



District of Central Saanich
1903 Mount Newton Cross Road
Saanichton, B.C.
V8M 2A9

CORPORATE POLICY
Park Booking Refund Policy

POLICY NO. FIN-06

Adopted by CAO
Effective Date June 25, 2021

Amendment Date(s):

File No: 0340-50-2021-06

Contact Department: Engineering and Public Works

PURPOSE

To provide a clear policy on when and how refunds of the fees associated with park bookings can be provided.

POLICY:

Park booking fees can be refunded in instances of rainouts/extreme weather, District closures or with 48 hours' notice.

APPLICATION:

- Credits will be issued for rainouts/extreme weather, District closure or cancellation of bookings with minimum 48 hours' notice.
- Credits are issued to park user accounts on file with the District and can roll over year to year.
- In instances where a credit on the account cannot be used in the future, refunds will be issued on the credit card used to make the booking. In instances of other forms of payment, a cheque will be issued within 10 business days.

REVIEWED AND APPROVED

Chief Administrative Officer