



REPORT

To: Electoral Area Directors Committee

Report Number: CS-EADC-019

From: Community Services

Date: July 24, 2025

Subject: North Peace Regional Park Implementation Plan

RECOMMENDATION:

That the Electoral Area Directors Committee recommend that the Regional Board receive and authorize the “North Peace Regional Park Implementation Plan” as a guidance document for future capital project planning, with capital project plans presented annually on a case-by-case basis for Board approval.

BACKGROUND/RATIONALE:

The North Peace Regional Park (the Park), also known as the North Peace Fall Fair Grounds, is located at 15177 Rose Prairie Road. The Peace River Regional District (PRRD) has owned the property since 1979. Through Use and Occupancy Agreements with the PRRD, the North Peace Fall Fair Society (NPFFS) has provided general park oversight, coordination of the annual North Peace Fall Fair, and facilitation of other activities on site.

A Master Plan for the North Peace Regional Park was completed in November 2024 and authorized by the Regional Board in January 2025. The Plan provided recommendations for park improvements that were aligned with results of the public engagement and the PRRD’s long-term goals for the Park. As the Master Plan was very detailed, the creation of an Implementation Plan was suggested to further refine and prioritize the recommendations contained within the document. The Board delayed the creation of an Implementation Plan until after decisions related to the operations of the Park and its classification were made. Now that the Park is classified as a Community Park with confirmation that it will remain under Society operation, staff is bringing back the Implementation Plan for preliminary authorization.

The Implementation Plan is a project listing for each of the capital improvement recommendations from the Master Plan. Each capital recommendation has been evaluated based on the priority of project and proposed timeline, project scope, resources required (internal and external) and is presented below. More details related to each project can be found under the Other Considerations section of this report.

Phasing considerations are defined as short term (0-5 years), medium term (5-10 years) and long term (10+ years). All projects are further refined into studies (which are required to develop a detailed capital project scope and budget) and the resulting capital projects.

Cost estimates are based on past projects of a similar scope and budgetary estimations from certified professionals that are preliminary in nature. Prior to a project moving forward, cost estimates will be refined before presentation to the Board for approval.

Implementation Plan 2025

Study/Engineering	Priority	Low cost Estimate	High Cost Estimate	Staff Resources Required	Ongoing Annual Costs	External Funding Opportunities
Accessibility audit	Short	\$25,000	\$50,000	60 hrs.	No	Yes
Electrical site assessment	Short	\$25,000	\$50,000	60 hrs.	No	Maybe
Perimeter trail design	Long	\$25,000	\$50,000	60 hrs.	No	Yes
Water needs on site	Short	\$50,000	\$100,000	60 hrs.	No	Maybe
Upgrade animal barns	Medium	\$25,000	\$50,000	60 hrs.	No	Yes
Campground enhancement study	Medium	\$25,000	\$50,000	60 hrs.	No	Maybe
Major Capital Projects	Priority	Low cost Estimate	High Cost Estimate	Staff Resources Required	Ongoing Annual Costs	External Funding Opportunities
Remove buildings that are at the end of useful life	Short	\$50,000	\$300,000	50 hrs.	No	No
Upgrade water provision on site	Short	\$150,000	\$4,000,000	100 hrs.	Yes	Maybe
Upgrade electrical on site, including lighting	Short	\$100,000	\$500,000	100 hrs.	Yes	Maybe
Upgrade Pineview Hall	Medium	\$75,000	\$350,000	50 hrs.	Yes	Yes
Upgrade animal barns	Medium	\$75,000	\$625,000	50 hrs.	Yes	Maybe
Improve camping facilities	Long	\$150,000	\$250,000	50 hrs.	Yes	Maybe
Accessibility enhancements	Short	\$100,000	\$500,000	100 hrs.	Yes	Maybe
Repurpose the baseball field into accessible parking	Medium	\$50,000	\$125,000	100 hrs.	Yes	Maybe
Perimeter trail construction	Long	\$225,000	\$500,000	100 hrs.	Yes	Maybe
Replace and enhance the playground	Short	\$100,000	\$350,000	75 hrs.	Yes	Yes

Projects have and, in future, will be evaluated and prioritized to consider:

- Safety and accessibility
- Alignment with PRRD Strategic Plan and Official Community Plan
- Relevance to the Park Master Plan
- Staff work plan/capacity
- Enhancing public use, variety of offerings, and enjoyment
- Funding required
- Ongoing operational or capital improvement costs
- Anticipated timeline for completion
- Communications considerations

There are several recommendations in the Master Plan that are not capital in nature, such as the creation of a site safety plan or improving signage on site. These minor capital/operating items are not included in the Implementation Plan as they are operational in nature and will be incorporated into NPFFS and PRRD staff work plans.

Implementation of each capital project/study will be subject to review through a Business Case and Supplemental Request and will require approval through the PRRD's annual budget process. The proposed timelines for capital projects will remain flexible to respond to funding and resources required, staff capacity, and other more critical priorities or opportunities that may arise.

Per the Use and Occupancy Agreement, the NPFFS has the ability to develop or complete capital projects in the Park. These projects will require the completion of an annual application to the PRRD that includes a business case, funding proposal, and project request for Regional Board approval. These projects must:

- be budgeted for through grants or external funding;
- be reviewed on a case-by-case basis to assess suitability; and
- be approved by the Regional Board as part of the annual budget process.

Projects may also be initiated by the PRRD for PRRD completion. These projects must:

- be budgeted for from grants, requisition, or using capital reserve;
- be reviewed on a case-by-case basis to assess suitability; and
- be approved by the Regional Board.

The Implementation Plan will need to be reviewed and updated regularly to ensure integration with other PRRD initiatives and priorities, to respond to safety concerns, assess staff capacity, review budget and funding requirements, and take advantage of potential funding and partnership opportunities when available.

ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Asset and Infrastructure Management
 - ☒ Undertake Condition Assessments for all PRRD Owned Assets
 - ☒ Determine Service Expectations for all Assets
 - ☒ Identify Funding and Investment Strategies

FINANCIAL CONSIDERATION(S):

Additional staff hours will be required annually to support the monitoring and actioning of the Implementation Plan including facilitating studies or procurement of contractors, investigating additional funding, and incorporating society-initiated and approved projects into the budget and work plan annually.

Many of the capital upgrades suggested will have long-term staffing implications across multiple departments for additional inspections, maintenance, and fleet use, which will increase the indirect cost allocation to the Community Parks function.

It would be prudent to ensure that there is maximized annual contribution to the capital reserve, when possible, to allow longer term planning to complete capital projects while maintaining requisition at an acceptable level.

Beginning in 2026, operations and funding for the Park will be allocated through Function 210 – Community Parks.

COMMUNICATIONS CONSIDERATION(S):

Communications may be required depending on scope of project and funding source. Since all capital projects will be brought forward to the Regional Board for approval, any project-specific public communications will be indicated at that time.

Since the Board has approved that the Park be transitioned from a Regional Park to a Community Park, a renaming and rebranding strategy for the property may be warranted.

OTHER CONSIDERATION(S):

Studies and capital projects as presented in the Implementation Plan are detailed below.

Studies:

Accessibility Audit: Need to understand the deficiencies and opportunities regarding accessibility in the park which are the highest priority improvements prior to receiving capital cost estimates. Suggested upgrades could include an accessible washroom, more accessible seating at activity areas, and adding hard surfaces throughout the site to enable easier transport for those with mobility improvements.

Electrical Site Assessment: Need to understand the scope of the project prior to receiving capital cost estimates for the following:

- Current capacity on site.
- Operational budget of NPFFS for power costs.
- Where power is desired.

Upgrades required and requested for better access to reliable electricity through the grounds with high priority areas including the livestock barns, riding arena, tractor pull area, vendor area, and the log cabin.

Perimeter Trail Design: Will depend on scope and standard of trail and what is desired. Standard trails would be approximately \$400/m capital construction costs and 8% maintenance costs per year ongoing.

Water Needs on Site: Further study is needed to analyze different options for providing water on site to determine the most feasible and cost-effective solution. There is a need to understand the scope of the project prior to receiving capital cost estimates for the following options:

Option 1: Well and treatment

Further study would be required to investigate the stability of the existing well's construction and whether it would be appropriate to invest in a water treatment system, or whether a new well should be considered.

Option 2: Cisterns for individual buildings

There is a cistern system on site that was used to host the 2024 North Peace Fall Fair, but it is unclear whether the size of the cistern is large enough to meet the needs of the site if other buildings or amenities on site need water provision.

Upgrade Animal Barns: Pole structures are reported as needing repair or replacement soon and will get progressively worse. At minimum, electrical should be upgraded, structure repaired, and gutters and downspouts replaced. There needs to be consideration for permits and *BC Building Code* and what that might mean for these types of structures. Cost estimates should include provisions for archaeological and environmental studies.

Campground Enhancement Study: The cost depends on scope required and desired result. Overall cost should include provisions for archaeological and environmental studies and/or permitting. There may be an opportunity to tie in an enhanced campground area with programming enhancements. It would be necessary to develop procedures and policy for fees and charges. Regular camping facilities will require additional ongoing investment in either staff resources or external contracted service operator. There is also the consideration that this land is part of the ALR.

Major Capital Projects:

Remove Buildings that are at the End of Useful Life: Overall cost will be determined based on materials that need to be disposed vs. salvaged/repurposed. Procurement will involve specialized services and organizing logistics for local decommission and disposal.

Upgrade Water Provision on Site: The scope of the capital project will be determined based on the results of the aforementioned study.

Upgrade Electrical on Site, Including Lighting: The scope of the capital project will be determined based on the results of the aforementioned study.

Upgrade Pineview Hall: The Society has authorization and funding granted through Area B to complete the study and determine scope and costs of upgrading the Pineview Hall. The resulting assessment will determine entire scope of upgrades and costs required to bring building to current occupancy code and public standard for use as an exhibition building.

Upgrade Animal Barns: The scope of the capital project will be determined based on the results of the aforementioned study and consultation with user groups.

Improve Camping Facilities: Cost depends on scope required and desired result. Overall cost should include provisions for archaeological and environmental studies and/or permitting. Regular camping facilities will require additional ongoing investment in either staff resources or external contracted service operator for maintenance and inspections.

Accessibility Enhancements: The scope of the capital project will be determined based on the results of the aforementioned study.

Repurpose the Baseball Field into Accessible Parking: The scope of the capital project will be determined based on the results of the Accessibility Audit.

Perimeter Trail Construction: The scope of the capital project will be determined based on the results of the aforementioned study.

Replace and Enhance the Playground: Cost depends on the scope of the new playground, grant funding, and NPFFS involvement. The existing playground is in poor condition and there are no support amenities like seating, tables, or shaded areas. Provision of a playground would include ongoing additional costs in terms of staffing for increased inspections and enhanced maintenance obligations.

Recommendations to EADC: While the previous resolution from January 2025 directed that the Implementation Plan be presented to the Regional Parks Committee, when the Board made the resolution to transition the Park to a Community Park, responsibility for decision making shifted to the Electoral Area Directors Committee (EADC).

Use and Occupancy Agreement: Presently, negotiations for an updated Use and Occupancy Agreement are nearly complete for continued operation, maintenance, and stewardship of the Park by the NPFFS with updated stipulations around safety, increased public access, annual reporting, and budget preparation.

Board Direction Related to the Implementation Plan: While the Regional Board formally authorized the Master Plan in January 2025, the creation of an implementation plan was delayed until a decision was made regarding the governance, funding, and operations of the Park. On January 23, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board receive and authorize the “North Peace Regional Park Master Plan” as a reference and guidance document which provides recommendations for future decisions related to facility development, program development and service delivery enhancements of the North Peace Regional Park.

On January 23, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board, following selection and approval of one of the four options for park governance and operations, approve that an implementation plan be created and presented to the Regional Parks Committee for recommendation to the Regional Board that lays out by project, anticipated priorities, resources required (internal and external), timelines, project scopes and estimated annual budget based on the recommendations presented in the North Peace Regional Park Master Plan; further, that each project be considered and approved by the Board on a project-by-project basis as part of the annual budget process.

Staff presented a comprehensive report detailing the four options for park governance, operations, and funding to the Regional Board on April 10, 2025. At that meeting, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize that the North Peace Regional Park's classification be transitioned from a Regional Park to a Community Park, and that the costs for development, maintenance, and operations be paid for through the Area 'B' Community Parks Function; further, that the Regional Board authorize that an updated Use and Occupancy Agreement be drafted for a one-year term formalizing that the North Peace Fall Fair Society continue to operate the North Peace Regional Park.

Adeline Kelly Building: The proposed work to upgrade the Adeline Kelly Building to a Public Assembly (A-2) structure has been removed from the Implementation Plan, as on May 1, 2025, the Regional Board passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize that the Adeline Kelly building located at 15177 Rose Prairie Road remain a Medium Hazard Industrial Building (F-2) and that no further efforts be undertaken to upgrade the building to a Public Assembly (A-2) based on the structural review completed in January 2025 by McElhanney Ltd; further, that investigation be undertaken to confirm the safety of the facility as a Medium Hazard Industrial Building (F-2).

External Link:

1. [North Peace Regional Park – Additional Resource Information Related to Strategic Investments outlined within Draft North Peace Regional Park Master Plan](#), CS-BRD-375 – See Item 8.6 on the Regional Board Meeting Agenda dated January 23, 2025.