

Town of Creston

Bylaw No. 1774

A bylaw to continue the fire department, regulate fire prevention and provide for the protection of life and property.

WHEREAS the Council of the Town of Creston has established a fire department known as the Creston Fire & Rescue Service for the purpose of providing a municipal fire protection service, and wishes to continue the operation of the fire department under the authority of this bylaw;

NOW THEREFORE the Council of the Town of Creston, in open meeting assembled, enacts as follows:

Part 1 Citation

1.1 This bylaw shall be known and cited for all purposes as “Fire Services Bylaw No. 1774, 2011”

Part 2 Definitions

2.1 In *this bylaw*, unless the context otherwise requires,

“alarm system” means a *fire alarm system* or a *security alarm system*;

“ASTTBC” means the Applied Science Technologists and Technicians of BC, a self-governing, professional association incorporated under the Applied Science Technologists and Technicians Act;

“apparatus” means any vehicle provided with machinery, devices, equipment or materials designed or intended for use in *fire protection* and *assistance response*, including vehicles used to transport fire fighters and supplies;

“assistance response” means the initial response and emergency aid, other than *fire protection*, provided by the *fire department* at an *incident* (as defined in *this bylaw*);

“authority having jurisdiction” means the *Fire Chief*, a *Local Assistant* and any other person authorized by the *Fire Chief* to exercise some or all of a *Local Assistant’s* power;

“British Columbia Building Code” and **“BC Building Code”** means the Provincial building code established by the British Columbia Building Code Regulation enacted under the *Local Government Act*;

“British Columbia Fire Code” and **“BC Fire Code”** means the Schedule to the British Columbia Fire Code Regulation enacted under the *Fire Services Act*;

“building” means any structure used or intended to be used for supporting or sheltering any use or *occupancy*;

“Bylaw Enforcement Officer” means the person appointed by *Council* as the Bylaw Enforcement Officer for the Town of Creston and for the purposes of *this bylaw* also includes the *Fire Chief* and *Deputy Fire Chief*;

“Bylaw Notice” means a notice issued under *this bylaw* to a person that has failed to comply with the regulations, prohibitions and requirements of *this bylaw* and that the person must comply within a certain period of time and meet certain conditions;

“costs” in the context of costs recovered by the *fire department* under *this bylaw*, means costs as defined in the *Fees and Charges Bylaw*.

“Council” means the elected Council of the Town of Creston;

“Deputy Fire Chief” means a person authorized to act for the *Fire Chief* on his or her behalf or in his or her absence;

“excessive false alarms” mean three or more *false alarms* originating from one *alarm system* and responded to by *protective services* in any twelve month period of time;

“exposure fire” means a fire that

- (a) is the result of heat radiation, heat convection or direct flame contact from a fire that is proximate to the *exposure fire*; and
- (b) affects a person, object, thing or structure;

“false alarm” means the activation, whether caused by human error, equipment testing, intentional act or a malfunction of the system attributed to improper installation or lack of maintenance, of a *alarm system* resulting in a response by *protective services* or otherwise on behalf of the *municipality* during which the responders find no evidence of fire, fire damage, smoke, criminal activity, unauthorized entry or other emergency requiring a response by *protective services*;

“fee” and **“fees”** means the fees and charges prescribed by the *Fees and Charges Bylaw*;

“Fees and Charges Bylaw” means the Fees and Charges Bylaw in force from time to time and adopted by the *Council* under section 194 of the *Community Charter* or similar successor legislation;

“fire alarm system” means one or more devices and other interconnecting parts of a system installed on or in real property and designed to warn *protective services* of a fire by activating an audible alarm signal and / or alerting a monitoring facility, but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;

“Fire Chief” means a person appointed by *Council* to serve as Chief of the *fire department*;

“fire department” means Creston Fire & Rescue Services, a department of the Town of Creston;

“fire department equipment” means any tools, contrivances, devices, hoses, or materials used by the *fire department*.

“fire protection” means all aspects of fire safety and includes,

- (a) fire prevention,
- (b) fire fighting,
- (c) fire suppression,
- (d) *BC Fire Code*, fire hazard and fire safety inspections, including inspections required by the *Fire Services Act* and *this bylaw*,
- (e) pre-fire planning,
- (f) fire investigation,
- (g) inspecting, monitoring and advising on *hazardous materials* storage and handling,
- (h) public education and information in relation to fire safety and prevention,
- (i) training, advising and other development of *Members* in relation to the activities listed as (a) to (i) in this definition;

“fire protection equipment” means but is not limited to *fire alarm systems*, automatic sprinkler systems, special fire extinguishing systems, portable fire extinguishers, standpipe and hose systems, fixed pipe fire suppression systems in commercial kitchen exhaust systems, and emergency lighting and power installations;

“fire protection service area” means the area of the jurisdiction of the *fire department* as defined in section 4.0 of *this bylaw*;

“fire protection technician” means a person certified by *ASTTBC* to inspect and test *fire protection equipment* or systems;

“hazardous materials” has the same meaning as “dangerous goods”, as defined in the *Transportation of Dangerous Goods Act (Canada)*, i.e. “a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule to that Act”: (For illustrative purposes only, the current Schedule to that Act has been reproduced in Appendix 1 attached to *this bylaw*.)

“hotel” includes

- (a) an apartment building,
- (b) a residential condominium building that has:
 - i. 2 or more levels of strata lots as defined in the *Strata Property Act*, and
 - ii. One or more corridors that are common property as defined in the *Strata Property Act*, and
- (c) A boarding house, lodging house, club or any other building, where lodging is provided, except a private dwelling;

“incident”

- (a) means a fire or explosion or a situation in which a fire, explosion or life threatening condition is imminent, and
- (b) includes, without limitation, any one or more of the following situations in which harm to persons or property may arise:
 - i. an accident involving a motor vehicle, train or other circumstance;
 - ii. a medical or other emergency;
 - iii. a circumstance on land or water requiring a rescue operation;
 - iv. a danger arising from hazardous situations or escape of *hazardous materials*;
 - v. an earthquake or other natural disaster;
 - vi. an act of terrorism;

“Local Assistant” means a Local Assistant as defined in the *Fire Services Act*,

“Member” means any person appointed by the *Fire Chief* as an employee of the *fire department*, whether paid or volunteer, and includes the *Fire Chief*,

“municipality” means the body incorporated as the Town of Creston and the Town’s territorial jurisdiction, according to its context in *this bylaw*;

“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 the *British Columbia Building Code*;

“Occupier” includes an *Owner*, tenant, lessee, agent, and any other person who has the care, control and the right of access to real property or a *building*;

“Officer” means a *Member* of the *fire department* appointed by the *Fire Chief* and given specific authority to assist the *Fire Chief* in his or her duties;

“order” means taking a remedial action, giving an approval, making a decision or a determination, issuing a *permit* or exercising a discretion under *this bylaw* and/or the *BC Fire Code* by the *Fire Chief*, an *authority having jurisdiction* or a *Member*.

“Owner” has the same meaning as in the *Community Charter*;

“Peace Officer” means, for the purposes of *this bylaw* only, a person employed as the *Fire Chief* of the *municipality* or appointed as a *Local Assistant* to the Fire Commissioner for the *municipality*, any person employed or appointed by the *municipality* as a *Bylaw Enforcement Officer*, a member of the Royal Canadian Mounted Police or any municipal police officer;

“permit” means a document issued by the *Fire Chief*, *Officer* or person(s) authorized by the *Fire Chief*, to approve a person to carry out a procedure or undertaking described in the permit;

“**police**” means the detachment of the Royal Canadian Mounted Police providing police services to the Town of Creston;

“**premises**” means *hotel, public building, private building* or real property;

“**prohibited materials**” means oil, rubber, plastics, fertilizers, tires, material containing creosote, wiring insulation, petroleum products, biomedical waste, herbicides, pesticides, drywall, asphalt, asphalt products, paint, railway ties, chemicals, insulation, treated lumber, fuel and lubricant containers, garbage, recyclables, demolition waste, land clearing waste, construction waste, manure, other manufactured material and any prohibited material listed in Schedule A of the *Open Burning Smoke Control Regulation, B.C. Reg. 145/93*, under the *Environmental Management Act*;

“**property representative**” means an *Owner, Occupier*, or person, who is capable of gaining access to or securing *premises* containing a *alarm system*, and who has been named by an *Owner* or *Occupier* as a person who can be contacted in the event of an activation of the *alarm system*;

“**protective services**” means the *fire department* or *police*;

“**public building**” means a factory, warehouse, store, mill, school, hospital, theatre, public hall, office building and any *building* other than a private dwelling house;

“**security alarm system**” means any one or more devices and the other interconnecting parts of a system installed on or in real property and designed to warn of criminal activity or unauthorized entry by activating an audible alarm signal and / or alerting a monitoring facility;

“**service**” means the service of *fire protection* referred to in section 5.1 of *this bylaw*, unless otherwise indicated by the context in *this bylaw*;

“**this bylaw**” means Fire Services Bylaw No. 1774, 2011;

“**Town Manager**” means the person appointed from time to time by the *Council* as the Chief Administrative *Officer* of the *municipality*.

Part 3 Adoption of the BC Fire Code

- 3.1 The *BC Fire Code* is hereby adopted, has the same force and effect as *this bylaw* and is applicable within the boundaries of the *municipality*.
- 3.2 In the event of any inconsistency between the provisions of *this bylaw* and the provisions of a statute or regulation enacted by the Government of Canada or the Province of British Columbia, if the provisions of the statute or regulation are more restrictive they shall apply.

Part 4 Limits of Jurisdiction

- 4.1 The geographical limits of the jurisdiction of the *fire department* is the area within the boundaries of the *municipality*, and *apparatus* shall not be taken, except for purposes of repair or maintenance, or used beyond the boundaries of the *Municipality* unless

- (a) a written contract or agreement, approved by *Council* and signed on behalf of the *municipality*, expressly authorizes the supply of *fire protection* and *assistance response* outside the *municipality's* boundaries;
- (b) the *Town Manager* or designate, or in their absence, the Emergency Operations Centre Director, gives approval in accordance with the policies or guidelines of the *Council*; or
- (c) under the authority of an agreement by the *municipality* to provide assistance in a declared provincial or local emergency within British Columbia or Canada.

Part 5 Continuation of Fire Protection Service and Fire Dept.

- 5.1 The *fire protection service*, for the suppression and prevention of fires and the provision of *assistance response* provided by the *municipality* in accordance with the level of training of the *Members* and policies relating to the provision of the *service* adopted from time to time by or under the authority of *Council*, is hereby established and continued.
- 5.2 The *fire department*, known as the Creston Fire & Rescue Service, is continued for the purpose of providing the *service* within the *fire protection service area*.
- 5.3 Nothing in *this bylaw* shall be construed to mean that the *fire department*, its *Officers* or *Members*, a *Peace Officer*, or a person designated as an *authority having jurisdiction* has a duty to perform any of the functions or tasks assigned to them under *this bylaw*.
- 5.4 The function of the Creston Firefighters Society and the duties of the society's members shall in no way interfere with or supersede the operation of the *fire department*.

Part 6 Fire Chief's Authority and Responsibilities

- 6.1 The *Fire Chief* is the head of the *fire department* and reports to the *Town Manager* in respect of the management of the *fire department* and the condition of *buildings*, *apparatus* and *fire department equipment* under the control of the *fire department*.
- 6.2 The *Fire Chief* may appoint *Officers* of and admit *Members* to the *fire department*, as he / she deems necessary, subject to restrictions, if any, in the *fire department* budget adopted by the *Council*.
- 6.3 The *Fire Chief* may appoint *Officers* of the *fire department* to act as *Deputy Fire Chief* on his/her behalf or in his/her absence.
- 6.4 The *Officers* and *Members* of the *fire department* shall carry out the duties and responsibilities of the *fire department* assigned to them by the *Fire Chief*.
- 6.5 The *Fire Chief* may require any *Member* or prospective *Member* to undergo a medical examination and supply a medical report, at no cost to the *municipality*, to determine that person's suitability to carry out the duties of a firefighter.

6.6 The *Fire Chief* is authorized to

- (a) administer *this bylaw*;
- (b) exercise the powers of the Fire Commissioner under Section 25 of the *Fire Services Act*, and for these purposes that section applies;
- (c) make rules for the efficient administration and operation of the *fire department* and change, replace or withdraw the rules as he or she considers necessary;
- (d) take measures respecting the discipline of *Members* of the *fire department*;
- (e) 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;
- (f) make provisions for *assistance response* by the *fire department* as permitted under *this bylaw*;
- (g) enforce municipal bylaws, rules, orders and regulations respecting fire prevention and suppression and the protection of life and property and take measures to prevent and suppress fires;
- (h) fulfill the requirements of an ex officio *Local Assistant* to the Fire Commissioner in accordance with section 6(1) of the *Fire Services Act* including the *Local Assistant's* responsibilities under Sections 9 and 13 of that Act;
- (i) inquire into, investigate and record the causes of fires in the *municipality*;
- (j) collect and disseminate information in regard to fires in the *municipality*;
- (k) manage the *Members*, fire station, *apparatus* and *fire department equipment*;
- (l) organize or authorize programs and policies designed to inform the public or specified classes of the public on matters regarding fire safety, use of flammable/combustible materials, prevention, containment or suppression of fires or other emergencies and escape from fires or other emergencies.
- (m) study methods of fire prevention; and
- (n) provide advice and make recommendations to *Council*, other *Members* of the *fire department* and the public, as appropriate, in relation to:
 - i. the administration of the *fire department*;
 - ii. the provision of adequate water supply and pressure in relation to firefighting;
 - iii. the installation or maintenance of automatic or other *fire alarm systems* and *fire protection equipment* and smoke control measures;

- iv. the enforcement of measures for the prevention or suppression of fire and the protection of life and property; and
- v. fire prevention generally.

6.7 The *Fire Chief* must

- (a) report to *Council* at least quarterly on the condition of the fire station, *apparatus* and *fire department equipment*; the training and experience of the *Members*; and the complement strength of the *fire department*;
- (b) report regularly, and at least annually, on significant issues affecting the administration and operation of the *fire department* to keep *Council* informed on the operation of the *fire department*; and
- (c) submit a draft budget for the operation of the *fire department* on or before December 1 and a final budget on or before February 1 of each year.

6.8 The *Fire Chief* or in his/her absence, the *Deputy Chief* must develop, implement and revise operational guidelines for the *fire department*.

6.9 The *Fire Chief* is responsible to *Council* for ensuring that a regular system of inspections is provided by *Members* of the *fire department*, as required by the *Fire Services Act*.

6.10 The *Fire Chief* must establish rules, regulations, policies and committees necessary for the proper organization and administration of the *fire department*, including but not limited to the

- (a) use, care and protection of *fire department* property;
- (b) conduct and discipline of *Officers* and *Members* of the *fire department*; and
- (c) efficient operations of the *fire department*.

6.11 In accordance with the operational guidelines, rules and policies referred to in Section 6.10, the *Fire Chief* may demote, suspend or discharge any *Member* of the *fire department*, should the *Fire Chief* deem there is just cause or that the action is for the good of the *fire department*.

Part 7 Authority of the Fire Department

7.1 The *Fire Chief* or any *Member* has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a *building*, *premises*, motor vehicle, vessel or railway rolling stock where an *incident* has occurred, and, if necessary, those adjoining or near the *incident*, for the purpose of an *assistance response* and providing *fire protection* at any *incident* the *fire department* attends.

- 7.2 The *Fire Chief* or a *Member* has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a *building, premises*, motor vehicle, vessel or railway rolling stock where a fire has occurred, and, if necessary, those adjoining or near the fire, to investigate in a general way the cause, origin and circumstances of each fire occurring in the *municipality*.
- 7.3 The *Fire Chief* or a *Member* has the authority at all times, by day or night, without notice, to enter onto any real property to enter and examine a *building, premises*, motor vehicle, vessel or railway rolling stock where a *fire alarm system*, automatic fire sprinkler system, or other fire or life safety system has activated and, if necessary, those adjoining or near, to investigate in a general way the cause, origin and circumstances of the activation of each *fire alarm system*, automatic fire sprinkler system or other fire or life safety system in the *municipality*.
- 7.4 The *Fire Chief* or a *Member* authorized by the *Fire Chief*, on complaint or, if believed advisable, has the authority at all reasonable hours, by day or night, without notice, to enter onto any real property and enter and examine a *building, premises*, motor vehicle, vessel or railway rolling stock to ascertain whether
- (a) they are in such a state of disrepair that a fire starting in them might spread rapidly to endanger life or other property;
 - (b) the use or *occupancy* of them would create a fire that would endanger life or property;
 - (c) combustible or explosive material is kept or other flammable conditions exist on them so as to endanger life or property; or
 - (d) a fire hazard exists in or about them.
- 7.5 The *Fire Chief*, or in his absence, the senior ranking *Officer* or *Member* of the *fire department* present, shall have control, direction and management of all *apparatus*, equipment or *Members* assigned to an *incident* and, where a *Member* is in charge, he or she shall continue to act until relieved by a senior *Officer* or the *Fire Chief*.
- 7.6 The *Fire Chief* or a *Member* in charge, while carrying out the duties in Sections 7.1 to 7.5, is authorized to cause any apparatus or equipment of the *fire department* to enter on real property, a *Premises*, motor vehicle, vessel or railway rolling stock, as he or she deems necessary.
- 7.7 The *Fire Chief*, or a *Member* in charge at an *incident*, is empowered to cause a *building*, structure or thing to be pulled down, demolished or otherwise removed if he or she deems it necessary to prevent the spread of fire to other *buildings*, structures or things and the *municipality* may recover the costs.
- 7.8 The *Fire Chief*, or the *Member* in charge at an *incident* is empowered during the *incident* to enter, pass through or over *buildings* or property adjacent to an *incident* and to cause *Members* of the *fire department* and the apparatus and equipment of the *fire department* to enter or pass through or over *buildings* or property, where he or she deems it necessary to gain access to the *incident* or to protect any person or property.

- 7.9 The *Fire Chief* or the *Member* in charge, during an *assistance response* is empowered to commandeer privately owned equipment, which he or she considers necessary to deal with an *incident* and the *municipality* may recover its costs from the *Owner* or *Occupier* of the *Premises* where the *incident* occurred.
- 7.10 The *Fire Chief* or a *Member* 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 a *building's fire protection equipment* that may require repair, inspection or maintenance and the actual cost to the *municipality* of doing so may be recovered from the *Owner* or *Occupier*.
- 7.11 The *Fire Chief* or a *Member* has the authority, at all times, by day or night, to hire or engage the services of a traffic control provider or the *municipality's* public works to provide barricades, flagging personnel, pylons and other traffic control equipment to manage traffic on public and private roadways during an *assistance response* and the actual cost to the *municipality* of doing so may be recovered from the *Owner* or *Occupier*.
- 7.12 The *Fire Chief* or a *Member* has the authority, at all times, by day or night, to hire or engage the services of a security company, security person or provide *Members* at an *incident* to maintain a *building* fire watch until the *Owner* or *Occupier* of the *building* is contacted or investigation is completed and the costs of the *municipality* of doing so may be recovered from the *Owner* or *Occupier*.
- 7.13 The *Fire Chief* or the *Member* in charge of an *incident* may request persons who are not *Members* to assist in whatever manner he considers necessary to deal with an *assistance response*, including removing furniture, goods and merchandise from any *building* on fire or in danger thereof and in guarding and securing the same and in demolishing a *building* or structure at or near the fire or other *incident*.
- 7.14 The *Fire Chief* or the *Member* in charge at an *assistance response* may at his or her discretion establish boundaries or limits around the *incident* area and keep persons from entering the area within those established boundaries or limits.
- 7.15 No person shall enter the boundaries or limits of an *incident* area unless the person has been authorized to enter by the *Fire Chief* or the *Member* in charge.
- 7.16 The *Fire Chief* or the *Member* in charge at an *incident* may request *police* to enforce restrictions on persons entering within the boundaries or limits established under Sections 7.14 and 7.15.
- 7.17 The *Fire Chief* may obtain assistance from other officials as he deems necessary in order to discharge his/her duties and responsibilities under *this bylaw*.

Part 8 Prohibited Conduct

- 8.1 No person shall connect an auto-dialer to the *fire department* emergency telephone number.
- 8.2 No person shall impede, obstruct or hinder in any manner the *Fire Chief*, a *Member* of the *fire department* or other persons assisting or acting under the direction of the *Fire Chief* or the *Member* in charge in the execution of their duties at

- (a) an *assistance response*;
 - (b) a fire scene for investigation to determine origin and cause;
 - (c) a *building* to determine the cause of activation of a *fire alarm system*, sprinkler system or other fire or life safety system;
 - (d) a complaint of a fire hazard; and
 - (e) a *building* for the purpose of conducting a fire safety inspection as required by the *Fire Services Act* or *this bylaw*.
- 8.3 No person shall damage or destroy, or obstruct, impede or hinder the operation of any *apparatus* or *fire department equipment*.
- 8.4 No person shall grow shrubs, hedges, plants or trees so as to obstruct the visibility or use of a fire hydrant, standpipe or sprinkler connection.
- 8.5 No person shall place any object in such a manner that will obstruct the use of a fire hydrant, standpipe or sprinkler connection.
- 8.6 No person shall obstruct an exit of any *hotel* or *public building*.
- 8.7 No person shall obstruct in any way the egress of *apparatus* or other emergency vehicles from the fire station.
- 8.8 No person at an *incident* shall drive a vehicle over any *fire department equipment* without permission of the *Fire Chief* or the *Member* in charge.
- 8.9 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any *incident*, fire hydrant, cistern or body of water designated for firefighting purposes.
- 8.10 No person shall impersonate the *Fire Chief*, *Officer* or *Member* of the *fire department*.
- 8.11 Persons who have left the employ of the *fire department* shall return firefighting personal protective equipment, uniforms, text books and any other *fire department equipment* issued within fourteen (14) days of leaving their employment with the *fire department*.

Part 9 Addresses

- 9.1 An individual street address number must be placed on the front of every new or existing *building* or structure in such a position as to be plainly visible and legible, day or night, from the street, road, fire lane, emergency access route or other right of way or easement, and the street address number must meet the following minimum criteria:
- (a) be legible from a distance of fifteen (15) metres;
 - (b) the letters or numbers must be a minimum of four (4) inches in height and no less than one half (0.5) inch in width; and

- (c) the letters or numbers shall be a contrasting colour to the background colour(s) of the *building* or structure.

Part 10 Open Burning Regulations and Permits

General Restrictions

- 10.1 No person shall, except as expressly permitted by *this bylaw*, start, light, ignite or maintain any open air fire or allow any outdoor fire to burn on property owned or occupied by that person or on property owned or occupied by any other person or business.
- 10.2 No person shall light, start or maintain a fire on public lands without submitting a written fire safety plan and obtaining a valid *permit* approved by the *Fire Chief* prior to commencement of the fire.

Exemptions – Cooking Fires

- 10.3 A *permit* is not required under *this bylaw* for cooking fires contained within a barbecue or fire pit having a surface area not greater than .5 meter (half meter) in diameter and less than .5 meter (half meter) high, using natural gas, propane, charcoal or clean dry seasoned firewood with a screen covered fire area or within a manufactured gas, propane, electric, charcoal or wood fired barbecue as long as the requirements of Schedule A of *this bylaw* are met.

Open Burning Permits

- 10.4 Except as provided for in Sections 10.6 and 10.7, open air burning is only permitted
 - (a) during the months of April and October; and
 - (b) where authorized by a *permit* issued by the *Fire Chief* under *this bylaw*.
- 10.5 The *Council*, in consultation with the *Fire Chief*, may authorize a period of time for the issuance of open burning *permits* in a month other than April or October if open burning during the months of April and October has been limited by weather conditions or fire bans authorized under *this bylaw* or provincial legislation.
- 10.6 The *Fire Chief* may, at his or her sole discretion, allow open air burning outside of the prescribed periods in section 10.4(a) and may issue a *permit* for open air burning for
 - (a) fire training exercise;
 - (b) municipal purposes and trail or forest maintenance in undeveloped lands where it enhances community protection through fuels mitigation;
 - (c) fires on special occasions for celebratory or religious ceremonial purposes; and
 - (d) land clearing for developments where burning in the periods prescribed in 9.4(a) would be considered an increased risk to the community due to fire hazard risks, forest proximity, lack of available firefighting water or environmental reasons.

- 10.7 In exercising his or her discretion to allow open air burning outside of the periods prescribed under section 10.4(a), the *Fire Chief* shall require that all regulations within *this bylaw* be adhered to and may, in issuing the *permit*, require stricter conditions than contained in *this bylaw* and in provincial and federal regulations in order to minimize impacts to the *municipality*.
- 10.8 A person must obtain an open burning *permit* in one of four (4) categories, issued by the *Fire Chief*, before burning any one or of the following:
- (a) residential piles containing no more than the size specified in section 10.36 of leaves or foliage;
 - (b) field clearing of freestanding grass or underbrush;
 - (c) large piles exceeding the size of residential piles specified in section 10.36;
 - (d) commercial or industrial waste;
 - (e) natural vegetation generated from on-site land-clearing projects.
- 10.9 Permits issued for the categories listed in section 10.8 are subject to the applicable *fee*.
- 10.10 The *Fire Chief* may issue a *permit* authorizing open burning in accordance with *this bylaw* and may include as a condition of the *permit* any conditions that the *Fire Chief* considers advisable having regard to the nature and extent of the open burning and local conditions.
- 10.11 The *Fire Chief* or *Member* in charge may require site clearances and other stipulations on the *permit*.
- 10.12 Land clearing and large piles for burning require an on-site inspection by the *authority having jurisdiction*.
- 10.13 Only six (6) burning *permits* will be issued to a property address in each calendar year.
- 10.14 *Permits* issued for open air burning will be valid for one (1) week from the date of issuance, except for land clearing, unless revoked earlier by the *Fire Chief* due to violations of the open burning regulations in *this bylaw*.
- 10.15 *Permits* for open air burning may not be issued for a property where violations of the open burning regulations contained in *this bylaw* have occurred or to a person who has not adhered to those regulations, in both cases on more than one occasion. The *permits* will be refused for a period of one (1) year from the date of the last non-compliance.

Open Burning – Fees and Costs

- 10.16 The applicant for a *permit* under *this bylaw* must
- (a) comply with all applicable Acts and regulations of the Province of British Columbia;
 - (b) comply with the burning *permit* regulations in *this bylaw*, including Schedule A of *this bylaw*; and
 - (c) pay the applicable *permit fee*.

10.17 A person who obtains an open burning *permit* under *this bylaw* and the *Owner* of the land on which the open burning takes place, are liable to the *municipality* for costs incurred by the *fire department* for fire suppression, containment or protection against an *exposure fire* on the land by the *fire department* required as a result of any one or more of the following:

- (a) the *permit* holder's non-compliance with the conditions of the open burning *permit* or any other applicable regulations,
- (b) weather or
- (c) contact with combustible materials which may or did create an *exposure fire*.

10.18 An *Owner* or *Occupier* who fails to comply with the regulations, conditions or requirements for open burning prescribed by *this bylaw* and the attached Schedules is subject to a *fee* for the *assistance response*.

Revocation of Permits and Bans on Fires

10.19 The *Fire Chief* or *Member* in charge, due to weather conditions or violations of regulations, conditions or requirements for open burning prescribed by *this bylaw*, may revoke *permits*.

10.20 *Permits* shall be revoked or suspended during a total fire ban proclaimed by the *Fire Chief* or *Member* in charge, Ministry of Forests, British Columbia Forest Service or Ministry of Environment or other authority having jurisdiction to make that proclamation.

10.21 Where the *Fire Chief* considers that environmental conditions are not safe for open burning, he or she may impose a general ban on open burning for the duration of those conditions.

General Regulations and Prohibitions – All Open Burning

10.22 The *permit* holder must post the *permit* on the site for which the *permit* was issued and keep it available for inspection at the request of a *Member*.

10.23 No person shall burn during times for which the Ministry of Forests, the Ministry of Environment or other *authority having jurisdiction* to do so has issued a ban on open burning.

10.24 No person shall use burning barrels.

10.25 No person shall burn *prohibited materials*.

10.26 No person shall burn material brought from another location or property except clean dry seasoned firewood as permitted by *this bylaw*.

10.27 No person shall set, start or kindle open air burning or allow open air burning to continue to burn during winds strong enough to carry sparks to other combustibles.

10.28 No person shall set, start or kindle open air burning except during daylight hours or as otherwise permitted by *this bylaw*.

10.29 No person shall burn during periods of air stagnation.

- 10.30 No person shall burn unless the ventilation index is favorable, as provided by the Ministry of Environment.
- 10.31 No burning shall exceed a 4 hour duration unless otherwise permitted by *this bylaw*.
- 10.32 All fires must be contained within a firebreak (bare ground) equal in size to the height of the pile.
- 10.33 Fires shall be extinguished immediately if smoke or ash is a nuisance to neighbours.
- 10.34 Burning shall be in open areas, no closer than 4.5 metres (15 feet) from combustibles, such as standalone trees, coniferous shrubs, fences and *buildings* and shall be 15 metres (50') from standing timber / tree line.
- 10.35 Permission of the *Owner*, for *permits* under *this bylaw*, must be obtained in writing if the burning takes place on the *Owner's* property by another person, particularly if the property is rented or leased property.

Specific Permit Conditions

- 10.36 **Residential fires** (open burning) must
- (a) not exceed size 1 metre in diameter and .5 metres high;
 - (b) consist only of leaves, clipping, pruning debris and other yard & garden debris that are generated on the property;
 - (c) be supervised as required in Schedule A of *this bylaw*;
 - (d) be provided with firefighting water and equipment required by Schedule A of *this bylaw*;
 - (e) consist of only one pile to be burned at a time unless permitted otherwise by *this bylaw*; and
 - (f) adhere to the additional requirements in Schedule A of *this bylaw*
- 10.37 Fires for **field clearing of freestanding grass or underbrush**, burning must
- (a) be supervised in accordance with Schedule A of *this bylaw*;
 - (b) be provided with firefighting water or equipment in accordance with Schedule A of *this bylaw*;
 - (c) prior to commencing burn, have pre-fire preparation of clearing of fuels (grass & underbrush) away from property lines, combustibles such as fences, trees and structures;
 - (d) have areas around combustibles, such as fences, trees and structures wetted down with a garden hose prior to and during burning to assist in fire control;
 - (e) burn raked piles developed from clearing grass away from combustibles, according to the criteria listed in section 10.36; and

(f) meet additional requirements under Schedule A of *this bylaw*.

10.38 Fires of **Large piles** or for **land clearing** exceeding a residential pile size specified in section 10.36 must meet the following regulations:

- (a) have appropriate supervision and persons present to control fire in accordance with Schedule A of *this bylaw*;
- (b) have appropriate water supply for firefighting in accordance with Schedule A of *this bylaw*;
- (c) have appropriate firefighting equipment in accordance with Schedule A of *this bylaw*;
- (d) consist of piles of materials as restricted in Schedule A of *this bylaw*;
- (e) piles not exceeding pile size limited by Schedule A of *this bylaw*;
- (f) a written site plan provided to the *fire department* showing piles, dimensions of piles, locations, distances from property lines, location of firefighting equipment and supplies;
- (g) burn land clearing waste a minimum of 100 metres (325 feet) from any occupied residence and 500 metres (1800 feet) from any schools in session, hospitals and continuing care facilities.
- (h) not release smoke from the fire for more than 72 consecutive hours.
- (i) in the case of large pile fires, conform to the Open Burning Smoke Control Regulation under the *Environmental Management Act*;
- (j) comply with the thirty (30) days limit on the validity of *permits* issued for land clearing; and
- (k) comply with the additional requirements of Schedule A of *this bylaw*

Part 11 Inspection and Testing of Fire Protection Equipment

11.1 The *Owner* and *Occupier* of each *hotel* and public *building* in the *municipality* must ensure that all *fire protection equipment* in their *buildings* are inspected and tested by a *fire protection technician* in accordance with the requirements of the *Fire Services Act* and the regulations made under it.

11.2 When a *fire protection technician* has inspected or tested *fire protection equipment* pursuant to 11.1 of *this bylaw*, the *fire protection technician* shall label the equipment and maintain records of the inspection in a manner acceptable to *ASTTBC* and the *authority having jurisdiction*.

11.3 *Fire protection equipment* labeling pursuant to section 11.2 of *this bylaw* must be in a format provided by *ASTTBC* as shown attached as Schedules B and C.

- 11.4 Only a *fire protection technician* may inspect *fire protection equipment* in hotels and public *buildings* within the *municipality* for the purposes of *this bylaw*.
- 11.5 The *Owner* and *Occupier* of a *hotel* or *public building* must notify the *fire department* immediately if the all or any part of the *Fire alarm system*, automatic sprinkler system or *fire protection equipment* in the *Owner's* or *Occupier's building* becomes inoperable.
- 11.6 The *fire department* shall be notified when a system referred to in section 11.5 has been restored to its full operational capabilities.

Part 12 Fire Prevention and Hazard Control

COMPLIANCE WITH CODES

- 12.1 An *Owner* and *Occupier* of *Premises*, in relation to the *premises*, must comply with all requirements of
- (a) the *Fire Services Act* and Regulations, including the *BC Fire Code*, and
 - (b) the provisions of *this bylaw*.
- 12.2 If any provision of Section 12 of *this bylaw* is repugnant to the *BC Building Code* or *BC Fire Code*, the respective Code shall prevail.

FIRE PROTECTION UPGRADES

- 12.3 The *Fire Chief* may require the *Owner* or *Occupier* of a *hotel* or *public building*, to provide or make alterations to the *building's fire protection equipment* including heat and smoke detection, *fire alarm systems*, exit signs, fire separations and means of egress, to provide adequate life safety to occupants. These requirements must not exceed those established by the regulations contained in the current *BC Building Code* or *BC Fire Code* and may include equivalencies as determined by the *Fire Chief*.

SMOKE ALARMS

- 12.4 An *Owner*, who owns wholly or in part a single unit or multiple unit residence that is loaned, leased or rented, must ensure that
- (a) a minimum of one working smoke alarm is located and maintained in good repair outside each sleeping area within the residence;
 - (b) at the time *occupancy* commences, the *Occupier* is informed of the functioning of the smoke alarm, the monthly method for testing the device, and the need for and means of reporting any malfunction or requirement for repair to the *Owner*;
 - (c) a written statement is signed by the *Owner* and *Occupier* and kept for inspection upon request by the *authority having jurisdiction* for a period of two years, indicating that at the time the *Occupant* took possession of the *premises* the *Owner* demonstrated to the *Occupier*

- i. that the smoke alarm was functioning; and
 - ii. how to perform the monthly smoke alarm test and the means of reporting any malfunction or requirement for repair.
- (d) an Owner must install both visual and auditory smoke alarms where it is evident that persons who are hearing challenged are or will be occupying the residence.

SMOKING

12.5 The *Owner* or *Occupier* of a public *building*, or their agent, must not permit smoking in areas of their *building* where conditions exist that make smoking a fire or explosion hazard and must post “No Smoking” signs in conspicuous locations in those areas.

FUEL OR OIL STORAGE TANKS

12.6 An *Owner*, *Occupier* or person must not install or remove an underground or above ground fuel, oil or waste oil storage tank without

- (a) first providing the *Fire Chief* with a drawing of the site showing all underground and above ground tanks and piping, a safety plan and emergency procedures for the installation or removal,
- (b) obtaining approval from the *Fire Chief*; and
- (c) paying the required site inspection and plan review *fee*.

12.7 The *Fire Chief* shall review and comment on, if necessary, the plans for installation or removal of an underground or above ground fuel, oil or waste oil storage tank for compliance with the *BC Fire Code*, having regard to the nature and location of the tank with respect to public safety.

DISPOSAL OF MATERIAL

12.8 No person may dispose of any explosive, flammable substance, hazardous substance or any liquid of a petro-chemical nature in an unsafe manner in the *municipality*.

GARBAGE AND REFUSE CONTAINERS

12.9 A person using a container with any dimension greater than 1.5 meters for the disposal, removal or storage of garbage, refuse, *building* debris, papers or combustibles must ensure that

- (a) the container is constructed of non-combustible material;
- (b) the container is equipped with a non-combustible tight-fitting lid;
- (c) the container’s lid is kept closed at all times unless otherwise approved by the *Fire Chief*;

- (d) the container is not located within 5 meters of any combustible *building* or structure, unless stored within a non-combustible structure or in a location approved by the *Fire Chief*, and
- (e) may locate the container up to 1 meter from any combustible *building* or structure if the container is of non-combustible construction, with a self closing lid and has no hold open device.

12.10 No person or *Owner* or *Occupier* of a *premises* shall allow combustible waste materials, or garbage to remain longer than twenty-four (24) hours in any street, lane, alley or sidewalk located within five (5) meters of the *building*.

VACANT AND FIRE DAMAGED BUILDINGS

12.11 The *Owner* of a vacant *building* must, at all time, keep all openings in such *building* securely closed and fastened so as to prevent entry by unauthorized persons.

12.12 The *Owner* or *Occupier* of a fire damaged *building* must, at all times, ensure that the *building* are guarded or keep all openings in the *building* securely closed and fastened so as to prevent entry by unauthorized persons.

12.13 The *municipality* may secure any vacant *building* or fire damaged *building* if the *building's* *Owner* does not comply with sections 12.11 or 12.12 of *this bylaw*, and may recover the *municipality's* cost of doing so from the *Owner* or *Occupier*.

EXPLOSION OR POTENTIAL EXPLOSION

12.14 The *Occupier* or, if none, the *Owner* of a property, *building*, *premises*, motor vehicle, vessel or railway rolling stock (the "property"), must, by telephoning 911, report immediately to the *fire department* any of the following circumstances in relation to the property:

- (a) when an explosion, discharge, emission, escape or spill of a *hazardous material* occurs, and
- (b) where the potential for an explosion or a discharge, emission, escape of spill of a *hazardous material* exists by reason of abnormal or unusual circumstances.

COMBUSTIBLE MATERIALS

12.15 *Owners* and *Occupiers* of *buildings* must not allow or cause combustible materials in and around the *buildings* to accumulate in quantities or locations that will constitute a fire hazard.

12.16 If the *municipality*, by its own workforce or a third party contractor, removes combustible materials from in and around a *building* that have accumulated contrary to section 12.15, the *municipality's* cost of the removal may be recovered from the *Owner* or *Occupier*.

12.17 The *Owner* or *Occupier* of a parking garage, underground parking garage or storage garage (the "facility") designed for the parking of motor vehicles as per the *BC Building Code*, must not accumulate or store or allow combustible materials to be accumulated or stored in the facility.

REVIEW OF PLANS

- 12.18 The *Fire Chief* or a *Member* is authorized to review plans for and inspect the construction of all new *buildings* and structures in the *municipality*, other than single family dwellings to determine if the *fire protection equipment* and life safety features comply with all applicable regulations, codes and standards.
- 12.19 The *Fire Chief* may request an *Owner* to provide *building* pre-plan information, including floor plans and diagrams showing the type and location of any *building* service, fire protection system, fire department connection, fire hydrant, fire department access, *hazardous materials* storage or process for any *building* required by the *BC Fire Code* to have an emergency plan.

DEFINITIONS

- 12.20 In Sections 12.21 through 12.48 of *this bylaw*, words and terms shall have the same meanings as in the *British Columbia Fire Code* Regulation and the *British Columbia Building Code* Regulation, unless the context otherwise requires.

FIRE DEPARTMENT ACCESS

- 12.21 *Owners* and *Occupiers* of a *public building* must
- (a) maintain and keep all streets, yards, and private roadways provided for fire department access ready for use at all times by *apparatus*; and
 - (b) maintain fire department access in compliance with the applicable codes and standards for such access, including municipal bylaws;
- 12.22 A person must not park vehicles so as to obstruct fire department access by *apparatus*.
- 12.23 *Owners* and *Occupiers* of a *public building* must post signs prohibiting the parking of vehicles so as to obstruct access by *apparatus* on fire department access lanes.

MEANS OF EGRESS

- 12.24 *Owners* or *Occupiers* of a *public building* must, in conformance with the *BC Building Code* and the *BC Fire Code*
- (a) provide and maintain means of egress from the *building*;
 - (b) provide and maintain exit doors for the *building*;
 - (c) maintain exit doors and hardware for the *building* that activate and open freely without specialized knowledge of the opening device or without the use of keys or similar devices;
 - (d) maintain an exterior light outside of required exit doors; and
 - (e) maintain visible and illuminated exit lights.

12.25 *Owners or Occupiers of a hotel* must, in conformance with the *BC Building Code* and the *BC Fire Code*

- (a) provide and maintain means of egress;
- (b) provide and maintain exit doors;
- (c) maintain exit doors and hardware to activate and open freely without specialized knowledge of the opening device or without the use of keys or similar devices;
- (d) maintain an exterior light outside of required exit doors; and
- (e) maintain visible and illuminated exit lights.

EMERGENCY LIGHTING AND POWER SYSTEMS

12.26 *Owners and Occupiers of public buildings* must ensure that emergency power systems and unit equipment for emergency lighting systems are inspected, tested and maintained as required by the *BC Fire Code*.

12.27 *Owners and Occupiers of public buildings* must ensure that self-contained emergency lighting unit equipment is inspected, tested and tagged annually by a *fire protection technician*.

EMERGENCY PLANNING

12.28 The *Owners and Occupiers* of the following *buildings* must provide the respective fire emergency procedures (Fire Safety Plan) conforming to the *BC Fire Code* set out as follows for each *building*:

- (a) *buildings* containing an assembly or care and detention *occupancy*;
- (b) *buildings* required to have a *fire alarm system*;
- (c) demolition and construction sites;
- (d) indoor and outdoor storage areas;
- (e) areas where flammable liquids or combustible liquids are stored or handled; and
- (f) areas where hazardous processes or operations occur.

12.29 *Owners, Occupiers* or persons in charge of a *hotel* or *public building* equipped with a *fire alarm system* which is not continuously monitored shall have a permanently mounted sign at each manual fire alarm pull station reading at minimum:

“LOCAL ALARM ONLY – IN CASE OF FIRE TELEPHONE 9-1-1”.

12.30 The dimension of each sign in section 12.29 shall be not less than 50 mm by 100 mm with permanent red letters on white background, or white letters on red background, or equivalent as approved by the *Fire Chief*.

- 12.31 The *Owner* or *Occupier* of a *hotel* or *public building* having three (3) or more stories must display a sign at each floor level, in each stairwell thereof, and conspicuously located therein, identifying each floor level and stairway.
- 12.32 The *Owner* or *Occupier* of a *hotel* or *public building* must keep readily available to on duty supervisory staff any keys or special devices needed to operate the *fire alarm system* or provide access to any *fire protection equipment* or other fire protection systems.

COMMERCIAL COOKING EQUIPMENT

- 12.33 *Owners* or *Occupiers* of a *hotel* or *public building*, upon the approval of an *occupancy* by the *municipality's* building inspector or business license by the *municipality*, must use, inspect and maintain commercial cooking equipment, exhaust and fire protection systems in conformance with the *BC Building Code* and *BC Fire Code*.
- 12.34 The *Owners* or *Occupiers* of a *premises* where commercial cooking equipment is used must ensure that hoods, grease removal devices, fans, ducts and other appurtenances are cleaned at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or other residues.

SPECIAL SUPPRESSION SYSTEMS

- 12.35 Where a special fire suppression system, including one or more commercial kitchen fire protection systems has been installed, the *Owner* and *Occupier* of the *premises* must ensure that inspection, testing and maintenance of them is provided as required by the *BC Fire Code*.
- 12.36 The *Owner* or *Occupier* referred to in section 12.35 must post instructions for manually operating a special suppression system or a commercial kitchen fire protection system conspicuously in proximity to the equipment or manual controls, as part of the fire safety plan.
- 12.37 The *Owner* or *Occupier* referred to in section 12.35 must ensure that a special fire suppression system or fixed pipe fire suppression system in a commercial kitchen exhaust system is inspected, tested and tagged at intervals not greater than 6 months by a *fire protection technician*.

WATER SUPPLY SYSTEMS FOR FIRE PROTECTION (Private Hydrants)

- 12.38 An *Owner* or *Occupier* of real property must ensure the following is done in relation to the real property, in conformance with the *BC Building Code* and *BC Fire Code*,:
- (a) maintain, inspect and test water supply systems and hydrants for fire protection;
 - (b) have hydrants on private property conform to the *municipality's* specifications in locations acceptable to the *fire department*. Plans for proposed hydrant locations must be submitted to the *fire department* for review and comment;
 - (c) keep hydrants clear of obstructions and readily accessible for firefighting use and their location clearly identified and minimum clearances must be maintained;
 - (d) keep fire department connections clear of obstructions;

- (e) that fire department connections must have signage in good condition clearly identifying the connection;

STANDPIPE AND HOSE SYSTEMS

- (f) standpipe and hose systems must be inspected, tested, maintained and tagged in conformance with the *BC Fire Code* by a *fire protection technician*.
- (g) standpipe and hose systems must be maintained, inspected and tested in operable condition at all times.

AUTOMATIC SPRINKLER SYSTEMS

- (h) automatic sprinkler systems must be inspected, tested, and maintained with the *BC Fire Code* and NFPA 13 by a *fire protection technician*.
- (i) automatic sprinkler systems must be maintained in operable condition at all times.

PORTABLE FIRE EXTINGUISHERS

12.39 The *Owner* or *Occupier* of a *hotel* or *public building* or home based business must provide and maintain in good working condition an approved number of portable fire extinguishers, available and accessible for emergency use.

12.40 Portable fire extinguishers referred to in section 12.39 must be

- (a) selected and installed as required by the *BC Fire Code* and NFPA 10, including ULC listing;
- (b) located so as to be visible and readily accessible;
- (c) designated by signage acceptable to the *Fire Chief*, if required by the *Fire Chief*, to assist in increasing visibility of the fire extinguisher location; and
- (d) inspected, tested and tagged annually by a *fire protection technician*.

FIRE DOORS, CLOSURES AND FIRE SEPARATIONS

12.41 An *Owner* or *Occupier* of a *hotel* or *public building* must ensure the following is done in relation to the real property:

- (a) Damaged fire separations affecting the integrity of the fire separation must be repaired in conformance with the *BC Fire Code* and *BC Building Code*;
- (b) Where closures or fire dampers are installed in any *building* to prevent the spread of fire within such *building*, such doors or devices must at all times be kept and maintained in good operating condition and repair;
- (c) A door used as a closure for fire purposes must not be blocked, wedged open, obstructed, kept open or altered or allowed to be so in any way which would prevent the intended operation of the closure; and

- (d) In accordance with the *BC Fire Code*, every door used as a closure with a fire protection rating 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”.

COMBUSTIBLES AND DANGEROUS GOODS

12.42 An *Owner* or *Occupier* of a *premises* shall not permit

- (a) combustible materials, other than those for which the location is designed, to accumulate in quantities or locations that will constitute an undue fire hazard; or
- (b) combustible material to accumulate in any part of an elevator shaft, ventilation shaft, stairway or fire escape.

12.43 An *Owner* or *Occupier* of *hotel* or *public building* must ensure that

- (a) interior finishing, furnishings and decorative materials conform to the *BC Fire Code*;
- (b) flammable liquids, combustible liquids and dangerous goods are stored and handled in accordance with the *BC Fire Code*; and
- (c) compressed gas cylinders are stored in a safe manner, racked or chained to a wall in accordance with applicable codes.

OCCUPANT LOAD

12.44 An *Owner* or *Occupier* of a *hotel* or *public building* shall not allow or permit the number of persons in a hall or public assembly *occupancy* to exceed:

- (a) the maximum number of persons permitted to enter a room calculated in conformance with the *BC Building Code* for new construction; or
- (b) the maximum number of persons permitted to enter a room calculated in conformance with the *BC Fire Code* for existing *occupancies*.

12.45 The *Owner* or *Occupier* of an assembly *occupancy* with an occupant load exceeding 60 persons or as required by the *BC Fire Code*, must post an occupant load sign

- (a) in a conspicuous location near the principal entrance to the room or floor area;
- (b) in a form prescribed by the fire commissioner; and
- (c) signed by the *municipality's* Building Inspector.

FIRE WATCH

12.46 The *Owner* or *Occupant* of an occupied *hotel* or *public building* in which any of the *fire alarm system*, automatic sprinkler system, or emergency power system is not operating must institute and maintain in that *building* a fire watch, as described in Section 12.47 of *this bylaw*, until that system is in operation.

12.47 A fire-watch must include all of the following activities:

- (a) posting of written notices at all entrances and exits on each floor stating that a fire watch is in effect and its expected duration;
- (b) a physical inspection of all public areas equipped with a fire alarm detection device;
- (c) notation in an entry book at least every hour of the conditions in the *building* by the person or persons performing the fire watch;
- (d) provision on site of a communications device capable of making a 911 call; and
- (e) posting of instructions in the *building* as to the alternate actions to be taken in the case of an emergency.

RECORDS

12.48 *Owners and Occupiers of buildings must keep all records for fire and life safety features and fire protection equipment required by the BC Fire Code or by this bylaw for inspection by the authority having jurisdiction.*

Part 13 Alarms

INSTALLATION AND MAINTENANCE OF ALARM SYSTEM(S)

- 13.1 The *Owner or Occupier of premises* where a *security or fire alarm system* is installed shall be responsible for the proper use, installation, maintenance and operation of the system so as to prevent *false alarms*.
- 13.2 The *Owner or Occupier of a hotel or public building* where a *fire alarm system* is installed, whether required or voluntarily, shall install the *fire alarm system* in accordance with the requirements of the *BC Building Code*.
- 13.3 The *Owner or Occupier of Premises* must
- (a) maintain fire alarm and voice communication systems in operable conditions at all times;
 - (b) ensure that fire alarm and voice communication systems are inspected and tested in conformance with the *BC Fire Code* and CAN/ULC-S536-M, "Inspection and Testing of Fire Alarm Systems" as amended from time to time; and
 - (c) keep records of all *fire alarm system* tests and have them available for examination by the *authority having jurisdiction* if requested.

CONTACT INFORMATION

13.4 The *Owner or Occupier of premises* where a *security or fire alarm system* is installed and alerts a monitoring agency must ensure that the monitoring agency has current contact information for *property representatives* who are required to attend the *premises*.

- 13.5 The *Owner* or *Occupier* of a *hotel* or *public building* that has a *fire alarm system* or an automatic fire sprinkler system, non-monitored, shall post a sign displaying current twenty-four hour emergency contact phone numbers at the *building*.
- 13.6 The location, size and content of the sign required by section 13.5 shall be in a format acceptable to the *authority having jurisdiction*. Location preference is at the main entrance to the *building*; it must be visible and easy to read; and lettering stroke must be a minimum of 25 mm on a contrasting background. The intent is to provide emergency contact names and numbers for persons able to respond to a phone call in an immediate manner.
- 13.7 The *Owner* or *Occupier* of *premises* must provide a *property representative* to be available to attend the *premises*, when an alarm has caused *protective services* to respond, within 15 minutes of being requested by the monitoring agency or *protective services*.

FALSE ALARMS

- 13.8 The *Owner* or *Occupier* of *premises* where a *fire* or *security alarm system* is installed is allowed one (1) *false alarm* in a twelve (12) month period of time.
- 13.9 Each *false alarm*, except as provided in Section 13.8, which generates a *protective services* response is a violation of *this bylaw*.
- 13.10 A person who intentionally causes a *false alarm* by, but not limited to, pulling a manual pull station at *premises* where a *fire alarm system* is installed or activating a “hold up / panic” button on a *security alarm system* and thereby causes a *protective services* response, violates *this bylaw* and commits an offence.

EXCESSIVE FALSE ALARMS

- 13.11 An *Owner* or *Occupier* of a *premises*, where *excessive false alarms* have occurred is in violation of *this bylaw* for subsequent *false alarm(s)*.
- 13.12 If, in any 12 month period, *protective services* respond to five or more *false alarms* originating from one *security* or *fire alarm system*, a *Peace Officer* may cause notice to be sent to the *Owner* or *Occupier* of the *premises* in which the *security* or *fire alarm system* is installed advising that the *police* or *fire department* may elect not to respond or limit the type of response to subsequent alarms until sufficient evidence is provided that maintenance of the system has taken place to prevent further *false alarms*.

EXCEPTIONS

- 13.13 Sections 13.8 through 13.12 do not apply to *fire alarm systems* or devices that are designed or intended to alert only the occupants of the dwelling unit in which they are installed.

Part 14 Fees for Service

- 14.1 *Fees* for services, including *fire department equipment* and *Members*, but excluding *fire protection*, provided by the *fire department* to an *Owner* or *Occupier* of *premises* in the *municipality* by the *fire department* are prescribed in the *Fees and Charges Bylaw*, including, but not limited to;

- (a) providing *Members* and *apparatus* as an onsite standby where *hazardous materials* are released, creating a life safety risk/hazard or fire/explosion risk at or near any *premise*, public land or public roadways;
- (b) the contamination or damage that occurs to *fire department equipment* at an *assistance response* as a result of the presence of a hazardous substance or dangerous good on that premise;
- (c) fire suppression activity as a result of a violation of any sections in *this bylaw*;
- (d) fire suppression or *assistance response* where the fire is willfully set and must be brought under control by the *fire department*;
- (e) an *assistance response* that arises as a result of or in connection with the commission of an indictable offence under the Criminal Code of Canada, that must be brought under control by the *fire department*;
- (f) responding to an *incident* involving a *building* or structure that is used for growing, processing or storage of plants or chemicals, *fees* shall apply for the services provided by the *fire department*, such as an *assistance response*, *fire protection*, fire watch, security and traffic control of that *building*, *premises*, motor vehicle, vessel or railway rolling stock, including attendance at *exposure fire(s)* that occur as a result of the said use, where:
 - i. The use of the *building*, *premises*, motor vehicle, vessel or railway rolling stock for the said purpose is not permitted or approved under the authorized terms of *occupancy*, or under any applicable bylaw of the *municipality*.
 - ii. The use of the *premises* and any modifications of the *premises* made to facilitate that use, do not comply with the requirements of the *BC Building Code*, the *BC Fire Code*, the Canadian Electrical Code, or any applicable bylaw of the *municipality*.
- (g) a special event held, including but not limited to, parties, large concerts or other large gatherings of people and *Members* are required to conduct inspections, provide standby time, use *fire department equipment* and other *fire protection services* because of the special event, whether before, after or during the special event;
- (h) specialized equipment from another local government, senior level of government or other source is utilized, called out or requested by the *fire department*, and the *municipality* is subsequently charged for the use of the specialized equipment;
- (i) traffic control, fire watch and security arising from an *assistance response* until such time the property is returned to the *Owner* or *Occupier's* control, including additional actual costs for materials for providing the service.
- (j) fire prevention training or any training related to fire suppression, rescue, and *hazardous material* or other safety related topics, in addition to any associated actual costs.

Part 15 Enforcement of Bylaw

ORDERS

- 15.1 If a *Peace Officer* finds any of the following circumstances in relation to real property, he or she may make an *order* to ensure full and proper compliance with *this bylaw*:
- (a) a provision of this Bylaw has been contravened or has not be complied with, or has been complied with improperly or only in part, or
 - (b) conditions exist in or about a *building* or property to which *this bylaw* applies, which constitute a fire hazard or otherwise constitute a hazard to life or property or both.
- 15.2 In particular, but without limiting the generality of section 15.1, a *Peace Officer* may
- (a) make the *orders* to the *Owners* and *Occupiers* of the real property or to any person responsible for the actions which created the contravention;
 - (b) make recommendations to the *Owner* or *Occupier* of the real property about how to correct the contravention, ensure compliance with *this bylaw* or remove the conditions creating the hazards referred to in the *Order*; or
 - (c) issue a *Bylaw Notice*.
- 15.3 If the *Owner* or *Occupier* or responsible person does not comply with an *order* issued in respect of a condition referred to in section 14.1(b), the *Fire Chief* may take appropriate action to mitigate the hazard and the *municipality* may recover the *costs* of doing so, in accordance with section 17 of the *Community Charter*, from the *Owner*, *Occupier* or person responsible for the contravention.
- 15.4 An *order* made under section 15.1 in regard to sections 11 and 12 of *this bylaw* shall be in writing in the form of either a fire inspection report or other written report and may be directed to the *Owner* or *Occupier* of a *premises* in respect of which the written *order* is made, or to both.
- 15.5 An *order* made under section 14.1 in regard to any section other than sections 11 and 12 of *this bylaw* may be verbal or written at the discretion of the *Peace Officer* providing the *order* to remedy a condition which is in violation of *this bylaw*.
- 15.6 A written *order* made under *this bylaw*, whether a fire inspection report or written report, shall be served by delivering it or causing it to be delivered to the person to whom it is directed.
- 15.7 An *Owner*, *Occupier* or person shall, after receipt of a fire inspection report, written report, verbal *order* or *Bylaw Notice*, comply with it.

APPEAL OF ORDER TO FIRE CHIEF

- 15.8 A person against whom an *order* has been made under *this bylaw* may, before the expiration of seven days after the service of the *order*, appeal to the *Fire Chief*, who must review and may amend, revoke or confirm the *order* appealed against or substitute another *order*.

STANDARD OF WORK

- 15.9 The *authority having jurisdiction* may, where work being completed in compliance with an *order* under section 13 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.
- 15.10 The *authority having jurisdiction* may, after the examination of any work referred to in section 15.9, issue a written rejection of the work and the rejection shall have the same force and effect as an *order* issued under section 15.1.

COST RECOVERY

- 15.11 Where, under *this bylaw*, the *municipality* may recover from an *Owner, Occupier* or other person, its costs of doing work or providing services on behalf of or in default of the *Owner, Occupier* or other person doing the work or providing the services, the *costs* may be recovered in accordance with section 17 and other applicable provisions of the *Community Charter*.

Part 16 Severability

- 16.1 If any portion of *this bylaw* is for any reason found invalid by decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of *this bylaw*.

Part 17 Offence and Penalty

- 17.1 A person who violates a provision of *this bylaw*, or who consents, allows or permits an act or thing to be done in violation of a provision of *this bylaw*, or who neglects or refrains from doing anything required by a provision of *this bylaw*, commits an offence and is liable, upon summary conviction, to a fine not exceeding \$10,000 and not less than \$2,500, and is liable to either or both of the minimum or maximum fine for each day that the offence continues.

Part 18 Repeal and Effective Date

- 18.1 Fire *Service* Bylaw No. 1674 and all amendments thereto, are hereby repealed.
- 18.2 Fire *alarm system* Bylaw No. 1396 and all amendments thereto, are hereby repealed.
- 18.3 This bylaw shall come into full force and effect upon adoption.

Schedules

- Schedule A Burning Regulations
Schedule B Fire Protection Equipment Labeling, Inspection and Testing
Schedule C Kitchen Exhaust Systems Labeling, Inspection and Testing

Appendices

Appendix 1 Excerpts from Transportation of Dangerous Goods

READ A FIRST time by title and SECOND TIME by content this 13th day of March, 2012.

READ A THIRD TIME by title this 27th day of March, 2012.

ADOPTED this 10th day of April, 2012.

“Ron Toyota”
Mayor Ron Toyota

“Bev Caldwell”
Bev Caldwell, Executive Assistant

Schedule A – Burning Regulations

There are general regulations and prohibitions outlined in Part 10 of this bylaw in addition to the specific permit conditions listed within this appendix.

Part 1 - Cooking Fires
Cooking fires are permitted under the following conditions;
a) Fire cannot exceed 0.5 metre diameter by 0.5 metre in height
b) Fire may only be fueled by natural gas, propane, charcoal or clean dry seasoned firewood
c) Materials being burned must be kept lower than the sidewalls of the enclosure and must be covered with a screen.
d) Enclosures shall be of non-combustible materials.
e) A charged garden hose shall be capable of reaching the fire on site near the fire and ready for use or 2 x 20 litre (five US gallon) buckets of water must be on site near the fire.
f) One person 19 years or older who is capable of putting the fire out must be in attendance at all times and have the means to contact 9-1-1;
g) A shovel or rake must be on site near the fire and ready for use.
h) The fire must be 7.5 meters (25 feet) from any standing timber / tree line.
i) Tree branches must be cleared to the height of 4.5 metres (15 feet) above the enclosure.
j) Burning must be in open areas, no closer than 4.5 metres (15 feet) from combustibles, such as standalone trees, coniferous shrubs, fences and <i>buildings</i> .
k) No yard waste can be burned on the fire at anytime unless with <i>permit</i>
l) There is no bans on cooking (or camp fires) either by the <i>Fire Chief</i> or a provincial ministry.
m) The fire does not contravene any general regulation or prohibition in Part 10 of this bylaw.

Schedule A – Burning Regulations

Part 2 – Residential Piles

Residential pile fires are permitted under the following conditions;

- a) Fire must not exceed 1 metre in diameter by 0.5 metre high
- b) Fire may only consist of leaves, clipping, pruning debris and other yard and garden debris that are generated on the property;
- c) A shovel or rake must be on site near the fire and ready for use.
- d) One person age 19 or older who is capable of putting the fire out must be in attendance at all times and shall have a method to call 911 if needed.
- e) A charged garden hose shall be capable of reaching the fire on site near the fire and ready for use or 2 x 20 litre (five US gallon) buckets of water must be on site near the fire.
- f) The fire does not contravene any general regulation or prohibition in Part 10 of this bylaw.

Part 3 – Free Standing Grass & Underbrush

Free standing grass & underbrush fires consist of the burning of grassy areas and underbrush away from free standing timber. Due to the nature of burning freestanding grass & underbrush the *permit* holder shall strictly conform to the following criteria;

- a) A shovel or rake must be on site near the fire and ready for use for each person controlling the fire.
- b) Two persons age 19 or older who is capable of putting the fire out must be in attendance at all times and shall have a method to call 911 if needed.
- c) A charged garden hose shall be capable of reaching the fire on site near the fire and ready for use or a minimum of a 220 litres water source with a pump can be utilized with enough hose capable of reaching the fire and potential areas within the property where fire may spread.
- d) Burning shall be done in small controllable areas, utilizing fire breaks of bare / tilled ground to a width of not less than 1 meter (3 feet)
- e) The fire does not contravene any general regulation or prohibition in Part 10 of this bylaw.

Schedule A – Burning Regulations

Part 4 – Large Pile Fires

Large pile fires may consist of leaves, clipping, pruning debris and other yard & garden debris that are generated on the property. Large pile fires also apply to the burning of all industrial and commercial waste and land clearing.

- a) Fires may exceed Residential Pile sizes defined in Section 10.36 of this bylaw.
- b) Only one pile can be burn at a time due to the limited firefighting equipment required unless permitted otherwise. Once one pile has been burnt, a second may be lit if required.
- c) Any fire size exceeding 1 metres (9 feet) in diameter may be required to have an onsite inspection by the fire department prior to the issuance of a *permit*.
- d) A shovel or rake must be on site near the fire and ready for use for each person controlling the fire.
- e) Two persons age 19 or older who is capable of putting the fire out must be in attendance at all times and shall have a method to call 911 if needed.
- f) A charged garden hose shall be capable of reaching the fire on site near the fire and ready for use or 2 x 20 litre (five US gallon) buckets of water must be on site near the fire.
- g) Water for firefighting must be on site:
 - Fires less than 1.2 metres (4 feet) must have a charged garden hose capable of reaching the fire or 10 gallons of water and a bucket.
 - Fires 1.2 to 3 metres (9 feet) must have a charged garden hose or a 220 litre (55-gallon) water source with a pump and enough hose capable of reaching the fire.
- h) Commercial and industrial waste cannot be *prohibited materials*, but may consist of wood product waste generated through the course of business activities.
- i) Upon inspection by the *fire department* of any pile, additional requirements may be made to ensure the safe burning of materials.
- j) The fire does not contravene any general regulation or prohibition in Part 10 of this bylaw.

Schedule A – Burning Regulations

Part 5 – Land Clearing (minimum requirements)

All land clearing fires require a Large Pile *permit* and consist of natural vegetation generated from on site land-clearing projects. All options on removal of debris from property should be considered first and not assumed that *permits* will be issued for all land clearing burning.

- a) No pile size shall exceed 6 metres (20 feet) in diameter.
- b) A high volume fan must be used to start the fire and assist with burning.
- c) Any person carrying out fire control for a fire in one or two piles not exceeding 2 metres (6.5 feet) height and 3 metres (9 feet in width) shall have the following equipment & personnel available on site during all burning activities (minimum requirements of the BC Wildfire Act, as a defined category 2 fire);
 - One piece of heavy equipment (bulldozer or excavator) with an operator on site at all times during burning;
 - One fire suppression system with a minimum of a 1500 L (350 gallon) water source and enough 1.5" hose to reach the entire fire.
 - Six workers, each equipped with at least one fire fighting hand tool (shovel, rakes, Pulaski axe)
- d) Any person carrying out fire control for a fire in three or more piles not exceeding 2 metres (6.5 feet) height and 3 metres (9 feet in width) or one or two piles exceeding 2 metres (6.5 feet) height and 3 metres (9 feet in width) to a maximum of 6 metres in diameter (20 feet) shall have the following equipment & personnel available on site during all burning activities (minimum requirements of the BC Wildfire Act, as a defined category 3 fire);
 - Two pieces of heavy equipment
 - Two fire suppression systems with a minimum of a 1500 L (350 gallon) water source and enough 1.5" hose to reach the entire fire.
 - 11 workers, each equipped with at least one fire fighting hand tool (shovel, rakes, Pulaski axe)
- e) Upon inspection by the *fire department* of any pile, additional requirements may be made to ensure the safe burning of materials.
- f) The fire does not contravene any general regulation or prohibition in Part 10 of this bylaw.

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

Standard Layout and Tag Use

This is the standard tag layout required for fire protection tests and inspections.

This standard layout is required by *ASTTBC* and it is the responsibility of the *fire protection technician* to supply his/her own tag.

Space at the top is provided for the test/inspection company name, logo, address, phone and fax (required information).

Tag Use

Space is provided for the *fire protection technician* to tick off work done. When tested/inspected, this column should be ticked for the appropriate equipment.

If additional work is required the *fire protection technician* should tick the “Additional Work Req’d” as well as the “See Log and Report” columns.

The Serial Number of the equipment must be noted and Next *Service* Date written on Tag.

The Tag has the months and year at the bottom. The *fire protection technician* will punch out the month in which the test/inspection is done or date the Tag under the Stamp.

After all work is completed the *fire protection technician* will stamp the Tag and sign/initial over the Stamp.

FIRE PROTECTION SYSTEMS RECORD	TESTED/INSPECTED	ADDITIONAL WORK REQ'D	SEE LOG & REPORT
FIRE ALARM SYSTEM			
SMOKE CONTROL SYSTEM			
EMERGENCY LIGHTING SYSTEM			
GENERATOR SYSTEM			
SPRINKLER SYSTEM			
STANDPIPE SYSTEM			
FIRE PUMP			
PORTABLE FIRE EXTINGUISHERS			
SPECIAL FIRE SUPPRESSION SYSTEMS			

TECHNICIAN STAMP

SER.# _____

NEXT SERVICE DUE ON OR BEFORE

Y M D

DO NOT REMOVE THIS TAG UNTIL NEW TAG IS APPLIED

J F M A M J J A S O N D
2003, 2004, 2005, 2006

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

<h3>Inspection and Testing</h3>	
Procedures	
a)	Fire protection equipment shall be inspected and tested as required by the BC Fire Code. Any deviations or alternatives to the Fire Code must be approved in writing by the authority having jurisdiction.
b)	Deviations or alternatives to the BC Fire Code must also be acceptable to the Owner or Occupier who is responsible for carrying out the provisions of the BC Fire Code and may have additional obligations with respect to inspections and testing relative to an insurance policy or corporate loss control program.
c)	When a fire protection system or individual piece of equipment has been inspected and tested in accordance with the BC Fire Code and is free of deficiencies, a new tag bearing the fire protection technician stamp and signature shall be attached to that equipment. The standard inspection form shall be provided to the Owner, and the report shall be stamped and signed by the fire protection technician.
d)	For “minor deficiencies” the new tag shall be punched as “inspected / tested” and “additional work required”.
e)	“See log & report” shall also be punched to draw attention to the nature of the deficiencies. A tag bearing the fire protection technician stamp and signature shall be attached to the equipment. The standard inspection form shall be provided to the Owner and the report shall be stamped and signed by the fire protection technician.
f)	For “major deficiencies” the new tag (provided by the fire protection technician) is to be attached to the equipment. The tag shall be defaced using a large (preferably red) “X” across the front and on the back. A complete description of the deficiencies shall be filled out on the inspection form and the report shall be stamped and signed by the fire protection technician. The standard inspection form shall be provided to the Owner.
g)	When fire protection systems or individual piece of equipment are not inspected or tested as required by the BC Fire Code, the fire protection technician shall not tag or stamp that equipment and the Owner shall be notified that the required inspection and test was not completed.
h)	ASTTBC master form “F00” shall be completed and provided to the Owner. (refer to ASTTBC documentation and forms).
i)	When these procedures are followed including the use of standard inspection forms, the fire protection technician is authorized under the by-Laws and code of ethics of ASTTBC to affix his/her stamp to the tags and inspection forms.

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

Inspection and Testing

Procedures (continued)

- j) If this procedure is not followed then the fire protection technician shall not affix his/her stamp to the tags or inspection forms.
- k) Tagging the fire protection equipment – Tags used on the fire protection equipment shall be the standardized tag accepted by ASTTBC. Once the fire protection equipment has been inspected, tested and maintained in accordance with the fire code it shall have the tag place on the item with the fire protection technician stamp.
- l) Application of tags to fire protection equipment requires placing the tag facing out so that it is easily readable by the Fire Inspector.
- m) If a fire protection system does not meet code, the fire protection technician should stamp and sign the tag and then tick the additional work required and see inspection and test reports. He / she may wish to identify the problem by writing on the back of the tag.

Minor Deficiencies (defined and examples)

A minor deficiency in as a fire protection system or piece of equipment associated with a fire protection system would be if:

- a) it functions in accordance with the design criteria for which it was originally installed but,
- b) the equipment is in need of minor repair and or additional maintenance (not additional testing).

Examples of a minor deficiency would include, but not be limited to:

- a) a portable fire extinguisher that is less than 6 months overdue for a hydrostatic test.
- b) a *fire alarm system* where less than 5% of the total alarm initiating devices do not work and are in need of repair, (not complete circuits)
- c) a dry pipe sprinkler system that trips, however, exceeds the 1 min. maximum trip time,
- d) two or three painted sprinklers, and
- e) a fire pump that needs additional maintenance.

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

Inspection and Testing

Major Deficiencies (defined and examples)

A major deficiency in a fire protection system, or *fire protection equipment* would be if:

- a) the primary function is impaired relative to the original design due to deficiencies, and/or
- b) the operation of this equipment is in question due to lack of testing or inspection.

Examples of a major deficiency would include, but not be limited to:

- a) a battery pack that does not work,
- b) a fire extinguisher that has been discharged,
- c) a fire pump that does not start,
- d) audible alarm devices on a *fire alarm system* are not operative,
- e) more than 5% of the alarm initiating devices do not work,
- f) a sprinkler system that is impaired,
- g) a system or equipment was not tested in accordance with the *BC Fire Code* and 6 months overdue for inspection and testing,
- h) extinguishing agent discharge plug (squib) missing or disconnected,
- i) a portable fire extinguisher that is more than 6 months overdue for a hydrostatic test, and fire hose that is rotted and/or over due for a hydrostatic test.

Note: Minor or major, deficiencies reduce the level of safety from the minimum standard of life safety and property protection required by the BC Fire Code.

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

Inspection and Testing

Red Tagging a Fire Protection System

- a) For major deficiencies red tags can be used by the *fire protection technician* to indicate that the *fire protection System* was inspected, tested or maintained but does not provide the level of protection for which it was originally designed and installed or the fire protection system that is red tagged has deficiencies on the system that may cause it during activation, not to operate in the manner to which it was intended.
- b) A red tag would be used to advise and alert the *Owner* and *fire department* that although the system has been inspected, tested or maintained and there are deficiencies that remain on the system.
- c) The tag shall be defaced using a large (preferably red) "X" across the front and on the back.
- d) The fire protection technician shall notify the Owner or his authorized agent immediately of any deficiencies on the fire protection system(s).
- e) When major deficiencies of the fire alarm, fire extinguishing systems (including sprinkler systems), or a combination of major deficiencies are identified by the fire protection technician, and the Owner or Owners authorized agent after being advised by the technician does not take appropriate action, and when in the fire protection technicians opinion the public is placed in imminent danger.
- f) The fire protection technician shall notify the authority having jurisdiction by telephone or in person and document that notification in writing.

Securing the Tag

- a) The tag is to be secured to the unit being inspected, tested and/or maintained in a manner that would not be considered a hazard.
- b) When secured, the tag shall be visible and easy to read.

Schedule B – Fire Protection Equipment Labeling, Inspection and Testing

Inspection and Testing	
Test / Inspection Report	
a)	After each test/inspection the <i>fire protection technician</i> will complete and leave with the <i>Owner</i> or the <i>Owners agent</i> , eg. <i>building manager</i> , a copy of the Test/Inspection Reports.
b)	The <i>fire protection technician</i> will retain one copy of the Report for the test/inspection company's records.
c)	The <i>fire protection technician</i> should remind the <i>Owner</i> to place the Report on file on site at the <i>building</i> .
d)	Note that Test/Inspection Reports are to be on location in a single location, preferably in a 3 ring binder at each <i>building</i> and not stored at some other location. The required Standard Test/Inspection Forms or templates for the Reports are available from <i>ASTTBC</i> and the <i>fire department</i> .
Building Owner's Log	
a)	A standard log will be kept by the <i>Owner</i> or the <i>Owners agent</i> on site at every <i>building</i> . The <i>fire protection technician</i> should not make any entries in this book. This is the responsibility of the <i>Owner</i> or the <i>Owner's Agent</i> .

Schedule C – Kitchen Exhaust Systems Labeling, Inspection and Testing

Standard Layout & Tag Use

This is the standard tag layout required for kitchen exhaust systems.

This is the Standard Tag required for inspections, tests and cleaning of Kitchen Exhaust Systems.

This standard layout is required by *ASTTBC* and it is the responsibility of the *fire protection technician* to supply his/her own tag.

Space is provided at the top for the test/inspection company name, logo, address, phone and fax (required information).

Tag Use

The *fire protection technician* will tick or punch out the appropriate columns indicating the work done (inspected, tested and/or cleaned) on various parts of the system.

If additional work is required the *fire protection technician* will so note in the “Work Req’d” column and also the column marked “See Log Book” (the book maintained by the *Owner* or *Owner’s agent*).

“Work Req’d” relates to areas left un-cleaned due to inaccessibility or other reasons and/or access panels need to be installed to provide access to parts of the system.

The next *service* date must be noted.

	INSPECTED	CLEANED	OPERATING	WORK REQ'D	SEE REPORT
HOODS					
VENTS/DUCT					
FANS					
OTHER					

TECHNICIAN STAMP

NEXT CLEANING DUE
ON OR BEFORE

Y M D

J F M A M J J A S O N D
2003, 2004, 2005, 2006

The Tag has the months and year at the bottom. The *fire protection technician* will punch out the month in which the test/inspection is done or date the Tag under the Stamp.

After all work is completed the *fire protection technician* will stamp the Tag and sign/initial over the Stamp.

Schedule C – Kitchen Exhaust Systems Labeling, Inspection and Testing

Inspection and Testing
Securing the Tag
a) The tag is to be secured to the unit being inspected, tested and/or maintained in a manner that would not be considered a hazard. When secured, the tag shall be visible and easy to read.
Test / Inspection Report
a) After each test/inspection the technician will complete and leave with the <i>Owner</i> or the <i>Owners agent</i> , (e.g. <i>building manager</i>), a copy of the Test/Inspection Reports.
b) The <i>fire protection technician</i> will retain one copy of the Report for the test/inspection company's records.
c) The <i>fire protection technician</i> should remind the <i>Owner</i> to place the report on file on site at the <i>building</i> . The <i>Owner</i> should retain all reports in a 3 ring binder at each <i>building</i> and not stored at some other location.
d) The required Standard Test/Inspection Forms or template are available from <i>ASTTBC</i> and the <i>fire department</i> .
Building Owner's Log
a) A standard log will be kept by the <i>Owner</i> or the <i>Owners agent</i> on site at every <i>building</i> . The <i>fire protection technician</i> should not make any entries in this book. This is the responsibility of the <i>Owner</i> or the <i>Owner's Agent</i> .

Appendix 1 – Excerpts from Transportation of Dangerous Goods

Transportation of Dangerous Goods Act (Canada)

Excerpts from Section 2, Interpretation (definitions), and the Schedule to the above Act:

“**dangerous goods**” means a product, substance or organism included by its nature or by the regulations in any of the classes listed in the schedule;

SCHEDULE

(Sections 2 and 27)

- Class 1 — Explosives, including explosives within the meaning of the *Explosives Act*
- Class 2 — Gases: compressed, deeply refrigerated, liquefied or dissolved under pressure
- Class 3 — Flammable and combustible liquids
- Class 4 — Flammable solids; substances liable to spontaneous combustion; substances that on contact with water emit flammable gases
- Class 5 — Oxidizing substances; organic peroxides
- Class 6 — Poisonous (toxic) and infectious substances
- Class 7 — Nuclear substances, within the meaning of the *Nuclear Safety and Control Act*, that are radioactive
- Class 8 — Corrosives
- Class 9 — Miscellaneous products, substances or organisms considered by the Governor in Council to be dangerous to life, health, property or the environment when handled, offered for transport or transported and prescribed to be included in this class

1992, c. 34, Sch.; 1997, c. 9, s. 123.