



# COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL  
BUREAU DU COMMISSAIRE DES INCENDIES

December 21, 2023

No. 2023-12

## Assistant to the Fire Marshal Designation Cards

In May 2022, the Office of the Fire Marshal (OFM) issued [Communiqué 2022-05](#) with respect to changes regarding the issuance of cards formally designating persons as Assistants to the Fire Marshal under Section 11 of the *Fire Protection and Prevention Act, 1997* (“[the Act](#)”).

These changes included:

- Issuing assistant to the Fire Marshal designation cards annually instead of every three years.
- Issuing assistant to the Fire Marshal designation cards only to persons who require them. Persons who are automatically considered to be an assistant to the Fire Marshal in accordance with the provisions of s. 11(1)(a), (b), and (c) of the Act will not be issued a card.
- Persons who require the designation as an assistant to the Fire Marshal under s. 11(1)(d) of the Act will be required to complete online training provided by the OFM prior to being issued a designation card.

Please refer to [Communiqué 2022-05](#) for information on automatic designation of assistant to the Fire Marshal under the Act and the criteria for designation of assistant to the Fire Marshal by the Fire Marshal.

Cards issued from this cycle are set to expire December 31, 2023.

### Renewing and Requesting Cards for 2024

Fire departments or municipalities who wish to renew and/or request assistant to the Fire Marshal cards must complete and submit the [Request for assistant to the Fire Marshal Identification Card form](#) that is posted on the OFM’s SharePoint site.

For any request forms received and approved on or after December 1, 2023, cards will be issued with the expiry date of December 31, 2024.

The form must include an attestation that the recipient receiving the designation card has:

- completed the required training provided by the OFM; and
- the necessary training and experience related to the legislative powers and associated duties of an assistant to the Fire Marshal.

### **Assistant to the Fire Marshal Training**

The [online](#) course is available to all assistants to the Fire Marshal. It must be completed by any person designated by the Fire Marshal as an assistant to the Fire Marshal under s. 11(1)(d) of the Act.

Persons who have previously completed the course are not required to re-take the training prior to obtaining a renewed card.

### **Revoking an existing card**

When a member of the fire department who is an assistant to the Fire Marshal retires, resigns, or leaves their position within the fire department, the fire chief must retrieve and destroy the assistant to the Fire Marshal card and notify the OFM by email at [OFMFDM@Ontario.ca](mailto:OFMFDM@Ontario.ca).

For enquiries about assistant to the Fire Marshal designation cards, or the duties and responsibilities of assistants to the Fire Marshal, please contact your local Fire Protection Adviser.