

# Memo



**Date:** March 23, 2011  
**File:** 0500-41  
**To:** City Manager  
**From:** Lance Kayfish, Risk Manager  
**Subject:** Impact and Actions Resulting from Fire at the City Park Pavilion Building

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## Recommendation:

THAT Council receives, for information, the report from the Risk Manager dated March 23, 2011, with respect to the fire at the City Park Pavilion building.

## Purpose:

This report provides an update to council about the fire damage, impact of the loss, actions taken to date and further considerations as a result of the fire at the City Park Pavilion building.

## Background:

A fire causing extensive damage to the City Park Pavilion building occurred on March 6, 2011. The cause of the fire was arson, which is to say it has been determined the fire was intentionally set. Fifteen staff were displaced by the fire. All of the displaced staff have been absorbed into City Hall utilizing free workstations and meeting rooms to serve as interim work space. City staff showed outstanding resiliency in responding to this emergency and all staff stationed at the Pavilion had a workstation with computer, phone and welcome package on Monday morning at 8:00 am following the fire. Staff involved in responding to the incident have been commended and recognized by the City Manager for their outstanding performance.

Staff have been working with the City's insurance company and their representatives since the fire to determine the extent of the damage. An architect, structural engineer, environmental engineer and quantity surveyor have all been retained and conducted preliminary investigations. Architectural and engineering reports will be provided to the insurer and the quantity surveyor to evaluate the extent of damage and financial magnitude of the loss. This process is anticipated to take 8 to 12 weeks.

Recovery of contents from the Pavilion, including documents and records, has been undertaken by a local restoration company. Some property will be cleaned and restored; items more severely damaged will be recorded for insurance purposes and disposed of. The City's insurance ~~does provide for valuable paper coverage and vital records are being freeze dried and will be~~ <sup>sum all</sup>

A handwritten signature in black ink, appearing to be "Lance Kayfish".

does provide for *valuable paper* coverage and vital records are being freeze dried and will be restored or copied onto clean paper. Some records have been burned in the fire and may not be recoverable. The extent of document loss is not known at this time. We anticipate no loss of electronic records as those files are stored on a central server and backed-up.

Some demolition has occurred to the roof and more demolition of severely damaged building components may take place over the coming weeks. Clean up of ash, debris and fire damaged materials will continue until reasonably complete. Once complete the removal of charred items will reduce the smell of burned material in the park. The security fence around the Pavilion is expected to stay in place until the building can be secured.

In the interim, while the loss is being assessed, repairs completed or an alternate plan implemented, temporary washrooms will be placed in the park. Additionally, an RFP is underway to seek a mobile vendor to provide concession service nearby the Pavilion location. A plan to accommodate the staff displaced by the fire beyond the short-term period is being developed. The City's insurance provides coverage for *extra expense* to assist with the costs of accommodating staff and providing temporary washroom facilities as a result of the fire.

Once the loss has been quantified staff will report to council the options and implications for the future of the Pavilion building and the site. Infrastructure Planning, Real Estate & Building Services and Risk Management are starting to consider the possible scenarios depending on the final assessment of the building damage and repair costs. Once the insurance assessment and settlement options have been determined Infrastructure Planning will report to council with recommendations.

**Considerations not applicable to this report:**

**Internal Circulation:**

**Legal/Statutory Authority:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

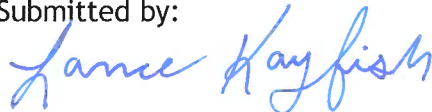
**Personnel Implications:**

**External Agency/Public Comments:**

**Community & Media Relations Comments:**

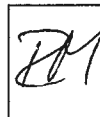
**Alternate Recommendation:**

Submitted by:



L. Kayfish, Risk Manager

Approved for inclusion:



Rob Mayne, Director, Corporate Services

cc: Director, Infrastructure Planning  
Director, Real estate & Building Services  
Director, Recreation & Cultural Services  
Manager, Building Services

