



# PEACE RIVER REGIONAL DISTRICT

## North Peace Leisure Facility Replacement Steering Committee Meeting Agenda

April 22, 2025, 10:00 a.m.

Pomeroy Sports Centre

9324 96 Street Fort St. John, BC

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF AGENDA</b>	
<b>3. GALLERY COMMENTS OR QUESTIONS</b>	
<b>4. ADOPTION OF MINUTES</b>	
4.1 North Peace Leisure Facility Replacement Steering Committee Draft Meeting Minutes of January 30, 2025	2
<b>5. BUSINESS ARISING FROM THE MINUTES</b>	
<b>6. CORRESPONDENCE</b>	
<b>7. REPORTS</b>	
<b>8. NEW BUSINESS</b>	
<b>9. CONSENT CALENDAR</b>	
9.1 North Peace Leisure Facility Replacement Steering Committee Terms of Reference	5
<b>10. RECESS TO CLOSED SESSION</b>	
10.1 Notice of Closed NPLFR Steering Committee Meeting – April 22, 2025, CS-NPLFRC-039	10
<b>11. ADJOURNMENT</b>	



## NORTH PEACE LEISURE FACILITY REPLACEMENT STEERING COMMITTEE MEETING MINUTES

January 30, 2025, 10:00 a.m.  
Pomeroy Sports Centre  
9324 96 Street, Fort St. John, BC

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Directors Present:	Chair Bolin, City of Fort St. John Vice-Chair Sperling, Electoral Area 'C' Mayor Hansen, City of Fort St. John Director Hiebert, Interim Electoral Area 'B' Representative & Regional Board Chair Alternate Director Graham, Electoral Area 'B' Councillor Turnbull, District of Taylor
Staff Present:	Roxanne Shepherd, Chief Financial Officer – PRRD (via Zoom) Tyra Henderson, Corporate Officer – PRRD Kevin Clarkson, General Manager of Community Services – PRRD Bryna Casey, Community Services Manager – PRRD Jennifer Bell, Parks & Rural Recreation Coordinator – PRRD (via Zoom) Kyla Traichevich, Community Services Clerk/Recorder – PRRD Olivia Lundahl, Electoral Area Officer/Closed Meeting Recorder – PRRD Darrell Blades, Deputy Chief Administrative Officer – City of Fort St. John Kylah Bryde, Community Services Director – City of Fort St. John Ryan Galay, Chief Administrative Officer – District of Taylor
Others Present:	Members of the Public in the Gallery

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### 1. ELECTION OF CHAIR AND VICE-CHAIR

Before calling the North Peace Leisure Facility Replacement Steering Committee meeting to order, the Corporate Officer explained that an election must be held before the January 30, 2025 Committee meeting for the positions of Chair and Vice-Chair for 2025. She then announced that Councillor Bolin had been elected as Chair and Director Sperling was elected Vice-Chair.

### 2. CALL TO ORDER

The Chair called the meeting to order at 10:06 a.m.

### 3. ADOPTION OF AGENDA

MOVED Alternate Director Graham

SECONDED Councillor Turnbull

That the North Peace Leisure Facility Replacement Steering Committee agenda for January 30, 2025, be adopted:



**3. ADOPTION OF THE AGENDA (Cont'd)**

**1. ELECTION OF CHAIR AND VICE-CHAIR**

**2. CALL TO ORDER**

**3. ADOPTION OF AGENDA**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1 North Peace Leisure Facility Replacement Steering Committee Draft Meeting Minutes of August 29, 2024

**6. BUSINESS ARISING FROM THE MINUTES**

**7. CORRESPONDENCE**

**8. REPORTS**

8.1 Draft 2025 Project Budget – North Peace Leisure Facility Replacement Project, CS-NPLFRC-037

8.2 Notice of Closed NPLFRS Committee Meeting – January 30, 2025, CS-NPLFRC-038

**9. NEW BUSINESS**

**10. CONSENT CALENDAR**

10.1 Terms of Reference

**11. ADJOURNMENT**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**Deborah Johnson - Item 8.1 Draft 2025 Project Budget – North Peace Leisure Facility Replacement Project**

Deborah Johnson, resident of Fort St. John, inquired about what capital reserves exist for the construction of a new facility as well as how the budget for referendum and communications for referendum is displayed. She suggested that the budget for the overall replacement project should include the cost of the property. While referring to the referendum, she inquired who would be eligible to vote and whether it would be taxpayers or all residents in the selected areas. Ms. Johnson also stated that the Steering Committee should contemplate the design and the appearance of the facility carefully, considering the use versus cosmetics of appearance and overall design.

**5. ADOPTION OF MINUTES**

**5.1 North Peace Leisure Facility Replacement Steering Committee Draft Meeting Minutes of August 29, 2024**

MOVED

Alternate Director Graham

SECONDED

Mayor Hansen

That the North Peace Leisure Facility Replacement Steering Committee Meeting Minutes of August 29, 2024 be adopted.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. CORRESPONDENCE**

**8. REPORTS**

**8.1 Draft 2025 Project Budget – North Peace Leisure Facility Replacement Project, CS-NPLFRC-037**

MOVED

Councillor Turnbull

SECONDED

Mayor Hansen

That the North Peace Leisure Facility Replacement Steering Committee recommend that the Regional Board include the draft 2025 project budget totalling \$1,188,700 for the North Peace Leisure Facility Replacement Project in Function 220 – Regional Recreation in

**8.1 Draft 2025 Project Budget – North Peace Leisure Facility Replacement Project, CS-NPLFRC-037 (Cont'd)**

the 2025 Financial Plan; further, that only Electoral Area B, Electoral Area C, Fort St. John and Taylor be requisitioned for the cost of the project in 2025.

**CARRIED****Vary Agenda**

Chair Bolin varied the agenda to deal with remaining Agenda Items 9 – New Business and 10 - Consent Calendar while members of the public were present in the gallery.

MOVED Director Sperling

SECONDED Mayor Hansen

That the North Peace Leisure Facility Replacement Steering Committee vary the agenda to consider Agenda Items 9 – New Business and 10 – Consent Calendar before recessing to the Closed session.

**CARRIED****9. NEW BUSINESS****10. CONSENT CALENDAR****10.1 Terms of Reference****8.2 Notice of Closed NPLFRS Committee Meeting – January 30, 2025, CS-NPLFRC-038**

MOVED Director Sperling

SECONDED Councillor Turnbull

That the North Peace Leisure Facility Replacement Steering Committee recess to a Closed Meeting at 10:15 a.m. for the purpose of discussing the following items:

Agenda Item	Description	Authority
3.1	Minutes	CC Section 97(1)(b) Closed minutes, access to records
6.1	NP Leisure Facility Replacement Project	CC 90(1)(e) Acquisition of land CC 90(1)(j) Freedom of information CC 90(1)(k) Negotiations regarding proposed provision of a service

**CARRIED****11. ADJOURNMENT**

The Chair reconvened and adjourned the meeting at 10:38 a.m.

CERTIFIED a true and correct copy of the Minutes of the North Peace Leisure Facility Replacement Steering Committee meeting held on January 30, 2025, at the Pomeroy Sports Centre, Fort St. John.

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Trevor Bolin, Chair

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Kyla Traichevich, Community Services  
Clerk/Recorder



## **North Peace Leisure Facility Replacement Steering Committee Terms of Reference**

### **1. Goal**

- 1.1 To oversee the development of a concept for the replacement of the North Peace Leisure Pool, with the possible inclusion of additional recreation amenities.

### **2. Purpose/Scope**

- 2.1 To act as an advisory committee and provide recommendations, input, and feedback to the Peace River Regional District Board (PRRD) at key milestones for the duration of the planning and development phases of the North Peace Leisure Pool replacement project (the “project”).
- 2.2 The Steering Committee, with the assistance of a qualified consulting firm and staff support, will provide advice to the Regional Board on ‘North Peace Leisure Pool Replacement’ project and:
  - a. Recreational amenities for possible inclusion in the facility such as:
    - i. a full size gymnasium;
    - ii. indoor play space, dynamic movement gym;
    - iii. a large multi-purpose room;
    - iv. a fieldhouse; and/or
    - v. a library.
  - b. A space program, conceptual design and site options;
  - c. Optimal sizing of a facility, anticipated operating and capital costs, and phasing options;
  - d. Business model, market demand, governance, service philosophy, and partnership considerations;
  - e. Service area boundary options;
  - f. Options for methods of assent; and
  - g. Options for current facility end of life be determined by the North Peace Leisure Pool Commission.
- 2.3 The Steering Committee will assist in supporting the public consultation process.

### **3. Accountability**

- 3.1 The Steering Committee members are accountable for the North Peace Leisure Facility Replacement Project and will:
- a. determine annual resource requirements and recommend a budget to the PRRD Board;
  - b. provide feedback and guidance to the consultant(s); and
  - c. adhere to reporting requirements (See Section 8).

### **4. Steering Committee Organization**

- 4.1 The meetings will be chaired by a Steering Committee member, who is elected by the Steering Committee members, annually at the first meeting after November 1<sup>st</sup> in each year. The Chair will be the spokesperson for the project.
- 4.2 Staff and consultants may attend meetings in an advisory support role only.
- 4.3 A simple majority, one Steering Committee member more than 50%, shall constitute quorum and must include at least one participant from each jurisdiction represented on the Steering Committee.
- 4.4 All options and recommendations shall sought to be determined first by consensus, and then if consensus cannot be reached by majority vote. Recommendations and all options will be provided to the Regional Board for information.
- 4.5 The Steering Committee may ask its members to indicate their support for decisions via email, in the event that the Steering Committee member is not able to attend; however, email indication of support shall not be considered a vote nor binding on the Steering Committee members in attendance and voting at any meeting.

### **5. Membership**

- 5.1 The North Peace Leisure Facility Replacement Steering Committee will consist of:
- a. the PRRD Area B Electoral Area Director; or Area D or Area E Electoral Area Director (in the absence of Area B Electoral Area Director);
  - b. the PRRD Area B Alternate Director; or Area D or Area E Electoral Area Director (in the absence of Area B Alternate Director);
  - c. the PRRD Area C Electoral Area Director; or Area D or Area E Electoral Area Directors (in the absence of Area C Electoral Area Director);
  - d. the PRRD Area C Alternate Director; or Area D or Area E Electoral Area Director (in the absence of Area C Alternate Director);
  - e. Two (2) Council Members appointed by the City of Fort St. John; or any City of Fort St. John Council Members (in the absence of the appointed Two (2) Council Members); *and*
  - f. Two (2) Council Members appointed by the District of Taylor; or any District of Taylor Council Members (in the absence of the appointed Two (2) Council Members).

- 5.2 In the event that an appointed Committee member is unable to attend a scheduled meeting, committee members may designate an alternate to attend in their place as follows:
- a. Representatives of Electoral Area B and C may designate either Electoral Area D or E Director.
  - b. Representatives of the City of Fort St. John may designate any other member of Fort St. John City Council.
  - c. Representatives of the District of Taylor may designate any other member of Taylor Council
- 5.3 Appointed Committee members must notify the Committee Clerk responsible for coordinating Committee Meetings of their designated alternate prior to the meeting date.

## **6. Member Responsibilities**

- 6.1 Members will assist with public consultation including taking part in public engagement events (on-line and/or in-person) and media interviews. The Steering Committee Chair will be designated the lead member with respect to interviews, but may designate other Committee members to act in their place.
- 6.2 Members will report back to their respective communities with updates on the project and to gain feedback from their local government.
- 6.3 Members will engage in opportunities for sponsorships.
- 6.4 Members will engage in opportunities for partnerships.
- 6.5 Members will act as official liaisons for the project and engage with other levels of government and First Nations.

## **7. Meetings**

- 7.1 The Steering Committee shall meet regularly, as agreed upon and approved by Steering Committee resolution, or at the call of the Steering Committee Chair.
- 7.2 Items for the meeting agenda must be provided to Administration one (1) week prior to the scheduled meeting;
- 7.3 PRRD staff will distribute meeting agendas prior to a scheduled meeting.
- 7.4 PRRD staff will attend to record the minutes of the meetings.
- 7.5 Meeting minutes will be circulated to members, and approved at subsequent meetings.

## **8. Reporting Requirements**

- 8.1 At minimum, the Steering Committee will provide a bi-annual report to the Regional Board, and will provide any additional progress reports, updates or formal reports, as required from time to time by the Regional Board – or if deemed advantageous to the

Steering Committee for issues management or seeking Board endorsement or direction on any issue not clearly delegated to the Steering Committee.

- 8.2 Steering Committee meeting minutes will be included on Regional Board meeting agendas.
- 8.3 All items delegated to the Steering Committee for consideration or inquiry through these Terms of Reference will be forwarded to the Regional Board in the form of a recommendation from the Steering Committee, for the Regional Board's consideration, prior to any action being undertaken.
- 8.4 All meeting agendas, meeting minutes and reports be forwarded to local governments who are members of the Steering Committee for information.

## **9 Stakeholders**

- 9.1 The Steering Committee will solicit input from, and provide feedback to, stakeholders as broadly and effectively as can efficiently be done, including but not limited to:
  - a. social media;
  - b. meetings (one-on-one, group, public); and/or
  - c. open door policy for input from community members.



Date Steering Committee Established	June 25, 2020	Board Resolution #	RD/20/06/27 (25)
Date TOR Approved by Board	December 2, 2021	Board Resolution #	RD/21/12/19
Amendment Date	May 18, 2023	Board Resolution #	RD/23/05/13 (18)
Amendment Date		Board Resolution #	
Amendment Date		Board Resolution #	



# REPORT

To: NP Leisure Facility Replacement Steering Committee

Report Number: CS-NPLFRC-039

From: Community Services

Date: April 22, 2025

Subject: Notice of Closed NPLFR Steering Committee Meeting – April 22, 2025

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## RECOMMENDATION:

That the North Peace Leisure Facility Replacement Steering Committee recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item	Description	Authority
3.1	Minutes	CC Section 97(1)(b) Closed Minutes, access to records.
5.1	NP Leisure Facility Replacement Project	CC 90(1)(e) Acquisition of land CC 90(1)(k) Negotiations

## BACKGROUND/RATIONALE:

As per the Closed Meeting Process and Proactive Disclosure Policy.

## ALTERNATIVE OPTIONS:

The North Peace Leisure Facility Replacement Steering Committee may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Meeting as per *Community Charter* Section 90(1)(n).

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

## FINANCIAL CONSIDERATION(S):

Not applicable.

## COMMUNICATIONS CONSIDERATION(S):

Not applicable.

## OTHER CONSIDERATION(S):

Not applicable.