



DISTRICT OF HIGHLANDS BYLAW NO 464

A BYLAW TO PROVIDE FACILITY RENTAL REGULATIONS AND FEES

The Council of the District of Highlands, in an open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “Facility Rental Regulations and Fees Bylaw No. 464, 2025”.

2. DEFINITIONS

Agreement means a facility use agreement and its conditions as issued under this Bylaw.

Chief Administrative Officer means the person appointed by Council and any person acting under their authority.

Facility means the District of Highlands Community Hall located at 729 Finlayson Arm Road including the grounds, buildings, amenities, roadways, parking lots, and rights of way.

Person means an individual person or any business entity including a corporation, society, association, or partnership.

3. REGULATIONS

3.1 No **person** shall:

- a) Use the **facility** in contravention of this Bylaw, signed **agreement**, or a sign which has been posted under the authority of the District, prohibiting or regulating such use.
- b) Use tobacco, vapour devices, and marijuana in the **facility** or anywhere on the grounds in accordance with the “CRD Clean Air Bylaw No. 3962”.
- c) Start a fire or drop any lit match, cigar, cigarette, or other burning item on the ground.
- d) Set fire to or discharge any fireworks or other explosive materials of any kind.
- e) Carry or discharge any weapons or firearms of any description at the **facility**.
- f) Conduct any illegal or unlawful activities.
- g) Use the **facility** outside the designated hours of use.
- h) Litter in any place at the **facility**.
- i) Destroy, damage, break, remove or injure vegetation.

- j) Destroy, damage, or deface any building, fence, bench, sign, ornament or other structure.
- k) Contaminate or pollute any watercourse or body of water.
- l) Erect, construct, or build any tent, pavilion, or other construction without written permission of the **Chief Administrative Officer**.

4. HOURS OF OPERATION AND FEES

- 4.1 This Bylaw establishes hours of operations for the **facility** as 7:00 am to 10:00 pm daily.
- 4.2 This Bylaw imposes fees and charges as set out in Schedule “A” – **Facility** Rental Fees and Charges.

5. ADMINISTRATION AND ENFORCEMENT

- 5.1 Any **person** who contravenes any provision of this Bylaw commits an offence and shall be liable upon conviction to a fine of not more than \$10,000 (Ten Thousand Dollars), and any other penalty or order imposed pursuant to the *Community Charter* or the *Offence Act*.
- 5.2 Each day that the offence continues or exists shall be deemed to be a separate and distinct offence.

6. FACILITY USE AGREEMENTS

- 6.1 A **facility** use **agreement** shall be:
 - a) Issued by the **Chief Administrative Officer** for any use of the **facility**.
 - b) Be in the form as prescribed by the **Chief Administrative Officer**.
- 6.2 The **Chief Administrative Officer** is authorized to:
 - a) Grant or refuse any request for use, or stipulate conditions or limitations to any **agreement** as they may see fit.
 - b) Negotiate, approve and execute **agreements**, licenses or other documents in relation to the rental of the **facility**.
- 6.3 Any appeal with respect to granting or refusing use shall be made to Council and Council’s decision will be final.

7. EXEMPTIONS

- 7.1 The rental fees for the following annual community group events will be waived:
 - Highlands District Community Association
 - Annual General Meeting - One (1) per year
 - Speaker Series – Maximum Four (4) per year
 - Pre-Election All Candidates Meeting – Maximum Two (2) per Council term

Highland Parks and Recreation Association

- Community Garden Workshop - Maximum One (1) per year

Highland Heritage Park Society

- Annual Craft Fair – Maximum One (1) per year
- Annual Spring Potluck – Maximum One (1) per year

8. SEVERABILITY

If any portion of this Bylaw is found by a court of competent jurisdiction to be invalid, the invalid portion may be severed from the balance of this Bylaw without affecting the validity of the remaining portions of this Bylaw.

READ A FIRST TIME	on the 18th	day of February	2025
READ A SECOND TIME	on the 18th	day of February	2025
READ A THIRD TIME	on the 18th	day of February	2025
ADOPTED	on the 3rd	day of March	2025

Mayor

Corporate Officer

SCHEDULE "A"**FACILITY RENTAL FEES AND CHARGES**

Type	Fee
Community Group (non-profit volunteer group open to the public)	
Adult (19 yrs or older or where both adults and youth participate)	\$45.00 per hour
Youth (18 yrs and younger)	\$35.00 per hour
Commercial (no sale of goods)	
Seminars, Meetings, Training	\$55.00 per hour
Private Events (4 hrs. minimum)	
1-20 people	\$75.00 per hour
21-40 people	\$100.00 per hour
41-60 people	\$125.00 per hour
Other Fees	
Administrative Fee	\$30.00 flat fee
Servery (no cooking)	\$50.00 flat fee
Hall Viewings (1 st viewing free of charge)	\$30.00 flat fee for each additional viewing
Cost of Personnel (if applicable)	\$50.00 per hour
Facility Deposit	\$500.00