

To: Lorraine Hilton
Chief Administrative Officer

Date: February 9, 2023
File: 7900.03

From: Melisa Miles
Corporate Officer

To Council
February 21, 2023

**Subject: Community Hall Subsidy Request – Highland Heritage Park Society
Potluck Supper and Scottish Country Dance – March 18, 2023**

PURPOSE

As per policy, the Highland Heritage Park Society is requesting Council grant a community hall rental waiver for a Potluck Supper and Scottish Country Dance on Saturday, March 18, 2023.

BACKGROUND

In granting subsidized rental assistance to an organization, the District of Highlands will take into account the following objectives:

- The primary purpose of a subsidized rental is to provide rent relief assistance to an organization for a specific event that benefits residents of the District.

Yes	<input checked="" type="checkbox"/>	This event is open and free to all Highlands residents (anyone).
No	<input type="checkbox"/>	

- Applicants must be locally based and their efforts are community based in nature.

Yes	<input checked="" type="checkbox"/>	The Highland Heritage Park Society is locally based and their efforts are certainly community based.
No	<input type="checkbox"/>	

- The organization should be a registered non-profit Society or belong to a parent Society under the laws of British Columbia.

Yes	<input checked="" type="checkbox"/>	The Highland Heritage Park Society is a Society under the laws of BC.
No	<input type="checkbox"/>	

Should a waiver be granted, there are still costs associated with insurance, refundable security deposit and cleaning of the hall fees. As Council is aware, the current janitorial fee is \$145 per use, and that pending policy recommendations will include the inclusion of actual cleaning costs being borne by users.

OPTIONS:

- That Council approve the request from the Highland Heritage Park Society for a rental waiver of \$175 for a half day rental for the community hall for their Potluck Supper and Scottish Country Dance Event on March 18, 2023 with the applicant being responsible for the refundable security deposit (\$125), insurance (\$110) and cleaning fee (\$145).

2. That Council provide alternate direction to Staff.
3. That the application be received for information.

RECOMMENDATION:

That Council approve the request from the Highland Heritage Park Society for a rental waiver of \$175 for a half day rental for the community hall for their Potluck Supper and Scottish Country Dance Event on March 18, 2023 with the applicant being responsible for the refundable security deposit (\$125), insurance (\$110) and cleaning fee (\$145).

Respectfully submitted,

CAO Concurrence



Melisa Miles
Corporate Officer



Lorraine Hilton
Chief Administrative Officer

*Attachments –
Policy IV-2402
Request Letter - HHPS
Subsidized Rental Application*

TITLE:	COMMUNITY HALL RENTAL SUBSIDIZED RATES		
SECTION:	COMMUNITY SERVICES	POLICY No. IV-2402	
Adopted:	May 12, 2014	Resolution:	123/ 14
Amended:		Resolution:	

1. PURPOSE

This policy is to establish controls and a clear process to apply for the subsidized use of the District of Highlands Community Hall.

2. APPLICATION and PROCEDURE

1. In granting subsidized rental assistance to an organization, the District of Highlands will take into account the following objectives:
 1. The primary purpose of a subsidized rental is to provide rent relief assistance to an organization for a specific event that benefits residents of the District.
 2. Applicants must be locally based and their efforts are community based in nature.
 3. The organization should be a registered non-profit Society or belong to a parent Society under the laws of British Columbia.
2. An organization applying for subsidized rental must complete the application form and provide all requested information in order to have it application considered by the District
3. Subsidy applications will be considered by Council and all applications must be submitted through proper process.

Subsidized Rates Effective May, 2014

	2 DAY	FULL DAY	HALF DAY	HOURLY RATE
Community Hall	300	200	175	35
Set up and break down (caretakers)				40
Additional Required Clean Up (caretakers)				40
Deposit – non-refundable if 30 day cancellation is not provided	-- 100 --			

Laura Uganecz

From: Robert McMinn
Sent: Wednesday, February 15, 2023 12:26 PM
To: Laura Uganecz
Subject: Use of Community Hall March 18

Hi Laura - here is a letter to Mayor and Council to accompany the application for remission of fee for the Community Hall for the Potluck Supper and Dance on March 18

To: Mayor and Council, District of Highlands
From: Highland Heritage Park Society, per R.G. McMinn
Date: 15 February 2023
Re: Potluck Supper and Dance at Community Hall, March 18, 2023

The first ten Potluck Suppers and Dances were held in the Schoolhouse. The Highland Heritage Park Society provided the venue without charge. A donor paid the fee for the musician and the caller. Being free for participants is thought to have contributed to the carefree and convivial atmosphere of the event. The event became sufficiently popular that it was decided to hold the 11th Potluck and Dance in the bigger venue of the Community Hall despite the extra cost. Sufficient donations were received so that the 11th event at the Community Hall was still without charge for participants. The event was a great success.

We would like to hold the 12 th Potluck Supper and Dance at the Community Hall without charge to participants to continue the previous carefree atmosphere. The Highland Heritage Park Society, the Highlands District Community Association and donors are contributing to cover costs. It would be greatly appreciated if the District of Highlands will cover the cost of the Hall rental.

Thank you for your consideration of this request.

Bob McMinn,
Director, HHPS

HIGHLANDS 12 th ANNUAL POTLUCK SUPPER AND SCOTTISH COUNTRY DANCEDescription of Event

March 18, 2023

The 12th Annual Potluck Supper and Scottish Country Dance. Food for the supper is provided by the participants.

The first ten events were held in the old Schoolhouse, so that venue costs were absorbed by the Highland Heritage Park Society. Bob McMinn paid the musician's and caller's honoraria.

The 11th Supper and Dance in 2019 was moved to the Community Hall because the event had become sufficiently popular that a bigger venue was desirable despite the increased cost.

Set up will start at 4 pm. Supper at 6 pm. Dance 7:30 to 9:30 or 10 pm. Sufficient time will be available for cleanup before the Hall is required for Sunday morning.

Who Benefits from this event and how?

Highland residents benefit by meeting one another in a convivial atmosphere in an attractive venue.

A core group is invited to ensure a minimum number of attendees and success of the event. Invitees are urged to invite friends and anyone who is considered likely to enjoy the event. Word is thus spread widely in the Highlands Community. The event will also be posted on the Highlands Website and noted in Facebook.

The Supper and Dance is open to the Highland Community and their friends without restriction. The sponsors ask potential attendees to register for organizational purposes.

Budget

\$ 235 - deposit and insurance (specified by staff)
 395 - payment due 30 days before event (specified by staff)
 550 - honoraria for musician and caller
 25 - BC Special Event Permit
 \$ 1,205

Please describe other sources of funding and amounts requested or expected:

Individuals are being asked to donate funds to help defray the cost of the event. Participants will donate the food (potluck). Even if Highlands grants the Half Day Subsidy (\$175), the Society, Association and donors will have to cover considerable costs (\$1,030). Donations promised so far are \$700.