



CITY OF PRINCE ALBERT

GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**TUESDAY, FEBRUARY 28, 2023, 4:00 PM
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. DECLARATION OF CONFLICT OF INTEREST

4. APPROVAL OF MINUTES

- 4.1 September 1, 2022 Golf Course Advisory Committee Meeting Minutes for Approval (MIN 22-67)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 2023 Golf Course Advisory Committee Proposed Meeting Schedule (RPT 23-80)

- 6.2 2023 Work Plan - Golf Course Advisory Committee (RPT 23-34)

Verbal Presentation: Jody Boulet, Director of Community Services

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 22-67

MOTION:

That the Minutes for the Golf Course Advisory Committee Meeting held September 1, 2022, be taken as read and adopted.

ATTACHMENTS:

1. Minutes



CITY OF PRINCE ALBERT

GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**THURSDAY, SEPTEMBER 1, 2022, 4:04 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Don Cody
Brett Blakely
Rick Genest
Mel Keating
Jeff McKeand
Jackie Packet
Vimy Penner

Terri Mercier, City Clerk
Jody Boulet, Director of Community Services

1. CALL TO ORDER

Councillor Cody, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0012. **Moved by:** McKeand

That the Agenda for this meeting be approved, with the following amendments, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair:

1. That an Update on Removal and Pruning of Trees on the Golf Course be added as Item No. 6.2 and be considered before Item No. 6.1; and,

2. That Various Concerns relating to the Golf Course be added as Item No. 6.3 and be considered after Item No. 6.2.

Absent: Mayor Dionne

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0013. **Moved by:** Penner

That the Minutes for the Golf Course Advisory Committee Regular Meeting held April 7, 2022, be taken as read and adopted.

Absent: Mayor Dionne

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

6.2 Update on Removal and Pruning of Trees on the Golf Course

Jody Boulet, Director of Community Services provided an update on the removal and pruning of trees within the Golf Course.

6.3 Various Concerns on Golf Course Maintenance & Improvements

Members provided the Director of Community Services with their specific concerns relating to improvements and maintenance at the Golf Course.

6.1 2023 Rates & Fees – Cooke Municipal Golf Course (RPT 22-328)

Verbal Presentation was provided by Jody Boulet, Director of Community Services.

0014. **Moved by:** Packet

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That Administration provide options for a revised Fee Structure, in consultation with the respective Golf Organizations and Groups, for consideration by the Golf Course Advisory Committee in the Spring of 2023.

Absent: Mayor Dionne

CARRIED

0015. **Moved by:** Genest

That the following be forwarded to an upcoming Executive Committee meeting for consideration:

That the following be included in the 2023 Budget deliberations for consideration:

1. That a two percent (2%) increase to the 2023 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 22-328, be approved;
2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve;
3. That \$60,000 of the annual revenue generated through Pathway Fees and Cart Rentals be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair; and,
4. That Administration proceed with offering the sale of 2023 Rates and Fees prior to October 1, 2022 to allow the option for patrons to make purchases for the 2023 Season in advance of the Rates and Fees being subject to the six percent (6%) Provincial Sales Tax.

Absent: Mayor Dionne

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 5:58 P.M.

0016. **Moved by:** Genest

That this Committee do now adjourn.

Absent: Mayor Dionne

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS

DAY OF , A.D. 2023.



City of Prince Albert

RPT 23-80

TITLE: 2023 Golf Course Advisory Committee Proposed Meeting Schedule

DATE: February 23, 2023

TO: Golf Course Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Golf Course Advisory Committee Meeting Schedule, as attached, be approved.

TOPIC & PURPOSE:

To establish a schedule of regular meetings in 2023 for the Golf Course Advisory Committee.

BACKGROUND:

Subsection 78(8) of City Council's Procedure Bylaw No. 23 of 2021, states that at the first meeting, the Committee shall if required, decide the day and time for holding its regular meetings.

PROPOSED APPROACH AND RATIONALE:

In order to conduct business of the Golf Course Advisory Committee, it is necessary to establish a regular meeting schedule. Therefore, the Committee is being requested to review the two (2) dates and times outlined in the proposed Meeting Schedule, as attached, and make amendments, as deemed necessary.

Please note, however, that meals and/or snacks will not be available at the meetings, as there is no current budget allocation for these types of incidentals.

In addition, please note, as stated in Subsection 78(17-20) of City Council's Procedure Bylaw, the Committee Chair may cancel its regularly scheduled meeting if there's a lack of agenda items or change the date, time and place of a regularly scheduled meeting.

CONSULTATIONS:

The Secretary, Vice-Chair and Advisory Official of the Committee discussed the proposed meeting schedule on January 23, 2023 as well as established the first meeting in 2023 to be held on February 28, 2023.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

The approved 2023 Committee Meeting Schedule will be included in the eAgenda website and posted on the Bulletin Board at City Hall.

As well, each Committee member, Advisory Official and member of Council will receive electronic meeting invitations from the City Clerk's Office.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial or privacy implications, official community plan implementation strategies or options to the recommendation.

STRATEGIC PLAN:

The information contained in the report directly aligns with the City's Strategic Priority of Delivering Professional Governance. The Area of Focus being Organizational Effectiveness with the Council direction that all Council Committees assist in achieving our corporate goals.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

ATTACHMENTS:

1. 2023 Golf Course Advisory Committee Proposed Meeting Schedule

Written by: Savannah Price, Records Coordinator

Approved by: City Manager



CITY OF PRINCE ALBERT MEETING NOTICE

In accordance with Section 98 of *The Cities Act*, Meeting Notice is hereby given of the following meeting(s) of City Council's Committee(s):

GOLF COURSE ADVISORY COMMITTEE **2023 MEETING SCHEDULE**

APRIL

Thursday, April 6, 2023

AUGUST

Thursday, August 31, 2023

All meetings will be held at 4:00 p.m., in the 2nd Floor Main Boardroom, City Hall, unless otherwise posted.

For more information please contact:

City Clerk
City of Prince Albert
1084 Central Avenue
Prince Albert, SK S6V 7P3
Ph: 306-953-4305

Dated at Prince Albert this 23rd day of February, 2023.



RPT 23-34

TITLE: 2023 Work Plan - Golf Course Advisory Committee

DATE: **January 27, 2023**

TO: Golf Course Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Work Plan for the Golf Course Advisory Committee be approved.

TOPIC & PURPOSE:

The purpose of the report is to submit the 2023 Golf Course Advisory Committee Work Plan for approval.

BACKGROUND:

The Golf Course Advisory Committee members were appointed to a new term by City Council at their meeting on November 28, 2022. The term is set until November 13, 2024 for members of Council and December 31, 2024 for the members at large.

2023 will represent the 1st year of the 2-year term.

Administration will provide a verbal presentation regarding the proposed 2023 Work Plan initiatives at the February 27, 2023 Golf Course Advisory Committee meeting.

PROPOSED APPROACH AND RATIONALE:

The attached Work Plan provides an outline of the main areas of consideration for the Golf Course Advisory Committee, as follows:

- Golf Course Improvements
- Rates & Fees

The Work Plan provides actions, resources, lead contact and timeline information. Additional resources may be utilized from time to time to include key stakeholders and public consultations in specific areas of interest.

The first Golf Course Advisory Committee meeting is scheduled for February 27, 2023 to review and approve the 2023 Work Plan. Administration is recommending a second meeting on April 6th and a third meeting scheduled for August 31st.

April 6, 2023 – Golf Course Advisory Committee meeting

As recommended by the Golf Course Advisory Committee, the following is to be allocated to the Golf Course Improvements Reserve as part of the 2023 Budget:

- Annual Sponsorship Funding for Cooke Municipal Golf Course to the Golf Course Improvements Reserve. This is estimated to be \$75,000 for 2023.
- \$60,000 of the annual revenue generated through Pathway Fees and Cart Rentals will be allocated to the Golf Course Improvements Reserve for the purpose of Pathway Reconstruction and Repair.

In addition to the above reserve fund allocations, the annual surplus from the operations is to be allocated to the Reserve Fund. Management will provide recommendations regarding the investment of the funding available in 2023 for consideration at the April 6, 2023 Golf Course Advisory Committee meeting.

The Golf Course Advisory Committee also approved the following for review as part of the 2023 Work Plan:

“That Administration provide options for a revised Fee Structure, in consultation with the respective Golf Organizations and Groups, for consideration by the Golf Course Advisory Committee in the Spring of 2023.”

The Head Professional is scheduled to present the revised Fee Structure options at the April 6th, 2023 Golf Course Advisory Committee meeting.

August 31, 2023 – Golf Course Advisory Committee meeting

The recommendations for the 2023 Rates & Fees will be submitted for consideration at the August 31st, 2023 Golf Course Advisory Committee meeting.

CONSULTATIONS:

The Committee is comprised of representatives from the member clubs at Cooke Municipal Golf Course. Each representative reports back to their respective membership on any items of interest for feedback and input.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

Following approval by City Council, the Committee will continue its work according to the work plan.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no policy, financial and privacy implications or any further options for consideration.

STRATEGIC PLAN:

Establishing the 2023 Work Plan for the Golf Course Advisory Committee aligns with the Strategic Priority of Delivering Professional Governance. Specifically, the Organizational Effectiveness Area of Focus where the focus is to ensure that Council Committees assist in achieving our corporate goals.

OFFICIAL COMMUNITY PLAN:

The Decision Making Section of the Official Community Plan highlights the importance of a community based advisory group and support initiatives outlined in the Plan.

In addition, Section 5, Sustainability outlines the goal to embrace a collaborative planning process that involves all stakeholders.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION: Verbal by Jody Boulet, Director of Community Services.

ATTACHMENTS:

1. 2023 Work Plan - Golf Course Advisory Committee

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

**City of Prince Albert
Golf Course Advisory Committee (GCAC) 2023 Work Plan**

<i>Deliverable (What)</i>	<i>Action (How)</i>	<i>Resources (Who)</i>	<i>Lead</i>	<i>Estimated Completion Date (When)</i>	<i>Update on Status of Project/Tasks</i>
Golf Course Improvements	1. Review of Proposed Golf Course Improvements. a. Cart Path Improvements b. Bunker Renovations c. Forestry Priorities	Superintendent Head Professional	CS Dept	1. April 6, 2023	1.
Rates & Fees	1. Revised Fee Structure Options. 2. Recommendation for the 2024 Rates & Fees Schedule.	Head Professional Superintendent	CS Dept.	1. April 6, 2023 2. August 31, 2023	1. 2.

DRAFT