


200-72 Community Bench Policy

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| Policy Area – General Government- Recreation and Community Development |  | Content Last Updated: NEW |
| Policy Section: Administration | | Supersedes Policy: |
| Policy Name: Community Bench | | Approval: <i>March 24, 2022</i> |
| Policy No: 200-72 | | Number of Pages: 4 |

1. POLICY STATEMENT

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

2. PURPOSE

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

-To define procedures to be followed by the applicant and RVCL Administration, as they relate to community bench requests and installation.

3. DEFINITIONS

3.1 RVCL Administration means the CAO and Department Managers 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 specifications refer to size, style, and material(s) of a bench.

4. CRITERIA**4.1 Bench Request Application**

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

-To initiate request for a community bench and adequately define the applicant's desired location, markings, date of request, contact information and possible commemoration information for a community bench.

4.2 Acceptable Bench

-Bench 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 upon approval of RVCL Recreation and Community Development Manager.

4.4 Location

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

-Reviewed and approved by the RVCL Council following primary approval from the RVCL Recreation and Community Development Manager.

4.5 Installation

-A bench will be installed in the approved location by the RVCL Public Works Department or sanctioned contractor.

4.6 Incurred costs

-Purchase of a bench and any associated marking shall be the responsibility of the applicant.
-The RVCL shall incur all costs associated with installation, damage and/or vandalism.


4.7 Proprietorship

-The Resort Village of Candle Lake assumes ownership and management of all Benches purchased under this Policy
-All decisions related to Community Benches are the sole responsibility of the Resort Village of Candle Lake.

5. PROCESS

- i. The applicant completes a Community Bench Application (Appendix A) and submits the form to RVCL Recreation and Community Development Manager
- ii. The applicant will be notified of receipt of their Community Bench Request Application and the subsequent process, by the RVCL Administration
- iii. The RVCL Recreation and Community Development Manager reviews the Community Bench Application
- iv. The Parks and Recreation Board review the Community Bench Application
- v. The Community Bench Application be supplied to Council with supporting comments and recommendation by the RVCL Recreation and Community Development Manager, for approval
- vi. The applicant will be notified of the outcome of their Application by the RVCL Administration
- vii. If approved, the applicant will be required to provide pre-payment to the RVCL for the bench and any associated marking(s)
- viii. Once payment is received from the applicant, the bench will be ordered by the RVCL Recreation and Community Development Manager from the designated supplier
- ix. When the bench has been received by the RVCL Administration, installation will be scheduled and completed
- x. The applicant will be notified when installation is complete

-Appendix A-

| | | |
|---|---|--|
| Application Name: Community Bench Application |  | Approval: _____ For office use only |
| Application Area – General Government, Recreation and Community Development | | Date: _____ |
| Application Section: Administration, Manager of Recreation and Community Development | | Number of Pages: 1 |

Name of Applicant: _____

Contact Information: _____

Desired Location: _____

Notes:

Note: By signing this form the Applicant accepts the criteria for an Acceptable Bench, Markings, Location, Incurred costs, and Proprietorship as set out in the Candle Lake Community Bench 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

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CRITERIA CHECKLIST

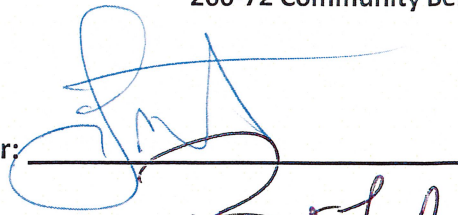
| Yes/No | Criteria Description |
|--------|--|
| | Bench Request Application received and reviewed by the Department of Recreation and Community Development, the Parks and Rec Board and Council |
| | Applicant accepts criteria for an Acceptable Bench, Markings, Location and Incurred costs |
| | Location: Bench does not compromise or obstruct operations of the desired location |
| | If 'No' to any of the above, Comments and Recommendations to council and the applicant: |
| | _____ |
| | _____ |
| | _____ |
| | _____ |

Approved by: _____ Approval Date: _____
 Manager of Recreation and Community Development

POLICY DATE APPROVED: March 24, 2022

RESOLUTION NUMBER: 110/2022

Mayor:



Administrator:

