



REPORT

To: Chair and Directors

Report Number: CS-BRD-084

From: Trish Morgan, General Manager of Community Services

Date: June 24, 2021

Subject: North Peace Fall Fair Adeline Kelly Hall Kitchen Addition

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board approve a 1,400 square foot addition to house a kitchen in Adeline Kelly Hall at the North Peace Fall Fair Grounds subject to the North Peace Fall Fair Society obtaining a building permit.

BACKGROUND/RATIONALE:

In 2014 the North Peace Fall Fair Society constructed a 3,196 square foot exhibition building - the Adeline Kelly Hall. The Society would now like to construct a 1,400 square foot addition to accommodate a kitchen within the hall. The proposed kitchen would meet all Northern Health requirements.

Section 8 of the Use and Occupancy Agreement between the PRRD and the North Peace Fall Fair Society for the North Peace Fall Fair Grounds states:

8. Improvements

- (a) If the Society intends to do any of the following work on the Facility and Grounds, it shall obtain the prior written consent of the District:
 - i. any building construction or renovation work that requires a building permit under the District's Building Bylaw No. 2131, 2014; or
 - ii. any land clearing or alteration.
- (b) No consent given under 8(a) shall relieve the Society from the requirement to obtain a Building Permit and any other necessary permits from the applicable authority(ies) before commencement of work.

As per the agreement, the Regional Board must provide approval of the addition of the kitchen onto the Adeline Kelly Hall. Upon approval of the project by the Regional Board, the Society will then apply for a building permit and later, for required health permits from Northern Health.

The project is planned to be completed over a three year period dependent on fundraising.

ALTERNATIVE OPTIONS:

1. That the Regional Board respectfully decline the North Peace Fall Fair Society's request to construct a 1,400 square foot addition to the Adeline Kelly Hall for the addition of a kitchen.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The cost of the new kitchen is estimated at \$28,900. Funds for the construction of the project are the sole responsibility of the Society.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

The North Peace Fall Fair Grounds are owned by the Peace River Regional District and operated by the North Peace Fall Fair Society by way of a Use and Occupancy Agreement.

Prior to construction the North Peace Fall Fair will need to submit an application for approval to construct from Northern Health which must include details of their layout, site plan and kitchen features. In order to obtain an operating permit the kitchen must include:

- 3 compartment sink
- designated hand washing sink equipped with paper towel and liquid hand soap
- All surfaces must be smooth, tight, non-absorbent and easily washable
- All food surfaces, utensils and storage containers must be food grade and non-absorbent

Attachments:

1. Letter to PRRD re Adeline Kelly Hall building addition
2. Adeline Kelly Hall kitchen floor plan

External Links:

1. [Food Protection](#), BC Centre for Disease Control