



RESORT VILLAGE OF
CANDLE
Lake

Resort Village of Candle Lake

2024-2025 REPORT TO THE COMMUNITY

On behalf of Council, I am pleased to present our 2024-2025 Report to the Community. This report highlights our achievements, investments, and progress over the past year.

This past year, civic elections brought new colleagues to Council, and I was honoured to be elected Mayor. Thank you to past mayor Terry Kostyna, and Council members Joe Barczai and Shayne Morley for serving on Council. I also extend my sincere appreciation to our employees, volunteers, local businesses, and residents – collectively we are making our Resort Village a truly special place to call home.



(l-r): Councillor Hugh Garven, Councillor Shelly Voykin, Councillor Debbie Hunter, Mayor Colleen Lavoie, Councillor Jon Attig

As you may know, Council has developed a new strategic plan which includes six pillars to guide our work over the next four years: Governance & Engagement, Economy & Development, Infrastructure & Environment, Public Safety & Emergency Preparedness, Recreation & Culture, and Health & Wellness. Next year we will report on our work in these areas.

As we move forward, we remain focused on responsible growth, innovation, and enhancing the services and amenities that make our Resort Village the best place to live in Saskatchewan!

Mayor Colleen Lavoie

Council members also serve on the following Boards and Committees:

- **Sport, Culture, and Recreation Board:**
Councillor Deb Hunter
- **Trails Advisory Board:** Councillor Jon Attig
- **Health Services Committee:** Councillor Hugh Garven
- **Local Library Board:** Councillor Shelly Voykin
- * *Mayor Colleen Lavoie serves as an ex-officio member on the above Boards.*
- **North Central District Planning:** Mayor Colleen Lavoie and Councillor Deb Hunter
- **Candle Lake Communities in Bloom:**
Councillor Hugh Garven
- **Provincial Association of Recreational Communities of Saskatchewan:** Councillor Shelly Voykin
- **North Central Area Transportation Planning:**
Councillor Jon Attig

RESORT VILLAGE ADMINISTRATION

- Brent Lutz, Chief Administrative Officer
- Sheri Carson, Manager of Finance
- Jason Campbell, Manager of Operations
- Mark Peters, Manager of Planning and Development
- Erin Maloy, Manager of Recreation & Community Engagement
- Jim Arnold, Fire Chief/Emergency Services Manager
- Theresa Hicks, Executive Assistant / Office Manager
- Bonnie Kalynowski, Administrative Assistant
- Chris Gates, Building Official

2024-2025 BUDGET PLANNING

Like all Saskatchewan municipalities, the Resort Village follows provincial legislation when developing and approving our operating and capital budget. Planning for the 2024 Budget began in fall 2023, and the final budget was approved in March 2024.

2024 Budget Highlights:

- Expenditures: \$6,626,000 to be allocated towards operational advancements and capital projects, including infrastructure improvements, trail and greenspace enhancements, upgraded emergency services equipment, necessary machinery, road maintenance, and drainage initiatives, rehabilitation of the Community Hall and the decommissioning of the old landfill cell. Approximately \$1.4 million of these expenditures were to be supported through federal and provincial grants.
- Projected revenues: \$6,626,000 with \$3,173,000 million derived from property taxes. There were no adjustments to the Mill Rate and Base Tax. Rather, the Resort Village opted to discontinue the property tax prepayment discount, resulting in an annual revenue increase of approximately \$135,000.

[More information on the 2024-2025 Budget](#)

MAJOR PROJECTS

55+ Housing

- Work on the Candle Lake 55+ Housing Project progressed in 2024 with the goal of providing housing options that will allow aging residents to remain in Candle Lake. In 2024, a Request for Proposal competition resulted in one joint proposal from Zaks Building Group and Claystone Development which substantially met the needs identified in the Housing Demands and Needs Assessment.
- Visits to Claystone's existing senior housing projects in Hague and Zak's Building facilities were conducted and following meetings with the proponent, Council executed a Memorandum of Understanding between the Village and Zaks/Claystone agreeing to negotiate mutually acceptable terms for a future Sale Agreement.
- Council continues to consider this proposal and a decision on whether to proceed with Phase 1 is expected sometime this spring. If successful, work could proceed yet this year and result in a total of 10 new long term rental units designed for individuals 55 years and older.

The Community Hall Renovation Project

- In 2024, the RVCL acted on a feasibility study conducted in 2016 that determined the Community Hall does not meet several building, safety, and accessibility codes. In 2024 work to extend the life of the Hall and make the space more usable began. User groups were asked to provide feedback into the changes they would like to see.
- The cost of the renovation project has increased from the initial estimate of \$1,250,000, to \$1,500,000 resulting from the addition of a new roof system and spray foam insulation. Over \$920,000 of this was received from an Investing in Canada Infrastructure Program grant; another \$100,000 was provided through the Canada Community Building Fund (the former Gas Tax Fund) with the remainder coming from facility reserve funds.
- Work commenced in the fall of 2024 and is expected to be completed by the end of June in time for July 1st celebrations in the Village.

Spruce Grove Subdivision and Spruce Grove Park

- The Concept Plan and the Phase 1 Subdivision Plan for Spruce Grove neighborhood, which includes 55 residential lots and a neighbourhood park, was approved by Council in the spring of 2024.
- The development of the streets, drainage ditches within the Spruce Grove neighbourhood commenced in the fall and park space will be developed in 2025. These were requirements established in the Service Agreement between the Village and Whitford Construction.
- The park design was developed by Associated Engineers to align with our 20 Year Green Space Master Plan for a close-knit, walkable community. A conceptual plan was shared publicly late last year with the park construction to be completed in 2025.



Lagoon

The Resort Village continues to work on the lagoon expansion project. The total cost of this project is \$6,600,000. The Resort Village received a grant through the Investing in Canada Infrastructure Program for the project. The Village's contribution of \$1,750,000 will be funded through a \$100 annual Lagoon Waste Management Levy and will meet the growing needs of our community for the next 25 years. Project design plans were started in 2024 and the work on the project will commence in 2025 with project completion sometime in 2026.

Landfill

Following through on work begun in 2023 to decommission the old landfill cell, a decision was made to expand the project to include an inert landfill cell. Built specifically for non-organic material like construction and demolition (C&D) material, an inert landfill cell is less complex and expensive to construct than a household waste cell. Having an inert landfill cell will enable us to extend the lifespan of the household cell by diverting C & D material to the inert cell. Both the new inert cell and the current household cell are expected to last 10–15 years, depending on the volume of waste received. MTE Civil Construction and Excavation worked on the landfill projects and donated topsoil for the Memorial Park rejuvenation project.

The total cost of this project including the decommissioning and the construction was \$ 915,596. The decommissioning portion of the project was funded in part by a grant secured by the past Council from the Investing in Canada Infrastructure Program of \$446,873.

[More information on Major Projects](#)

HIGHLIGHTS (POLICIES AND MUNICIPAL BUSINESS)

- **Snow Removal Policy:** Outlines the process that will be used to remove snow and apply sand and salt to our roads after a major snowfall was adopted.
- **Charitable Tax Receipt Policy:** Allows those who donate \$100 or more to local non-profit organizations and charities to receive a tax receipt issued by the RVCL.
- **Equipment Usage Policy:** Establishes standards and protocols employees and volunteers are to follow in monitoring equipment operation and maintenance costs.
- **The Animal Control Bylaw:** Revised to require pet owners attach tags with their name and contact number. This eliminates the need for a pet license fee and helps Special Constables contact owners to return lost pets.
- **Performance Review Policy:** Adjusts out-of-scope manager pay to keep pace with in-scope employee pay.
- **Out of Scope Human Resources Policy:** Outlines employment provisions for out-of-scope staff not covered by CUPE was adopted.
- **Communication Policy:** Creates a process to share information internally and with the public.
- **Cemetery Bylaw:** Provides a more comprehensive guide for cemetery operations. Cemetery fees were increased to better reflect operating costs.
- **Community Development Matching Fund Policy:** Encourages local-led initiatives by providing funding towards approved projects on municipal lands.
- **Sale of Municipal Land Policy:** Guides Administration and Council when making decisions about the proper method for the sale of municipally owned land. Municipal Lands include buffer strips, walkways, environmental reserve, public reserve or municipal reserve lands.
- **Ditch Maintenance and Alteration Policy:** Introduces standards to ensure landscaping, alteration, and maintenance of ditches in the public roadway are done correctly and that roadways or ditches are not compromised due to development undertaken by property owners to ensure they continue to serve their intended purpose which is drainage.
- **Approach Bylaw:** Regulates the construction, size, location, and design of access approaches to public roads. The bylaw ensures that approaches meet maintainable standards, preserve proper drainage, promote traffic safety, and reduce potential conflicts between neighboring property owners.
- **Building Bylaw:** Replaces the 2006 version and regulates construction in residential, commercial, and industrial zones. This updated bylaw aligns with current building codes and standards and provides more detailed guidance on the building permit process.
- **Lagoon Bylaw:** Amended to authorize the addition of penalties to overdue lagoon service accounts, encouraging timely payment and supporting the ongoing maintenance of the system.
- **Planning and Development Fee Bylaw:** Certain Fees were updated and minor changes made to ensure compliance with the Planning and Development Act.
- **Advisory Committees and Boards Bylaws:** Revisions to reflect current practices and formalize processes which allow the SRC Board, Health Services Committee and the Trails Advisory Board to operate as Committees appointed by Council.

[More information on all RVCL Policies and Bylaws](#)

OTHER HIGHLIGHTS:

- Public Works staff worked to maintain and improve our infrastructure like roads, waste, water and wastewater systems, parks, and public facilities, with the goal of ensuring the safety and well-being of residents. Regular tasks included roadway maintenance and dust control, snow clearing and ice control, trees, ditch and trails maintenance, cemetery beautification, and managing drainage systems.
- In addition to managing garbage pick-up, in 2024 Public Works staff also enhanced recycling opportunities by becoming a member of the Recycle My Electronics program, implemented battery recycling, disposal of old and contaminated fuel, and organized community 'clean-up' weeks and free landfill weekends in the summer.
- With funding from the Canada Summer Jobs program, seven summer students helped with the

mowing grass, watering flowers, weed control, landfill operations, and general maintenance and in the office.

- Progress on District Agreement and Official Community Plan (OCP): Significant progress was made on an initiative led by the North Central Planning District, a regional body that includes the Resort Village of Candle Lake, to update the District Agreement and Official Community Plan. The revised plan will incorporate the new Resort Village of Elkridge as part of the district and include updated future land use maps for all member communities. A draft OCP along with a new Zoning Bylaw for the Resort Village of Candle Lake will be shared for public consultation ahead of expected approval later in 2025.
- Council approved the Saskatchewan Assessment Management Agency re-inspection and of properties in the Resort Village in 2024. Re-inspections are mandated by the province to take place at least

every 12 years, and are done to look for corrections, errors or missing information that may affect property data and assessment values. The goal is to ensure fairness and equity amongst similar properties when applying taxes.

- Several applications for subdivision and other changes to property were requested in 2024 including at Industrial Drive, 3rd Crescent South, Henderson Place, in the Airpark and in Lakeside neighbourhoods, to name a few.
- The Resort Village of Candle Lake engaged with the Ministry of Environment concerning the desire for the Nobles Point Boat Launch to remain open as a freely accessible public service.

More information and reports related to the above highlights can be found in the Meeting Agenda section of the Resort Village website [HERE](#).



ENHANCING OUR QUALITY OF LIFE WITH SPORT, RECREATION & CULTURE

Activities aimed at providing opportunities for sport, recreation and culture in 2024 included:

- Canada Day Celebration
- Mystical Forest
- Mobile Playground Program
- Youth ATV Safety Certification Course
- Music Bingo
- Hoops Basketball Day Camp
- Mini Basketball Clinic
- Football Clinic
- Football Day Camp
- Swimming Lessons
- Drive-in Movie



Progress was made on several actions identified in the 20-Year Master Plan for Parks, Open Spaces, and Trails including:

- Enhancements and upgrades to Simon Lehne, Lakeview Trails, Tapawingo, West End Trails
- New Island View Trail providing access to the beach and accessible picnic area
- Renovations to Memorial Park Playground
- Defined and improved public access to Perch Place beach
- Completed the Fun Run Trail connecting Bayview Drive to the Community Grounds, thanks to Candle Lake Fun Run Inc.

Thank you to the Sport, Culture and Recreation Board members who worked hard all year long to provide volunteer support for the following:

- Monday Morning Parent and Tot Time and Tuesday Afternoon Family Fun Sessions

- RVCL Community Pancake Breakfast
- Monthly Bingo's and Music Bingo
- Welcome Back to the Lake event
- Adult Volunteer of the Year Award
- Canada Day Parade
- Mystical Forest Trail
- Drive In Movie Theater
- Trunk or Treat
- Candle Lake Remembrance Day Ceremony
- Community Christmas Supper
- Candle Lake Provincial Park "Festival of Lights"

Members of the Trails Advisory Board led the following activities:

- Ski/Curl Day – A day of learning to ski and curl for Grade 6 and 7 Meath Park School students by Candle Lake Curling Club members, and Cross Country

Saskatchewan coaches with equipment from Fresh Air Experience.

- Ski/Snowshoe Night – Evening event held on the trail at Sandy Bay Campground.
- Trail Exploration Challenge – A event to keep track of hiking progress and win prizes.

Thanks to a generous donation of \$20,000 from the Candle Lake Fun Run Inc., the Resort Village constructed the Candle Lake Fun Run Community Rink on the Community Grounds.

Special thanks go out to the Candle Lake Golf Resort for loaning us a warmup shack to use for the 2024-2025 season.



Communities in Bloom beautification efforts this year included:

- Organizing incentives for neighbourhood entrance beautification
- Planting and caring for community flower beds and hanging baskets
- Organizing recycling beverage cans and bottles collected around Candle Lake
- Aschim Homestead Heritage Forest maintenance
- Support Canada Day activities, Mystic Forest, and Sandy Bay campground Christmas Lights tour.
- Provide annual high school graduate scholarship

In early 2024, the Resort Village supported Communities in Bloom to become registered as a charitable organization, able to accept donations from the public.

KEEPING OUR COMMUNITY SAFE & SECURE

Fire Department

Work to implement the Candle Lake 10 Year Emergency Services Master Plan continued. To date, 75% of the 63 actions recommended in the plan have been implemented or are underway. These improvements are enhancing firefighter safety and response capability and helping ensure emergency preparedness. The Department responded to 33 incidents in 2024.

Some of these Actions this year included:

- A new Fire Protection Agreement with neighbouring municipalities was created. This includes Lakeland Fire Co-op, Torch River.
- Values Protection Training covered how to set up protection for properties in advance of a forest fire approaching. A multi-purpose trailer is being used to store protection equipment.
- Firefighters received new Self-Contained Breather Apparatus.
- An existing half-ton vehicle was outfitted with an Ultra High Pressure (UHP) fire suppression system that can quickly respond to a fire.
- Our Fire Engine now has four attack lines with the purchase of 900 feet of new hose and other new fire suppression equipment.
- Extrication tools, gas detectors and other equipment were added on two apparatus.
- Our Fire Chief provided training in fire fighting, Incident Command Systems, emergency preparedness, and vehicle extrication. Training was also provided in wild land fire fighting, Fire Smart, fire dynamics,

dangerous good awareness, transitional fire attacks, and more.

- Safety/fire inspections were conducted in the RV parks to ensure proper emergency access, numbers are visible on RV units, and various safety hazards are addressed.
- The new Saskatchewan Public Safety Agency Evacuation App was endorsed. It provides residents with information in the event of an evacuation.
- 17 Emergency Services members responded to the Candle Lake Golf Resort Fire in September. Prince Albert, Garden River, and Meath Park Fire Departments, and the Saskatchewan Public Safety Agency also responded. Personnel from other agencies including Sask Power, SaskEnergy and the Candle Lake Regional Special Constable Service also attended the scene.

Policing

Candle Lake Regional Special Constable Service and the RCMP worked hard to ensure public safety. In 2024, our Special Constables (CSO's) responded to almost 500 incidents. They also dealt with 375 separate situations related to bylaws and other matters. In addition, they conducted over 450 proactive patrols throughout the Resort Village area.

Medical First Responders & Search and Rescue

Our MFR group responded to a total of 67 incidents in 2024.

They became the first volunteer medical first responder group in

Saskatchewan to administer naloxone and save a life. They also became certified to administer Naloxone/Narcan, Bag Valve Mask for Adults, children, infants and delivering babies.

Other Agencies

The Community continues to provide financial support to Candle Lake Citizens on Patrol Program (COPPS), STARS and HWY 55N Search and Rescue who participated in Ground Search and Rescue training this past year.

Expanding Services Related to Health & Wellbeing

The Health Services Committee is working to “foster a thriving, healthy community, through innovative, sustainable health and wellness initiatives that evolve with local needs, ensuring equitable access to quality health care, and empower individuals to achieve optimal wellbeing through all stages of life”.

Some highlights in 2024 included:

- On-going advocacy to the provincial government for increased hours at the Health Centre with full time Nurse Practitioner service or physician coverage.
- As part of the Candle Lake Alive and Well project, a Health & Wellness Community Needs Assessment was conducted to obtain feedback and ideas on health services needed in our community. The Resort Village received external funding to hire a 4th year university student to lead the project.

- The Committee partnered with the Saskatchewan Health Quality Council's Thrive at Home project, the aim of which is to strengthen and improve community-based care and services that enable older adults to remain healthy and have quality of life in their own home.
- The Committee partnered with the Saskatchewan Seniors Mechanism to join the Sask Social Prescribing Initiative and received funding for a "Community Connector" to work with individuals to find solutions for non-medical, health-related social needs.

[More information on Health Services](#)

Enhancing Communication to Residents

The Resort Village strives to be as transparent and open in its operations as possible and works to continuously improve communication to residents in this regard.

2024 Communication Highlights:

- Facebook was used to share timely information on topics including snow removal, road maintenance, recreation and events, Council meeting highlights, and more.
 - There were over 65,000 visits to the RVCL page in 2024, an increase of almost 108% over last year.
 - The Facebook page grew to 3,864 followers, an increase of almost 190% from 2023.
- Twelve issues of the Wave Newsletter were produced. The Wave provides residents with information from the Resort Village Council and administration, Council Boards and Committees and other groups operating in the Resort Village. The Wave is shared on the RVCL website, on the RVCL Facebook page, and in printed format with copies available at the Resort Village Office and various locations throughout the community. The Wave is also emailed to 710 residents who have requested it electronically through the RVCL website.
- Several Public Notices were issued on topics including bids and tenders, Council meeting highlights, changes to garbage pick and landfill schedules and other important news.
- Residents used the Report an Issue feature on the RVCL website 170 times to let staff know about issues and/or problems to be addressed.
- Council published its first annual report, the 2023 Report to the Community in the Spring of 2024.
- In August, Council enhanced its communication to residents by posting monthly Council meeting highlights on social media and in The Wave.



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