Delegation of Authority for Local Assistants and Fire Inspectors

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This bulletin responds to questions from the Manitoba Fire Service and clarifies roles, responsibilities and expectations related to the appointment of local assistants and the delegation of inspection authority. It also supports local authorities in ensuring these appointments and delegations are current, documented in writing and provided to the Office of the Fire Commissioner.

Under The Fires Prevention and Emergency Response Act (FPERA), every local authority must have a local assistant. If the local authority has a fire department, the fire chief serves as the local assistant. Otherwise, the chief administrative officer serves as the local assistant. The local assistant is responsible for carrying out the duties and powers assigned under FPERA, including fire prevention activities, fire investigations, fire safety inspections and enforcement of the Manitoba Fire Code.

The local assistant may delegate inspection authority to one or more qualified fire inspectors. The local assistant remains responsible for ensuring each fire inspector is qualified and understands the scope of the delegated authority.

Appointments and delegations must be in writing and include:

- the name of the local assistant / fire inspector,
- duties and powers being delegated (for example: inspections),
- limitations (for example: geographic area or building type), and
- effective date and signature/authorization.

You may refer to Appendices B, C and D for delegation letter templates. A copy of the written delegation must be provided to the Office of the Fire Commissioner.

When the local assistant or fire inspector enters land or premises to investigate or conduct an inspection, they must produce identification on request. The local authority must ensure anyone delegated to act on its behalf has identification that clearly shows who they are and what authority they have.

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