



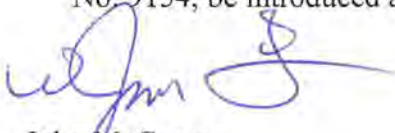
City of Richmond

Report to Committee

To: Community Safety Committee **Date:** June 27, 2014
From: John McGowan **File:** 09-5140-01/2014-Vol
 Fire Chief 01
Re: Fire Protection and Life Safety Bylaw Update

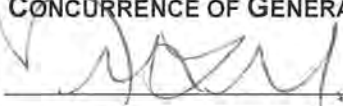

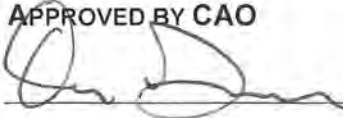
Staff Recommendation

1. That Fire Protection and Life Safety Bylaw No. 8306, Amendment Bylaw No.9151, be introduced and given first, second, and third readings.
2. That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9152, be introduced and given first, second, and third readings.
3. That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9153, be introduced and given first, second, and third readings.
4. That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9154, be introduced and given first, second, and third readings.



John McGowan
 Fire Chief
 (604-303-2734)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Parks Services	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report supports Council Term Goal 1:

“To ensure Richmond remains a safe and desirable community to live, work and play in, through the delivery of effective public safety services that are targeted to the City’s specific needs and priorities.”

Richmond Fire-Rescue’s *Fire-Rescue Plan 2012-2015* identifies the review of fire related regulations and enforcement mechanisms associated with those regulations as a short term objectives. This report provides proposed changes to the Fire Protection and Life Safety Bylaw to enhance and streamline RFR’s Fire Prevention problem.

Background

Changes to encourage compliance with the City’s Fire Protection and Life Safety Bylaw No. 8306 regulations are presented for Council’s consideration and include:

1. the use of the adjudication process so that the public can more easily be heard should they have any concerns relating to their tickets;
2. establishing consistency of fine amounts with other municipalities and enhancing the ability to ticket;
3. the authority to charge for new fees for service; record retrieval, training for the private sector;
4. the consolidation of the existing Fireworks Regulation Bylaw into the Fire Protection and Life Safety Bylaw;
5. providing the Fire Chief the ability to set conditions for the hours of fireworks display times;
6. Community Services staff with the right to enter any property where a fireworks display is proposed or taking place;
7. decreasing the existing fire alarm activation standby time from 60 minutes to 30 minutes; and
8. additional authority for Fire, Police, Bylaw or Health inspectors to address both fire and security alarms.

Analysis

The rationale for the proposed changes to the Municipal Ticketing Information Bylaw No. 7321 and Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 are as follows:

Enforcement

RFR’s progressive approach to enforcing the regulations in the City’s Fire Protection and Life Safety Bylaw is similar to other municipal enforcement programs with the intent of gaining voluntary compliance.

Municipal ticketing, the issuance of compliance orders, and in serious cases provincial court charges, are the enforcement tools available. In the past, RFR has relied on the issuance of orders through its fire inspectors for serious offences and infrequently utilized municipal ticketing for less serious offences. A broader implementation of the ticketing enforcement program will help sustain a safe community.

RFR’s current approach to enforcement for lesser offences and community safety can be improved through the greater use of Municipal Ticket Information (MTI) and their inclusion in the adjudication process for disputing tickets. Using an integrated approach, RFR suppression crews will now be issuing MTI’s during their routine fire inspections. Before the implementation in 2014, RFR suppression crews would be trained to ensure consistency in enforcement and proper issuance of tickets.

To bring about the change in enforcement approach, bylaw changes are proposed that provide a separation between the more serious and lesser offences based on their level of safety risk. Lesser offences, where provincial court proceedings are not appropriate, will be moved to the Notice of Bylaw Violation Dispute Adjudication Bylaw (see Attachment 1). The maximum penalty set by municipalities under the provincial adjudication legislation is \$500. The contravention penalty in the Adjudication Bylaw schedule provides early payment options for the different penalty levels as shown in Figure 1, below.

Figure 1.		
Penalty 29 to 60 days	Early Payment Option 1 to 28 days	Late Payment Amount 61 days or more
\$400	\$300	\$500
\$200	\$150	\$250
\$75	\$75	\$100

New \$100 offences relating to fire hydrants on private property have been added, as there were no existing offences (see Attachment 2) for:

- 1) Failure to maintain space around the fire hydrant [Sec. 5.7.1(a)]
- 2) Failure to maintain ground cover and clearance around hydrant [Sec. 5.7.1(b)]
- 3) Failure to maintain, inspect and service or test hydrant [Sec. 5.7.4]
- 4) Failure to provide written hydrant inspection report [Sec. 5.7.5(b)]

The serious offence fine amounts, such as a failure to comply with orders or compromising fire protection equipment, were reviewed and are recommended to increase to \$1,000 (see Attachment 3).

The rationale for the proposed changes to Fire Protection and Life Safety Bylaw No. 8306 are as follows:

a) *Fire Watch Regulations*

The Fire Watch is a Life Safety process which temporarily replaces an alarm and/or sprinkler protection system while in-operable/under repair. The Fire Watch warning system and inspection process can be ordered by RFR to be introduced within a building when any portion of the fire alarm, sprinkler or emergency power systems are not working. The Fire Watch is maintained until such time as all required systems are in operation.

The fine proposed if there is a contravention of the requirement to provide a Fire Watch is \$1000.00, which is in alignment with the seriousness of the offence to public safety. The inclusion of this fine in the MTI Bylaw would permit tickets to be issued immediately upon discovery of contravention.

b) *New Fees for Public Service Requests*

RFR delivers fire extinguisher training to Richmond for profit groups and is seeking to recover program delivery costs including staff time, extinguisher materials and fuel. On average RFR delivers training to 6 for profit groups annually, the proposed new fee would be \$25 per person for profit groups.

RFR receives requests for records and information relating to the history of RFR service to a property or individual and is seeking the authority to charge for this service. Currently the Consolidated Fees Bylaw 8636 contains a fee of \$66.50 per property for the preparation of an information or comfort letter for general land use or building issues. RFR is proposing to establish the authority to charge a fee of \$66.50 per request for fire records research, copying and or letter. The fee covers staff time for research and processing these non-FOI requests.

c) *Fireworks Regulations*

The incorporation of the Fireworks Regulation Bylaw No. 7917 into the Fire Protection and Life Safety Bylaw No. 8306 would consolidate fire related bylaws regulations into a single bylaw for ease of the public's access.

With fireworks being more frequently used during private celebrations, an ability to set conditions for fireworks display times (ie. 7pm to 8pm) would afford the Fire Chief the opportunity to consider the potential impact of the time of the display on the surrounding residents as part of the permit issuance considerations.

The ability of the Fire Chief to designate additional persons such as Community Services staff, with the right on behalf of the City to enter any property where a fireworks display is proposed or is taking place. The change would recognize the important role that the Community Services staff provide in attending events well in advance to ensure that the fireworks displays are conducted in a safe manner and ensuring the terms of the permit (including setup location) are followed.

These changes will allow RFR on-duty suppression crews to continue to respond to emergency calls and, as available, attend shortly before the fireworks event is scheduled to begin.

d) *Fire and Security Alarm – Regulations and Response*

RFR responds to fire alarm activations and once the response is complete, the fire alarm system needs re-setting. Currently a property representative must attend the premises within 60 minutes after a fire alarm system has activated. Depending on the circumstances and potential risk, the suppression crews and apparatus may be required to remain on standby at the premises until such time as the property representative arrives on site.

Decreasing the existing fire alarm activation standby time from 60 minutes to 30 will reduce suppression crews and apparatus standby times and increase their availability to respond to other emergency 911 calls within their primary response zones. There is an existing standby fee charged of \$452.00 per vehicle after 60 minutes (per vehicle, per hour).

The addition of the authority for Fire, Police, Bylaw or Health inspectors to address the continuous ringing and stopping of both fire and security alarms and the authority to charge for their attendance to these types of calls is recommended. Currently there is no provision to charge for such response.

e) *Administrative Changes to the Existing Bylaw*

1. The Fire Department Establishment Bylaw No. 4987 is already incorporated into the Fire Protection and Life Safety Bylaw No. 8306, and thus can be repealed.
2. The definition of “Fire Department” is amended to use “Richmond Fire-Rescue”.

Financial Impact

There is no financial impact. The increased fines are considered a deterrent and compliance incentive; the fee changes, corrections and additions presented in this report are not expected to result in any significant change to revenue.

Conclusion

The presented bylaw amendments, procedures and changes relating to enforcement bring logic and consistency to the degree of seriousness of the Fire Protection and Life Safety Bylaw.



Kevin Gray
Deputy Fire Chief
(604-303-2700)

- Att. 1: Proposed Adjudication Bylaw schedule
2: Fire Protection and Life Safety Bylaw – reference 5.7 Fire Hydrants on Private Property
3: Proposed MTI Offence Fine Changes
4: Bylaws: No. 8306, No. 8636, No. 7321 and No. 8122

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
Fire Protection and Life Safety Bylaw No. 8306	Interference with member at incident	3.5.1	No	\$400	\$300	\$500	n/a
	Interference with member determining cause	3.5.2					
	Unauthorized entry to scene	3.6.1					
	Obstructing assistance response	3.8					
	Unwarranted evacuation response	6.2					
	Ignition of fireworks without a display permit	9.14.3					
	Ignition of fireworks contrary to terms of display permit	9.14.3					
	Ignition of fireworks in manner that endangers or causes nuisance to a person or property	9.14.3					
	Ignition of fireworks without property owner's permission	9.14.4					
	Open Air Burning without permit	4.1.1 (f)	No	\$200	\$150	\$250	n/a
	Failure to Comply with open air permit conditions	4.5.3					
	Failure to submit acceptable plan	7.1.1 (a)					
	Possession of fireworks without a plan	9.14.2					
	Permit required – No permit – general	4.1.1	No	\$75	\$75	\$100	n/a
	Failure to Comply with permit conditions	4.4.1					
	Failure to post or produce permit	4.4.1 (d)					
	Missing caps	5.2.2					
	Failure to back-flush	5.2.2					
	Obstructed access	5.2.3					
	Failure to post sign	5.2.4					
	System protection capacity exceeded	5.3.1					
	System performance confirmation not provided	5.3.2					
	System performance confirmation deficient	5.3.3					

System not maintained during demolition	5.4				
Not maintained, tested, repaired or replaced	5.6.1				
Unapproved hose connection, colour or location	5.6.1				
Unauthorized use	5.6.2				
Obstructed view	5.7.1				
Failure to provide clearance or ground cover	5.7.1				
Failure to maintain space around the fire hydrant	5.7.1 (a)				
Failure to maintain ground cover and clearance around fire hydrant	5.7.1 (b)				
Failure to maintain, inspect, service, or test hydrant	5.7.4				
Failure to provide written hydrant inspection report	5.7.5 (b)				
No signs/ Unapproved signs	5.9.2				
Secured route – No signs/Unapproved signs	5.9.3				
Parking in emergency route	5.9.4 (a)				
Interfering with, hindering or obstructing access	5.9.4 (b)				
Failure to provide contact persons	6.1.2				
Contact person without access or ability to secure	6.1.4				
Failure to locate plan on premises	7.1.1 (d)				
Trained supervisory staff not designated	7.1.2				
Trained supervisory staff not present	7.1.3				
Inadequate training of supervisory staff	7.1.4				
Failure to submit acceptable pre-incident plan	7.2.2				
Access or keys not accessible	7.3.1				
Storage box not approved	7.4.1				
Fire safety plan inaccessible by Fire Dept	7.4.2				
Obstructed access or egress	7.6.1				

Required rooftop passageway obstructed	7.8.1					
Unauthorized re-entry	7.9.1					
Failure to display civic address	7.10.1					
Deficiency in civic address	7.10.1					
Obstructing inspection	8.2.1					
Causing or permitting fire hazard	9.1.1					
Failure to relocate container	9.2.1					
Unsafe storage or use	9.3					
Fuel not removed to safe location	9.5.1					
Failure to report hazard, spill or incident	9.6.1					
Vacant – failure to maintain or secure	9.7.2					
Damaged building – failure to secure	9.8.1					
Failure to comply with display conditions	9.9.1					
Failure to post system operating instructions	9.10.1 (c)					
Extension cord used as permanent wiring	9.13.1					
Failure to maintain means of egress	10.1.1					
Smoke emitting security system obstructing exit	10.1.2					
Deficient access to exit	10.1.3					
Non-approved locking device on exit door	10.1.4					
Failure to display elevator use sign	10.1.5					
Obstruction of required self-closing door	10.1.8					
Failure to maintain an exit sign	10.1.10					
Failure to inspect or test emergency lighting	10.1.11					
Improper storage	10.2.1					
Failure to use required forms	12.1.3					
Failure to provide form to the Fire Chief	12.1.3					
Failure to post local alarm sign at pull station	12.1.5					

FIRE PROTECTION and LIFE SAFETY Bylaw No. 8306

5.7 Fire Hydrants on Private Property

5.7.1 Where a fire hydrant is located on private property, the **owner** or **occupier** of the **premises** must:

- (a) maintain the space around the fire hydrant with stable ground cover and a clear and unobstructed area for a radius of at least one (1) metre; and
- (b) maintain ground cover and clearance around the hydrant so as to provide a clear view of the fire hydrant from the street when being approached from either direction.

5.7.4 The **owner** or **occupier** of **premises** on which a private fire hydrant is installed, must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested at least yearly by a **Fire Protection Technician** in accordance with the requirements of the **Fire Code**.

5.7.5 Without limiting Section 5.7.4, the **owner** of property on which a private fire hydrant is installed must:

- (b) provide the **Fire Chief** with a written report of the inspection, servicing and testing performed on the private fire hydrant during the previous twelve months.

Proposed MTI Offence Fine Changes

Offence	Original Fine	New Fine
Fire Protection Equipment		
Failure to inspect, test or maintain	\$100	\$1,000
Fire Hydrant		
Tampering	\$100	\$1,000
Unauthorized removal	\$100	\$1,000
Private Hydrant/Water Supply		
Failure to comply with maintenance order	\$100	\$1,000
Premises Under Construction		
Fire access route unsuitable	\$100	\$1,000
Fire protection water supply not installed	\$100	\$1,000
Failure to notify of new fire hydrant	\$100	\$1,000
Failure to notify of conditions affecting fire safety	\$100	\$1,000
Emergency Access Route		
Unauthorized securing	\$100	\$1,000
Evacuation of Buildings		
Failure to comply with evacuation order	\$100	\$1,000
Fire Hazards		
Failure to comply with hazard removal order	\$100	\$1,000
Flammable Combustible Liquids		
Failure to comply with liquids removal order	\$100	\$1,000
Vacant or Damaged Premises		
Failure to comply with secure premises order	\$100	\$1,000
Commercial Cooking Equipment		
Failure to clean or maintain equipment	\$100	\$1,000
Combustible Dust and Dust Removal		
Failure to control or remove combustible dust	\$100	\$1,000
Safety to Life		
Tampering with or unauthorized use of fire protection equipment	\$100	\$1,000
Fire Protection Equipment - Inspection and Testing		
Failure to inspect or test fire protection equipment	\$100	\$1,000
Fire Watch		
Failure to provide or initiate a system of fire watch	new	\$1,000
Fireworks		
Purchasing of Fireworks	\$1,000	same
Sell or Distribute Fireworks	\$1,000	same
Displaying fireworks for the purpose of sale	\$1,000	same

Bylaws:

- Fire Protection and Life Safety Bylaw No. 8306 amendment Bylaw No. 9151, 2014
- Consolidated Fees Bylaw No. 8636 Amendment Bylaw No. 9152, 2014
- Municipal Ticket Information Authorization Bylaw 7321 Amendment Bylaw No. 9153, 2014
- Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 Amendment Bylaw No. 9154, 2014



**Fire Protection and Life Safety Bylaw No. 8306,
Amendment Bylaw No. 9151**

The Council of the City of Richmond enacts as follows:

1. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 2, by deleting subsection 2.6.1 and substituting the following:

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

2. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 6, by deleting the opening paragraph of subsection 6.1.4 and substituting the following:

6.1.4 Where a contact person fails to respond to a fire alarm and attend the premises within 30 minutes:

3. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 6, by deleting subsection 6.1.4(b) and substituting the following:

(b) the **owner** or **occupier** of the **premises** shall be liable to reimburse the **City**, at the rates in the amount set from time to time in the Consolidated Fees Bylaw No. 8636 for the cost to the **City** of all time during which **Richmond Fire-Rescue apparatus** and **members** were required to remain on standby at the **premises**, commencing after the 30 minute time period specified in this Section, until such time as a contact person, **owner** or **occupier** arrives to attend at, provide access to, or secure the **premises**.

4. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 6, by the addition of new subsection 6.3:

6.3 Fire Watch

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

5. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 9 by the addition of new subsection 9.14:

9.14 Fireworks Regulation

- 9.14.1 A person must not purchase, sell, display for the purpose of sale, offer for sale, give, dispose of or distribute **fireworks** to any person.
- 9.14.2 A person must not possess **fireworks** except as permitted under a **display permit**.
- 9.14.3 Subject to subsection 9.14.4, a person must not ignite, explode, set off or detonate **fireworks**:
- (a) except in accordance with the terms of a **display permit**;
 - (b) in such a manner as may endanger or create a nuisance to any person or property.
- 9.14.4 A person who is permitted by this bylaw to ignite, explode, set off or detonate **fireworks** must only do so on property, whether privately or publicly held, with the written consent of the owner or the agent for the owner of such property.
- 9.14.5 A person may apply to the **Fire Chief** for a **display permit** which authorizes the holder to ignite, explode, set off or detonate **fireworks** in accordance with the terms of the **display permit**.
- 9.14.6 To obtain a **display permit**, the applicant must be at least 18 years of age and submit:
- (a) a completed **display permit** application;
 - (b) an indemnity agreement;
 - (c) an application fee in the amount set out from time to time in the Consolidated Fees Bylaw No. 8636;
 - (d) an authorization signed by the property owner or owner's agents, where the **fireworks** event is to occur on property not owned by the applicant;
 - (e) a certificate of insurance showing evidence that the applicant has comprehensive general liability insurance which:
 - (i) has a coverage limit of not less than \$5,000,000 per occurrence;
 - (ii) includes the **City** as an additional named insured;
 - (iii) has a deductible of not more than \$5,000, unless the **City** advises in writing that it consents to a higher deductible; and
 - (f) proof of Fireworks Supervisor or Pyrotechnician certification issued to the applicant by the Explosives Regulatory Division of Natural Resources Canada at least ten **business days** prior to the fireworks event.
- 9.14.7 The **Fire Chief** is authorized to:

- (a) issue **display permits** to eligible applicants;
 - (b) refuse to issue a **display permit** where the applicant has failed to meet the requirements of section 9.14.6;
 - (c) refuse to issue a **display permit** where the applicant has provided false information on the application for the permit;
 - (d) impose terms and conditions on a **display permit** regarding the following:
 - (i) the location at which the **fireworks** display may take place;
 - (ii) the time or times within which the **fireworks** display may take place;
 - (ii) fire safety precautions which must be taken with respect to the **fireworks** display;
 - (iii) safe storage of **fireworks**;
 - (e) revoke, cancel, or suspend a **display permit** where:
 - (i) the holder has violated the terms and conditions of the **display permit** or the provisions of this bylaw or any applicable provincial or federal legislation;
 - (ii) the holder has acted in such a manner as to endanger property or public safety; or
 - (iii) environmental or weather conditions are such that the use of **fireworks** would endanger property or public safety; and
 - (f) conduct an examination or analysis of an article that appears to be a **firework**, and to prepare a report confirming that the **Fire Chief** has examined or analyzed the item, describing the results of the examination or analysis, and stating whether or not, in the opinion of the **Fire Chief**, the item is a **firework**.
- 9.14.8 The holder of a **display permit** must comply with the terms and conditions specified in the **display permit** and the requirements of this bylaw, all other bylaws of the **City**, and all applicable provincial and federal legislation.
- 9.14.9 In the event that a **display permit** is denied, revoked, cancelled or suspended, the application fee is non-refundable.
- 9.14.10 A **display permit** is:
- (a) valid only for the location and during the times specified in the **display permit**; and
 - (b) not transferable.
- 9.14.11 **Fire inspectors, bylaw enforcement officers, police officers** and others as designated by the **Fire Chief** are authorized to enter on property at any time to determine whether the requirements of a **display permit** and of this and other applicable bylaws of the **City** and any applicable provincial or federal statutes are being met.

6. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 14, by deleting subsection 14.3 and substituting the following:

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

7. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 14, by the addition of new subsection 14.4:

14.4 Notice of Bylaw Violation

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

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

8. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 15, by deleting subsection 15.1.1 and substituting the following:

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

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

9. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 15, by deleting subsection 15.4.1(d) and substituting the following:

(d) carries out open air burning of combustible materials without a permit;

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

10. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended at Part 15 by the addition of new subsections 15.5.6 through 15.5.10:

15.5.6 A person must not cause, permit, or allow, a security or fire alarm:

(a) to **sound** continuously or sporadically for a period of more than 2 hours;
or

(b) to continue to **sound** once the **premises** or **vehicle** is secure.

15.5.7 For the purposes of subsection 15.5.6, a person is deemed to have caused the **sound** even if the sounding of the alarm arose from malfunction of the said alarm.

15.5.8 In the event of a violation of subsection 15.5.6, an **inspector** may stop the alarm from sounding by:

(a) in the case of a house alarm, entering onto the property, including entering into any buildings on the property, and disabling the alarm by whatever means possible; and

(b) in the case of a **vehicle** alarm, by having the alarm disconnected and towing the **vehicle**, at the owner's expense, to a secure storage yard.

15.5.9 Neither the **City**, any **City** employee, **Police Officer**, nor any persons authorized by the **City** to enforce subsections 15.5.6, 15.5.7 and 15.5.8 may be found liable for any action taken in good faith, pursuant to those subsections.

15.5.10 Every owner or occupier of real property from which a **false alarm** has been generated must pay to the **City** the amount set out from time to time in the Consolidated Fees Bylaw No. 8636.

11. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended by deleting Schedule "A" and substituting the following:

SCHEDULE "A"
to Fire Protection and Life Safety Bylaw No. 8306

Interpretation

In this bylaw:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“**fire alarm system**” means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal

or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;

“Fire Chief” means the Director of Fire-Rescue for the **City**, acting as head of **Richmond Fire-Rescue**, or a person designated to act in the place of the Director;

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

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

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

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

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

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

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

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

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

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

- (a) posting of written notices at all entrances and exists on each floor stating that a Fire Watch is in effect and its expected duration;
- (b) an hourly physical inspection of all public areas and building service rooms equipped with a fire alarm detection device;
- (c) notation in an entry book at least one every hour of the conditions noted by the person(s) performing the Fire Watch;
- (d) some provision on site for the person(s) performing the Fire Watch for the making of 911 emergency call(s); and
- (e) posting of instructions in the building as to the alerting of all occupants of the building of alternate actions to be taken in case of an emergency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12. The **Fire Protection and Life Safety Bylaw No. 8306**, as amended, is further amended by replacing each reference to “the **Fire Department**” with “**Richmond Fire-Rescue**”.
13. The **Fireworks Regulation Bylaw No. 7917**, as amended, is hereby repealed
14. The **Fire Department Establishment Bylaw No. 4987**, as amended, is hereby repealed.
15. This Bylaw is cited as “**Fire Protection and Life Safety Bylaw No. 8306, Amendment Bylaw No. 9151**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9152

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by deleting Schedule – Fire Protection and Life Safety Bylaw No. 8306 Fees & Cost Recovery in its entirety and substituting the following:

**Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.1	\$22.00	
Permit Inspection, <i>first hour</i>	4.3	\$86.50	
Permit Inspection, <i>subsequent hours or part thereof</i>	4.3	\$54.50	
Attendance - open air burning without permit <i>first hour</i>	4.5.1	\$452.00	per vehicle
Attendance - open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$227.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$452.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$227.00	per vehicle
Attendance - false alarm - by Fire-Rescue – standby fee - contact person not arriving within 30 minutes after alarm <i>Per hour or portion of hour Fire Department standing by</i>	6.1.4(b)	\$452.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$108.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1	\$25.00	Per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1	\$66.50	Per address

<u>Review - Fire Safety Plan any building</u>	15.1.1 (b)		
Any building < 600 m ² area		\$111.00	
Any building > 600 m ² area		\$164.00	
High building, institutional		\$218.00	
Revisions (per occurrence)		\$54.50	
<u>Inspection</u>	15.2.1 (a)		
4 stories or less and/or less than 914 m ² per floor		\$218.00	
4 stories or less and between 914 and 1524 m ² per floor		\$326.00	
5 stories or more and between 914 and 1524 m ² per floor		\$541.00	
5 stories or more and over 1524 m ² per floor		\$756.00	
Re-inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$86.50	
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1.(b)	\$54.50	
Nuisance investigation, response & abatement	15.4.1	Actual cost	
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost	
<u>Attendance - False alarm</u>			
No false alarm reduction program in place	15.5.1	\$326.00	
False alarm reduction program in place and participation	15.5.5	No charge	
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.6	\$108.00	
Caused by security alarm system	15.6.1	\$218.00	
Monitoring agency not notified	15.7.1	\$218.00	
Alternate solution report or application review	General	\$164.00	

2. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by deleting Schedule – Fireworks Regulation Bylaw No. 7917 in its entirety.
3. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9152**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>



Municipal Ticket Information Authorization Bylaw 7321, Amendment Bylaw No. 9153

The Council of the City of Richmond enacts as follows:

- 1. The Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule A, by deleting subsection Section 7 and substituting the following:
7. Fire Protection and Life Safety Bylaw No. 8306 - Bylaw Enforcement Officer - Fire Inspector - Police Officer
2. The Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule A, by deleting subsection Section 8 in its entirety and marking it "Repealed":
3. The Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule B7, by deleting Schedule B7 and substituting the following:

SCHEDULE B7

FIRE PROTECTION AND LIFE SAFETY BYLAW No. 8306

Table with 3 columns: Column 1 (Offence), Column 2 (Bylaw Section), Column 3 (Fine). Rows include Fire Protection Equipment (Failure to inspect, test or maintain), Fire Hydrant (Tampering, Unauthorized removal).

Private Hydrant/Water Supply

Failure to comply with maintenance order	5.7.2	\$1000
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Premises Under Construction

Fire access road unsuitable	5.8.1	\$1000
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Fire protection water supply not installed	5.8.2	\$1000
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Failure to notify of new fire hydrant	5.8.3	\$1000
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Failure to notify of conditions affecting fire safety	5.8.4	\$1000
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Emergency Access Route

Unauthorized securing	5.9.1	\$1000
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Fire Watch

Failure to provide or initiate a system of fire watch	6.3.1	\$1000
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Evacuation of Buildings

Failure to comply with evacuation order	7.9.1	\$1000
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Fire Hazards

Failure to comply with hazard removal order	9.1.2	\$1000
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Flammable Combustible Liquids

Failure to comply with liquids removal order	9.4.1	\$1000
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Vacant or Damaged Premises

Failure to comply with secure premises order	9.7.3	\$1000
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Commercial Cooking

Failure to clean or maintain equipment	9.10.1	\$1000
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Combustible Dust and Dust Removal

Failure to control or remove combustible dust	9.12	\$1000
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Fireworks

Purchasing of fireworks	9.14.1	\$1000
Sell or distribute fireworks	9.14.1	\$1000
Displaying fireworks for the purpose of sale	9.14.1	\$1000

Safety to Life

Tampering with or unauthorized use of fire protection equipment	10.3.1	\$1000
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Fire Protection Equipment Inspection and Testing

Failure to inspect or test fire protection equipment	12.1.1	\$1000
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4. The **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended by deleting Schedule B8 in its entirety and marking it “Repealed”:

5. This Bylaw is cited as “**Municipal Ticket Information Authorization Bylaw 7321, Amendment Bylaw No. 9153**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9154

The Council of the City of Richmond enacts as follows:

- 1. The Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended is further amended at Part 1, by the addition of the following:
(m) Fire Protection and Life Safety Bylaw No. 8306, as amended;
2. The Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as "Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9154".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signatures corresponding to the reading stages.

Approval stamp: CITY OF RICHMOND, APPROVED for content by originating dept., APPROVED for legality by Solicitor.

MAYOR

CORPORATE OFFICER

SCHEDULE A

Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
Fire Protection and Life Safety Bylaw No. 8306 CNCL - 151	Interference with member at incident	3.5.1	No	\$400	\$300	\$500	n/a
	Interference with member determining cause	3.5.2					
	Unauthorized entry to scene	3.6.1					
	Obstructing assistance response	3.8					
	Unwarranted evacuation response	6.2					
	Ignition of fireworks without a display permit	9.14.3					
	Ignition of fireworks contrary to terms of display permit	9.14.3					
	Ignition of fireworks in manner that endangers or causes nuisance to a person or property	9.14.3					
	Ignition of fireworks without property owner's permission	9.14.4					
	Open Air Burning without permit	4.1.1 (f)	No	\$200	\$150	\$250	n/a

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to Comply with open air permit conditions	4.5.3					
	Failure to submit acceptable plan	7.1.1 (a)					
	Possession of fireworks without a plan	9.14.2					
	Permit required – No permit – general	4.1.1	No	\$75	\$75	\$100	n/a
	Failure to Comply with permit conditions	4.4.1					
	Failure to post or produce permit	4.4.1 (d)					
	Missing caps	5.2.2					
	Failure to back-flush	5.2.2					
	Obstructed access	5.2.3					
	Failure to post sign	5.2.4					
	System protection capacity exceeded	5.3.1					
	System performance confirmation not provided	5.3.2					
	System performance confirmation deficient	5.3.3					
	System not maintained during demolition	5.4					
	Not maintained, tested, repaired or	5.6.1					

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	replaced						
	Unapproved hose connection, colour or location	5.6.1					
	Unauthorized use	5.6.2					
	Obstructed view	5.7.1					
	Failure to provide clearance or ground cover	5.7.1					
	Failure to maintain space around the fire hydrant	5.7.1 (a)					
	Failure to maintain ground cover and clearance around fire hydrant	5.7.1 (b)					
	Failure to maintain, inspect, service, or test hydrant	5.7.4					
	Failure to provide written hydrant inspection report	5.7.5 (b)					
	No signs/ Unapproved signs	5.9.2					
	Secured route – No signs/Unapproved signs	5.9.3					
	Parking in emergency route	5.9.4 (a)					

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Interfering with, hindering or obstructing access	5.9.4 (b)					
	Failure to provide contact persons	6.1.2					
	Contact person without access or ability to secure	6.1.4					
	Failure to locate plan on premises	7.1.1 (d)					
	Trained supervisory staff not designated	7.1.2					
	Trained supervisory staff not present	7.1.3					
	Inadequate training of supervisory staff	7.1.4					
	Failure to submit acceptable pre-incident plan	7.2.2					
	Access or keys not accessible	7.3.1					
	Storage box not approved	7.4.1					
	Fire safety plan inaccessible by Fire Dept	7.4.2					
	Obstructed access or egress	7.6.1					
	Required rooftop passageway obstructed	7.8.1					
	Unauthorized re-entry	7.9.1					

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to display civic address	7.10.1					
	Deficiency in civic address	7.10.1					
	Obstructing inspection	8.2.1					
	Causing or permitting fire hazard	9.1.1					
	Failure to relocate container	9.2.1					
	Unsafe storage or use	9.3					
	Fuel not removed to safe location	9.5.1					
	Failure to report hazard, spill or incident	9.6.1					
	Vacant – failure to maintain or secure	9.7.2					
	Damaged building – failure to secure	9.8.1					
	Failure to comply with display conditions	9.9.1					
	Failure to post system operating instructions	9.10.1 (c)					
	Extension cord used as permanent wiring	9.13.1					
	Failure to maintain means of egress	10.1.1					
	Smoke emitting security system obstructing exit	10.1.2					

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Options	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Deficient access to exit	10.1.3					
	Non-approved locking device on exit door	10.1.4					
	Failure to display elevator use sign	10.1.5					
	Obstruction of required self-closing door	10.1.8					
	Failure to maintain an exit sign	10.1.10					
	Failure to inspect or test emergency lighting	10.1.11					
	Improper storage	10.2.1					
	Failure to use required forms	12.1.3					
	Failure to provide form to the Fire Chief	12.1.3					
	Failure to post local alarm sign at pull station	12.1.5					