



FIRE PROTECTION and LIFE SAFETY

BYLAW NO. 8306

EFFECTIVE DATE – JULY 14, 2008

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

<u>AMENDMENT BYLAW</u>	<u>DATE OF ADOPTION</u>	<u>EFFECTIVE DATE</u> (If different from Date of Adoption)
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FIRE BYLAW

BYLAW NO. 8306

TABLE OF CONTENTS

PART ONE: ADOPTION AND APPLICATION OF THE FIRE CODE 1

PART TWO: INTERPRETATION AND GENERAL PROVISIONS

- 2.1 Words and Phrases 1
- 2.2 References 1
- 2.3 Definitions 1
- 2.4 Severability 1
- 2.5 Conflict 2
- 2.6 Application 2
- 2.7 Gender and Number 2

PART THREE: RICHMOND FIRE-RESCUE

- 3.1 Continuation 2
- 3.2 Fire Chief 2
- 3.3 Right to Enter 4
- 3.4 Prevention, Control and Enforcement 4
- 3.5 No Interference 4
- 3.6 Prohibition Against Entry 4
- 3.7 False Representation 5
- 3.8 No Obstruction at Assistance Response 5

PART FOUR: PERMITS

- 4.1 Permit Required 5
- 4.2 Permit Application 6
- 4.3 Permit Issuance 6
- 4.4 Permit Conditions 6
- 4.5 Open Air Burning 7

PART FIVE: FIRE PROTECTION EQUIPMENT

- 5.1 Buildings and Occupancies 8
- 5.2 Connections for Building Sprinkler and Standpipe Systems 8
- 5.3 Sprinkler Systems 9
- 5.4 Sprinkler System or Standpipe Operations – Building Demolition 10
- 5.5 Smoke Alarm Maintenance 10
- 5.6 Fire Hydrants 10
- 5.7 Fire Hydrants on Private Property 10
- 5.8 Premises Under Construction 11
- 5.9 Emergency Access Routes 12
- 5.10 Fire Protection Equipment Orders 12

PART SIX: FIRE ALARM SYSTEMS

- 6.1 Contact Persons 13
- 6.2 Activation 13
- 6.3 Fire Watch 14

PART SEVEN: EMERGENCY ACCESS AND EVACUATION

7.1	Fire Safety Plan	14
7.2	Pre-incident Plans	15
7.3	Access and Keys	15
7.4	Fire Plan Storage Box	15
7.5	Richmond Fire-Rescue Access	16
7.6	Obstructions	16
7.7	Storage on Roofs.....	16
7.8	Passageways on Roofs	16
7.9	Evacuation of Buildings	16
7.10	Street Addresses	17

PART EIGHT: INSPECTIONS OF PREMISES

8.1	Authority for Inspection.....	18
8.2	Entry for Inspection.....	18

PART NINE: REGULATION OF FIRE HAZARDS

9.1	Removal of Fire Hazards.....	18
9.2	Refuse and Recycling Containers	19
9.3	Flammable or Combustible Liquids	19
9.4	Order to Remove Flammable or Combustible Material	19
9.5	Vehicle Fuel Tank.....	20
9.6	Explosion or Potential Explosion, Emission or Spill of Dangerous Goods	20
9.7	Vacant Premises	20
9.8	Damaged Buildings	21
9.9	Exhibits, Fairs, Trade Shows or Vehicle Displays	21
9.10	Commercial Cooking Equipment	22
9.11	Dangerous Goods	22
9.12	Combustible Dust and Removal	22
9.13	Electrical Extension Cords.....	23
9.14	Fireworks Regulation.....	23

PART TEN: SAFETY TO LIFE

10.1	Exits and Means of Egress.....	25
10.2	Storage in Buildings, Service Rooms or Areas.....	26
10.3	Tampering with Fire Protection Equipment	26

PART ELEVEN: INSPECTION OF BUILDINGS

11.1	Frequency of Inspections	27
------	--------------------------------	----

**PART TWELVE: INSPECTION AND TESTING OF
FIRE PROTECTION EQUIPMENT**

12.1	Maintenance and Testing of Emergency Equipment.....	27
------	---	----

PART THIRTEEN: CONTROL OF FIRE ACCESS

13.1	Fire Roads, Fire Trails & Firebreaks.....	28
------	---	----

PART FOURTEEN: ENFORCEMENT

14.1	Fire Orders	28
14.2	Penalties.....	29

14.3	Enforcement by Municipal Ticket.....	30	
14.4	Notice of Bylaw Violation	30	
PART FIFTEEN: FEES AND COST RECOVERY			
15.1	Permit and Service Fees	30	
15.2	Inspection Fees	31	
15.3	No Relief from Other Fees.....	31	
15.4	Nuisance and Dangerous Goods Incidents	31	
15.5	False Alarm Incident Fees.....	32	
15.6	Security Alarm Incident Fees.....	33	
15.7	Fire Alarm Testing Fee	33	
15.8	General Fee Regulations.....	33	
PART SIXTEEN: REPEAL			
16.1	Repeal of Previous Bylaw.....	34	
PART SEVENTEEN: FEES BYLAW			34
SCHEDULE "A": INTERPRETATION			35

CITY OF RICHMOND

FIRE BYLAW NO. 8306

The Council of the City of Richmond enacts as follows:

PART ONE: ADOPTION AND APPLICATION OF THE FIRE CODE

- 1.1 The **Fire Code**, as amended or replaced from time to time, is adopted and made part of this Bylaw as a regulation of the City.
- 1.2 Any person who contravenes, violates or fails to comply with a provision of the **Fire Code** commits an offence under this Bylaw.

PART TWO: INTERPRETATION AND GENERAL PROVISIONS

2.1 Words and Phrases

- 2.1.1 Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the **Fire Services Act**, the **Building Code**, the **Fire Code** or the *Community Charter* S.B.C. 2003, c. 26, as the context and circumstances require.

2.2 References

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

2.3 Definitions

- 2.3.1 Schedule "A" of this Bylaw contains definitions of words and phrases used in this Bylaw.

2.4 Severability

- 2.4.1 If any part, section, subsection or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw will be deemed to have been enacted without the invalid portion.

2.5 Conflict

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

2.6 Application

2.6.1 The provisions of this bylaw apply to all **buildings, structures, premises** and conditions within the **City** and, for certainty, apply to both existing **buildings** and **buildings** under **construction**.

2.7 Gender and Number

2.7.1 Wherever the singular or masculine is used in this Bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context so requires.

PART THREE: RICHMOND FIRE-RESCUE

3.1 Continuation

3.1.1 Richmond Fire-Rescue is hereby continued for the purposes of providing the fire suppression, fire prevention and rescue services contemplated under this Bylaw.

3.2 Fire Chief

3.2.1 The **Fire Chief** shall report to the **City's** General Manager for Law and Community Safety, and shall be responsible for administering this Bylaw, for the management, control and supervision of Richmond Fire-Rescue and its **members** and for the care, custody and control of all **buildings, apparatus** and equipment of Richmond Fire-Rescue.

3.2.2 The **Fire Chief** and any **officer, member** or other person authorized by the **Fire Chief** to act on behalf of the **Fire Chief**, may exercise one or more of the following powers:

- (a) make and enforce rules for the proper and efficient administration and operation of Richmond Fire-Rescue and change, replace or withdraw the rules;
- (b) 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 fire;

- (c) take measures considered necessary to prevent and suppress fires, including the demolition of **buildings** and other structures to prevent the spreading of fires;
- (d) require an **owner** or **occupier** to undertake any actions the **Fire Chief** considers necessary for the purpose of removing or reducing any thing or condition the **Fire Chief** considers is a **fire hazard** or increases the danger of fire;
- (e) exercise the following powers under Section 25 of the **Fire Services Act**:
 - (i) if an emergency arising from a **fire hazard** or from a risk of **explosion** causes the **Fire Chief** to apprehend imminent and serious danger to life or property, or of a panic, the **Fire Chief** may immediately take steps to remove the hazard or risk,
 - (ii) if the **Fire Chief** believes that conditions exist in or near a hotel or public **building**, that, in the event of a fire, might seriously endanger life or property, the **Fire Chief** may immediately take action to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public **building**; and

without limiting the foregoing, for these purposes may evacuate a **building** or area, and may call on police and other fire prevention authorities who have jurisdiction to provide assistance;

- (f) provide for **assistance response**;
- (g) request that any person at or near an **incident** render reasonable aid to mitigate the **incident**;
- (h) enforce this Bylaw and any other **City** bylaws, rules, orders and regulations for the prevention and suppression of fire and the protection of life and property;
- (i) inquire into, investigate and record the causes of fires in the **City**;
- (j) collect and disseminate information in regard to fires in the **City**;
- (k) investigate and make inquiries into fires;
- (l) research best practices in methods of fire prevention;
- (m) provide, advise and make recommendations to other officers and employees of the **City**, to **Council**, and to the public, in accordance with any applicable **City** policies and procedures, in relation to:
 - (i) the provision of adequate water supply and pressure;
 - (ii) the installation and maintenance of **fire protection equipment**;

- (iii) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;
- (iv) life safety or rescue equipment; and
- (v) fire prevention generally.

3.3 Right to Enter

- 3.3.1 The **Fire Chief** and any other **officer** or **member in charge** at an **incident** is authorized to enter **premises** where an **incident** has occurred and to cause any **member**, **apparatus** or equipment to enter the **premises**, as deemed necessary, in relation to an **incident**.

3.4 Prevention, Control and Enforcement

- 3.4.1 Richmond Fire-Rescue may take all necessary measures for the prevention, suppression, control and extinguishment of fires, for mitigating the effects of **incidents** involving **dangerous goods**, and for the protection of life and property, including conducting **assistance response** and administering emergency medical services.

3.5 No Interference

- 3.5.1 A person must not interfere with or refuse to permit any **member** to enter into or upon **premises** in relation to which an alarm or other request for assistance has been received or in or upon which a **member** has reasonable grounds to believe that an **incident** has occurred or may occur.
- 3.5.2 A person must not interfere with any **member** or refuse to permit any **member** to enter into or upon **premises** or a fire scene to determine
- (a) the cause and origin of a fire;
 - (b) the activation of a **fire alarm system**, or
 - (c) the presence and functioning of a **sprinkler system** or other fire or life safety protection system.

3.6 Prohibition Against Entry

- 3.6.1 A person must not, except as authorized by the **Fire Chief**, an **officer** or a **member in charge** at an **incident**:
- (a) enter any **building** or **premises** threatened by an **incident**;
 - (b) enter within an area designated by ropes, guards or tape erected by or under the direction of a peace officer or a **member** across or around any street, lane, alley or **building**; or

- (c) refuse to move from such designated area when directed to do so by a peace officer or a **member**.

3.7 False Representation

- 3.7.1 A person must not make false representation as to being a **member** of Richmond Fire-Rescue, or wear or display any **Richmond Fire-Rescue** badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

3.8 No Obstruction at Assistance Response

- 3.8.1 A person must not impede, hinder or obstruct any **member** at an **assistance response** and every person must comply with orders or directions of a **member** engaged in an **assistance response**.
- 3.8.2 Any person refusing to comply with an order of a **member** under Section 3.8.1 may be removed from the scene of such **assistance response** by a peace officer or any **member**.

PART FOUR: PERMITS

4.1 Permit Required

- 4.1.1 Every person must obtain a **permit** issued by Richmond Fire-Rescue to do any of the following:
 - (a) store, handle, use or dispose of **flammable** or **combustible liquids**:
 - (i) in excess of five (5) litres in any dwelling unit or other **premises** used for human habitation,
 - (ii) in excess of twenty-five (25) litres in any other **building** or occupancy, or
 - (iii) in excess of twenty-five (25) litres outside a **building**;
 - (b) install gasoline, diesel or oil tanks or dispensing pumps;
 - (c) process, blend or refine **flammable** or **combustible liquids**;
 - (d) store **flammable** or **combustible liquids** in stationary or underground tanks;
 - (e) establish:
 - (i) a refinery,
 - (ii) a plant for storing or handling crude petroleum,
 - (iii) premises handling or storing **dangerous goods**, or
 - (iv) a distillery;

- (f) light, ignite, start or burn, or cause, suffer or allow to be lighted, ignited, started or burned, any fire in the open air or within any portable incinerator, chiminea or other portable appliance or device for any purpose, unless expressly exempted under Section 4.5.1 of this Bylaw;
- (g) install a fuel oil or oil burning equipment or device, including controls, piping, vents and storage containers required for or by the equipment or device;
- (h) use open flames for display purposes; or
- (i) prescribe a **building's** occupancy load.

4.2 Permit Application

- 4.2.1 Every application for a **permit** shall be made in the form prescribed by the **Fire Chief** from time to time.

4.3 Permit Issuance

- 4.3.1 Where an application for a **permit** is made to Richmond Fire-Rescue on the prescribed form, Richmond Fire-Rescue may issue the **permit** if:
 - (a) the receptacles, vehicles, **buildings** or other places to be used have been inspected and approved by a **Fire Inspector**, where the **Fire Chief** considers such inspection necessary;
 - (b) the proposed activity, operation or occupancy complies with this Bylaw and all other applicable Provincial and Federal enactments and bylaws of the **City**; and
 - (c) the applicant has paid the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.

4.4 Permit Conditions

- 4.4.1 Every **permit** required by Section 4.1 shall be subject to the following conditions:
 - (a) a **permit** may not be transferred to another person;
 - (b) a change in use or **occupancy** of a **building** or **premises** requires a new **permit**;
 - (c) the **Fire Chief** may suspend or revoke a permit if there is a violation of:
 - (i) any condition under which the **permit** was issued, or
 - (ii) any requirement of this Bylaw or other applicable legislation; and

- (d) the permit must be posted in a conspicuous place in or on the **premises** which are subject to the **permit**, or carried at all times during the permitted use or activity and produced on request by a **member**.

4.5 Open Air Burning

4.5.1 No **permit** is required for open air burning:

- (a) within a natural gas, charcoal, or propane fuelled outdoor heater, outdoor fireplace, barbeque or other appliance designed and used for the cooking of food; or
- (b) by Richmond Fire-Rescue for the purpose of training **members** in structural fire fighting methods, fire investigation procedures or for the purpose of elimination of fire **hazards**.

4.5.2 In addition to the conditions established in Section 4.4.1, every **permit** issued for open air burning shall be subject to the following requirements and conditions:

- (a) a minimum of one (1) adult must be in attendance at all times during burning;
- (b) only one burning site pile, no larger than five cubic metres, is permitted;
- (c) a burning site pile shall be not less than 30.5 metres (100 feet) from
 - (i) any combustible structure or **combustible material**;
 - (ii) any standing timber and surrounding brush; or
 - (iii) any watercourse.
- (d) a burning site pile shall be not less than 30.5 metres (100 feet) from the property lines of all adjacent improved lots in developed areas, except that this distance may be reduced if considered safe by the **Fire Chief**, and written consent is obtained from the **occupiers** of all adjacent improved lots;
- (e) burning must not commence prior to 7:00 a.m. and no stumps, trees or other fuel may be added to the fire after sunset;
- (f) when added to a fire, logs, stumps or other fuel shall be placed on the pile and not dropped or pushed on by use of a bulldozer or similar equipment;
- (g) where required by the **Fire Chief**, an adequate fire fighting water supply, fire fighting equipment and staff capable of deploying the water supply and fire fighting equipment shall be readily available;

- (h) in all cases:
 - (i) rubber tires, roofing materials and petroleum products shall not be used to start or feed a fire; and
 - (ii) standing crops shall not be burned.
- (k) where required by the **Fire Chief**, the burning site must be inspected and approved by the **Fire Chief** prior to the commencement of operations and is subject to future inspections at any time;
- (l) if, at anytime a **permit** is suspended or cancelled, the fire must be extinguished, a new **permit** applied for in writing, and the site and operation re-inspected before recommencing burning; and
- (m) the **permit** holder shall comply with all other conditions, restrictions and requirements imposed by the **Fire Chief**.

4.5.3 The **Fire Chief** may refuse to issue and may revoke or suspend a **permit** for open air burning if, in the opinion of the **Fire Chief**, burning under the prevailing weather conditions or other circumstances could reasonably be expected to be hazardous to public safety or health or to create a nuisance.

PART FIVE: FIRE PROTECTION EQUIPMENT

5.1 Buildings and Occupancies

5.1.1 Every **owner** of **premises** must ensure that all **fire protection equipment** required under the **Building Code** or **Fire Code** shall be inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the **Building Code**, the *City's Building Regulation Bylaw No. 7230*, the **Fire Code**, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.

5.2 Connections for Building Sprinkler and Standpipe Systems

5.2.1 **Richmond Fire-Rescue** pumper connections shall be located and positioned in accordance with the **Building Code** or as approved by the **Fire Chief**.

5.2.2 All **Richmond Fire-Rescue** pumper connections and protective caps shall be kept in place at all times and, where such connections or protective caps are missing, the **building owner** or **occupier** shall promptly cause the connections to be examined for accumulated material, back-flushed if such material is present or suspected, or upon the direction of a **Fire Inspector**, and shall ensure the connections and caps are replaced.

- 5.2.3 Every **owner** or **occupier** of a **building** must ensure that accesses to **Richmond Fire-Rescue** connections for sprinklers or standpipe systems are clearly identified, functional, kept in good repair and maintained free of obstructions at all times.
- 5.2.4 Every **owner** or **occupier** of a **building** shall ensure that signs are displayed identifying:
- (a) which **Richmond Fire-Rescue** connection serves a particular **sprinkler** or standpipe **system**; and
 - (b) the maximum pumping inlet pressure at a **Richmond Fire-Rescue** connection.

5.3 Sprinkler Systems

- 5.3.1 Every **owner** of **premises** for which a **sprinkler system** is required under the **Building Code** must, in accordance with the requirements of the **Fire Code**, maintain, repair and upgrade the **sprinkler system** to accommodate any material change in use or **occupancy** that results in a greater **fire hazard** than that which the **sprinkler system** was intended to accommodate.
- 5.3.2 Where a **Fire Inspector** considers that a change in the use or **occupancy** of a **building** equipped with a **sprinkler system** may create an increased **fire hazard**, such that the use or **occupancy** exceeds the criteria for which the **sprinkler system** was designed, the **Fire Inspector** may require the **owner** or **occupier** to provide confirmation to the **Fire Inspector** by a professional engineer that the design limitations of the original **sprinkler system** installation standard have not been exceeded.
- 5.3.3 The confirmation referred to in Section 5.3.2 shall be in a form acceptable to the **Fire Inspector** and shall identify, without limitation:
- (a) the sprinkler design standard used for comparative analysis;
 - (b) the available water supply for sprinkler and hose allowances;
 - (c) the current:
 - (i) **occupancy** hazard or commodity classification,
 - (ii) method of packaging and encapsulation,
 - (iii) method of storage of commodities (e.g. by rack, palletized, solid pile, solid shelving),
 - (iv) height of storage, and
 - (v) clearance between racks, piles or stacks;
 - (d) the required level of manual fire fighting equipment (e.g. fire hose and portable fire extinguishers);
 - (e) the required and available density of water application;

- (f) the required design area of water application;
- (g) the **fire alarm system** and central station connection; and
- (h) a statement of the current status and level of performance of the **sprinkler system**, including whether the **sprinkler system** conforms or does not conform to the identified design standard, and if non-conforming, provide specific instructions for the improvement of the **sprinkler system**, reduction of the fuel load or other alternative solutions acceptable to the **Fire Inspector**.

5.4 Sprinkler System or Standpipe Operations – Building Demolition

- 5.4.1 When a **building** equipped with a **sprinkler system** or a standpipe is being demolished, the system or standpipe shall be maintained in operation, subject to sequential deactivation, until the demolition work is completed.

5.5 Smoke Alarm Maintenance

- 5.5.1 The **owner** and **occupier** of every **premises** with residential **occupancy** must ensure that smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements of the manufacturer.

5.6 Fire Hydrants

- 5.6.1 The fire hose connection type, hydrant colour coding and location of all fire hydrants and other **Richmond Fire-Rescue** connections shall be subject to the approval of the **Fire Chief** and the **City Engineer**.
- 5.6.2 No person except a **member** shall use or take water from any fire hydrant or standpipe, nor make any attachment thereto, without first obtaining written permission from the **City Engineer** to do so.
- 5.6.3 A person must not tamper with the mechanical operation of a fire hydrant.
- 5.6.4 A person must not remove a fire hydrant from its authorized or required location unless authorized to do so by the **Fire Chief** and in accordance with any direction, conditions, measures or requirements of the **Fire Chief**.

5.7 Fire Hydrants on Private Property

- 5.7.1 Where a fire hydrant is located on private property, the **owner** or **occupier** of the **premises** must
- (a) maintain the space around the fire hydrant with stable ground cover and a clear and unobstructed area for a radius of at least one (1) metre; and
 - (b) maintain ground cover and clearance around the hydrant so as to provide a clear view of the fire hydrant from the street when being approached from either direction.

- 5.7.2 If an **owner** or **occupier** fails to properly maintain the ground cover and clearance around a fire hydrant as required by Section 5.7.1, the **Fire Chief** may issue an order to the **owner** or **occupier** to provide stable ground cover and clearance around the hydrant within a time period specified in the order.
- 5.7.3 If an **owner** or **occupier** fails to comply with an order issued under Section 5.7.2 within the time specified in the order, the **City** may enter onto the property and carry out such work at the cost of the **owner**.
- 5.7.4 The **owner** or **occupier** of **premises** on which a private fire hydrant is installed, must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested at least yearly by a **Fire Protection Technician** in accordance with the requirements of the **Fire Code**.
- 5.7.5 Without limiting Section 5.7.4, the **owner** of property on which a private fire hydrant is installed must:
- (a) once a year, have the private hydrant flushed and drained and have all the threads of outlets and caps greased with waterproof grease; and
 - (b) provide the **Fire Chief** with a written report of the inspection, servicing and testing performed on the private fire hydrant during the previous twelve months.

5.8 Premises under Construction

- 5.8.1 The **owner** of **premises** under **construction** must ensure that every required **emergency access route**:
- (a) is finished to a minimum of good compacted gravel or other surface materials acceptable to the **Fire Chief**;
 - (b) provides adequate access for **Richmond Fire-Rescue apparatus**;
 - (c) is clearly designated as an **emergency access route**;
 - (d) is maintained at all times free of obstruction; and
 - (e) is secured with a gate, bollard, chain or other structure or assembly approved by the **Fire Chief** prior to installation.
- 5.8.2. Every **owner** of **premises** under **construction** must ensure that water supplies for fire protection are installed when **construction** commences or as determined by the **Fire Chief** or **City Engineer**.
- 5.8.3 Every **owner** of **premises** under **construction** must ensure that Richmond Fire-Rescue is notified of all newly installed fire hydrants prior to their installation so as to permit testing and approval of all such hydrants.

- 5.8.4 During **construction**, servicing or repairs of private fire hydrants and water supply systems, the **owner** of the **premises** must ensure that all fire hydrant conditions affecting fire safety, such as fire hydrants temporarily out of service, low water volumes and low water pressures, are immediately made known to Richmond Fire-Rescue.

5.9 Emergency Access Routes

- 5.9.1 Every gate, bollard, chain or other structure used to secure a required primary or secondary **emergency access route** must be approved by the **Fire Chief** prior to installation.
- 5.9.2 Every **emergency access route** must be clearly marked with permanent signage, in accordance with the **Fire Code**, or with highway marking of lines and words, in a size and colour approved by the **Fire Chief**, which must read:

FIRE LANE – NO PARKING

- 5.9.3 Every **owner** of **premises** shall ensure that an **emergency access route**, when secured by a gate, bollard, chain or other structure, has a permanent mounted sign on each side of the obstruction, of a size no less than sixty (60) cm by seventy-five (75) cm, which must read:

**EMERGENCY ACCESS ONLY -
NO PARKING OR OTHER OBSTRUCTIONS
Fire Protection and Life Safety Bylaw No. 8306**

- 5.9.4 A person must not:
- (a) park a vehicle in an **emergency access route**; or
 - (b) interfere with, hinder or obstruct access to an **emergency access route** by **Richmond Fire-Rescue apparatus**

unless authorized to do so by the **Fire Chief** and in accordance with any direction, conditions, measures or requirements of the **Fire Chief**.

5.10 Fire Protection Equipment Orders

- 5.10.1 The **Fire Chief** may order the **owner** of an existing multiple-family **residential, assembly, mercantile, business and personal services, industrial, care or detention occupancy** to provide or make alterations to **fire protection equipment** and systems including heat and smoke detection, fire alarms, fire extinguishers, exit signs, emergency lighting, fire separations and means of egress in order to provide adequate life safety to its occupants. These requirements will not exceed those established by the **Building Code** or **Fire Code** or building regulations established in accordance with the **Building Code** or **Fire Code** and may include equivalents or alternative solutions as accepted by the **Fire Chief**.

PART 6: FIRE ALARM SYSTEMS

6.1 Contact Persons

- 6.1.1 The **owner** or **occupier** of any **premises** with a **fire alarm system** monitored by an outside monitoring agency must ensure that at least one contact person is available 24 hours a day to attend, when notified by the monitoring agency, to enter and secure the **premises** at an **incident**.
- 6.1.2 The **owner** or **occupier** of any **premises** with a **fire alarm system** not monitored by an outside monitoring agency must maintain and provide to Richmond Fire-Rescue a current list containing the names and telephone numbers of three (3) contact persons, at least one of whom is available 24 hours a day to attend, enter and secure the **premises** at an **incident**, and must notify Richmond Fire-Rescue promptly of any changes in the names or addresses of contact persons.
- 6.1.3 Every contact person designated under Section 6.1.1 or 6.1.2 must have full access to the **premises** for which they have responsibility and must be able to take control of and secure the **premises** from Richmond Fire-Rescue on completion of **assistance response** or other **incident**.
- 6.1.4 Where a contact person fails to respond to a fire alarm and attend the premises within 30 minutes:
- (a) Richmond Fire-Rescue may use whatever means are necessary to gain entry to the **premises** to investigate the fire alarm without payment to the **owner** or **occupier** of any compensation whatsoever for damage caused to the **premises** by such forced entry; and
 - (b) the **owner** or **occupier** of the **premises** shall be liable to reimburse the **City**, at the rates in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 for the cost to the **City** of all time during which **Richmond Fire-Rescue apparatus** and **members** were required to remain on standby at the **premises**, commencing after the 30 minute time period specified in this Section, until such time as a contact person, **owner** or **occupier** arrives to attend at, provide access to, or secure the **premises**.

6.2 Activation

- 6.2.1 A person must not activate a **fire alarm system** unless:
- (a) there is a fire;
 - (b) the person reasonably believes that a fire or other **incident** is occurring or is imminent; or

- (c) the activation is carried out for testing purposes by persons authorized by the **Fire Chief**.

6.3 Fire Watch

- 6.3.1 The owner or occupier of any building in which any of the fire alarm system, automatic sprinkler system, or emergency power system, or any portion thereof, if not operating, shall institute and maintain a **fire watch** in that building until all required systems are in operation.

PART SEVEN: EMERGENCY ACCESS AND EVACUATION

7.1 Fire Safety Plan

- 7.1.1 The **owner** or **occupier** of any **building** required by the **Fire Code** to have a **fire safety plan** prepared in cooperation with Richmond Fire-Rescue must:
 - (a) prepare the **fire safety plan** in a form, format and diagram template acceptable to the **Fire Chief** and submit the **fire safety plan** to the **Fire Chief** for review;
 - (b) pay the fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 for review of the **fire safety plan**;
 - (c) review the **fire safety plan** at least annually in accordance with the requirements of the **Fire Code** and if material changes have occurred in relation to the **building**, use, or **occupancy**, submit an updated plan to the **Fire Chief** for review; and
 - (d) locate the **fire safety plan** on the **premises** in a location and manner acceptable to the **Fire Chief** to allow for reference by Richmond Fire-Rescue.
- 7.1.2 The **owner** or **occupier** of every **occupancy** of a **building** required by the **Fire Code** to appoint supervisory staff, must designate trained supervisory staff consisting of a **Fire Safety Director** and at least one **Deputy Fire Safety Director** to act when the **Fire Safety Director** is absent.
- 7.1.3 Either the **Fire Safety Director** or the **Deputy Fire Safety Director** must be present at the **premises** as required by the **Fire Code**.
- 7.1.4 The **owner** or **occupier** of every **occupancy** of a **building** required by the **Fire Code** to appoint a **Fire Safety Director** must produce evidence, on request by Richmond Fire-Rescue, that the **Fire Safety Director** and alternate person or persons have been trained in a form and manner acceptable to the **Fire Chief**.

7.2 Pre-incident Plans

7.2.1 The **Fire Chief** may require, as part of a **fire safety plan**, a **pre-incident plan**.

7.2.2 Where a fire pre-plan program is required, every **owner** or **occupier** of **premises** must include as part of a **required fire safety plan**, a **pre-incident plan** and a site plan diagram of the **premises** to be submitted, along with the **fire safety plan**, to the **Fire Chief** in a format and form acceptable to the **Fire Chief**.

7.3 Access and Keys

7.3.1 Every owner or occupier of

(a) **premises** having a **fire alarm system** or an **automatic fire sprinkler system**; and

(b) all apartment **buildings**, whether rental or strata owned

must ensure that access and required keys to the following areas are readily accessible to Richmond Fire-Rescue at all times:

(c) all common floor areas, service rooms and roof areas;

(d) all doors that are locked from the exit stairs to floor areas;

(e) as required to recall elevators and to permit independent operation of each elevator;

(f) all fire alarm control and annunciator panels and fire fighter telephone boxes; and

(g) as may be required by the Fire Chief for the purpose of responding to the **fire alarm system** or automatic fire sprinkler system.

7.4 Fire Safety Plan Storage Box

7.4.1 The **Fire Chief** may require an **owner** or **occupier** of:

(a) a multi-family complex **building**;

(b) a **building** over three (3) stories tall;

(c) a **building** where **dangerous goods** are stored;

(d) a **building** where hazardous operations or processes as described in the **Fire Code** are conducted; or

- (e) a **building** equipped with a **fire alarm system** or automatic sprinkler system;

to install a weatherproof **fire safety plan** storage box, of a type and in a location approved by the **Fire Chief** and accessible by any **member** using a **Richmond Fire-Rescue** lock box key.

- 7.4.2 **Fire safety plans** must be kept in the storage box required in this Section for reference by Richmond Fire-Rescue.

7.5 Richmond Fire-Rescue Access

- 7.5.1 Richmond Fire-Rescue shall at all times have the right to access a **fire safety plan** storage box required under Section 7.5 and access keys required under Section 7.4, and may use any means available to obtain such access.

7.6 Obstructions

- 7.6.1 A person must not install or maintain any wire, barbed wire, razor ribbon, fence, cable, aerial, antenna or other obstruction on any **building** roof, parapet wall or openings in an exterior wall required by the **Building Code** or the **Fire Code** for **Richmond Fire-Rescue** access, so as to obstruct access or egress, cause a hazardous condition, or interfere with **Richmond Fire-Rescue** operations in the event of fire or other **incident**.

7.7 Storage on Roofs

- 7.7.1 A person must not cause to be placed, stored, or maintained upon any roof or balcony any hazardous materials or any material or object which may interfere with access or egress or **Richmond Fire-Rescue** operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of a **Fire Inspector**.

7.8 Passageways on Roofs

- 7.8.1. A person must not obstruct access passageways on a roof surface required by the **Fire Code** or **Building Code**.

7.9 Evacuation of Buildings

- 7.9.1 The **Fire Chief** or **officer in charge** at an **incident** may order the evacuation of a **building**, structure or area which, in the opinion of the **Fire Chief** or **officer in charge**, is endangered by fire or other risk to life, and no person other than the **Fire Chief**, a **member** or other person authorized by the **Fire Chief** or the **officer in charge** at an incident, shall remain in or enter that **building**, structure or area after such an order is made.
- 7.9.2 The **Fire Chief** or **officer in charge** at an **incident** may post a notice on any **building** or structure warning that occupancy of the **building** may be hazardous or that no **occupancy** of the **building** is permitted.

7.10 Street Addresses

7.10.1 An **owner** of real property in the **City** shall ensure that street addresses are displayed in accordance with the following requirements:

- (a) the civic address that the **City** has assigned to that property must be displayed and must be legible from a minimum distance of fifteen (15) metres, with each address number assigned to each **building** being not less than the minimum size specified in Table 7.10;
- (b) where a property includes multiple **buildings** with separate addresses assigned to each of the **buildings**, the **building** address is to be displayed on each **building** in accordance with paragraph (a);
- (c) where a **building** is set back from the street or roadway fronting the property such that the assigned civic addresses are not clearly identifiable due to the distance from the street or roadway, or where landscaping or architectural appendages or other obstructions obstruct the visibility, assigned civic addresses shall be displayed at the driveway entrance from the street or road serving the **building** as well as on the **building** itself;
- (d) assigned civic addresses must be displayed on a weather-resistant sign permanently mounted on a post and must be highly visible from all directions of traffic flow;
- (e) where unusual circumstances exist, the **Fire Chief** may require that a direction indicator or other means of readily identifying and locating a **building** be provided;
- (f) letters or numbers must be of a colour which contrasts with the background colour of the **building**; and
- (g) if a required **emergency access route** is from a street or route other than that to which the City has assigned a civic address, a sign must be posted indicating the civic address in a location approved by the **Fire Chief**.

Table 7.10

Distance measured from public street curb to building	Size Height (mm)	Stroke Width (mm)
Up to 15 m	75	18.0
>15 m to 20 m	100	25.0
> 20 m to 25 m	150	32.0
> 25 m to 35 m	200	38.0
> 35m to 40 m	250	42.0
> 40 m	300	50.0

PART EIGHT: INSPECTION OF PREMISES

8.1 Authority for Inspection

8.1.1 The **Fire Chief** and any **member** designated by the **Fire Chief**, are hereby authorized to enter at all reasonable times upon any **premises** to inspect and determine whether or not:

- (a) the **premises** are in such a state of disrepair that a fire starting therein might spread so rapidly as to endanger life or other **premises** or property;
- (b) the **premises** are so used or occupied that fire would endanger life or property;
- (c) **combustible** or explosive **materials** are being kept on the **premises** or other flammable conditions exist in or about the **premises** so as to endanger life or property;
- (d) in the opinion of the **Fire Chief** or a **member**, a **fire hazard** exists in or about the **premises**; or
- (e) the requirements of this Bylaw and the **Fire Code** are being complied with.

8.2 Entry for Inspection

8.2.1 A person must not obstruct, hinder or prevent the **Fire Chief** or any **member** from entering into or upon any **premises** for the purpose of inspecting the **premises** in the ordinary course of their duties.

PART NINE: REGULATION OF FIRE HAZARDS

9.1 Removal of Fire Hazards

9.1.1. A person must not cause or permit **combustible materials**, growth, waste or rubbish of any kind to accumulate in or around **premises** in such a manner as to endanger property or to constitute a **fire hazard**.

9.1.2 A **Fire Inspector** may issue an order to any person to remove or otherwise deal with an accumulation of materials or growth referred to in Section 9.1.1, and upon receipt of such order, that person shall take whatever action is specified in the **Fire Inspector's** order within the time period specified therein, failing which Richmond Fire-Rescue may take whatever action is necessary to remove the **fire hazard** at the expense of the person to whom the order is directed or the **owner** or **occupier** of the **premises**.

- 9.1.3 Lids on all containers and doors to rooms or spaces provided for the storage of **combustible materials** or **flammable materials** shall be kept closed at all times except when such materials are being placed in the containers, rooms or spaces.

9.2 Refuse and Recycling Containers

- 9.2.1 Subject to Subsection 9.3.2, an **owner** or **occupier** of **premises** with multi-family residential, commercial, professional service, institutional, industrial or assembly **occupancies** must ensure that all refuse and recycling containers used be non-combustible and are stored not less than three (3) metres from any:

- (a) **combustible materials** including, without limitation, construction materials;
- (b) unprotected **building** openings or overhangs; or
- (c) in another location acceptable to the **Fire Chief**.

- 9.2.2 Where the clearances required by paragraph 9.2.1 are not feasible, a non-combustible container with self-closing lids and no hold-open devices may be stored in a location approved by the **Fire Chief** and not less than one (1) metre from **combustible materials**, standing vegetation or unprotected **building** openings.

9.3 Flammable or Combustible Liquids

- 9.3.1 A person must ensure that all **flammable** or **combustible liquids** are stored in accordance with the **Fire Code**.
- 9.3.2 A person must not use any **flammable** or **combustible liquid** which reasonably could be expected to endanger life or property for the purposes of cleaning within any **building**.

9.4 Order to Remove Flammable or Combustible Material

- 9.4.1 Upon receiving an order of the **Fire Chief**, a person must remove, dispose of or otherwise deal with **flammable** or **combustible material**, including but not limited to **combustible** or **flammable liquid**, **combustible metal**, and **flammable fibre** or **gas**, immediately or within a time period established in the order, failing which Richmond Fire-Rescue may take whatever action is necessary to remove the **flammable** or **combustible material** at the expense of the person to whom the order is directed or the **owner** or **occupier** of the **premises**.

9.5 Vehicle Fuel Tank

9.5.1 Without limiting any other provision in this Section, an **owner** of a vehicle must ensure that fuel within the vehicle's fuel tank is removed to a safe area acceptable to the **Fire Chief** prior to any adjustment to, or relocation of, the fuel tank from its original position on the vehicle.

9.6 Explosion or Potential Explosion, Emission or Spill of Dangerous Goods

9.6.1 Every **owner** or occupier of **premises** or a motor vehicle, vessel or railway rolling stock, must report immediately to the **Fire Chief** when an **explosion** or a discharge, emission, escape or spill of **dangerous goods** occurs or where the potential exists for an explosion or a discharge, emission, escape or spill of **dangerous goods**.

9.7 Vacant Premises

9.7.1 For the purposes of this Section, **vacant premises** means a lot, **building** or other structure:

- (a) in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading; or
- (b) where the condition of the **premises** is not suitable for human habitation or other **occupancy** due to non-compliance with the **Fire Code**, **Building Code** or health or safety regulations.

9.7.2 The **owner** of **vacant premises** must promptly act to ensure that, at all times:

- (a) the **premises** are free from litter and debris or accumulations of **combustible** or **flammable materials** except where storage of **combustible** or **flammable materials** is in strict accordance with the **Fire Code** and this Bylaw; and
- (b) all openings in the **premises** are securely closed and fastened in a manner acceptable to the **Fire Chief** so as to prevent fires and the entry of unauthorized persons.

9.7.3 Where an **owner** fails to securely close a **vacant premises** as required by Subsection 9.7.2(b), a **Fire Inspector** may, by notice in writing, order the **owner** to secure the **building** or other part of the **vacant premises** against unauthorized entry in a manner set out in the notice.

9.7.4 If an owner of **vacant premises** fails to bring the **premises** into compliance with this Bylaw within twenty-four (24) hours of receiving a notice under Subsection 9.7.3, or if the **Fire Inspector** is unable to contact the owner within twenty-four (24) hours of finding **vacant premises** in an unsecured state, the **Fire Inspector** may cause the **premises** to be secured by **City** employees or agents, who may board up or otherwise secure doors, windows

and other points of entry into the **premises** in order to prevent fires and unauthorized entry, at the cost and expense of the **owner**.

9.7.5 The **owner** of a **vacant premises** shall pay to the **City**, upon invoice by the **City**, the costs and expenses incurred by the **City** or its contractors or agents for:

- (a) response to any fire, **fire hazard**, or other incident at the **premises**;
- (b) additional **City** personnel, consumables and damage to **City** equipment resulting from a response to any fire, **fire hazard**, or other incident at the **premises**; and
- (c) demolition, clean-up, abatement, removal, disposal, and safe transport of a **building** or **structure** on the **premises**,

in accordance with the rates and amounts set-out from time to time in the Consolidated Fees Bylaw No. 8636. Such rates and amounts are in addition to any fines or penalties imposed under this Bylaw, any other **City** bylaw or otherwise by law.

9.8 Damaged Buildings

9.8.1 The **owner** of a **building** or other structure that has been damaged due to fire, **explosion** or similar event must immediately act to ensure that the **building** is guarded or that all openings and points of entry into the **building** are kept securely closed and fastened in a manner acceptable to the **Fire Chief** so as to prevent the entry of unauthorized persons. If the **owner** fails to provide the necessary security to the damaged **building** within 2 hours of being notified by the **Fire Chief** or following an **incident**, the **Fire Chief** may cause the work to be carried out at the cost and expense of the **owner**.

9.9 Exhibits, Fairs, Trade Shows or Vehicle Displays

9.9.1 Every **owner** or **occupier** of **premises** containing or used for an exhibit, fair display, trade show display or vehicle display must comply with all applicable provisions of the **Fire Code** and, without limiting the generality of the foregoing, must ensure that:

- (a) no exhibit or display is placed in a lobby or foyer or so as to obstruct the required width of an exit way;
- (b) aisles of a minimum of three (3) metres (10 feet) are maintained at all times between displays and the travelled distance to an exit door by an aisle is not be more than forty five (45) metres (150 feet);
- (c) a display of automobiles, motorcycles, scooters, or other vehicles in a public **building**, other than a **building** constructed and classified for such purpose by the **Building Code**, meets the following requirements:

- (i) vehicle batteries must be disconnected and the battery cables placed or tied in a position to prevent accidental battery contact;
- (ii) fuel tanks must be equipped with a key-locking cap or other similar device; and
- (iii) the quantity of fuel in the fuel tanks must not exceed the lesser of one quarter (1/4) of the tank capacity or nineteen (19) litres (5 gallons).

9.10 Commercial Cooking Equipment

9.10.1 Every **owner** or **occupier** of a commercial cooking facility must ensure that the cooking equipment is inspected and maintained in accordance with the requirements of the **Fire Code** and, without limiting the generality of the foregoing, must ensure that:

- (a) all hoods, grease removal devices, fans, ducts and other appurtenances of commercial cooking equipment are cleaned at least monthly to prevent grease and other combustible residues;
- (b) all commercial cooking equipment exhaust systems are serviced and cleaned at least every six months by a **Fire Protection Technician**; and
- (c) the instructions for manually operating the fire protection systems are posted conspicuously in the kitchen as part of a **fire safety plan**.

9.11 Dangerous Goods

9.11.1 If the **Fire Chief** is satisfied on reasonable and probable grounds that a discharge, emission or escape of **dangerous goods** has occurred and that immediate action is necessary in order to carry out any reasonable emergency measures, he or she may take such action or cause such action to be taken by any person the **Fire Chief** considers is qualified to do so.

9.12 Combustible Dust and Removal

9.12.1 A person must not cause, permit or allow the accumulation of any **combustible dust** or particulate on floors, walls, ledges, or other exposed **building** structural members, piping, conduit, electrical equipment, surface or on the roof of any **building** on which dust may settle, where the accumulation is sufficient to create a **fire hazard** or risk of **explosion**.

9.12.2 A person must not use compressed air or other means to blow **combustible dust** from ledges, walls and other areas unless all machinery in the area has been shut down and all sources of ignition removed.

9.12.3 The removal and collection of small quantities of loose **combustible dust** may be accomplished with an approved industrial vacuum cleaning system.

9.12.4 A person must ensure that metallic dust must be stored in tightly covered metal containers in a cool, dry place.

9.12.5 An **owner** or **occupier** of **premises** must ensure that **dust** removal is carried out in a form and manner acceptable to the **Fire Chief** and that the acceptable form and manner is included in the **building's fire safety plan**.

9.13 Electrical Extension Cords

9.13.1 A person must not create a **fire hazard** by using an **extension cord** as a substitute for permanent wiring.

9.14 Fireworks Regulation

9.14.1 A person must not purchase, sell, display for the purpose of sale, offer for sale, give, dispose of or distribute **fireworks** to any person.

9.14.2 A person must not possess **fireworks** except as permitted under a **display permit**.

9.14.3 Subject to subsection 9.14.4, a person must not ignite, explode, set off or detonate **fireworks**:

- (a) except in accordance with the terms of a **display permit**;
- (b) in such a manner as may endanger or create a nuisance to any person or property.

9.14.4 A person who is permitted by this bylaw to ignite, explode, set off or detonate **fireworks** must only do so on property, whether privately or publicly held, with the written consent of the owner or the agent for the owner of such property.

9.14.5 A person may apply to the **Fire Chief** for a **display permit** which authorizes the holder to ignite, explode, set off or detonate **fireworks** in accordance with the terms of the **display permit**.

9.14.6 To obtain a **display permit**, the applicant must be at least 18 years of age and submit:

- (a) a completed **display permit** application;
- (b) an indemnity agreement;
- (c) an application fee in the amount set out from time to time in the Consolidated Fees Bylaw No. 8636;
- (d) an authorization signed by the property owner or owner's agents, where the **fireworks** event is to occur on property not owned by the applicant;
- (e) a certificate of insurance showing evidence that the applicant has comprehensive general liability insurance which:
 - (i) has a coverage limit of not less than \$5,000,000 per occurrence;
 - (ii) includes the **City** as an additional named insured;

- (iii) has a deductible of not more than \$5,000, unless the **City** advises in writing that it consents to a higher deductible; and
- (f) proof of Fireworks Supervisor or Pyrotechnician certification issued to the applicant by the Explosives Regulatory Division of Natural Resources Canada at least ten **business days** prior to the fireworks event.

9.14.7 The **Fire Chief** is authorized to:

- (a) issue **display permits** to eligible applicants;
- (b) refuse to issue a **display permit** where the applicant has failed to meet the requirements of section 9.14.6;
- (c) refuse to issue a **display permit** where the applicant has provided false information on the application for the permit;
- (d) impose terms and conditions on a **display permit** regarding the following:
 - (i) the location at which the **fireworks** display may take place;
 - (ii) the time or times within which the **fireworks** display may take place;
 - (iii) fire safety precautions which must be taken with respect to the **fireworks** display;
 - (iv) safe storage of **fireworks**;
- (e) revoke, cancel, or suspend a **display permit** where:
 - (i) the holder has violated the terms and conditions of the **display permit** or the provisions of this bylaw or any applicable provincial or federal legislation;
 - (ii) the holder has acted in such a manner as to endanger property or public safety; or
 - (iii) environmental or weather conditions are such that the use of **fireworks** would endanger property or public safety; and
- (f) conduct an examination or analysis of an article that appears to be a **firework**, and to prepare a report confirming that the **Fire Chief** has examined or analyzed the item, describing the results of the examination or analysis, and stating whether or not, in the opinion of the **Fire Chief**, the item is a **firework**.

9.14.8 The holder of a **display permit** must comply with the terms and conditions specified in the **display permit** and the requirements of this bylaw, all other bylaws of the **City**, and all applicable provincial and federal legislation.

9.14.9 In the event that a **display permit** is denied, revoked, cancelled or suspended, the application fee is non-refundable.

9.14.10 A **display permit** is:

- (a) valid only for the location and during the times specified in the **display permit**; and

(b) not transferable.

- 9.14.11 **Fire inspectors, bylaw enforcement officers, police officers** and others as designated by the **Fire Chief** are authorized to enter on property at any time to determine whether the requirements of a **display permit** and of this and other applicable bylaws of the **City** and any applicable provincial or federal statutes are being met.

PART TEN: SAFETY TO LIFE

10.1 Exits and Means of Egress

- 10.1.1 Every **owner** or **occupier** of **premises** must at all times ensure that all exits and means of egress required under the **Building Code**, *Fire Services Act*, **Fire Code** or the City's *Building Regulation Bylaw No. 7320*, all as amended from time to time, are properly maintained and remain unobstructed at all times.
- 10.1.2 An **owner** or **occupier** must not install or permit or allow the use of a smoke emitting **security alarm system** or other such system which upon activation may obstruct an exit or means of egress or potentially result in confusion to **occupiers** or to fire fighters.
- 10.1.3 An **owner** or **occupier** must ensure that every required exit door located in an open floor storage area shall be served by an aisle that::
- (a) is kept clear at all times of any materials or products;
 - (b) has a clear width of not less than 1100 mm (44 inches);
 - (c) extends from the exit door past the storage area and into the open floor area a minimum of 1800 mm (72 inches);
 - (d) is provided with adequate emergency lighting coverage;
 - (e) has a painted yellow boarder 100 mm (4 inches) in width with diagonal lines spaced 300 mm (12 inches) apart between the aisle borders; and
 - (f) where the painted yellow border extends into the open floor area, has the word "EXIT" painted on the floor with an arrow directing occupants towards the exit.
- 10.1.4 No locking devices other than locking devices permitted by the **Building Code** shall be installed on any required exit doors.
- 10.1.5 An **owner** of a building which is equipped with a passenger elevator must ensure that a sign is displayed directly above the elevator call button on each floor reading:

IN CASE OF FIRE, USE EXIT STAIRWAY

DO NOT USE ELEVATOR

- 10.1.6 The dimensions of each sign required under Subsection 10.1.5 must be at least 75 mm by 130 mm in size and printed on permanent red and white, or white on red plastic laminate or equivalent material.
- 10.1.7 The **owner** of every **building** having three or more storeys must conspicuously display in all stairwells at each floor level, numbers or signs identifying each floor level. If numbers are used, the minimum height of those numbers shall be 150 mm. If wording is used, the dimensions and type must not be less than 50 mm by 150 mm on permanent red on white, or white on red plastic laminate or equivalent material.
- 10.1.8 A person must not hinder or obstruct the self-closing operation of doors in fire separations or doors separating stair enclosures from the remainder of the **building**.
- 10.1.9 A person must not stand, loiter, sit in or otherwise obstruct the aisles, passages or stairways of any church, theatre, hall, skating rink or other place of amusement or public resort or assembly.
- 10.1.10 An **owner** or **occupier** of **premises** must ensure that exit signs are maintained in a clean and legible condition and must be clearly illuminated from behind where such illumination is required by the **Building Code**.
- 10.1.11 An **owner** or **occupier** of **premises** must ensure that self-contained emergency lighting unit equipment and emergency lights are inspected and tested at intervals not greater than one month to ensure that emergency lights will function upon failure of the primary power supply, and at intervals not greater than 12 months to ensure the unit will provide emergency lighting for a duration equal to the design criterion.

10.2 Storage in Buildings, Service Rooms or Areas

- 10.2.1 Every **owner** or **occupier** of a **building** must ensure that no materials or items are stored in storage locker room aisles, elevator rooms, boiler rooms, furnace rooms, rooms that accommodate air-conditioning or heating appliances, pumps, compressors or other **building** services, except that, the **Fire Chief** may permit limited or restricted storage of specific materials or items as part of a **fire safety plan**.
- 10.2.2 Every electrical room and electrical vault shall conform to the *Electrical Safety Regulation* of the *Safety Standards Act* of British Columbia, as amended.

10.3 Tampering with Fire Protection Equipment

- 10.3.1 A person must not tamper with, alter or damage any **fire protection equipment** or use or operate any fire extinguisher or other **fire protection equipment** except for the purpose of testing or for the purpose for which the extinguisher or equipment is intended.

PART ELEVEN: INSPECTION OF BUILDINGS

11.1 Frequency of Inspections

11.1.1 The **Fire Chief** is directed and authorized to:

- (a) establish a regular system for the inspection of all hotels, public **buildings**, churches, theatres, halls and other **buildings** used as a place of public resort;
- (b) establish a regular system for the inspection of all other **buildings** in the **City**;
- (c) establish classes of **buildings** and different inspection frequencies for different classes of **buildings**;
- (d) amend the frequency of inspection schedules from time to time; and
- (e) provide one copy of the current frequency of inspection schedule to each person who requests one.

PART TWELVE: INSPECTION AND TESTING OF FIRE PROTECTION EQUIPMENT

12.1 Maintenance and Testing of Emergency Equipment

12.1.1 Every person who is required under a provision of the **Fire Code** to perform or cause to be performed, annually or less frequently than annually, an inspection or test of **fire protection equipment** for a hotel or public **building**, or to perform or cause to be performed an inspection or test of fire suppression systems in commercial kitchen exhaust systems, shall ensure that:

- (a) the inspection or test is performed by a **fire protection technician** and in accordance with the **Fire Code**; and
- (b) the inspection or test is recorded, or the **fire protection equipment** is tagged or labelled in accordance with the **Fire Code** and any regulations or bylaws under the *Applied Science Technologists and Technicians Act*, all as amended from time to time, and in a manner acceptable to the authority having jurisdiction.

12.1.2 Every person who owns, controls or otherwise has charge of any fixed **fire protection equipment** must notify Richmond Fire-Rescue at any time such system or systems are inoperable or taken out of service, and must notify Richmond Fire-Rescue again when service is restored.

- 12.1.3 Every **fire protection technician** who carries out inspections and maintenance of **fire protection equipment** must use the Inspection and Testing form approved under the *Applied Science Technologists and Technicians Act*, as amended or replaced from time to time, and must forward a copy of the completed form upon completion of the inspection or maintenance to the **owner** or **occupier** of the **building**. Upon request by the **Fire Chief**, the owner or occupier must provide a copy of the completed form to Richmond Fire-Rescue.
- 12.1.4 A person must not undertake any work or testing on **fire protection equipment** or life safety systems that sends an alarm directly to an alarm monitoring company without prior notice to that alarm monitoring company.
- 12.1.5 The **owner** or **occupier** of every **building** that is equipped with a **fire alarm system** that is not continuously monitored by an approved monitoring agency must ensure that at each manual fire alarm pull station, a permanent sign is mounted reading:

LOCAL ALARM ONLY – IN CASE OF FIRE, TELEPHONE 9-1-1

The dimensions of each such sign must be not less than 50 mm by 100 mm in size and be printed on permanent red on white, or white on red plastic laminate or equivalent material.

PART THIRTEEN: CONTROL OF FIRE ACCESS

13.1 Fire Roads, Fire Trails & Firebreaks

- 13.1.1 The **Fire Chief** may erect or install gates, cables or other devices and may securely lock the same to prevent the use by unauthorized persons of any **emergency access route**, truck trail, driveway, path or highway, whether or not a public highway, over which Richmond Fire-Rescue has the lawful right to pass, whether by easement, license, **City** ownership or possession or otherwise, for purposes relating to fire protection or control.

PART FOURTEEN: ENFORCEMENT

14.1 Fire Orders

- 14.1.1 Except for an order issued pursuant to Subsection 9.7.3, a person against whom an order has been made under this Bylaw may, by submitting a request in writing before the expiration of ten days from the date of the order, appeal to or seek a reconsideration by the **Fire Chief**, who may uphold the order, vary or set aside the order, or issue an alternative order. For an order issued pursuant to Subsection 9.7.3, the written request must be made within twenty-four (24) hours of receiving the order.

- 14.1.2 An order made by the **Fire Chief** or a **Fire Inspector** under this Bylaw may be served:
- (a) by delivering it or causing it to be delivered to the person to whom it is directed;
 - (b) by sending the order by mail to the last known property owner; or
 - (c) if the person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the **premises** that is subject to the order.
- 14.1.3 If an order has been posted in accordance with 14.1.2, a person must not remove, deface or destroy the order.
- 14.1.4 A person against whom an order has been made under this Bylaw may, before the expiration of ten days from the date of the order, appeal in writing to the **Fire Chief**, who may uphold the order, vary or set aside the order of a **Fire Inspector**, or issue an alternative order.
- 14.1.5 Every order issued by the **Fire Chief** or a **Fire Inspector** shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.
- 14.1.6 Where a person is in default of an order made pursuant to this Bylaw, the **City** by its employees, servants or agents may enter the **premises** and effect such work as is required in the notice at the cost and expense of the **owner** or **occupier** of the **premises**, payable upon receipt of invoice from the **City**.

14.2 Penalties

- 14.2.1 A person who:
- (a) contravenes, violates or fails to comply with any provision of this Bylaw or of any **permit** or order issued under this Bylaw;
 - (b) suffers or allows any act or thing to be done in contravention or violation of this Bylaw or any **permit** or order issued under this Bylaw; or
 - (c) fails or neglects to do anything required to be done under this Bylaw or any **permit** or order issued under this Bylaw;

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand (\$10,000.00) Dollars, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

14.3 Enforcement by Municipal Ticket

14.3.1 This bylaw may be enforced by means of a ticket issued under the City's *Municipal Ticket Information Authorization Bylaw, No. 7321*, as amended or replaced from time to time.

14.4 Notice of Bylaw Violation

14.4.1 A violation of provisions of this bylaw may result in liability for penalties and late payment amounts established in Schedule A of the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended or replaced from time to time.

14.4.2 A violation of provisions of this bylaw may be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c.60*.

PART FIFTEEN: FEES AND COST RECOVERY

15.1 Permit and Service Fees

15.1.1 Every person who applies for any of the following services of **Richmond Fire-Rescue** must pay the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 of this bylaw:

- (a) a **permit** required under Part Four;
- (b) review of a new **fire safety plan**;
- (c) review of an existing or amended **fire safety plan**;
- (d) review of a **fire safety plan** for demolition and construction;
- (e) review of a new **pre-incident plan**;
- (f) review of an existing **pre-incident plan**;
- (g) for a security alarm routed to **Richmond Fire-Rescue**;
- (h) for providing public education services including, but not limited to, fire extinguisher training; and
- (i) file records research.

15.2 Inspection Fees

15.2.1 Every person who obtains any of the following inspections by Richmond Fire-Rescue must pay the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 of this Bylaw:

- (a) a special request inspection of a **building**, structure or site to determine compliance with this Bylaw or the **Fire Code**; or
- (b) re-inspection of **premises** after an order has been issued under this Bylaw.

15.3 No Relief from Other Fees

15.3.1 Payment of any of the fees specified in Section 15.1 or 15.2 does not relieve a person from the requirement to pay any other fee prescribed under the **Fire Code**, the **Building Code**, the *Fire Services Act*, another City bylaw or any other applicable legislation.

15.4 Nuisance and Dangerous Goods Incidents

15.4.1 Every person who, wilfully or recklessly and without reasonable cause:

- (a) sets a fire to which Richmond Fire-Rescue must respond;
- (b) makes or causes to be made a false alarm;
- (c) causes a fire or loss that can be directly attributed to the use of fireworks contrary to the requirements and restrictions of the *Fireworks Regulation Bylaw No. 7917*, as amended, or;
- (d) carries out open air burning of combustible materials without a permit;

shall be deemed to have caused a nuisance and, in addition to any penalty imposed under this bylaw or otherwise by law, shall be liable to pay the actual costs and expenses incurred by **Richmond Fire-Rescue** in abating that nuisance by responding to and investigating the fire, loss or false alarm, calculated in accordance with the rates in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 of this bylaw.

15.4.2 Every **owner**, carrier, agency, organization or other person having responsibility for the transport, storage or use of **dangerous goods**, shall be responsible, at that person's own cost and expense, for the clean up and safe disposal of all such **dangerous goods** arising from any **incident**, and a person who fails to do so shall be liable to pay the actual costs and expenses incurred by Richmond Fire-Rescue;

- (a) the costs and expenses incurred by the **City** or its contractors or agents for the clean up and safe transport and disposal of the **dangerous goods**; and
- (b) the costs incurred by Richmond Fire-Rescue in mitigating the **dangerous goods incident**, including without limitation, equipment replacement and decontamination costs.

15.5 False Alarm Incident Fees

- 15.5.1 The **owner** or **occupier** of **premises** containing a **fire alarm system** shall, on the occurrence of a second false alarm and for each subsequent false alarm occurring in any calendar year to which Richmond Fire-Rescue must respond, pay the **City** a fee for each such false alarm in accordance with in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.
- 15.5.2 Where an **owner** or **occupier** notifies Richmond Fire-Rescue that an **alarm** from a **fire alarm system** is a false **alarm** before a vehicle leaves a fire station, the fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 shall be reduced by 50%.
- 15.5.3 Where an **owner** or **occupier** makes improvements to a **fire alarm system** or takes other steps acceptable to the **Fire Chief** to reduce or eliminate future false **alarms**, then, upon receipt of an application in writing, 50% of the fee paid under Section 17.5.1 may be refunded to the owner or occupier.
- 15.5.4 The **Fire Chief** is authorized to implement a false alarm reduction program, in a form and format determined by the **Fire Chief**, for any **building** where the frequent activation of a false **alarm** signal in the **building** has, in the opinion of the **Fire Chief**, reduced or affected safety to life and property.
- 15.5.5. Where Richmond Fire-Rescue is required to respond to a fire **alarm** in a **building** that is part of a false alarm reduction program and the **owner** or **occupier** of the **building** has failed to participate in the program or comply with the conditions of the program, the **owner** or **occupier** must pay the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 of this Bylaw.
- 15.5.6 A person must not cause, permit, or allow, a security or fire alarm:
 - (a) to **sound** continuously or sporadically for a period of more than 2 hours; or
 - (b) to continue to **sound** once the **premises** or **vehicle** is secure.
- 15.5.7 For the purposes of subsection 15.5.6, a person is deemed to have caused the **sound** even if the sounding of the alarm arose from malfunction of the said alarm.

- 15.5.8 In the event of a violation of subsection 15.5.6, an **inspector** may stop the alarm from sounding by:
- (a) in the case of a house alarm, entering onto the property, including entering into any buildings on the property, and disabling the alarm by whatever means possible; and
 - (b) in the case of a **vehicle** alarm, by having the alarm disconnected and towing the **vehicle**, at the owner's expense, to a secure storage yard.
- 15.5.9 Neither the **City**, any **City** employee, **Police Officer**, nor any persons authorized by the **City** to enforce subsections 15.5.6, 15.5.7 and 15.5.8 may be found liable for any action taken in good faith, pursuant to those subsections.
- 15.5.10 Every owner or occupier of real property from which a **false alarm** has been generated must pay to the **City** the amount set out from time to time in the Consolidated Fees Bylaw No. 8636.

15.6 Security Alarm Incident Fees

- 15.6.1 Where Richmond Fire-Rescue is required to respond to any **alarm** that results from a **security alarm system** being routed to Richmond Fire-Rescue, the **owner** or **occupier** of the **premises** must pay the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.

15.7 Fire Alarm Testing Fee

- 15.7.1 Where a person fails to notify the monitoring company or Richmond Fire-Rescue when carrying out testing, repair, maintenance, adjustments or alterations to a **fire alarm system**, as required by this Bylaw, and such failure results in the activation of the **fire alarm system** requiring a response by Richmond Fire-Rescue, that person must pay the applicable fee in the amount set from time to time in the Consolidated Fees Bylaw No. 8636.

15.8 General Fee Regulations

- 15.8.1 Where more than one person is liable to pay a fee or pay for the actual costs and expenses incurred by Richmond Fire-Rescue, the fee or the costs and expenses may be imposed among the persons involved on a pro rata basis.
- 15.8.2 Where under this Bylaw the **City** is authorized or required to provide work or services to lands or improvements, and the costs incurred by the **City** in carrying out such work or services are not paid when due and payable, the **City** may recover those costs from the **owner** of the lands or improvements in the same manner and with the same remedies as ordinary taxes and, if the costs remain unpaid on December 31, they shall be deemed to be taxes in arrear.

PART SIXTEEN - REPEAL

16.1 Repeal of Previous Bylaw

16.1.1 The *Fire Prevention Bylaw No. 4564, 1986* is hereby repealed.

16.1.2 The *Fire Protection Equipment inspection Regulation Bylaw No. 7312, 2002* is hereby repealed.

16.1.3 The *Fire and Security Systems Bylaw No. 7362, 2002* is hereby repealed.

PART SEVENTEEN - FEES BYLAW

17.1 The Consolidated Fees Bylaw No. 8636, as may be amended from time to time, applies to this bylaw.

**SCHEDULE “A”
to Fire Protection and Life Safety Bylaw No. 8306**

Interpretation

In this Bylaw:

“**apparatus**” means any vehicle machinery, device, equipment or material used for fire protection or **assistance response** and any vehicle used to transport **members** or supplies;

“**assistance response**” means aid provided in respect of fires, alarms, **explosions**, medical assistance, floods, earthquakes or other natural disasters, escape of dangerous goods, rail or aeronautical **incidents**, motor vehicle or other accidents, or circumstances necessitating rescue efforts;

“**authority having jurisdiction**” means any person or agency authorized by this or any other bylaw, regulation or statute to inspect or approve any thing or place;

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

“**Building Code**” means the *British Columbia Building Code*, as amended or re-enacted from time to time;

“**business day**” means Monday through Friday, inclusive, except where such day falls on a statutory holiday;

“**Bylaw Enforcement Officer**” means an employee of the **City** appointed by Council for enforcement of **City** bylaws;

“**City**” means the Corporation of the City of Richmond and the geographic area governed thereby, as the context requires;

“**City Engineer**” means the Director of Engineering for the **City** or a person designated to act in the place of the Director;

“**combustible dust**” means dusts and particles that are ignitable and liable to produce an explosion;

“**combustible fibre**” means finely divided, combustible vegetable or animal fibres and thin sheets or flakes of such materials which, in a loose, unbaled condition, present a flash **fire hazard**, including but not limited to cotton, wool, hemp, sisal, jute, kapok, paper and cloth;

“**combustible liquid**” means a liquid having a **flash point** at or above 37.8 degrees Celsius and below 93.3 degrees Celsius;

“**combustible material**” means any material capable of being ignited;

“**combustible metal**” means a metal, including but not limited to magnesium, titanium, sodium, potassium, calcium, lithium, hafnium, zirconium, zinc, thorium, uranium, plutonium or other similar metals, which ignites easily when in the form of fine particles or molten metal;

“**construct**” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate or reconstruct;

“**construction**” includes a building, erection, installation, repair, alteration, addition, enlargement, or reconstruction;

“**Council**” means Council for the City;

“**dangerous goods**” means those products or substances that are regulated under the Canada *Transportation of Dangerous Goods Act* and its Regulation, as amended from time to time;

“**Deputy Fire Safety Director**” means a person appointed in writing by a **building owner**, **business owner** or a **Fire Safety Director** and given the responsibility and necessary authority to supervise and maintain a **fire safety plan** in the absence of the **Fire Safety Director**;

“**display permit**” means a permit issued pursuant to section 9.14.7;

“**emergency access route**” means portion of a roadway or yard providing an access route for Richmond Fire-Rescue vehicles from a public thoroughfare, as required under the **Building Code**;

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

“**extension cord**” means a portable, flexible electrical cord of any length which has one male connector on one end and one or more female connectors on the other;

“**false alarm**” means the activation of a **fire alarm system** or **security alarm system** as a result of which services, including fire, police, bylaws and health inspector services, or any of them, are provided by or on behalf of the **City** and the providers of the services do not find any evidence of fire, fire damage, smoke, criminal activity or other similar emergency;

“**fire alarm system**” means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal 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 the Director of Fire-Rescue for the **City**, acting as head of **Richmond Fire-Rescue**, or a person designated to act in the place of the Director;

“**Fire Code**” means the *Fire Code Regulation* made under the *Fire Services Act* of British Columbia, as amended or replaced from time to time;

“**fire hazard**” means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire or which may obstruct, delay, hinder, or interfere with the operations of **Richmond Fire-Rescue** or the egress of occupants in the event of fire;

“**Fire Inspector**” means the **Fire Chief** and every **member** of **Richmond Fire-Rescue** or any other person designated as such by the **Fire Chief** by name or office or otherwise;

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

“**Fire Protection Technician**” means a person certified under the *Applied Science Technologists and Technicians Act* as a fire protection technologist, or a person having other certification acceptable to the **Fire Chief**, that qualifies the person to perform inspections and testing on **fire protection equipment**;

“**Fire Safety Director**” means a person appointed in writing by a **building owner** or business **owner** and given the responsibility and necessary authority to supervise and maintain a **fire safety plan**;

“**fire safety plan**” means a fire safety plan for a **building** required under the **Fire Code** and this bylaw, that includes, without limitation:

- (a) emergency procedures to be used in case of fire,
- (b) training and appointment of designated supervisory staff to carry out fire safety duties,
- (c) documents showing the type, location and operation of fire emergency systems,
- (d) the holding of fire drills,
- (e) the control of fire hazards, and
- (f) inspection and maintenance of facilities for the safety of the **building’s** occupants;

“**Fire Services Act**” means the *Fire Services Act*, RSBC 1996, c. 144, as amended or replaced from time to time;

“**fire watch**” means a fire warning and inspection process within a building that includes the following:

- (a) posting of written notices at all entrances and exists on each floor stating that a Fire Watch is in effect and its expected duration;
- (b) an hourly physical inspection of all public areas and building service rooms equipped with a fire alarm detection device;

- (c) notation in an entry book at least one every hour of the conditions noted by the person(s) performing the Fire Watch;
- (d) some provision on site for the person(s) performing the Fire Watch for the making of 911 emergency call(s); and
- (e) posting of instructions in the building as to the alerting of all occupants of the building of alternate actions to be taken in case of an emergency.

“fireworks” means any article containing a combustible or explosive composition or any substance or combination of substances prepared for, capable of, or discharged for the purposes of producing a pyrotechnical display which may or may not be preceded by, accompanied with, or followed by an explosion, or an explosion without any pyrotechnical display, and includes, without limitation, barrages, batteries, bottle rockets, cannon crackers, fireballs, firecrackers, mines, pinwheels, roman candles, skyrockets, squibs, torpedoes, and other items of a similar nature, that are intended for use in pyrotechnical displays or as explosives or that are labelled, advertised, offered, portrayed, presented or otherwise identified for any such purpose;

“flammable gas” means a gas which can ignite readily and burn rapidly or explosively;

“flammable liquid” shall have the meaning ascribed to it in the **Fire Code**;

“flammable material” means any free burning material including but not limited to solids, **combustible dust, combustible fibres, flammable liquid, flammable gas,** and liquified **flammable gas**;

“flash point” means the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid;

“incident” means an event or situation to which **Richmond Fire-Rescue** has responded or would normally respond;

“Inspector” includes a **Bylaw Enforcement Officer** employed by the **City**, a **Police Officer**, the Chief Public Health Inspector, and any employee acting under the supervision of any of them;

“member” means a person employed by the **City** and holding a position within **Richmond Fire-Rescue** as an **officer** or firefighter;

“member in charge” means the senior **member** at the scene of an **incident** or the **member** that is appointed as such by the **Fire Chief**;

“occupancy” means the use or intended use of a **building** or part thereof for the shelter or support of persons, animals or property;

“occupier” includes an **owner** or agent of the **owner**, a tenant, lessee, user, agent and any other person who has a right of access to, possession and control of a **building** or other **premises** to which this bylaw applies;

“**officer**” means the **Fire Chief**, Deputy Fire Chief, Battalion Chief, Chief Training Officer, Chief Fire Prevention Officer, a Captain and a Fire Prevention Officer and a member designated by the Fire Chief to act in the capacity of an officer;

“**officer in charge**” means the senior member of **Richmond Fire-Rescue** who is present at an **incident** or a **member** appointed as such by the **Fire Chief**;

“**owner**” means a person who has ownership or control of real or personal property, and includes, without limitation,

- (a) the registered owner of an estate in fee simple,
- (b) the tenant for life under a registered life estate,
- (c) the registered holder of the last registered agreement for sale, and
- (d) in relation to common property and common facilities in a strata plan, the strata corporation;

“**Police Officer**” means a member of the Royal Canadian Mounted Police;

“**permit**” means a current and valid document issued by the **Fire Chief** or a **member** authorizing a person to carry out a procedure or undertaking described in the **permit**, or to use, store or transport materials under conditions stipulated in the **permit**;

“**pre-incident plan**” means a document that includes general and detailed information about a **building** to assist **Richmond Fire-Rescue** in determining the resources and actions necessary to mitigate anticipated emergencies at that **building**;

“**premises**” includes the whole or any part of a lot of real property and any **buildings** or structures on the property;

“**Richmond Fire-Rescue**” means that department of the City responsible for providing fire and rescue services;

“**security alarm system**” means a device or devices installed on or in real property and designed to warn of criminal activity or unauthorized entry by activating an audible alarm signal or alerting a monitoring facility;

“**sound**” means an oscillation in pressure in air which can produce the sensation of hearing when incident upon the ear;

“**sprinkler system**” means an integrated system of underground and overhead piping designed in accordance with fire protection standards which is normally activated by heat from a fire and discharges water over the fire area;

“**storey**” means that portion of a **building** which is situated between the top of any floor and the top of the floor next above it, and is there is no floor above it, that portion between the top of such floor and the ceiling above it;

“**structure**” means a **construction** or portion thereof, of any kind, whether fixed to, supported or sunk into land or water, except landscaping, fences, paving and retaining structures less than 1.22 metres in height; and

“**vehicle**” means the interpretation given in the *Motor Vehicle Act*.