



Opportunity Profile

**Manager of Recreation and
Community Development
Resort Village of Candle Lake**

October 2021



MANAGEMENT INC.

Expert Advice You Can Count On

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ABOUT THE RESORT VILLAGE OF CANDLE LAKE

The Resort Village of Candle Lake is one of the most popular four-season destinations in Western Canada. Located about 50 km east of the City of Prince Albert and bordering a 535-acre Provincial Park, Candle Lake is the largest and fastest-growing resort community in Saskatchewan. Year-round, Candle Lake is home to about 840 residents but during the summer months, the population approaches 10,000.

Residents choose to live in Candle Lake for its sheer beauty, in all seasons, and its strong spirit of community and volunteerism. From taking part in community events and activities to watching the northern lights dance in the sky and watching our wildlife like deer, elk, and blue herons, this beautiful area of Canada is a great place to call home.

Throughout the year families flock to Candle Lake to experience lake life – to enjoy activities in crystal-clear waters and to take part in summer recreational activities on nearly 30 km’s of sandy beaches – this is where memories are created to last a lifetime. In winter, snowmobiling, hiking, and ice fishing enthusiasts visit from all areas of the province to enjoy winter in a unique northern boreal setting.

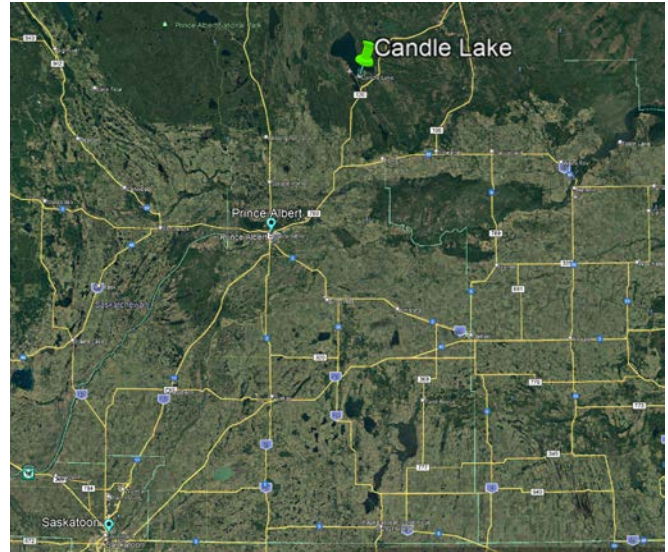
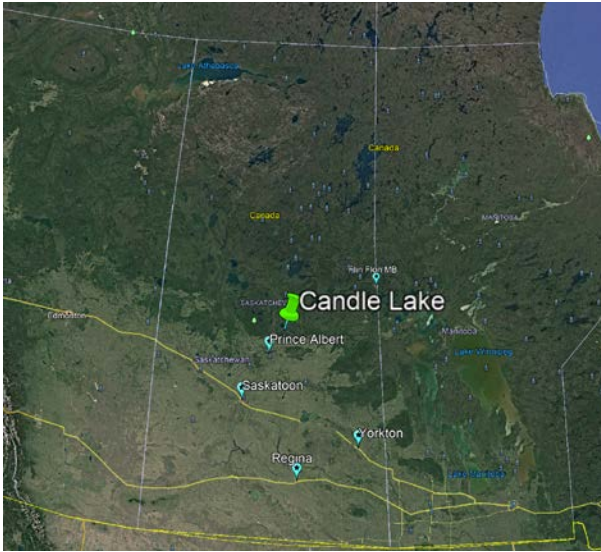


Candle Lake offers a full range of services and amenities throughout the year. Convenience grocery stores, restaurants, fast food outlets, gas bars, golf, mini-golf, and boat rentals to name a few.

Location

Highway Access

Highway access to Candle Lake is provided by Highway #55 and 120. Both highways are paved with two-lane surfaces.



Airport Services

Candle Lake Airpark Airport is a municipal airport with a 2600-foot turf surface federally registered airstrip. The airstrip is located in an aircraft-friendly subdivision and is very well maintained by an active local flying club.

Prince Albert (Glass Field) Airport is located 80 kilometers south of Candle Lake with regular flights from Saskatoon and communities in the north and far north.

The nearest International Airport is Saskatoon John G. Diefenbaker International Airport, 220 kilometers south.

Driving distance from Candle Lake to other Centres

Waskesiu & Prince Albert National Park	108 kms / 67 miles
Prince Albert	81 km / 50 miles`
Saskatoon	220 km / 136 miles
Yorkton	451 km / 280 miles
Regina	442 km / 275 miles
Flin Flon, Mb	318 km / 198 miles
Canada - United States Border	682 km / 424 miles
Winnipeg	905 km / 562 miles
Edmonton	643 km / 400 miles
Calgary	821 km / 510 miles

HEALTH SERVICES

Ambulance

Candle Lake is served by Parkland Ambulance Care located in Prince Albert (80 kilometers south).

Candle Lake is also a designated Stars Landing Site.

Hospital

The Victoria Hospital is the nearest hospital to Candle Lake and is located in Prince Albert (81 kilometers southwest on highways 55 and 120).

Candle Lake Health Clinic

The Health Centre is staffed by a Nurse Practitioner and a Medical Office Assistant. Laboratory Services are available by appointment.

AED (Automatic External Defibrillator)

AEDs are located in several facilities in the community including the Candle Lake Health Centre; Curling Rink; Rec Hall; and First Responder Truck – Fire Hall; as well as some local businesses.

Home Care Services

¹Service for residents who require assistance with daily living including assessment, home nursing, physiotherapy. Equipment for daily living, meals on wheels, and personal care.

PROTECTIVE SERVICES

Candle Lake Emergency Services

The Candle Lake Fire Department is responsible for fire protection of all structures. The Department is staffed by volunteer Fire Fighters and First Responders. Currently, the department is equipped with a rescue unit, two pumpers, and one tanker.

- ✓ The Rescue Unit carries fire fighting, rescue and First Responder equipment. As well, this unit has the Jaws of Life for extracting trapped victims of motor vehicle accidents.
- ✓ The pumpers are used primarily for fire fighting.
- ✓ The tanker carries 1200 gallons of water and a portable pump.

RCMP

The Nipawin RCMP Detachment, Smeaton satellite detachment provides law enforcement services to Candle Lake.

¹ Health Clinic Brochure

Community Service Officers (CSO)

Candle Lake has two (2) CSO's. The role of CSO's is to work in collaboration with other law enforcement agencies (RCMP, EMS, Fire Department, Highway Traffic Officers, and Conservation Officers) to enhance public safety by:

- ✓ implementing crime prevention strategies and initiatives;
- ✓ connecting social service providers with persons in need;
- ✓ maintaining a visible presence within the community;
- ✓ provide high priority/low risk to harm enforcement services; and
- ✓ providing bylaw enforcement services.

EDUCATION

School-age children attend school at Meath Park Public school and are bused daily. Meath Park is 37 kilometers south of Candle Lake.

RECREATION SERVICES

Candle Lake boasts a comprehensive list of recreation facilities:

Candle Lake Curling Club

The curling rink is open 5 evenings, plus 2 afternoons a week.

Fees are very low due to our very dedicated volunteers.



Community Hall

A thriving and busy community gathering place. The seniors, art club, various craft groups, and others meet here. The 270-capacity hall provides space for many community events and is also rented from time to time for private events like weddings.



Ball Diamond

Has a shale Infield and is generally used by residents on an ad-hoc basis, often for family reunions.



Tennis Courts

Courts are also used for basketball and pickleball.



Open Leash Dog Park

2 areas are fenced, one for small dogs and one for large dogs.



Community Garden

Garden plots are available for rent.



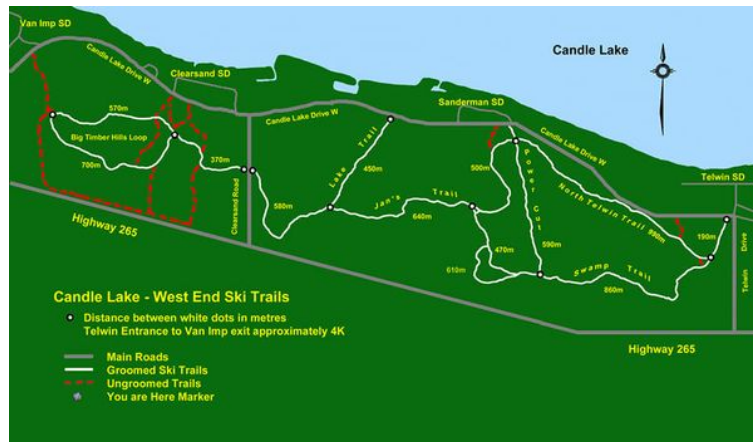
THINGS TO DO

There is a wide variety of community organizations and summer and winter activities available in Candle Lake including Art Club, Quilting Club, card making/scrapbooking group, pickleball, badminton, yoga, fitness, swimming lessons (summer), bingo (monthly), kids club, indoor walking (winter), cross country skiing, and snowshoeing.

The Candle Lake Sno-Drifters (https://candlelake.ca/services/candle_lake_sno_drifters.html) is one of the most progressive and successful snowmobile clubs in the province. Every winter they manage and maintain approximately 350 kilometers of groomed trails, including a significant portion of the Trans-Canada Trail.



Cross country skiing and snowshoeing have become extremely popular and both within Candle Lake's boundaries and in the surrounding provincial park there are approximately 20 designated and maintained trails that provide many kilometers of outdoor activity. https://candlelake.ca/tourism/activity_trails.html



² Source Snow Drifters Website https://candlelake.ca/services/candle_lake_sno_drifters.html

³ <https://www.saskhiker.com/candlelake>

For golf enthusiasts, the Candle Lake Golf Resort (<https://candlelakegolfresort.com/>) is one of Saskatchewan’s premier, year-round resorts and is anchored by a beautiful 18-hole grass green golf course.



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UTILITIES

Power

Power services are provided by Sask Power.

Natural Gas

Natural gas services are provided by SaskEnergy.

Telephone and Internet Services

Internet service is provided by:

- SaskTel Phone 1-800-727-5835

Landfill

Candle Lake has a landfill site accessible to residents and others on a fee-for-service basis.

Garbage & Recycling Collection

Candle Lake provides residential garbage pickup services.

Recycling

Single Stream Recycling is a system in which materials – fiber, plastics, tins, and aluminum – are placed, unsorted, in the BLUE Recycle Cart or Container. These containers are located by the Recreation Hall and at the Landfill.

⁴ https://www.tripadvisor.ca/Hotel_Review-g183463-d4606420-Reviews-Candle_Lake_Golf_Resort-Candle_Lake_Saskatchewan.html

RESORT VILLAGE COUNCIL

Council Members

Mayor	Terry Kostyna
Councillor	Joe Barczai
Councillor	Debbie Hunter
Councillor	Jon Attig
Councillor	Shayne Morley

Council Meetings

When the revised Procedural Bylaw is approved, it is anticipated that the Committee of the Whole and Council meetings will be held the 2nd Tuesday and 4th Friday of each month. Where Friday is a holiday, the meeting will be moved to the following Monday at the same scheduled time. Other meeting dates will be posted to the Candle Lake website and notices will be posted at the Candle Lake Office.

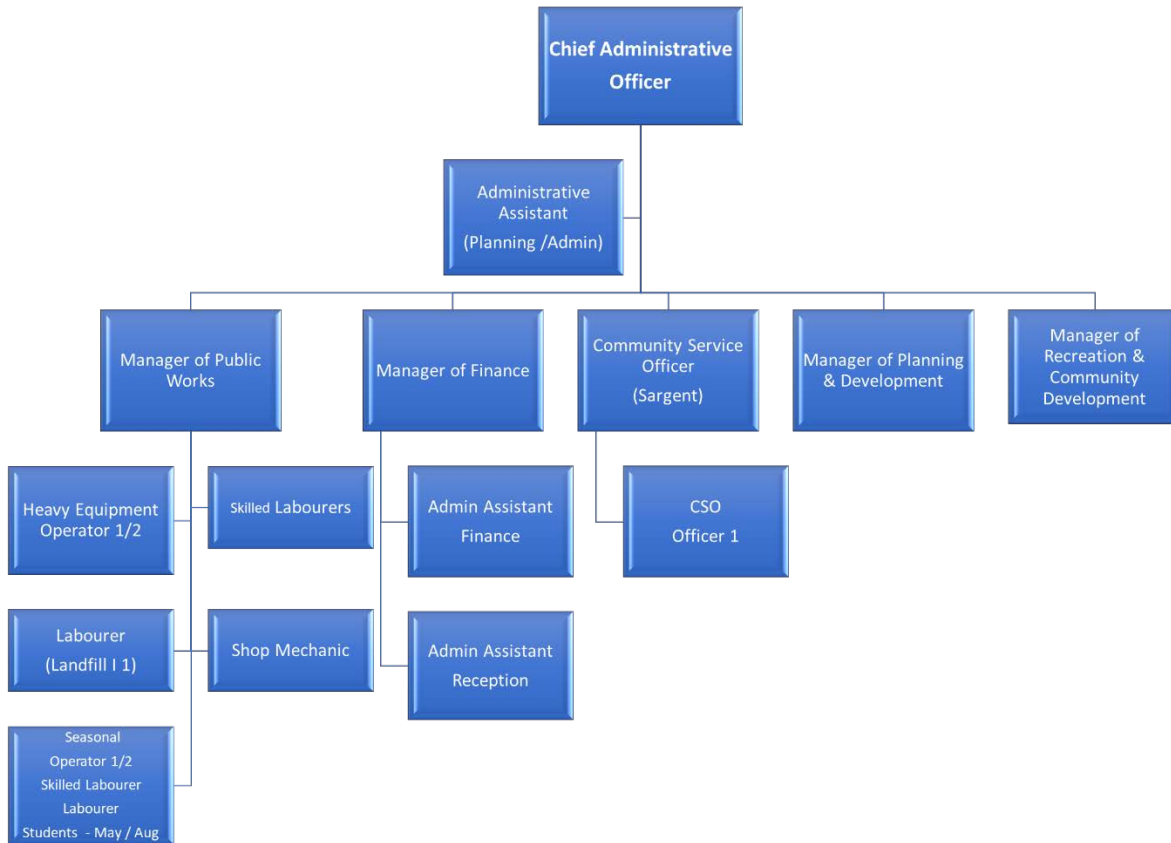
All regular and Committee of the Whole meetings of the Resort Village of Candle Lake are held in the Community Hall, Second Floor (Council Chambers) located at #20 Hwy 265, Candle Lake, Saskatchewan beginning at 6:00 pm on Tuesdays and 1:00 pm on Fridays.

Strategic and Operations Plan

Council will be undertaking its strategic planning in the fall of 2021 in preparation for 2022 budget deliberations.

It is the expectation that the Manager of Public Works will participate in the implementation and annual updating of the Council's strategic plan.

Organizational Structure



The Resort Village of Candle Lake recently completed an organization review which determined a reorganization was required; this resulted in a number of new positions and redefined others.

At full complement, the Resort Village will employ 14 full-time and up to 11 seasonal workers. Outside Public Works employees are members of CUPE.

Budget

The Resort Village 2021 approved annual general and utility budget was just over \$4.7 million. The detailed budget document can be found on the Resort Village website <https://candlelake.ca/home.html>.

Resort Village of Candle Lake 2021 Operating and Capital Budget

REVENUE SUMMARY	\$4,744,227	
PROPERTY TAXES	\$2,609,232	
FEES AND CHARGES	\$517,141	
UNCONDITIONAL TRANSFERS	\$190,909	
CONDITIONAL GRANTS	\$621,574	
GRANTS IN LIEU OF TAXES	\$8,000	
CAPITAL ASSET PROCEEDS	\$10,000	
INVESTMENT INCOME AND COMMISSIONS	\$59,000	
INTERNAL TRANSFERS	\$728,373	
		CAPITAL PORTION
EXPENSES SUMMARY	\$4,744,227	
GENERAL GOVERNMENT	\$928,889	\$35,085
PROTECTIVE SERVICES	\$577,667	\$158,500
TRANSPORTATION SERVICES	\$1,948,305	\$524,890
EH&W - ENVIRONMENTAL HEALTH SERVICES	\$171,825	\$33,290
PUBLIC HEALTH AND WELFARE SERVICES	\$47,659	\$15,311
PLANNING AND DEVELOPMENT SERVICES	\$55,202	
PARKS & RECREATION	\$420,530	\$250,000
UTILITIES	\$56,353	
FISCAL SERVICES	\$537,797	
NET	\$ 0	

Major Projects 2021

Council approved the following major projects:

CAPITAL

GENERAL GOVERNMENT SERVICES		2021
Project #	Capital Project Name	Expense
GG-01	Website Design.	\$14,000
GG-02	Security Alarm/Fire monitoring system installation.	\$14,092
GG-03	New Horizons for Seniors Program webpage enhancement.	\$6,993
		\$35,085

PROTECTIVE SERVICES		2021
Project #	Capital Project Name	Expense
PS002	New Snowmobile trailer for existing First Responders snowmobile and sleigh.	\$3,500
PS003	Fire-Water Truck Replacement	\$120,000
PS004	Fire Department Housing Study	\$25,000
PS005	Watch Guard In-vehicle camera system installation.	\$10,000
		\$158,500

TRANSPORTATION SERVICES		2021
Project #	Capital Project Name	Expense
OPS	Main street parking lot barrier installation.	\$5,000
TS001	Street light installation at Aspen and Main.	\$13,000
TS002	Glendale second access study.	\$15,000
TS003	Bayview Drive development & Main parking expansion study.	\$15,000
TS004	Grader Gate purchase.	\$16,000
TS005	ICIP West Side Air Park area drainage and flood mitigation project.	\$253,951
TS006	Traffic Safety Items - 4ft rectangular planters' installation to be placed at the pedestrian crossing between Hwy 255 and Simon Lehne.	\$3,450
TS007	Traffic Safety Items - Flashing pedestrian sign installation.	\$9,615
TS008	Traffic Safety Items - Delineator's installation.	\$13,913
TS009	Traffic Safety Items - Traffic paint bike/walking path installation.	\$38,961
TS010	205 Lakeview Drive resurfacing study.	\$15,000
TS011	Salt and other consumables soft cover storage building purchase.	\$18,000
TS012	Tri-Axle Trailer purchase for hauling equipment.	\$18,000
TS013	Truck replacement.	\$60,000
	Flashing Cross Walk signs installation. Three locations in the Resort Village - Main Street and Simon Lehne, Main Street and Highway 265 and Highway 265 and Bayview Drive.	\$30,000
		\$524,890

Project #	ENVIRONMENTAL HEALTH AND WELFARE SERVICES	2021
	Capital Project Name	Expense
EHW001	Landfill Piezometer installation.	\$15,290
EHW002	Recyclable items soft cover storage building purchase.	\$18,000
		\$33,290

Project #	PUBLIC HEALTH AND WELFARE SERVICES	2021
	Capital Project Name	Expense
PHW001	Beach Wheelchair purchase.	\$6,282
PHW002	Sr/Resource Centre - Purchasing of computers and computer desks.	\$9,029
		\$15,311

Project #	PARKS AND RECREATION	2021
	Capital Project Name	Expense
PR001	Greenspace, Parks & Trails Master Plan development.	\$50,000
PR002	Hall Renovation Phase 3	\$200,000
		\$250,000

MAJOR MAINTENANCE PROJECTS

TS - Maint. - Asphalt/Surfacing Material	
Road Rehabilitation Project	\$465,824

MANAGER OF RECREATION AND COMMUNITY DEVELOPMENT DUTIES AND RESPONSIBILITIES

Duties and Reporting Relationships

Reporting to the Chief Administrative Officer, the Manager of Recreation and Community Development will provide professional leadership and direction to the staff of Candle Lake.

The Manager of Recreation and Community Development is responsible for the overall operation of the Resort Village Recreation and Community Development Department in accordance with the objectives, plans, programs, and policies approved by Council and in accordance with the various Provincial or Federal statutes and the municipal by-laws.

Responsibilities include general supervision of department staff, as well as the development of policies and programs for the approval of Council.

Key Responsibilities

1. Attend meetings of Council, Committees, and other meetings as required by Council or the CAO.
2. Responsible for managing, programming, and scheduling the athletic fields, parks, playgrounds, swimming lessons, and community hall as well as collaborating with community organizations to facilitate programs and/or special events that meet the needs and interests of the residents of the Resort Village of Candle Lake (RVCL).
3. Directly responsible to ensure the preparation of contracts and scheduling all those facilities under the direct control and/or operation of the Department.
4. Prepare all work schedules for assigned employees, maintains the discipline of staff, and enforces all RVCL policies, rules, and regulations.
5. Work in conjunction with the Manager of Public Works to ensure the assigned parks and recreation facilities are maintained and prepared for public use in sync with public bookings.
6. Play the lead role in the hiring, supervision, and evaluation of all seasonal staff.
7. Track use and attendance of all assigned recreation and parks facilities.
8. Develop, implement, and oversee a variety of aquatics programs for the general public.
9. Prepare statistical reports on a monthly basis along with an activity report to the Chief Administrative Officer and Council as required or requested.
10. Establish and maintain appropriate public relations in the community.
11. Act as a resource person to community members and provide links to resident-led groups, agencies, and broader community resources in order to develop and implement promotional and community development activities.
12. Work with community groups and organizations as required, will determine the needs, interests, and opportunities of the RVCL residents utilizing a community development approach to assist

organizations and individuals in identifying and developing action plans to respond to community-based needs.

13. Assist in the preparation of the annual operating and capital estimates.
14. Perform other duties as required or assigned.

THE PERSON

Minimum Experiences and Qualifications

- Post-secondary degree or diploma from a recognized institution in recreation, community development, or related discipline or experience in a municipal setting is required.
- Prior and significant knowledge and experience in parks and recreation facility management and operations and scheduling would be an asset.
- Sound organizational skills.
- Experience in staff supervision and working with volunteer groups.
- Proficiency in report writing, budget management, time management, defining goals and objectives, and priority setting.
- Strong communication and listening skills and ability to successfully interface with the community.
- Valid driver's Saskatchewan Class 5 license and access to a personal vehicle are required.
- Criminal records check and a child abuse registry check are required.
- Minimum Grade 12.
- Experience in grant writing and a working knowledge of community development values and principles and or post-secondary education in recreation and/or community development would be an asset.

Accountability/Responsibility

The position reports to the Chief Administrative Officer and is directly responsible for the supervision and safety of all maintenance-related hall staff or contractors and seasonal swimming lesson staff and contract program instructors which includes assigning, checking, and evaluating work and resolving normal difficulties.

This position has the authority to proceed to the verbal warning stage of the progressive discipline system. The incumbent will be required to exchange information requiring discussion and understanding with members of the general public on a regular basis. Tact and discretion will be required to deal with or settle requests or complaints. Actions could result in a significant loss of resources or cause some embarrassment to the RVCL.

Unique Position Requirements

- Work directly with but is not accountable to the Parks and Recreation Board, Communities in Bloom Committee, and Trails Committee.
- Regular contact with the general public, co-workers, Chief Administrative Officer, and other departments are expected as well as occasional contact with members of the Council.
- The ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.
- Ability to work with minimal supervision.
- Ability to work a flexible schedule if required which may involve evenings and weekends.
- Required to attend Council or Committee meetings as requested
- Strong interpersonal skills, professionalism, and diplomacy to build relationships with the community, with provincial and inter-municipal organizations, and internal staff.
- Strong judgment skills to analyze complex technical information from a variety of sources.
- Approachable attitude with the ability to mediate and problem solve.
- Excellent customer service skills with a proficiency in interpersonal communication consulting with interest groups and citizens.
- Must be able to manage multiple projects in a deadline-oriented environment.
- A strong understanding of provincial and municipal government operations and their interconnection

Computer Software and Equipment

Microsoft Word, PowerPoint, Outlook, Excel, Zoom, Skype, Service Tracker software, fax, phone, copier, and printer.

COMPENSATION

Wage

A competitive compensation package (salary range \$44,625.00 to \$52,250.00 per annum and employee benefits) based on education, experience, and skills are available and will be discussed further during interviews. Council expects that the incumbent would be willing to reside in, or close to the municipality, and be visible within the community.

Benefits

SUMA Benefits Package

Candle Lake offers a comprehensive benefits package through SUMA. The Resort Village pays 50% of the SUMA benefit package generally described below which includes:

Abbreviation	Description	Summary
A.D. & D. 1.5 X Annual Salary	Accidental Death, Disease and Dismemberment Insurance (AD&D)	
Dental Plan B	Dental Care	This benefit provides protection against the charges for dental services and supplies when there is no reimbursement from your provincial medical plan or the Extended Health Care Benefit included in this plan.
Extended Health	Extended Health Care Plan B	This benefit provides protection against the charges for Medically Necessary services and supplies when there is only partial or no reimbursement from your provincial medical plan.
Long Term Disability	Long Term Disability (Benefit is Non-Taxable)	This benefit provides protection against loss of income if you become disabled for relatively long periods of time. If you become Totally Disabled, the Benefit Amount is payable to you.
Basic Life 1.5 X Annual Salary	Group Term Life Insurance	Plan A: 1½ x annual salary
Vision Care Plan A	Vision Care	\$450 maximum benefit every 24 months per person for the cost of frames, lenses and/or contact lenses. May also be used to offset the cost of laser eye surgery expenses or other surgical procedures that reduce the need for glasses or contact lenses.

FOR FURTHER INFORMATION

The primary contact for HMC regarding this recruitment will be Mr. Dean Yaremchuk, HMC Management Inc. All correspondence or inquiries specific to this position can be forwarded to:

Dean Yaremchuk RMA CMMA, Senior Partner
 HMC Management Inc.

Phone: 1.204.870.0236
 Email: sdy.hmc@wcgwave.ca