



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, May 22, 2025

6:00 PM

Panorama Boardroom
1885 Forest Park Drive
North Saanich, BC V8L 4A3
[Videoconference](#)

N. Paltiel (Chair), P. DiBattista (Vice-Chair), K. Frost, S. Garnett, P. Jones, V. Kreiser, C. McNeil-Smith,
P. Murray, R. Windsor

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1 Minutes of the April 24, 2025 Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of April 24, 2025, be adopted as circulated.

Attachment: [Minutes](#) – April 24, 2025

4. Chair's Remarks

5. Presentations/Delegations

6. Commission Business

6.1 Financial Statement of Operations – First Quarter of 2025

Recommendation: There is no recommendation. The report is for information only.

Attachment: [Staff Report: Financial Statement of Operations – First Quarter of 2025](#)

6.2 Revised Policy: Facility Allocation

Recommendation: That the revised facility allocation policy be approved.

Attachment: [Staff Report: Revised Policy: Facility Allocation](#)

6.3 Motion to Close the Meeting

Recommendation: That the meeting be closed for proposed service in accordance with Section (90)(1)(k) of the Community Charter [2 Items].

7. Rise and Report

8. New Business

9. Adjournment

The next meeting is June 26, 2025.

To ensure quorum, please advise Denise Toso at dtoso@panoramarec.bc.ca if you or your alternate cannot attend.



**Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, April 24, 2025, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC**

PRESENT

COMMISSIONERS: N. Paltiel (Chair), P. DiBattista (Vice Chair) (EP), K. Frost; S. Garnett, V. Kreiser, C. McNeil-Smith, R. Windsor

STAFF: S. Meikle, Senior Manager; K. Beck, Manager, Program Services; S. Davis, Manager, Administrative Services; Liz Gregg, Manager, Facilities & Operations; M. Medland, Senior Financial Advisor; D. Toso (Recorder)

EP – Electronic Participation

Guests: C. Grobe and R. Mok, HCMA

Regrets: Commissioner Jones, Commissioner Murray

The meeting was called to order at 6:01 pm

1. Territorial Acknowledgement

Chair Paltiel provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Garnett, **SECONDED** by Commissioner McNeil-Smith,
That the agenda be approved.

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Windsor,
That the main motion be amended to add "with the following amendments:
- Item 6.2. be moved to be considered before Item 6.1. " after "be approved."

Discussion ensued regarding the relationship between Items 6.1 and 6.2.

The question was called on the main motion as amended:
That the agenda be approved with the following amendments:
- Item 6.2 to be moved to be considered before Item 6.1

CARRIED

3. Adoption of Minutes of February 27, 2025

MOVED by Commissioner Garnett, **SECONDED** by Commissioner Frost,
That the minutes of the February 27, 2025 meeting be adopted.

CARRIED

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4. **Chair's Remarks:** There were none.
5. **Presentations/Delegations:** There were none.
6. **Commission Business**

6.1 Proposed Capital Planning Process

S. Meikle spoke to Item 6.1. Discussion ensued regarding:

- Cost for concept design for recreation in the Central Saanich Civic Redevelopment project is solely the responsibility of Central Saanich. Preliminary design concepts are based on needs identified in the 2022-2026 Panorama Recreation Strategic Plan, not the upcoming needs assessment recommendations.
- The results of needs assessment should be considered before making decisions on capital projects.
- Analysis of the commission's capacity to take on the capital projects outlined over the next three to five years would come to the commission as part of future strategic discussions.
- The scope of the arena concept designs.
- Elector assent for borrowing can come through unanimous consent of the partnering municipal councils, the Alternate Approval Process (AAP), or referendum. Historically, project borrowing for Panorama has been approved through consent of councils.
- The requisition maximum for Peninsula Recreation Services is currently \$25 million.
- Debt servicing cost projections to be brought forward to future strategic discussions.

MOVED by Commissioner McNeil-Smith, **SECONDED** by Commissioner Windsor,

1. That staff be directed to report on the Central Saanich redevelopment project in camera in May and in an open meeting in June;
2. That staff report back on the results of the Facility Needs Assessment in June; and
3. That the commission have strategic discussions with financial information in July.

CARRIED

6.2 Arena Improvement Project Concept Designs

C. Grobe spoke to Item 6.2.

- Recommendations are based on factors including current standards, minor hockey association requirements, accessibility concerns for users, inefficient traffic flow and the need for improved staff presence.
- A wayfinding and signage improvement strategy would also be included.
- Concept B includes extending improvements in the arena into the main facility.

Discussion ensued regarding:

- Project scope and scale.
- If the project moves forward, plans will be brought to SPAAC (Saanich Peninsula Accessibility Advisory Committee) for review.

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- A dedicated dressing room for the Peninsula Panthers is included in the concepts.
- Proposed architectural improvements do not extend the facility lifespan.
- Cost estimates do not reflect the potential impact of tariffs.
- Arena B could be improved without addressing Arena A. Meaningful participant access involves making the experience seamless and logical through the whole facility.
- Dressing rooms in Arena B are not significantly larger, and there is one less.
- The concession is the same size and would be vented through the roof. Plumbing has been accounted for in cost estimates. The café option in Concept B was intended to centralize food services based on expressed need in the strategic plan.
- Improved digital quality of the concept designs and plans showing the existing facility were requested.
- BC Building Code and CSA B651 were the standards used for the concept designs.
- Future considerations may include reevaluation of critical improvements, possible incremental improvements, a phased approach, financial implications and user group engagement opportunities.

The report was received for information.

N. Paltiel left the meeting at 7:44 pm and returned at 7:46 pm.

6.3 Panorama Recreation Services – 2025-2026 Fees and Charges

K. Beck spoke to Item 6.3. Discussion ensued regarding:

- There were similar increases to fees and charges last year.
- The current economic climate. Modest increases year over year balanced with affordability options support responsible budgeting.
- User-pay model, improvement levies.

MOVED by Commissioner Windsor, **SECONDED** by Commissioner McNeil-Smith,,
That the proposed fees and charges be approved for inclusion in the 2025-2026 Fees and
Charges Bylaw for Panorama Recreation Services.

CARRIED

6.4 Panorama Recreation 2024 Annual Report

K. Beck spoke to Item 6.4.

The report was received for information.

6.5 Update on the Facility Needs Assessment Project – Verbal Report

S. Meikle spoke to Item 6.5.

- The Steering Committee meets May 12. As discussed, updates will come to the commission in June.

The report was received for information.

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6.6 Update on Centennial Park Sport Box – Verbal Report

L. Gregg spoke to Item 6.6.

- The roof structure is in place and lighting is hung.
- The project is on budget and scheduled to be completed in June.
- Indigenous art engagement discussions to come.

The report was received for information.

CARRIED

7. New Business: There was none.

8. Adjournment

MOVED by Commissioner Garnett, **SECONDED** by Commissioner McNeil-Smith,
That the meeting be adjourned at 8:20 pm.

CARRIED

CHAIR

RECORDER



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**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY MAY 22, 2025**

SUBJECT FINANCIAL STATEMENT OF OPERATIONS – FIRST QUARTER OF 2025

ISSUE SUMMARY

To provide financial information to the Commission for the first quarter of 2025.

BACKGROUND

The first quarter financial results are now available for the period ended March 31, 2025. The statement of operating revenue and expenses for the three months ended March 31, 2025, is attached as Appendix A.

- Overall, direct revenues are up 12% compared to the first quarter in 2024 and corresponding expenditures are up 9%.
- Program revenue is up 27% from the first quarter in 2024. Tennis, fitness and weight room programming are the areas primarily responsible for this increase. There are generally incremental offsetting expenditures for revenue increases in these programs.
- Wages and benefits are tracking as expected in the first quarter at 21% of annual budget utilization. Summer seasonal positions and an increase related to a new collective agreement are expected to align the budget utilization percentage more closely with the calendar in subsequent quarters.
- For the purpose of first quarter reporting, the annual forecast for revenue from admissions, programming, memberships and rentals is unchanged from budgeted amounts.
- There is no change to anticipated reserve transfers.
- The user fee recovery ratio is projected at 47.32% of all expenditures, including debt servicing and reserve transfers.

CONCLUSION

The overall financial position of Panorama Recreation is unchanged from the beginning of the year with forecasted revenues and expenditures remaining balanced. Staff will continue to monitor variances and trends as the year progresses and take remedial action as necessary.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Scott Davis, Manager, Administrative Services, Panorama Recreation
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Sr. Mgr., Financial Services / Deputy CFO

ATTACHMENT

Appendix A: Panorama Recreation – Statement of Operations (3 Months ended March 31, 2025)

PANORAMA RECREATION - STATEMENT OF OPERATIONS FOR 3 MONTHS ENDED MARCH 31, 2025

Appendix A

	% of Budget Used	BUDGET 2025	ESTIMATED 2025	Year to Date 2025	Year to Date 2024	Actual difference 2024 to 2025 \$	%	
DIRECT OPERATING REVENUES								
Admissions	28%	421,695	421,695	117,329	129,356	(12,027)		1
Membership Passes	28%	1,100,524	1,100,524	311,397	287,351	24,046		2
Partnerships & sponsorships	0%	3,250	3,250	-	1,750	(1,750)		3
Programs	28%	2,185,640	2,185,640	610,781	479,973	130,808		4
Rentals	34%	1,103,568	1,113,863	374,972	364,548	10,424		5
Grants & donations	23%	365,915	365,915	83,222	65,984	17,238		6
Other (fees, commissions, retail sale)	24%	141,586	141,586	34,023	37,937	(3,913)		7
TOTAL DIRECT OPERATING REVENUES	29%	5,322,178	5,332,473	1,531,725	1,366,899	164,826	12%	
DIRECT OPERATING EXPENSES								
Instructional Services	23%	492,701	492,701	111,377	104,316	7,061		8
Operating supplies	19%	160,435	160,435	30,586	31,657	(1,071)		9
Repairs & Maintenance (pool, arena, racquet)	20%	268,205	268,205	54,134	50,398	3,736		10
Travel & Vehicle costs	14%	21,175	21,175	2,958	(13,071)	16,029		11
Wages & Benefits	22%	3,095,220	3,095,220	683,290	637,681	45,609		12
Other (Staff training, licences, fees, dues, memberships)	20%	62,925	62,925	12,389	7,820	4,569		13
TOTAL DIRECT OPERATING EXPENSES	22%	4,100,661	4,100,661	894,734	818,801	75,932	9%	
CONTRIBUTION DIRECT OPERATIONS	52%	1,221,517	1,231,812	636,991	548,098	88,893	16%	
INDIRECT EXPENSES- ADMIN., MAINTENANCE								
Advertising	2%	32,220	32,220	736	3,053	(2,317)		14
Contract for services & legal	92%	106,770	180,870	98,514	3,487	95,027		15
CRD charges (IT, HR, payroll, finance)	25%	715,029	715,029	178,757	164,236	14,521		16
Insurance	0%	100,950	100,950	-	-	-		17
Leasehold Improvements (Greenglade)	0%	40,000	40,000	-	-	-		18
Licences, fees & dues	20%	156,236	156,236	32,024	27,603	4,422		19
Rentals - Facilities and Equipment	24%	105,100	105,100	25,591	(9,493)	35,085		20
Repairs & Maint. (general)	30%	165,650	165,650	49,107	40,286	8,820		21
Supplies	45%	268,216	306,934	119,779	73,632	46,147		22
Travel & Vehicle costs	12%	41,387	41,387	4,974	7,724	(2,750)		23
Utilities (hydro, sewer, water & phone)	24%	727,300	727,300	172,698	150,433	22,265		24
Wages & Benefits	20%	3,361,585	3,361,585	672,001	698,808	(26,807)		25
Other (meetings, printing costs, admin. staff training)	27%	57,667	57,667	15,815	9,266	6,549		26
TOTAL INDIRECT EXPENSES	23%	5,878,110	5,990,928	1,369,996	1,169,035	200,962	17%	
INDIRECT REVENUES								
Payments in lieu of taxes & Recovery	97%	176,054	176,054	169,950	176,054	(6,104)		27
Interest income	0%	25,380	25,380	-	869	(869)		28
Prior year carry forward - Community Needs Assess.	100%	52,000	52,000	52,000	-	52,000		29
Transfer from Operating Reserves (pool shutdown)	0%	41,517	41,517	-	-	-		30
TOTAL INDIRECT REVENUES	75%	294,951	294,951	221,950	176,923	45,028	25%	
NET CONTRIBUTIONS (DEFICIT)	12%	(4,361,642)	(4,464,165)	(511,055)	(444,014)	(67,041)	15%	
TRANSFERS & DEBT								
Equipment Replacement Fund	25%	414,000	414,000	103,500	100,980	2,520		31
Transfer to Capital Reserve fund	0%	688,000	688,000	-	-	-		32
Debt-Interest payments	3%	370,150	267,627	11,997	2,236	9,762		33
Debt-Principal payments	0%	58,068	58,068	-	-	-		34
TOTAL TRANSFERS & DEBT	8%	1,530,218	1,427,695	115,497	103,216	12,282	12%	
NET BEFORE REQUISITION & PRIOR YEAR SURPLUS	11%	(5,891,860)	(5,891,860)	(626,552)	(547,230)	(79,323)	14%	
Requisition	0%	5,891,860	5,891,860	-	-	-	0%	
NET OPERATIONS - Surplus / (Deficit)		-	-	(626,552)	(547,230)	(79,323)	14%	

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MAY 22, 2025**

SUBJECT Revised Policy: Facility Allocation

ISSUE SUMMARY

To seek approval of the revised Facility Allocation policy.

BACKGROUND

The Panorama Recreation Ice Allocation policy was established in 1999 and has not been updated since that time. The purpose of the policy when it was developed was to provide a fair and consistent approach to allocating ice time at the Panorama Recreation Centre arenas to ensure all interested groups are given equal opportunity. There are currently no formal allocation policies in place for other Panorama Recreation facilities such as the aquatic complex or tennis courts.

As the population on the Saanich Peninsula grows, community demand for recreation facilities has evolved to support a wide range of programs, drop-in activities, and facility rental requests. Facilities, including the arena, aquatic complex and tennis courts, are in high demand, particularly outside of school hours when the need for recreation programs, drop-in activities and facility rental requests are highest. Staff must carefully assess and prioritize facility allocations, making informed decisions on how best to distribute resources to ensure equitable access and optimal facility utilization. This requires careful planning, communication and adaptability to address both immediate demands and long-term community interests.

In recent years, a desire for more transparency and communication around how recreation facilities are allocated has been expressed by staff, community groups and the public. This was reflected during community engagement for Panorama Recreation's 2022-2026 Strategic Plan, generating strategic action 24: *Review and, if necessary, refresh space allocations, policies and practices to ensure equity and transparency.*

There is a demonstrable need to develop facility allocation policies that provide staff with direction on how to navigate increasingly complex facility allocation decisions in consideration of equity, transparency and fiscal responsibility. As such, the Ice Allocation policy has been updated and expanded substantially.

Additions and revisions to the policy include:

- Expanded the policy name and scope to encompass all recreation facilities.
- Facilities incorporated into the policy include the arena (ice and dry floor), indoor racquet sports complex, aquatic complex, multipurpose rooms, Jumpstart Multi Sport Court, outdoor tennis courts and Centennial Park facilities including picnic shelters, fieldhouse and multi sport box
- Expanded the policy's purpose to include principles of transparency, fairness, equity, accessibility, quality of service, fiscally responsible operations and alignment with Commission mandate
- Added a definitions section to clearly define terminology used throughout the policy

- Updated and expanded the list of facility user types to be more specific and included definitions of each user type
- Updated the facility allocation priority sequence to align with the revised facility user types
- Updated the facility allocation procedure to clearly outline the process by which facility requests are submitted, reviewed, and allocated
- Added a process to appeal staff decisions regarding facility allocation
- Added facility-specific allocation considerations, where relevant
- Removed insurance and liability language from the policy as this information is provided in the facility rental contracts which are signed by both the renter and staff
- Added a bi-annual policy review cycle

ALTERNATIVES

Alternative 1

That the revised Facility Allocation policy be approved.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Equity, Diversity & Inclusion

The updated Facility Allocation policy addresses issues of equity, diversity and inclusion within recreation facilities. The policy emphasizes the importance of ensuring that all people have access to quality recreation programs, services and activities. By including language about accommodating new or underserved populations and activities in the allocation process, the policy addresses barriers that historically marginalized groups may face. The policy incorporates principles of transparency, fairness and balanced access to recreation facilities, and that revenue is not the only, nor the primary, consideration in how recreation facilities are allocated. This supports the diverse cultural, social and recreational needs of the community, ensuring that different groups have their interests and preferences considered. The policy also outlines an appeal process should any individual or group feel that an allocation decision has not been made appropriately.

Social Implications

The increased demand for recreation facilities by the public and community and commercial groups highlights the important role they play in promoting health, well-being and social engagement. By ensuring equitable access to facilities, the policy reinforces the social benefits of public recreation, fostering opportunities for relationship-building, collaboration and shared experiences. This strengthens community bonds, reduces isolation and encourages positive, healthy interactions, ultimately creating a more connected and cohesive society.

Financial Implications

User fees collected by Panorama Recreation are used to offset the tax requisition collected for recreation services. In addition to considerations of access, equity and fairness, the policy includes a commitment to fiscally responsible facility allocations. This will allow staff to make

informed decisions about balancing community benefits and access to facilities with use that generates sufficient revenue to sustain operations.

Alignment with Existing Plans & Strategies

The 2022-2026 Panorama Recreation Strategic Plan identified strategic action 24: *Review and, if necessary, refresh space allocations, policies and practices to ensure equity and transparency.* The updated and expanded Facility Allocation policy achieves this action. Including a regular policy review cycle will ensure the policy remains current and in alignment with evolving community needs and Commission priorities and values.

CONCLUSION

The Panorama Recreation Ice Allocation policy has not been updated since 1999. The policy has been updated and expanded substantially to provide staff with direction on how to navigate increasingly complex facility allocation decisions in consideration of equity, transparency and fiscal responsibility.

RECOMMENDATION

That the revised Facility Allocation policy be approved.

Submitted by:	Katherine Beck, Manager of Program Services, Panorama Recreation
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation
Concurrence:	Russ Smith, Acting General Manager, Parks, Recreation and Environmental Services

ATTACHMENT

Appendix A: Revised Policy: Panorama Recreation Facility Allocation



PANORAMA RECREATION DEPARTMENT POLICY

Section	Panorama Recreation	
Subsection	Policies	<i>Policy #</i> <i>PRC500</i>
Title	FACILITY ALLOCATION	

1. POLICY:

A policy to provide clear, consistent guidelines for commercial and non-commercial groups to access Panorama Recreation facilities for programs or services.

2. PURPOSE:

The Peninsula Recreation Commission (PRC) aims to promote the public use of Peninsula Recreation facilities to enhance community health, fitness, and well-being.

Panorama Recreation staff are responsible for administering this policy through a commitment to a fair, transparent, and consistent facility-use permitting process. This policy aims to clarify and reinforce the permitting process by promoting inclusive, accessible, and community-focused events that encourage and facilitate resident participation in recreation. The policy incorporates the PRC's objective of balancing the demands of facility user-group reservations, and public access.

3. SCOPE:

This policy applies to users of Panorama Recreation facilities, including: Members of the public, organized resident and non-resident groups, staff, school users, special event attendees and organizers, and any other past or prospective facility users.

4. DEFINITIONS:

Resident Organized Youth Groups/Associations – Non-profit user groups that offer supervised, structured activity involving skill development for ages 0-18 years. Membership must be solicited through an open public registration. These include:

- Any local organized associations providing sport activities for youth primarily residing in the Saanich Peninsula area;
- Capital Region Female Minor Hockey Association is recognized as a resident user group due to the boundaries established under the female hockey model of BC Hockey and Vancouver Island Amateur Hockey Association; and
- Any other group comprised of residents and/or non-residents, where non-residents make up to 30% of the total membership, will have the same priority for ice allocation as residents.

Resident Organized Adult Groups/Associations/Leagues – Non-profit user groups that provide structured activities and have a majority of members who are over 18 years of age. This includes any local organized adult groups that are comprised of primarily adults residing in the Saanich Peninsula area.

Non-Resident Organized Adult and Youth Groups/Associations/Leagues – Any organized associations that provide sport activities and have a majority of members who do not reside in the Saanich Peninsula area.

Private Individual/Community Group – Non-profit user groups or individuals that provide supervised, structured activities for members of an affiliated organization without an open public registration process.

School Users – As established by formal agreement, use and priority allocation of all Panorama Recreation facilities is reserved for Saanich School District No. 63 (SD63). School groups from other school districts will be considered Non-Resident Organized Adult and Youth Groups/Associations/Leagues.

Commercial Group – Rental groups that operate on a for-profit basis.

Casual User – An organization or individual that uses space on an occasional basis only.

Special Event - A festival, tournament, competition, show or outdoor ceremony that attracts participants and spectators. A special event may be organized by Panorama Recreation staff, non-profit organizations, for-profit organizations, and/or businesses. This includes users who charge an entrance fee, fundraise, or host a free public event. Events may be priced and supported differently than programs and rentals, based on community benefit.

Prime Time Hours and Rates – Prime time is defined as those hours that have the greatest demand from local users.

Indoor Panorama Recreation Facilities – Includes the arena (ice and dry floor), aquatic complex, racquet sports complex, and programming spaces at the Panorama Recreation Centre, rooms and programming spaces at the Greenglade Community Centre, North Saanich Middle School Community Use spaces, the fieldhouse in Centennial Park and Central Saanich Cultural Centre rooms A and B.

Outdoor Panorama Recreation Facilities – This includes the outdoor tennis court and the Jumpstart Multi Sport Court at Panorama Recreation Centre and the multi-sport box and picnic shelters at Centennial Park.

Saanich Peninsula Area – Lands on the Saanich Peninsula including the District of North Saanich, Town of Sidney, District of Central Saanich and BOKEĆEN (Pauquachin), SÁAUTW (Tsawout), WJOŁEŁP (Tsartlip), and WSIKEM (Tseycum) First Nations.

Season – Defined periods of time within which facilities are programmed and scheduled for use. Season start and end dates will be defined by staff during the intake period and may vary by facility and/or year based on operational need.

Renter – Any user renting Panorama Recreation facility space.

5. PROCEDURE:

This policy clarifies staff's responsibility for facility allocation and its commitment to:

- Ensuring that all people have access to quality recreation programs, activities and events;
- Conducting fair and equitable facility allocations; and
- Maintaining fiscally responsible facility operations.

To support this goal, activities that don't align with the PRC's mandate may be denied facility rental. The Commission discourages using its facilities for political or divisive topics that may not benefit the entire community.

1. All requests for reservation of a facility must be in writing, in the format specified by Panorama Recreation on the public website.
2. All requests for facility usage must declare the intended use of the facility(ies) requested. All activities and facility use must align with the mandate, rules, and goals of the PRC and Panorama Recreation. Any activities or usage of facilities deemed in contradiction or in conflict with that mandate may be refused access.
3. Requests for recurring, seasonal use will be submitted during a publicly posted and available intake period.
4. After the intake period closes, staff will review all requests to ensure compliance with the policy, and consider the optimal use of available facility time, adhering to the facility allocation priority order.
5. Staff will develop a facility schedule within 7 to 14 calendar days of the intake period close.
6. If any renter wishes to appeal allocation of facility time, such appeals must be received in writing within 7 calendar days. All appeals that cannot be resolved by staff will be arbitrated by the PRC.
7. Contracted times are not guaranteed beyond the dates of the contract. A previous year's allocation does not guarantee the same allocation (quantity or schedule) in future years.
8. No facility time will be allocated to any renter with outstanding fees owed for any Panorama Recreation program or service.
9. No renter will be permitted to sub-lease or rent the facility(ies) contracted to them to any other renter. Any request to change the contracted facility schedule must be processed

through Panorama Recreation staff, following the permissible outlined timeframes and process for change or cancellation.

10. The facility(ies) booked may only be used for its intended and approved purpose.
11. Facilities may be reserved in blocks of time to ensure maximum facility utilization. Renters requesting recurring times through a full season may be prioritized over renters requesting only a partial season. The period of seasons may differ depending on the facility(ies) being booked.
12. If a renter does not require their entire allocation or consistently does not attend their booked time (3 consecutive sessions), the time may be rescheduled to other users following the allocation priorities listed in section 5.1 of this policy. Fees following approved rental rates, will be charged for any unused time that has passed, and may be charged for sessions within the cancellation period.
13. Accommodating new user groups by reducing the number of hours available to existing groups will only be considered in cases where a service is being introduced to a previously non-served or underserved segment of the population, or where a new program is being introduced that is not available through an existing organization. Any regular prioritized user group with two or more years' history will be booked before new users, provided the user is in good standing with Panorama Recreation.
14. To minimize user frustration, dissatisfaction and other negative impacts, Panorama Recreation will not cancel recreation programs and public use sessions to accommodate user group rental, except for significant and high-profile events as directed by the PRC and/or for reasonable cancellation reasons such as low program registration, or instructor illness. Where such cancellations are necessary, Panorama Recreation will make reasonable efforts to notify impacted users.
15. Panorama Recreation may request registration statistics and proof of residency as part of the facility allocation process. Additional registration will not necessarily increase facility allocation unless other renters decrease their requests or additional facility availability otherwise presents.
16. Commercial use must align with Panorama Recreation's overall guiding principles of providing recreational opportunities.
17. Requests received after an intake period's close will be scheduled within the remaining availability, in the order in which they are received. Rescheduling of confirmed agreements to accommodate the addition of late requests will not be entertained without the agreement of all parties involved.

5.1 FACILITY ALLOCATION PRIORITY

1. Panorama Recreation programs, special events and public sessions;
2. Saanich School District No. 63 use during school hours;
3. Resident organized youth groups/associations/leagues;
4. Resident organized adult groups/associations/leagues;
5. Non-resident organized groups/associations/leagues;

6. Private individuals/community groups; and
7. Commercial groups and casual users.

5.2 FACILITY-SPECIFIC CONSIDERATIONS

Arena:

Other than for tournaments or special events, users requesting multiple hours per week will be expected to accept one hour of non-prime time for every four hours of prime time booked.

Aquatic Complex:

During prime times, staff reserve the right to limit rentals to 3 lanes to ensure sufficient pool space for recreation programs and community use. The facility may be rented outside of public operating hours to provide additional access, provided that all additional staffing costs are paid by the renter.

Multi Sport Box:

Seasonal recurring rentals by private individuals will be prioritized as organized adult groups/associations/leagues, with residents receiving priority over non-residents. Staff reserve the right to dictate a maximum permissible duration of rental per renter to ensure equitable distribution of time and access between renters.

Racquets Facilities:

Seasonal recurring rentals by private individuals will be prioritized as organized adult groups/associations/leagues, with residents receiving priority over non-residents. For indoor tennis facilities, particularly during prime times, staff reserve the right to limit the number of courts available for rental by each group to ensure sufficient court space for recreation programs and shared community use. Staff reserve the right to dictate a maximum permissible duration of rental per renter to ensure equitable distribution of time and access between renters.

6. REVIEWS:

The facility allocation policy was developed based on the Peninsula Recreation Commission Policy and Procedure Manual. It shall be reviewed every two years.

Approval Date:	May 22, 2025	Approved By:	Peninsula Recreation Commission
Next Review Date:	May 2027	Reviewed By:	
Supersedes:	Peninsula Recreation Ice Allocation Policy		

7. RELATED POLICY, PROCEDURE OR GUIDELINE:

- Panorama Recreation Fees and Charges Bylaw
- Panorama Recreation Fees and Charges Policy
- Panorama Recreation Facility Booking Guideline
- Panorama Recreation Code of Conduct
- Saanich School District 63 Reciprocal Agreement