



# REPORT

To: Chair and Directors

Report Number: CS-BRD-419

From: Community Services

Date: July 17, 2025

**Subject: North Peace Leisure Pool – Roof Replacement Project – Contract Award****RECOMMENDATION: [Corporate Weighted]**

That the Regional Board enter into a service agreement with Henderson Roofing and award the Invitation to Tender 1220-20 “City of Fort St. John – North Peace Leisure Pool Roof Improvements” for the replacement of the roof membrane on three designated sections of the facility and at a cost of \$833,250 (excluding taxes and including contingency); further that the Chair and the Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.

**BACKGROUND/RATIONALE:**

The North Peace Leisure Pool is owned by the Peace River Regional District and operated by the City of Fort St. John, with policy oversight provided by the North Peace Leisure Pool Civic Properties Commission (the Commission).

Per the [July 8, 2025 North Peace Leisure Pool Civic Properties Commission Civic Properties Manager Report](#) (see pages 37-39), in 2024 the Commission requested a roof inspection to assess the condition of the existing roof membrane at the North Peace Leisure Pool (NPLP). Topside Consulting was contracted to conduct the inspection and subsequently provided a detailed report recommending roof membrane replacement. These recommendations served as the basis for the development of a tender package.

The City of Fort St. John issued a public tender for the replacement of the roof membrane on three designated sections of the NPLP, excluding the slide tower which was replaced three years ago. The tender closed on June 25, 2025, at 2:00 p.m.

Only one submission was received from Henderson Roofing in Dawson Creek. The approved budget for the project was \$750,000, which included a contingency allowance of \$148,000. However, due to rising construction costs over the past months, the tendered amount (not including any contingency) exceeded the originally projected figure, coming in at \$757,499. For a project of this magnitude, it is recommended that a project contingency of at least 10% be included in the contract cost, to be used only in the event of approved change orders.

Base Tender Cost	\$757,499.00
Contingency (10% Rounded Up)	\$75,750.00
<b>Total Cost (Excluding. GST, including Contingency)</b>	<b>\$833,250.00</b>

On July 9, 2025, the Commission passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*That the North Peace Leisure Pool Commission authorize staff to reprioritize projects within the current capital budget to reallocate funds of \$84,000 to cover the contingency that may be needed for the re-roofing project, and*

*That the North Peace Leisure Pool Commission recommend that the Regional Board award Invitation to Tender 1220-20 “City of Fort St. John – North Peace Leisure Pool Roof Improvements” for the replacement of the roof membrane on three designated sections of the facility and enter into a service agreement with Henderson Roofing at a cost of \$833,250 (excluding taxes and including contingency); further that the Chair and the Chief Administrative Officer be authorized to sign the contract on behalf of the Peace River Regional District.”*

The total approved capital budget for 2025 for the North Peace Leisure Pool is \$950,000. Funds can be reallocated within the capital budget upon resolution of the Commission, so long as the total funds spent are under the capital budget envelope. The Commission has approved that capital projects be reprioritized in order to complete the re-roofing project. The following table shows the recommended reallocation of funds:

<b>Supplemental #</b>	<b>Item</b>	<b>Approved Capital Funds</b>	<b>Reallocated Funds</b>	<b>Revised Project Funds</b>
1	Replace Fire Alarm Panel	\$60,000	\$0	\$60,000
2	Re-Roof Facility	\$750,000	+\$84,000	\$834,000
3	Replace Panel Boards 400A or Higher	\$30,000	-\$27,000	\$3,000
4	Remodel Front Counter	\$35,000	-\$32,000	\$3,000
5	Replace Heating System in Steam Room	\$10,000	\$0	\$10,000
6	Renovate Change Rooms and Washrooms to Meet Accessibility Standards	\$35,000	-\$15,000	\$20,000
7	Repair Basin Tile	\$10,000	-\$10,000	\$20,000
	<b>Total</b>	<b>\$950,000</b>		<b>\$950,000</b>

#### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

#### **STRATEGIC PLAN RELEVANCE:**

- ☒ Asset and Infrastructure Management
- ☒ Determine Service Expectations for all Assets

**FINANCIAL CONSIDERATION(S):**

On February 26, 2025 the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board provide capital budget approval for the following 2025 supplemental requests:*

- 1. Replace Fire Alarm System - \$60,000*
- 2. Re-Roof Facility - \$750,000*
- 3. Replace Panel Boards 400A or Higher - \$30,000*
- 4. Remodel Front Counter - \$35,000*
- 5. Replace Heating System in Steam Room - \$10,000*
- 6. Renovate Change Rooms and Washrooms to Meet Accessibility Standards - \$35,000*
- 7. Repair Basin Tile - \$30,000*

*and authorize the inclusion of the expenses in Function 245 – North Peace Leisure Pool Draft 2025-2029 PRRD Financial Plan.*

**COMMUNICATIONS CONSIDERATION(S):**

The Board's decision will be communicated to the North Peace Leisure Pool staff.

**OTHER CONSIDERATION(S):**

A new Operating Agreement is being drafted for the North Peace Leisure Pool to provide clarity and role definition for the Regional District, the Commission and Fort St. John. The intention of the agreement is to formalize the working relationship that is in place, and mirror how the Pool is operated.