

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:

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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