



City of Coquitlam  
Fire/Rescue Department  
1300 Pinetree Way, Coquitlam, BC  
604-927-6400

## Park Events Fire Safety Guidelines Burning Permits for Ceremonial Events

Event organizers are responsible for the following submission, regulations and safety requirements for burning in City parks.

Community groups shall apply for a special permit to allow for open burning for the purposes of ceremonial activities. Please note that open burning with wood will generally not be permitted.

1. Coquitlam Fire/Rescue shall be notified of the event with at least 30 days advance notice.
2. Where the use of liquid gas-fuelled fire appliances are requested, they shall be approved and listed as safe for use by an accredited agency such as CSA, ULC, Warnock Hersey, etc. Applicants may be asked to have the BC Safety Authority inspect any gas-fuelled devices prior to approval of a special permit. All fire appliances must be located away from combustible materials.
3. In instances where ceremonies involve the public being in close proximity to open burning, there shall be personnel on site to closely monitor the activity around flames.
4. A site plan for the event shall be provided. Fencing is required around fire pit areas to prevent entry by those not participating in ceremonial activities. Designated personnel shall monitor and control access and queuing of all participants entering the ceremonial area.
5. There shall be fire prevention and control measures on site. This may be accomplished by placing a number of dry chemical fire extinguishers on site easily accessible by event organizers. The number of extinguishers required will be determined at the time of application depending on the size and location of the event.
6. A fire safety plan shall be provided for each ceremonial event. This document shall outline the personnel in charge of maintaining fire and life safety measures, procedures for emergencies and evacuation measures.
7. Fire watch shall be instituted for an amount of time after the last fire has been extinguished. The amount of time will be determined by Coquitlam Fire/Rescue based on the specific circumstances of each event.
8. First aid providers shall be on site and have provisions in place for burn injuries.
9. An inspection shall be arranged with our department prior to the commencement of the event.

It is the responsibility of event organizer to comply with all requirements of this guide, the BC Fire Code, the Fire Services Act and regulations, the City of Coquitlam Fire Prevention Bylaw 3712, 2005 and all other applicable federal, provincial and municipal statutes, regulations and bylaws. Fire/Rescue may at any time inspect the premises for compliance. Failure to maintain compliance may result in the commencement of enforcement action.