



# North Peace Regional Park Master Plan

Final: October 29, 2024



PEACE RIVER  
REGIONAL DISTRICT

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MANAGEMENT CONSULTING

North Peace Regional Park Master Plan | October 29, 2024

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October 29, 2024

Bryna Casey  
Community Services Manager  
Peace River Regional District  
Box 810, 1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

Dear Ms. Casey,

Please find enclosed the North Peace Regional Park Master Plan. It has been a pleasure working with the Project Steering Committee to develop this important report. We look forward to hearing about your successes in implementation.

If you have any questions or require clarification on the attached report, please feel free to contact me at 780-266-7888.

Sincerely,



Justin Rousseau, Managing Director  
Expedition Management Consulting Ltd.



North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook



Straw Bale  
Photo Credit: North Peace Fall Fair Facebook



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Tractors at the North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook



# 1

## Introduction

## Introduction

The North Peace Regional Park (the Park) is a beloved community asset that is well known by residents as the home of the North Peace Fall Fair. The Park is owned by the Peace River Regional District (PRRD) and operated by the North Peace Fall Fair Society (the Society). The PRRD is committed to fostering the maintenance and development of this asset and setting a future vision for the Park informed by the community. To assist in achieving this commitment, the PRRD has completed a Master Plan for the Park. The Plan will provide guidance to the PRRD in making decisions related to the facility that best meet the needs of the community.

## Process

The North Peace Regional Park Master Plan had five interconnected phases as described next.



## Project Team

The Project Steering Committee was established to oversee the study and provide input and feedback at key junctures. The plan was developed by Expedition Management Consulting.

Project Team	
Organization	Representatives
Peace River Regional District	Kevin Clarkson – General Manager of Community Services Bryna Casey – Community Services Manager Jennifer Bell – Parks and Rural Recreation Coordinator
Consultant Team (Expedition Management Consulting Ltd.)	Justin Rousseau – Managing Director Maxwell Harrison – Senior Associate Cassandra Gilmore – Associate Breanna Hives – Graphic Designer



Spectators at North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook

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## Overview of Research

A variety of primary and secondary research activities were conducted to develop the Plan. Primary research was completed through a community survey, input workshops with residents, community groups, staff, 4-H Leadership, and the Society, interviews, and an in-person site tour. Secondary research was conducted through reviews of applicable plans, strategies, and reports, as well as reviews of agricultural societies and agriculturally focused park spaces in British Columbia and Alberta.

### 1. Surveys Administered:

- Community Input Survey (592 responses)

### 2. Meetings Conducted:

- Project Steering Committee Meetings  
Dates: February 15, March 15, March 27, May 3, July 10, and July 30, 2024.
- Society Input Workshop  
Date: March 19, 2024
- Digital Community Input Workshop  
Date: April 2, 2024
- In-Person Community Input Workshops  
Dates: April 3, 2024 (Dawson Creek) and April 4, 2024 (Fort St. John)
- In-Person Site Tour and Discussion with PRRD and the Society  
Date: April 4, 2024
- PRRD Board of Directors Interviews  
Date: April, 2024
- Staff Input Workshop  
Date: April 26, 2024
- 4-H Clubs Leadership Input Workshop  
Date: June 18, 2024
- Society and Area Directors Feedback Session  
Date: October 15, 2024

### 3. Stakeholders Engaged (through workshops, interviews, and/or survey):

11 different stakeholder groups and 3 PRRD Departments participated in the engagement process.

#### Community Groups and Businesses:

- Beaton Community 4-H Club
- C Graham Works
- North Peace District 4-H
- North Peace Fall Fair Society
- North Peace Ride for the Disabled
- North Peace Spinners & Weavers Guild
- Peace Equestrian Park
- Prespatou 4-H Club
- Riding Coach (volunteer)
- Silver Willow 4-H Club
- Tractor Pull

#### Peace River Regional District Departments:

- Community Services
- Environmental Services
- Development Services

### 4. Documents Reviewed

- Strategies, plans, and other documents from the District.
- Report, statistics, surveys, and planning documents from stakeholders.
- Frameworks and policies from provincial and national sources.

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# 2

## Analysis

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### The North Peace Regional Park

The North Peace Regional Park, also known as the North Peace Fall Fair Grounds, is approximately 43 acres in size and is located at 15177 Rose Prairie Road. The Park is 22 kilometers north of Fort St. John and is a 20-minute drive from the city. Designated as a regional park in 1979, it is most well known for hosting community agricultural events, including the North Peace Fall Fair and 4-H Achievement Days. The Park is a treasured community asset enjoyed by a diverse group of people. Some of the buildings on site date back to 1890, which adds to its historical significance.

Since its establishment, the Park has functioned to serve community needs in the region.<sup>1</sup> The facility plays a significant role in fostering interest in agricultural pursuits through its unique agricultural amenities and well-attended events. The Park also acts as a hub for community connection where residents can come together to strengthen relationships and create memories. The site provides a critical link between the past and the present.

“

*“The Fall Fair is the main community event we attend each year. We see many friends and reconnect to the community and the incredibly hard-working people who keep this farming community going. This is such a valuable and important place for young people to be embraced by the community for their skills and accomplishments.”*

– Survey Respondent



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## Programming Analysis

The main activity hosted at the Park is the annual North Peace Fall Fair. The Fair was originally established in 1947, which means it is celebrating its 77<sup>th</sup> year in 2024. This is a remarkable achievement! The Fair offers activities for all ages, including tractor pulls, a tractor parade, a showcase of livestock including swine, sheep, goats, horses, and cattle, log sawing contests, and horseshoe games. Additionally, it features exhibitions of crops, fruits, vegetables, baking, artwork, and photography. The Fair also offers a variety of entertainment including live music, children’s activities such as petting zoos, face painting, and talent shows.<sup>2</sup> The North Peace District 4-H Achievement Days is another important community event that is hosted at the North Peace Regional Park. In 2022, the grounds were the venue for a wedding, two reunions, and a company function.<sup>3</sup>

“The North Peace Fall Fair celebrates our heritage, teaches the younger generation about important life skills, brings the community together, and showcases artisans.”  
– Survey Respondent

Use of the site is fairly limited overall and there is no public access for drop-in/spontaneous use. This situation is driven by facility deficiencies (see next section for more details), but also a lack of focus on expanding community use. There is opportunity to expand public programming as well as rentals if key structures can be made publicly accessible and potable water becomes available.

Most activity at the site occurs during the summer and fall season. No programming happens during the winter season. There may be an opportunity to explore introducing additional programming of the Park in the shoulder seasons.

### Spotlight on the North Peace Fall Fair

The North Peace Fall Fair runs annually on the third weekend in August. The Fair is a major event in the region that attracts over 6,000 locals and visitors. Fairgoers are treated to a variety of enjoyable agricultural and entertainment activities. There are several food options, including a full course meal on Saturday evening at “Dine in the Pines”. The Fair concludes with a family dance.<sup>4</sup> The North Peace Fall Fair is deeply cherished by the community. It provides an opportunity for people to come together and create lasting memories. The Fair has a longstanding tradition with rich history. It is an event that thousands of residents look forward to each year.



### Spotlight on 4-H Achievement Days

4-H Clubs from across the North Peace host their annual Achievement Days at the Park. This event allows members to showcase and celebrate their agricultural prowess. The two-day event features shows and sales that participants of all ages can enjoy. The 2024 event line up included swine, sheep, dog, alpaca, and beef projects.<sup>5</sup>



Photo Credits (top-bottom): North Peace Fall Fair Facebook, North Peace District 4-H Facebook

“4-H Achievement Days have been a fond memory for myself and now my kids. We look forward to the event and spending time with family and friends every year.”  
– Survey Respondent

## Site and Facility Analysis

The North Peace Regional Park is a truly unique place in the region. It is characterized by its largely naturalized landscape with outcroppings of trees throughout. A creek flows along the west side and Rose Prairie Road runs along the east side. The site is surrounded by agricultural land, and it offers attractive views of the beautiful North Peace.

The Park has a variety of structures and amenities spread throughout the grounds. These include the Adeline Kelly building, Pineview Hall, 4-H building, adult handicraft building, livestock barns, log cabin, dining hall and kitchen and a church. There are also storage buildings, a baseball field, horseshoe pits, playground, informal camping areas, outdoor pens and performance areas, concession stands, and washroom facilities. Figure 1 provides a conceptual map of the site that shows where facilities are located on the site.

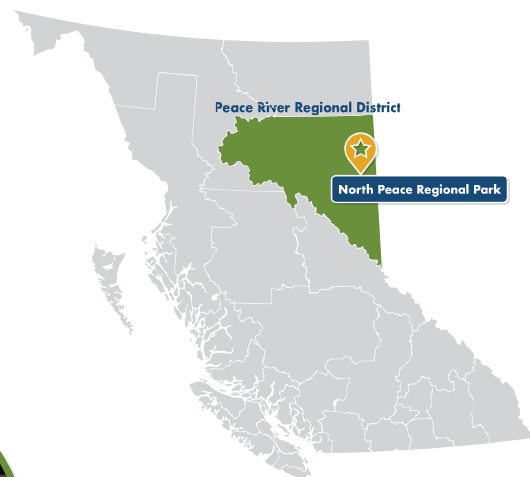
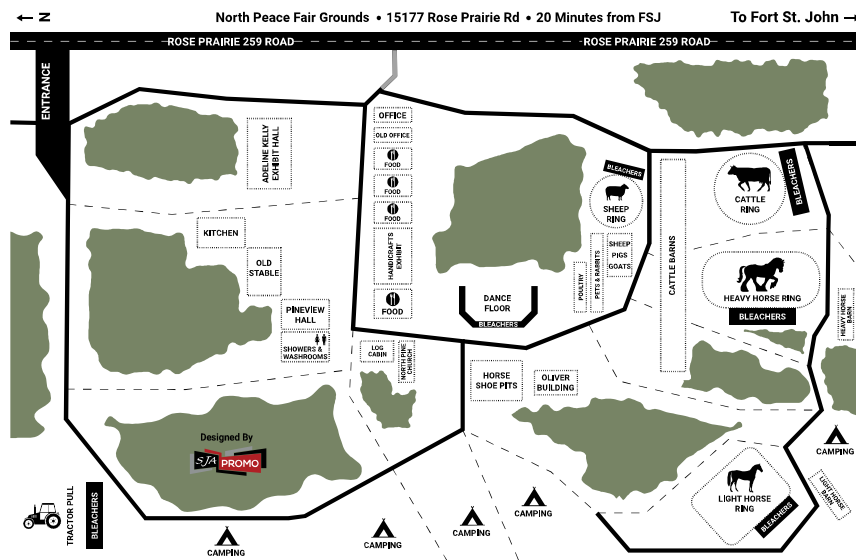


Figure 1. Conceptual Site Map of the North Peace Regional Park



According to a Structural Condition Assessment and BC Fire Code Assessment completed by McElhanney in 2023, most buildings on site are in fair to poor condition. Although, several important buildings have significant issues that limit their use.<sup>6</sup> Structures that are not meeting current building or fire code standards include the Pineview Hall, office, Adult Handicraft Building, kitchen and dining hall concession stands, judging booths, log house, church, stage, 4-H building, storage sheds, pole barns and washrooms. Importantly, the Adeline Kelly building is currently not approved for public occupancy.

There is a lack of potable water on site which requires the operator to truck water onto the site.

## Operational Analysis

The North Peace Regional Park is operated by the North Peace Fall Fair Society through a Use and Occupancy Agreement put in place by the Peace River Regional District. Having the site managed by a community organization such as the Society instills a sense of local ownership over this important community asset. Community involvement in operations also fosters pride and passion for the Park. During the engagement process, participants often mentioned that they appreciate how operations are community led.

The current agreement describes the intended use of the Park as being for the annual Fall Fair event and that it may be rented for private or community gatherings, such as weddings and reunions. The agreement also specifies that the park operator is responsible for maintaining and preserving the grounds in good order and ensuring facilities are kept in a safe, clean, and sanitary condition. Should the operator wish to undertake any land alterations, construction, or renovations, written consent from the PRRD is required. The operator must also comply with all Local Government, Provincial and Federal legislation (e.g. permitting, health requirements, etc.).<sup>7</sup>

The Society invests a considerable amount of resources towards maintaining the site. Their volunteers have spent many hours upkeeping the site over its many decades of operation. For example, simply mowing the entire site in preparation for the Fall Fair can take someone up to three full days to complete.<sup>8</sup> The Society also accepts donations and in-kind support from the community that helps toward maintaining the site.

The PRRD provides funding to support the maintenance and improvement of the Park through grants. The PRRD does not provide ongoing grant to operate the site but does provide funding for property insurance and project-based funding.

There is a need for the PRRD to provide enhanced oversight, guidance, and support to the park operator. Opportunities to enhance the clarity of the operating agreement in terms of expectations, roles, and responsibilities should also be explored.



## The PRRD Regional District Park System

The PRRD owns several other parks, including Sundance Lake Park, Blackfoot Regional Park, Iver Johnson Memorial Community Park, Montney Centennial Park, and Spencer Tuck Park. These parks primarily offer amenities that support drop-in/spontaneous use activities, such as campgrounds, picnic areas, playgrounds, and boat launches. The North Peace Regional Park has a unique offering with its strong agricultural links.

### Strategic Alignment Analysis

The concepts identified in this document are aligned with the strategic elements used to plan other aspects of services and infrastructure within the Peace River Regional District. Strategic alignment was utilized as one indicator to justify future initiatives. For an expanded discussion on these strategies and the District’s relevant policy documents, see Appendix A.

- Peace River Regional District Strategic Plan (2023)
- Peace River Regional District Regional Parks and Trails Master Plan (2014)
- Peace River Regional District Rural Official Community Plan Bylaw No. 1940 (2011)

The PRRD is currently developing a Regional Growth Strategy (expected to be complete in winter of 2025) and a Regional Climate Resiliency Plan (expected to be complete in spring of 2025). Relevant aspects of these strategies should be considered in future planning and decision making related to the North Peace Regional Park, as appropriate.



Photo Credits: North Peace Fall Fair

Photo Credit: Expedition Management Consulting Ltd.



## SWOT Analysis

A high-level analysis of the strengths, weaknesses, opportunities, and threats (SWOT) as they relate to the park was completed to support the plan. The key findings from this analysis are provided next.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Active and engaged volunteers.</li> <li>• The North Peace Fall Fair is a long-standing event that has deep connections to the community.</li> <li>• Multiple groups benefit from facility amenities.</li> <li>• The park has a rich history and unique heritage aspects.</li> </ul>	<ul style="list-style-type: none"> <li>• Aging infrastructure including some buildings at or near the end of their useful life.</li> <li>• Issues with water supply.</li> <li>• Lack of strategic direction, goals, and performance measures to evaluate success.</li> <li>• Lack of programming beyond the North Peace Fall Fair and 4-H Achievement Days.</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Increasing utilization of existing facilities.</li> <li>• Strengthening collaborative partnerships.</li> <li>• Supporting the revitalization of the facility.</li> <li>• Expanding program offerings.</li> <li>• Engaging volunteers and supporting them.</li> </ul>	<ul style="list-style-type: none"> <li>• Rising inflation could negatively impact financial sustainability.</li> <li>• Aging volunteer base and potential for volunteer burnout.</li> <li>• Decline or loss of assets if they are not supported.</li> <li>• Costs of maintaining a large inventory of infrastructure.</li> </ul>

# 3

## Community Engagement Results

NORTH PEACE FALL FAIR  
TRACTOR PULL  
August 19-20-21

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Photo Credit: North Peace Fall Fair Facebook

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### Summary of Engagement Process

Input from residents, the North Peace Fall Fair Society, 4-H Club leadership, and PRRD Staff and Board members was gathered from March to June, 2024. Engagement activities included an online survey, digital input workshops, in-person input workshops, and interviews. In total, the engagement process produced 698 touchpoints.

Figure 2. Summary of Engagement Touchpoints

Engagement Activity	Total Engagement
Online Survey	592 responses
Community Input Workshops	82
Society Input Workshop	9
4-H Clubs Leadership Input Workshops	8
PRRD Staff and Board Input Workshop/Interviews	7
Total	698

#### Communication Tactics

PRRD Communications and Community Services implemented a variety of tactics to promote the engagement process to community members and Park users. These tactics included a “Have Your Say” project page, digital ads, radio ads, social media posts, media releases, and earned media. Please see Appendix B for an expanded description of these tactics and the metrics achieved.

Photo Credits (top-bottom): Expedition Management Consulting Ltd., North Peace Fall Fair

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### Key Findings

The following provides a summary of the key findings from the engagement process. To view the expanded engagement results, please see Appendix C.

- Survey respondents indicated a high level of satisfaction with cleanliness, variety of facilities, safety, and value for money with the North Peace Regional Park. There were lower levels of satisfaction with maintenance/condition, physical accessibility, quality of facilities, parking, and hours of operation.
- Respondents indicated the main reasons to visit the North Peace Regional Park were to participate in an event (86%), to enjoy nature and the outdoors (5%), and to rent/use an on-site facility (2%).
- In terms of specific enhancements or changes needed to amenities/facilities, participants identified upgrading existing buildings, especially the Adeline Kelly building, enhancing public access to existing buildings, new facilities including an all-weather hall, barns, dance floor, kitchen facility, potable water system, and washrooms and upgrading the electrical system.
- In terms of specific enhancements or changes needed to programs/events, participants identified increasing the number of events such as concerts, dances, jamborees, movie nights, and rodeos, continuing the North Peace Fall Fair and 4-H Achievement Days, focusing on agricultural and traditional uses, more rentals, enhancing marketing and communications of events, and increasing the variety and quantity of programs.
- When asked to describe a future vision for the North Peace Regional Park, respondents identified the importance of continuing the North Peace Fall Fair, maintaining the site and general upgrades to facilities, maintaining the grounds as they are, offering more events for the community, and more rental access for the public.
- Organizations reported barriers they experience in utilizing the Park. Barriers included lack of access to existing buildings, the need for facility upgrades, and lack of signage during events.
- There is interest from the Society for enhanced collaboration and communication.
- PRRD staff indicated that there are opportunities for increased public use and overall utilization of the Park.
- There is desire from the community and staff for the Park to remain a unique agricultural-focused space.



North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook

# 4

## Case for Change



North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook



Face Painting  
Photo Credit: North Peace Fall Fair Facebook

The North Peace Regional Park is at a critical stage in its development. It is clear that the heritage value of the Park is strong enough that both the PRRD and the community want to see it restored. However, there are significant challenges to continued use as the facility has fallen into a state of significant disrepair. Investment will be required from the PRRD and its partners to upgrade the Park to a state that is safe, accessible, and useful to the community. A revitalized operating model and partner relationships are required for the Park to be sustainable. Moving forward, the PRRD should establish a framework that encourages collaboration, teamwork, and a shared sense of purpose. This plan is a good first step in building a foundation that will ensure the Park meets the needs of residents now and in the future.

*It is clear that the heritage value of the park is strong enough that both the PRRD and the community want to see it restored.*

*Moving forward, the PRRD should establish a framework that encourages collaboration, teamwork and a shared sense of purpose.*

North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook



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**Vision and Outcome Statements**



North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook

### Vision for the Future

*The North Peace Regional Park will be a thriving facility that is safe, accessible, and further celebrates the agricultural lifestyle of the region.*

### Outcome Statements

Through implementation of this plan, we will:

1. Establish a revitalized and sustainable operating model for the Park.
2. Invest in and protect assets at the Park.
3. Strengthen relationships, leverage shared opportunities and clearly define roles.
4. Create a sustainable funding model that ensures the Park will thrive.
5. Enhance programming to ensure multiple generations of community members can continue to celebrate the agricultural lifestyle in the region.

# 6

## Operational Framework



This section puts forward a recommended operating scenario, roles for the PRRD and park operator related to the management and operation of the Park, a proposed funding model, and suggested performance indicators.

## Operating Scenario Options

The following describes several scenarios that were considered for the future operation of the Park.

### 1. Community Park, Society Operated

This scenario would entail transitioning the classification of the Park to a Community Park (i.e. Area B funded) and maintaining the Society as the operator of the Park. The Society would be responsible for maintenance, capital planning, rental coordination, program and event delivery, ensuring health and safety regulations are adhered to, and ensuring public access to the facility. PRRD staff would continue to manage the operating contract with the Society.

### 2. Regional Park, PRRD Operated

This scenario would entail maintaining the Park's status as a regional park, but transitioning operational responsibility to the PRRD. PRRD staff would be responsible for maintenance and capital planning, and additional human resources may be secured to assist with rental coordination, ensuring health and safety regulations are adhered to, and ensuring public access to the facility. The Society's current Use and Occupancy Agreement in relation to the Park would be discontinued; however, the Park would remain available for use as the site of the North Peace Fall Fair and any other public events would continue to be coordinated (e.g., 4H).

### 3. Disposition of the Park, Society Operated

This scenario, if approved by the Board of the Regional District, would entail pursuing disposition of the Park. The Board could pursue the donation or sale of the property to the current operating society (or other entity), and with that full operational responsibility for the grounds would pass to the new owner. The land is dedicated as Regional Parkland, and per legislation, in order to dispose of this land, Region-wide assent of the electors would have to be approved before the land could be transferred.

The PRRD would no longer provide oversight in the operation or management of the facility. The operator would be able to apply for grants to support operations or events through the PRRD or other sources. The operator would continue to be held to all Local Government, Provincial, and Federal legislation (e.g., permitting, health requirements, BC Building Code, etc.).

### 4. Regional Park, Society Operated

This scenario describes a regional approach to funding the operations at the North Peace Regional Park, and would include Society operations of the grounds. If classified as a regional park, the Park would be funded on a regional level, meaning that all property classes would contribute to funding the Park in the entire regional district. The Park's current lack of availability for public drop-in/spontaneous use sets it apart from the PRRD's other regional parks. If the Park were to continue being a regional park, there will be an expectation that it becomes more available for public drop-in/spontaneous use.

The viability of each scenario was assessed according to the following criteria.

Figure 3. Assessment Criteria

Criteria	Description
Goal Alignment	The extent to which the goals of the organization align with those of the Park.
Organizational Capacity	The extent to which the organization is supported by operational infrastructure, management capacity, and financial resources to effectively manage the Park.
Knowledge	The extent to which the organization understands park management and has experience managing parks.
Collaboration and Public Access	The extent to which the organization encourages and supports collaboration between stakeholders and public access.
Resource Requirements	The extent to which the organization can leverage resources to operate the Park.
Entrepreneurial Mindset	The extent to which the organization will have the ability to be innovative and entrepreneurial in order to generate revenue to be reinvested in the Park.
Growth Potential	The extent to which the organization has potential to achieve year over year growth in terms of public access and revenue generation.
Evaluation and Performance	The extent to which the organization can be clearly evaluated and have its performance measured.
Past Success	The extent to which the organization has been successful elsewhere.

### Recommended Operating Scenario

The recommended operating scenario for the Park is Community Park, Society Operated. This recommendation was made for the following reasons:

- The PRRD has an organizational structure to oversee the Park.
- The Society has a long history of operating the Park and has a desire to continue doing so. An advantage of this model is the ability to leverage the Society members' passion for the site. It is expected that this strong local connection will enable the Society to identify and respond to community needs.
- Continuing with the current operating model would be the least disruptive option and would avoid additional costs that some other options would require.
- Transitioning the Park to a community park designation would align better with the PRRD's parks classification system and how the Park is used.
- With the enhancements described in Section 7, it is believed that this model would be the most effective at achieving the vision for the Park.

As this is a Regional District owned facility, the Board ultimately has the responsibility, liability, and holds risk associated with the grounds. No matter what operating option should be chosen (besides disposition), the Regional Board will continue to be the decision-making authority as the owner, and will need to sign off on the new operating agreement.

## Roles

If the Community Park, Society Operated scenario is implemented, the following roles are recommended for the PRRD and the park operator in relation to this Plan.

### PRRD's Role:

- Oversee the Park and set the strategic direction for its use and development.
- Hold final approval power for all development at the Park.
- Provide sufficient oversight and invest capital funding as needed to ensure the Park is maintained to an acceptable standard for public use.
- Clearly communicate operational expectations and regulatory requirements to the park operator.
- Support the park operator to help them be successful.
- Coordinate implementation of the Plan.

### Park Operator's Role:

- Manage the day-to-day operation of the Park, including ensuring public access, public programming, rentals, events, and maintenance.
- Develop and run programming and events that respond to community demand.
- Adhere to all regulatory requirements and the operational expectations described in the Use and Operating Agreement.
- Provide input to the PRRD in relation to capital development and planning needs for the Park.
- Contribute toward implementation of the Plan.



Photo Credit: Expedition Management Consulting Ltd.

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## Funding Model

It is recommended to employ a funding model that utilizes a combination of revenue sources from multiple partners, including PRRD contributions, self-generated revenue, fundraising, sponsorship, grants, in-kind support from the park operator, donations and legacy contributions. This approach will help to diversify revenue streams and ensure partners that have a stake in the operations of the Park are contributing toward its financial sustainability.

### PRRD Contributions

The PRRD currently contributes funding for capital maintenance/development, property insurance, assessments, planning, and other studies that support safe use of the Park. This is expected to continue moving forward as the PRRD has a vested interest in maintaining its asset. It is recommended that the PRRD include consideration of the Park's capital needs during its regular capital planning processes. The park operator can provide input toward this process through the PRRD liaison. Appendix D contains a capital project evaluation process and criteria that the PRRD can consider adopting for the Park. It is anticipated that this process would help the PRRD ensure that funded capital projects provide adequate value for taxpayer investment.

### Self-Generated Revenue

Self-generated revenue includes things like facility rentals, program fees, vendor fees, and any other purchasable services offered at the Park. Growing self-generated sources of revenue will be important to the financial sustainability of operations. They can also be used to expand and enhance offerings for the community.

### In-Kind Support from the Park Operator

Members of the current park operator provide a significant amount of in-kind support toward the operations of the Park. These members volunteer their time to program the Park, upkeep the grounds, maintain existing facilities, and develop new facilities. They also bring additional volunteers and in-kind support in from the community to help maintain the Park.

### Fundraising, Sponsorship, and Grants

These sources of revenue have the potential to grow as the operational model becomes solidified and the capacity of the park operator increases. Strong engagement with the community could lead to more fundraising and sponsorship opportunities, including fundraising events such as bingos, auctions, concerts, etc. The status of the current park operator as a non-profit organization enables it to apply for grants that are not accessible to municipalities. The park operator is encouraged to further leverage PRRD grants with capital grants from other funders. Capital grants should be approved by the PRRD prior to submission.

### Donations and Legacy Contributions

Monetary donations from the community have played a significant role in the operation and development of the Park over the years. Donation to the Park are a way for people to give back to their community, support a place that has had positive multigenerational impacts, and cement their legacy for future generations. Continuing and hopefully expanding this practice can be a way to improve the financial sustainability of the Park. It should be noted that a mechanism is needed to receive and manage large donations, and ensure proper recognition is given toward remarkable gifts. It should be noted that any donations and sponsorships must be aligned with PRRD policy related to sponsorships, donations and advertising.

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## Performance Indicators

The PRRD and its partners can use the following measures to track performance during implementation of the Plan. Exact numbers and percentages should be added to each performance measure once benchmarks have been developed.

Goal	Performance Measures	Measurement Tools	Measurement Value
<b>Social Measures</b>	1.1 Increased public utilization of the Park.	User statistics Capacity analysis	% Growth % Utilization
	1.2 Strong community support for offerings.	Resident and user surveys	% Support
	1.3 Facilities and programs positively impact individual and community wellness.	Resident and user surveys	% Satisfaction
	1.4 Facilities and programs demonstrate a high level of physical accessibility.	Accessibility audits, user surveys	Audit Score
	1.5 Increased user satisfaction.	User surveys	% Satisfaction
	1.6 Increased public awareness of programs and services.	Resident and user surveys	% Awareness
<b>Economic Measures</b>	2.1 Increased revenue from fundraising/grants/programs/rentals/events.	Revenue tracking	% Growth
	2.2 Funds provided by the PRRD are leveraged with other sources of funding.	Grant tracking	% Leveraged
	2.3 Budget targets are achieved.	Budgets	% Target Realization
<b>Organizational Measures</b>	3.1 The Park is appropriately managed to successfully deliver programs and run operations.	Resident and user surveys Maintenance and operational standards	% Satisfaction % Target Realization
	3.2 Facility and program performance are reviewed annually.	Annual report	% Target Realization % Growth
	3.3 Improved support is provided to the park operator.	Annual report	% Satisfaction
<b>Environmental Measures</b>	4.1 Facility use and development minimizes negative impact to the environment.	Annual report	Impacts Identified
	4.2 Increased awareness of environmental issues, conservation efforts, and impactful behaviours.	Resident and user surveys	% Aware
	4.3 Enhanced connection to nature.	Resident and user surveys	% Connected

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North Peace Fall Fair  
Photo Credit: North Peace Fall Fair Facebook

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## Focus Areas

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This section outlines the main focus areas, associated priorities, and supporting recommendations for the Plan. Priorities were identified based on extensive community engagement, input from PRRD Directors and staff, research, analysis, and consultant assessments.

The Plan is intended to be implemented over a 10 year time frame. Some priorities will take more time and resources to accomplish than others, so the PRRD is encouraged to work with its partners to determine which priorities they want to pursue first. Progress on implementation will depend upon available resources and capacity of the PRRD and its partners. Stakeholders are encouraged to work together to leverage funds wherever possible. It should be noted that all development on the grounds will need to be approved by the Regional District Board. For a summary of recommendations, please see appendix E.

Priorities have been divided into three categories for organizational purposes (note that the numbering does not indicate priority). These categories include:






1. Facility Development
2. Program Development
3. Service Delivery Enhancements

Within each category, the priorities have been arranged in a suggested order of priority.

# 1. Facility Development

## Legend

Recommended Direction

 <b>MAINTAIN</b>	Maintain the amenity at its current service level.	 <b>NEWSERVICE OR AMENITY</b>	Potential new amenity at the Park.
 <b>IMPROVE</b>	The amenity needs improvement to meet community needs.	 <b>FURTHER STUDY</b>	Further study is recommended before proceeding with development.
 <b>REPLACE</b>	The amenity provides value to the community; however, it is no longer meeting community needs and should be replaced.	 <b>STOP</b>	Significantly reduce, remove, or do not pursue development of the service.
 <b>REPURPOSE</b>	The amenity is not providing significant value to the community and there are opportunities to repurpose it to better meet community needs.		

## Preliminary Budget Allowance Ranges for Capital Developments

Low (\$)	Less than \$50,000
Medium (\$\$)	\$50,000 - \$150,000
High (\$\$\$)	More than \$150,000

## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building**
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
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- O. Enhance Destination and Directional Signage

### A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building



The Adeline Kelly building has been described as the heart of North Peace Fall Fair.<sup>10</sup> The building was constructed in 2014 by the Society with help from members of the community. It has been a cornerstone of the Fair and, if it were upgraded to a public occupancy building, would be an important facility supporting onsite events and rentals.

The Adeline Kelly building is currently compliant with BC Building Code F-2 (Medium Hazard Industrial); however, it is not compliant with BC Building Code A-2 (Public Assembly). According to McElhanney's 2024 review of the Adeline Kelly building, a full building upgrade is required to change the occupancy from F-2 to A-2. This would entail going from a Part 9 to a Part 3 building by involving engineering disciplines in the upgrades (e.g. mechanical, electrical, structural, plumbing, architectural) and addressing deficiencies, including washrooms to serve 300 persons, insulation, heating and ventilation, special separations, fire rated wall assemblies, and other BC Building Code considerations.<sup>11</sup> It is recommended that further analysis be conducted to determine feasibility and estimated construction costs.

A usable kitchen facility at the Park is strongly desired by the Society and the community to support events, programming, and rentals. The existing kitchen building has several significant deficiencies, especially in relation to fire code compliance, which makes it unsuitable for use.<sup>12</sup> It is recommended that options to add a cooking facility be considered as part of any potential upgrades to the Adeline Kelly building.

Given the presently intended uses of the facility, it is expected that a three season building (i.e. spring, summer, fall) would suffice to meet the majority of community needs. If demand for use during the winter season grows, operation of a four season building could be considered.

**“**We aren't looking for fancy. We just need functionality.**”**  
– North Peace Fall Fair Society

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
 <b>FURTHER STUDY</b>	1.A.1. Assess the feasibility and estimated construction costs to upgrade the Adeline Kelly to a public occupancy building.	\$\$ (study)
 <b>IMPROVE</b>		

## Facility Development

A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building

### B. Study Options to Address Water Needs On-Site

- C. Improve Overall Safety
- D. Replace and Enhance the Playground
- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
- J. Consider Upgrading the Pineview Hall
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## B. Study Options to Address Water Needs On-Site

Having readily available water is crucial to supporting events, programming, and rentals at the Park. Potable water is needed to provide drinking water for people and animals. Water also enables the use of important amenities like washrooms and is needed for cleaning purposes.

There is a water well located on the grounds and it was tested on multiple occasions in 2023. Groundwater sampling results indicated that the water exceeded the 2020 BC Source Drinking Water Quality Guidelines for dissolved manganese and dissolved cobalt.<sup>13</sup> It is unclear whether the long term flow rate from the well is sufficient to meet the needs of the site. An engineering report recommended, "not to use the well in its current state until confirmation can be made with the regulatory body under the Water Sustainability Act as to whether the well construction is classified as non-compliant."<sup>14</sup>

There is also a cistern system on-site that was recently cleaned. The Society has contracted a trucking company to bring water to the site for the 2024 Fall Fair. It is unclear at this time whether the size of the cistern system is large enough to meet the needs of the site.

Further study is needed to analyze all the different options for providing water on-site to determine the most feasible and cost-effective long-term solution.

### Recommended Direction



### Recommendations

- 1.B.1. Conduct a feasibility study to determine the optimal long-term solution to providing potable water on-site.
- 1.B.2. Evaluate the effectiveness of trucking in water for the 2024 Fall Fair. Input should be sought from the Society and eventgoers.
- 1.B.3. Explore the opportunity to use the available non-potable well water for non-human consumption purposes (e.g. cleaning, flushing toilets, etc.).

### Preliminary Budget Allowance – Capital

\$ - \$\$ (feasibility study)

Capital costs are dependent upon the results of the feasibility study.

## Facility Development

A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building

B. Study Options to Address Water Needs On-Site

### C. Improve Overall Safety

### D. Replace and Enhance the Playground

- E. Upgrade the Electrical System
- F. Accessibility Enhancements
- G. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
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- O. Enhance Destination and Directional Signage

## C. Develop a Safety Plan

There is a need to review safety procedures at the Park.

### Recommended Direction



### Recommendations

- 1.C.1. Develop and implement a safety plan for the Park.

### Preliminary Budget Allowance – Capital

\$ - \$\$

## D. Replace and Enhance the Playground

The playground is a well-used amenity during events at the Park. However, existing equipment is in poor shape, water pools on the playing surface, and there are no support amenities like seating, tables, or shaded areas. Upgrading the playground would make this area of the Park safer, more enjoyable, and encourage drop-in/passive use. It could also be used to support other activities on the site, such as weddings, celebrations, and other forms of rentals.

Enhancements to the playground area should be paired with increased inspections and enhanced maintenance.

### Recommended Direction



### Recommendations

- 1.D.1. Assess existing equipment for safety and remove if necessary. Replace playground equipment and enhance the play area.

### Preliminary Budget Allowance – Capital

\$\$\$



## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
- D. Replace and Enhance the Playground

### E. Upgrade the Electrical System

#### F. Accessibility Enhancements

- C. Upgrade Animal Barns
- H. Improve Capacity to Host Weddings
- I. Develop a Perimeter Trail
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### E. Upgrade the Electrical System

Community members and representatives of local 4-H Clubs requested better access to reliable electricity throughout the grounds. High priority areas included the livestock barns, riding arena, tractor pull area, vendor area, and in the log cabin. Electrical safety upgrades were completed in 2023; however, no new cabling was done.

#### Recommended Direction



#### Recommendations

- 1.E.1 Develop a plan to electrify high priority areas of the Park.

**Preliminary Budget Allowance – Capital**  
\$ - \$\$\$ (dependent upon the scope of the electrification plan).

### F. Accessibility Enhancements

Participants in the community engagement process requested enhancements to the physical accessibility of the Park. Several improvements to accessibility have been made in recent years (e.g. ramps and handrails to access buildings); however, more can be done. An accessible washroom is needed, more accessible seating at activity areas would be welcome, and adding hard surfaces throughout the site to enable easier transport between key destinations for those with mobility impairments would be an improvement.

#### Recommended Direction



FURTHER STUDY



#### Recommendations

- 1.F.1 Conduct an accessibility audit and take steps to improve physical accessibility throughout the site.

**Preliminary Budget Allowance – Capital**  
\$ - \$\$ (upgrade costs are dependent upon the results of the accessibility audit).

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## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
- B. Study Options to Address Water Needs On-Site
- C. Improve Overall Safety
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### E. Upgrade the Electrical System

#### F. Accessibility Enhancements

### G. Upgrade Animal Barns

- H. Improve Capacity to Host Weddings
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### G. Upgrade Animal Barns

There are several animal barns on site that support agricultural uses. These buildings are primarily utilized during the Fall Fair and 4-H Achievement Days. Participants in the engagement process, including representatives and members of regional 4-H Clubs, described the importance of these buildings for supporting agricultural programming. If these buildings were better maintained and potentially upgraded, there would be opportunity to increase their utilization for public access and spontaneous use.

The condition of these buildings has deteriorated over time, and they currently range from fair to poor.<sup>15</sup> Some barns are a safety concern in their current state and will get progressively worse if not addressed soon. Upgrades are needed to ensure the continued use of these facilities.

Consideration could be given toward expanding existing amenities and possibly including new amenities requested by the community. These requests included:

- Larger wash racks.
- Wider centre alleys for moving animals.
- Adding outside walls to fully enclose animals.
- Larger pens in the small animal barn to fit bigger animals like swine and llamas.
- Including show rings.
- Expanding the beef barn to support future growth in 4-H programming.

#### Recommended Direction



MAINTAIN

#### Recommendations

- 1.G.1. Repair the animal barns to ensure continued use.
- 1.G.2. Consider including requested enhancements during repairs.

**Preliminary Budget Allowance – Capital**  
\$ - \$\$\$ (depending on how many barns are upgraded and the extent of those upgrades).<sup>16</sup>

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## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
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### H. Improve Capacity to Host Weddings

The Park is an attractive place to host a wedding. Many community members have been married there over the years. To continue this tradition and expand rentals, improvements are needed to enhance the capacity of the site to function as a wedding venue. In order to use the on site Church its chimney needs to be removed and sealed, and the building must be brought into compliance with fire codes.<sup>17</sup> Other facility upgrades identified previously will also improve the capacity of the site to host weddings (e.g. public occupancy for the Adeline Kelly, potable water, add a kitchen, accessibility enhancements, playground enhancement, etc.).

The Park lacks a designated outdoor space for weddings. Simple enhancements, such as an arbor and level ground for temporary bench or chair seating in an attractive area in the Park, would be all that is needed to enable the site to host outdoor weddings ceremonies. Renters could bring their own wedding supplies (e.g. arbor, tables, chairs, etc.) or the park operator could apply for grants to purchase these supplies.


Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
 	1.H.1. Upgrade the Church to make it safe for public occupancy.	\$
	1.H.2. Consider developing an outdoor wedding space.	

## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
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### I. Develop a Perimeter Trail

Trails can be a great way to support drop-in/spontaneous use of park spaces. They encourage visitors to get active, explore the area, and deepen their connection to the land. Currently, there are no formalized trails at the Park. However, there is a road that runs the perimeter of the Park, and this is sometimes used to walk around the site. It is recommended that a trail be developed around the perimeter of the site to offer this experience and enhance movement of users. Consideration should be put toward using trail surfaces that align with intended use and level of accessibility desired.

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
	1.I.1. Develop a perimeter trail around the Park.	\$\$\$

### J. Consider Upgrading the Pineview Hall

The Pineview Hall supports on-site events and can be used to host community programming, entertainment events, and other rentals. The PRRD provided a grant to the Society to hire a company to undertake a full engineering and architectural assessment of the building, as well as provide costing for necessary repairs and upgrades prior to the 2024 Fall Fair. Depending on the results of the assessment and associated costs, it may be worthwhile upgrading the Pineview Hall to ensure it continues to support events, community programming, and rentals.

Recommended Direction	Recommendations	Preliminary Budget Allowance – Capital
	1.J.1. Evaluate the results of the Pineview Hall assessment and determine whether it is worthwhile to upgrade the building.	\$ - \$\$\$ (upgrade costs are dependent upon the results of the assessment).

## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
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### K. Improve Camping Facilities

There are no designated or formalized camping areas at the Park and there is a lack of camping amenities (e.g. fire pits). Campers who overnight at the Park during events find open patches of grass to set up their RVs. If the weather is particularly wet, the ground can become muddy making it challenging to leave the Park and causing damage to the grounds. Gaps in the current offering detract from the experience of overnight visitors.

Improving on-site camping facilities would enhance visitor experiences and could be a revenue driver for the operator. Gravel campsites with their own fire pits could be sold at an extra charge. Better camping facilities would also support increased rentals at the site, especially for weddings. It should be noted that the intention of these improvements would be to better support on-site events and rentals, rather than transforming the Park into a full service campground.

#### Recommended Direction



#### Recommendations

- 1.K.1. Develop a designated camping area and add support amenities.

**Preliminary Budget Allowance – Capital**  
\$\$

### L. Repurpose the Baseball Field into Accessible Parking

Only 21% of survey respondents reported having used the baseball field, which indicates it is the least used facility at the Park. The Society requested more parking to support activity at the Park, and there are currently no accessible parking spaces on site. The baseball field would be a good area to be replaced with accessible parking spots given its proximity to the Adeline Kelly building and other important structures (e.g. ticket office, concession stands, washrooms).

#### Recommended Direction



#### Recommendations

- 1.L.1. Remove the baseball field and add accessible parking spots in its place.

**Preliminary Budget Allowance – Capital**  
Variable.

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North Peace Regional Park Master Plan | October 29, 2024

## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
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- L. Repurpose the Baseball Field into Accessible Parking
- M. Develop an Asset Management Plan**
- N. Remove Undesirable and Redundant Buildings**
- O. Enhance Destination and Directional Signage

### M. Develop an Asset Management Plan

The PRRD has made significant investments over time toward upkeeping the Park. However, these decisions have tended to be made on an ad hoc basis as issues arise. This situation is leading to challenges and increased stress for stakeholders as they react, sometimes with very short notice, to unforeseen problems with assets on the site. A multi-year plan should be established to ensure on-site assets are being upkept to an appropriate standard. Over the long term, such a plan is expected to reduce both stress and potentially costs as issues can be identified and addressed before they become more expensive and challenging problems to deal with.

The PRRD's overall strategic plan, asset management plan, and capital plan should all be considered. Updated facility condition assessments and supporting engineering studies may be needed to inform an asset management plan for the Park.

#### Recommendations

- 1.M.1. Develop a multi-year asset management plan for the Park.

### N. Remove Buildings That Are at the End of Their Useful Life

The Adult Handicraft building is currently closed to the public and the Society indicated to the PRRD that they do not wish to pursue further analysis or upgrades to this structure. If the building were removed, the playground area could be expanded and opened up for easier access.

The Kitchen and Dining Hall buildings are currently closed to the public and have significant safety deficiencies. If the Adeline Kelly building were upgraded and a kitchen facility was added to it, the existing Kitchen and Dining Hall would be redundant.

#### Recommended Direction



#### Recommendations

- 1.N.1. Remove the Adult Handicraft building.
- 1.N.2. Remove the Kitchen and Dining Hall buildings.

**Preliminary Budget Allowance – Capital**  
\$ - \$\$

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## Facility Development

- A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building
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- N. Remove Undesirable and Redundant Buildings

### O. Enhance Destination and Directional Signage

## O. Enhance Destination and Directional Signage

There is a lack of directional signage that would help visitors navigate throughout the Park. Improvements could also be made to directional signage leading to the Park and the entrance sign at the Park.

### Recommended Direction



### Recommendations

- 1.O.1. Add directional signage throughout and leading to the Park.
- 1.O.2. Improve destination signage at the main entrance to the Park.

Preliminary Budget Allowance – Capital  
\$

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North Peace Regional Park Master Plan | October 29, 2024

## Program Development

### A. Continue to Host the Fall Fair and 4-H Achievement Days

### B. Expand Public Programming

- C. Expand Agricultural Programming
- D. Expand Rentals
- E. Enhance Interpretive Elements

## 2. Program Development

### A. Continue to Host the Fall Fair and 4-H Achievement Days

The importance of the North Peace Fall Fair and 4-H Achievement Days to the community was made clear through the engagement process. Continuing to host these events at the Park is recommended.

### Recommendations

- 2.A.1. Continue to host the Fall Fair and 4-H Achievement Days at the North Peace Regional Park.

### B. Expand Public Programming

There are several opportunities to enhance programming opportunities for the public. Through the engagement process, the community expressed demand for more entertainment options, such as concerts and music performances. Additionally, there was a desire from the Society to organize movie nights at the Park. Hosting movie nights is an inexpensive way to engage the community and bring people together. Another opportunity to enhance public programming and bring the community together is by hosting community meals. These gatherings provide a time for the community to come together, share food, and build relationships. Public programming could vary in duration, spanning from weekend-long events to shorter day time or evening activities.

The park operator should also consider offering ongoing drop-in/spontaneous use opportunities that residents can use at their leisure. This would mean opening the Park for general use during identified hours. This could be done as a pilot program in the summer season and expand to shoulder seasons as demand, management capacity and facilities allow. Opening the Park to public drop-in use increases the need to ensure the site is secure. If resources allow, a caretaker could be hired to supervise the Park to mitigate vandalism concerns.

Other ideas for potential public programming and spontaneous use include:

- Nature programs (e.g. spring planting, guided nature walks, gardening clubs)
- Seasonal celebrations (e.g. Easter egg hunts, Halloween events)
- Equestrian camping
- Dark sky viewing
- Cross-country skiing
- Snowshoeing

### Recommendations

- 2.B.1. Expand public programming options at the Park.
- 2.B.2. Consider piloting public drop-in use during specified hours/seasons.

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## Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming**
- D. Expand Rentals
- E. Enhance Interpretive Elements

### C. Expand Agricultural Programming

There are opportunities to further leverage the Park's unique agricultural assets by expanding agricultural programming. By offering agricultural programs there is potential to bring people together through a shared passion. Enhancing these programs can also engage youth in the region by sparking their interest in agriculture. This approach ensures longevity and continued growth in agricultural pursuits.

Farmers markets are popular throughout the summer and showcase the region's local produce. There may be an opportunity to host a weekly farmers market during the summer. It will be important to avoid scheduling conflicts with other markets in the region to ensure that vendors and customers have more opportunities to participate.

Other examples of agricultural programs include:

- Workshops/seminars/clinics (e.g. canning/food processing, animal husbandry, etc.).
- School field trips/demonstrations.
- Horse events/clinics.
- Cattle shows.
- Agricultural career fairs.
- Country swap-meet events.
- Gymkhanas.

#### Recommendations

- 2.C.1. Expand agricultural programming at the Park.
- 2.C.2. Consider hosting a weekly summer Farmers Market.

## Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming
- D. Expand Rentals**
- E. Enhance Interpretive Elements

### D. Expand Rentals

The community has shown interest in utilizing the Park for private rentals. Rentals can generate additional revenue for the park operator, which could then be used to support expanded programming and overall maintenance of the Park. Proposed rental uses could include weddings, corporate events, celebrations, funerals, and other gatherings. There may also be benefits to having a permanent anchor tenant(s) renting space on a long-term basis, which would provide the operator with a consistent revenue stream. Another opportunity to enhance revenue generation would be to increase rental fees for larger events like weddings, events, or corporate gatherings.

#### Recommendations

- 2.D.1. Expand rentals at the Park.
- 2.D.2. Consider increasing rental fees for larger events.

## Program Development

- A. Continue to Host the Fall Fair and 4-H Achievement Days
- B. Expand Public Programming
- C. Expand Agricultural Programming
- D. Expand Rentals

### E. Enhance Interpretive Elements

### E. Enhance Interpretive Elements

There is opportunity to share the Park's rich pre-settlement and settlement history through culturally diverse interpretive elements and programming. For example, educational signage, commemorative plaques, or displays of antique farming equipment could be placed throughout the Park. Additionally, historical themes could be integrated into programming, particularly during the Fall Fair.

Heritage buildings within the Park could be transformed into historical exhibitions to strengthen interpretation on site. These buildings could provide community members and visitors with an opportunity to explore the Park through self-guided exploration offering a deeper understanding of the Park's heritage. Volunteers could also be brought in to animate exhibitions during events and programming.

#### Recommendations

- 2.E.1. Commission historic research to support interpretive programming.
- 2.E.2. Consider installing signage and/or plaques around the site to share its history.
- 2.E.3. Consider transforming heritage buildings into historical exhibits.
- 2.E.4. Consider having volunteers on site during events and programming to animate historic exhibitions.

## Service Delivery Enhancements

### A. Invest Resources to Support Implementation

- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

## 3. Service Delivery Enhancements

The following identifies the main priorities related to enhancing service delivery at the Park. These priorities assume that the PRRD will move forward with the recommended operating scenario (i.e. Community Park, Society Operated). If the PRRD chooses a different operating scenario, the recommendations will need to be adjusted to align with that approach.

### A. Invest Resources to Support Implementation

It is suggested that the PRRD consider providing funding and oversight for a part-time coordinator position to help the park operator carry out important operational actions. The roles of this position would include:

- Assisting the operator with operating the Park in a safe manner that complies with the use agreement all rules and regulations.
- Developing and actioning new plans (i.e. operational, succession).
- Managing rentals at the Park.
- Planning and executing public and agricultural programming.
- Marketing and promotions.
- Fundraising (including regular grant applications).
- Organizing volunteers.
- Record keeping.
- Liaising with the PRRD and other partners.

It is estimated that a range of between \$30K - \$40K would be an appropriate amount to fund the part-time coordinator position. The position could be initially piloted for a one year term and then evaluated to determine the impact it has. The PRRD and the park operator should work together during the hiring process to ensure both parties are satisfied with the coordinator's skill set and approach.

#### Recommendations

- 3.A.1. Invest resources as needed based on the chosen operating scenario to support implementation of the plan.

## Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement**
- C. Enhance Communication and Collaboration**
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

### B. Update the Use and Occupancy Licence Agreement

The PRRD's Use and Occupancy Licence Agreement with the park operator should be updated to incorporate the direction proposed in this Plan. Specifically, the programming direction and expectations for increased public use of the Park should be included. Additionally, clearer direction, as well as definitions of key terms such as level of maintenance, would help both parties adhere to the agreement.

#### Recommendations

3.B.1. Update the Use and Occupancy Licence Agreement.

### C. Enhance Communication and Collaboration

It is recommended that the PRRD assign a liaison to attend regular and/or identified meetings with the park operator. The liaison's role would be to act as a bridge between the two organizations, helping both to achieve their goals. The liaison would be expected to provide the operator with accurate information and helpful advice related to navigating rules and regulations, in addition to clear direction in terms of the PRRD's expectations.

#### Recommendations

3.C.1. Assign a liaison to attend regular and/or identified park operator meetings and participate as an advisor.

## Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan**
- E. Improve Record Keeping**
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning
- I. Future Planning and Evaluation

### D. Develop an Operational Plan

The Park does not have an operational plan. An operational plan is a key document that describes what will be happening at the Park and how the park operator is working toward achieving its objectives.

#### Recommendations

3.D.1. Require the operator of the Park to develop a 3-year rolling operational plan for the Park. The plan should be updated annually and presented to the PRRD for feedback.

### E. Improve Record Keeping

Adequate records have not been kept in relation to the operation and development of the Park. In some cases, important documents, such as construction plans, inspection reports, permits, and insurance records have not been created or kept. The lack of record keeping has resulted in significant challenges for both organizations and will continue to do so unless it is addressed.

#### Recommendations

3.E.1. Require the operator of the Park to establish and maintain a record keeping system for the Park. The system should identify requirements for record keeping and processes to ensure that important records are kept.

3.E.2. Consider tracking the amount of in-kind support the park operator provides to the Park through volunteer hours and donated goods and services so that its value can be applied to grant funding.

## Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan**
- G. Improve Marketing**
- H. Review Zoning
- I. Future Planning and Evaluation

### F. Develop a Fundraising Plan

Increasing investment in the Park to support future operations and capital development will be crucial toward implementing the Plan. To this end, it is recommended that the park operator develop and implement a fundraising plan. The plan would identify opportunities for funding and include actions to secure it. Examples of funding opportunities might include:

- Grant programs from all levels of government
- Donations, annuities, legacy fund
- Sponsorship
- Rental and programming fees
- Paid membership program
- Operational funding from the PRRD

#### Recommendations

3.F.1. Develop and implement a fundraising plan.

### G. Improve Marketing

The expansion of public programming and availability of the Park should be paired with an expansion of marketing. According to the survey, the main barrier preventing further use of the Park was being unaware of programs and events. Simple improvements, such as a website and/or social media accounts, would go a long way toward increasing community awareness of what is available on site.

#### Recommendations

3.G.1. Develop an annual marketing plan for the Park.

3.G.2. Establish a website and/or social media account for the Park.

## Service Delivery Enhancements

- A. Invest Resources to Support Implementation
- B. Update the Use and Occupancy Licence Agreement
- C. Enhance Communication and Collaboration
- D. Develop an Operational Plan
- E. Improve Record Keeping
- F. Develop a Fundraising Plan
- G. Improve Marketing
- H. Review Zoning**
- I. Future Planning and Evaluation**

### H. Review Zoning

PRRD staff should review the Park's zoning to ensure it remains in compliance.

#### Recommendations

3.H.1. Review the Park's zoning to ensure it remains in compliance.

### I. Future Planning and Evaluation

Regularly updating the Master Plan and evaluating successes and challenges during implementation will be important.

#### Recommendations

3.I.1. Update the Master Plan in year 5 of implementation.

3.I.2. Re-evaluate the operating model when the Plan is updated to determine if any changes are needed.





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# Conclusion



Camping During the Fall Fair  
Photo Credit: North Peace Fall Fair Facebook

The North Peace Regional Park is a cherished and unique community asset. The vision for the Park is focused on revitalizing this facility and ensuring that it is safe, accessible, and continues to celebrate agricultural lifestyles. The Master Plan will support the achievement of this vision and serve as a framework for decision making moving forward.

Accomplishing the outcomes and priorities identified in this Plan will require ongoing investment, proactive planning, and collaborative efforts from the PRRD and its partners. This will result in a strong foundation from which the Park can continue to thrive and meet the needs of the community.

# Appendices

## Appendix A – Expanded Strategic Alignment Analysis

The following figure outlines the strategic alignment of the Master Plan with Regional District plans.

Figure 5. Strategic Alignment Summary

### Peace River Regional District Regional Parks and Trails Master Plan (2014)<sup>18</sup>

The purpose of the plan is to develop guidelines regarding current and future parks and trails in the region. The plan has 7 recommendations including:

- Commit to the funding necessary to implement the Master Plan
- Work to improve/upgrade the existing Regional Parks
- Encourage the Regional District Board to develop new policies or amend existing policies
- Develop a system of support for recreational trails in the PRRD
- Develop a communications project
- Work to expand the regional park system
- Implement the master plan with climate change mitigation measures in mind

### Peace River Regional District Rural Official Community Plan By-law No. 1940, 2011 Schedule A (2011)<sup>19</sup>

The Official Community Plan Bylaw has the following policies applicable to parks and the natural environment:

- The Park and Natural Environment designation encompasses various land uses including outdoor recreation, campgrounds, agriculture, ecological reserves, work that supports ecological protection or conservation or restoration, and structures for interpretive purposes.
- The Regional District may work in collaboration with other groups/organizations to help protect environmentally sensitive areas.

### Peace River Regional District Strategic Plan (2023)<sup>20</sup>

The purpose of the plan is to address the primary opportunities and challenges encountered in the region.

The strategic plan includes the following strategies regarding infrastructure:

- Undertake condition assessments for all PRRD owned assets.
- Determine service expectations for all assets.

## Appendix B – Engagement Communication Metrics

### Digital Ads

Tactic	Published	Expiry	Views	Clicks	Asset	URL(s)	Notes
Energeticcity.ca Banner	03/19/24	04/04/24	19,850	11		<a href="https://www.evenbrite.ca/o/north-peace-regional-park-master-plan-79131045853">https://www.evenbrite.ca/o/north-peace-regional-park-master-plan-79131045853</a>	Driving workshop registrations.
Energeticcity.ca Banner	04/08/24	04/10/24	3,716	2		<a href="https://www.surveymonkey.com/r/NorthPeaceRegionalParkSurvey">https://www.surveymonkey.com/r/NorthPeaceRegionalParkSurvey</a>	Inform about survey extension.
prrd.bc.ca	03/18/24	04/10/24	2,124	N/A		prrd.bc.ca	Slideshow on the landing page of the PRRD website, current capacity only gives us landing page views not clicks.

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### Website traffic

Tactic	Published	Expiry	Visits	Max Visitors per day	Engaged on the page	URL(s)
Have Your Say project page	03/03/24	N/A	323	47	225	<a href="https://haveyoursay.prrd.bc.ca/nprp">https://haveyoursay.prrd.bc.ca/nprp</a>

### Radio ads

Tactic	Campaign	Start	Expiry	Stations	Frequency	Total spots
Bell Media, 30 second ads	Survey	03/18/24	04/08/24	101.5, 98.5, 890AM DC	Once per day, per station	66
Bell Media, 30 second ads	Workshops	03/18/24	04/08/24	101.5, 98.5, 890AM DC	Once per day, per station	66

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Social media

Tactic	Campaign	Total	Post Impressions	Post reach	Post clicks	Post shares	Reactions	Comments	Notes
Facebook posts	Survey and workshops	8	21,636	468 users	575	90	42	10	03/14/24 03/19/24 03/25/24 04/01/24 04/02/24 04/03/24 04/04/24
Instagram posts	Survey and workshops	6	260	242 users	12	8	17	0	03/19/24 03/25/24 04/01/24 04/02/24 04/03/24 04/04/24

Media releases

March 14, 2024: *PRRD beginning engagement on master plan for NPRP*

Earned media

Energeticcity.ca, March 14, 2024: *PRRD to begin engagement for North Peace Regional Park master plan*

Prince George Citizen, March 14, 2024: *Engagement plan launched for North Peace Regional Park*

The Broken Typewriter, March 28, 2024: *Master plan will shape future of the North Peace Fall Fair*

Energeticcity.ca, April 23, 2024: *Residents rally for North Peace Fall Fair, 4-H Achievement Days at regional park engagement event*


## Appendix C – Expanded Engagement Results

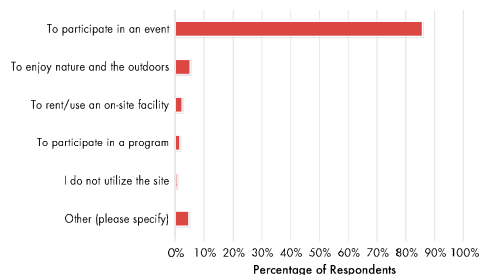
### Online Survey Results


An online survey collected input from residents, businesses/organizations, and government from March 18 to April 8, 2024. In total, 592 responses were received. 45% of respondents indicated they reside in the City of Fort St. John, 40% said they reside in an unincorporated community within the PRRD, and the remaining respondents were from a different community within the Peace River Regional District. 1% of respondents were a non-government organization, 1% were a business, >1% were government, and the remaining 1% were other.

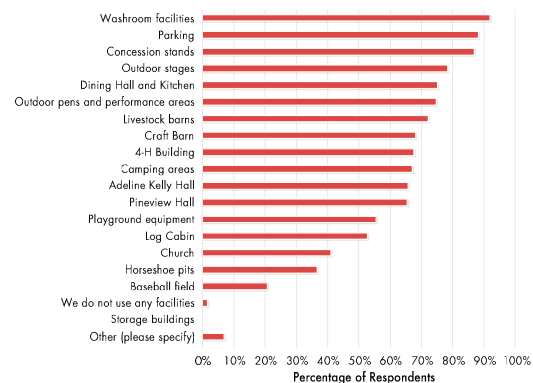
### Residents

The online survey streamed respondents to different questions based on if they identified themselves as a representative of a business/government/organization or as a member of the public. The following information is applicable specifically to survey respondents who identified themselves as a member of the public. Of the responses received, 74% of respondents identified as female, 21% identified as male, 4% preferred not to say, and 1% preferred to self identify. Respondents were primarily between the ages of 40-49 (21%), 30-39 (19%), 60-69 (17%), and 50-59 (16%).

 What is the main reason you visit the North Peace Regional Park?

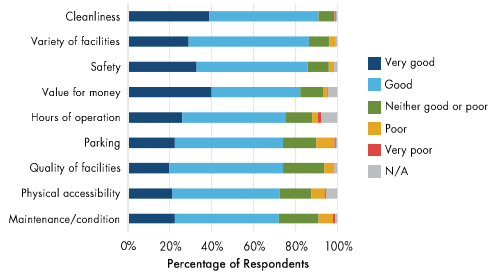


 What facilities, if any, at the North Peace Regional Park do you use or have used (please check all that apply):





Please rate the North Peace Regional Park based on the following categories.



What, if anything, prevents you from utilizing the North Peace Regional Park more often? Please select all that apply.



Comments in the "other" category included:

- Accessibility challenges during the off season (snow and rain)
- Lack of availability for private community events.
- Lack of communication (e.g., unaware the park is available outside the North Peace Fall Fair).
- Lack of accessibility.



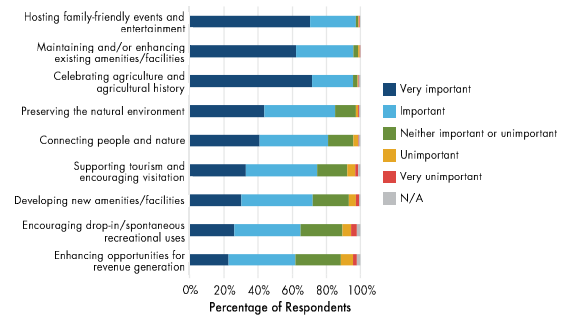
In one or two sentences, please describe your future vision for the North Peace Regional Park. Consider your aspirations for the area, what might be different from today, and what might stay the same.

Respondents identified the following most often:

- Respondents highlighted the importance of continuing the North Peace Fall Fair.
- Maintaining the site and general upgrades to facilities including barns, seating, Adeline Kelly Hall, etc.
- Maintaining the grounds as they are.
- Offering more community events, fairs, music events, and outdoor events.
- New facilities including venues, animal pens, year-round facilities, arenas, and a playground.
- More rental access to the public for weddings, reunions, bookings, etc.



Please rate the importance of the following guiding principles to the future development of the North Peace Regional Park. If you would like to create your own guiding principles, please do so using the "other" option.





Are there any specific enhancements or changes you would like to see made to amenities/facilities at the North Peace Regional Park? If yes, please describe below.

Respondents identified the following most often:

- Upgrading existing buildings, renovating existing buildings to be brought up to code, and upgrading the Adeline Kelly Building.
- Enhancing public access to existing buildings.
- New facilities including a heated hall, new barns, dance floor, and kitchen.
- Upgrading washrooms and more of them.
- Repairs to existing bleachers, more seating options around the stage, and more shade options.



Are there any specific enhancements or changes you would like to see made to programs/events at the North Peace Regional Park? If yes, please describe below.

Respondents identified the following most often:

- Increasing the number of events (e.g., music concerts, dances, jamborees, movie nights, and rodeos).
- Continuing the North Peace Fall Fair.
- Enhancing marketing and communications of events.
- Increasing the variety and quantity of programs (e.g., clinics, workshops, camps, and markets).



Are there any specific activities, programs, or events you would like to see at the North Peace Regional Park that are not currently offered there? If yes, please describe below.

Respondents identified the following most often:

- Music festivals, concerts, jamborees, movie nights, and rodeos.
- More dances and markets.
- Increasing the number of camps, clinics, school field trips, and workshops.
- More rentals available for the public.



In your opinion, is there anything else that we should take into consideration when developing the plan?

Respondents identified the following most often:

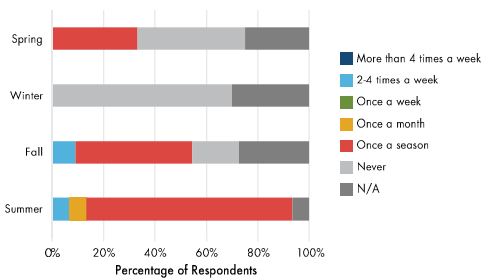
- Importance of maintaining history, tradition, and agriculture.
- Continuing the North Peace Fall Fair.
- Maintaining existing buildings, upgrading buildings, and adding new infrastructure such as a playground, stage, and all-season facility.
- Continuing to have the Society operate the grounds.
- Maintaining the grounds as is.
- Enhancing communication and input opportunities for the community.
- Enhancing public access to existing buildings.

### Businesses/Organizations/Government

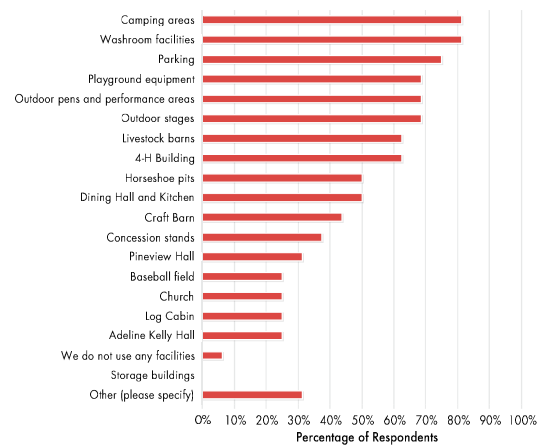
The following information is applicable specifically to survey respondents who identified themselves as a representative of a business/organization/government.



On average, how often does your organization use the North Peace Regional Park throughout the year?

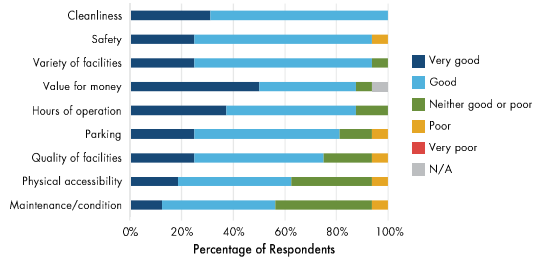


What facilities, if any, at the North Peace Regional Park does your organization use or have used (please check all that apply):





Please rate the North Peace Regional Park based on the following categories:



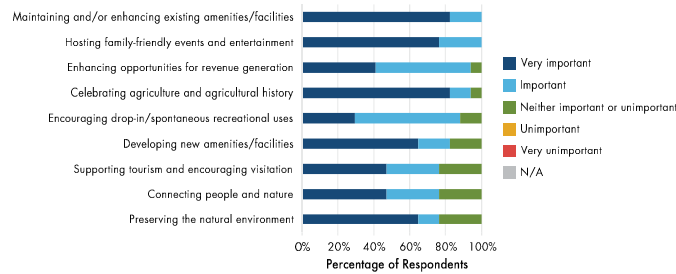
In one or two sentences, please describe your future vision for the North Peace Regional Park. Consider your aspirations for the area, what might be different from today, and what might stay the same.

Respondents identified the following most often:

- Maintaining the site as an agricultural park.
- Continue to host the North Peace Fall Fair and 4-H Achievements.
- Expand and upgrade parking lots.
- New facilities including a covered arena, stage, grandstands, and washrooms.
- Enhancing the camping area.
- Updating facilities including barns and older buildings.
- Ensuring potable water availability.
- Enhance accessibility including wheelchair access and road access.
- Ensure buildings meet current codes and standards.
- Enhance public access to existing buildings.



Please rate the importance of the following guiding principles to the future development of the North Peace Regional Park. If you would like to create your own guiding principles, please do so using the "other" option.



Please describe any barriers your organization experiences in utilizing the North Peace Regional Park.

Respondents identified the following most often:

- Allowing 4-H to have equal access to the fairground facilities.
- Upgrading facilities including equine facilities, washrooms, barns, and potable water.
- Expanding the camping area.
- Poor road maintenance between Fort St. John and the fairgrounds.
- More signage on the road to indicate events in progress.
- Maintenance is volunteer based, which can cause delays.
- Limited access to existing buildings.



Please describe why these enhancements or changes are necessary to better serve your organization and its participants.

Respondents identified the following most often:

- Water and barns are essential for events.
- Upgrades needed for the safety of participants, equines, and the public.
- Improving water access and electricity for animals and equipment.
- Ability to host more horse events and shows with better facilities.
- Enhanced public use by bringing buildings up to code.



If applicable, please describe any enhancements or changes to the North Peace Regional Park that would enable your organization to better service its participants.

Respondents identified the following most often:

- More collaboration between the PRRD, 4-H Club, and North Peace Fall Fair Board.
- Addressing facility issues such as the well and pump for the animal wash racks, improving equine facilities, parking, washrooms, and upgrading facilities to meet code.
- Development of new facilities including a barn area for overnight stalling of horses.
- Hosting outdoor career fairs.
- Upgrades to the Adeline Kelly Building.



If you would like to provide any further input to inform the plan, please do so here.

Respondents identified the following most often:

- Volunteer and community involvement should be a focus.
- Support of the PRRD expanding the use of the grounds but want to continue holding 4-H events there.
- Reliance on the fairgrounds for Achievement Days, which fosters youth involvement in agriculture and leadership.
- Ensuring PRRD support for continued use of the fairgrounds.
- Opportunity to have golf carts and volunteers to assist elderly or mobility-challenged participants.

### Community Input Workshops

Three community input workshops were hosted on April 2<sup>nd</sup>, April 3<sup>rd</sup>, and April 4<sup>th</sup>, 2024. 82 participants attended the workshops. The following summarizes the input received.



What types of facilities are needed at the North Peace Regional Park to meet the needs of the community now and into the future?

- Community Agriculture Centre where organizations could rent out office space for meetings.
- Upgrading and reopening the Adeline Kelly Building.
- Enhanced accessibility on the grounds (e.g., hard surfaces for wheelchairs).
- Kitchen facility.
- Access to potable water.
- Important to maintain camping facilities.
- Desire to keep facilities maintained.
- Year-round facility access.
- Animal show rings (beef, horse, small animal).
- Electrical upgrades (e.g., vendors, horse and cattle barns, sheep pens, lighting, etc.)
- Building access for various activities (i.e., crafts, exhibits, etc.)
- Stage and entertainment area.



What types of programs are needed at the North Peace Regional Park to meet the needs of the community now and into the future?

- Continuing the North Peace Fall Fair.
- Increasing the number of events (e.g. music concerts, dances, jamborees, movie nights, rodeos, etc.).
- Increasing variety and quantity of programs (e.g., clinics, workshops, camps, markets).
- Hosting 4-H Achievement Days.
- Having private rentals available for the community.



If the plan could achieve one thing, what do you think it should be?

- Maintaining the traditional use of the grounds (i.e. Fall Fair and 4-H events).
- Providing clear direction, funding model, and clear guidelines for the park.
- Development of an all-season facility.
- Preserving history and heritage.

### Society Input Workshop

A society input workshop was hosted on March 19, 2024. 9 participants attended the workshop. The following summarizes the input received.

- The Society is currently working well and have run the Fall Fair for 77 years.
- Strong support from volunteers and sponsors.
- Concerns regarding loss of access to the grounds/buildings.
- Weather-related issues.
- No services on site can be challenging (e.g., kitchen/bathrooms).
- Interest in expanding the Adeline Kelly Building.
- Need for a kitchen facility.
- Need for a water filtration system.
- Upgrades to electrical system and playground.
- Expanding the operational season.
- Interest in hosting more programs and events.
- Importance of maintaining the Fall Fair and its links to agriculture.

### Staff Input Workshop

A staff input workshop was hosted on April 23, 2024. 3 staff attended the workshop. The following summarizes the input received.

- Opportunities for increased public use and overall utilization of the park.
- Desire for the park to remain a unique, agricultural-focused space.
- Clarifying operational roles and responsibilities.
- Considering impacts to PRRD staff and resources.
- Improving safety, accessibility, and documentation/record-keeping.
- Setting a clear direction for the future of the park.



## Appendix D – Capital Project Evaluation Criteria and Process for NPRP

The following evaluation criteria and process is recommended to use when considering future capital projects at the Park.

### Evaluation Criteria

1. Condition Assessment (if the project is an expansion, renovation, or replacement of an existing facility)
  - The project mitigates safety risk to staff, volunteers and public.
  - The project ensures compliance with all laws and regulation.
  - The project mitigates risk to infrastructure and the environment.
  - The project will enable operational cost savings and efficiencies.
2. Strategic Alignment
  - Demonstrates strategic alignment/compliance with key planning documents.
3. Engagement with PRRD Board of Directors
  - Demonstrates early involvement and engagement with the Board.
4. Demand
  - Demonstrates demand from residents in the catchment area (indicators may include public input surveys, community group interviews, focus groups, activity trends, population projections, current and projected facility utilization, program statistics etc.);
  - Clearly identifies target markets and how the facility will meet the needs of those markets.
5. Supply
  - Provides complementary (vs. competitive) services and facilities;
  - Demonstrates facility supply does not meet demand in the catchment area;
  - Demonstrates effective use of existing assets in the community and has completed a thorough review of all re-purposing options of existing assets.
6. Strategic Partners
  - Demonstrates a collaborative approach and strong partnerships;
  - Demonstrates a plan to work with other organizations to ensure resources are shared, support services are centralized and efficiencies are maximized.
7. Public Access and Facility Use
  - Demonstrates high level of accessibility to the public and ensures the greatest access to the greatest number of citizens;
  - Demonstrates inclusiveness and accommodates people of all ages, cultural backgrounds, income levels and abilities.

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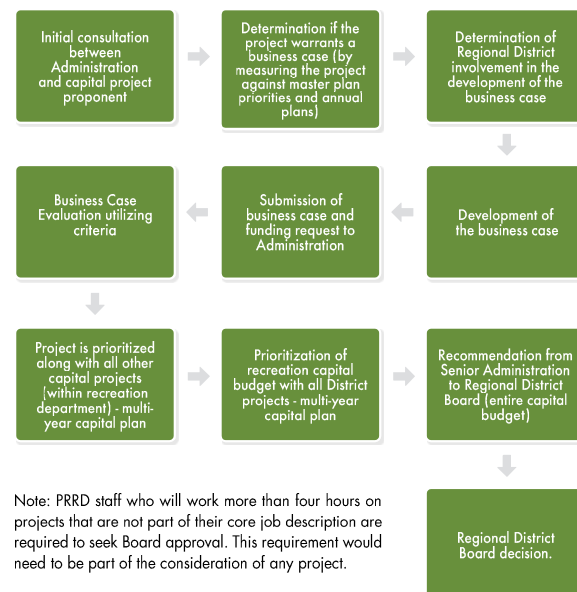
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8. Capital Financing Plan
  - Capital financing plan is realistic and is supported by sound data;
  - Capital financing plan demonstrates a clear ability to fund the project.
9. Operational Costs
  - Operational revenue/cost assessment is realistic and is supported by sound data;
  - Operating model demonstrates enhanced opportunities for citizens, while seeking to maximize revenue and minimize tax supported annual operating costs;
  - Demonstrates sound lifecycle planning and allocates annual resources for lifecycle costs;
  - Clear identification of annual taxpayer support required.
  - Clear identification of additional PRRD staff support required for operations, maintenance, and inspection.
10. Operating Plan
  - Operational plan is clear, logical and realistic;
  - Operational plan identifies clear performance measures.
11. Concept and Site
  - Project is high quality and built to last;
  - Design encourages multi-use spaces that promote a variety of uses for a variety of interests;
  - Design allows for growth in the future as needs change and evolve;
  - Design will limit negative impacts on the environment.
12. Risks
  - Project risks and mitigation measures are adequately identified.
13. Relative Priority
  - After evaluation of the above criteria, Regional District Board will measure the need for the project against other District projects (both recreation and non-recreation).

### Process for Evaluating Major Capital Development Projects at NPRP

Figure 6 outlines a process for evaluating major capital projects during budget planning cycles.

Figure 6. Process for Evaluating Major Capital Development Projects at NPRP



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## Appendix E – Summary of Recommendations

Focus Area: 1. Facility Development			
Initiative	Recommended Direction	Recommendation(s)	Preliminary Budget Allowance - Capital
A. Consider Upgrading the Adeline Kelly to a Public Occupancy Building	<ul style="list-style-type: none"> <li>Further Study</li> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.A.1. Assess the feasibility and estimated construction costs to upgrade the Adeline Kelly to a public occupancy building.</li> </ul>	\$\$ (study)
B. Study Options to Address Water Needs On-Site	<ul style="list-style-type: none"> <li>Further Study</li> </ul>	<ul style="list-style-type: none"> <li>1.B.1. Conduct a feasibility study to determine the optimal long-term solution to providing potable water on-site.</li> <li>1.B.2. Evaluate the effectiveness of trucking in water for the 2024 Fall Fair. Input should be sought from the Society and eventgoers.</li> <li>1.B.3. Explore the opportunity to use the available non-potable well water for non-human consumption purposes (e.g. cleaning, flushing toilets, etc.).</li> </ul>	-\$\$\$ (feasibility study) Capital costs are dependent upon the results of the feasibility study.
C. Develop a Safety Plan	<ul style="list-style-type: none"> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.C.1. Develop and implement a safety plan for the Park.</li> </ul>	-\$\$\$
D. Replace and Enhance the Playground	<ul style="list-style-type: none"> <li>Replace</li> </ul>	<ul style="list-style-type: none"> <li>1.D.1. Assess existing equipment for safety and remove if necessary. Replace playground equipment and enhance the play area.</li> </ul>	\$\$\$
E. Upgrade the Electrical System	<ul style="list-style-type: none"> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.E.1. Develop a plan to electrify high priority areas of the Park.</li> </ul>	-\$\$\$\$ (dependent upon the scope of the electrification plan).
F. Accessibility Enhancements	<ul style="list-style-type: none"> <li>Further Study</li> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.F.1. Conduct an accessibility audit and take steps to improve physical accessibility throughout the site.</li> </ul>	-\$\$\$ (upgrade costs are dependent upon the results of the accessibility audit).

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Focus Area: 1. Facility Development			
Initiative	Recommended Direction	Recommendation(s)	Preliminary Budget Allowance - Capital
G. Upgrade Animal Barns	<ul style="list-style-type: none"> <li>Maintain</li> </ul>	<ul style="list-style-type: none"> <li>1.G.1. Repair the animal barns to ensure continued use.</li> <li>1.G.2. Consider including requested enhancements during repairs.</li> </ul>	-\$\$\$\$ (depending on how many barns are upgraded and the extend of those upgrades).
H. Improve Capacity to Host Weddings	<ul style="list-style-type: none"> <li>Improve</li> <li>New Service or Amenity</li> </ul>	<ul style="list-style-type: none"> <li>1.H.1. Upgrade the Church to make it safe for public occupancy.</li> <li>1.H.2. Consider developing an outdoor wedding space.</li> </ul>	\$
I. Develop a Perimeter Trail	<ul style="list-style-type: none"> <li>New Service or Amenity</li> </ul>	<ul style="list-style-type: none"> <li>1.I.1. Develop a perimeter trail around the Park.</li> </ul>	\$\$\$
J. Consider Upgrading the Pineview Hall	<ul style="list-style-type: none"> <li>Further Study</li> </ul>	<ul style="list-style-type: none"> <li>1.J.1. Evaluate the results of the Pineview Hall assessment and determine whether it is worthwhile to upgrade the building.</li> </ul>	-\$\$\$\$ (upgrade costs are dependent upon the results of the assessment).
K. Improve Camping Facilities	<ul style="list-style-type: none"> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.K.1 Develop a designated camping area and add support amenities.</li> </ul>	\$\$
L. Repurpose the Baseball Field into Accessible Parking	<ul style="list-style-type: none"> <li>Repurpose</li> </ul>	<ul style="list-style-type: none"> <li>1.L.1. Remove the baseball field and add accessible parking spots in its place.</li> </ul>	Variable.
M. Develop an Asset Management Plan		<ul style="list-style-type: none"> <li>1.M.1. Develop a multi-year asset management plan for the Park.</li> </ul>	
N. Remove Buildings That Are at the End of Their Useful Life	<ul style="list-style-type: none"> <li>Stop</li> </ul>	<ul style="list-style-type: none"> <li>1.N.1. Remove the Adult Handicraft building.</li> <li>1.N.2. Remove the Kitchen and Dining Hall buildings.</li> </ul>	-\$\$\$
O. Enhance Destination and Directional Signage	<ul style="list-style-type: none"> <li>Improve</li> </ul>	<ul style="list-style-type: none"> <li>1.O.1. Add directional signage throughout and leading to the Park.</li> <li>1.O.2. Improve destination signage at the main entrance to the Park.</li> </ul>	\$

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**Focus Area: 2. Program Development**

Initiative	Recommendation(s)
A. Continue to Host the Fall Fair and 4-H Achievement Days	2.A.1. Continue to host the Fall Fair and 4-H Achievement Days at the North Peace Regional Park.
B. Expand Public Programming	2.B.1. Expand public programming options at the Park. 2.B.2. Open the park for public drop in use during specified hours/seasons.
C. Expand Agricultural Programming	2.C.1. Expand agricultural programming at the Park. 2.C.2. Consider hosting a weekly summer Farmers Market.
D. Expand Rentals	2.D.1. Expand rentals at the Park. 2.D.2. Consider increasing rental fees for larger events.
E. Enhance Interpretive Elements	2.E.1. Commission historic research to support interpretive programming. 2.E.2. Consider installing signage and/or plaques around the site to share its history. 2.E.3. Consider transforming heritage buildings into historical exhibits. 2.E.4. Consider having volunteers on site during events and programming to animate historic exhibitions.

**Focus Area: 3. Service Delivery Enhancements**

Initiative	Recommendation(s)
A. Invest Resources to Support Implementation	3.A.1. Invest resources as needed based on the chosen operating scenario to support implementation of the plan.
B. Update the Use and Occupancy Licence Agreement	3.B.1. Update the Use and Occupancy Licence Agreement
C. Enhance Communication and Collaboration	3.C.1. Assign a liaison to attend regular and/or identified park operator meetings and participate as an advisory.

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**Focus Area: 3. Service Delivery Enhancements**

Initiative	Recommendation(s)
D. Develop an Operational Plan	3.D.1. Require the operator of the Park to develop a 3-year rolling operational plan for the Park. The plan should be updated annually and presented to the PRRD for feedback.
E. Improve Record Keeping	3.E.1. Require the operator of the Park to establish and maintain a record keeping system for the park. The system should identify requirements for record keeping and processes to ensure that important records are kept. 3.E.2. Consider tracking the amount of in-kind support the park operator provides to the Park through volunteer hours and donated goods and services so that its value can be applied to grant funding.
F. Develop a Fundraising Plan	3.F.1. Develop and implement a fundraising plan.
G. Improve Marketing	3.G.1. Develop an annual marketing plan for the Park. 3.G.2. Establish a website and/or social media account for the Park.
H. Review Zoning	3.H.1. Review the Park's zoning to ensure it remains in compliance.
I. Future Planning and Evaluation	3.I.1. Update the Master Plan in year 5 of implementation. 3.I.2. Re-evaluate the operating model when the Plan is updated to determine if any changes are needed.

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## Appendix F – References

- <sup>1</sup>Peace River Regional District. (2023). North Peace Fall Fair Backgrounder.
- <sup>2</sup>North Peace Fall Fair. (2022).
- <sup>3</sup>Peace River Regional District. (2024).
- <sup>4</sup>North Peace Fall Fair. (2022).
- <sup>5</sup>North Peace District 4-H Facebook. (2024).
- <sup>6</sup>McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- <sup>7</sup>Peace River Regional District. (2020). Use and Occupancy Licence Agreement.
- <sup>8</sup>North Peace Fall Fair Society. (2024).
- <sup>9</sup>Peace River Regional District. (n.d.) Regional Parks.
- <sup>10</sup>North Peace Fall Fair Society. (2024).
- <sup>11</sup>McElhanney Ltd. (2024). North Peace Fall Fairgrounds – Review of Adeline Kelly Building.
- <sup>12</sup>McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- <sup>13</sup>Tetra Tech. (2023). RPT - Pumping Test.
- <sup>14</sup>Tetra Tech. (2023). Technical Memo – North Peace Fall Fair Grounds Well Deficiencies.
- <sup>15</sup>McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- <sup>16</sup>McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- <sup>17</sup>McElhanney Ltd. (2023). North Peace Fall Fairgrounds – Structural Condition Assessments and BC Fire Code Assessments.
- <sup>18</sup>Kootenay Planning Consultants. (2014). Peace River Regional District Regional Parks and Trails Master Plan.
- <sup>19</sup>Peace River Regional District Rural Official Community Plan By-law No. 1940. (2011).
- <sup>20</sup>Peace River Regional District Strategic Plan. (2023).