

City of Markham

Ontario



By-law 2026-57

A By-law to establish an Administrative Penalty System (APS) for
Contraventions of the *Fire Protection and Prevention Act, 1997*,
S.O. 1997, c.4

(Schedules/attachments included)



By-law 2026-57

A By-law to establish an Administrative Penalty System (APS)
for Contraventions of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4

Whereas Section 434.1 of the Municipal Act, 2001 authorizes the City to require that a person pay an administrative penalty if the municipality determines that the person has failed to comply with a municipal by-law; and,

Whereas Subsection 434.2(1) of the Municipal Act, 2001 provides that an administrative penalty that is imposed by the City on a person constitutes a debt of that person to the City; and,

Whereas Subsection 434.2(2) of the Municipal Act, 2001 provides that if an administrative penalty imposed under section 434.1 is not paid within fifteen (15) days after the day that it becomes due and payable, the treasurer of the City may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the City for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes; and

Whereas Sections 23.1, 23.2, 23.3, and 23.5 of the Municipal Act, 2001 authorizes municipalities to delegate its administrative and hearing powers; and

Whereas Section 391 of the Municipal Act, 2001 authorizes the City to pass By-laws to impose fees or charges on persons for services or activities provided or performed by or on its behalf; and,

Whereas Section 30.2 of the *Fire Protection and Prevention Act, 1997* (FPPA) and associated Ontario Regulation 260/25 (Administrative Penalties) authorize the City to require that a person pay an administrative penalty if the City determines that the person has failed to comply with the FPPA or its regulations;

Whereas Ontario Regulation 260/25, made under the *Fire Protection and Prevention Act, 1997* (FPPA), provides municipalities with the ability to use Administrative Penalties (APs) as a progressive enforcement tool that could be imposed upon anyone, including tenants, owners, and corporations who contravenes certain provisions of the Ontario Fire Code.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF MARKHAM ENACTS AS FOLLOWS:

1.0 Application of this By-Law

1.1 This By-law establishes the framework for the issuance of Administrative Penalties for a Contravention of any provision of the FPPA, its regulations, and/or this By-law. The purpose of an Administrative Penalty imposed under this By-law is to promote compliance with the requirements established by the FPPA and its regulations.

1.2 The following schedules, and any related appendices, attached hereto form part of this By-law:

Schedule A – Definitions

Schedule B – Tiered Administrative Penalty Amounts

Schedule C – Administrative Fees

1.3 An Administrative Penalty may be imposed alone or in conjunction with any other regulatory measure provided by the FPPA or any other act and may be imposed in connection with a fine imposed for the same infraction.

1.4 A person who is issued an Administrative Penalty shall be subject to the provisions of this By-law.

2.0 Penalty Order

2.1 If a Prescribed Authorized Person is satisfied that a person is contravening or not complying with a prescribed provision of the FPPA, its regulations, and/or this By-law, the Prescribed Authorized Person may, by Penalty Order, impose an Administrative Penalty on the person in accordance with the FPPA, its regulations, and this By-law.

2.2 A Penalty Order shall include the following information:

- (a) The particulars of the contravention of the FPPA and/or its regulations;
- (b) The date and time by which payment of the Administrative Penalty must be made;
- (c) The Administrative Penalty payable and how payment may be made; and
- (d) The right to request a review of the Penalty Order.

2.3 The City shall apply a system of tiered Administrative Penalties in accordance with Schedule "B" attached hereto.

2.4 Once an Administrative Penalty has been paid, it shall not be subject to a review by a Screening Officer, a Hearing Officer, or any other further review.

2.5 There is no right to be heard before a Penalty Order imposing an Administrative Penalty is made.

2.6 A review commenced under Sections 3.1 or 6.1 operates as a stay of a Penalty Order under the matter is finally disposed of.

3.0 Review Process – Screening

3.1 A person who is subject to the Penalty Order, or their authorized agent, may commence the first stage of a review by requesting, in the manner set out in the Penalty Order, a Screening Review of the Penalty Order by a Screening Officer.

3.2 (a) A request made pursuant to Section 3.1 must be made within thirty (30) days after the Penalty Order is served.

(b) If a Screening Officer considers it fair and appropriate in the circumstances, the Screening Officer may extend the thirty (30) day period set out in Subsection 3.2(a) to request a Screening Review and the extension may be made even after the thirty (30) day period has expired.

(c) Where:

- i. A Screening Review has not been requested in accordance with Subsections 3.2(a) or (b); or
- ii. A Screening Officer has not granted an extension pursuant to Subsection 3.2(b),

the person shall be deemed to have waived the right to a Screening Review, and the Administrative Penalty shall not be subject to any further review.

3.3 The Screening Officer may affirm or rescind the Penalty Order or amend it to reduce the Administrative Penalty and shall do so as soon as practical after the Screening Review is complete.

3.4 The Screening Officer shall send a copy of the decision to the person who requested the Screening Review by mail, courier or electronic means as soon as practical after the decision is made.

4.0 Conduct of a Review – Screening

4.1 A Screening Officer shall determine whether a Screening Review is to be conducted orally, electronically, or in writing and shall ensure that the person, or their authorized agent, who requested the Screening Review is informed of the determination.

4.2 (a) If a date and time is set for the person or their authorized agent who requested the Screening Review to make submissions, the person or their authorized agent shall attend at the set date and time.

(b) Where the person, or their authorized agent, fails to attend at the time and place scheduled for a Screening Review or otherwise fails to make submissions for a Screening Review in accordance with a determination made pursuant to Section 4.1, the person shall be deemed to have abandoned the request for a Screening Review.

4.3 A Screening Officer shall not decide whether to affirm or rescind a Penalty Order, or amend it to reduce the Administrative Penalty, unless the person who requested the Screening Review has been given an opportunity to make submissions in the same manner in which the Screening Review is to be conducted.

4.4 No witnesses shall be called in a Screening Review.

4.5 A Screening Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.

4.6 If a person, or their authorized agent, behaves in a disorderly, uncooperative, or abusive manner during the Screening Review, or refuses to appropriately participate in the Screening Review, the Screening Officer may end the Screening Review.

5.0 Determination of a Review – Screening

5.1 In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, a Screening Officer shall determine whether it was reasonable for the Prescribed Authorized Person to impose the Penalty Order.

5.2 In making a determination pursuant to Section 5.1, the Screening Officer may consider the following information:

- (a) Photographs, drawings or other images;
- (b) Statements, including certified statements, made by the Prescribed Authorized Person who imposed the Penalty Order;
- (c) Documents, including certified documents;
- (d) Statements by the person who requested the Screening Review made either in writing or in the manner in which the Screening Review is conducted;
- (e) Statements by or on behalf of the City made either in writing or in the manner in which the Screening Review is conducted; and/or
- (f) Any other information, materials or submissions that the Screening Officer

considers to be credible or trustworthy in the circumstances.

- 5.3 A Screening Officer may amend an Administrative Penalty to reduce it where they find that a person did contravene the FPPA, its regulations, and/or this By-law but the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature having regard to all the circumstances.

6.0 Review Process – Hearing

- 6.1 The person or their authorized agent who requested a Screening Review of a Penalty Order may commence the second stage of the review by requesting a review of the Screening Officer's decision by a Hearing Officer.

- 6.2 (a) A request made pursuant to Section 6.1 must be made within thirty (30) days after the date of the decision of the Screening Officer.

(b) If a Hearing Officer considers it fair and appropriate in the circumstances, the Hearing Officer may extend the thirty (30) day period set out in Subsection 6.2(a) to request a Hearing Review and the extension may be made even after the thirty (30) day period has expired.

(c) Where:

- i. A Hearing Review has not been requested in accordance with Subsections 6.2(a) or (b); or
- ii. A Screening Officer has not granted an extension pursuant to Subsection 6.2(b),

the person shall be deemed to have waived the right to a Hearing Review, and the Administrative Penalty shall not be subject to any further review.

- 6.3 The Hearing Officer may affirm or rescind the Penalty Order or amend it to reduce the Administrative Penalty and shall do so as soon as practical after the Hearing Review is complete.

- 6.4 The Hearing Officer shall send a copy of the decision to the person who requested the Hearing Review by mail, courier or electronic means as soon as practical after the decision is made.

7.0 Conduct of a Review – Hearing

- 7.1 A Hearing Officer shall determine whether a Hearing Review is to be conducted orally, electronically, or in writing and shall ensure that the person or their authorized agent who requested the Hearing Review is informed of the determination.

- 7.2 (a) If a date and time is set for the person or their authorized agent who requested the Hearing Review to make submissions, the person or their authorized agent shall attend at the set date and time.

(b) Where the person, or their authorized agent, fails to attend at the time and place scheduled for a Hearing Review or otherwise fails to make submissions for a Hearing Review in accordance with a determination made pursuant to Section 7.1, the person shall be deemed to have abandoned the request for a Hearing Review.

- 7.3 (a) A Hearing Officer shall not decide whether to affirm or rescind a Penalty Order, or amend it to reduce the Administrative Penalty, unless the person or their authorized agent who requested the

Hearing Review has been given an opportunity to make submissions in the same manner in which the Hearing Review is to be conducted.

(b) A Hearing Officer shall not decide whether to affirm or rescind a Penalty Order, or amend it to reduce the Administrative Penalty, unless a representative of the City has been given an opportunity to make submissions in the same manner in which the Hearing Review is to be conducted.

7.4 No witnesses shall be called in a Hearing Review.

7.5 A Hearing Officer does not have jurisdiction to consider questions relating to the validity of a statute or regulation or the constitutional applicability or operability of any statute or regulation.

7.6 If a person, or their authorized agent, behaves in a disorderly, uncooperative, or abusive manner during the Hearing Review, or refuses to appropriately participate in the Hearing Review, the Hearing Officer may end the Hearing Review.

8.0 Determination of a Review – Hearing

8.1 In deciding whether to affirm or rescind a Penalty Order or amend it to reduce the amount of the Administrative Penalty, a Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.

8.2 In making a determination pursuant to Section 8.1, the Hearing Officer may consider the following information:

- (a) Photographs, drawings or other images;
- (b) Statements, including certified statements, made by the Prescribed Authorized Person who imposed the Penalty Order;
- (c) Documents, including certified documents;
- (d) Statements by the person who requested the Hearing Review made either in writing or in the manner in which the Hearing Review is conducted;
- (e) Statements by or on behalf of the City made either in writing or in the manner in which the Hearing Review is conducted; and/or
- (f) Any other information, materials or submissions that the Hearing Officer considers to be credible or trustworthy in the circumstances.

8.3 A Hearing Officer may amend an Administrative Penalty to reduce it where they find that a person did contravene the FPPA, its regulations, and/or this By-law but the Administrative Penalty is excessive in the circumstances or is, by its magnitude, punitive in nature having regard to all the circumstances.

8.4 The decision of the Hearing Officer is final and binding on the Contravenor.

8.5 All Hearing Reviews by a Hearing Officer shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended.

9.0 Payments

9.1 An Administrative Penalty pursuant to a Penalty Order is payable to The Corporation of the City of Markham and the City shall collect payment of such amount.

9.2 A person who has received a Penalty Order imposing an

Administrative Penalty shall pay the Administrative Penalty within thirty (30) days after the day the Penalty Order was served, subject to any stays of the Penalty Order described in Section 2.6.

9.3 If a Screening Review or Hearing Review, as the case may be, does not result in a Penalty Order being rescinded, the person who is subject to the Penalty Order shall pay the Administrative Penalty within thirty (30) days after:

- (a) The date of the decision of the Screening Officer, if no request for a Hearing Review of the decision was made under Section 6; or
- (b) The date of the decision by the Hearing Officer, if a request for review was made under Section 6.

9.4 (a) If a Screening Officer or Hearing Officer, as the case may be, considers it fair and appropriate in the circumstances, the officer may approve a plan of periodic payments that extends beyond the deadlines set out in this By-law.

- (b) An approval mentioned in Subsection 9.4(a) may be conditional on the payment of a specified amount of the Administrative Penalty being made on or before a specified date.
- (c) A plan of periodic payments may be approved even after the thirty (30) day period has expired.

9.5 (a) The City may excuse a person from paying all or part of an Administrative Penalty if it determines that requiring the person to pay the Administrative Penalty would cause undue hardship.

- (b) The City shall assess applications to have all or part of the payment of an Administrative Penalty excused due to undue hardship in accordance with its policies.

- (c) A person who wishes to have all or part of their Administrative Penalty excused due to undue hardship shall apply to the City in accordance with the policies established by the City.

9.6 Failure to pay an Administrative Penalty in accordance with this Section may result in additional Administrative Fee(s) being charged.

9.7 (a) If a Penalty Order has been issued and the Administrative Penalty is not paid by the applicable deadline, the Penalty Order or the Screening Reviewer's and/or Hearing Reviewer's decision, as the case may be, may be filed in the Superior Court of Justice and then may be enforced as if it were an order of that court.

- (b) Section 129 of the *Courts of Justice Act* applies in respect of an order or decision filed in the Superior Court of Justice under Section 9.7 and the date on which the order or decision is filed under Section 9.7 is deemed to be the date of the order that is referred to in section 129 of the *Courts of Justice Act*.

9.8 If a Penalty Order has been issued to a person who owns lands or premises in the City of Markham and the Administrative Penalty is not paid within fifteen (15) days after the applicable deadline, the treasurer of the City may, and upon the request of its upper-tier municipality, if any, shall, add the Administrative Penalty, as well as any associated Administrative Fee(s), to the tax roll for any property in the City for which all of the owners are responsible for paying the Administrative Penalty and collect it in the same manner as municipal taxes.

9.9 Prescribed Authorized Persons and others who are delegated to enforce this By-law are not authorized to accept payment(s) of any Administrative Penalties or Administrative Fee(s).

10.0 SERVICE OF DOCUMENTS

10.1 The service of any document, notice or decision, including a Penalty Order, pursuant to this By-law, when served in any of the following ways, is deemed effective:

- a) Immediately, when a copy is hand delivered to the person to whom it is addressed.
- b) On the fifth (5th) day following the date a copy is sent by registered mail or by regular mail to the person's last known address unless the person establishes that the person did not, acting in good faith, through absence, accident, illness or other cause beyond the person's control receive a copy until a later date than the deemed date of receipt; or
- c) On the day after it is sent by electronic transmission (i.e. email) or by telephone transmission of a facsimile to the person's last known email address or facsimile number, or, if that day is a Saturday or Holiday, on the next day that is not a Saturday or Holiday, unless the person establishes that the person did not, acting in good faith, through absence, accident, illness or other cause beyond the person's control receive a copy until a later date than the deemed date of receipt.

10.2 Where this By-law requires service by a person on the City, service shall be addressed to the Clerk and shall be deemed effective:

10.2.1 Immediately, when a copy is delivered by personal service to the Clerk at the location prescribed on the applicable form or notice.

10.2.2 On the fifth (5th) day following the date a copy is sent by registered mail or by regular mail to the City Civic Centre 101 Town Centre Blvd, Markham, ON L3R 9W3; or

10.2.3 On the day after it is sent by electronic transmission (i.e. email) to the City's electronic mail amps@markham.ca, or, if that day is a Saturday or Holiday, on the next day that is not a Saturday or Holiday.

11.0 ADMINISTRATION

11.1 The Clerk shall administer this By-law and establish and amend any additional practices, policies, and procedures necessary to implement this By-law as the Clerk deems necessary, without amendment to this By-law. The Clerk is hereby delegated the authority to amend the tiered Administrative Penalties set out in Schedule "B" attached hereto, and the Administrative Fee(s) set out in Schedule "C" attached hereto, from time to time.

11.2 Any time limit that would otherwise expire on a Holiday is extended to the next business day that is not a Holiday.

12.0 SEVERABILITY

12.1 Should any provision, or any part of a provision, of this By-law be

declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

13.0 INTERPRETATION

13.1 The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F shall apply to this By-law.

15.0 SHORT TITLE

15.1 This By-law may be referred to as the Administrative Penalties for the Fire Protection & Prevention Act, 1997, S.O. 1997, c.4

16.0 EFFECTIVE DATE

This By-law shall come into force and effect April 28, 2026.

Read a first, second, and third time and passed April 28, 2026.



Kimberley Kitteringham
City Clerk

Frank Scarpitti
Mayor

SCHEDULE "A" DEFINITIONS

In this By-law:

"Administrative Fee(s)" means any fee set out in Schedule "C" as may be amended from time to time attached hereto;

"Administrative Penalty" means an Administrative Penalty established by this By-law and set out in the attached Schedule "B";

"City" means The Corporation of the City of Markham;

"Clerk" means the City Clerk and their delegate or designate;

"Contravention" means the failure to comply with any provision of the FPPA, its regulations, and/or this by-law, as applicable;

"Council" means the Council of the City of Markham;

"Electronic Technology Devices" include all City-approved computers, personal electronic and digital devices, and mobile, cellular, and smart phones allowing individuals to communicate with one another;

"FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4;

"Hearing Review" means a proceeding held in accordance with Sections 6, 7, and 8 of this By-law held in person, conference telephone, or some other City-approved Electronic Technology Device;

"Hearing Officer" means an individual that performs the functions of a Hearing Officer in accordance with Sections 6, 7, and 8 of this By-law, and appointed pursuant to City By-law 2015-94 (A by-law to Appoint Screening Officers and Hearing Officers for the Administrative Monetary Penalty System);

"Holiday" means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any day the offices of the City are closed for business;

"Penalty Order" means an order imposing an Administrative Penalty that is made under the FPPA, its regulations, and/or this By-law;

"Person" means an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

"Prescribed Authorized Person" means:

- (a) The Fire Marshall; or
- (b) An assistant to the Fire Marshall.

"Screening Officer" means a person who performs the functions of a Screening Officer in accordance with Sections 3, 4, and 5 of this By-law, and appointed under City By-law 2015-94 (A By-law to Appoint Screening Officers and Hearing Officers for the Administrative Penalty System);

"Screening Review" means a proceeding held in accordance with Sections 3, 4, and 5 of this By-law held in person, by conference telephone, or some other City-approved Electronic Technology Device;

SCHEDULE "B"
TIERED ADMINISTRATIVE PENALTY AMOUNTS

Administrative Penalties shall be tiered in accordance with Ontario Regulation 260/25 (Administrative Penalties). A Penalty Order issued to a person in respect of a first Contravention shall include a Tier 1 Administrative Penalty. A Penalty Order issued to a person in respect of a second Contravention of the same provision shall include a Tier 2 Administrative Penalty. A Penalty Order issued to a person in respect of a third (and all subsequent) Contravention(s) of the same provision shall include a Tier 3 Administrative Penalty.

For the purposes of this By-law, a Penalty Order for the Contravention of a provision is considered to be a second, third, or subsequent order in respect of the same provision if the order is issued within three (3) years after the first order was issued.

The Tier 1, Tier 2, and Tier 3 Administrative Penalties are attached to this Schedule "B" as Appendices C1 and C2, inclusive.

Division B – Fire Protection and Prevention Act

ITEM	SECTION	CONTRAVENTION SHORT FORM WORDING	AMP TIER 1	AMP TIER 2	AMP TIER 3
1	Article 1.1.1.1.	Fail to enact a procedure of notification for the Fire Department and building occupants where necessary for safety in the event of a fire emergency	\$200	\$400	\$600
2	Sentence 1.1.1.2.(3).	Fail to repair or replace any appliance, device or component which does not operate or appear to operate as intended when checked, inspected or tested as required by this Code	\$200	\$400	\$600
3	Sentence 1.1.2.1.(1).	Fail to make records noting what was done and the date and time it was done with respect to the tests and corrective measures or operational procedures required by this Code	\$200	\$400	\$600
4	Sentence 1.1.2.1.(2).	Fail to make a record noting what was inspected and the date and time of the inspection, if this Code requires an inspection to be conducted in a supported living residence or an intensive support residence regulated by the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 .	\$200	\$400	\$600
5	Sentence 1.1.2.1.(3).	Fail to retain records described in Sentences (1) and (2) at the building premises for examination by the Chief Fire Official	\$200	\$400	\$600

6	Sentence 1.1.2.1.(4).	Electronic records that can be made readily available to the Chief Fire Official upon request, are deemed to comply with Sentence (3)	\$200	\$400	\$600
7	Clause 1.1.2.2.(1)(a).	Fail to retain the original or a copy of any record required by this Code at the building to which the record relates for a period of at least 2 years after being prepared	\$200	\$400	\$600
8	Clause 1.1.2.2.(1)(b).	Fail to retain the most recent and the immediately preceding record of a given test or inspection	\$200	\$400	\$600
9	Sentence 1.1.2.2.(2).	Fail to retain the initial verification or test reports for fire protection systems installed after November 21, 2007 throughout the life of the systems	\$200	\$400	\$600
10	Sentence 2.1.3.5.(7).	Fail to post Operating and maintenance instructions for a special fire suppression system in proximity to the equipment and, if manual controls are provided, shall be posted near the manual controls	\$200	\$400	\$600
11	Sentence 2.1.3.5.(8).	Fail to clearly mark Valves and controls for a special fire suppression system to indicate their function and ensure they are accessible at all times	\$200	\$400	\$600
12	Clause 2.2.3.2.(1)(a).	Fail to maintain closures to ensure that they are operable at all times by keeping fusible links and heat or smoke-actuated devices undamaged and free of paint and dirt	\$200	\$400	\$600
13	Clause 2.2.3.2.(1)(b).	Fail to maintain closures to ensure that they are operable at all times by keeping guides, bearings and stay rolls clean and lubricated	\$200	\$400	\$600
14	Clause 2.2.3.2.(1)(c).	Fail to maintain closures to ensure that they are operable at all times by making necessary adjustments and repairs to door hardware and accessories to ensure proper closing and latching	\$200	\$400	\$600
15	Clause 2.2.3.2.(1)(d).	Fail to maintain closures to ensure that they are operable at all times by repairing or replacing inoperative parts of hold-open devices and automatic releasing devices	\$200	\$400	\$600
16	Article 2.2.3.3.	Fail to ensure Closures are not obstructed, blocked, wedged open, or altered in	\$200	\$400	\$600

		any way that would prevent the intended operation of the Closure			
17	Sentence 2.2.3.4.(1).	Fail to keep a door in a fire separation closed when not in use	\$200	\$400	\$600
18	Sentence 2.2.3.4.(5).	Fail to keep the area of a door opening in a fire separation and the areas surrounding the door opening clear of anything that would be likely to obstruct or interfere with the free operation of the door	\$200	\$400	\$600
19	Clause 2.4.1.4.(1)(a).	Fail to ensure Waste containers in public washrooms and in other public areas in a hotel establishment are approved	\$200	\$400	\$600
20	Clause 2.4.1.4.(1)(b).	Fail to ensure Waste containers in public washrooms and in other public areas in a hotel establishment are constructed of noncombustible material and have self-closing covers	\$200	\$400	\$600
21	Article 2.4.1.5.	Fail to ensure Lint traps in laundry equipment are cleaned to prevent the accumulation of lint that creates an undue fire hazard	\$200	\$400	\$600
22	Sentence 2.4.3.1.(2).	In supported group living residences and intensive support residences regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 , suitable noncombustible ashtrays shall be provided where smoking is permitted	\$200	\$400	\$600
23	Article 2.4.3.2.	The areas where smoking is not permitted shall be identified by signs having black lettering 50 mm high with a 12.5 mm stroke on a yellow background, except that symbols of 150 mm by 150 mm may be used in lieu of lettering or covered by instructions established under a fire safety plan and available to all persons	\$200	\$400	\$600
24	Sentence 2.4.4.1.(2).	Open flames shall not be used in dining areas in care occupancies, care and treatment occupancies and retirement homes	\$200	\$400	\$600
25	Clause 2.4.4.1.(3).(a)	Despite Sentence (1), decorative and lighting devices with open flames shall not be used unless they	\$200	\$400	\$600

		are securely supported in noncombustible holders and located and protected so that combustible materials will not come into contact with or be ignited by the flame			
26	Clause 2.4.4.1.(3).(b)	Despite Sentence (1), decorative and lighting devices with open flames shall not be used unless they are approved	\$200	\$400	\$600
27	Article 2.4.4.3.	Devices having open flames shall be securely supported in noncombustible holders and located or protected so as to prevent accidental contact of the flame with combustible materials.	\$200	\$400	\$600
28	Clause 2.4.4.4.(1).(a)	Open-air burning shall not take place unless it has been approved	\$200	\$400	\$600
29	Subclause 2.4.4.4.(1).(b)(i)	Open-air burning shall not take place unless the open-air burning consists of a small, confined fire that is used to cook food on a grill, barbecue or spit	\$200	\$400	\$600
30	Subclause 2.4.4.4.(1).(b)(ii)	Open-air burning shall not take place unless the open-air burning consists of a small, confined fire that is commensurate with the type and quantity of food being cooked, and	\$200	\$400	\$600
31	Subclause 2.4.4.4.(1).(b)(iii)	Open-air burning shall not take place unless it consists of a small, confined fire that is supervised at all times.	\$200	\$400	\$600
32	Sentence 2.5.1.2.(1).	Fire access routes and access panels or windows provided to facilitate access for fire fighting operations shall not be obstructed by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.	\$200	\$400	\$600
33	Sentence 2.5.1.2.(2).	Fire department sprinkler and standpipe connections shall be clearly identified and maintained free of obstructions for use at all times	\$200	\$400	\$600
34	Article 2.5.1.3.	Fire access routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles	\$200	\$400	\$600
35	Article 2.5.1.4.	Approved signs shall be displayed to indicate fire access routes	\$200	\$400	\$600

36	Clause 2.6.1.4.(2)(a).	A chimney, flue, or flue pipe shall be replaced or repaired to eliminate any structural deficiency or decay	\$200	\$400	\$600
37	Clause 2.6.1.4.(2)(b).	A chimney, flue, or flue pipe shall be replaced or repaired to eliminate all abandoned or unused openings which are not effectively sealed in a manner that would prevent the passage of fire or smoke	\$200	\$400	\$600
38	Article 2.6.1.5.	Chimneys, flues and flue pipes shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits	\$200	\$400	\$600
39	Sentence 2.6.1.8.(1).	Disconnect switches for mechanical air-conditioning and ventilating systems shall be tested at intervals not greater than 12 months to establish that the system can be shut down in an emergency	\$200	\$400	\$600
40	Article 2.6.1.9.	Ventilation shafts shall be used only for ventilating purposes	\$200	\$400	\$600
41	Clause 2.6.1.10.(1)(a).	No work on ducts involving the use of hot work equipment shall be performed unless the system has been shut down	\$200	\$400	\$600
42	Clause 2.6.1.10.(1)(b).	No work on ducts involving the use of hot work equipment shall be performed unless the duct has been cleaned of any accumulations of combustible deposits	\$200	\$400	\$600
43	Clause 2.6.1.10.(1)(c).	No work on ducts involving the use of hot work equipment shall be performed unless any combustible lining and covering material that could be ignited by the work has been removed	\$200	\$400	\$600
44	Sentence 2.6.1.14.(1).	Fail to post instructions conspicuously in the kitchen for manually operating the fire protection systems required under Article 2.6.1.12.	\$200	\$400	\$600
45	Sentence 2.6.1.14.(2).	Fail to include the instructions required in Sentence (1) in the fire safety plan where such a plan is required	\$200	\$400	\$600
46	Sentence 2.6.3.3.(2).	Fail to repair or replace burnt-out spark arresters	\$200	\$400	\$600
47	Article 2.6.4.1.	Electrical equipment vaults shall not be used for storage purposes	\$200	\$400	\$600
48	Article 2.6.4.2.	Fail to ensure Electrical equipment vaults are kept locked so that unauthorized	\$200	\$400	\$600

		persons will not have access to them			
49	Sentence 2.7.1.5.(1).	When the occupant load as determined in Article 2.7.1.4. is more than 60 persons, the occupant load shall be posted in a conspicuous location	\$200	\$400	\$600
50	Sentence 2.7.1.5.(2).	When the occupant load has been determined using Subclause 2.7.1.4.(3)(b)(i), a permanent sign indicating the occupant load shall be posted in a conspicuous location	\$200	\$400	\$600
51	Sentence 2.7.1.7.(1).	Fail to ensure Means of Egress are maintained in good repair and free of obstructions	\$200	\$400	\$600
52	Sentence 2.7.1.7.(2).	Fail to maintain lighting provided for illumination in exits and access to exits, including corridors used by the public	\$200	\$400	\$600
53	Sentence 2.7.1.8.(1).	Exterior passageways, exterior stairways and fire escapes in occupied buildings shall be maintained in good repair and operational and kept free of snow and ice accumulations	\$200	\$400	\$600
54	Sentence 2.7.1.8.(2).	Where equipment is provided to melt snow or ice on exterior passageways, exterior stairways and fire escapes in an occupied building, the equipment shall be maintained in working order or alternative measures shall be taken as specified in Sentence (1)	\$200	\$400	\$600
55	Sentence 2.7.1.9.(1).	Except as provided in Sentences (2) and (3), turnstiles, checkout counters, railings or barriers shall not obstruct the exits or access to exits from any room, floor area or storey	\$200	\$400	\$600
56	Sentence 2.7.1.9.(5).	Wheeled carts shall be stored after use so as not to obstruct access to exits in retail outlets where wheeled carts are used by customers	\$200	\$400	\$600
57	Sentence 2.7.2.2.(4).	A locking device with a local release permitted by Sentence (3) shall be capable of being unlocked with a key from both sides of the door	\$200	\$400	\$600
58	Sentence 2.7.2.2.(5).	The controls for the remote release of a locking device permitted by Sentence (3) shall be in an area that is readily accessible to supervisory staff	\$200	\$400	\$600

59	Clause 2.7.2.2.(6)(b).	A locking device permitted by Sentence (3) that is electrically operated shall be capable of being manually unlocked by supervisory staff	\$200	\$400	\$600
60	Sentence 2.7.2.3.(2).	The safety features of revolving doors shall be tested at intervals not greater than 12 months	\$200	\$400	\$600
61	Sentence 2.7.2.3.(3).	Sliding doors that are required to swing on their vertical axes in the direction of egress when pressure is applied shall be tested at intervals not greater than 12 months	\$200	\$400	\$600
62	Sentence 2.7.2.3.(4).	When doors are equipped with electromagnetic locks, these locks shall be tested at intervals not greater than 12 months	\$200	\$400	\$600
63	Article 2.7.2.4.	Records of tests required in Sentences 2.7.2.3.(2), (3) and (4) shall be made and retained in conformance with Subsection 1.1.2	\$200	\$400	\$600
64	Article 2.7.3.1.	Exit signs shall be clearly visible and maintained in a clean and legible condition	\$200	\$400	\$600
65	Article 2.7.3.2.	Exit lighting and exit signs shall be illuminated during times when the building is occupied	\$200	\$400	\$600
66	Article 2.7.3.3.	Emergency lighting and exit signs shall be maintained in operating condition in conformance with Section 6.7	\$200	\$400	\$600
67	Sentence 2.7.4.1.(2).	Hay, straw, shavings, textiles, films or similar combustible materials shall not be used in the design and construction or as decorative features in public amusement areas located in buildings unless approved provisions are made to control the hazard	\$200	\$400	\$600
68	Sentence 2.8.1.2.(1).	Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety	\$200	\$400	\$600
69	Clause 2.8.1.3.(1)(a).	Employees in a hotel establishment shall be instructed on the procedures outlined in Article 2.8.2.1	\$200	\$400	\$600
70	Clause 2.8.1.3.(1)(b).	Employees in a hotel establishment shall be instructed on the use of fire fighting equipment, including portable extinguishers and,	\$200	\$400	\$600

		where applicable, standpipe and hose systems			
71	Article 2.8.1.4.	Any keys or special devices needed to operate the fire alarm system or provide access to any fire protection systems or equipment shall be readily available to on-duty supervisory staff	\$200	\$400	\$600
72	Sentence 2.8.2.1.(1).	A fire safety plan shall be prepared, approved and implemented in buildings and premises to which this Section applies	\$200	\$400	\$600
73	Sentence 2.8.2.1.(3).	The fire safety plan shall be kept in the building or premises in an approved location	\$200	\$400	\$600
74	Sentence 2.8.2.1.(4).	The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises	\$200	\$400	\$600
75	Sentence 2.8.2.1.(6).	The revised fire safety plan prepared under Sentence (4) or (5) shall be implemented	\$200	\$400	\$600
76	Sentence 2.8.2.1.(7).	In the case of a care occupancy, care and treatment occupancy and retirement home, any training of supervisory staff carried out under a fire safety plan shall be recorded	\$200	\$400	\$600
77	Sentence 2.8.2.1.(8).	The original or a copy of at least the most recent and the immediately preceding record referred to in Sentence (7) shall be retained in the building for a period of at least two years after being prepared and shall be made available to the Chief Fire Official for examination on request	\$200	\$400	\$600
78	Article 2.8.2.4.	A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan shall be given to all supervisory staff	\$200	\$400	\$600
79	Sentence 2.8.2.8.(1).	At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area	\$200	\$400	\$600
80	Clause 2.8.2.8.(2)(a).	In addition to Sentence (1), in a hotel establishment, one copy of the approved fire	\$200	\$400	\$600

		safety plan shall be posted in the main reception area			
81	Clause 2.8.2.8.(2)(b).	In addition to Sentence (1), in a hotel establishment, a copy of the emergency procedures, location of exits and the fire safety rules shall be posted on the inside of the egress doors of each guest suite	\$200	\$400	\$600
82	Sentence 2.8.2.8.(3).	Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a legible notice, that is not easily removed, shall be affixed to the wall near each manual pull station with wording that the fire department is to be notified in the event of a fire emergency and including the emergency telephone number for the municipality or the telephone number of the fire department	\$200	\$400	\$600
83	Sentence 2.8.3.2.(1).	Subject to Sentences (2), (3), (4) and (5), a fire drill shall be held for the supervisory staff at least once during each 12-month period	\$200	\$400	\$600
84	Clause 2.8.3.2.(2).(a)	A fire drill shall be held for the supervisory staff at least monthly in a supported group living residence or intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 200	\$200	\$400	\$600
85	Clause 2.8.3.2.(2).(b)	A fire drill shall be held for the supervisory staff at least monthly in a care occupancy	\$200	\$400	\$600
86	Clause 2.8.3.2.(2).(c)	A fire drill shall be held for the supervisory staff at least monthly in a care and treatment occupancy	\$200	\$400	\$600
87	Clause 2.8.3.2.(2).(d)	A fire drill shall be held for the supervisory staff at least monthly in a detention occupancy	\$200	\$400	\$600
88	Subclause 2.8.3.2.(2).(e)(i)	A fire drill shall be held for the supervisory staff at least monthly in premises or part of premises at which child care within the meaning of the Child Care and Early Years Act, 2014 is provided, but excluding a third party program operated under section 259 or 259.1 of the Education Act	\$200	\$400	\$600

89	Subclause 2.8.3.2.(2).(e)(ii)	A fire drill shall be held for the supervisory staff at least monthly in a child care centre or part of a child care centre, as defined in Child Care and Early Years Act, 2014, that is operated in a school, as defined in the Education Act, and that provides services only to children who are pupils of a board, as defined in the Education Act	\$200	\$400	\$600
90	Clause 2.8.3.2.(2).(f)	A fire drill shall be held for the supervisory staff at least monthly in a retirement home	\$200	\$400	\$600
91	Clause 2.8.3.2.(3)(a)	A fire drill shall be held for the supervisory staff at least monthly in a school, as defined in the Education Act, and a private school, as defined in the Education Act, a total evacuation fire drill shall be held if the school or private school is in session during the fall term, at least three times during that term	\$200	\$400	\$600
92	Clause 2.8.3.2.(3)(b).	A fire drill shall be held for the supervisory staff at least monthly in a school if the school or private school is in session during the spring term, at least three times during that term	\$200	\$400	\$600
93	Clause 2.8.3.2.(3)(c).	A fire drill shall be held for the supervisory staff at least monthly if the school or private school is in session during the summer, at least three times or at least once a month during the period it is in session, whichever is less.	\$200	\$400	\$600
94	Clause 2.8.3.2.(4)(a).	A fire drill shall be held for the supervisory staff at least monthly in in a school for an extended day program or third party program operated under section 259 or 259.1 of the Education Act or for a child care centre or part of a child care centre described in Subclause (2)(e)(ii), a total evacuation fire drill shall be held if the program, child care centre or part of a child care centre is in operation during the fall term, at least three times during that term	\$200	\$400	\$600
95	Clause 2.8.3.2.(4)(b).	A fire drill shall be held for the supervisory staff at least monthly in in a school for an extended day program or third party program operated under	\$200	\$400	\$600

		section 259 or 259.1 of the Education Act or for a child care centre or part of a child care centre described in Subclause (2)(e)(ii), a total evacuation fire drill shall be held if the program, child care centre or part of a child care centre is in operation during the spring term, at least three times during that term			
96	Clause 2.8.3.2.(4)(c).	A fire drill shall be held for the supervisory staff at least monthly in in a school for an extended day program or third party program operated under section 259 or 259.1 of the Education Act or for a child care centre or part of a child care centre described in Subclause (2)(e)(ii), a total evacuation fire drill shall be held if the program, child care centre or part of a child care centre is in operation during the summer, at least three times or at least once a month during the period it is in operation, whichever is less	\$200	\$400	\$600
97	Sentence 2.8.3.2.(5).	A fire drill for supervisory staff shall be held at least every three months in a building to which Subsection 3.2.6. of Division B of the Building Code applies	\$200	\$400	\$600
98	Sentence 2.8.3.2.(6).	In addition to the requirements of Sentence (2), in a care occupancy, a care and treatment occupancy or a retirement home, a fire drill for supervisory staff shall be carried out at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that the requirements of Sentence 2.8.2.2.(1) have been met	\$200	\$400	\$600
99	Sentence 2.8.3.2.(7).	A fire drill for supervisory staff shall be held at least every three months in a laboratory	\$200	\$400	\$600
100	Article 2.8.3.3.	The Chief Fire Official shall be notified within an approved time period before every fire drill carried out under Sentence 2.8.3.2.(6)	\$200	\$400	\$600
101	Sentence 2.8.3.4.(1).	A record shall be prepared of every fire drill conducted under Article 2.8.3.2	\$200	\$400	\$600

102	Sentence 2.8.3.4.(2).	The record shall be kept for at least 12 months after the fire drill	\$200	\$400	\$600
103	Article 2.8.3.5.	Every employee in a hotel establishment shall take part in at least one fire drill during each 12-month period	\$200	\$400	\$600
104	Sentence 2.9.3.1.(1).	Subject to Sentences (2) and (3), hay, straw, shavings or similar combustible materials shall not be used within a tent or air-supported structure used for an assembly occupancy	\$200	\$400	\$600
105	Article 2.10.2.1.	Combustible artwork and teaching materials that are attached to walls shall not exceed 20% of the area of the walls	\$200	\$400	\$600
106	Article 2.10.2.2.	Waste receptacles shall be made of noncombustible materials	\$200	\$400	\$600
107	Article 2.12.1.5.	Where a covered mall is used for merchandising or public activities, the activities shall be arranged so that access to fire protection equipment, including sprinkler control valves, fire hose stations, portable extinguishers and fire alarm stations, is not restricted	\$200	\$400	\$600
108	Article 2.12.1.7.	Where a covered mall is used for the display of fueled equipment, batteries shall be disconnected and caps for fuel tanks shall be locked or secured against tampering	\$200	\$400	\$600
109	Clause 2.13.2.1.(1)(a).	A smoke alarm shall be installed if a sleeping area in a dwelling unit is served by a hallway, in the hallway	\$200	\$400	\$600
110	Clause 2.13.2.1.(1)(b).	A smoke alarm shall be installed if a sleeping area in a dwelling unit is not served by a hallway, between the sleeping area and the remainder of the dwelling unit	\$200	\$400	\$600
111	Clause 2.13.2.1.(1)(c).	A smoke alarm shall be installed if a sleeping room is not within a dwelling unit, in the sleeping room	\$200	\$400	\$600
112	Clause 2.13.2.1.(1)(d).	A smoke alarm shall be installed on each storey without a sleeping area in a dwelling unit	\$200	\$400	\$600
113	Clause 2.13.2.1.(2)(a)	A smoke alarm shall be permanently connected to an electrical circuit with no disconnect switch between the overcurrent device and the smoke alarm	\$200	\$400	\$600

114	Clause 2.13.2.1.(2)(b)	Or, a smoke alarm shall be battery-operated	\$200	\$400	\$600
115	Sentence 2.14.1.2.(2).	Hay, straw, shavings, textiles, films or similar combustible materials shall not be used in the design and construction or as decorative features in outdoor public amusement areas unless approved provisions are made to control the hazard	\$200	\$400	\$600
116	Sentence 2.14.1.5.(2).	The procedures described in Sentence (1) shall be made available to the Chief Fire Official upon request	\$200	\$400	\$600
117	Clause 2.16.2.1.(1)(a).	Where a fuel-burning appliance, flue or a fireplace is installed in a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed adjacent to each sleeping area in the suite	\$200	\$400	\$600
118	Clause 2.16.2.1.(1)(b).	Where a fuel-burning appliance, flue or a fireplace is installed in a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed on each storey without a sleeping area in the suite	\$200	\$400	\$600
119	Clause 2.16.2.1.(2)(a)	Where a fuel-burning appliance is installed in a building, but not within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed in the service room or area where the appliance is installed	\$200	\$400	\$600
120	Clause 2.16.2.1.(2)(b).	Where a fuel-burning appliance is installed in a building, but not within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed adjacent to each sleeping area within each suite of residential occupancy or care occupancy where the suite has a common wall or common floor/ceiling assembly with the service room or area where the appliance or flue is installed	\$200	\$400	\$600
121	Clause 2.16.2.1.(2)(c).	Where a fuel-burning appliance is installed in a building, but not within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be	\$200	\$400	\$600

		installed on each storey without a sleeping area within each suite of residential occupancy or care occupancy where the suite has a common wall or common floor/ceiling assembly with the service room or area where the appliance or flue is installed			
122	Clause 2.16.2.1.(2)(d).	Where a fuel-burning appliance is installed in a building, but not within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed adjacent to each sleeping room that is not within a dwelling unit.	\$200	\$400	\$600
123	Clause 2.16.2.1.(3)(a).	Where a building contains a storage garage, a carbon monoxide alarm shall be installed adjacent to each sleeping area within each suite of residential occupancy or care occupancy where the suite has a common wall or common floor/ceiling assembly with the storage garage	\$200	\$400	\$600
124	Clause 2.16.2.1.(3)(b).	Where a building contains a storage garage, a carbon monoxide alarm shall be installed on each storey without a sleeping area within each suite of residential occupancy or care occupancy where the suite has a common wall or common floor/ceiling assembly with the storage garage	\$200	\$400	\$600
125	Clause 2.16.2.1.(3)(c).	Where a building contains a storage garage, a carbon monoxide alarm shall be installed adjacent to each sleeping room that is not within a dwelling unit	\$200	\$400	\$600
126	Clause 2.16.2.1.(4)(a).	Where a forced-air fuel-burning appliance provides heated air to a building but is not located within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed in the service room or area where the appliance is installed, if the appliance is located in the building	\$200	\$400	\$600
127	Subclause 2.16.2.1.(4)(b)(i)	Where a forced-air fuel-burning appliance provides heated air to a building but is not located within a suite of	\$200	\$400	\$600

		residential occupancy or care occupancy, a carbon monoxide alarm shall be installed in public corridors serving suites of residential occupancy where the corridor is directly heated by the forced-air fuel burning appliance including at least one carbon monoxide alarm in each portion of a divided corridor			
128	Subclause 2.16.2.1.(4)(b)(ii)	Where a forced-air fuel-burning appliance provides heated air to a building but is not located within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed in public corridors serving suites of residential occupancy where the corridor is directly heated by the forced-air fuel burning appliance including each carbon monoxide alarm in an undivided portion of a corridor is spaced not more than 25 m apart	\$200	\$400	\$600
129	Clause 2.16.2.1.(4)(c).	Where a forced-air fuel-burning appliance provides heated air to a building but is not located within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed adjacent to each sleeping area within each suite of residential occupancy or care occupancy directly heated by the forced-air fuel burning appliance	\$200	\$400	\$600
130	Clause 2.16.2.1.(4)(d).	Where a forced-air fuel-burning appliance provides heated air to a building but is not located within a suite of residential occupancy or care occupancy, a carbon monoxide alarm shall be installed on each storey without a sleeping area within each suite of residential occupancy or care occupancy directly heated by the forced-air fuel burning appliance	\$200	\$400	\$600
131	Clause 2.16.2.1.(5)(a)	A carbon monoxide alarm shall be permanently connected to an electrical circuit with no disconnect switch between the overcurrent device and the carbon monoxide alarm	\$200	\$400	\$600

132	Clause 2.16.2.1.(5)(b)	A carbon monoxide alarm shall be battery-operated	\$200	\$400	\$600
133	Clause 2.16.2.1.(5)(c)	A carbon monoxide alarm shall be plugged into an electrical receptacle	\$200	\$400	\$600
134	Sentence 2.16.2.1.(8).	A carbon monoxide alarm that is installed adjacent to a sleeping area shall be equipped with an alarm that is audible throughout the sleeping area, even if any doors between the carbon monoxide alarm and any parts of the sleeping area are closed	\$200	\$400	\$600
135	Sentence 2.17.2.1.(1).	A sign indicating the danger of potentially hazardous concentrations of flammable or toxic gases or vapours shall be installed at each access to a liquid manure storage tank or below-floor manure transfer chamber	\$200	\$400	\$600
136	Sentence 2.17.2.1.(2).	A sign indicating the danger of silo gas shall be installed adjacent to each chute or ladder on a tower silo.	\$200	\$400	\$600
137	Sentence 2.17.2.1.(3).	A sign indicating the danger of entrapment shall be installed at each access to a grain storage structure or bottom-unloading tower silo	\$200	\$400	\$600
138	Sentence 2.17.2.1.(4).	A sign indicating the danger of stored pesticides shall be installed at each entrance to a pesticide storage area	\$200	\$400	\$600
139	Sentence 2.17.2.1.(5).	A sign indicating the danger of unsafe oxygen levels shall be installed at each entrance to a controlled-atmosphere storage area	\$200	\$400	\$600
140	Sentence 3.2.1.3.(2).	The maximum piling height allowed in Sentence (1) shall be posted in conspicuous locations	\$200	\$400	\$600
141	Sentence 3.2.7.4.(1).	Areas where dangerous goods are stored shall be kept free of waste packaging materials, debris of any kind or any spilled product	\$200	\$400	\$600
142	Sentence 3.3.1.3.(3).	At least one copy of the fire emergency procedures shall be prominently posted and maintained at the storage yard	\$200	\$400	\$600
143	Sentence 3.3.1.3.(4).	The telephone number of the fire department and location of the nearest telephone shall be posted conspicuously in attended locations	\$200	\$400	\$600
144	Sentence 3.3.1.5.(2).	The tires and shredded tires shall be stored in a group of	\$200	\$400	\$600

		no more than 16 individual storage piles			
145	Sentence 3.3.1.7.(1).	Each storage yard shall be provided with fire access routes	\$200	\$400	\$600
146	Clause 3.3.1.7.(2)(g).	The fire access routes shall be accessible and unobstructed at all times	\$200	\$400	\$600
147	Sentence 3.3.1.8.(5).	The gateways shall be kept clear of obstructions so that the gates may be fully opened at all times	\$200	\$400	\$600
148	Sentence 3.3.1.8.(6).	The gateways shall be locked when the storage yard is not staffed	\$200	\$400	\$600
149	Article 3.3.1.11.	A motorized vehicle operating in a storage yard shall be equipped with at least one portable extinguisher having a minimum rating of 2A:30B:C	\$200	\$400	\$600
150	Article 3.3.2.6.	Storage yards shall be maintained free of combustible ground vegetation, including grass and weeds, for 4.5 m from the stored material and 30 m from brush and forested areas	\$200	\$400	\$600
151	Article 3.3.2.7.	Sawdust, chips and other waste material shall not be accumulated in piling areas in storage yards	\$200	\$400	\$600
152	Sentence 3.3.2.13.(2).	Gateways shall be kept clear of obstructions so that gates may be opened fully at all times	\$200	\$400	\$600
153	Article 3.3.2.23.	The telephone number of the fire department and location of the nearest telephones shall be posted conspicuously in working locations in the open yard and in each building	\$200	\$400	\$600
154	Sentence 3.3.2.24.(3).	The vessels, pails and pump tanks shall be painted red with the word "FIRE" in black painted thereon	\$200	\$400	\$600
155	Article 3.3.3.3.	The ground surface between piles shall be kept free of combustible materials	\$200	\$400	\$600
156	Sentence 3.3.3.4.(1).	Weeds, grass and similar vegetation shall be removed from the yard	\$200	\$400	\$600
157	Sentence 3.3.3.4.(2).	Portable open-flame weed burners shall not be used in chip storage yards	\$200	\$400	\$600
158	Article 3.3.3.11.	Portable extinguishers for Class A fires shall be provided on vehicles operating on chip piles in addition to the units for Class B fires normally required for the vehicles	\$200	\$400	\$600

159	Sentence 3.4.2.1.(4).	Each fuel-fired industrial truck shall be equipped with at least one portable extinguisher having a minimum rating of 2A:30B:C	\$200	\$400	\$600
160	Sentence 3.4.2.2.(2).	Battery charging installations for battery-powered industrial trucks shall be equipped with at least one portable extinguisher having a minimum rating of 2A:30B:C	\$200	\$400	\$600
161	Article 3.5.1.1.	The roof of a building located in a salvage yard shall not be used for storage purposes	\$200	\$400	\$600
162	Article 3.5.1.2.	Open flames shall not be used in a salvage yard, except for the purposes of heating, operating machinery or performing hot works	\$200	\$400	\$600
163	Article 3.5.1.3.	Gas tanks on vehicles to be salvaged shall be drained and ventilated prior to salvage operations	\$200	\$400	\$600
164	Article 3.5.1.10.	The telephone number of the fire department and location of the nearest telephones shall be posted conspicuously in working locations in the open yard and in each building	\$200	\$400	\$600
165	Article 3.5.2.3.	Tanks or drums shall be stored in piles separate from piles of other materials	\$200	\$400	\$600
166	Sentence 3.5.2.4.(1).	Piles or containers with metal shavings, turnings and dust shall be stored in an area separate from other salvage materials and identified with warning signs	\$200	\$400	\$600
167	Clause 3.5.2.4.(2)(a).	Warning signs required in Sentence (1) shall be visible from all directions of approach	\$200	\$400	\$600
168	Clause 3.5.2.4.(2)(b).	Warning signs required in Sentence (1) shall have the name of the metal and the words "COMBUSTIBLE METAL — DO NOT USE WATER" displayed in plain legible letters as described in Sentence (3)	\$200	\$400	\$600
169	Sentence 3.5.2.4.(3).	Lettering on warning signs shall be red or white letters 114 mm high with a 19 mm stroke on a contrasting background	\$200	\$400	\$600
170	Clause 5.5.5.7.(1)(a).	Wastes from dangerous goods shall be identified to prevent accidental mixing of incompatible chemicals	\$200	\$400	\$600
171	Sentence 5.12.11.4.(2).	A sign shall be conspicuously posted indicating the necessity of grounding the	\$200	\$400	\$600

		equipment and objects identified in Sentence (1)			
172	Sentence 5.14.5.3.(2).	Signs prohibiting smoking that conform to Article 2.4.3.2. shall be posted at the outer limits of the work area	\$200	\$400	\$600
173	Article 5.14.9.2.	The Chief Fire Official shall be notified when bowling alleys are to be resurfaced	\$200	\$400	\$600
174	Sentence 5.16.2.7.(2).	Warning signs shall be posted in a conspicuous location near every entrance to the premises being fumigated	\$200	\$400	\$600
175	Article 6.2.1.5.	The location of portable extinguishers shall be prominently indicated by signs or markings in large floor areas and in locations where visual obstructions cannot be avoided	\$200	\$400	\$600
176	Article 6.2.4.4.	The operating instructions of portable extinguishers shall face outward when the extinguishers are located in cabinets, in wall recesses or on shelves	\$200	\$400	\$600
177	Sentence 6.2.7.4.(1).	Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service	\$200	\$400	\$600
178	Article 6.2.7.5.	A permanent record containing the maintenance date, the examiner's name and a description of any maintenance work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher	\$200	\$400	\$600
179	Sentence 6.2.7.9.(1).	Where a portable extinguisher is tested, a label shall be fixed to the extinguisher after testing that indicates the month and year the hydrostatic pressure test was performed, the test pressure used and the name of the person or agency performing the test	\$200	\$400	\$600
180	Article 6.3.1.1.	Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed	\$200	\$400	\$600
181	Clause 6.3.2.2.(4)(a).	A record of each device, component and circuit of the fire alarm system that is	\$200	\$400	\$600

		inspected and tested in accordance with Sentence (1) shall indicate whether the device, component or circuit is in proper working order			
182	Clause 6.3.2.2.(4)(b).	A record of each device, component and circuit of the fire alarm system that is inspected and tested in accordance with Sentence (1) shall be kept in accordance with Subsection 1.1.2.	\$200	\$400	\$600
183	Sentence 6.3.2.2.(5).	Where a fire alarm system is monitored to transmit a signal to the fire department, the owner shall record whether all signals from the tests conducted in Sentence (1), or other events, are received by the monitoring station, and records shall be kept in accordance with Subsection 1.1.2.	\$200	\$400	\$600
184	Sentence 6.3.2.6.(3).	The power supply shall be checked weekly	\$200	\$400	\$600
185	Sentence 6.3.2.6.(4).	The operability of the interconnected system shall be confirmed monthly, by testing at least one smoke alarm using its test function, on a rotational basis	\$200	\$400	\$600
186	Sentence 6.3.2.6.(5).	Where installed, each manual pull station shall be tested to ensure activation of the interconnected smoke alarms on an annual basis	\$200	\$400	\$600
187	Sentence 6.3.2.6.(6).	Written records shall be kept of weekly checks of the power supply for at least six months after they are made, and be available upon request to the Chief Fire Official	\$200	\$400	\$600
188	Sentence 6.3.3.3.(1).	Smoke alarms shall be maintained in operating condition	\$200	\$400	\$600
189	Sentence 6.3.3.3.(2).	Primary and secondary power supplies that serve smoke alarms shall be maintained in operating condition	\$200	\$400	\$600
190	Article 6.3.3.4.	The landlord of each rental suite shall give the tenant a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative maintenance instructions	\$200	\$400	\$600
191	Article 6.3.3.6.	No person shall disable a smoke alarm	\$200	\$400	\$600
192	Sentence 6.3.4.3.(1).	Carbon monoxide alarms shall be maintained in operating condition	\$200	\$400	\$600

193	Sentence 6.3.4.3.(2).	Primary and secondary power supplies that serve carbon monoxide alarms shall be maintained in operating condition	\$200	\$400	\$600
194	Article 6.3.4.4.	The landlord of each rental suite of residential occupancy shall give the tenant a copy of the carbon monoxide alarm manufacturer's maintenance instructions or approved alternative maintenance instructions	\$200	\$400	\$600
195	Article 6.3.4.6.	No person shall disable a carbon monoxide alarm	\$200	\$400	\$600
196	Article 6.4.2.2.	Standpipe and hose system equipment shall be used for fire protection only	\$200	\$400	\$600
197	Article 6.4.2.3.	Standpipe hose stations shall be conspicuously identified and unobstructed	\$200	\$400	\$600
198	Sentence 6.4.2.6.(1).	Except as required in Sentence (2), each hose connection in a standpipe system shall be provided with a legible sign reading: "FIRE HOSE FOR USE BY TRAINED PERSONS ONLY"	\$200	\$400	\$600
199	Sentence 6.4.2.6.(2).	Each hose connection in a dry standpipe system with no permanent water supply shall be provided with a legible weatherproof sign reading: "DRY STANDPIPE FOR FIRE DEPARTMENT USE ONLY"	\$200	\$400	\$600
200	Clause 6.4.3.7.(1)(a)	The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours at intervals of not more than five years where the fire department connection piping has been in service for more than thirty years	\$200	\$400	\$600
201	Clause 6.4.3.7.(1)(b)	The dry portion of the fire department connection piping of a standpipe system shall be hydrostatically tested at a pressure of not less than 1050 kPa (gauge) for 2 hours at intervals of not more than five years where the age of the fire department connection piping cannot be determined	\$200	\$400	\$600
202	Clause 6.4.3.7.(3)(a).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure that the fire department	\$200	\$400	\$600

		connection is physically unobstructed and readily accessible			
203	Clause 6.4.3.7.(3)(b).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure the fire department connection identification sign is in place and visible	\$200	\$400	\$600
204	Clause 6.4.3.7.(3)(c).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure the fire department connection is free of wear, rust or obstruction	\$200	\$400	\$600
205	Clause 6.4.3.7.(3)(d).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure couplings or swivels are not damaged and rotate smoothly	\$200	\$400	\$600
206	Clause 6.4.3.7.(3)(e).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure gaskets are in place and in good condition	\$200	\$400	\$600
207	Clause 6.4.3.7.(3)(f).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure the check valve is not leaking	\$200	\$400	\$600
208	Clause 6.4.3.7.(3)(g).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure the automatic drain valve is in place and operating properly	\$200	\$400	\$600
209	Clause 6.4.3.7.(3)(h).	Fire department connection piping shall be inspected annually with any plugs or caps removed to ensure fire department connection clappers are in place and operating properly	\$200	\$400	\$600
210	Sentence 6.4.3.7.(4).	The annual inspection referenced in Sentence (3) shall be recorded and kept in accordance with Subsection 1.1.2.	\$200	\$400	\$600
211	Sentence 6.5.1.8.(1).	An approved record shall be kept of inspections of each system	\$200	\$400	\$600
212	Sentence 6.5.1.8.(2).	The record required in Sentence (1) shall be available for examination by the Chief Fire Official	\$200	\$400	\$600
213	Article 6.5.2.1.	When any alterations, additions or repairs are to be made involving interruption to	\$200	\$400	\$600

		a sprinkler system or part thereof, the Chief Fire Official shall be notified			
214	Sentence 6.5.2.2.(1).	Sprinkler control valves and sprinkler water supplies shall not be shut down, disconnected or otherwise impaired for more than 24 h without notifying the Chief Fire Official	\$200	\$400	\$600
215	Clause 6.5.2.2.(2)(a)	In buildings containing a hotel, sprinkler control valves and sprinkler water supplies shall not be shut down, disconnected or otherwise impaired for 24h or less without notifying the Chief Fire Official in accordance with a schedule identified in the approved fire safety plan	\$200	\$400	\$600
216	Clause 6.5.2.2.(2)(b)	In buildings containing a hotel, sprinkler control valves and sprinkler water supplies shall not be shut down, disconnected or otherwise impaired for more than 24h without notifying the Chief Fire Official	\$200	\$400	\$600
217	Article 6.5.5.1.	Prior notification of water flow or other tests to be made to a sprinkler system shall be given to parties who could be affected by an alarm	\$200	\$400	\$600
218	Article 6.5.6.2.	Sprinkler control valves shall be accessible and maintained in operable condition at all times	\$200	\$400	\$600
219	Article 6.6.2.10.	The space between overflow pipes and the tops of gravity tanks, the valve pits at the bottoms of the risers and the entire area around the bases of the columns of tanks shall be kept free of rubbish and waste materials	\$200	\$400	\$600
220	Article 6.6.4.2.	Hydrants shall be maintained free of snow and ice accumulations	\$200	\$400	\$600
221	Article 6.6.4.3.	Hydrants shall be readily available and unobstructed for use at all times	\$200	\$400	\$600
222	Article 6.6.5.7.	The main valve of the hydrant shall be fully opened and the hydrant operated with one port open and the water flow checked	\$200	\$400	\$600
223	Article 6.6.5.8.	A record of the hydrant operation as described in Article 6.6.5.7. shall be kept in conformance with Subsection 1.1.2.	\$200	\$400	\$600

224	Clause 6.7.1.6.(2)(a).	Self-contained emergency lighting unit equipment shall be tested at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply	\$200	\$400	\$600
225	Clause 6.7.1.6.(2)(b).	Self-contained emergency lighting unit equipment shall be tested at intervals not greater than one month to ensure that the emergency lights will function at intervals not greater than 12 months to ensure that the unit will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions	\$200	\$400	\$600
226	Sentence 6.10.1.1.(3).	Records of integrated tests shall be made and retained in accordance with Subsection 1.1.2.	\$200	\$400	\$600
227	Clause 6.10.1.2.(1)(a)	The owner shall ensure that any person who performs the testing and maintenance of fire alarm system components that interconnect with other fire protection and life safety systems required under Article 6.10.1.1. is in compliance with the requirements of either Clause 1.2.1.2.(1)(a) of Division C	\$200	\$400	\$600
228	Clause 6.10.1.2.(1)(b)	The owner shall ensure that any person who performs the testing and maintenance of fire alarm system components that interconnect with other fire protection and life safety systems required under Article 6.10.1.1. is in compliance with the requirements of either Sentence 1.2.1.2.(2) of Division C			
229	Sentence 7.2.5.1.(4).	The firefighters' elevator symbol shall be maintained in identifiable condition.	\$200	\$400	\$600
230	Sentence 7.2.5.1.(5).	Access to windows and panels required to vent floor areas and vents to vestibules that are permitted to be manually openable shall be kept free of obstructions	\$200	\$400	\$600
231	Sentence 7.2.5.1.(6).	Windows and panels provided for venting floor areas shall be maintained so as to be openable without the use of keys	\$200	\$400	\$600
232	Sentence 7.2.5.1.(7).	Vents to vestibules that are permitted to be manually	\$200	\$400	\$600

		openable shall be maintained in operable condition			
233	Sentence 8.1.2.2.(5).	Before demolition of a building or part of a building is commenced, a safety plan for the demolition site shall be prepared and implemented.	\$200	\$400	\$600
234	Sentence 8.1.2.7.(1).	During demolition, firefighting access routes shall be maintained in accordance with Section 2.5.	\$200	\$400	\$600
235	Clause 8.1.2.8.(2)(a).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas where hot work operations are carried out	\$200	\$400	\$600
236	Clause 8.1.2.8.(2)(b).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas where combustibles are stored	\$200	\$400	\$600
237	Clause 8.1.2.8.(2)(c)	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas near or on any internal combustion engines	\$200	\$400	\$600
238	Clause 8.1.2.8.(2)(d).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas where flammable liquids and combustible liquids or gases are stored or handled	\$200	\$400	\$600
239	Clause 8.1.2.8.(2)(e).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas where temporary fuel-fired equipment is used	\$200	\$400	\$600
240	Clause 8.1.2.8.(2)(f).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible	\$200	\$400	\$600

		locations in any areas that are designated for smoking			
241	Clause 8.1.2.8.(2)(g).	In addition to the other requirements of this Code, if a building is under demolition, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas where bitumen heating equipment is used	\$200	\$400	\$600
242	Clause 8.1.2.8.(3)(a).	The extinguishers required by Sentence (2) shall have a minimum rating of 3A:20B:C on moveable equipment	\$200	\$400	\$600
243	Clause 8.1.2.8.(3)(b).	The extinguishers required by Sentence (2) shall have a minimum rating of 4A:40B:C in all other locations	\$200	\$400	\$600
244	Article 9.1.4.8.	A copy of an approved Life Safety Study shall be kept on the premises to which it relates and be made available to the Chief Fire Official upon request	\$200	\$400	\$600
245	Article 9.2.3.14.	In buildings over 2 storeys in building height, any part of an exit ramp or stair that continues past the exit door at ground level to a basement shall be clearly marked by a sign indicating that it does not lead to an exit	\$200	\$400	\$600
246	Clause 9.3.3.10.(2)(a).	Exit signs required by Sentence (1) shall have the word "EXIT" in block letters and such letters shall be internally or externally illuminated	\$200	\$400	\$600
247	Clause 9.3.3.10.(2)(b).	Exit signs required by Sentence (1) shall have the word "EXIT" in block letters and such letters shall be coloured red on an opaque or contrasting field	\$200	\$400	\$600
248	Clause 9.3.3.10.(2)(c).	Exit signs required by Sentence (1) shall have the word "EXIT" in block letters and such letters shall be at least 115 mm high with a 19 mm stroke	\$200	\$400	\$600
249	Sentence 9.3.4.5.(1).	A smoke alarm shall be installed in each sleeping room	\$200	\$400	\$600
250	Clause 9.3.4.5.(2)(a)	Smoke alarms shall be permanently connected to an electrical circuit with no disconnect switch between the overcurrent device and the smoke alarm	\$200	\$400	\$600
251	Clause 9.3.4.5.(2)(b)	Smoke alarms shall be battery-operated	\$200	\$400	\$600

252	Sentence 9.3.5.1.(1).	Despite the provisions of Subsection 6.2.6., at least one 2A rated portable extinguisher shall be provided on each floor	\$200	\$400	\$600
253	Sentence 9.3.5.1.(2).	At least one 5B:C rated portable extinguisher shall be installed in each kitchen where shared cooking facilities exist	\$200	\$400	\$600
254	Article 9.4.2.9.	Where a door to a bedroom is not equipped with a self-closing device, a latch that can hold the door in the closed position shall be installed	\$200	\$400	\$600
255	Sentence 9.5.2.4.(3).	Smoke detectors shall be provided as fire detectors in public corridors serving dwelling units in buildings of combustible construction.	\$200	\$400	\$600
256	Sentence 9.5.3.3.(3).	Closures in stairway fire separations referred to in Sentences (1) and (2) shall be equipped with self-closing devices	\$200	\$400	\$600
257	Clause 9.5.3.5.(1)(a).	Each exit door, except for the main entrance to a building, dwelling unit or suite, shall have an exit sign when the exit serves a building exceeding 2 storeys in building height	\$200	\$400	\$600
258	Clause 9.5.3.5.(1)(b).	Each exit door, except for the main entrance to a building, dwelling unit or suite, shall have an exit sign when the exit serves a building having an occupant load greater than 150 persons	\$200	\$400	\$600
259	Clause 9.5.3.5.(1)(c).	Each exit door, except for the main entrance to a building, dwelling unit or suite, shall have an exit sign when the exit serves a floor area other than a single dwelling unit with a fire escape as part of a means of egress	\$200	\$400	\$600
260	Clause 9.5.3.5.(3)(a).	Exit signs required in Sentences (1) and (2) shall have the word "EXIT" or the words "EXIT/SORTIE" in red letters on a contrasting background or white letters on a red background	\$200	\$400	\$600
261	Clause 9.5.3.5.(3)(b).	Exit signs required in Sentences (1) and (2) shall have letters with strokes at least 19 mm wide	\$200	\$400	\$600
262	Clause 9.5.3.5.(3)(c).	Exit signs required in Sentences (1) and (2) shall have letters at least 150 mm	\$200	\$400	\$600

		high when the signs are externally illuminated			
263	Clause 9.5.3.5.(3)(d).	Exit signs required in Sentences (1) and (2) shall have letters at least 114 mm high when the signs are internally illuminated	\$200	\$400	\$600
264	Sentence 9.7.4.3.(1).	A smoke alarm shall be installed in each suite and in each sleeping room not within a suite.	\$200	\$400	\$600
265	Sentence 9.8.4.2.(4).	At least one smoke alarm shall be installed on each storey of a residential unit.	\$200	\$400	\$600
266	Sentence 9.8.6.1.(2).	Electrical deficiencies that pose a fire hazard identified during an inspection required by Sentence (1) shall be repaired by a Licensed Electrical Contractor licensed in accordance with the Electricity Act, 1998 and its regulations	\$200	\$400	\$600
267	Sentence 9.8.6.1.(3).	A Certificate of Acceptance from the Electrical Safety Authority for an inspection required by Sentence (1) shall be made available to the Chief Fire Official upon request	\$200	\$400	\$600
268	Sentence 9.9.1.2.(1).	A building audit shall be prepared and retained by the owner	\$200	\$400	\$600
269	Sentence 9.9.3.10.(3).	Existing doors that have the floor level identified in plain legible block letters or numbers at least 114 mm high with a 19 mm stroke on both sides of the door are deemed to be in compliance with Sentence (2)	\$200	\$400	\$600
270	Sentence 9.9.4.13.(1).	Smoke alarms shall be installed in each guest suite.	\$200	\$400	\$600

SCHEDULE "C" ADMINISTRATIVE FEES

Administrative Fee Description	Fee Amount
Late Payment Fee ¹	\$25.00
Mailing Fees	Actual Cost
Screening Non-appearance Fee ⁴	\$75.00
Hearing Non-appearance Fee ⁵	\$125.00
NSF Fee ⁶	Refer to the City's Fees and Charges By- law 2012-137 as amended.

Note: Fees listed in Schedule "C" to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

¹ **"Late Payment Fee"** means a fee established by Council from time to time in respect of a Contravenor's failure to pay an Administrative Penalty Amount within the time prescribed in this By-law.

⁴ **"Screening Non-appearance Fee"** means a fee established by Council from time to time in respect of a Contravenor's, or their authorized agent's, failure to appear at the time and place scheduled for a Screening Review.

⁵ **"Hearing Non-appearance Fee"** means a fee established by Council from time to time in respect of a Contravenor's, or their authorized agent's, failure to appear at the time and place scheduled for a Hearing.

⁶ **"NSF Fee"** means a fee established by Council from time to time in respect of payment by negotiable instrument received by the City from a Contravenor for payment of any Administrative Penalty Amount or Administrative Fee(s), for which there are insufficient funds available in the account on which the instrument was drawn.