April 18, 2017

Dear [Name],

Re: Your request for access to information under Part II of the Access to Information and Protection of Privacy Act [Our File #: MAE/6/2017]

On April 3, 2017, the Department of Municipal Affairs and Environment received your request for access to the following records:

"Copy of fire regulations including capacity restrictions for St. Bernard's elementary in Witless Bay, NL."

I am pleased to inform you that a decision has been made by the Deputy Minister for Department of Municipal Affairs and Environment to provide access to the requested information.

In accordance with your request for a copy of the records, the appropriate copies have been enclosed.

On April 18, 2017, Municipal Affairs and Environment phoned you with regards to this request in which you were informed that the only capacity order available for St. Bernard's elementary in Witless Bay, NL was for the gymnasium of the school. This record is attached.

To clarify some of the records include in your request are available via the website, which are provide in the list below.

- Copy of fire regulations are within Fire Protection Services Regulations and can be accessed via [http://www.assembly.nl.ca/Legislation/sr/regulations/rc120045.htm](http://www.assembly.nl.ca/Legislation/sr/regulations/rc120045.htm)

The Access to Information and Protection of Privacy Act requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.
Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner. The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner  
2 Canada Drive  
P. O. Box 13004, Stn. A  
St. John's, NL A1B 3V8

Telephone: (709) 729-6309  
Toll-Free: 1-877-729-6309  
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please contact me by telephone at 729-3514 or by email at lisas@gov.nl.ca.

Sincerely,

Lisa Sullivan  
ATIPP Coordinator
ORDER CAPACITY SIGN RECEIPT FORM

Please return one signed copy of receipt form to this office after capacity order is posted
The other copy is for the owner/manager

ESTABLISHMENT: ST. BERNARD’S ELEMENTARY

STREET ADDRESS:

ADDRESS: WITLESS BAY, NEWFOUNDLAND AND LABRADOR

TO BE COMPLETED AT THE TIME ORDER IS POSTED

This will acknowledge receipt and posting of Order Capacity Signs in accordance with Section 18 (2) of the Fire Prevention Act, 1991 and applicable provisions of the Life Safety Code.

GYMNASIUM
Name of Establishment or Room

Signed in the presence of

______________________________   ________________________________
Fire Chief/Fire Inspector                  Owner or Manager

and posted on this ________________ day of ________________________________
Under and by virtue of the powers conferred upon me by subsection 18 (2) of the Fire Prevention Act, 1991 I hereby order that the total number of persons permitted at any one time to occupy the GYMNASIUM of ST. BERNARD’S ELEMENTARY located at WITLESS BAY, NEWFOUNDLAND AND LABRADOR shall not exceed 420 PERSONS when non-fixed tables and chairs are used and 197 PERSONS when non-fixed chairs only are used.

I further order that in keeping with the provisions of the Life Safety Code, this Order shall be posted for public viewing in a prominent place within the abovementioned establishment.

Dated this 14TH day of DECEMBER, 2005.
Date: JANUARY 19, 2007

ORDER CAPACITY SIGN RECEIPT FORM
Please return one signed copy of receipt form to this office after capacity order is posted
The other copy is for the owner/manager

ESTABLISHMENT: ST. BERNARD’S ELEMENTARY SCHOOL

STREET ADDRESS: WITLESS BAY

ADDRESS: WITLESS BAY, NEWFOUNDLAND AND LABRADOR

TO BE COMPLETED AT THE TIME ORDER IS POSTED

This will acknowledge receipt and posting of Order Capacity Signs in accordance with Section 18 (2) of

GYMNASIUM

Name of Establishment or Room

Signed in the presence of

____________________________________________  __________________________________________
Fire Chief/Fire Inspector  Owner or Manager

and posted on this ________________ day of ____________________________________________
Under and by virtue of the powers conferred upon me by subsection 18 (2) of the Fire Prevention Act, 1991 I hereby order that the total number of persons permitted at any one time to occupy the GYMNASIUM of ST. BERNARD’S ELEMENTARY located at WITNESS BAY, NEWFOUNDLAND AND LABRADOR shall not exceed 197 PERSONS when non-fixed tables and chairs are used and 420 PERSONS when non-fixed chairs only are used.

I further order that in keeping with the provisions of the Life Safety Code, this Order shall be posted for public viewing in a prominent place within the abovementioned establishment.

Dated this 19TH day of JANUARY, 2007.