

TORONTO MUNICIPAL CODE
CHAPTER 470, FIRE SAFETY BOXES

Chapter 470

FIRE SAFETY BOXES

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[HISTORY: Adopted by the Council of the City of Toronto 2004-03-03 by By-law No. 186-2004.¹ Amendments noted where applicable.]

General References

Fire services - See Ch. 79.

False alarms - See Ch. 433.

Fire Protection and Prevention Act, 1997 - See S.O. 1997, c.4.

§ 470-1. Interpretation.

A. As used in this chapter, unless the context otherwise requires, the following terms have the meanings indicated:

BUILDING AUDIT FAMILIARIZATION PROGRAMME - A survey prescribed by the Fire Chief for the purpose of collecting information on the fire emergency systems located on the premises, including but not limited to information on sprinklers, standpipes, fire pumps, emergency generators, smoke control measures, access to roof measures, fire alarms, elevators, heating sources, hydro panels, gas shut-off valves, water

¹ Editor's Note: This by-law was passed under the authority of section 7.1 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, and Part XIV of the *Municipal Act, 2001*, S.O. 2001, c.25. Section 2 of this by-law provided that it comes into effect January 1, 2005.

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shut-off valves and the number of stairways on the premises, and information on the presence of hazardous materials on the premises.

CHIEF FIRE OFFICIAL - The same meaning as in the Fire Code.

EXISTING LOCK BOX - A cabinet or box used for the storage of keys to service rooms that was in place prior to the effective date of this chapter of the Code.

FIRE CHIEF - The Fire Chief appointed by the Council of the City under the *Fire Protection and Prevention Act, 1997* for the Fire Department of the City and includes, in the absence of the Fire Chief, a Deputy Fire Chief.

FIRE DEPARTMENT - The Fire Department of the City established under Chapter 79, Fire Services, of the Code and includes its officers and members.

FIRE PROTECTION SERVICES - The same meaning as in the *Fire Protection and Prevention Act, 1997*.

FIRE SAFETY BOX - A metal cabinet or box that is locked with a padlock for the storage of the items identified in § 470-6 of this chapter.

FIRE SAFETY PLAN - A fire safety plan as described in the Fire Code.

LOCK BOX - A metal cabinet or box that is locked with a padlock for the storage of keys to service rooms.

OWNER - A person who is shown in the assessment rolls for the City as the assessed owner or tenant of the premises to which this chapter applies and includes the registered owner or mortgagee in possession of such premises. Where the premises is a condominium building, the condominium corporation having control of the common elements of the building shall be considered the owner.

PADLOCK - A padlock that is non-reinforced and is capable of being cut by a bolt cutter.

SERVICE ROOM - A room in a building used to contain equipment associated with building services.

- B. In this chapter, a reference to an Act, regulation or by-law is to that Act, regulation or by-law as it is amended or re-enacted from time to time.

§ 470-2. Administration.

- A. The Fire Chief shall be responsible for the administration of this chapter.
- B. The Fire Chief, the Chief Fire Official and any person employed by the City as a fire prevention officer in the Fire Department are appointed as officers for the purpose of

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entering upon the premises to which this chapter applies at any reasonable time to inspect the premises to determine whether this chapter is being complied with.

- C. Any person who has been appointed by the City for the purpose of determining whether any other by-law of the City or other law regulating fire prevention or fire safety has been complied with and whose appointment has not been suspended or revoked is also appointed as an officer for the purpose of exercising the power given under Subsection B.

§ 470-3. Fire safety box and lock box.

Every person who is required under the Fire Code to prepare and implement a fire safety plan approved by the Chief Fire Official shall install and maintain on his or her premises either a fire safety box or a fire safety box and a lock box or existing lock box.

§ 470-4. One fire safety box and one lock box.

No more than one fire safety box and one lock box or existing lock box shall be installed and maintained in each premises to which this chapter applies.

§ 470-5. Location.

- A. Every fire safety box required under this chapter shall be:
- (1) Surface-mounted within three metres of the main entrance of the premises at a height between 1.5 metres to 1.8 metres above the floor.
 - (2) Securely mounted to an interior wall of the premises.
 - (3) Of sufficient size to hold all the contents prescribed for a fire safety box by this chapter, including an unfolded fire safety plan.
- B. Every lock box required under this chapter shall be:
- (1) Surface-mounted within three metres of the main entrance of the premises at a height between 1.5 metres to 1.8 metres above the floor.
 - (2) Securely mounted to an interior wall of the premises.
 - (3) Of sufficient size to hold the keys to service rooms required by § 470-7.
- C. Despite Subsections A(1) and B(1), the fire safety box and/or the lock box may be located in a place on the premises other than within three metres of the main entrance of the premises, but only with the prior written approval of the Chief Fire Official.
- D. An existing lock box is not required to meet the requirements of Subsections B(1) and (2).

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§ 470-6. Contents.

- A. Every fire safety box required under this chapter shall at all times contain:
- (1) A true copy of the approved fire safety plan for the premises.
 - (2) A completed, up-to-date building audit familiarization programme for the premises, if prepared by the Fire Department and, if prepared, where approved by the Chief Fire Official.
 - (3) An unlocked replacement padlock capable of locking the fire safety box and lock box where applicable.
 - (4) Where the premises has service rooms, the keys required by § 470-7, unless there is a lock box or an existing lock box for the premises.
- B. Every lock box or existing lock box required under this chapter shall at all times contain the keys required by § 470-7.

§ 470-7. Service rooms.

- A. Every person who is the owner of premises that has service rooms shall supply to the Fire Department a full working set of keys to open the service rooms and, for this purpose, shall place these keys in the fire safety box or the lock box or existing lock box required under this chapter, as the case may be.
- B. The keys referred to in Subsection A must at all times be equipped with metal or plastic tags that contain complete, up-to-date information clearly identifying the service rooms that the keys open.
- C. No person other than an officer or member of the Fire Department acting in the course of his or her duties or the owner of the premises or his or her authorized agent for the purposes of updating identification information or replacing defective keys shall remove the keys from the fire safety box, lock box or existing lock box, as the case may be, or remove or change the identification tags for the keys.
- D. When updating identification information or replacing defective keys, the owner of the premises or his or her authorized agent shall act promptly so as to ensure that at all times the Fire Department has immediately available to it a full working set of keys with complete, up-to-date identification information.

§ 470-8. Locked box.

The fire safety box, lock box and existing lock box shall be locked at all times:

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- A. Except where the Fire Department requires access.
- B. Except for the purposes of having their contents updated.

§ 470-9. Fire Department access.

The Fire Department shall at all times be permitted to have access, and shall have access, to a fire safety box, lock box or existing lock box required under this chapter, including the contents prescribed in this chapter, and, for these purposes, may use any means available to obtain access to or open the fire safety box, lock box or existing lock box.

§ 470-10. Interference with installation.

No owner of any premises to which this chapter applies shall refuse to allow, or shall prevent or interfere with, the installation and maintenance of a fire safety box, lock box or existing lock box required by this chapter.

§ 470-11. Offence.

Every person who contravenes any provision of this chapter is guilty of an offence.²

² Editor's Note: This section was passed under the authority of section 425 of the *Municipal Act, 2001*, S.O. 2001, c.25, and, under section 61 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, a person convicted of an offence under this section is liable to a fine of not more than \$5,000.