



# ***THE CORPORATION OF THE CITY OF PORT COQUITLAM***

## **BYLAW NO. 3880**

*A Bylaw to provide for Fire Protection matters within the City*

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*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 14<sup>th</sup> day of October, 2014.*

*Read a second time by the Municipal Council this 14<sup>th</sup> day of October, 2014.*

*Read a third time by the Municipal Council this 14<sup>th</sup> day of October, 2014.*

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

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*Mayor*

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*Corporate Officer*

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*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**

<b>Occupancy Class</b>	<b>Description</b>	<b>Sprinklered</b>	<b>Non-sprinklered</b>
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