


Policy Area – General Government- Recreation and Community Development		Content Last Updated: March 24, 2022
Policy Section: Administration		Supersedes Policy:
Policy Name: Community Bench and Outdoor Furnishing		Approval: <i>Sept. 14th, 2023</i>
Policy No: 200-72		Number of Pages: 4

1. POLICY STATEMENT

The Resort Village of Candle Lake (RVCL) encourages the donation of benches and outdoor furnishings to be placed within the community.

2. PURPOSE

2.1 To facilitate requests for and installation of community benches and outdoor furnishings that are commemorations or of significant importance to the community of Candle Lake.

2.2 To define procedures to be followed by the applicant and RVCL Administration, as they relate to community bench and outdoor furnishing applications and installation.

3. DEFINITIONS

3.1 RVCL Administration refers to the CAO and/or Management staff of the Resort Village of Candle Lake

3.2 Applicant refers to the person(s), organization or business submitting application for request of a community bench.

3.3 Bench and/or Outdoor Furnishing Specifications refers to size, style, and material(s).

4. CRITERIA

4.1 Community Bench and/or Outdoor Furnishing Application

-Established by RVCL Administration, provided on Appendix A attached to this policy.

-To initiate request for a community bench and/or outdoor furnishing to adequately define the applicant’s desired location, date of request, contact information and possible markings/commemorative information.

4.2 Acceptable Bench and/or Outdoor Furnishings

-Bench and/or Outdoor Furnishing specifications to be determined by RVCL Administration with a designated supplier to provide consistency.

4.3 Markings

-A scripted plaque or insert may be attached to a bench or outdoor furnishing upon approval of RVCL administration.

4.4 Location

-Outdoor public, municipal space where overall design and purpose are not compromised.

-Reviewed and approved by RVCL Administration in association with the Sport, Culture and Recreation Board.

4.5 Installation

-A bench and/or outdoor furnishing will be installed in an approved location by the RVCL Public Works Department or sanctioned contractor.

4.6 Incurred costs

-Costs to purchase a bench/outdoor furnishing and any associated marking shall be the responsibility of the applicant.

-The RVCL shall incur costs associated with installation and maintenance of a bench and/or outdoor furnishing.

4.7 Proprietorship

-The Resort Village of Candle Lake assumes ownership and management of all benches and outdoor furnishings purchased under this Policy.

-All decisions related to benches and/or outdoor furnishings are the sole responsibility of the Resort Village of Candle Lake.

5. PROCESS

5.1 The Applicant shall complete and submit a Community Bench and/or Outdoor Furnishing Application (Appendix A) to RVCL Administration;

5.2 The RVCL Recreation and Community Development Department reviews the Community Bench and/or Outdoor Furnishing Application;

5.3 The Recreation and Community Development Manager presents the application to the Sport, Culture and Recreation Board for review;

5.4 Upon approval of the Application, the applicant will be required to provide pre-payment to the RVCL for the bench and/or outdoor furnishings. Purchase of any associated marking(s) will be the responsibility of the applicant;

5.5 Once payment is received from the applicant, the bench and/or outdoor furnishing will be ordered by the Recreation and Community Development Department from the designated supplier;

5.6 When the bench has been received by the RVCL installation will be scheduled and completed;

5.7 The applicant shall be notified when installation is complete.



Box 114 • Candle Lake, Sk. • S0J 3E0

Appendix A - Community Bench and/or Outdoor Furnishing Application

Name of Applicant: _____

Phone number: _____

Address: _____

Desired Location: _____

Date: _____

plaque inscription:

Note: By signing this application the Applicant accepts the criteria for an Acceptable Bench, Markings, Location, Incurred costs, and Proprietorship as set out in Policy 200-72

Applicant Signature

Date

Mail, fax, e-mail, or otherwise deliver this request in person to: Resort Village of Candle Lake, C/O Manager of Recreation and Community Development, Box 114, Candle Lake, S0J3E0.

Phone: 306-929-2236 Fax: 306-929-2201 E-mail: parksrec@candlelake.ca

For office use only

Approved by: _____ Approval Date: _____

DATE APPROVED: September 14TH, 2023

RESOLUTION NUMBER: 290-2023

Mayor: _____

Administrator: _____

