



# City Council Committee Report

**Date: 27 July 2012**

**To: Mayor & Council**

**Fr: Warren F. Brinkman, Emergency Service Manager, City of Kenora  
Fire and Emergency Services**

**Re: Whitecap Pavilion and Associated Lands User Guide**

**Recommendation:** That Council of the City of Kenora hereby supports an internal and external Whitecap Pavilion User Guide that promotes fire and life safety that will be used for City Staff reference only; and further

That each user group of the Whitecap Pavilion shall provide the Chief Building Official and Chief Fire Official for the City of Kenora a detailed floor plan, including dimensions, for their event no more than 30 days prior to the event date; and further

That the Chief Building Official and Chief Fire Official or designate for the City of Kenora shall authorize each Whitecap Pavilion use prior to the event taking place and the internal booking form shall be circulated for approval to the parties through the approval process.

**Background:** The Whitecap Pavilion is complete and is now the site for numerous community events. The Whitecap Pavilion is an elegant structure designed to become a focal point for numerous events that will promote the City of Kenora's vision and journey into the future.

According to J. David Bowick, Professional Engineer with Blackwell-Bowick Structural Engineers, the Whitecap Pavilion meets the requirements of the Ontario Building Code for an Assembly/Tent structure. J. David Bowick, Professional Engineer notes that the structure is designed to permit multiple floor configurations and assembly uses states that approval from local authorities having jurisdiction (Chief Building Official and Chief Fire Official) will be required on an event basis.

That said, all events present operating risk and expose the City to potential litigation. With this in mind the City's Engineer, Chief Building Official and Chief Fire Official and with the use of the internet for the purposes of determining what other municipalities in Ontario and across Canada have established in respect to "tent structures", developed a regulatory framework from which Whitecap Pavilion "user groups" would apply to their particular event to ensure that events are conducted in a safe manner and respect the regulations as found within the Ontario Building Code and the Ontario Fire Code. Through meetings, The Whitecap Pavilion User Guide both Internal and External has received the support of City's stakeholders. The Whitecap Pavilion User Guide both Internal and External promotes life and fire safety measures and at the same time serves to mitigate the City of Kenora's exposure to risk.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:** Municipal Memo, Portal, and Media.