



## City Council Committee Report

**Date:** 7 June 2012

**To:** Mayor & Council

**From:** Warren F. Brinkman, Emergency Service Manager, Fire and  
Emergency Services

**Re:** Harbourfront Tent User Guide

### **Recommendation:**

That Council of the City of Kenora hereby supports an internal Harbourfront Tent 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 Tent Structure shall provide the Chief Building Official and Chief Fire Official for the City of Kenora a detailed floor plan, including dimensions, for their specific 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 tent use prior to the event taking place and the internal booking form shall be circulated for approval to the parties through the approval process; and further

That staff be directed to develop a user friendly guide for consumer reference for rentals that clearly outlines the responsibilities of the occupants and the requirements for the rental.

### **Background:**

The Harbourfront tent construction is complete and is now the site for numerous community events. The Harbourfront Tent 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.

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 developed a regulatory framework from which Harbourfront Tent "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. The Harbourfront Tent User Guide promotes life and fire safety measures and at the same time serve to mitigate the City of Kenora's exposure to risk.

This document is only an internal user document and a further user friendly guide would need to be developed for users of the tent which would have all details of the rental agreement requirements included.

**Budget:** N/A

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