



Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda Peninsula Recreation Commission

Thursday, January 22, 2026

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 November 27, 2025, Peninsula Recreation Commission meeting

Recommendation: That the minutes of the Peninsula Recreation Commission meeting of November 27, 2025, be adopted as circulated.

Attachment: [Minutes –November 27, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

5.1 Peninsula Minor Lacrosse Association

6. Commission Business

6.1 Facility Rental Fee Adjustment Request

Recommendation: That the Peninsula Recreation Commission decline the approval of the waiving of fees.

Attachment: [Staff Report: Facility Rental Fee Adjustment Request](#)

6.2 2025 Operating Surplus

Recommendation: That any operating surplus first be used to transfer \$41,517 back to operating reserves, and that any remaining operating surplus be transferred to the capital reserve.

Attachment: [Staff Report: 2025 Operating Surplus](#)

6.3 Verdier Daycare Development Update – Verbal

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

6.4 Peninsula Recreation Commission Meeting Dates for 2026

Recommendation: That the proposed 2026 Commission meeting dates be approved.

Attachment: [Staff Report: 2026 Peninsula Recreation Commission Meeting Dates](#)

7. New Business

8. Motion to Close the Meeting

Recommendation: That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter. [1 item]

9. Rise and Report

10. Adjournment

The next meeting is February 26, 2026

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



DRAFT Minutes of a Meeting of the Peninsula Recreation Commission
Held Thursday, November 27, 2025, in the Panorama Boardroom
1885 Forest Park Drive, North Saanich BC

PRESENT

COMMISSIONERS: N. Paltiel (Chair), P. DiBattista (Vice-Chair), K. Frost, S. Garnett, V. Kreiser, C. McNeil-Smith, C. Stock (for P. Jones)

STAFF: S. Meikle, Senior Manager; K. Beck, Manager, Program Services; L. Gregg, Manager of Facilities and Operations; S. Davis, Manager of Administrative Services; D. Toso, Administrative Secretary (Recorder)

Regrets: Commissioner Jones, Commissioner Murray, Commissioner Windsor

The meeting was called to order at 6:00 pm.

1. Territorial Acknowledgement

Commissioner Frost provided a territorial acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Frost, **SECONDED** by Commissioner Kreiser,
That the agenda be approved as amended to include New Business Item 7.1 First Nations Representation and update the year for the next meeting date to 2026.

CARRIED

3. Adoption of Minutes of October 23, 2025

MOVED by Commissioner DiBattista, **SECONDED** by Commissioner Stock,
That the minutes of the October 23, 2025 meeting be adopted.

CARRIED

4. Chair's Remarks: There were none.

5. Presentations/Delegations: There were none.

6. Commission Business

6.1 Financial Statement of Operations – Third Quarter of 2025

S. Davis spoke to Item 6.1. noting that there were no material changes since September 30.

Discussion ensued:

Peninsula Recreation Commission Minutes November 27, 2025

- A request was made to disclose, in-camera, the general details of the contract for services and legal expense.
- The supplies budget increased to account for inflation, increased facility traffic, and previous budgets that underestimated actual expenses.
- Debt is lower due to the retirement of pool debt, with sport box and heat recovery debt commencing in 2026.
- Direct and indirect expenses for wages and benefits total just over \$6.6 million, which is \$23,000 under budget, indicating that Panorama is up full staffing.
- Increased licencing expenses reflect changes in licencing requirements for auxiliary staff from the software company. Staff are auditing licences to ensure the right level of licencing and this expense should stabilize moving forward.
- Based on 2025 performance, the revenue is expected to increase in 2026.

Motion Arising:

MOVED by Commissioner Garnett and **SECONDED** by Commissioner DiBattista,
That the Commission direct staff to investigate the increased impact on fees, passes and rentals if the user pay ratio was changed to 55% user pay and 45% requisition as well as 60% user pay and 40% requisition and bring back a report.

Discussion ensued regarding:

- Would it throw fees and charges out of sync with regional recreation centres?
- What is the variance of user pay ratios among regional and municipal centres?
- What was the initial rationale for 50/50?
- Staff was requested to report back at the meeting before the fees and charges report.

The question on the motion was called.

CARRIED

6.2 Maintenance Update

L. Gregg reported on the following:

Centennial Park Sport Box

- The Sport Box has been well received by the community. Some minor deficiencies to be addressed over the next few weeks include painting of EV conduit and replacing some puck board.
- Over the next few months, the netting will be extended across the sides and convert the single doors to double doors for ease of access of nets.
- Approximately \$300,000 remains in the \$4.9 million capital budget. extending netting.

Energy Recovery

- The project is progressing as scheduled.
- Most of the piping is complete; one run remaining to do across the pool, which will be done in the next couple of weeks.
- Heating coils have been installed, the loop in the Tennis Facility is complete. Most of the heat exchangers, pumps and associated equipment in the ammonia room, boiler handler room and the change room has been successfully installed.

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- Duct socks across Arena A will be put in next week, with Arena B to follow.
- Installation of site-specific heat pump, pool air handler unit and hot water tanks along with moving of the boiler are scheduled to be completed during pool shut down. Commissioning of the system will follow.
- The project currently remains on schedule and within the budget.

LED Lighting Replacement

- Staff have completed lighting in general areas, such as, boardrooms, hallways, reachable areas of the arenas.
- A couple of companies have been on site to assess the pool and arena lighting needs; the hope is to be able to complete the work during pool shut down.

Capital projects completed in 2025 include the underwater lighting replacement, the leisure pool filter room floor delamination repairs and upgrades to the ammonia plant. Altogether, these three projects came in under budget and brought \$158,000 back to the capital reserves.

Discussion ensued:

- Staff are meeting with the four local First Nations to discuss visual representation at the Sport Box.
- Staff will ensure engineer approval of arena piping.
- Staff will schedule regular reports on capital projects.

6.3 LIFE Program Update

K. Beck provided an update to the LIFE program usage since introducing changes in 2025:

- Despite broadening the application cycle and opening up the program to post-secondary students, there has been no substantial uptake in terms of numbers. Almost all young adults using the program continue to do so as part of families/households.
- Staff will continue to monitor the program and report any major changes, with a full report after two years to evaluate the impact of the new 2-year application cycle.
- A regional survey showed that LIFE patrons deeply value the program, noting it is essential for their ability to participate.

Discussion ensued:

- Living costs are above the adjusted low-income cutoff, prompting regional talks on sliding-scale fees or next-tier support for those just above the threshold.

7. New Business

7.1 Update on First Nations Representation on the Peninsula Recreation Commission.

S. Meikle reported that:

- The question has been escalated to the CRD Corporate Services and First Nations Relations departments. MOUs are being developed between the CRD and various nations.
- Staff have been working at building relationships and partnerships with WSANEC leadership at the program and educational awareness level.
- Governance and representation discussions remain pending while current CRD and staff initiatives progress.

**Peninsula Recreation Commission Minutes
November 27, 2025**

Discussion ensued:

- The WSANEC Leadership Council has worked to act as a governance bridge, but two of the four nations are not participants, which can delay timely resolutions of these types of questions.
- Staff will investigate timelines the CRD may have.

7. Adjournment

MOVED by Commissioner DiBattista, **SECONDED** by Commissioner Stock,
That the meeting be adjourned at 6:49 pm.
CARRIED

CHAIR

RECORDER

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 22, 2026**

SUBJECT **Facility Rental Fee Adjustment Request**

ISSUE SUMMARY

To present community request for an adjustment to facility rental fees.

BACKGROUND

Under the Local Government Act and Capital Regional District (CRD) bylaws, the authority to waive facility rental fees resides with the CRD Board. In accordance with the Peninsula Recreation Commission (PRC) Fees and Charges Policy (Appendix A), any request for a rental fee reduction or waiver that does not meet staff approval criteria must be referred to the Commission for review. If the Commission supports the request by the organization to waive fees, it will forward a recommendation to the CRD Board for consideration as there is no delegation of the Board's power of assistance (s. 263(1)(c) LGA) currently in Bylaw No. 4186, "Capital Regional District Delegation Bylaw No. 1, 2017

The PRC Fees and Charges Policy stipulates that the Senior Manager or designate may approve a waiver or reduction and recommend CRD Board approval only when all the following conditions are met:

- The requesting organization is a designated not-for-profit and a regular, recurring user of Commission facilities, with a minimum of one weekly seasonal booking.
- The request pertains to non-fundraising, administrative support activities such as meetings.
- The total annual value of the waiver or reduction does not exceed \$500 per group.

The Peninsula Minor Lacrosse Association (the Association), a youth-focused non-profit, has requested an indefinite full waiver of rental fees for ongoing use of the Centennial Park Multi-Sport Box (Appendix B). The Association cites its role in securing grant funding for the facility's construction as the basis for this request. The estimated annual value of the proposed waiver is approximately \$8,500, whereas a full waiver of all rental fees represents approximately \$15,000, both of which exceed the staff approval threshold and therefore require Commission review prior to CRD Board approval.

Historically, the Association accessed the former lacrosse box through both Panorama Recreation and the District of Central Saanich (DCS)—paying rental fees to Panorama while receiving complimentary access from the DCS. The Peninsula Lacrosse Association worked closely with the DCS to complete and submit a successful grant application to the Province for approximately half of the funding (approximately \$2,000,000) of the design and construction fees for the multi-sport box at Centennial Park. The DCS then asked Panorama Recreation to take over the construction and operations of this new facility. The new Multi-Sport Box is fully/solely operated by Panorama Recreation and subject to rental fees under the PRC Fees and Charges Policy. While the Association supported grant applications, it did not provide direct financial contributions toward the facility's construction.

Staff are not recommending a waiver of fees, as the Fees and Charges Policy require user groups to pay applicable fees for facility use. Currently, no Panorama Recreation user groups receive full or partial waivers for recurring facility use to deliver programming or services.

Should the Commission wish to consider fee relief, a phased approach may be appropriate to mitigate the financial impact on the Association's participants. Table 1 outlines a proposed phased introduction of rental fees aligned with the primary lacrosse season (April to July), allowing the Association time to incorporate these costs into its player registration fee structure and timelines.

Table 1 – Proposed Option of a Phased Approach to Fee Reductions and Payments

Time Frame	Proposed Reduction	Value of Fees Waived (approx.)
Until Feb 28, 2026	100% waiver	\$2,600
Mar 1-Aug 31, 2026	50% waiver	\$4,000
Sept 1, 2026-Feb 28, 2027	25% waiver	\$1,900
Starting Mar 1, 2027	No waiver-full fees paid	N/A
Lost revenue		\$8,500

ALTERNATIVES

Alternative 1

That the Peninsula Recreation Commission decline the approval of the waiving of fees.

Alternative 2

The Peninsula Recreation Commission recommends the Capital Regional District Board:

1. exercise its power of assistance under s.263(1)(c) of the Local Government Act to waive the fee associated with Peninsula Minor Lacrosse Association's request as proposed in Table 1, or as amended; and,
2. direct staff to amend the applicable financial plan to reflect such waiver, if necessary.

IMPLICATIONS

Service Delivery Implications

User fees collected by Panorama Recreation contribute to offsetting the tax requisition for recreation services. In alignment with the Fees and Charges Policy, rental fees are intended to achieve higher levels of cost recovery, based on the principle that services primarily benefiting individuals or specific groups should be funded substantially or entirely by those participants.

Financial Implications

The Multi-Sport Box is currently operated by Panorama Recreation and funded through a combination of grant funding and debt, with ongoing operating costs supported through both requisition and user fees. Approximately 50% of the facility's annual operating costs are covered through requisition, with the remaining 50% recovered through rental revenues. Historically, the Association did not pay rental fees when the facility was operated by the DCS, and it is now charged the applicable non-profit rental rate as set out in the Fees and Charges Bylaw.

Granting a full waiver of rental fees for the Association's use of the Multi-Sport Box would result in an estimated annual revenue loss of approximately \$15,000, excluding any future fee increases, representing about 25% of the facility's projected annual rental income. In contrast, the phased fee relief outlined in Table 1 would result in a reduced cumulative revenue impact of approximately \$8,500 over the 2025–2027 transition period.

Equity, Diversity & Inclusion Implications

Panorama Recreation serves a region characterized by diverse demographics and household income levels. Staff have waived fees for Fall 2025 to support the Association's access to the new facility during the transition, valued at approximately \$5,000 to date. No further waivers are recommended in accordance with the Fees and Charges Policy, which requires all user groups to pay applicable fees. Approving an ongoing waiver for one group may create perceptions of inequity among other users, all of whom are expected to contribute to facility operating costs through rental fees.

CONCLUSION

The Peninsula Minor Lacrosse Association, a youth-focused non-profit, requested a waiver of facility rental fees for use of Panorama Recreation facilities. Staff reviewed the request against the Capital Regional District's Fees and Charges Policy and the applicable Bylaw, considering fairness, consistency, and precedent for other user groups. Based on this review staff are recommending that no additional fee waivers be granted and that standard rental fees apply. If the request to waive fees is declined, bookings will proceed under existing policies, ensuring consistent application of fees across all user groups.

RECOMMENDATION

That the Peninsula Recreation Commission decline the approval of the waiving of fees.

Submitted by:	Katherine Beck, Manager of Program Services, Panorama Recreation
Concurrence:	Steve Meikle, MA, Senior Manager, Panorama Recreation
Concurrence:	Melanie Alsdorf, Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Panorama Recreation Fees and Charges Policy PRC500 (March 28, 2024)

Appendix B: Request to Waive Facility Fees – Peninsula Minor Lacrosse Association
(September 8, 2025)

waive/reduce general admission/pass fees and set fees for services not identified in the fees and charges bylaw to provide for unusual, promotional and/or experimental purposes.

Facility Rentals

General admission and pass services include arena, aquatic, fitness, weight room, and other drop-in activities. Fees will encourage maximum public participation, and participants will be responsible for financially contributing to their activity.

User Classifications and Degree of Subsidy

Adult (19+ yrs)	100%
Youth (0-18 yrs)	55%
Commercial (Any group that generates a profit.)	200%

Considerations

- **Fundraising:** Full rental rates apply.
- **Admission Fees:** No group shall charge admission to Commission facilities without the express written consent of the Commission or its designate. The Commission shall be entitled to share in a negotiated percentage of the revenue when admission fees are charged for access to Commission facilities.
- **Damage Deposits:** May be required for one-time bookings or large events.
- **Wages:** Where additional staff wages are incurred as a direct result of a facility rental, that cost will be passed on to the user. This includes overtime or stat holiday pay.
- **Concession:** The Commission retains right of first refusal to operate the concession service for all events taking place in Panorama Recreation facilities.
- **Equipment:** Commission equipment, including tables and chairs, is not available for offsite use.
- **Requests for Waiving of Facility Rental Fees:** The Senior Manager/designate has the authority to waive/reduce facility rental fees within the following provisions:
 - The group requesting the waiver/reduction is a designated not-for-profit organization and a regular, recurring user of Commission facilities with at least one weekly (seasonal) booking.
 - The waiver/reduction is for non-fundraising, administrative support activities such as administrative meetings.
 - The maximum waiver/reduction per group is valued at less than \$500 annually

Any other requests by groups for waiving or reducing a rental fee will be forwarded to the Commission.

Special Services

When it is not possible to establish specific fees for special services, and it is obvious that the request is not profit motivated, the charges for these services will be based exclusively on whether it represents a cost to the taxpayer that is outside the planned and budgeted provision of service.



PANORAMA RECREATION DEPARTMENT POLICY

Section	Panorama Recreation	
Subsection	Policies	<i>Policy # PRC500</i>
Title	PANORAMA RECREATION FEES AND CHARGES	

POLICY:

The Peninsula Recreation Commission has set out the framework for the establishment of fees and charges for recreation services to guide recommendations for the Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw.

PRINCIPLES AND OBJECTIVES:

The fees and charges structure for the Commission is based on the following objectives:

1. To ensure fair, reasonable fees are established for public recreation services and that such fees reflect an appropriate cost recovery.
2. To establish a rationale for subsidizing services through tax requisition and classify various levels of subsidy based on the accepted rationale.
3. To ensure consistency in fees charged for the same or similar service to clients.
4. To ensure the Commission's resources are used effectively and efficiently.

The following principles form the philosophical foundation for the fees and charges policy.

1. Public recreation is a municipal function justifying partial support through taxation.
2. It is impractical to provide recreation services exclusively through tax support, therefore recreation services shall be supported in part through fees paid by the user.
3. Recreation services that provide the greatest benefit to the broadest segment of the population will be considered most worthy of subsidy through tax requisition. Services that primarily benefit an individual or select group must be paid for in whole or substantially by the participant.
4. Different fees may be established relative to the age of the participant based on the presumed variance by age in the user's ability to pay. Adults are presumed to have the greatest discretion in allocating funds to recreation services, thus adult rates are correspondingly higher.
5. The adult rate will establish the base rate for all fees. The rate for respective user categories will be determined as a proportion of the base rate, reflecting the degree of subsidy provided through tax requisition.
6. Despite the establishment of fees which are affordable to most of the public, there will be those who cannot afford access to recreation services. Strategies to reduce financial barriers to recreation must be developed, evaluated and adjusted to align with community needs. Strategies include but are not limited to sponsorship, grant funding, and recreation subsidy programs which establish alternate fee structures based on income levels (i.e. LIFE program).
7. The value of a service shall not be determined primarily or solely by the amount of revenue it produces or the number of participants involved.
8. The cost of administering the collection of revenue shall not be disproportionate to the

revenue which accrues, or the advantage gained.

Operational Considerations

- **Market Rates:** No commercial and/or private interest may profit at the expense of taxpayers. Fees for commercial/private entities will be consistent with those charged by comparable private facilities.
- **Partnerships:** To meet the community's recreation needs the Commission may contract with private sector or quasi-public entities to provide recreation services.
- **Cost Recovery:** The primary objective of fees is to minimize the tax subsidy required in the provision of services. The Commission will strive to realize the highest cost recovery feasible through fees, within its mandate of providing public recreation services.
- **Market Equity:** Panorama Recreation is one of many public agencies offering recreation services in Greater Victoria. These services are often comparable between agencies; therefore, fees must remain competitive relative to the surrounding area.
- **Facility Equity:** Community groups using Commission facilities can expect to pay the same proportionate amount regardless of activity. Participants in registered and drop-in programs of similar content and quality will be assured equity in fees.

DEFINITIONS:

Direct Cost: All costs that can be controlled by programming activities. This can include materials, supplies and wages incurred in the delivery of the service.

Indirect Cost: All costs that are not directly related to programming activities such as maintenance, utilities, capital replacement, and administrative overhead.

Non-Prime Time: Non-prime time is typically in low demand and requires incentive to shift activity from prime time. That incentive will be in the form of a reduced rate.

PROCEDURE:

Registered Programs

Fees for programs delivered directly by the Commission will encourage maximum public participation and minimize the tax subsidy within reason. Participants will be responsible for financially contributing to their activity.

User Classifications and Degree of Recoverable Costs

Adult (19+yrs) Registration fees cover all direct and indirect costs.

Child/Youth (0-18 yrs) Registration fees cover all direct costs.

Considerations

Other factors which may be considered when establishing program fees are:

- **Grants & Partnerships:** If the Commission is successful in obtaining external funding, standard program fees may be reduced to encourage greater participation (i.e. community special events, special interest programs, etc.).

- **Development Programs:** These may not initially recover costs but are continued at a loss to encourage and promote interest. It is expected that over time these programs will reach established recovery targets.
- **Private Lessons:** Registration fees will recover all direct and indirect costs regardless of participant age.
- **Social Programs:** Programs offered to meet social objectives may be provided without fee recovery (e.g. Teen Lounge Youth drop-in).
- **Waiving/Reducing Program Fees:** Commission staff can work cooperatively with organizations on joint programs where there is clear public benefit and develop appropriate corresponding program fees. The Senior Manager/designate has the authority to waive/reduce program fees to provide for unusual, promotional and/or experimental purposes.

General Admission and Pass Services

General admission and pass services include arena, aquatic, fitness, weight room, and other drop-in activities. Fees will encourage maximum public participation, and participants will be responsible for financially contributing to their activity.

User Classifications and Degree of Subsidy

Adult (19+ yrs)	100%
Child/Youth (6-18 yrs)	55%
Preschool (5 yrs and under)	No Charge
Student with ID (19+ yrs)	75%
Senior (60+ yrs)	75%
Family (Based on 5 persons)	The rate equal to two adults
Two adults and up to three children between the ages of 6-18 or one adult and up to four children between the ages of 6-18 living at the same address.	

Considerations

- **Discounts:** reduced rates for the bulk purchase of multiple admissions will be applied as follows:

Number of Admissions Purchased	Discount
10	10%
25	15%
50	20%

- **Membership Passes:** A variety of memberships and passes may be developed to facilitate regular long-term use at a discounted rate.
- **Waiving/Reducing Admission and Pass Fees:** Rates may be reduced to encourage attendance during periods of low use. The Senior Manager/designate has the authority to

Approval Date:	March 28, 2024	Approved By:	Peninsula Recreation Commission
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:	March 2026	Reviewed By:	
Supersedes:			



Request for fees to be waived

From Penlax President <penlax.pres@gmail.com>

Date Mon 9/8/2025 7:40 PM

To Katherine Beck <KBeck@panoramarec.bc.ca>

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Dear Panorama Recreation Team,

On behalf of the Peninsula Minor Lacrosse Association (PLA), I am writing to formally request that the facility rental fees recently applied to our use of the outdoor lacrosse box be waived.

As a long-standing not-for-profit organization, PLA has been proudly serving the Saanich Peninsula for decades. Our mandate is to provide accessible, inclusive, and affordable lacrosse opportunities for youth in minor sports in our community. Historically, the outdoor box facility has been made available to us without charge, recognizing both the public benefit of our programming and our volunteer-driven, non-profit structure.

*It is also important to highlight that PLA was a pivotal partner in securing the funding and grant applications that led to over **\$2 million in upgrades** to this very facility. These improvements were realized through collaboration, with the understanding that the box would continue to be a resource for the community and for the youth athletes we serve. The introduction of rental fees at this stage not only undermines that shared investment but also places a significant financial burden on our association.*

*Nearly **30 percent of our registered players with Peninsula Lacrosse are Indigenous youth**, and it is anticipated that the upgraded facility will help further increase participation — particularly among Indigenous communities. Ensuring continued access to this space without prohibitive costs is essential in supporting equitable opportunities for all youth to participate in Canada's national summer sport.*

As a volunteer-run organization funded primarily through modest registration fees, additional costs directly impact our ability to keep participation affordable for families. This risks limiting access to sport for local youth and jeopardizes the continued growth of lacrosse on the Peninsula.

We respectfully ask Panorama Recreation to consider reinstating the waiver of fees for PLA's use of the outdoor box facility. Doing so would recognize our long-standing partnership, our substantial role in the facility's development, and our shared commitment to fostering healthy, active lifestyles for youth across the Peninsula.

We value our relationship with Panorama Recreation and would welcome the opportunity to meet and discuss this matter further.

Thank you for your consideration.

Sincerely,

Rod Senior

Penlax President

Visit Us on Social Media:

Instagram @ peninsulawarriors

Facebook at Peninsula Lacrosse Association

www.penlax.net

The Peninsula Lacrosse Association recognizes and acknowledges the W̱SÁNEĆ people on whose traditional territory we live, we learn, and we play lacrosse on.

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 22, 2026**

SUBJECT 2025 Operating Surplus

ISSUE SUMMARY

To seek approval to return \$41,517 to the service's operating reserve and transfer any additional operating surplus to capital reserves to meet the February 5, 2026, deadline to finalize surplus or deficits.

BACKGROUND

Historically, the Peninsula Recreation Commission has transferred the year-end operating surplus to the service's reserve funds to support capital infrastructure projects. An operating surplus is anticipated for 2025; however, the final amount will not be confirmed until closer to the February reporting deadline.

The 2025 budget included a planned transfer of \$41,517 from operating reserves to offset a loss in revenue during an extended pool shutdown. Current projections for 2025 indicate that revenues will be sufficient to absorb the impact of the shutdown, allowing these funds to be returned to the operating reserve.

The balance of the capital and equipment replacement reserve funds is estimated to be \$5.44 million at December 31, 2025. The balance of the operating reserve is estimated to be \$429,003 at December 31, 2025. While these balances are generally aligned with the established reserve guidelines, the operating reserve remains at the lower end of the recommended range. The transfer would strengthen overall reserve balances.

ALTERNATIVES

Alternative 1

That any operating surplus first be used to transfer \$41,517 back to operating reserves, and that any remaining operating surplus be transferred to the capital reserve.

Alternative 2

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

IMPLICATIONS

Financial Implications

Transferring the operating surplus to the capital and operating reserve funds provides funding for capital projects and helps to mitigate the impact from unforeseen revenue shortfalls. Alternatively, carrying forward the surplus to reduce future requisitions can lead to tax fluctuations and incentivize year-end spending to avoid losing funds.

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2025 Operating Surplus

CONCLUSION

Building capital, equipment and operating reserves for funding ongoing infrastructure renewal is essential to ensuring the long-term sustainability of infrastructure-dependent services such as Panorama Recreation. As with all reserve funds, the resources to build reserves can either be part of the respective service's budget or result from an operating surplus. It is common for operations with large capital assets to allocate operating surplus to their reserves. Historically, the Peninsula Recreation Commission has followed this practice.

RECOMMENDATION

That any operating surplus first be used to transfer \$41,517 back to operating reserves, and that any remaining operating surplus be transferred to the capital reserve.

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

**REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, JANUARY 22, 2026**

SUBJECT Peninsula Recreation Commission Meeting Dates for 2026

ISSUE SUMMARY

To provide the Peninsula Recreation Commission with 2026 meeting dates.

BACKGROUND

The Commission has traditionally met on the fourth Thursday of each month (July, August and December excepted). The proposed dates for 2026 account for the municipal elections held in October and the timing to appoint Commission members. The following dates are proposed for 2026:

- January 22
- February 26
- March 26
- April 23
- May 28
- June 25
- July 23 – Call of the Chair
- August 27 – Call of the Chair
- September 24

RECOMMENDATION

That the proposed 2026 Commission meeting dates be approved.

Submitted by:	Steve Meikle, Senior Manager, Panorama Recreation
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