Appendix A

DATE:

Fire Commissioner

Office of the Fire Commissioner

508 - 401 York Avenue

Winnipeg Manitoba R3C 0P8

RE: Change in Local Assistant

To whom it may concern:

In accordance with *The Fires Prevention and Emergency Response Act* (FPERA) Section 23(2), we, the Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“local authority”) are writing to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been appointed to the position of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and therefore is our “local assistant” for purposes of section 23(1) of the FPERA.

All duties assigned to the local assistant shall be in accordance with the FPERA. A local assistant also falls in the definition of “designate” under the FPERA. Any duties delegated by the local assistant to another employee of the local authority will be communicated in writing to the Office of the Fire Commissioner as soon as practicable.

Should there by a change of the local assistant, we will also advise you in accordance with section 23(2)(b) of the FPERA.

Yours truly,

Signed by local authority

Name:

Title:

E-mail:

Phone:

Appendix B

DATE:

Fire Commissioner

Office of the Fire Commissioner

508 - 401 York Avenue

Winnipeg Manitoba R3C 0P8

To whom it may concern:

RE: Delegation of Authority

In accordance with *The Fires Prevention and Emergency Response Act* (FPERA) Section 23(3)b, I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, local assistant for the Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_ (“local authority”) do hereby delegate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an employee of the local authority, the responsibilities and authorities to conduct Fire Safety Inspections within the local authority’s boundaries.

All inspections shall be conducted in accordance with the FPERA and all completed inspections will be maintained and filed for record keeping purposes. The section 23(3) delegate will be subject to the limits and conditions prescribed in the written delegation document. Additional employees of the fire department and/or local authority may be used to support the inspections but these individuals have no authority under the FPERA although they may accompany the section 23(3) delegate for training purposes. A section 23(3) delegate also falls within the definition of “designate” under the FPERA.

Yours truly,

Signed by local assistant Signed by local authority

Print Name: Print Name:

Title: Title:

e-mail e-mail:

Phone Phone: