crimes - 2024

CRIME CATEGORIES	Percent
ASSAULTS	48%
UTTER THREATS	20%
HARASSMENT	17%
SEX OFFENCES	7%
EXTORTION	6%
ROBBERY	1%
KIDNAPPING	0.4%
WEAPONS OFFENCES	0.4%
ARSON	0.4%



2020-2024: PROPERTY CRIMES

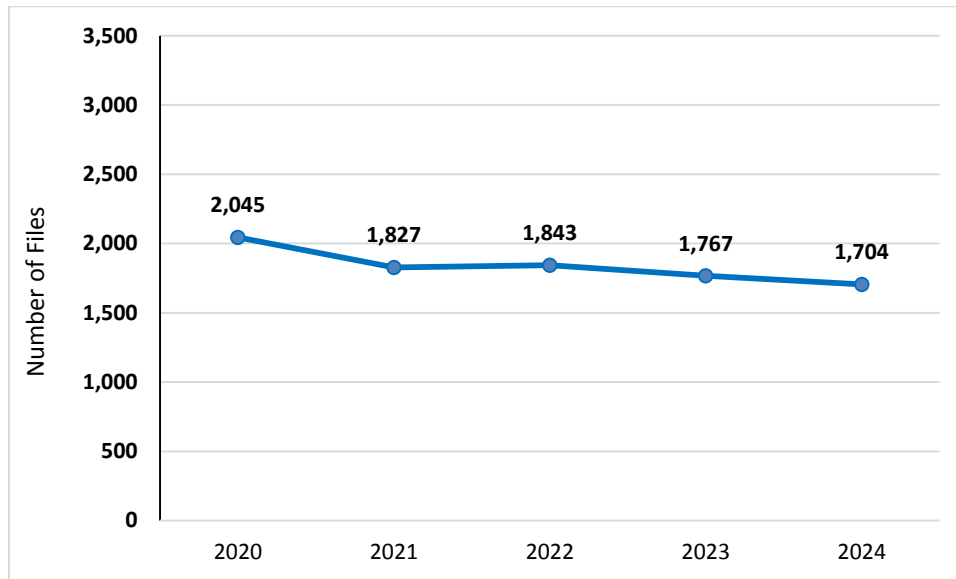
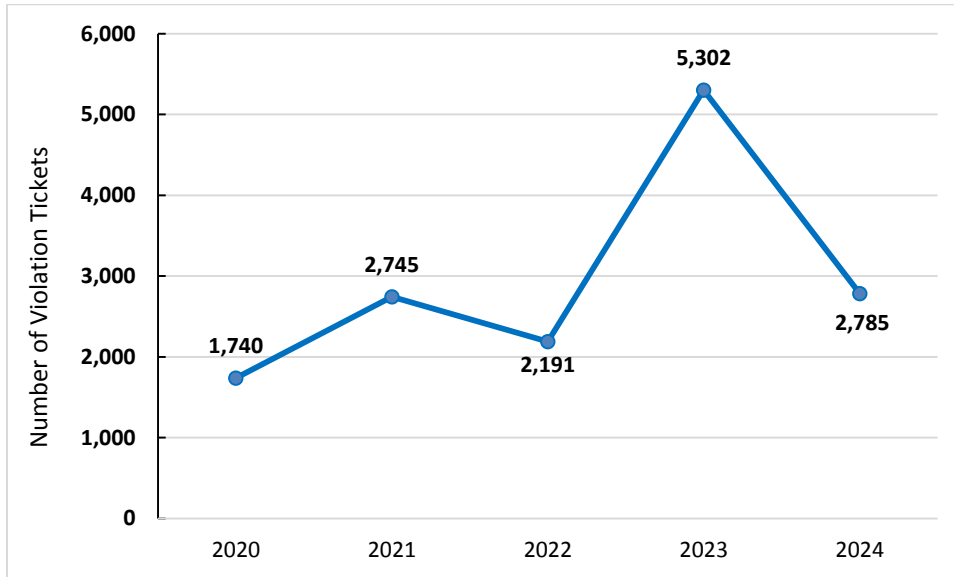


Figure 2: Breakdown of Property Crimes - 2024

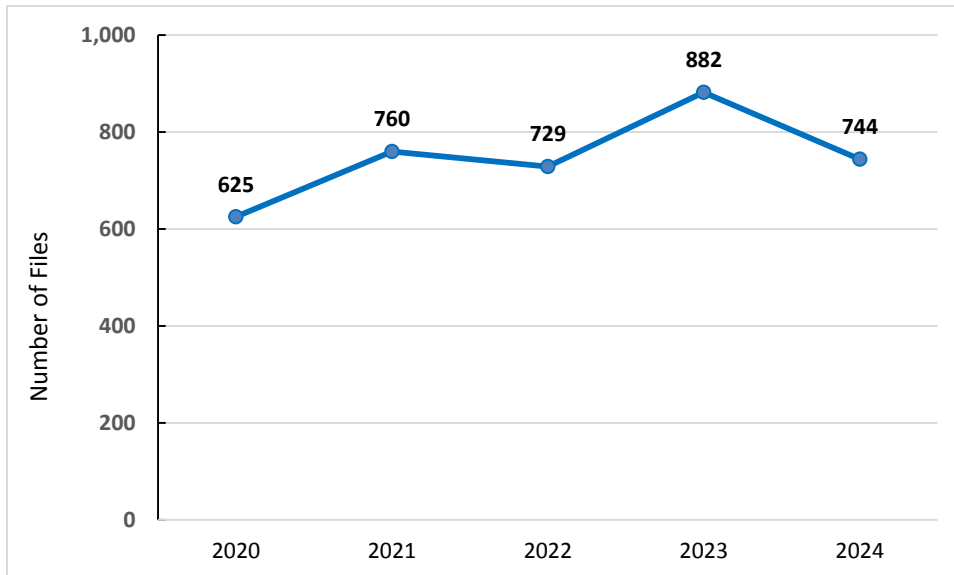
CRIME CATEGORIES	Percent
MISCHIEF TO PROPERTY	20%
THEFT FROM VEHICLE	17%
FRAUDS	16%
SHOPLIFTING	15%
OTHER THEFT U/5000	12%
BREAK & ENTER - BUS	6%
AUTO THEFT	4%
BREAK & ENTER – RES	2%
BIKE THEFT	2%
BREAK & ENTER – OTH	1%
OTHER	5%



2020-2024: VIOLATION TICKETS



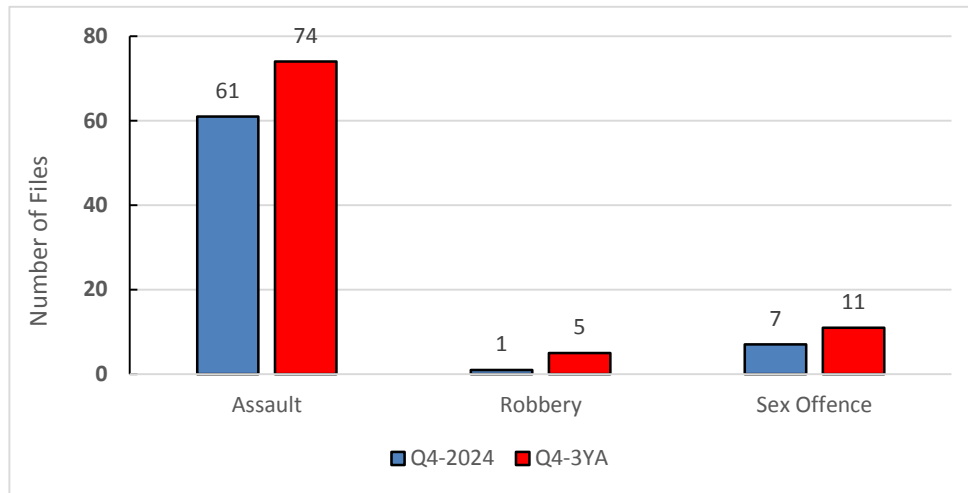
2020-2024: MENTAL HEALTH-RELATED CALLS FOR SERVICE





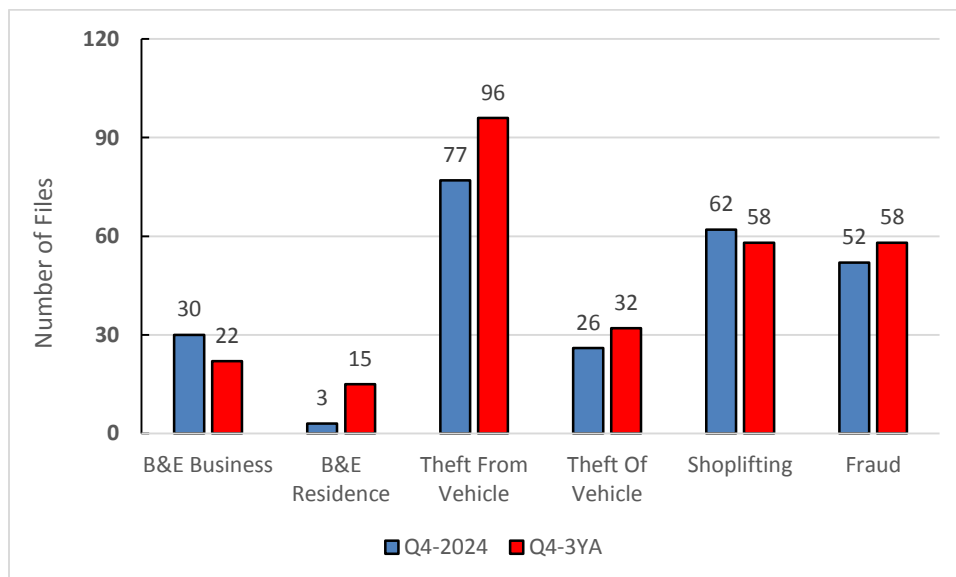
2024-Q4: PERSONS CRIMES – PORT COQUITLAM

Persons crimes decreased by 22% in 2024-Q4 compared to the three-year average. The number of sex offenses decreased by 38% (4 files), assaults decreased by 18% (13 files) and robberies decreased by 79% (4 files).



2024-Q4: PROPERTY CRIMES – PORT COQUITLAM

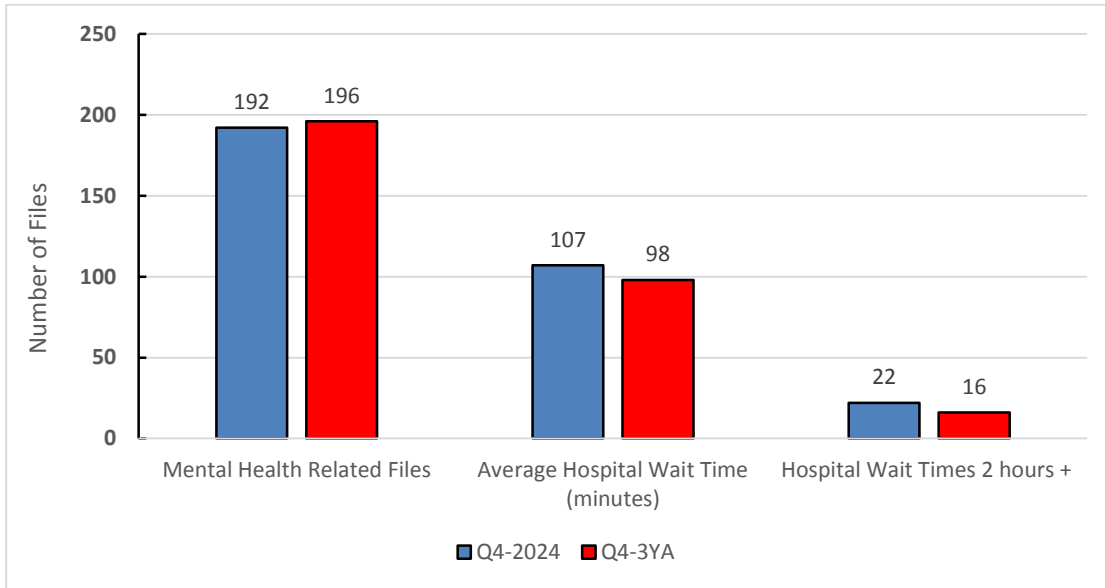
Property crimes in 2024-Q4 decreased by 3% in comparison to the three-year average. Decreases were observed in B&E Residence (-80%), Theft from Vehicle (-20%), Theft of Vehicle (-18%), and Fraud (-10%) whereas B&E Business increased (+36%), as did shoplifting (+7%).





2024-Q4: MENTAL HEALTH-RELATED CALLS FOR SERVICE – PORT COQUITLAM

Mental health-related files in 2024-Q4 decreased by 2% compared to the three-year average. There were increases, however, in average hospital wait time (+9%) and files with wait times greater than 2 hours (+38%).





2024-Q4: VIOLATION TICKETS – PORT COQUITLAM

In 2024-Q4, there were increases in the number of intersection infractions (+62%), seatbelt infractions (+14%) and distracted driving tickets (+1%). In this same period, impaired drug/alcohol infractions decreased by 29% (i.e, 2 files), as did speed related infractions (-8%), compared to the three-year average.

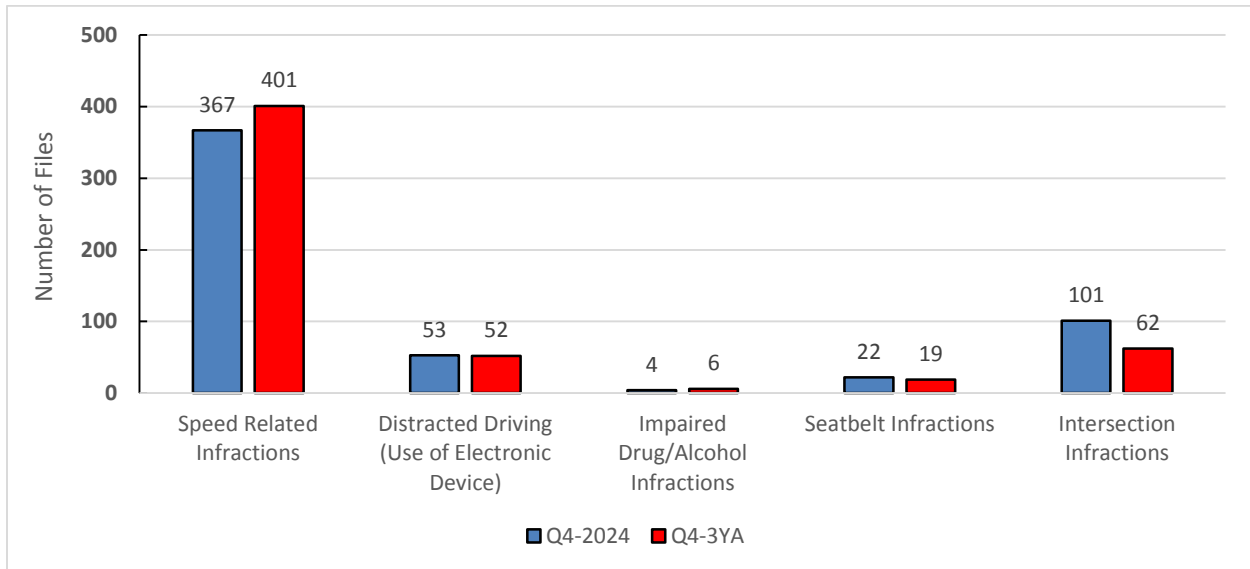




TABLE 1: PARTNERING WITH THE COMMUNITY

	Q1	Q2	Q3	Q4
Participation at Community Events	3	15	10	3
Cell Watch Shifts	12	14	3	12
Speed Watch Shifts	15	17	3	8
Stop Sign Shifts	4	3	0	3

TABLE 2: PROMOTE PUBLIC SAFETY

	Q1	Q2	Q3	Q4
Proactive Patrols (Police Cruiser)	1701	1188	869	796
Proactive Patrols (Foot Patrol)	23	41	42	33
Public Education Opportunities	12	12	3	5



Table 3: TARGET CRIMINAL ACTIVITY – Crime Statistics – Port Coquitlam

		Q1	Q2	Q3	Q4	3-year Q4 Average	% change
PERSONS	Assault	53	80	94	61	74	-18%
	Robbery	4	0	2	1	5	-79%
	Sex Offence	4	17	13	7	11	-38%
	All Persons Crimes	118	159	183	120	155	-22%
PROPERTY	B&E Business	17	18	26	30	22	36%
	B&E Residence	10	10	22	3	15	-80%
	Theft From Vehicle	68	75	65	77	96	-20%
	Theft Of Vehicle	8	20	39	26	32	-18%
	Shoplifting	70	62	71	62	58	7%
	Fraud	71	76	71	52	58	-10%
	All Property Crimes	382	405	470	437	450	-3%



TABLE 4: SUPPORT OUR PEOPLE

	Q1	Q2	Q3	Q4
Development & Training Courses for Members	22	52	27	86

TABLE 5: MENTAL HEALTH CALLS FOR SERVICE – PORT COQUITLAM

	Q1	Q2	Q3	Q4	3-year Q4 Average	% change
Mental Health Related Files	192	191	166	192	196	-2%
Average Hospital Wait Time (minutes)	109	111	86	107	98	9%
Hospital Wait Times 2 hours +	17	24	16	22	16	38%



TABLE 6: TRAFFIC VIOLATION TICKETS – PORT COQUITLAM

	Q1	Q2	Q3	Q4	3-year Q4 Average	% change
Speed Related Infractions	553	504	638	367	401	-8%
Distracted Driving (Use of Electronic Device)	56	74	108	53	52	1%
Impaired Drug/Alcohol Infractions	1	3	5	4	6	-29%
Seatbelt Infractions	32	30	71	22	19	14%
Intersection Infractions	69	33	56	101	62	62%

TABLE 7: POLICE ACTIVITIES – PORT COQUITLAM AND COQUITLAM

Police Activities	Q1	Q2	Q3	Q4	Q4 Split	2024 Total
Port Coquitlam	2922	3232	3600	3250	29.9%	13,004 (30.3%)
Coquitlam	7293	7397	7627	7630	70.1%	29,947 (69.7%)

RCMP



ROYAL CANADIAN MOUNTED POLICE

LOWER MAINLAND DISTRICT REGIONAL POLICE SERVICE – ***CONNECTED TO OUR COMMUNITIES***

RCMP 2024 Year in Review Report: City of Port Coquitlam

Presented by: Supt. Darren Carr, Officer-in-Charge

Kim Singh, Senior Manager Police Services

Presentation Date: February 11, 2025



Strategic Plan Priorities



**Partner with
the Community**



**Promote
Public Safety**



**Target
Criminal Activity**



**Support
Our People**





Participated in 36 Community Events:

- Remembrance Day
- Cram the Cruiser
- Back-to-School safety events

Proactively Patrolling for Increased Visibility:

- 140 foot patrols in parks and business areas
- Nearly 2,300 hours of vehicle patrols

Partnership with Businesses and Residents:

- Inadmissible Patrons Program
- Garage529 pilot project





Conducting Traffic Enforcement:

- 250 hours spent on HAZE and HVE
- 2,700 violation tickets issued

Metrics of Safety:

- Crime rate for 2024 was 45.
- Calls for service decreased 9%
- 9-1-1 calls answered in 8.5 seconds on average



MICR Program:

- Pairs a mental-health trained police officer with a psychiatric nurse
- MICR Team started November 6, 2023
- Program Purpose:
 - Enhance crisis response
 - Improve system efficiency
 - Increase officer proficiency and community connection



Results:

- MICR attended 27% of all mental-health related files
 - 660 files out of 2,487

Benefits of MICR Program:

- Assessments, de-escalation, and referrals
- Better care provision with access to medical records and knowledge
- Trust between public and police, especially with individuals hesitant to engage with police
- Stronger connections to expedite calls for service





Engaging in Proactive Activities:

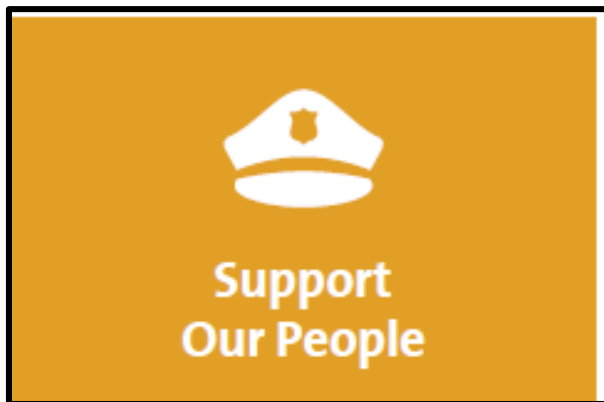
- High-visibility patrols
- 39 public education events

Supporting Victims of Crime:

- 1,200 victim service referrals

Targeting Property Crime:

- Property crime decreased 3%
- Working with businesses to prevent shoplifting
- Public education materials on crime trends available online (CompStat/Crime Dashboard)



Providing Supports to Staff:

- Member Wellness Unit
 - Check-ins with staff
 - Consultations
 - Referrals to support services

Offering Training Opportunities

- 180 training sessions in 2024
 - Operational training courses
 - Emergency response scenarios
 - Tactical gear for responding to calls

Summary of 2024 Business Improvements

- Reinstated Junior Mountie Police Academy
- Instituted the Inadmissible Patrons Program
- Established a Business Continuity Plan with Langley RCMP Detachment.
- Conducted consistent High Accident Zone Enforcement along Mary Hill Bypass, Coast Meridian Road, and Prairie Avenue
- Completed the cellular underground upgrade project; VOIP; and the LAN rack expansion for RCMP technology initiatives



2025 Business Improvements Underway

- Reinstating the Auxiliary Constable Program
- Installing WaitWell terminals at the Front Counter for improved accessibility, better customer service and language translation for residents requiring assistance for police services
- Reviewing community policing special event attendances and false alarm fees
- Initiating an office space refresh at the Public Safety Building



Questions?



Rezoning Application Extension for 1727 Prairie Avenue

RECOMMENDATION:

That Committee of Council extend the date of expiry for adoption of “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4290” to December 13, 2025.

PREVIOUS COUNCIL/COMMITTEE ACTION

December 13th, 2022 - Council approved:

1. *Third reading for “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4290” to amend the zoning designation of 1727 Prairie Avenue from (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3).*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Installation of protective fencing for on-site and off-site trees prior to demolition*
 - b. *Demolition of all existing buildings; and*
 - c. *Completion of design and submission of fees and securities for off-site works and services.*
 - d. *Payment in the amount of \$6,500 for on-site tree replanting.*

REPORT SUMMARY

This report recommends extending the expiry date of an amending bylaw that would rezone the property at 1727 Prairie Avenue from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3). As no circumstances related to the amending bylaw changed within this period, and the property is in an acceptable condition, approval of a one-year extension is recommended.

BACKGROUND

On December 13, 2022, Council gave third reading to rezone 1727 Prairie Avenue to facilitate the development of a 3 storey, 6-unit townhouse. The Development Procedures Bylaw provides applicants two years to meet third reading conditions and proceed to bylaw adoption; the amendment bylaw expired on December 13, 2024.

The Delegation of Authority Bylaw provides Committee of Council with the authority to issue time extensions for Council consideration of adoption of a Zoning Bylaw amendment for a period of up to one year from the initial two-year period.


The applicant has advised he was unable to fully complete the required conditions of bylaw adoption within that time frame and has requested a one-year extension.

Rezoning Application Extension for 1727 Prairie Avenue

DISCUSSION

The applicant advises that fulfilling the required conditions has taken longer than anticipated, due to adverse market conditions and personal setbacks. Since receiving third reading, the applicant has installed tree protection measures and completed a comprehensive hazardous material inspection and risk assessment in preparation for demolition of existing structures. The applicant is requesting a one-year extension to continue working on these requirements under improved conditions. The site is well-kept as it awaits redevelopment. Since the application was made, the City has implemented bylaw amendments in response to the provincial Bill 44 (Small-Scale Multi-Unit Housing) that have changed the permitted uses and density in properties zoned RS1. The applicant is aware of these changes but has indicated that he would like to continue with the application to rezone the property to RTh3, which is in keeping with the Townhouse designation in the OCP. Staff recommend approval of the requested extension.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the requested time extension.
	2	Defer the request for extension and request staff to provide further information (to be specified).
	3	Not approve the time extension. If this decision is made, the applicant may request that Council reconsider the requested extension.

Lead author(s): Ben Ricketts

RECOMMENDATION:

That “Fire and Emergency Services Bylaw No. 4395” be referred to Council for approval, along with any necessary amendments to accompanying bylaws.

REPORT SUMMARY

This report outlines the proposed repeal and replacement of the existing Fire and Emergency Services Bylaw No. 3880. The updated bylaw, No. 4395, aligns with modern fire safety regulations and enhances fire prevention and suppression measures. The proposed bylaw adopts the *Fire Safety Act* which requires the introduction of risk-based compliance monitoring, improved enforcement mechanisms and cost recovery measures to enhance fire safety and emergency response capabilities.

BACKGROUND

The existing Fire and Emergency Services Bylaw No. 3880 was enacted in 2014 and has since become outdated due to advancements in fire safety standards, updates to the *Fire Safety Act*, and evolving community needs. The current bylaw does not adequately address modern fire prevention, compliance, and enforcement measures, limiting the Fire Department’s ability to effectively mitigate fire risks.

Many municipalities have modernized their fire bylaws to enhance enforcement, compliance monitoring, and public safety measures. The proposed bylaw reflects these best practices and provides a more effective framework for fire protection in Port Coquitlam. The proposed bylaw also ensures alignment with provincial fire regulations and includes sections that will reduce potential legal conflicts.

Furthermore, the updated bylaw incorporates provisions for cost recovery, allowing the City to recoup expenses related to fire inspections, false alarms, and emergency responses to non-compliant properties. This will help ensure that resources are allocated efficiently and that property owners take greater responsibility for fire safety compliance.

DISCUSSION

The proposed Fire and Emergency Services Bylaw No. 4395 introduces several key improvements over the existing bylaw. One of the most significant changes is its alignment with the *Fire Safety Act* and modern fire codes. By incorporating the latest standards from the British Columbia Fire Code and Building Code, the new bylaw ensures that all fire safety regulations within the municipality remain current and legally compliant. This will improve consistency in fire safety practices for buildings, businesses, and public spaces.

Fire & Emergency Services Bylaw

Another important enhancement in the proposed bylaw is the introduction of a risk-based compliance monitoring system. This system establishes a structured approach to fire inspections, prioritizing properties based on their risk levels. By proactively identifying and addressing high-hazard occupancies, the Fire Department can more effectively allocate resources and reduce the likelihood of fire-related incidents.

The bylaw grants the authority to require updated fire safety plans for multi-tenant buildings and construction sites while also clarifying the regulations for storing combustible materials in close proximity of buildings and parkades. Additionally, it mandates that property owners regularly maintain fire hydrants and other critical fire suppression infrastructure to ensure it remains operational and effective.

The new bylaw expands the authority of the Fire Chief and Fire Department, allowing them to issue compliance orders, mandate evacuations, and enforce fire safety measures more effectively. Additionally, a new section addressing the hazards of using shipping containers for storage has been added to mitigate fire risks associated with improper use.

New sections on fire watch and forest fire response have been added to clarify the Fire Chief's responsibilities and authority in managing and reducing fire hazards. Additionally, a key requirement mandates the installation of fire alarm panels on the exterior of multi-tenant industrial and commercial buildings, improving response times and enhancing emergency effectiveness.

In addition to enhancing fire prevention and suppression, the new bylaw introduces a comprehensive cost recovery and fee structure. It identifies the fees associated with fire re-inspections, fire investigations, and multiple false alarms. Fire response costs for non-compliant properties, large scale events, and mutual aid can now be recovered, ensuring that the financial burden is not placed solely on the municipality. The bylaw clarifies that vacant and fire-damaged buildings be secured at the owner's expense, preventing further hazards.

FINANCIAL IMPLICATIONS

The proposed bylaw introduces cost recovery measures that will help offset expenses related to fire inspections, enforcement actions, and emergency responses.

Fire & Emergency Services Bylaw

OPTIONS (✓ = Staff Recommendation)

	#	Description
<input checked="" type="checkbox"/>	1	That the bylaw be referred to Council for approval.
<input type="checkbox"/>	2	Request additional information.

ATTACHMENTS

Attachment 1: Bylaw 4395: "Fire & Emergency Services" (proposed)

Attachment 2: Bylaw 3880: "Fire & Emergency Services" (current)

Attachment 3: Bylaw 4400: "Fees and Charges Bylaw" (proposed)

Attachment 4: Bylaw 4398: "Bylaw Notice Enforcement" (proposed)

Attachment 5: Bylaw 4399: "MTI Amendment" (proposed)

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Contributing author(s): Blake Clarkson

CITY OF PORT COQUITLAM

Fire and Emergency Services Bylaw

Bylaw No. 4395

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

CONTENTS

1. PART 1 – INTRODUCTION

- 1.1 Citation
- 1.2 Minimum Competency Training Level

2. PART 2 – DEFINITIONS

3. PART 3 - INTERPRETATION AND GENERAL PROVISIONS

- 3.1 Words and Phrases
- 3.2 Conflict
- 3.3 Application
- 3.4 Duty of Care

4. PART 4 – FIRE DEPARTMENT OPERATIONS

- 4.1 Fire Chief
- 4.2 Authority of Fire Chief
- 4.3 Conduct of Persons
- 4.4 Vacant and Fire-Damaged Property
- 4.5 Demolition
- 4.6 Commandeer Privately Owned Equipment
- 4.7 Safe Handling of Dangerous Goods
- 4.8 Tampering with Fire Protection Equipment

5. PART 5 – PUBLIC SAFETY

- 5.1 Risk-based Compliance Monitoring System – Regular System of Inspections
- 5.2 Fire Chief, Members and Fire Inspectors
- 5.3 Emergency Fire Protection System Inspection, Testing and Maintenance
- 5.4 Falsify Records and Reports
- 5.5 Premises Evacuation
- 5.6 Fire Watch
- 5.7 Review of Building Construction Plans
- 5.8 Alternate Solutions to Prescribed Code

- 5.9 Technical Assistance
- 5.10 Code Analysis
- 5.11 Construction Fire Safety Planning
- 5.12 Fire Safety Plan/Emergency Planning
- 5.13 Occupancy Contact Requirements
- 5.14 Operating Permit

6. PART 6 – REGULATION OF FIRE HAZARDS

- 6.1 Fire Hazards
- 6.2 Disposal of Material
- 6.3 Garbage and Recycling Containers
- 6.4 Combustible Waste Near Buildings
- 6.5 Explosion or Potential Explosion – Hazardous Substances
- 6.6 Open Air Fires
- 6.7 Forest Fire Danger
- 6.8 Delegation of Authority – Fire Risk in Forest/Woodlands
- 6.9 Compliance with Orders
- 6.10 Right to Enter
- 6.11 Firework Regulations
- 6.12 Fuel Dispensing Stations / Underground Tanks

7. PART 7 – INSPECTION OF PREMISES AND FIRE PROTECTION EQUIPMENT

- 7.1 Adoption of *Fire Code*
- 7.2 Fire Department Access
- 7.3 Addressing of Occupancies
- 7.4 Fire Department Lock Cylinders
- 7.5 Fire Doors
- 7.6 Exit Signs
- 7.7 Exit Systems
- 7.8 Location of Fire Alarm Annunciator Panel
- 7.9 Fire Alarm System Monitoring and Certificate Posting
- 7.10 Automatic Sprinkler Systems Hydraulic Data Plate
- 7.11 Fire Department Connections
- 7.12 Fire Pumps & Private Fire Hydrants for Fire Protection
- 7.13 Special Fire Suppression Systems
- 7.14 Commercial Cooking Equipment
- 7.15 In Building Emergency Responder Communication Enhancement Systems
- 7.16 Enclosed Storage Garages for Vehicles
- 7.17 Shipping Containers
- 7.18 Construction and Demolition Sites
- 7.19 New Fire Hydrants
- 7.20 Flammable and Combustible Liquids
- 7.21 Spray Coating Using Flammable or Combustible Materials
- 7.22 Mobile Food Vendors

- 7.23 Special Events
- 7.24 Integrated Fire Protection and Life Safety System Testing

8. PART 8 – COST RECOVERY AND FEES

- 8.1 Fees for Permits and Services
- 8.2 Special Inspections, Follow-up and Re-inspections
- 8.3 Fire Investigations
- 8.4 Comfort Letter Requests
- 8.5 Damaged or Contaminated Vehicles or Equipment
- 8.6 Extraordinary Charges
- 8.7 Development Review Fees
- 8.8 Occupant Load
- 8.9 Event Approval
- 8.10 Filming Special Effects and Pyrotechnics
- 8.11 Notification of Fire and Sprinkler Alarm Testing
- 8.12 False Alarms and Nuisance Alarms

9. PART 9 – PERMITS

- 9.1 Issuance of Permit
- 9.2 Conditions of Permit
- 9.3 Permit Form

10. PART 10 – ENFORCEMENT

- 10.1 Orders
- 10.2 Standard of Work
- 10.3 Rejection of Work
- 10.4 Form of Order
- 10.5 Serving and Compliance with Order
- 10.6 Cost Recovery
- 10.7 Compensation to Municipality
- 10.8 Designation of the Bylaw
- 10.9 Obstruction
- 10.10 Default
- 10.11 Offences and Penalties

11. PART 11 – MISCELLANEOUS

- 11.1 Severability
- 11.2 Repeal

1. PART 1 – INTRODUCTION

1.1 Citation

1.1.1 This Bylaw is cited as “Fire and Emergency Services Bylaw, 2025, No. 4395”.

1.2 Minimum Competency Training Level

1.2.1 The City of Port Coquitlam Fire and Emergency Services is a Full-Service Operation according to the Structure Firefighters Competency and Training Standards, prepared by the Officer of the Fire Commissioner of British Columbia, pursuant to paragraph 4(1)(d) of the *Fire Safety Act*.

2. PART 2 – DEFINITIONS

In this Bylaw, unless the context otherwise requires:

“Alternate solution” means a proposed alternate design solution for a building that is produced by a registered professional to comply with the requirements of the Building Code, Fire Code or other statutory or regulatory requirements.

“Area of refuge” means a space that facilitates a safe delay in egress, is sufficiently protected from fire conditions developing in the floor area, and provides direct access to an exit or firefighters elevator.

“Authority having jurisdiction” means the governmental agency having regulatory authority over a specific aspect of a project.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy as defined by the Fire Code.

“Building Code” means the current edition of the British Columbia Building Code as adopted by the Minister responsible under provincial legislation, as amended or replaced.

“Building permit” has the meaning prescribed in the building and plumbing bylaw.

“Bylaw” laws passed by municipal council to exercise their statutory authority.

“Bylaw enforcement officer” means a Royal Canadian Mounted Police officer, a member, or any official or employee of the municipality whose designated duties include the enforcement of bylaws within the municipality;

“Bylaw Notice Enforcement Bylaw” means the “Bylaw Notice Enforcement Bylaw, 2013, No. 3814”, as amended or replaced.

“Certified fire protection technician” means a person certified by ASTTBC (Applied Science Technologists and Technicians of British Columbia) to inspect and test fire protection equipment, or an equivalent acceptable to the Fire Chief.

“City” means the Corporation of the City of Port Coquitlam or the geographic area within the municipal boundaries of the city, as the context requires.

“Combustible” refers to the chemical reaction that is demonstrated when matter (substance, product) bursts into flame, through combustion or being exposed to fire. Combustion is a self-sustaining chemical reaction yielding energy or products that cause further reactions of the same kind.

“Community Charter” means the Community Charter, SBC 2003, c. 26, as amended or replaced.

“Construction fire safety plan” means a plan meeting Fire Department Guidelines for construction fire safety submitted for acceptance in accordance with the Fire Code and Building Code.

“CSA/ULC” means the Canadian Standards Association/Underwriters Laboratory of Canada.

“Dangerous goods” means those products or substances which are regulated by the Transportation of Dangerous Goods Act, SC 1992, c. 34 and its Regulations, as amended or replaced.

“Enclosed storage garage” means a structure built within a common area of a storage garage as defined in the Building Code, where the interior space can be fully viewed from the exterior through a gated or mesh overhead door.

“Explosion” means a rapid release of energy that may or may not be preceded or followed by a fire which produces a pressure wave or shock wave in air and is usually accompanied by a loud noise.

“False alarm” means the activation of a fire alarm system, regardless of how caused, as a result of which Fire Department resources and services are provided and a member does not find any evidence of fire, fire damage or smoke.

“Fees and Charges Bylaw” means the “Fees and Charges Bylaw, 2024, No. 4390”, as amended or replaced.

“Fire alarm system” means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal and/or alerting a monitoring service, but does not include local smoke alarms that are intended to alert only the occupants of a single-family dwelling unit in which it is installed.

“Fire Chief” means the person appointed as the Chief of the Fire Department of the municipality or an authorized designate.

“Fire Code” means the BC Fire Code adopted as Regulation 263/2012 to the Fire Safety Act;

“Fire Commissioner” means the person appointed as the Fire Commissioner for British Columbia pursuant to the Fire Safety Act.

“Fire Department” means the department that provides municipal emergency and non-emergency fire and rescue services.

“Fire Department access route” means an approved route designed to Building Code and municipal standards that the Fire Department uses to respond to a building or occupancy.

“Fire Department connection” means a 4-inch Storz connection through which the Fire Department pumps supplemental water into a sprinkler or standpipe system.

“Fire Department lock cylinder” means a 1-1/2 inch or 2-1/2 flush mount Abloy lock cylinder, which contains access keys to, but not limited to, front entrance, mechanical room, service room, electrical room, elevator room, fire safety plan box, and roof access.

“Fire Department response point” means an identified primary response point on a property where the Fire Department would access and operate the site-specific fire protection equipment and life safety systems during an incident response.

“Fire Inspector” means an individual designated in writing as a fire inspector pursuant to this Bylaw and Section 8 of the Fire Safety Act.

“Fire Investigator” means an individual designated in writing as a fire investigator pursuant to this Bylaw and Section 23 of the Fire Safety Act.

“Fire Officer” means Fire Department personnel who have achieved the rank of Lieutenant or Captain.

“Fire protection equipment” means, but is not limited to, fire alarm systems, automatic sprinkler systems, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for fire protection, standpipe and hose systems, fixed pipe fire suppression systems in commercial cooking exhaust systems, smoke control measures and emergency power installations.

“Fire safety plan” means a documented plan outlining fire safety measures, procedures and equipment as required in accordance with the Fire Code and the Building Code.

“Fire separation” has the meaning prescribed in the Building Code.

“Fire Safety Act” means the Fire Safety Act, S.B.C., c.19, as amended or replaced.

“Fire watch” is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by an assigned fire watch person, for the purposes of identifying and controlling fire hazards, detecting early signs of fire, raising an alarm for fire and notifying occupiers and the Fire Department.

“Flammable and combustible liquid” means a liquid classified as flammable or combustible in the Fire Code.

“Hazardous materials” means products, materials, or substances that are considered dangerous goods.

“Highway” includes a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property.

“Hot works” means processes that involve open flames or that produce heat or sparks, including but not limited to cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.

“Incident response” means aid provided in response to fires, explosions, medical emergencies, earthquakes or other natural disasters, escape of dangerous goods, rail or marine incidents, motor vehicle or other accidents and other circumstances to which the Fire Department responds or attends.

“Integrated test” means a test of the interconnections between fire protection and life safety systems as per CAN/ULC-S1001 “Integrated Systems Testing of Fire Protection and life safety systems”.

“Integrated testing coordinator” means a person, firm, corporation, or organization responsible for developing and implementing the integrated testing plan and who are knowledgeable and experienced in the design, installation and operation of the fire protection equipment included in the integrated testing plan. The integrated testing coordinator is to be certified by ULC as an Integrated Systems Testing Service Provider or equivalent acceptable to the Fire Chief.

“Integrated testing plan” means a written project-specific document, prepared by the integrated testing coordinator, outlining the required tests and necessary functional results to conduct integrated fire protection and life safety system testing.

“Integrated testing report” means a written project-specific document, prepared by the integrated testing coordinator, documenting the implementation of the integrated testing plan.

“Life safety systems” means components or combinations of equipment of fire alarm systems, sprinkler systems, special suppression systems, means of egress, and other emergency equipment as regulated by the Fire Code, its regulations and this Bylaw.

“Member” means any employee of the Fire Department.

“Metro Vancouver Air Quality Bylaw” means the “Metro Vancouver Air Quality Management Bylaw No. 1082, 2008” as amended or replaced.

“Mobile food vendor” means a person carrying on a business of preparing food and offering it for sale from a vehicle and includes, but is not limited to, vehicles, trailers and

carts with cooking equipment that produce smoke or grease laden vapors in a confined compartment.

“Municipal council” or “council” means the elected council of the municipality.

“Municipal engineer” means the General Manager – Engineering, Parks and Environment or a person designated to act in his/her place.

“Municipality” means the Corporation of the City of Port Coquitlam or the geographic area within the municipal boundaries, as the context requires.

“NFPA” means the National Fire Protection Association.

“Nuisance alarms” means activation of a fire alarm system regardless of how it is caused necessitating a fire response where a fire or emergency does not exist.

“Occupancy” means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property as defined in Fire Code.

“Occupier” means the owner, tenant, lessee, agent or other person who has the right of access to and responsibility for any building or premises.

“Order” means an order, direction, remedial action, approval, decision, determination, or permit made under this Bylaw and/or the Fire Code by the Fire Chief, fire inspector or a member.

“Owner” has the meaning prescribed in the Community Charter, SBC 2003, c. 26, as amended or replaced.

“Owner’s authorized agent” means the person or persons appointed by the owner to make decisions in relation to the owner’s property in their absence.

“Permit” means a permit issued by the Fire Chief or any member pursuant to this Bylaw.

“Protection of adjacent buildings report” means a report that is prepared by a registered professional that is submitted with the construction fire safety plan, that identifies the methods that are required to implement to protect adjacent buildings during the appropriate stages of construction.

“Registered professional” means a person who is registered or licensed to practice as an architect under the Architects Act, RSBC 1996, c. 17, as amended or replaced, a person who is registered or licensed to practice as a professional engineer under the Professional Governance Act, SBC 2018, c. 47, as amended or replaced, or other professionals as approved by the Fire Chief.

“Safety Standards Act” means Technical Safety BC general requirements for regulated work performed by contractors.

“Shipping container” means a large standardized container designed and built for intermodal freight transport.

“Special event” means any exhibit, market, outdoor concert, fair display, trade show, vehicle display or outdoor event or other similar event.

“Special fire suppression system” includes low, medium and high expansion foam systems, foam-water, carbon dioxide, dry chemical and wet chemical systems.

“Storage garage” as defined by the BC Building Code means a building or part thereof intended primarily for the storage or parking of motor vehicles and containing no provision for the repair or servicing of such vehicles, but do not include entrances at which vehicles stop for a short time beneath an unenclosed canopy to pick up and drop off passengers. For certainty, storage garages may also contain space for parking or storing other vehicles, including, but not limited to bicycles and boats.

“Traffic control plan” means a plan describing the manner in which the individual granted the permit will manage vehicle, bicycle, and pedestrian traffic along affected streets, all while maintaining the ability for emergency vehicles to gain access unimpeded.

“ULC Certificate” is a certificate issued under the Certificate Service of Underwriters Laboratories of Canada.

“Water supply system” means the system for supplying water for fire protection purposes and includes, but is not limited to, fire hydrants, fire pumps, water towers and tanks, Fire Department connections and any other hose connections necessary for Fire Department operations.

3. PART 3 - INTERPRETATION AND GENERAL PROVISIONS

3.1 Words and Phrases

3.1.1 Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Safety Act*, the *Building Code*, or the *Fire Code*, all as may be amended or replaced, as the context and circumstances require.

3.2 Conflict

3.2.1 In the event of a conflict, discrepancy, variation or inconsistency between any provisions of this Bylaw and the *Fire Safety Act*, the *Fire Code* or the *Building Code*, the provisions of the *Fire Safety Act*, the *Fire Code* or the *Building Code*, as the case may be, shall prevail over the provisions of this Bylaw to the extent of any conflict, discrepancy, variation or inconsistency.

3.3 Application

3.3.1 The provisions of this Bylaw apply to all buildings, structures, premises and conditions within the municipality and, for certainty, apply to both existing buildings and buildings under construction.

3.4 Duty of Care

3.4.1 This Bylaw does not create any duty of care whatsoever on the municipality or its elected officials, officers, employees or agents in respect of enforcement or failure to enforce this Bylaw. Neither the failure to administer or enforce, nor the incomplete or inadequate administration or enforcement of this Bylaw or inspections made by the Fire Chief or fire inspector gives rise to a cause of action in favour of any person.

4. PART 4 – FIRE DEPARTMENT OPERATIONS

4.1 Fire Chief

4.1.1 The Fire Chief is appointed by the Chief Administrative Officer.

4.1.2 Any references to the Fire Chief in this Bylaw shall include a reference to any person duly authorized by the Fire Chief to exercise any of the Fire Chief's powers or to carry out any of the Fire Chief's duties under this Bylaw.

4.1.3 The municipal council hereby delegates to the Fire Chief the power to administer and enforce the *Fire Safety Act*, the *Fire Code* and any statute or regulation thereunder.

4.2 Authority of Fire Chief

4.2.1 The Fire Chief is authorized to:

- a) Manage, control, supervise and enforce the activities of the Fire Department and its members;
- b) Appoint or authorize members to exercise any of the Fire Chief's powers on such terms and conditions as the Fire Chief considers appropriate and revoke any such appointment or authorization;
- c) Carry out all other actions the Fire Chief is authorized to perform pursuant to this Bylaw, the *Fire Code*, the *Fire Safety Act* and any statute or regulation;

- d) Designate, in writing, persons or classes of persons as fire inspectors to conduct fire safety inspections provided that any such designated individual meets the applicable standards established by the Fire Commissioner in accordance with the *Fire Safety Act*;
- e) Designate, in writing, persons or classes of persons as fire investigators to conduct fire investigations provided that any such designated individual meets the applicable standards established by the Fire Commissioner in accordance with the *Fire Safety Act*; and
- f) Make such orders as the Fire Chief deems necessary with respect to any of the matters referred to in this Bylaw.

4.2.2 The Fire Chief, fire inspectors, fire investigators, and every member authorized by the Fire Chief is authorized to take all measures considered necessary to:

- a) Prevent, suppress, control, and extinguish fires;
- b) Provide incident response;
- c) Provide fire inspection and fire investigation services;
- d) Provide *Fire Code* review for buildings;
- e) Protect life and property;
- f) Have the care, custody and control of all Fire Department apparatus, equipment and buildings; and
- g) Provide emergency preparedness programs.

4.2.3 No apparatus of the Fire Department shall be used beyond the jurisdictional boundaries of the municipality without the permission of the Fire Chief.

4.3 Conduct of Persons

4.3.1 A person must not:

- a) Impede in any way any member in the execution of their duties, including but not limited to:
 - (i) Providing an incident response;
 - (ii) Investigating a fire scene;

- (iii) Investigating a building to determine the cause of activation of a fire alarm system, sprinkler system or other fire or life safety system;
 - (iv) Investigation of a complaint of a fire hazard; or
 - (v) Conducting a fire safety inspection as required by the *Fire Safety Act* or this Bylaw.
- b) Enter an incident area without the permission of the Fire Chief except for those duty authorized by the Fire Chief or any member in charge at an incident;
 - c) Drive a vehicle over any fire hose;
 - d) Falsely represent themselves as a member or wear or display the Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of such false representation.

4.3.2 The Fire Chief or any member designated by the Fire Chief to be in charge at an incident may order any person at or near an incident response to render reasonable assistance to mitigate an incident.

4.4 Vacant and Fire-Damaged Property

4.4.1 The owner(s) or owner's authorized agent of a vacant or fire-damaged building must promptly take all steps necessary to secure the building against the entry of unauthorized persons, including, but not limited to, guarding the building and securing all openings to the building and land surrounding the building, if so ordered by the Fire Chief, to the satisfaction of the Fire Chief. In such events, the owner(s) or owner's authorized agent or occupier of the property must pay the cost to secure the building and land surrounding the building.

4.4.2 The Fire Chief or any member has the authority, at all times, by day or night, to provide a post-incident watch for a period of time deemed necessary to secure the vacant or fire damaged building and any necessary surrounding land against further incident. The Fire Chief can engage the services of a security company or security person to maintain a fire watch for the building and surrounding land, to perform site security or to secure vacant or fire damaged building and any necessary surrounding land at the expense of the owner(s) or owner's authorized agent or occupier and any such measures taken are considered services provided in relation to lands or improvements.

4.5 Demolition

- 4.5.1 The Fire Chief and any member authorized by the Fire Chief may order the damage, destruction or demolition of any building, part of a building, structure, equipment or other private property as may be necessary to extinguish, suppress or prevent the spread of fire or prevent the potential collapse of a building resulting from an incident response.
- 4.5.2 None of the municipality, the Fire Department or any of their elected or appointed officials, officers, employees or members is obligated to restore or pay compensation for property damaged, destroyed or demolished pursuant to section 4.5.1.
- 4.5.3 If the Fire Chief or a member arranges for damage, destruction or demolition pursuant to sections 4.5.1, the owner(s) or owner's authorized agent of the property subject to such services must pay to the municipality the hourly rate of equipment and staffing cost of each member for the actual time the member and equipment attended at the site, plus any other expenses incurred by the Fire Department in relation to the incident response in accordance of Schedule G of the Fees and Charges Bylaw, No. 4390.

4.6 Commandeer Privately Owned Equipment

- 4.6.1 The Fire Chief or any member in charge at an incident response has the authority to commandeer privately owned equipment which the Fire Chief or members considers necessary to deal with the incident response and the owner of such equipment will be compensated in accordance with standard industry rates.

4.7 Safe Handling of Dangerous Goods

- 4.7.1 Every owner(s) or owner's authorized agent, carrier, agency, organization or other person having responsibility for the transport, storage or use of dangerous goods is responsible, at their own cost, for the clean-up and safe disposal of all such dangerous goods arising from any incident and where the person fails to clean up and/or dispose of such dangerous goods adequately (as determined by the Fire Chief). Such person must pay the actual costs and expenses incurred by the Fire Department or its contractors in mitigating the incident involving dangerous goods and pay the actual costs and expenses incurred to clean up and safely dispose of the dangerous goods.

4.8 Tampering with Fire Protection Equipment

- 4.8.1 A person must not:

- a) Tamper with, or damage in any way any fire protection equipment of any kind except as may be required for maintenance and service; or
- b) Reset or silence a fire alarm system until authorized by the Fire Chief.

5. PART 5 – PUBLIC SAFETY

5.1 Risk-based Compliance Monitoring System – Regular System of Inspections

5.1.1 The Fire Chief is authorized and required to implement a risk-based compliance monitoring system for public buildings consisting of fire safety inspections and fire safety assessments as required by the *Fire Safety Act* to ensure that owners of public buildings comply with the *Fire Safety Act* and its regulations.

5.2 Fire Chief, Members and Fire Inspectors

5.2.1 Fire inspectors are authorized to enforce rules, regulations and policies for the administration and operation of the Fire Department as directed by the Fire Chief.

5.2.2 The Fire Chief, members, and fire inspectors are authorized to:

- a) Enter on property and inspect premises for conditions that may cause a fire, increase the dangers of a fire or increase the dangers to persons or property from a fire;
- b) Take measures to prevent and suppress fires, including the demolition of buildings or other structures and removal or cutting of natural or planted vegetation to prevent the spreading of fires;
- c) Order an owner(s) or owner's authorized agent to undertake any actions to remove or reduce anything or condition that is a fire hazard that increases the danger of fire;
- d) Provide incident response;
- e) Exercise any of the powers conferred to a Fire Chief or fire inspector under the *Fire Safety Act*;
- f) Create and enforce rules, orders, regulations and policies respecting fire prevention and suppression and the protection of life, property and the environment;
- g) Inquire into, investigate and record the causes of fires in the municipality;

- h) Collect and disseminate information in regard to fires in the municipality;
- i) Investigate and hold inquiries into fires in the municipality;
- j) Study methods of fire prevention; and/or
- k) Provide advice and make recommendations to council, other officers and employees of the municipality and the public in relation to:
 - (i) The installation or maintenance of fire protection equipment; and
 - (ii) Fire prevention generally.

5.3 Emergency Fire Protection System Inspection, Testing and Maintenance

- 5.3.1 Every occupier, owner(s) or owner's authorized agent must undertake required actions to correct violations within the time specified in a report, notice or order.
- 5.3.2 The municipality may undertake required actions to correct violations, but is not obligated to carry out such work. The Fire Chief has the authority, at all times, by day or night to hire or engage the services of a fire protection service company to repair, inspect or maintain fire protection equipment that may require repair, inspection or maintenance and the costs are to be paid by the occupier, owner(s) or owner's authorized agent. Any such measures taken are considered services provided in relation to lands or improvements.
- 5.3.3 Every person who is required under any provision of the *Fire Code* to perform or cause to be performed any inspection or test of fire protection equipment, whether annually or otherwise, must ensure that:
 - a) The inspection or test is performed by a certified fire protection technician and in accordance with the *Fire Code*; and
 - b) The inspection or test is recorded or the fire protection equipment tagged or labelled in accordance with the *Fire Code* and any regulations or bylaws under the *Professional Governance Act*, SBC 2018, c. 47, as amended or replaced, and acceptable to the authority having jurisdiction.
- 5.3.4 All fire protection equipment in buildings with two or more strata corporations must be serviced by a common certified fire protection technician.

5.4 Falsify Records and Reports

5.4.1 A person must not withhold or falsify any information required by any member, nor refuse to assist a member in their responsibilities under this Bylaw.

5.5 Premises Evacuation

5.5.1 Upon activation of a fire alarm system, the owner(s) or owner's authorized agent and all occupiers must exit the building, if possible, or remain inside the suite, unit, building or area of refuge as directed in the fire safety plan for the building or comply with the order(s) or directions of the Fire Chief or member, until the Fire Chief or officer in charge authorizes re-entry into the building or premises and/or the re-setting of the fire protection equipment and/or the all clear is given.

5.6 Fire Watch

5.6.1 A fire watch is required:

- a) When any life safety system is taken out of service, requires servicing, has been silenced or shut down, or as otherwise directed by a member; and
- b) When doing hot works or as required in a special permit or fire safety plan.

5.6.2 When a fire watch has been initiated, the person assigned to perform the fire watch must have the means and ability to comply with all of the following:

- a) Communicate effectively with building occupants and emergency personnel;
- b) Notify the Fire Department in the event of a fire emergency;
- c) Notify the building occupiers in the event of a fire emergency;
- d) Ensure that all public areas on all floors of the building are patrolled at least once every 15 minutes;
- e) Maintain a logbook on the premises to be immediately available for inspection by the Fire Chief;
- f) Relay any special order(s) or pertinent information to any person relieving the owner of the fire watch duty;
- g) Remain on duty until relieved by another assigned fire watch person that complies with this section; and

- h) Must not have other assigned duties that negate their ability to perform the fire watch as detailed in this section 5.6.2.

5.6.3 The fire watch must be maintained until Fire Department personnel have been notified that the life safety systems are back in service.

5.7 Review of Building Construction Plans

5.7.1 The Fire Chief or any member is authorized to review plans and inspect the construction of all new buildings and structures, other than single family dwellings, in order to establish that the fire protection facilities and equipment in the building comply with the *Fire Code* and all other applicable fire-related regulations, codes and standards.

5.8 Alternate Solutions to Prescribed Code

5.8.1 A design solution from a registered professional for an alternate solution that is approved by the city is subject to the following requirements:

- a) Alternate solutions must be functionally demonstrated before occupancy of a building is authorized by the Fire Chief;
- b) Alternate solutions must be serviced and maintained in accordance with applicable codes and standards as represented by the system components in Part 7 of this Bylaw and must be operational at all times;
- c) A copy of the alternate solutions and the service and maintenance requirements must be included in the fire safety plan;
- d) Alternate solutions that include interconnected components of property and/or multiple property strata(s) must be serviced by a common fire protection service company in order to maintain the operational function of the alternate solution; and
- e) A functional demonstration of an alternate solution may be requested by the Fire Department at any time in which case the owner of the property must pay the applicable fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390, for the attendance and review by the Fire Department.

5.9 Technical Assistance

5.9.1 If, in the opinion of the Fire Chief, a design proposal for a building requires an independent review, the Fire Chief is authorized, at the owner's expense, to retain the services of a registered professional with the expertise in the proposed design to review the design proposal and provide an evaluation, including making recommendations for changes to the proposed design, operation, process, or new technology. The cost for the registered professional must be paid by the building owner upon receipt of an invoice from the municipality.

5.10 Code Analysis

5.10.1 The Fire Chief may require an owner(s) or owner's authorized agent of a building to provide, at the owner's expense, confirmation from a registered professional that the building or use within the building is adequately protected against fire hazards in conformance with the *Building Code*, the *Fire Code* and any associated regulations.

5.10.2 If required by the Fire Chief, the owner's registered professional must provide an evaluation of the building for use and, where applicable, recommended upgrades to the building or life safety systems.

5.11 Construction Fire Safety Planning

5.11.1 An owner(s) or owner's authorized agent must at the time of building permit application submit a construction fire safety plan for review and acceptance in a form and diagram template acceptable to the Fire Chief together with the construction fire safety plan review fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

5.11.2 The owner(s) or owner's authorized agent must ensure that the construction fire safety plan is kept up to date, including but not limited to:

- a) The emergency contact information; and
- b) The changing hazards or risks at the construction site and mitigation strategies.

5.11.3 The owner(s) or owner's authorized agent must:

- a) Submit updates to the construction fire safety plan to the Fire Department for review and acceptance; and
- b) Ensure that the construction fire safety plan includes a protection of adjacent buildings report per the *Fire Code*, prepared by a registered professional in accordance with the *Fire Code*, to

identify risks to adjacent properties and the mitigation methods that will be used on the construction site.

5.12 Fire Safety Plan/Emergency Planning

5.12.1 The owner(s) or owner's authorized agent must provide fire emergency planning and procedures conforming to the *Fire Code* as well as multi-tenanted commercial and multi-tenanted industrial buildings.

5.12.2 The owner(s) or owner's authorized agent must:

- a) Where required to have a fire safety plan per the *Fire Code* or this Bylaw, submit the plan for review and acceptance in a form and diagram template acceptable to the Fire Chief, together with the fire safety plan review fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390;
- b) Submit a pre-incident plan (PIP) in a form prescribed and accepted by the Fire Chief;
- c) Review the approved fire safety plans at least every twelve (12) months to ensure that the emergency contact information is up to date;
- d) Forward any changes in the use, design or life safety systems to the Fire Department for review and acceptance; and
- e) Ensure that every fire safety plan is placed in a locked cabinet located at the Fire Department response point or other location acceptable to the Fire Chief.

5.13 Occupancy Contact Requirements

5.13.1 The owner(s) or owner's authorized agent of a building, must:

- a) Provide three (3) twenty-four-hour emergency contact name and phone numbers for persons able to respond to a phone call and attend the premises immediately;
- b) Have full access to the entire building for which they have responsibility;
- c) Be available to attend, enter and secure the premises at all times of day and night to respond to an incident response;
- d) Be able to take responsibility for the building from the member on competition of an incident response;

- e) Attend all alarms at the building within forty-five (45) minutes of being requested by the Fire Department; and
- f) Secure the premises within a reasonable time or when directed to do so by the Fire Chief.

5.14 Operating Permit

5.14.1 The owner(s) or owner's authorized agent of a building that has a fire alarm system must have an operating permit as per the *Safety Standards Act*.

5.14.2 The owner(s) or owner's authorized agent must ensure that individuals who do regulated work under the permit maintain current knowledge of the *Safety Standards Act*, relevant regulations, directives, safety orders and any other relevant material as per the *Safety Standards Act*.

5.14.3 A copy of the permit shall be posted in a conspicuous place at the building and shall not be removed as per *BC Electrical Code Regulation*.

6. PART 6 – REGULATION OF FIRE HAZARDS

6.1 Fire Hazards

6.1.1 The Fire Chief may, at all reasonable hours enter any premises to inspect them and ascertain whether;

- a) A fire hazard exists on the premises;
- b) The premises are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
- c) The premises are so used or occupied that fire would endanger life or property; or
- d) Combustible or explosive material is kept or other flammable conditions exist on the premises so as to endanger life or property.

6.1.2 A person must not cause a fire hazard.

6.2 Disposal of Material

6.2.1 A person must not:

- a) Dispose of any liquid, flammable substance or hazardous substance in any manner that could cause a fire hazard;

- b) Dispose of any explosive, flammable and combustible liquid, hazardous material or any liquid of a petro-chemical nature without written permission from the Fire Chief;
- c) Dispose of any lighted or extinguished cigarette, cigar, match, smoking or vaporizing equipment or other burning substance except into a garbage container or other container designed for such disposal; or
- d) Dispose of yard waste or trimmings, trees, branches or any other materials which could cause a fire hazard.

6.3 Garbage and Recycling Containers

6.3.1 Containers for the disposal, removal or storage of garbage, refuse, building debris, paper, recyclable materials or combustible material with any dimension greater than 1.5 metres must comply with the following requirements:

- a) Be constructed of non-combustible material;
- b) Be equipped with a non-combustible tight-fitting lid;
- c) Have lids kept closed at all times, unless otherwise approved by the Fire Chief;
- d) If the container is located outside of a building, it must not be located within 5 metres of any combustible building or structure, unless stored within a non-combustible structure or in a location approved by the Fire Chief; and
- e) If the container is located outside of a building and is a non-combustible container with a self-closing lid and no hold-open devices, it must be located no closer than 1 metre from any combustible building or structure,

6.3.2 Combustible containers with dimensions greater than 1.5 metres are permitted to be stored in storage rooms specifically designed for the storage of garbage and recycling.

6.4 Combustible Waste Near Buildings

6.4.1 An owner(s) or owner's authorized agent must not allow combustible waste materials or garbage to remain adjacent to such building for longer than forty-eight (48) hours.

6.4.2 The municipality may facilitate or cause the removal of combustible materials from, in or around buildings and in such event, the owner of the property must pay the cost of such removal. Any such measures are considered services provided in relation to lands or improvements.

6.5 Explosion or Potential Explosion – Hazardous Substances

6.5.1 It is the duty of the owner(s) or owner’s authorized agent of any property, building, premises, motor vehicle, vessel or railway rolling stock, to immediately report the potential for or the occurrence of any explosion, discharge, emission, escape or spill of a hazardous materials to the Fire Chief.

6.6 Open Air Fires

6.6.1 Restrictions:

- a) Except as specifically permitted in this Bylaw, a person must not light, ignite, start or cause to be lighted, ignited or started, a fire of any kind whatsoever in the open air, including airborne fire holding devices not under the control of the user (e.g. wish lanterns);
- b) Burning for land clearing and/or construction purposes is prohibited;
- c) All exterior solid fuel-fired appliances or devices are prohibited, including pizza ovens and outdoor fireplaces that were built without a municipal building permit.
- d) Existing wood-fired pizza ovens and outdoor fireplaces that were constructed and inspected through a municipal building permit may be permitted to operate, but must be in compliance with the Metro Vancouver Air Quality Bylaw.

6.6.2 Exemptions:

- a) The Fire Chief may issue a permit for open air burning fires. Any person to whom such a permit has been issued must comply with the Metro Vancouver Air Quality Bylaw, as amended or replaced;
- b) Approved burning permit signage must be posted in an area visible from the street;
- c) The Fire Chief or designate may suspend an open-air fire permit if on the date specified, the wind and weather conditions, or other conditions such as fire danger rating, are not conducive to fire safety;

- d) CSA/ULC approved briquette, natural gas, electric or propane appliances are permitted on private property provide such appliance is operated in accordance with its listed use and manufacturer's instructions. In the absence of defined operating instructions, the operator must:
 - (i) Maintain a minimum of 3-metre clearance from the nearest structure, property line, overhead tree or other combustible material;
 - (ii) Keep the appliance under constant supervision when in use;
 - (iii) Provide an adequate extinguishing agent, such as a fire extinguisher or garden hose; and
 - (iv) Dispose of used briquettes in a non-combustible container;
- e) Open air burning for the purposes of Fire Department approved training is permitted; and
- f) The Fire Chief may only issue a permit for CSA/ULC approved propane cooking appliances to be used on city property.

6.7 Forest Fire Danger

6.7.1 For the purpose of preventing forest fires within the municipality, the Fire Chief may:

- a) Order the temporary closure to public use of outdoor trails, camping areas and other facilities located in or near forested areas, whether on municipal land or private land;
- b) Order the notification of the public regarding a closure under this section, including without limitation, the erection of signs and the publication and broadcasting of notices;
- c) Order that a person not light, ignite, start, or maintain, or allow or cause to be lighted, ignited, started or maintained, a campfire or other kind of fire outdoors or within a grill, barbeque or other outdoor fireplace or appliance with uses wood, charcoal, briquettes;
- d) Order that any procedures, activity or work program of any business, contractor, facility or their operations adjacent to a forest or park be stopped or modified as directed by the Fire Chief;
- e) Modify and rescind any order under this section;

- f) Exempt in writing any person or group of persons from an order issued under this section where the Fire Chief considers that such an exemption is unlikely to result in a fire, increase the danger of a fire or increase the danger to persons or property from fire; and
- g) Suspend, revoke or deny any permits.

6.7.2 An order under section 6.7.1 does not prevent any person from traveling to and from occupying their residence or using a highway.

6.7.3 A person must not:

- a) Tamper with or remove any sign or notice placed pursuant section 6.7.1; or
- b) Violate any order issued pursuant to section 6.7.1.

6.8 Delegation of Authority – Fire Risk in Forest/Woodlands

6.8.1 Where the Fire Chief determines that there is a fire or a risk of fire in a forest or woodland, the Fire Chief has the authority to take the following measures to prevent or suppress the fire:

- a) Order the owner(s) or owner’s authorized agent, occupier or any other person who has contributed or may contribute to the risk of fire to cease any activity that may contribute to the risk of fire;
- b) Order the owner(s) or owner’s authorized agent, occupier or any other person who has contributed or may contribute to a risk of fire to take specified reasonable actions to prevent or suppress a fire, including, but not limited to, cutting, removing and demolishing any trees, vegetation, and buildings;
- c) Order that no person enter or be in all or a portion of the forest or woodland unless authorized by the Fire Chief; and
- d) Enter on private or public forest or woodland and take any reasonable action to prevent or suppress a fire, including, but not limited to, cutting, removing and demolishing any trees, vegetation, and buildings.

6.9 Compliance with Orders

6.9.1 If the Fire Chief makes an order under sub-section 6.8, any person to whom the order is directed must:

- a) Cease the activity specified in the order; and/or

- b) Take the actions specified in the order.

6.9.2 If the Fire Chief makes an order under sub-section 6.8.1(c), a person must not enter or be in the forest or woodland specified in the order unless authorized by the Fire Chief.

6.10 Right to Enter

6.10.1 The Fire Chief may:

- a) On reasonable notice, enter on property for the purpose of fire protection;
- b) In the case of an emergency, as determined by the Fire Chief or any person authorized to act in the place of the Fire Chief, enter on property for the purpose of fire protection; and
- c) On reasonable notice, enter on property that is subject to a direction in or requirement of a bylaw to ascertain whether the direction or requirement is being met or the regulations under the bylaw are being observed.

6.11 Firework Regulations

6.11.1 No person may possess for purposes of re-sale or distribution, offer for sale, store, distribute or sell:

- a) Low hazard fireworks;
- b) High hazard fireworks; and/or
- c) Firecrackers.

6.11.2 No person shall possess for purposes of use, set off, explode or discharge:

- a) Low hazard fireworks;
- b) High hazard fireworks; and/or
- c) Firecrackers.

6.11.3 Fireworks may be discharged by persons:

- a) 18 years of age or over;
- b) Conducting a public fireworks display or representing an organization conducting such a public display; and

- c) With a permit, being written permission of the Fire Chief having jurisdiction in the municipality.
- 6.11.4 Provided that the said display is conducted under the direct supervision of a person who has been certified as a Fireworks Supervisor under the *Explosives Act*.
- 6.11.5 Any discharge of the fireworks shall comply with any conditions included in the permit; in strict accordance with the manufacturer's approved instructions and the requirements of the Explosives Regulatory Division of Natural Resources Canada.
- 6.11.6 Before a fireworks permit is issued, the registered owner of the property must be the applicant for the permit or must have provided written consent to the applicant to seek such a permit.
- 6.11.7 Discharge of fireworks is only permitted at the civic address the permit was issued.
- 6.11.8 The Fire Chief, a member of the Fire Department or a member of the Bylaw Department may rescind a permit or written permission and/or confiscate and seize any fireworks in the event:
- a) Circumstances arising or ascertained after the written permission or permit was issued demonstrated that a public safety risk or risk to public or private property exists in connection with the fireworks event;
 - b) The Fire Chief determines that the permit holder submitted false or inaccurate information in their application;
 - c) The permit holder violates or breaches any of the provisions of the bylaw or any condition of the permit;
 - d) The fireworks are used in a dangerous manner. No person may point, direct or throw fireworks at any person, animal, building or motor vehicle; and/or
 - e) The fireworks are used in a public place. No person may explode, light or discharge any fireworks on a highway, street, park, playground, school grounds or any other public place within the municipality.

6.12 Fuel Dispensing Stations / Underground Tanks

- 6.12.1 No person shall operate a fuel dispensing station or install any storage tank or pump, or measuring device, used or intended to be used, for the purpose of dispensing Flammable liquids or Combustible liquids unless that person has a Fuel Dispensing/Underground Tank Permit from the City.
- 6.12.2 The owner or occupier of a property may apply for a Fuel Dispensing/Underground Tank installation or removal Permit upon paying the permit fee specified in Schedule G in the Fees & Charges Bylaw.

7. PART 7 – INSPECTION OF PREMISES AND FIRE PROTECTION EQUIPMENT

7.1 Adoption of Fire Code

- 7.1.1 The substantive regulations (but not the procedural or remedial provisions) of the *Fire Code* are hereby adopted and made part of this Bylaw such that every provision of the *Fire Code* shall be considered a provision of this Bylaw.
- 7.1.2 Unless otherwise specified, the owner(s) or owner's authorized agent shall be responsible for carrying out the provisions of the *Fire Code*.
- 7.1.3 All *Fire Code* deficiencies must be corrected immediately without delay. The Fire Chief may issue a fine for each *Fire Code* deficiency as per Schedule A of the Bylaw Notice Enforcement Bylaw.

7.2 Fire Department Access

- 7.2.1 An owner(s) or owner's authorized agent must, in relation to all property they own or control:
 - a) Maintain and keep all streets, yards and roadways provided for Fire Department access routes on private property clear and ready for use by Fire Department vehicles at all times;
 - b) Maintain Fire Department access routes in compliance with all applicable codes and standards;
 - c) Post signs in all fire lanes prohibiting parking with the wording "FIRE LANE – NO PARKING";
 - d) Provide directional signage for entrances not visible from the primary Fire Department response point;

- e) Post permanent signage on all exterior doors for mechanical and electrical rooms; and
- f) Maintain and keep corridors used by the public and exits free of obstructions.

7.3 Addressing of Occupancies

- 7.3.1 Each owner of property, whether or not there is a building on the property, must ensure that the property is individually addressed with the address assigned by the city.
- 7.3.2 An individual address must be placed on new or existing buildings or structures in such a position as to be plainly visible and legible from the street, road, fire lane, or other right of way or easement and at the front of the structure.
- 7.3.3 If the property is vacant, the address must be as close as possible to the access entrance.
- 7.3.4 The address must be conspicuous and legible from a distance of 15 metres and in accordance with the city's addressing procedures.
- 7.3.5 The letters or numbers of any addresses shall be a minimum of 5 inches in height and no less than ½" in a width stroke.
- 7.3.6 The letters or numbers shall be of a colour in contrast with any background colour of the building.

7.4 Fire Department Lock Cylinders

- 7.4.1 All premises, not including single family dwellings, with a monitored or unmonitored fire alarm or an automatic fire sprinkler system, must install a Fire Department flush mount Abloy lock cylinder conforming to the Fire Department key requirements and:
 - a) Maintenance and upgrades of the Fire Department lock cylinder is the responsibility of the owner(s) or owner's authorized agent;
 - b) The owner(s) or owner's authorized agent is responsible for ensuring that the building access, service rooms, and common area keys that are provided in the Fire Department lock cylinder, are kept current; and
 - c) Additional Fire Department lock cylinders may be required to accommodate additional sets of access keys for high-rise or complex buildings.

7.4.2 For all new construction, the interior access stairs for providing access to all levels of each building must be located within close proximity to the Fire Department response point, in a location acceptable to the Fire Chief.

7.5 Fire Doors

7.5.1 The owner(s) or owner's authorized agent of any building must not block, wedge or keep open closures in fire separations or allow such action.

7.5.2 Every door used as a closure within a fire separation must have a permanent sign posted on the visible side of the door when the door is in the open position with the words "FIRE DOOR KEEP CLOSED".

7.6 Exit Signs

7.6.1 Replacement of illuminated exit signage must be consistent to avoid combining current code green signs with previous code versions of red signs.

7.7 Exit Systems

7.7.1 There must be no storage in access to exits, including elevators, stair shafts, hallways, and fire escapes.

7.8 Location of Fire Alarm Annunciator Panel

7.8.1 Annunciator panel shall be installed on the exterior of the building in close proximity to the building entrance or located in a common vestibule accessible by the Fire Department or as determined by the Fire Chief.

7.9 Fire Alarm System Monitoring and Certificate Posting

7.9.1 The owner(s) or owner's authorized agent of any building required by the *Building Code* to have a monitored fire alarm system installed, must obtain a ULC Certificate or equivalent as approved by the Fire Chief and post it in a permanent manner in close proximity to the monitoring equipment or such other location acceptable to the Fire Chief.

7.9.2 The owner(s) or owner's authorized agent of any building containing a ULC monitored fire alarm system must immediately notify the Fire Chief if the monitoring service has been cancelled or changed or the ULC Certificate has been removed.

7.10 Automatic Sprinkler Systems Hydraulic Data Plate

7.10.1 Hydraulic data plate must be installed on the riser indicating maximum storage height.

7.11 Fire Department Connections

7.11.1 Unless otherwise approved by the Fire Chief, Fire Department connections must be located not less than 0.61m (24 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade or access level.

7.11.2 Fire Department connections must:

- a) Be clearly identified, clean, functional and with protective caps in place;
- b) Have signage in place to clearly identify the area that the Fire Department connection serves and the maximum pumping pressure, if applicable;
- c) Be kept free and clear by at least one metre (three feet) from all shrubbery, trees, other vegetation, structures, buildings and obstructions and be clearly visible at all times from the Fire Department access route;
- d) The Fire Department connection must be a 0.1 m (4 inch) Storz connection;
- e) The Fire Department connection must be installed at a thirty (30) degree downward angle;
- f) Buildings with more than one (1) Fire Department connection must design system to be interconnected; and
- g) Be located at the property line to the front (address side) of the property facing the street.

7.12 Fire Pumps & Private Fire Hydrants for Fire Protection

7.12.1 Fire hydrants must be maintained in operable condition at all times.

7.12.2 No person, except a member, may use or take water from any water supply system nor make any attachment thereto without first obtaining authorization from the Fire Chief.

7.12.3 Fire hydrants must be in clear view from the driving lane when approached from either direction.

- 7.12.4 Fire pumps must be inspected, serviced and tested at full rated capacity by a certified fire protection technician at least once per year to ensure that they are capable of delivering the rated flow.
- 7.12.5 The owner of any property being used for manufacturing or industrial uses must ensure that the property is equipped with sufficient fire hydrants and water supply with pressure and quantity that is adequate to meet the demands for fire protection purposes to the satisfaction of the Fire Chief.
- 7.12.6 The owner(s) or owner's authorized agent of a property on which a private fire hydrant has been installed must:
- a) Have the private fire hydrant flushed and drained and have all the threads of outlets and caps greased with waterproof grease not less than once per calendar year;
 - b) Maintain the private fire hydrant so that the center of the 0.1 m (4 inch) port is not less than 0.46 m (18 inches) and not more than 0.91 m (36 inches) above the level of the adjacent grade;
 - c) Keep the ground surface clear of shrubs, trees, structures, debris and any obstructions of any kind within a radius of one metre (three feet) around the private fire hydrant; and
 - d) The private fire hydrant must be painted with the colour coding, Fire Hydrant Yellow; paint code 020A0176-70402, or a colour as determined by the Fire Chief.

7.13 Special Fire Suppression Systems

- 7.13.1 Where a special fire suppression system has been installed, inspection, testing and maintenance must be provided in conformance with the *Fire Code* and/or applicable NFPA standard.

7.14 Commercial Cooking Equipment

- 7.14.1 Commercial cooking equipment, fire suppression, hood, vent and exhaust systems must be installed in accordance with the *Fire Code*.
- 7.14.2 Commercial cooking equipment and fire suppression systems must be inspected, tested and maintained in conformance with the *Fire Code* by a certified fire protection technician at intervals not greater than 6 months, or more often if required, to remove grease and other combustible residues.

7.14.3 A permanent access ladder to the location in which the ventilation fan is located must be installed to allow for regular fire inspections and maintenance. If a key is required to gain access, a copy must be provided to the Fire Department.

7.15 In Building Emergency Responder Communication Enhancement Systems

7.15.1 Radio amplification systems must be installed, maintained and inspected in buildings as per the “Emergency Services Radio Bylaw, 2021, No. 4210”.

7.16 Enclosed Storage Garages for Vehicles

7.16.1 Enclosed storage garages in any multifamily residential development must be used for the parking of vehicles only (including bicycles, scooters, motorcycles and watercraft).

7.16.2 “NO STORAGE PERMITTED” signage must be installed in all enclosed storage garages in any multifamily residential development.

7.16.3 The fire safety plan for an enclosed storage garage must require the owner or Strata Corporation to inspect the enclosed storage garages monthly and enforce for compliance with sections 7.16.1 through 7.16.6, inclusive.

7.16.4 Enclosed storage garages must be available for inspection by the Fire Department at any time without notice and must not have the access or visibility of the garage blocked at any time.

7.16.5 Replacement of the door at the entrance to an enclosed storage garage with a solid door is not permitted.

7.16.6 An owner(s) or owner’s authorized agent of a building must in relation to all property they own or control:

- a) Not permit combustible materials to accumulate or be stored in a storage garage or underground storage garage designed for the parking of motor vehicles;
- b) Not permit limited non-combustible materials such as bicycles and metal ladders to be stored in a storage garage unless, they can remain in place during a fire without affecting sprinkler flow, aisles and means of egress, and so as not to interfere with firefighting activities which is to be determined at the discretion of the Fire Chief;

- c) Ensure that no storage units, cabinets or shelving, whether combustible or non-combustible, are located within a storage garage;
- d) Not permit storage in the common area of a storage garage; storage is only to be permitted in storage rooms designed for storage use; and
- e) Not permit storage in portable storage containers or bike lockers in the common area of a storage garage.

7.17 Shipping Containers

7.17.1 Any shipping containers being used for any kind of storage must have the following safety features in place prior to any use for storage:

- a) The name of the company/person responsible for the storage and an emergency telephone contact number must be marked on the shipping container in lettering visible from 10 m;
- b) The shipping container and contents must be identified in the fire safety plan for the property; and
- c) Sign posted on shipping container stating “No Flammable Liquid Storage”.

7.17.2 Flammable liquids and compressed gasses must not be stored within shipping containers.

7.17.3 Electrical installations are not permitted in shipping containers.

7.17.4 Shipping containers are not to be used for workshops, offices, or rooms of any sort.

7.18 Construction and Demolition Sites

7.18.1 All construction and demolition sites must have a construction fire safety plan in accordance with Section 5.11.

7.18.2 Prior to construction of any new water supply system or extension of an existing water supply system, the owner(s) or owner’s authorized agent of the property must submit plans for the water supply system, including the proposed fire hydrant locations and all components of the water supply system to the municipal engineer and the Fire Chief for review and acceptance.

7.18.3 Fire hydrants must not be decommissioned prior to review and acceptance by the municipal engineer and the Fire Chief.

- 7.18.4 All construction and demolition sites must immediately advise the municipal engineer and the Fire Department of all fire hydrant conditions affecting fire safety during the installation of the water supply to the site for mitigation measures, including, but not limited to, fire hydrants temporarily out of service, low water volumes and low water pressure.
- 7.18.5 Construction and Demolition sites must maintain a Fire Department access route as required in the *Building Code* and *Fire Code*.
- 7.18.6 The owner(s) or owner's authorized agent of all construction and demolition sites must:
- a) Comply with the site-specific construction fire safety plan;
 - b) Comply with the site-specific *Fire Code* protection of adjacent buildings report; and
 - c) Ensure that the water supply to the site for mitigating measures proposed in the construction fire safety plan and the BC *Fire Code* protection of adjacent buildings report is installed at the beginning of construction and is functionally operational before a hazard exists.

7.19 New Fire Hydrants

- 7.19.1 As part of the development of a property, the Fire Chief may require an owner to provide additional fire hydrant(s) to be located and installed to address Fire Department operational requirements.
- 7.19.2 New fire hydrants must be installed so that the distribution density and fire flow requirements will meet the needs for each building, structure or use that the new fire hydrant serves.
- 7.19.3 Fire hydrants must be installed in accordance with the city's standard.
- 7.19.4 Fire hydrants that are connected directly to a building, also known as wall hydrants, are not permitted in the City of Port Coquitlam.

7.20 Flammable and Combustible Liquids

- 7.20.1 At no time shall an owner or occupier store more than 25 litres of a flammable or combustible liquid in a portable container(s) on residential property.
- 7.20.2 Flammable and combustible liquids must be handled and stored in accordance with the *Fire Code* for assembly, commercial and industrial occupancies.

7.21 Spray Coating Using Flammable or Combustible Materials

7.21.1 Every owner or occupant of a premises where spray coating operations using flammable or combustible materials are conducted must ensure that a building permit for the installation of a spray booth/room is obtained by the building department.

7.22 Mobile Food Vendors

7.22.1 Every mobile food vendor operation must:

- a) Apply for and obtain an annual inspection by the Fire Chief;
- b) Comply with the commercial cooking equipment requirements in this Bylaw; and
- c) Situate all cooking appliances on a stable non-combustible base with clearance from combustibles.

7.23 Special Events

7.23.1 Any person organizing or hosting any special event must submit an application for an occupant load certificate together with a dimensioned site plan prepared by a registered professional must ensure that:

- a) All cooking and mobile food vendor operations comply with the commercial cooking equipment requirements in sections 7.14;
- b) Aisles with a minimum width of 3.0 metres are maintained between displays at all times;
- c) The line of travel to an exit door by an aisle is not more than 45 metres;
- d) Lobbies, foyers or access to exit are not blocked;
- e) A special inspection is scheduled; and
- f) All prescribed fees for special events in accordance with Schedule C of the Fees and Charges Bylaw, No. 4390, have been paid.

7.23.2 Any person holding a special event that display automobiles, motorcycles, scooters, or other fuel-operated vehicles in any public building must ensure that the vehicles comply with the *Fire Code*, including, but not limited to:

- a) The battery must be disconnected and the battery cable placed or tied in a position to prevent accidental battery contact;

- b) Fuel tanks must be equipped with a key-locking cap or other similar locking device; and
- c) The quantity of fuel in the fuel tank must not exceed the lesser of one quarter of the tank capacity or nineteen (19) litres (5 gallons).

7.23.3 Any person holding a special event that requires emergency access routes to be temporarily closed, an approved traffic control plan and arrange for volunteers/private security company at all the barricaded locations to operate the gates to allow access to emergency vehicles.

7.24 Integrated Fire Protection and Life Safety System Testing

7.24.1 As per CAN/ULC-S1001, an integrated testing plan must be submitted to the Fire Department for review as required by the *Building Code*.

7.24.2 The integrated testing coordinator must ensure that system testing is coordinated with the Fire Department in advance of the occupancy of a building being authorized by the Fire Chief.

7.24.3 The integrated testing coordinator must coordinate with the Fire Department to conduct an integrated test one year after completion of the initial integrated test.

7.24.4 The integrated testing coordinator must ensure that subsequent integrated tests are conducted at intervals not exceeding five years.

7.24.5 Integrated testing reports must be kept on site and available for examination by the Fire Chief on request.

7.24.6 As outlined in CAN/ULC-S1001, the municipality may request that any building which has not undergone an initial integrated test provide an integrated testing plan, conduct an integrated test and submit an integrated testing report.

7.24.7 A functional demonstration of the integrated test may be required by the Fire Department.

8. PART 8 – COST RECOVERY AND FEES

8.1 Fees for Permits and Services

8.1.1 Every person who requests any permits, inspections and services from the Fire Department listed in Schedule G of the Fees and Charges Bylaw, No. 4390, must pay the applicable fee unless otherwise exempted under this Bylaw.

8.1.2 Payment of a fee or charge under this Bylaw or Schedule G of the Fees and Charges Bylaw, No. 4390, does not relieve a person from an obligation to pay any fee or charge prescribed under another enactment.

8.2 Special Inspections, Follow-up and Re-inspections

8.2.1 Where a special inspection is required to determine compliance with the *Fire Code* and/or municipal bylaws, the applicant may be required to pay the fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.2.2 Where a second and subsequent inspections are required to determine compliance with instructions noted on a Fire Department “Fire Inspection Violation Report”, the applicant must pay the re-inspection fee as prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.3 Fire Investigations

8.3.1 Every owner of property which requires a Fire Department investigation and report pursuant to the *Fire Safety Act* must pay the minimum fee for fire investigation services as prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.3.2 If, while completing an investigation pursuant to the *Fire Safety Act*, the Fire Chief deems it necessary to obtain the services of a private investigation company, service contractor, industry specialist or consultant, site security or structure securing services and/or testing fees from an independent agency, the owner(s) or owner’s authorized agent of the property shall pay all expenses incurred by the municipality in relation to such services.

8.4 Comfort Letter Requests

8.4.1 Comfort letter request may be fulfilled on payment of the fee prescribed in Schedule E of the Fees and Charges Bylaw, No. 4390. Additional fees may be charged for any requested on-site inspection to complete a comfort letter.

8.5 Damaged or Contaminated Vehicles or Equipment

8.5.1 The Fire Chief may charge an owner or occupier of a premises for the costs of decontamination, replacement or repair of Fire Department vehicles or equipment where such vehicles or equipment has been damaged or contaminated by a hazardous substance or dangerous goods and requires decontamination, repair or replacement as a result of an incident at the owner or occupier's property as per Schedule G of the Fee and Charges Bylaw.

8.6 Extraordinary Charges

8.6.1 Where additional personnel or equipment must be provided for an incident, including but not limited to, the provision of equipment and personnel under a mutual aid agreement with another local government, rescue vessels or hazardous materials equipment, the owner or occupier of the property where the incident originates shall pay the applicable fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.7 Development Review Fees

8.7.1 When the Fire Department is involved in the process of building permit issuance or is required to perform an inspection or inspections in order to determine compliance with an issued building permit, the building permit holder must pay a fee as set out in Schedule G of the Fees and Charges Bylaw, No. 4390. Such fee must be paid at the time of building permit issuance and may be waived for city-led civic projects on city-owned land in whole or in part, at the discretion of the Fire Chief.

8.8 Occupant Load

8.8.1 The owner(s) or owner's authorized agent of a premises must ensure that the number of persons in a room does not exceed the maximum occupant load for that room for that use. Occupant loads are calculated as follows:

- a) For all new construction – calculated in conformance with the *Building Code*; and/or
- b) For all existing construction – calculated in conformance with the *Fire Code*.

8.8.2 Occupant load signage must be posted as required by the *Fire Code*:

- a) In a conspicuous location near the principal entrance to the room or floor area;
- b) In the form prescribed by the Fire Commissioner; and

c) Be signed by the Fire Chief.

8.8.3 Every person who receives an occupancy load certificate must pay the municipality the fee set out in Schedule E of the Fees and Charges Bylaw, No. 4390.

8.9 Event Approval

8.9.1 If the approval of the Fire Chief is required by an *Act*, bylaw or procedure for an event to be permitted within the municipality, the Fire Chief will review the details of the event application any may:

- a) Refuse approval if the Fire Chief determines that the event may be hazardous or create a nuisance;
- b) Provide approval without condition; or
- c) Provide approval subject to the conditions and restrictions that they deem necessary for safety and the prevention or the spread of fire.

8.9.2 If as a condition of event approval, the Fire Chief requires any number of members to inspect or attend an event site for any time before, during or after the event, for any reason, the person applying to the municipality for the event shall pay to the municipality the fees set out in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.10 Filming Special Effects and Pyrotechnics

8.10.1 Fire protection is required for special effects and pyrotechnics. A permit is required in the form prescribed by the Fire Chief and must include a site plan, a description of the event including time and date, the risks of the event, training staff, and the proposed mitigation measures for the event. The Fire Chief will review for acceptance the level of fire protection required based on the location and event specific risks.

8.10.2 Permit, inspection, and fire protection fees for the event must be paid to the municipality as prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.11 Notification of Fire and Sprinkler Alarm Testing

8.11.1 Any owner or occupier of a premises where there is a monitored fire alarm system must notify their fire alarm monitoring company prior to any service, test, repair, maintenance, adjustment alteration or installation of the system which might activate a false alarm which would normally result in an emergency response.

8.11.2 Where an owner or occupier of a premises fails to notify as required in section 8.11.1, such owner or occupier must pay the applicable fee prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

8.12 False Alarms and Nuisance Alarms

8.12.1 The owner or occupier of a premises must pay the applicable fee prescribed the Schedule G of the Fees and Charges Bylaw, No. 4390, on the occurrence of a second false alarm, or Nuisance Alarm, and for each subsequent false alarm or nuisance alarm, respecting the premises occurring in a calendar year.

9. PART 9 – PERMITS

9.1 Issuance of Permit

9.1.1 If a permit is required under this Bylaw, the Fire Chief will only issue such permit if:

- a) The proposed operation or occupancy conforms to this Bylaw, the *Fire Code* and any other applicable bylaws or codes;
- b) Receptacles, vehicles, buildings and storage places to be used for the activity have been reviewed and accepted by the Fire Chief;
- c) The proposed location for the activity is acceptable to the Fire Chief with respect to topography, proximity to other occupancies and adequacy of water supply for fire control; and
- d) The permit fee, if required, has been paid.

9.2 Conditions of Permit

9.2.1 A permit issued by the Fire Chief:

- a) Is not transferable and any change in use or occupancy of a building or premises or change in operations to be conducted, requires a new permit;
- b) Is revocable where there is a violation of any condition under which the permit was issued or any violation of this Bylaw;
- c) Must be posted in the premises in a conspicuous place on the building or structure to the satisfaction of the Fire Chief; and
- d) May be revoked at any time at the discretion of the Fire Chief.

9.3 Permit Form

9.3.1 Where in this Bylaw a permit is required for any activity, the application for a permit must be in the form prescribed by the Fire Chief for such permit.

10. PART 10 – ENFORCEMENT

10.1 Orders

10.1.1 If any provision of this Bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or conditions exist in or upon a building or property to which the bylaw applied and which, in the opinion of the Fire Chief, constitute a fire hazard or otherwise constitute a hazard to life or property or both:

- a) The Fire Chief may make an order to ensure full and proper compliance with this Bylaw and in particular, but without limiting the generality of the foregoing, may make such recommendations to the owner or occupier of the building or property as the Fire Chief deems necessary to correct the contravention or to ensure compliance with this Bylaw or to remove the hazards referred to in the bylaw; and
- b) A person who is delivered an order, whether by mail, sign, posting or personal delivery, must comply with it, either promptly or, if a time period for compliance is specified, within that time period. Any and all costs and expenses associated with compliance are the responsibility of the property owner or other person to whom the order is directed.

10.1.2 Where an order issued by the Fire Chief is not complied with within the time specified, the Fire Chief may give such notice as the Fire Chief deems sufficient for entry onto the property or premises and carrying out of any remedial work required to bring the property into a safe, compliant condition, including, within limitation:

- a) Removal and safe disposal of any accumulation of combustible material;
- b) Installation of a fire safety device; or
- c) Work to secure a vacant or fire-damaged building.

10.1.3 In any circumstance where the Fire Chief has arranged for work to be carried out on, within, or for a property or building to achieve compliance with an order, the owner of the property is liable to pay the municipality the total amount of all costs incurred by the Fire Department for the purpose.

10.1.4 If fees charged for fire inspections, reviews or charges payable in respect of other services to land or improvements that are undertaken under this Bylaw, are not paid to the municipality by December 31st of the year in which they are due and payable, the amounts owing may be collected from the owner in the same manner as for property taxes in arrears.

10.2 Standard of Work

10.2.1 The Fire Chief may, where work being completed is not covered by this Bylaw or applicable codes, in the interest of safety adopt the latest edition of the National Fire Protection Association codes, standards, recommended practices and manuals by reference or equivalent.

10.3 Rejection of Work

10.3.1 The Fire Chief may, after the examination of any work, issue a written rejection which shall have the same force and effect as an order issued under this Bylaw.

10.4 Form of Order

10.4.1 An order made under this Bylaw will be in writing and may be directed to the owner, occupier or lessee of the building or property in respect to whom the order is made.

10.5 Serving and Compliance with Order

10.5.1 An order made under this Bylaw will be served by delivering it or causing it to be delivered to the person to whom it is directed.

10.5.2 An owner(s) or owner's authorized agent of a building or premises must, after receipt of a violation report, inspection report or order issued by the Fire Chief, comply within the stated timelines.

10.5.3 Where an order has been made pursuant to this Bylaw, the owner must pay applicable fees for inspection prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390, and if upon re-inspection, a member determines that the order has not been complied with, the owner must pay the applicable fee for each additional inspection as prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

10.6 Cost Recovery

10.6.1 The municipality may recover the costs and expenses of providing services to lands or improvements service and/or incident response as outlined in the bylaw, jointly and severally from any person, owner(s) or owner's authorized agent responsible for the building or premises.

10.6.2 Fees may be collected as property taxes as per section 258(1) of the Community Charter. If the owner does not pay the cost of the service, on or before December 31st in the year in which the service was done the cost shall be added to and form part of the taxes payable on the parcel as taxes in arrears.

10.7 Compensation to Municipality

10.7.1 Every person who, without necessary cause or required permit, sets a fire to which the Fire Department responds, or in any manner makes or causes to be made a false alarm, or causes a fire, damage to property or injury to persons that can be attributed to the use of fireworks contrary to Section 6.11 of this Bylaw, or to the unauthorized cultivation, processing, manufacturing or storage of a controlled substance contrary to the *Controlled Drugs and Substances Act* (Canada), SC 1996, c. 19, is deemed to have caused a nuisance in the community and, in addition to any fine or other penalty, as an extraordinary service fee is liable to compensate the municipality for the actual costs and expenses incurred by the Fire Department in responding to the fire, false alarm or unauthorized activity. The amount of the extraordinary service fee will be calculated in accordance with the rates prescribed in Schedule G of the Fees and Charges Bylaw, No. 4390.

10.7.2 Whether or not a permit is in effect, any person who fails to comply with this Bylaw must, upon direction of the Fire Chief, immediately and completely extinguish any fire that the person has started, maintained or otherwise is responsible for, and at their own cost, promptly take any and all remedial measures that the Fire Chief considers necessary or advisable in the interest of fire safety and protection of life or property as communicated to that person.

10.7.3 If a person fails to extinguish a fire as directed by the Fire Chief or fire officer, the Fire Chief or fire officer may direct or cause it to be extinguished and, in that circumstance, the permit holder or other person responsible is liable to pay the municipality the costs and expenses of extinguishment incurred by the Fire Department.

10.7.4 Every person who is not a resident or taxpayer of the municipality and who causes, directs, allows or suffers an incident attended by the Fire Department is liable to pay the municipality for all costs and expenses incurred by the Fire Department in response to the incident as well as any fees imposed under Schedule G of the Fees and Charges Bylaw, No. 4390.

10.8 Designation of the Bylaw

10.8.1 Pursuant to section 4 of the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, this Bylaw is designed as a bylaw that may be enforced by bylaw notice and the Fire Chief, fire inspectors, and bylaw enforcement officers are designated to enforce this Bylaw pursuant to the “Bylaw Notice Enforcement Bylaw, No. 3814”, or as otherwise provided by this or any other bylaw of the City of Port Coquitlam.

10.8.2 Pursuant to sections 264(1)(c) and 265(1)(a) of the Community Charter, this Bylaw is designated as a bylaw that may be enforced by means of a ticket in the form prescribed and Fire Chief, fire inspectors, and bylaw enforcement officers are designated to enforce this Bylaw pursuant to the “Ticket Information Utilization Bylaw, 1992, No. 2743” or as otherwise provided by this or any other bylaw of the City of Port Coquitlam.

10.9 Obstruction

10.9.1 A person must not interfere with, delay, obstruct or impede any person lawfully authorized to enforce this Bylaw in the performance of duties under this Bylaw.

10.10 Default

10.10.1 Whenever a person is in default of doing any matter or thing required to be done under this Bylaw, the municipality, through its employees or agents, may do what is required to be done, at the expense of the person in default and such costs will constitute a debt due and owing in accordance with section 17 of the Community Charter.

10.11 Offences and Penalties

10.11.1 A person who:

- a) contravenes a provision of this Bylaw;
- b) causes, consents to, allows or permits an act or thing to be done contrary to this Bylaw;

- c) neglects or refrains from doing anything required by a provision of this Bylaw; or
- d) fails to comply with any order, direction or notice given under this Bylaw commits an offence and is subject to the penalties imposed by this Bylaw and the *Offence Act*.

10.11.2 Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention occurs or continues shall constitute a separate offence.

10.11.3 A person found guilty of an offence under this Bylaw is subject to a fine of not less than \$5,000.00 and not more than \$50,000.00 for every instance that it occurs or continues, plus the costs of prosecution.

11. PART 11 – MISCELLANEOUS

11.1 Severability

If a section, subsection, paragraph, subparagraph or phrase of this Bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this Bylaw.

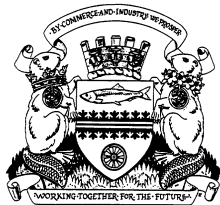
11.2 Repeal

“Fire and Emergency Services Bylaw, 2014, No. 3880” and all its amendments are hereby repealed, and all references in other bylaws of the City to “Fire and Emergency Services Bylaw, 2014, No. 3880” are hereby amended to refer to this “Fire and Emergency Services Bylaw, 2025, No. 4395”

READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025
ADOPTED this	day of	, 2025

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 3880

A Bylaw to provide for Fire Protection matters within the City

Whereas pursuant to the Community Charter, the Fire Services Act and other legislation, Council may provide for Fire Protection matters for the City;

Now therefore the Municipal Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the “Fire and Emergency Services Bylaw, 2014, No. 3880”.

2. INTERPRETATION

2.1 DEFINITIONS:

In this Bylaw:

Access Route means a private road, driveway, lane or portion of a yard, which has been provided for access by fire department vehicles or equipment in accordance with the British Columbia Building Code;

Alarm means the giving, signaling or transmission to any public fire hall or fire dispatch or company or to any officer or employee thereof, whether by telephone, spoken word or otherwise, of information to the effect that a fire or emergency situation exists at or near the place indicated by the person giving, signaling or transmitting such information;

Apparatus means any vehicle provided with machinery, equipment, or materials for Fire Protection, and any vehicle used to transport personnel or supplies;

Assistance Response means:

- a) First response to medical emergencies by the use of an automatic external defibrillator, cardiopulmonary resuscitation, spinal management and other first responder assistance;
- b) First response to accidents, whether natural or man-made disasters, escapes of poisonous or noxious materials or other hazardous material incidents, or other circumstances that have caused or may cause harm to persons or property; and
- c) Rescue operations.

Approved means Approved by an Officer as being in compliance with this Bylaw;

Assistant Fire Chief means a person appointed by the Fire Chief as an assistant to the Fire Chief;

Authority Having Jurisdiction means any person or agency authorized by this or any other bylaw, regulation or statute to inspect and/or approve anything or place;

Building means any structure used or intended for supporting or sheltering any use or occupancy;

City means the area within the municipal boundaries known as the Corporation of the City of Port Coquitlam;

Combustible Liquid means any liquid having a flash point at or above 37.8 degrees Celsius and below 93.3 degrees Celsius;

Council means the Council of the Corporation of the City of Port Coquitlam;

Deputy Fire Chief means a person appointed by Council as second in command to the Fire Chief;

Department means the Port Coquitlam Fire and Emergency Services Department;

Dwelling Unit means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

Fire Protection means all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire investigation, training, staff development and advising on fire safety matters;

False Alarm means any alarm, regardless of how caused, necessitating a response by the Department where a fire or emergency does not exist;

Fire Alarm System means all equipment forming part of or used in connection with a fire alarm system or fire detection system, including but without limitation, batteries, alarm gongs, horns, buzzers, switches, wiring, relay apparatus, sensors, and other accessories;

Fire Chief means the person appointed by Chief Administrative Officer as the head of the Department;

Fire Code means the *British Columbia Fire Code*, enacted by B.C. Regulation 263/2012, under the *Fire Services Act*, as amended or replaced from time to time;

Firecrackers means small low hazard fireworks or small high hazard fireworks with entwined fuses used solely as noisemakers, and not for pyrotechnic effect, including, but without limitation, bottle rockets and screechers;

Fire Protective Services Division means the division within the Department responsible for fire and hydrant inspections, fire cause determination and fire arson investigations and activities exercised in advance of the outbreak of fire to help prevent loss of life and property due to fire;

Fire Protective Services Officer means a member of the Department, assigned to the Fire Protective Services Division and authorized in writing by the Fire Chief to be a Local Assistant to the Fire Commissioner;

Fire Safety Plan is a set of emergency procedures and guidelines to be followed in the event of a fire in a Building;

Fireworks means manufactured goods intended to be used for pyrotechnic effect that are classified by the Canada Explosive Regulations as low hazard fireworks for recreation (Class 7.2.1) such as firework showers, fountains, golden rain, lawn lights, pinwheels, volcanoes and sparklers;

Flammable Liquid means any liquid having a flash point below 37.8 degrees Celsius and having a vapour pressure not exceeding 275.8 kPa (absolute) at 37.8 degrees Celsius;

Garage means a building, or any portion of any place or premises used as a place of business for the purpose of maintaining, fueling, keeping, repairing, or demolishing vehicles;

High Hazard Fireworks means manufactured goods intended to be used for pyrotechnic effect that are classified by the Canada Explosive Regulations as High Hazard Fireworks (Class 7.2.2), but does not include firecrackers;

Incident includes any emergency or non-emergency call that the Department is requested to attend;

Lock Boxes means a metal box or tube enclosure designed to securely hold the keys to the building, structure, or complex where a lock box is required;

Low Hazard Fireworks means manufactured goods intended to be used for pyrotechnic effect that are classified by the Canada Explosive Regulations as Low Hazard Fireworks for recreation (Class 7.2.1) such as firework showers, fountains, golden rain, lawn lights, pinwheels, volcanoes and sparklers, but does not include firecrackers;

Member means any person appointed by the Fire Chief as a member of the Department and includes without limitation the Officers, Firefighters, and administrative staff of the Department;

Movie/TV Pyrotechnics means any low hazard fireworks or high hazard fireworks utilized at a movie or television production;

Mutual Aid means the provisions of services to a person, another level of government, including the Provincial Ministry of Forests, or agency. Pursuant to a Mutual Aid agreement between the City and that person, government or agency;

Occupant includes the registered owner and/or any lessee, tenant and licensee of any building or premises;

Officer means a member appointed by the Fire Chief as an Officer or Captain of the Department;

Officer in Charge means the Fire Chief or, in that person's absence, the senior ranking Officer or member of the Department who is present at the location of an incident;

Public Services means public information, education and prevention programs, as they relate to fire safety, public safety, and emergency preparedness for the City and its communities;

Roman Candles means a ground level firework that is capable of projecting or discharging a charge or a series of charges or pyrotechnical effects more than three metres and which has a tube size of ¾ inch or less;

Smoke Alarm means a combined smoke detector and audible alarm device designed to sound an alarm within the room or suite in which it is located upon the detection of smoke within that room or suite;

Sprinkler System includes all equipment forming part of or used in connection with an automatic fire sprinkler system, including but without limitation, all heads, valves, piping, switches, sensors, relay apparatus, and other accessories;

Standpipe System means an arrangement of piping, valves, hose connections, and allied equipment installed in a Building or structure, for the purpose of extinguishing a fire, thereby protecting a building or structure and its contents in addition to protecting the Occupants;

Storage Tank(s) means a vessel for Flammable Liquids or Combustible Liquids having a capacity of more than 230 L, and designed to be installed in a fixed location.

Trade Waste means waste and abandoned materials resulting from the operation of an industry or business including paper, boxes, packing cases, wrapping material, sweepings, and all flammable materials of a like nature;

Underground Tank means a tank installed wholly or partly under the surface of the ground and used or intended for the storage of Flammable Liquids, Combustible Liquids or gases; and

Vehicle includes all types of motor vehicles, farm tractors, and mobile machinery, or any other self-propelled machinery.

2.2 INTERPRETATION

All other words and phrases shall be construed in accordance with the meaning assigned to them by the current *B.C. Building Code*, the *Fire Services Act* or the *Fire Code*, as the context and circumstances may permit or require.

In the event of a conflict between this Bylaw and the *Fire Services Act* or the *Fire Code* and any regulations thereunder, the provisions of the *Act* shall prevail.

2.3 ADOPTION OF FIRE CODE

The substantive regulations (but not the procedural or remedial provisions) of the *Fire Code* are hereby adopted and made part of this Bylaw such that every provision of the *Fire Code* shall be considered a provision of this Bylaw.

3. FIRE AND EMERGENCY SERVICES DEPARTMENT

3.1 ESTABLISHMENT

There is established and continues to be in the City, a Department to be known as the “Fire and Emergency Services Department.”

3.2 ADMINISTRATION

The Fire Chief is authorized to administer this Bylaw.

3.3 REFERENCES TO FIRE CHIEF

All references in this Bylaw to the Fire Chief include the Deputy Fire Chief and Assistant Fire Chiefs acting on the Fire Chief’s behalf or during the absence of the Fire Chief.

3.4 POWERS OF FIRE CHIEF

- a) The Fire Chief may enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire, or increase the danger to persons or property from a fire.
- b) The Fire Chief may take measures to prevent and suppress fires, including the demolition of buildings and other structures to prevent the spreading of fires.
- c) The Fire Chief may require an owner or occupier of real property to undertake any actions directed by the Fire Chief for the purpose of removing or reducing anything or condition that the Fire Chief considers is a fire hazard or increases the danger of fire.
- d) The Fire Chief may exercise all of the powers of the Fire Commissioner under Section 25 of the *Fire Services Act*, and for those purposes this Section applies.

3.5 SCOPE OF DEPARTMENT

The Department is empowered to provide:

- a) Fire Protection;
- b) Assistance Response;
- c) Public Services;
- d) Mutual Aid; and
- e) Emergency Preparedness Programs.

3.6 LIMITS OF JURISDICTION

The Department may provide services outside the boundaries of the City:

- a) pursuant to a written agreement providing for the supply of emergency equipment and personnel outside the City's boundaries; or
- b) when approval for an extra-territorial activity has been given by the Council or Chief Administrative Officer (CAO); or
- c) when extra-territorial assistance is required by Provincial Emergency Response Personnel.

3.7 PREVENTION, CONTROL AND ENFORCEMENT

The Department may take all necessary measures for the prevention, suppression, control and extinguishment of fires, for mitigating the effects of dangerous goods incidents and for the protection of life and property, including rescue operations and the administration of first aid.

- a) The Fire Chief or any Officers or members may exercise the powers provided by the *Fire Services Act* and they may enforce the *Fire Code* and any City bylaws and regulations for the prevention and suppression of fires. The Fire Chief may charge for the use of fire services and auxiliary equipment and personnel.
- b) The Officer in Charge at an incident may order the removal of any vehicle, material, chemical, or other matter or thing which impedes the mitigation of, or may worsen, an incident.
- c) The Officer in Charge at an incident may establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Officer in Charge.
- d) No person shall enter the boundaries or limits of an area prescribed in accordance with Section 3.7(c) unless authorized to enter by the Officer in Charge.
- e) The Officer in Charge at an incident may direct or cause to be directed vehicular and pedestrian traffic as necessary for the control of the incident.
- f) No person at an incident shall impede, obstruct, or hinder a member or other person assisting or acting under the direction of the Officer in Charge.
- g) No person at an incident shall drive a vehicle over any equipment without permission of the Officer in Charge.

3.8 SPRINKLER SYSTEM OPERATIONS

When a building equipped with a sprinkler system is being demolished, the sprinkler system shall be maintained in operation subject to sequential elimination, until demolition work is completed in consultation with the City.

3.9 CONTAMINATION AND REPLACEMENT OF EQUIPMENT

The Fire Chief may charge an owner or occupant of a premises a fee, in accordance with Schedule G in the Fees & Charges Bylaw, if such equipment has been damaged or contaminated by a hazardous substance or dangerous good and will require decontamination, repair or replacement.

3.10 FIRE INVESTIGATION FEE COST RECOVERY

For every incident where damage is in excess of \$5,000 and for which a Fire Investigation and Fire Investigation report must be completed by the Fire Chief or an Officer designated by the Fire Chief in accordance with the *Fire Services Act*, a charge or fee for the investigation shall be levied against the owner of the structure where the damage occurred, in accordance Schedule G in the Fees & Charges Bylaw.

4. FIRE PREVENTION REGULATIONS

4.1 ACCUMULATION OF COMBUSTIBLES

No owner or occupier of property shall permit any accumulation on the property of combustible growth, waste or rubbish of any kind, which is liable to catch fire and endanger persons or property.

All growth, waste or rubbish of any kind which is liable to catch fire and endanger persons or property, shall be removed by the owner or occupant of the property, on which the growth, waste or rubbish is located.

4.2 ACCUMULATION OF DAILY COMBUSTIBLES

Every owner or occupant of any building or property who makes, stores, uses, or has charge or control of any shavings, excelsior, rubbish, sacks, bags, litter, straw, waste-paper, paper boxes or any other flammable material, shall at the close of business on each day, cause all such material to be compactly baled or stacked in a safe manner. Storage must be in non-combustible receptacles having tight fitting, non-combustible lids, and lids shall be kept closed at all times except when refuse is being placed in the containers.

4.3 STORAGE OF COMBUSTIBLE MATERIALS

Every owner or operator of a business shall provide a non-combustible container with a self-closing lid, to store clean-up rags or shop towels for products subject to spontaneous combustion, until safely removed from the building. Lids are to be kept closed at all times except when refuse is being placed in the containers.

4.4 ENDANGER TO LIFE AND PROPERTY - FLAMMABLE, COMBUSTIBLE, EXPLOSIVE OR ACCUMULATION

Whenever any flammable, combustible or explosive material or any accumulation of waste materials or refuse of a nature liable to catch fire is situated as to endanger life or property, or to obstruct ingress or egress from a building, or where a condition exists which is otherwise a fire hazard, an Officer may order the owner or occupant of the property to immediately have such substance or accumulation or condition removed or otherwise dealt with as may be ordered by the Officer.

If an order under this Section is not complied with, Section 19 of this Bylaw applies.

4.5 FIRE DOORS OR FIRE SEPARATION DEVICES

Where fire doors or fire separation devices are installed in any building to prevent the spread of fire within the building, the owner and occupier of the building shall at all times keep and maintain those doors and devices in good repair and efficient working order.

4.6 QUANTITY & STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS

At no time shall an owner or occupier store more than 25 litres of a Flammable or Combustible liquid in a portable container(s) on any property. Flammable or Combustible liquids shall be stored in accordance with the *Fire Code*.

4.7 REFUSE CONTAINERS

An owner of a building used for apartment, commercial, industrial or assembly occupancies shall provide refuse containers that are non-combustible and placed not less than five metres from any combustible construction or material or any unprotected Building openings and if the refuse container is stored in an enclosure, the enclosure shall be provided with a noncombustible top or ceiling.

4.8 SIGNAGE FOR COMBUSTIBLE LIQUIDS

Every owner and occupant of an area of land or a building where Combustible liquids are stored, received, or dispensed shall post "NO SMOKING" signs as described in the *Fire Code*.

4.9 CLEANING WITH COMBUSTIBLE LIQUIDS

No person shall use Flammable or Combustible liquids which could endanger life or property for the purposes of cleaning within any building.

4.10 FUEL TANKS

Each operator of a garage or service shall remove all fuel within the fuel tank of a vehicle located within a building prior to any adjustments or relocation of the fuel tank.

4.11 FIRE EXTINGUISHERS

The owner of a business shall provide and maintain in good working order at least one approved portable fire extinguisher, available and accessible for emergency use, which the fire extinguisher must comply with NFPA 10 and ULC standards.

4.12 SERVICE STATION ATTENDANTS

Each operator of a service station shall ensure that all service station attendants have successfully completed a fire safe training program prior to dispensing of any fuel.

4.13 OUTDOOR STORAGE OF TIRES

- a) Each owner of property on which tires are stored must store tires such that:
 - (i) the tires on that property do not exceed one accumulation with maximum dimensions of 6' high x 50' long x 15' wide, and
 - (ii) the accumulation of tires has open aisles wide enough to facilitate trenching and Fire Fighter access.

- b) Each owner of property on which tires are stored outdoors shall install a security fence around the property sufficient to prevent unauthorized entry.

5. OPEN AIR BURNING

5.1 OPEN AIR BURNING PROHIBITION

Except as specifically allowed under this Bylaw, no person shall light, ignite, start or burn any fire in the open air or in any portable incinerator, outdoor fireplace or other portable appliance or device in the open air for any purpose.

If this Section is not complied with, the owner of the premises must pay immediately, upon receipt of an invoice from the City, all fees for any attendance by the Department at the premises as calculated under Schedule G in the Fees & Charges Bylaw.

5.2 EXEMPTIONS TO OPEN AIR BURNING PROHIBITION

5.2.1 OUTDOOR GAS APPLIANCE

Fire pits, portable heaters and decorative fire tables are permitted provided that all of the following conditions are met:

- a. Fueled by natural gas or propane.
- b. Canadian Standards Association (CSA)/Underwriters Laboratories of Canada (ULC) approved.
- c. Used in accordance with listed manufacturer's instructions.
- d. In the absence of listed manufacture clearances, a minimum of 3 metres from combustibles shall be used.
- e. Used on private property only.

5.2.2 FIRE DEPARTMENT

Notwithstanding any other provision of this Bylaw, the Department may burn buildings, structures, or other materials for the purpose of training its personnel or for the purpose of elimination of hazards or any other purpose.

5.2.3 OUTDOOR COOKING

Notwithstanding Section 5.1, outdoor cooking of foods in approved barbecues or grills using propane, natural gas or charcoal is permitted.

5.2.4 A1 AGRICULTURAL

Notwithstanding Section 5.1, outdoor burning by lighting, igniting, starting or maintaining any outdoor fire of any kind within the City, during daylight hours, to allow orchard, berry, and vineyard pruning generated on site on properties zoned A1 Agricultural to be burnt is permitted, provided that a Burning Permit is obtained under Section 5.3.

5.2.5 CAMPFIRES

Notwithstanding Section 5.1, burning wood for ceremonial campfires is permitted if a Burning Permit is issued under Section 5.3.

5.3 BURNING PERMITS

- a) Council hereby delegates to the Fire Chief the power to issue or refuse to issue Burning Permits and to establish conditions and restrictions for Burning Permits (except that no Burning Permit for A1 Agricultural property shall be issued for a period of time exceeding 15 days). Without limitation, the Burning Permit may regulate:
 - (i) the location of a fire;
 - (ii) the dates and times a fire may be maintained;
 - (iii) the maximum area occupied by a fire;
 - (iv) the materials to be burned in a fire; and
 - (v) precautions to be taken in connection with the fire.
- b) The owner or occupier of a property may apply for a Burning Permit upon paying the permit fee specified in Schedule G in the Fees & Charges Bylaw. The fee is for inspection of a property to ensure all permit requirements are made. Signing of permit is made at that time.
- c) The holder of a Burning Permit shall comply with this Bylaw and other applicable bylaws and all terms and conditions set out in the Burning Permit.
- d) No person to whom a Burning Permit has been issued may burn trade waste, tires, animal carcasses, oil, tar, asphalt, shingles, battery boxes, plastic materials, or any similar material which may produce heavy black smoke, on or in any fire.
- e) Every holder of a Burning Permit shall place a competent person in charge of the fire at all times and shall provide that person with sufficient equipment to prevent the fire from getting beyond control or causing damage or becoming dangerous. A fire shall be considered out of control when it spreads beyond the boundaries of the parcel of land on which it was started, or threatens to do so, or when it endangers any person, building or property.
- f) At any time the Fire Chief may on account of hazardous fire conditions cancel or suspend a Burning Permit or may impose further conditions and restrictions.
- g) The Fire Chief may suspend or cancel a Burning Permit for the failure of the permit holder to comply with a term or condition of the Burning Permit or the failure of the permit holder to comply with this Bylaw.

6. FIREWORKS

6.1 FIREWORKS REGULATIONS

- a) No person may possess for purposes of re-sale or distribution, offer for sale, store, distribute or sell:
 - (i) Low Hazard Fireworks,
 - (ii) High Hazard Fireworks, or
 - (iii) Firecrackers.

- b) Subject to Subsections (6.2) and (6.3), no person shall possess for purposes of use, set off, explode or discharge:
 - (i) Low Hazard Fireworks,
 - (ii) High Hazard Fireworks, or
 - (iii) Firecrackers.

6.2 EXEMPTION TO FIREWORKS REGULATIONS

Subsection 6.1(b) does not apply if a person has received a Fireworks Permit from the Fire Chief to use, set off, explode or discharge any low hazard fireworks, high hazard fireworks or firecrackers for religious, ceremonial, celebratory or business related purposes.

The applicant for a Fireworks Permit must pay the permit fee specified in Schedule G in the Fees & Charges Bylaw. When issuing a Fireworks Permit, the Fire Chief may impose any and all conditions, which is deemed necessary to provide for the protection of persons and property. The person to whom a Fireworks Permit is issued is responsible for ensuring compliance with all provisions contained in the permit and this Bylaw.

6.3 FIREWORKS PERMIT REQUIREMENTS

Before a Fireworks Permit is issued, the registered owner of the property must be the applicant for the Permit or must have provided written consent to the applicant to seek such a permit.

6.4 LIGHTING OF FIREWORKS

No person shall point or direct a low hazard firework, a high hazard firework or a firecracker at any person, animal, structure, Vehicle or other object where the low hazard firework, high hazard firework or firecracker is in the process of being used, set off, exploded or detonated.

6.5 HIGH HAZARD AND MOVIE PYROTECHNICS FIREWORKS PERMITS

The Fire Chief may issue a Pyrotechnics Permit to light or explode high hazard fireworks or “movie pyrotechnics” to a person who is over the age of 18 years and who has a valid certification as required by the Department of Energy, Mines & Resources, Canada, Explosives Branch provided that the applicant pays the fee specified in Schedule G of the Fees & Charges Bylaw, and meets all the requirements of this Bylaw and first submits:

- a) a copy of the Explosive Resource Division Event Approval;
- b) a Fire Safety Plan in a form acceptable to the Fire Chief and a site plan, drawn to scale with the direction of firing, separation distances, position of ramps and mortars, any significant ground features, rights of way, buildings or structures, overhead obstructions, parking areas or spectator viewing areas, fallout zone, north arrow, traffic control plans and location of emergency vehicles;
- c) an event description, including a time schedule of the event, attendance estimates, lists of fireworks to be used, firing procedures, emergency response procedures and a list of crew Members; and

- d) proof acceptable to the Fire Chief that the applicant holds either a valid Supervisors Level 1 card or, for unconventional sites as defined by the Explosive Regulatory Division, a valid Supervisors Level 2 card, issued by the Explosive Regulatory Division, Department of Energy, Mines & Resources, Canada.

6.6 PYROTECHNICS PERMIT REQUIREMENTS

Every Pyrotechnics Permit must:

- a) specify the fireworks that the permit holder is authorized to light or explode;
- b) specify the day and the hours on which, and the description of the property or place where the fireworks may be discharged and used; and
- c) include a Fire Safety Plan specific to that permit.

6.7 APPLICANT REQUIREMENTS

Every holder of a Pyrotechnics Permit must:

- a) present the Pyrotechnics Permit to the seller of the high hazard fireworks;
- b) light or explode only those fireworks specified in the Pyrotechnics Permit;
- c) light or explode the fireworks only in accordance with the terms of the Pyrotechnics Permit;
- d) light or explode the fireworks only in accordance with the approved Fire Safety Plan;
- e) ensure that the fireworks are only lit or exploded under his or her direct supervision and responsibility; and
- f) ensure that the use, handling, discharge, sale, possession and storage of the Fireworks conforms in every aspect to the regulations made under the *Explosives Act of Canada*, the fireworks manual as published by the Explosives Branch of Canada, and this Bylaw.

6.8 FIRE PROTECTION AT MOVIE / TV PYROTECHNICS

Fire Protection required at a movie pyrotechnics display shall be an amount as approved by the Fire Chief or designate with consideration to the minimum staffing requirements as reviewed at the site for the appropriate life safety and emergency resource needs.

7. SECURING VACANT PREMISES

7.1 DUTY OF OWNER

Every owner of permanently vacant or unoccupied premises must ensure the premises is made and kept secure against unauthorized entry or occupation by one or more of the following methods as directed by the Department:

- a) affixing structural barriers to windows and other points of ingress using materials and installation effective to preclude entry;

- b) installing security fencing or other perimeter barriers;
- c) installing a security lighting system so long as such lighting does not impact any neighbouring properties; or
- d) employing security or guard patrols on a frequent and periodic basis.

7.2 **REQUIREMENT BY OFFICER**

If an Officer finds vacant or unoccupied premises, which are accessible, contrary to Section 7.1 the Officer may contact the owner of the premises and inform the owner that the premises must be secured against unauthorized entry.

7.3 NON-COMPLIANCE BY OWNER

If an owner fails to bring the premises into compliance with Section 7.1 within 24 hours of receiving notice to do so, the Officer may have the premises secured by a contractor who may board up or otherwise secure doors, windows and other points of entry into the premises in order to prevent fires.

7.4 ORDER FOR SECURITY

The owner of a fire-damaged building shall ensure that the premises are guarded or that all openings of the buildings are kept securely closed and fastened so as to prevent the entry of unauthorized persons. If the owner fails to provide the necessary security to the fire damaged building within a reasonable time, then the Fire Chief or designate may have the work performed at the expense of the owner.

7.5 PREMISE – BOARDING UP

If action is taken in default under Section 7.3 or 7.4 of this Bylaw, the City may recover the expenses in accordance with Schedule G in the Fees & Charges Bylaw.

7.6 ATTENDANCE AT VACANT OR UNOCCUPIED PREMISE

Every owner of a vacant or unoccupied premise in violation of Section 7 must pay immediately, upon receipt of an invoice from the City, all fees for inspections in accordance with Schedule G in the Fees & Charges Bylaw.

8. INSPECTION OF PREMISES

Pursuant to Section 16 of the *Community Charter*, City officials and employees may enter on property to inspect and determine whether all regulations, prohibitions and requirements are being met.

8.1 FAILURE TO PROVIDE ACCESS FOR FIRE INSPECTION

Where an owner or occupant has been notified of an inspection to be conducted under this Bylaw or any other enactment relating to fire safety, the owner or occupant must attend at the premises at the date and time specified in the notice to provide access for an inspection. If the owner or occupant does not attend on the inspection date, without explanation in advance, a fee will be charged for that inspection attempt and each additional inspection attempt required in accordance with Schedule G in the Fees & Charges Bylaw.

8.2 AUTHORIZATION TO ENTER

Every Officer may enter, at all reasonable times, on every property which is subject to this Bylaw, to:

- a) ascertain whether this Bylaw is being observed; and
- b) inspect premises for conditions which may cause a fire or increase the danger of a fire or increase the danger to persons or property.

8.3 OBSTRUCTION

No person shall obstruct or interfere with the Fire Chief or an Officer designated by the Fire Chief while they are carrying out any inspection pursuant to this Bylaw, the *Fire Code* or the *Fire Services Act*.

8.4 PROVISION OF INFORMATION

Every occupant of premises shall provide all information and shall render all assistance required by the Fire Chief or an Officer designated by the Fire Chief in connection with the inspection of such premises pursuant to this Bylaw, the *Fire Code* and the *Fire Services Act*.

8.5 FALSE INFORMATION

No person shall withhold or falsify any information required by the Fire Chief or an Officer designated by the Fire Chief or in connection with a permit issued under this Bylaw or refuse to assist in the carrying out of any inspection pursuant to this Bylaw, the *Fire Code* or the *Fire Services Act*.

9. FREQUENCY OF INSPECTIONS

9.1 TABLE OF OCCUPANCY & FREQUENCY OF INSPECTIONS

The Department shall conduct inspections of premises (or occupancies) at least as frequently as is set in Schedule A attached hereto and forming part of this Bylaw.

9.2 INSPECTION / RE-INSPECTION FEES

If there are any violations under the *Fire Code*, *Fire Services Act* or this Bylaw while performing an inspection as set out in Schedule A, an Officer will issue an order requesting the violation(s) be corrected within a defined time period and will advise of a return date for a re-inspection to ensure correction(s) is made. If the order for deficiencies has not been complied with upon the re-inspection, a fee will be charged for that re-inspection and each additional re-inspection if required in accordance with Schedule G in the Fees & Charges Bylaw.

10. REFERENCE REQUIREMENTS

10.1 OCCUPANCY REFERENCE REQUIREMENTS

The owner or occupant of a premises having either a fire alarm system or a sprinkler system, monitored or non-monitored, is required to establish contact persons by submitting on a form approved by the Fire Chief, yearly or when there is a change in contact persons, the names and phone numbers for three persons (“contact persons”) who will be available to attend, enter and secure the premises. The form, which can be obtained from the Department, must contain the written consent of the persons to act as contact persons.

10.2 FAILURE TO PROVIDE CONTACT PERSON INFORMATION

Failure to comply with the requirements in Section 10.1 will result in a fee being levied against the owner or occupant of the structure where the damage occurred, in accordance Schedule G in the Fees & Charges Bylaw, for any standby time at a premise where an alarm has resulted and the Department has attended and where a contact person has not attended within the required time as specified in Section 10.3.

10.3 RESPONSIBILITY OF CONTACT PERSONS

A contact person must attend all alarms within 45 minutes when requested by the Department and must attend and contact the Officer in Charge.

10.4 CHANGES TO DESIGNATED CONTACT PERSONS

Any changes to designated contact persons or their phone numbers during the current year must be submitted to the Department on the specified form as approved by the Fire Chief.

10.5 FULL ACCESS FOR CONTACT PERSONS

Contact persons must have full access to the building for which they have been designated as a contact person and be able to take control of the building on completion of the incident.

11. FIRE & EMERGENCY SERVICE ACCESS REQUIREMENTS

11.1 FIRE SAFETY PLAN REQUIREMENTS AND REVIEW

All buildings, sites, storage areas or other areas as required by the *Fire Code* shall have a Fire Safety Plan. Measures within a Fire Safety Plan shall conform to the *Fire Code* and shall be produced and submitted to the Department for review. All Fire Safety Plans shall be submitted in a manner that is acceptable to the Fire Chief. All owners or occupants of occupancies where a Fire Safety Plan is required shall review their Fire Safety Plans annually and submit updated plans to the Department for review. A fee will be charged for review of the Fire Safety Plan in accordance with Schedule G in the Fees & Charges Bylaw.

11.2 ADDRESSING OF OCCUPANCIES

Each owner of property, whether or not there is a building on the property, must ensure that the property is individually addressed with the address assigned by the City. An individual address must be placed on new or existing buildings or structures in such a position as to be plainly visible and legible from the street, road, fire lane, or other right of way or easement and at the front of the structure. If the property is vacant, the address must be as close as possible to the access entrance. The address must be conspicuous and legible from a distance of 15 metres and in accordance with the City's addressing procedures.

11.2.1 SIZING OF ADDRESSES

The letters or numbers of any addresses shall be a minimum of 5 inches in height and no less than ½" in a width stroke.

11.2.2 COLOUR OF ADDRESS LETTERING

The letters or numbers shall be of a colour in contrast with any background colour of the building.

11.3 LOCK BOX

All premises other than single family Dwelling units where a fire alarm system or an automatic fire sprinkler system, either monitored or unmonitored are installed, are required to have installed an approved flush mount lock box. The lock box format is to be in conformity with the Fire Protective Services lock box key. For confirmation and installation instructions of an approved type of lock box, an owner or occupant shall contact Port Coquitlam Fire & Emergency Services.

12. FIRE ALARM AND SPRINKLER SYSTEM ACTIVATION

12.1 MAINTENANCE OF FIRE ALARM AND SPRINKLER SYSTEMS

Each owner or occupier of buildings or premises shall ensure the fire alarm and sprinkler systems are maintained and tested in conformance with the *B.C. Fire Code* regulations.

12.2 RETAINMENT OF RECORDS

Records of service testing and maintenance of a fire alarm system or sprinkler system must be retained on site by the owner.

12.3 CORRECTION OF DEFICIENCIES

When the Department attends premises where a fire alarm system or a sprinkler system or call for emergency response is requested without proper cause, the occupier of the premises shall immediately correct the deficiencies to the fire alarm system and sprinkler system.

12.4 COST RECOVERY FOR FAILURE TO NOTIFY

The owner, occupant or lessee of any occupancy containing a fire sprinkler system or a fire alarm system shall be charged a fee in accordance with Schedule G in the Fees & Charges Bylaw for any false alarm activated following a failure to notify the Department prior to service, testing, repair, maintenance, adjustment or alterations, or installation of the system, which would result in an emergency response.

13. HYDRANTS, HOSES AND STANDPIPES

13.1 HYDRANTS

- a) No person shall install or permit any obstruction within one metre of a hydrant or standpipe system.
- b) No person may attach anything to a hydrant or standpipe system and unauthorized attachments may be removed by the Department.
- c) The owner of every building which is equipped with a sprinkler system shall install a fire hydrant within 45 metres of each Department connection to the sprinkler system.

- d) Excepting employees of the City acting within the scope of their duties, no person shall make use of standpipes or hydrants without first obtaining a permit from the City's Engineering and Operations Department.
- e) No person shall obstruct or impede access to a Fire Hydrant.

13.2 PRIVATE HYDRANTS

- a) Each owner of property on which a private hydrant is located must ensure that the private hydrant conforms to all standards set out in the *BC Building Code*.
- b) Each owner of a property on which a private hydrant is located shall not less than once a year have all components of the hydrant inspected, serviced and tested by a qualified technician and submit the results to the Department.
- c) Each owner of a property on which a private hydrant is located shall maintain the hydrant so that it is capable of providing the flow and pressure of water for which it was designed and the owner shall submit a copy of the service record(s) to the Department.
- d) During installation, servicing or repairs of a private hydrant or if the hydrant should be temporarily out of service or at the time of any other condition affecting fire safety, such as low water volumes or low water pressure, the owner of the property shall notify the Department in writing immediately.

13.3 FIRE HOSES

No person shall stand, walk on, or drive over a hose belonging to the Department or be within nine metres of a hose line.

14. EMERGENCY ACCESS

14.1 EMERGENCY ACCESS TO BUILDINGS

To allow for the access of emergency vehicles, each owner and occupier of property must ensure that access routes to buildings on that property are unobstructed at all times.

14.2 DURING CONSTRUCTION PHASES

Each owner and occupier of property on which construction is occurring must ensure that access routes are unobstructed and have a surface condition suitable for the access of emergency vehicles at all times.

14.3 SECURITY GATES

No person may install a gate across a fire lane or other assemblies used to secure primary or secondary access routes unless the installation has been approved by the Fire Chief prior to installation.

14.4 SIGNAGE

Each owner of property shall ensure that all access routes to buildings on that property have "NO PARKING - FIRE LANE" signs permanently posted at each entrance and at intervals not less than ten metres apart and along any designated turn around area.

15. FUEL DISPENSING STATIONS / UNDERGROUND TANKS

15.1 REGULATION

No person shall operate a fuel dispensing station or install any storage tank or pump, or measuring device, used or intended to be used, for the purpose of dispensing Flammable liquids or Combustible liquids unless that person has a Fuel Dispensing/Underground Tank Permit from the City.

- a) Council hereby delegates to the Fire Chief the power to issue or refuse to issue Fuel Dispensing/Underground Tank Permits and to establish conditions and restrictions for Fuel Dispensing/Underground Tank Permits.
- b) The owner or occupier of a property may apply for a Fuel Dispensing/Underground Tank installation or removal Permit upon paying the permit fee specified in Schedule G in the Fees & Charges Bylaw.

15.2 APPLICATION

Every person applying for a Fuel Dispensing/Underground Tank Permit shall:

- a) state the name, address and telephone number of the applicant and contractor;
- b) state the location of the proposed installation;
- c) provide two copies of specifications and scaled plans showing:
 - (i) the location of storage tanks in relation to adjacent tanks, buildings, fuel dispensing devices, property lines and fencing;
 - (ii) the location of all the major piping, valves, pumps and associated appurtenances;
 - (iii) the location of the fuel dispensing system;
 - (iv) the location of existing and proposed buildings;
 - (v) the size, capacity and use of the storage tanks to be installed;
 - (vi) the standard to which the storage tanks have been constructed;
 - (vii) the type and trade names of the pumps and measuring devices to be installed.
- d) The holder of a Fuel Dispensing/Underground Tank Permit holder shall comply with this Bylaw and other applicable bylaws and all terms and conditions set out in the Fuel Dispensing/Underground Tank Permit.
- e) At any time the Fire Chief may on account of hazardous fire conditions cancel or suspend a Fuel Dispensing/Underground Tank Permit or impose further conditions and restrictions.
- f) The Fire Chief may suspend or cancel a Fuel Dispensing/Underground Tank Permit for the failure of the permit holder to comply with a term or condition of the Fuel Dispensing/Underground Tank Permit or the failure of the permit holder to comply with this Bylaw.

15.3 AUTHORIZATION OF COVERAGE

No person shall cover any storage tank, associated piping or appurtenances without first obtaining written authorization from a Member of the Department.

15.4 REMOVAL OF UNDERGROUND STORAGE TANK(S)

No Person shall remove, abandon in place, dispose of or temporarily take out of service any underground storage tank without first obtaining a permit as specified in Section 15.

16. PERMITS

16.1 TIMELINE OF PERMITS

Any permit issued pursuant to this Bylaw authorizing work to be done shall be void and of no effect if the work is not commenced within the time stated within the permit.

16.2 LOCATION OF PERMIT

A permit issued pursuant to this Bylaw shall be valid only for the location for which the permit has been issued.

17. UNDERGROUND PARKING AREAS

17.1 STORAGE OF FLAMMABLE AND COMBUSTIBLE PRODUCTS

The owner of each property must not store flammable or combustible products in underground parkades unless they are contained in a room specifically designed for such storage.

17.2 ALTERATIONS - EXIT DOORS

No person shall alter any exit door from an underground parking area unless a member of the Department gives authorization for the alteration.

17.3 LOCKING DEVICES – EXIT DOORS

The owner of each building shall not install locking devices on any exit doors from an underground parking area except in accordance with the *BC Building Code*.

18. PENALTIES AND ENFORCEMENT

18.1 VIOLATION OF BYLAW

Every person who violates any provision of this Bylaw is guilty of an offense punishable on summary conviction and shall be liable to a fine of not less than \$500.00 and not more than \$10,000.00 or to imprisonment for not more than six months or both.

Each offence under the previous sections shall be deemed to be a continuing, new and separate offence for each day during which the offence continues.

18.2 MUNICIPAL TICKETS / BYLAW NOTICE

This Bylaw is enforceable by Municipal Ticket pursuant to the Ticket Information Utilization Bylaw or by Bylaw Notice pursuant to the Bylaw Notice Enforcement Bylaw.

18.3 POSTED NOTICE

No person shall remove, alter, or deface any notice posted pursuant to this Bylaw.

18.4 IMPERSONATION

No person shall falsely represent that he or she is a member of the Department.

18.5 ENTRY ON DEPARTMENT PROPERTY

No person shall enter on any premises occupied by the Department, without the permission of the Fire Chief or an Officer of the Department.

19. COST RECOVERY

a) Wherever this Bylaw imposes a requirement on a person that something be done, Council may, by resolution, direct that the person take the action and then provide written notice of the resolution to the person. If, after receiving written notice, the person does not take the action within the time permitted in the resolution, City staff may:

- (i) fulfill the requirement at the expense of the person, and
- (ii) recover the costs incurred from that person as a debt.

b) Any debt resulting from Section 19 a) may be recovered pursuant to S. 258 of the *Community Charter*.

20. SEVERABILITY OF PROVISIONS

If any section, subsection or clause of this Bylaw is declared or held to be invalid by a court of competent jurisdiction, then that invalid portion will be severed and the remainder of this Bylaw will be deemed to have been enacted and adopted without the invalid and severed section, subsection or clause.

21. REPEAL

That “Fire and Emergency Services Bylaw, 2006, No. 3562” be repealed.

Read a first time by the Municipal Council this 14th day of October, 2014.

Read a second time by the Municipal Council this 14th day of October, 2014.

Read a third time by the Municipal Council this 14th day of October, 2014.

Reconsidered, finally passed, and adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 9th day of March, 2015.

Mayor

Corporate Officer

Record of Amendments:

<i>Bylaw Amendment No.</i>	<i>Section</i>	<i>Date</i>
4025	Schedule A	2017-06-27
4182	Section 5.2.1	2020-06-09

Bylaw 3880

*Schedule A
Schedule A*

TABLE OF OCCUPANCY & FREQUENCY OF INSPECTIONS

Occupancy Class	Description	Sprinklered	Non-sprinklered
A-1	Assembly Occupancies Performing Arts	Every 24 months	Annually
A-2	Assembly Occupancies Art Galleries, Libraries, Courtrooms	Every 24 months	Annually
A-2	Assembly Occupancies Churches	Every 24 months	Annually
A-2	Assembly Occupancies Schools	Every 24 months	Annually
A-2	Assembly Occupancies Restaurants, Community Halls	Annually	Annually
A-3	Assembly Occupancies Arena, Swimming Pools	Annually	Annually
B-1	Institutional Occupancies, with detention or restricted facilities, Jails etc.	Every 24 months	Annually
B-2	Institutional Occupancies, Requiring special treatment - Hospitals	Annually	Every 6 Months
B-2	Institutional Occupancies, Requiring special treatment - Rest Homes, Group Homes	Annually	Every 6 Months
B-3	Institutional Occupancies, Assisted/ supportive Living Facilities, Group Homes, Nursing Homes without treatment	Annually (includes converted SFD)	Annually
C	Apartments, Hotels, Motels, Rooming Houses, Licenced Guest Houses	Every 24 months	Annually
D	Business Occupancies and Professional Services, Banks, Offices	Every 24 months	Every 24 months
E	Mercantile Occupancies, Retailers	Every 24 months	Every 24 months
F-1	Occupancies with High Hazard and Flammable Materials	Annually	Annually
F-2	Industrial with Medium Hazard Content	Every 24 months	Annually
F-3	Industrial Occupancies with Low Hazard	Every 24 months	Annually

CITY OF PORT COQUITLAM
FEES & CHARGES AMENDMENT BYLAW, 2025

Bylaw No. 4400

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as "Fees and Charges Bylaw, 2024, No. 4390, Amendment Bylaw, 2025, No. 4400.

2. ADMINISTRATION

The "Fees and Charges Bylaw, 2024, No. 4390", is amended by replacing the existing Schedule "G" for "Fire and Emergency Services Bylaw No. 3880", with Schedule "G" for "Fire and Emergency Services Bylaw No. 4385", attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025
ADOPTION TIME this	day of	, 2025

Mayor

Corporate Officer

**SCHEDULE “G”
FIRE AND EMERGENCY SERVICES
FEES & CHARGES**

This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Fire and Emergency Services Bylaw

FIRE AND EMERGENCY SERVICES BYLAW NO. 4385

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Vacant and Fire-Damaged Property	4.4.1	Actual cost. An administration fee of 15% will be added.
Post-Incident Watch	4.4.2	Actual cost. An administration fee of 15% will be added.
Demolition	4.5.3	Actual cost. An administration fee of 15% will be added.
Dangerous Goods Disposal	4.7.1	Actual cost. An administration fee of 15% will be added.
Fire Protection System Maintenance	5.3.2	Actual cost. An administration fee of 15% will be added.
Functional Demonstration of Alternative Solution	5.8.1	\$150
Technical Assistance	5.9.1	Actual cost. An administration fee of 15% will be added.
Construction Fire Safety Plan Review	5.11.1	\$200
Fire Safety Plan Review	5.12.2	\$200
Failure to Provide Current Contact Information	5.13	Cost for response. (Note 2) An administration fee of 15% will be added.
Open Air Burning Permit	6.6	\$50
Open Air Burning Prohibition	6.6	Cost for response. (Note 2) An administration fee of 15% will be added.
Removal of Fire Risk	6.9.1	Actual cost. An administration fee of 15% will be added.
Fireworks Permit	6.11	\$30
Fuel Dispensing / Underground Tank Permit	6.12	\$200
Failure to Obtain Permit for Underground Storage Tank Installation or Removal	6.12	\$500
Inspection Request	8.2.1	\$150

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Re-inspection	8.2.2	\$150 for first occurrence; \$300 for second occurrence; and \$400 for third and subsequent occurrences.
Fire Investigation Fee Cost Recovery (where damage exceeds \$5000)	8.3	\$750 per fire investigation invoiced to the owner/insurance company.
Contamination and Replacement of Equipment	8.5	Actual cost of replacement. An administration fee of 15% will be added.
Extraordinary Charges	8.6	Actual cost. An administration fee of 15% will be added.
Development Review Fees	8.7	
Event Review Approval Inspection	8.9.2	\$150
Filming Special Effects and Pyrotechnics	8.10.2	\$250
Failure to Notify of Testing, Repair, Maintenance, Adjustment, or Alteration of Alarm System	8.11.2	\$500
False Alarms and Nuisance Alarms	8.12.1	\$0 for first false alarm; \$150 for second false alarm; \$250 for third false alarm; \$400 for fourth false alarm; \$600 for fifth false alarm; \$900 for sixth and subsequent false alarms.
Serving and Compliance with Order	10.5.3	\$150 for first occurrence; \$300 for second occurrence; and \$400 for third and subsequent occurrences.
Compensation to Municipality	10.7	Actual cost. An administration fee of 15% will be added.

Note:

1. Any fees remaining unpaid at December 31st will be added to and form part of the taxes payable on the real property as tax in arrears.
2. Costs for response: Quint(s) - \$1,315 per hour/unit/incident; Engine(s) - \$855 per hour/unit/incident; Rescue(s) - \$776 per hour/unit/incident; Command unit(s) - \$310 per hour/unit/incident; Fire Prevention Officer(s) - \$200 per hour/person/incident

CITY OF PORT COQUITLAM

BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW, 2025

Bylaw No. 4398

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as "Bylaw Notice Enforcement Bylaw, 2013, No. 3814, Amendment Bylaw, 2025, No. 4398".

2. AMENDMENTS

The "Bylaw Notice Enforcement Bylaw, 2013, No. 3814", is amended by replacing the existing Schedule "A" for "Fire and Emergency Services Bylaw No. 3880", with Schedule "A" for "Fire and Emergency Services Bylaw No. 4385", attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025
ADOPTION TIME this	day of	, 2025

Mayor

Corporate Officer

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW
Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Obstruct member	4.3.1(a)	500	N/A	500	N/A
Enter incident area	4.3.1 (b)	500	N/A	500	N/A
Drive over fire hose	4.3.1 (c)	500	N/A	500	N/A
Impersonate member	4.3.1(d)	500	N/A	500	N/A
Fail to secure vacant/damaged building	4.4.1	500	N/A	500	N/A
Tamper with fire protection equipment	4.8.1(a)	500	N/A	500	N/A
Reset fire alarm system without authorization	4.8.1 (b)	500	N/A	500	N/A
Fail to comply with order	5.3.1	500	N/A	500	N/A
Fail to have inspection by certified fire protection technician	5.3.3(a)	500	N/A	500	N/A
Fail to have fire protection equipment tagged	5.3.3(b)	500	N/A	500	N/A
Falsify records	5.4.1	500	N/A	500	N/A
Fail to evacuate	5.5.1	500	N/A	500	N/A
Fail to have fire watch	5.6.1	500	N/A	500	N/A
Fail to comply with fire watch requirements	5.6.2	500	N/A	500	N/A
Fail to notify fire department	5.6.3	500	N/A	500	N/A
Fail to submit construction fire safety plan	5.11.1	500	N/A	500	N/A
Fail to submit construction fire safety plan updates	5.11.3	500	N/A	500	N/A
Fail to submit fire safety plan	5.12.1	500	N/A	500	N/A
Fail to submit pre-incident plan	5.12.2(b)	500	N/A	500	N/A
Fail to provide contact information	5.13.1(a)	500	N/A	500	N/A
Fail to attend in 45 minutes	5.13.1(e)	500	N/A	500	N/A
Fail to secure premises	5.13.1(f)	500	N/A	500	N/A
Fail to obtain operating permit	5.14.1	500	N/A	500	N/A
Fail to post operating permit	5.14.3	500	N/A	500	N/A
Cause fire hazard	6.1.2	500	N/A	500	N/A

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW CONT’D
Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Unsafe disposal of hazardous substance	6.2.1(a)	500	N/A	500	N/A
Unauthorized disposal of hazardous materials	6.2.1(b)	500	N/A	500	N/A
Unsafe disposal of smoking equipment	6.2.1(c)	500	N/A	500	N/A
Unsafe disposal of yard waste	6.2.1(d)	500	N/A	500	N/A
Fail to comply with container requirements	6.3.1	500	N/A	500	N/A
Combustible waste near building	6.4.1	500	N/A	500	N/A
Fail to report potential explosion/hazardous materials spill	6.5.1	500	N/A	500	N/A
Start open air fire	6.6.1(a)	500	N/A	500	N/A
Burn land for clearing	6.6.1(b)	500	N/A	500	N/A
Unpermitted cooking fire	6.6.1(c)	500	N/A	500	N/A
Failure to display burning permit	6.6.2(b)	500	N/A	500	N/A
Fail to comply with propane appliance requirements	6.6.2(d)	500	N/A	500	N/A
Fail to obtain permit for propane appliance on city property	6.6.2(f)	500	N/A	500	N/A
Tamper with fire ban sign	6.7.3(a)	500	N/A	500	N/A
Violate fire ban order	6.7.3(b)	500	N/A	500	N/A
Fail to comply with order	6.9.1	500	N/A	500	N/A
Enter forest contrary to order	6.9.2	500	N/A	500	N/A
Fail to provide entry	6.10.1	500	N/A	500	N/A
Sell low hazard fireworks	6.11.1(a)	500	N/A	500	N/A
Sell high hazard fireworks	6.11.1(b)	500	N/A	500	N/A
Sell firecrackers	6.11.1(c)	500	N/A	500	N/A
Set off low hazard fireworks without a permit	6.11.2(a)	500	N/A	500	N/A
Set off high hazard fireworks without a permit	6.11.2(b)	500	N/A	500	N/A
Set off firecrackers without a permit	6.11.2(c)	500	N/A	500	N/A

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW CONT’D
Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Fail to supervise	6.11.4	500	N/A	500	N/A
Light fireworks contrary to permit	6.11.5	500	N/A	500	N/A
Fail to discharge fireworks at the civic address of permit	6.11.7	500	N/A	500	N/A
Fail to ensure lawful handing of fireworks	6.11.8(d)	500	N/A	500	N/A
Discharge fireworks in a public place	6.11.8(e)	500	N/A	500	N/A
Unpermitted fuel tank	6.12.1	500	N/A	500	N/A
Fire Code Violation	7.1.3	500	N/A	500	N/A
Fail to keep access routes clear	7.2.1(a)	500	N/A	500	N/A
Fail to maintain access routes in compliance with fire code	7.2.1(b)	500	N/A	500	N/A
Fail to post fire lane sign	7.2.1(c)	500	N/A	500	N/A
Fail to provide directional signage	7.2.1(d)	500	N/A	500	N/A
Fail to provide signage on exterior doors for mechanical and electrical rooms	7.2.1(e)	500	N/A	500	N/A
Fail to keep corridors free of obstructions	7.2.1(f)	500	N/A	500	N/A
Fail to use addressing assigned by the city	7.3.1	500	N/A	500	N/A
Fail to provide addressing visible by the street	7.3.2	500	N/A	500	N/A
Fail to provide address for vacant property	7.3.3	500	N/A	500	N/A
Fail to provide legible addressing	7.3.4	500	N/A	500	N/A
Fail to provide addressing that is minimum 5 inches	7.3.5	500	N/A	500	N/A
Fail to provide addressing of a colour in contrast	7.3.6	500	N/A	500	N/A
Fail to maintain fire department lock box	7.4.1	500	N/A	500	N/A

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW
Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Fail to keep fire door closed	7.5.1	500	N/A	500	N/A
Fail to have sign on fire door	7.5.2	500	N/A	500	N/A
Exit sign not consistent with current fire code	7.6.1	500	N/A	500	N/A
Storage in exit system area	7.7.1	500	N/A	500	N/A
Failure to install fire alarm annunciator panel on exterior of building	7.8.1	500	N/A	500	N/A
Fail to obtain certificate for installation of monitored fire alarm system	7.9.1	500	N/A	500	N/A
Failure to notify fire alarm monitoring was cancelled or changed	7.9.2	500	N/A	500	N/A
Failure to provide hydraulic data plate information	7.10.1	500	N/A	500	N/A
Failure to follow fire department connection requirements	7.11.2	500	N/A	500	N/A
Fail to maintain fire hydrant	7.12.1	500	N/A	500	N/A
Take water without authorization	7.12.2	500	N/A	500	N/A
Fail to maintain fire pump	7.12.4	500	N/A	500	N/A
Fail to comply with private fire hydrant requirements	7.12.6	500	N/A	500	N/A
Fail to install, inspect and maintain special fire suppression system	7.13.1	500	N/A	500	N/A
Fail to install fire suppression system for commercial cooking equipment	7.14.1	500	N/A	500	N/A
Fail to inspection and maintain fire suppression system for commercial cooking equipment	7.14.2	500	N/A	500	N/A
Failure to provide permanent access ladder	7.14.3	500	N/A	500	N/A
Fail to install radio amplification system	7.15.1	500	N/A	500	N/A

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW CONT’D
Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
No signage installed in enclosed storage garage	7.16.2	500	N/A	500	N/A
Solid door on enclosed storage garage	7.16.5	500	N/A	500	N/A
Store combustible materials in storage garage or underground storage garage	7.16.6(a)	500	N/A	500	N/A
Storage impeding firefighting access	7.16.6(b)	500	N/A	500	N/A
Have storage unit in storage garage	7.16.6(c)	500	N/A	500	N/A
Storage in common area of storage garage	7.16.6(d)	500	N/A	500	N/A
Storage in portable storage container in common area of storage garage	7.16.6(e)	500	N/A	500	N/A
Fail to have required contact information on shipping container	7.17.1(a)	500	N/A	500	N/A
Fail to identify shipping container in fire safety plan	7.17.1(b)	500	N/A	500	N/A
Fail to have required sign on shipping container	7.17.1(c)	500	N/A	500	N/A
Store flammable liquids or compressed gas in shipping container	7.17.2	500	N/A	500	N/A
Electrical installations in shipping container	7.17.3	500	N/A	500	N/A
Shipping container being used as workshop, office or any room	7.17.4	500	N/A	500	N/A
Decommission fire hydrant without authorization	7.18.3	500	N/A	500	N/A
Fail to notify of fire hydrant conditions	7.18.4	500	N/A	500	N/A
Fail to maintain access route	7.18.5	500	N/A	500	N/A
Fail to follow fire safety plan requirements	7.18.6(a)	500	N/A	500	N/A

SCHEDULE “A” FOR BYLAW NOTICE ENFORCEMENT BYLAW CONT’D

Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Fail to follow adjacent building report requirements	7.18.6(b)	500	N/A	500	N/A
Fail to install water supply	7.18.6(c)	500	N/A	500	N/A
New fire hydrant fails to meet requirements	7.19.3	500	N/A	500	N/A
Storage of more than 25L in residential occupancy	7.20.1	500	N/A	500	N/A
Handle flammable and combustible liquids contrary to fire code	7.20.2	500	N/A	500	N/A
Fail to obtain permit for spray booth/room	7.21.1	500	N/A	500	N/A
Fail to obtain mobile food vendor inspection	7.22.1(a)	500	N/A	500	N/A
Mobile food vendor fail to comply with commercial cooking equipment requirements	7.22.1(b)	500	N/A	500	N/A
Fail to have required aisle width at special event	7.23.1(b)	500	N/A	500	N/A
Fail to have required line of travel at special event	7.23.1(c)	500	N/A	500	N/A
Access to exit blocked at special event	7.23.1(d)	500	N/A	500	N/A
Fail to obtain inspection for special event	7.23.1(e)	500	N/A	500	N/A
Fail to comply with requirements for motor vehicle display	7.23.2	500	N/A	500	N/A
Fail to submit integrated testing plan	7.24.1	500	N/A	500	N/A
Fail to conduct integrated test before occupancy	7.24.2	500	N/A	500	N/A
Fail to conduct integrated test after one year	7.24.3	500	N/A	500	N/A
Fail to conduct integrated test every 5 years	7.24.4	500	N/A	500	N/A

SCHEDULE "A" FOR BYLAW NOTICE ENFORCEMENT BYLAW CONT'D

Designated Bylaw Contraventions and Penalties

Fire and Emergency Services Bylaw No. 4385

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (after 90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Fail to keep records for integrated test on site	7.24.5	500	N/A	500	N/A
Fail to give functional demonstration of integrated test	7.24.7	500	N/A	500	N/A
Exceed occupant load	8.8.1	500	N/A	500	N/A
Fail to post occupant load	8.8.2	500	N/A	500	N/A
Fail to provide fire protection for special effects	8.10.1	500	N/A	500	N/A
Fail to extinguish fire	10.7.2	500	N/A	500	N/A
Obstruction	10.9.1	500	N/A	500	N/A

CITY OF PORT COQUITLAM

TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2025

Bylaw No. 4399

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as "Ticket Information Utilization Bylaw, 1992, No. 2743, Amendment Bylaw, 2025, No. 4399".

2. AMENDMENTS

The "Ticket Information Utilization Bylaw, 1992, No. 2743", is amended by replacing the existing Schedule "B" for "Fire and Emergency Services Bylaw, 2006, No. 3880", with Schedule "B" for "Fire and Emergency Services Bylaw, 2025, No. 9385", attached hereto and forming part of this Bylaw.

READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

READ A THIRD TIME this _____ day of _____, 2025

Mayor

Corporate Officer

SCHEDULE “B” TO MUNICIPAL TICKET INFORMATION UTILIZATION BYLAW

Fire and Emergency Services Bylaw No. 4395		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$ or ‘PENALTY AMOUNT’ ?
Obstruct member	4.3.1(a)	1000
Enter incident area	4.3.1(b)	1000
Drive over fire hose	4.3.1(c)	1000
Impersonate member	4.3.1(d)	1000
Fail to secure vacant/damaged building	4.4.1	1000
Tamper with fire protection equipment	4.8.1(a)	1000
Reset fire alarm system without authorization	4.8.1(b)	1000
Fail to comply with order	5.3.1	1000
Fail to have inspection by certified fire protection technician	5.3.3(a)	1000
Fail to have fire protection equipment tagged	5.3.3(b)	1000
Falsify records	5.4.1	1000
Fail to evacuate	5.5.1	1000
Fail to have fire watch	5.6.1	1000
Fail to comply with fire watch requirements	5.6.2	1000
Fail to notify fire department	5.6.3	1000
Fail to submit construction fire safety plan	5.11.1	1000
Fail to submit construction fire safety plan updates	5.11.3	1000
Fail to submit fire safety plan	5.12.1	1000
Fail to submit pre-incident plan	5.12.2(b)	1000
Fail to provide contact information	5.13.1(a)	1000
Fail to attend in 45 minutes	5.13.1(e)	1000
Fail to secure premises	5.13.1(f)	1000
Fail to obtain operating permit	5.14.1	1000
Fail to post operating permit	5.14.3	1000
Cause fire hazard	6.1.2	1000
Unsafe disposal of hazardous substance	6.2.1(a)	1000
Unauthorized disposal of hazardous materials	6.2.1(b)	1000
Unsafe disposal of smoking equipment	6.2.1(c)	1000
Unsafe disposal of yard waste	6.2.1(d)	1000
Fail to comply with container requirements	6.3.1	1000
Combustible waste near building	6.4.1	1000
Fail to report potential explosion/hazardous materials spill	6.5.1	1000

SCHEDULE “B” TO MUNICIPAL TICKET INFORMATION UTILIZATION BYLAW CONT’D

Fire and Emergency Services Bylaw No. 4395		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$ or ‘PENALTY AMOUNT’ ?
Start open air fire	6.6.1(a)	1000
Burn land for clearing	6.6.1(b)	1000
Unpermitted cooking fire	6.6.1(c)	1000
Failure to display burning permit	6.6.2(b)	1000
Fail to comply with propane appliance requirements	6.6.2(d)	1000
Fail to obtain permit for propane appliance on city property	6.6.2(f)	1000
Tamper with fire ban sign	6.7.3(a)	1000
Violate fire ban order	6.7.3(b)	1000
Fail to comply with order	6.9.1	1000
Enter forest contrary to order	6.9.2	1000
Fail to provide entry	6.10.1	1000
Sell low hazard fireworks	6.11.1(a)	1000
Sell high hazard fireworks	6.11.1(b)	1000
Sell firecrackers	6.11.1(c)	1000
Set off low hazard fireworks without a permit	6.11.2(a)	1000
Set off high hazard fireworks without a permit	6.11.2(b)	1000
Set off firecrackers without a permit	6.11.2(c)	1000
Fail to supervise	6.11.4	1000
Light fireworks contrary to permit	6.11.5	1000
Fail to discharge fireworks at the civic address of permit	6.11.7	1000
Fail to ensure lawful handing of fireworks	6.11.8(d)	1000
Discharge fireworks in a public place	6.11.8(e)	1000
Unpermitted fuel tank	6.12.1	1000
Fail to keep access routes clear	7.2.1(a)	1000
Fail to maintain access routes in compliance with fire code	7.2.1(b)	1000
Fail to post fire lane sign	7.2.1(c)	1000
Fail to provide directional signage	7.2.1(d)	1000
Fail to provide signage on exterior doors for mechanical and electrical rooms	7.2.1(e)	1000
Fail to keep corridors free of obstructions	7.2.1(f)	1000
Fail to use addressed assigned by the city	7.3.1	1000

SCHEDULE “B” TO MUNICIPAL TICKET INFORMATION UTILIZATION BYLAW CONT’D

Fire and Emergency Services Bylaw No. 4395		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$ or ‘PENALTY AMOUNT’ ?
Fail to provide addressing visible by the street	7.3.2	1000
Fail to provide address for vacant property	7.3.3	1000
Fail to provide legible addressing	7.3.4	1000
Fail to provide addressing that is minimum 5 inches	7.3.5	1000
Fail to provide addressing of a colour in contrast	7.3.6	1000
Fail to maintain fire department lock box	7.4.1	1000
Fail to keep fire door closed	7.5.1	1000
Fail to have sign on fire door	7.5.2	1000
Exit sign not consistent with current fire code	7.6.1	1000
Storage in exit system area	7.7.1	1000
Failure to install fire alarm annunciator panel on exterior of building	7.8.1	1000
Fail to obtain certificate for installation of monitored fire alarm system	7.9.1	1000
Failure to notify fire alarm monitoring was cancelled or changed	7.9.2	1000
Failure to provide hydraulic data plate information	7.10.1	1000
Failure to follow fire department connection requirements	7.11.2	1000
Fail to maintain fire hydrant	7.12.1	1000
Take water without authorization	7.12.2	1000
Fail to maintain fire pump	7.12.4	1000
Fail to comply with private fire hydrant requirements	7.12.6	1000
Fail to install, inspect and maintain special fire suppression system	7.13.1	1000
Fail to install fire suppression system for commercial cooking equipment	7.14.1	1000
Fail to inspection and maintain fire suppression system for commercial cooking equipment	7.14.2	1000
Failure to provide permanent access ladder	7.14.3	1000
Fail to install radio amplification system	7.15.1	1000
No signage installed in enclosed storage garage	7.16.2	1000
Solid door on enclosed storage garage	7.16.5	1000

SCHEDULE “B” TO MUNICIPAL TICKET INFORMATION UTILIZATION BYLAW CONT’D

Fire and Emergency Services Bylaw No. 4395		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$ or ‘PENALTY AMOUNT’ ?
Store combustible materials in storage garage or underground storage garage	7.16.6(a)	1000
Storage impeding firefighting access	7.16.6(b)	1000
Have storage unit in storage garage	7.16.6(c)	1000
Storage in common area of storage garage	7.16.6(d)	1000
Storage in portable storage container in common area of storage garage	7.16.6(e)	1000
Fail to have required contact information on shipping container	7.17.1(a)	1000
Fail to identify shipping container in fire safety plan	7.17.1(b)	1000
Fail to have required sign on shipping container	7.17.1(c)	1000
Store flammable liquids or compressed gas in shipping container	7.17.2	1000
Electrical installations in shipping container	7.17.3	1000
Shipping container being used as workshop, office or any room	7.17.4	1000
Decommission fire hydrant without authorization	7.18.3	1000
Fail to notify of fire hydrant conditions	7.18.4	1000
Fail to maintain access route	7.18.5	1000
Fail to follow fire safety plan requirements	7.18.6(a)	1000
Fail to follow adjacent building report requirements	7.18.6(b)	1000
Fail to install water supply	7.18.6(c)	1000
New fire hydrant fails to meet requirements	7.19.3	1000
Storage of more than 25L in residential occupancy	7.20.1	1000
Handle flammable and combustible liquids contrary to fire code	7.20.2	1000
Fail to obtain permit for spray booth/room	7.21.1	1000
Fail to obtain mobile food vendor inspection	7.22.1(a)	1000
Mobile food vendor fail to comply with commercial cooking equipment requirements	7.22.1(b)	1000
Fail to have required aisle width at special event	7.23.1(b)	1000
Fail to have required line of travel at special event	7.23.1(c)	1000

SCHEDULE “B” TO MUNICIPAL TICKET INFORMATION UTILIZATION BYLAW CONT’D

Fire and Emergency Services Bylaw No. 4395		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$ or ‘PENALTY AMOUNT’ ?
Access to exit blocked at special event	7.23.1(d)	1000
Fail to obtain inspection for special event	7.23.1(e)	1000
Fail to comply with requirements for motor vehicle display	7.23.2	1000
Fail to submit integrated testing plan	7.24.1	1000
Fail to conduct integrated test before occupancy	7.24.2	1000
Fail to conduct integrated test after one year	7.24.3	1000
Fail to conduct integrated test every 5 years	7.24.4	1000
Fail to keep records for integrated test on site	7.24.5	1000
Fail to give functional demonstration of integrated test	7.24.7	1000
Exceed occupant load	8.8.1	1000
Fail to post occupant load	8.8.2	1000
Fail to provide fire protection for special effects	8.10.1	1000
Fail to extinguish fire	10.7.2	1000
Obstruction	10.9.1	1000