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MEMORANDUM TO: All Ontario Fire Chiefs

FROM: John McBeth
Acting Fire Marshal

DATE: February 3, 2026

SUBJECT: Template for Administrative Penalty Orders

On January 1, 2026, [Ontario Regulation 260/25: Administrative Penalties](#) made under the [Fire Protection and Prevention Act, 1997 \(FPPA\)](#) came into force.

Municipalities now have the option to use administrative penalties (APs) as a progressive enforcement tool that can be imposed upon anyone, including tenants, owners, and corporations, who contravene the FPPA and its regulations.

Schedule 1 of the regulation establishes provisions under the Ontario Fire Code that are subject to an AP. The regulation prescribes who can issue an AP, the requirement for a municipal review process, a tiered fine system, and information which must be captured when an AP order is issued.

To support fire services and municipalities with the implementation of O. Reg. 260/25, a template for AP orders has been developed and included with this correspondence. This template incorporates information required by the regulation for AP orders. Fire services are encouraged to use this template as a guide and to adapt it to meet local needs or to use it as a resource to refine any existing order templates being used for APs.

Sincerely,

A handwritten signature in black ink that reads "John McBeth".

John McBeth
Acting Fire Marshal

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Attachment