



**THE CORPORATION OF THE CITY OF MISSISSAUGA
SECURITY BOX BY-LAW 289-97**

Whereas subsections 210 (31) and (32) of the Municipal Act R.S.O. 1990, c.M.45 as amended and the Fire Departments Act R.S.O. 1990, c.F.16 as amended, authorize a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency services program.

And Whereas The Corporation of the City of Mississauga has established a Fire Department being the Fire and Emergency Services Division of the Community Services Department to deliver firefighting and related emergency services.

And Whereas Section 2.8 of the Fire Code contains requirements for the preparation and execution of "Fire Safety Plans".

And Whereas the Occupational Health & Safety Amendment Act R.S.O. 1990, c.0.1, as amended requires that emergency information regarding "hazardous materials" be provided to the fire department.

NOW THEREFORE, The Council of The Corporation of the City of Mississauga ENACTS as follows:

1. In this By-law:
 - a) **"Building Code"** means the regulations made under the Building Code Act, S.O. 1992 c23 as amended;
 - b) **"Chief Fire Official"** means the Chief of the Mississauga Fire and Emergency Services, or his designate;
 - c) **"Fire and Emergency Services"** means the division of Community Services of the City of Mississauga responsible for providing firefighting and fire protection services;
 - d) **"Fire Code"** means the regulations made under the Fire Marshal's Act, R.S.O. 1990, c.F.17, as amended;
 - e) **"Fire Safety Plan"** means an emergency plan including drawings as described in Section 2.8 of the "Fire Code";

- f) **“Hazardous Material”** means a biological or chemical agent named or described in the regulations under the Occupational Health and Safety Amendment Act, R.S.O. 1990, **c.0.1**; as amended;
 - g) **“Hazardous Physical Agents”** means physical agents named or described in the regulations under the Occupational Health and Safety Amendment Act, R.S.O. 1990, c.0.1, as amended;
 - h) **“MSDS”** means a material safety data sheet;
 - i) **“N.F.P.A. Hazard Classification”** means the hazard classification of hazardous goods as defined in the National Fire Protection Association Standard 704 – “Standard System for the Identification of the Fire Hazards of Materials”;
 - j) **“Owner”** includes a registered owner, assessed owner, lessee, or manager of premises;
 - k) **“Security Box”** means a weatherproof, metal cabinet or box capable of being locked with a key locking system compatible with the master key systems currently in use and available through the MIKOR Company or the Chubb Security Locksmith Company;
 - l) **“U.N. Number”** means the United Nations four digit product identification number recognized for international shipments;
 - m) **“WHMIS”** means workplace hazardous materials information system as prescribed by the The Occupational Health and Safety Amendment Act, R.S.O. 1990, c.0.1. and the regulations enacted thereunder.
2. The Chief Fire Official shall be responsible for the administration of this by-law.
 3. Every person who pursuant to The Occupational Health and Safety Amendment Act, R.S.O. 1990, **c.0.1**. is required to provide to the Fire and Emergency Services information regarding Hazardous Materials, Hazardous Physical Agents or WHMIS shall install and maintain a Security Box containing this information at a location adjacent to the main entrance of the premises or part of the premises in which the Hazardous Materials or Hazardous Physical Agents are located.
 4. Every person who pursuant to Section 2.8 of the Fire Code is required to maintain a Fire Safety Plan approved by the Chief Fire Official shall install and maintain a Security Box containing a copy of the approved fire safety plan adjacent to the main entrance to the premises or part of the premise to which the Fire Safety Plan applies.

5. Every person who pursuant to this By-law is required to install and maintain a Security Box shall provide access keys for building service rooms and shall install a Security Box designed exclusively to hold such access keys adjacent to the main entrance of the premises or part of the premises for which access must be provided.
6. All keys must be equipped with metal or plastic identification tags.
7. No person, being the Owner of any premises to which this By-law applies, shall refuse to allow the installation and maintenance of a Security Box.
8. The Security Box provided for information relating to the Fire Safety Plan, Hazardous Materials, Hazardous Physical Agents or WHMIS shall:
 - a) contain a current list of persons with access to the building, their home address and their telephone number;
 - b) contain a current copy of the approved Fire Safety Plan;
 - c) contain an inventory of all hazardous products in the premises including the product U.N. Number and N.F.P.A. hazard classification;
 - d) contain site plans and floor plans showing the location of fire fighting devices and the location of hazardous goods;
 - e) contain an inventory of all spill control equipment at the premises and the location where it is stored;
 - f) contain MSDS for each hazardous good in the premises;
 - g) contain a binder or binders to contain the information required above;
 - h) be surface mounted within three (3) metres of the main entrance at a height between 1.5m to 1.8m above the floor or at a location acceptable to the Fire Chief;
 - i) be of sufficient size to hold a binder or binders containing the information required in section 6 of this By-law;
 - j) be equipped with a locking system approved by the Chief Fire Official; and
 - k) be equipped with a key locking system manufactured by MIKOR Company and dedicated for use exclusively by Mississauga Fire & Emergency Services.

9. Any Security Box designed to hold access keys shall:
 - a) when surface mounted, be permanently fastened to the wall by means of bolts through the wall;
 - b) when flush mounted, be permanently mortared into the wall;
 - c) be of sufficient size to hold all required keys;
 - d) be mounted within three (3) metres of the main entrance to the premises unless an alternate location is approved by the Chief Fire Official; and
 - e) be equipped with a key locking system manufactured by Chubb Security Locksmiths and dedicated for use exclusively to Mississauga Fire & Emergency Services.
10. Every person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and on conviction is liable to a fine of not more than \$5,000.00 exclusive of costs.
11. By-law 698-88 as amended is hereby repealed.

Enacted and Passed this 11th day of June, 1997

Signed by: Hazel McCallion, Mayor and William Munden, City Clerk