



CITY OF PRINCE ALBERT

GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

AGENDA

**THURSDAY, APRIL 6, 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 February 28, 2023 Golf Course Advisory Committee Meeting Minutes for Approval (MIN 23-18)

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

- 6.1 Fee Structure Options - Cooke Municipal Golf Course (RPT 23-137)

Verbal Presentation: Darcy Myers, Head Professional

- 6.2 Cooke Municipal Golf Course Improvements (RPT 23-136)

Verbal Presentation: Jody Boulet, Director of Community Services

7. UNFINISHED BUSINESS

8. ADJOURNMENT



City of
Prince Albert

MIN 23-18

TITLE: February 28, 2023 Golf Course Advisory Committee Meeting Minutes for Approval

DATE: **March 2, 2023**

TO: Golf Course Advisory Committee

PUBLIC: **X**

INCAMERA:

MOTION:

That the Minutes for the Golf Course Advisory Committee Meeting held February 28, 2023, be taken as read and adopted.

ATTACHMENTS:

1. Regular Minutes



CITY OF PRINCE ALBERT

GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

MINUTES

**TUESDAY, FEBRUARY 28, 2023, 3:58 P.M.
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

PRESENT: Councillor Don Cody
Brett Blakely
Rick Genest
Jeff McKeand
Dawn MacAuley
Vimy Penner

Terri Mercier, City Clerk
Darcy Myers, Head Professional

1. CALL TO ORDER

Councillor Cody, Chairperson, called the meeting to order.

2. APPROVAL OF AGENDA

0001. **Moved by:** Penner

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

Absent: Mayor Dionne and Mel Keating

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

0002. **Moved by:** McKeand

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

Absent: Mayor Dionne and Mel Keating

CARRIED

5. CORRESPONDENCE & DELEGATIONS

6. REPORTS OF ADMINISTRATION & COMMITTEES

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

0003. **Moved by:** MacAuley

That the 2023 Golf Course Advisory Committee Meeting Schedule, as attached to RPT 23-80, be approved, with the following amendment:

1. That an additional meeting be scheduled for October 19, 2023.

Absent: Mayor Dionne and Mel Keating

CARRIED

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

0004. **Moved by:** Penner

That the 2023 Work Plan for the Golf Course Advisory Committee, as attached to RPT 23-34, be approved, with the following amendment:

1. That the Work Plan include a review of the 2023 Season and outlook for 2024 Season for consideration at the last meeting of the year.

Absent: Mayor Dionne and Mel Keating

CARRIED

7. UNFINISHED BUSINESS

8. ADJOURNMENT – 4:57 P.M.

0005. **Moved by:** Genest

That this Committee do now adjourn.

Absent: Mayor Dionne and Mel Keating

CARRIED

MAYOR GREG DIONNE
CHAIRPERSON

TERRI MERCIER
CITY CLERK

MINUTES ADOPTED THIS 6th DAY OF APRIL , A.D. 2023.



TITLE: Fee Structure Options - Cooke Municipal Golf Course

DATE: **March 27, 2023**

TO: Golf Course Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

Receive and file.

TOPIC & PURPOSE:

The purpose of the report is to provide Fee Structure Options for input by the Golf Course Advisory Committee at the April 6th, 2023 meeting. Management will consider the input when recommending the Fee Structure options at the August 31st, 2023 Advisory Committee meeting.

PROPOSED APPROACH AND RATIONALE:

The Golf Course Advisory Committee Work Plan was forwarded to City Council for approval following the February 28th, 2023 Advisory Committee meeting. City Council subsequently approved the Work Plan at the March 6th, 2023 meeting. The approved Work Plan provides an outline of the main areas of consideration for the Golf Course Advisory Committee. Information regarding Fee Structure Options is scheduled for consideration at the April 6th, 2023 Golf Course Advisory Committee meeting.

Below are the options that were identified for review by the Golf Course Advisory Committee:

- Surcharge per round for Season Pass holders in excess of 60 rounds played.
- Implement one Adult rate vs. the current structure of an Adult & Senior rate.

A Fee Comparison to other Saskatchewan Golf Courses was also requested for review.

Surcharge rate per round for Season Pass holders

Attached is a summary of rounds played for the 2021 & 2022 season pass holders.

2021:

- In 2021, the start date for the golf season was April 28th.
- This provided for 166 days in the season.
- 63.09% of the Season Pass holders played under 60 rounds.
- 36.91% of the Season Pass Holders played over 60 rounds.
- Approximately 2,433 rounds were played by Season Pass Holders in excess of 60 rounds.
- Assuming a \$10 surcharge per round, the revenue total would be \$24,330.

2022:

- In 2022, the start date for the golf season was May 11th.
- This provided for 152 days in the season.
- 74.13% of the Season Pass holders played under 60 rounds.
- 25.87% of the Season Pass Holders played over 60 rounds.
- Approximately 1,180 rounds were played by Season Pass Holders in excess of 60 rounds.
- Assuming a \$10 surcharge per round, the revenue total would be \$11,800.

One Adult Rate

Attached is a summary of the age breakdown for the 7 day Adult Season Pass. 22 of the current 7 Day Adult Pass Holders over the next 5 years will transfer to the Senior Rate category. This transfer to the Senior Rate under the current rate structure will represent a revenue decrease of \$7,920 during this 5 year timeframe.

Also attached is a summary of the revenue generated from the Adult & Senior Season Passes. A total of \$417,165 in revenue is currently generated by a total of 250 passes sold through these fee categories. This represents an average fee of \$1,668.66 per golfer in order to maintain the current revenue.

In comparison to the Adult Season Pass fee, this represents a decrease of \$291.34 or 17.5%.

In comparison to the Senior Season Pass fee, this represents an increase of \$68.66 or 4.25%.

Fee Comparison to other Saskatchewan Golf Courses

Attached is a summary of the fee structure comparison for other Saskatchewan Golf Courses. There are a combination that continue to maintain a Senior Season Pass rate and evidence of

other Saskatchewan Golf Courses that only provide an Adult Season Pass rate. This comparison is provided for information purposes for consideration by the Committee.

PUBLIC NOTICE:

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

PRESENTATION: Verbal – Darcy Myers, Head Professional

ATTACHMENTS:

1. 2021 Summary of Season Pass Usage
2. 2022 Summary of Season Pass Usage
3. Age Breakdown of Adult Season Pass Holders
4. Adult & Senior Pass Revenue
5. Sask Golf Courses Fee Comparison

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager

2021	5 DAY YOUTH	5 DAY SR	5 DAY ADULT	7 DAY YOUTH	7 DAY SR	7 DAY ADULT	TOTAL	%
0-29		5	10	16	17	15	63	21.14%
30-39		6	5	10	13	9	43	14.43%
40-49		5	4	9	11	8	37	12.42%
50-59		4	5	6	20	10	45	15.10%
60-69		5	5	2	13	7	32	10.74%
70-79		4	2	3	11	4	24	8.05%
80-89		1	1	1	12	7	22	7.38%
90-99		1			11	4	16	5.37%
100+		2	1		9	4	16	5.37%
		33	33	47	117	68	298	1

63.09%

36.91%

*APRIL 28 START

166 DAYS

Approximately 2433 rounds played over the 60 round cap

\$10 per round = \$24,330

2022	5 DAY YOUTH	5 DAY SR	5 DAY ADULT	7 DAY YOUTH	7 DAY SR	7 DAY ADULT	TOTAL	%
0-29		4	16	20	23	19	82	28.67%
30-39		4	7	9	19	13	52	18.18%
40-49		5	5	6	16	13	45	15.73%
50-59		5	4	2	14	8	33	11.54%
60-69		6	2	3	19	2	32	11.19%
70-79		1	2		11	4	18	6.29%
80-89		4	1		8	4	17	5.94%
90-99					2	3	5	1.75%
100+					1	1	2	0.70%
		29	37	40	113	67	286	1

74.13%

25.87%

*MAY 11 START
152 DAYS

Approximately 1180 played over the 60 round cap

\$10 per round = \$11,180.00

2022 7 DAY ADULT PASS

2023 7 Day Adult Pass \$1960
 2023 7 Day Senior Pass \$1600

1958	6	-360	-2160
1959	6	-360	-2160
1960	3	-360	-1080
1961	2	-360	-720
1962	5	-360	-1800
1963	3		
1964	2		
1965	2		
1966	1		
1967			
1968	2		
1969			
1970	2		
1971	2		
1972	5		
1973	2		
1974	2		
1975	3		
1976	2		
1977			
1978	3		
1979	2		
1980	1		
1981	1		
1982			
1983			
1984			
1985	3		
1986			
1987	1		
1988	2		
1989	2		
1990	2		
1991	1		
1992			
1993			

2023	RATE	BENCHMARK	TOTAL
7 DAY PASS - ADULT	\$1,960	68	\$133,280
5 DAY PASS - ADULT	\$1,490	35	\$52,150
7 DAY SENIOR (65+)	\$1,600	115.5	\$184,800
5 DAY SENIOR (65+)	\$1,490	31.5	\$46,935
7 DAY YOUTH (19-29)	\$1,350	44.5	\$60,075
5 DAY YOUTH (19-29)	\$1,235	0	\$0
JUNIOR (18 + UNDER)	\$280	44	\$12,320
			\$489,560
CARDS			
6 PACK (5%OFF)	\$360	9.5	\$3,420
11 PACK (10% OFF)	\$630	41	\$25,830
23 PACK (15% OFF)	\$1,260	14	\$17,640
GREEN FEES			
ADULT GF	\$63	5201.5	\$327,695
ADULT TWILIGHT	\$45	919	\$41,355
TOURNAMENT	\$58	866.5	\$50,257
PROMOTION	\$53	736	\$39,008
11 HOLE	\$40	1184.5	\$47,380
JUNIOR	\$28	129	\$3,612
JUNIOR TWILIGHT	\$17	102	\$1,734
POWER CARTS			
SEASONAL	\$590	111.5	\$65,785
DAILY	\$52	4301	\$223,652
TRACK FEES			
SEASONAL	\$315	59.5	\$18,743
DAILY	\$26	16	\$416

GROSS **\$1,356,086**

NET **\$1,221,699.10**

ADULT & SR PATRONAGE /PERSON
\$417,165 250 **\$1,668.66**

PLUS/MINUS
(\$291.34) ADULT
\$68.66 SENIOR

2022	18-Adult	18-Senior	18-Junior	7 Day Adult	7 Day Senior	Junior	5 Day Adult	5 Day Senior	Daily Cart	Season Cart	Season Track
Holiday Park Saskatoon	52	41.75	26.50	2260	1810	580	2080	1670	25	675	650
North Battleford	54/62	n/a	29	1846	n/a	461.66	1385	n/a	26	punch card	
Warman	58/69	53/69	30	2125	1950	600	1725	1550	24	525	
Waskesiu	71	n/a	25	2040	n/a	250	1740	n/a	25	500	n/a
Nipawin	54/57	n/a	30	1100	n/a	225	n/a	n/a	24	punch card	200
Elkridge	67	n/a	25	1890	n/a	240	1365	n/a	23	450	520
TorHill/Murray	54	46	32.5	2268	2100	250	1296	1200	22.50	punch card	
Elmwood Swift Current	59	n/a	19	1825	n/a	200	n/a	n/a	24	650	650
Moose Jaw	45	n/a	30	1500	n/a	199	n/a	n/a	23	600	375
Chinook Swift Current	45/49	36	20	1250	n/a	175	995	n/a	23	625	475
Dakota Dunes	62/72	57/72	40	2500	2300	500	2200	2000	500	23	600
Moon Lake Saskatoon	59/70	51/70	32	2524	2524	490	2128	1790	25	815	n/a
Kachurs	50/55	40/45	20	1650	1350	299	1500	1200	27.50	550	
Emma Lake	63	n/a	30	2100	1700	300	1650	1250	25	600	500
COOKE MUNICIPAL	58	n/a	26	1820	1480	260	1480	1380	25	575	290

*ALL TAXES INCLUDED

RPT 23-136

TITLE: Cooke Municipal Golf Course Improvements

DATE: March 27, 2023

TO: Golf Course Advisory Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the 2023 Golf Course Pathway Improvement Plan, as attached to RPT 23-136, be approved.

TOPIC & PURPOSE:

The purpose of the report is to provide an update regarding Golf Course Improvements.

BACKGROUND:

The Golf Course Advisory Committee Work Plan was forwarded to City Council for approval following the February 28th, 2023 Advisory Committee meeting. City Council subsequently approved the Work Plan at the March 6th, 2023 meeting.

The approved Work Plan provides an outline of the main areas of consideration for the Golf Course Advisory Committee. An update regarding the Golf Course Improvements is scheduled for consideration at the April 6th, 2023 Golf Course Advisory Committee meeting.

PROPOSED APPROACH AND RATIONALE:

As recommended by the Golf Course Advisory Committee, the following was approved 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 confirmed to be \$91,000 in 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.

This funding allocation in combination with the annual operational surplus will allow the opportunity to consider further Golf Course improvements. Further information regarding the status of the Golf Improvements Reserve is outlined under the Financial Implications section of this report.

Areas of focus for Golf Course Improvements includes Pathway Reconstruction & Repair, Forestry Maintenance & the Bunker Renovation Plan.

Golf Course Pathway Improvements

There is a significant deficit with respect to reconstruction & repair to the network of pathways. The 2022 Season represented the 19th year since any paving improvements were completed on the golf course. \$50,000 was approved in the 2022 budget to assist with the designated improvements. The goal is for annual funding to be provided in support of pathway improvements in consultation with the Golf Course Advisory Committee.

2022 Pathway Plan completed as attached.

- This area serves as one of the most highly visible and travelled intersections.
- With the completion of the renovations to the pond and green on hole 5, paving of the paths occurred to finish the project.
- Total cost for 2022 was \$40,269.57. The remaining \$9,730.43 will be carried forward to 2023 for Pathway Improvements.

2023 Pathway Plan attached:

- This area is another highly visible and frequently travelled intersection by golfers and the Golf Course staff.
- Shifting the path to the South on hole 18 once it is passed the forward tee allows for the connection to the existing path and the elimination of the sections of asphalt that are deteriorating on the existing path.
- \$60,000 was approved for Pathway Improvements in the 2023 Budget. Once combined with the \$9,730.43 in Carry Forward funds there is a total of \$69,730.43 available for Pathway Improvements in 2023.

As the annual funding allocation is available Management will continue to recommend pathway improvements utilizing the existing budget.

Forestry Maintenance

An assessment of the Forestry Maintenance work required on the golf course was completed in 2022. As a result of the assessment, over \$130,000 in Forestry Maintenance was completed last Fall through the Community Services Department Operating Budget following the closure of the golf course for the season. The forestry work was prioritized by trees experiencing structural issues, damage and disease. Pruning was also completed by the City's Forestry Crew on holes 11 & 14.

Attached is a copy of the Map outlining the work completed in 2022 and the work forecasted for 2023 – 2025.

Management is currently reviewing the implementation of other preventative measures:

- Fire prevention work along the exterior of the course adjacent to the rail line. This will include consultation with the Fire Dept, Bylaw & Sanitation.
- A danger tree survey will be completed every 1 – 2 years to identify potential public safety risks on the golf course. Due to annual weather events and the presence of Poplar Borer, structural issues can occur each year and it is important to complete this assessment on a frequent basis in order to plan the necessary resources to address any identified issues.
- A Dutch Elm Disease survey will be completed each season along with the continued monitoring for other forest health threats such as Emerald Ash Borer, European Elm Scale & LDD Moth.

Further updates will continue to be provided regarding the forecasted work on an annual basis.

Bunker Renovation Plan

The Bunker Renovation Plan was approved in 2019. A copy of the approved plan is attached.

Currently there are 29 bunkers on the golf course. The goal will be to reduce the total number while still maintaining the integrity of the golf course. It is proposed to reduce the current inventory by 38% down to 18 reconstructed bunkers to reduce the amount of resources required.

A Request for Proposals was issued in 2022 to determine the funding required for Phase I. Two bids were received ranging from \$355,000 - \$388,000. Sufficient funds do not exist at this time to proceed. Management will continue to source out external partnerships to assist with the project completion.

In the Fall of 2022, the turf care staff had an opportunity to improve the ongoing bunker situation. As a result, three bunkers were impacted including two on hole three and one on

hole ten.

On hole three, the east bunker 55 yards from the green was renovated by softening the surrounding mounding and transitioning it to a grass bunker. The long-term bunker renovation plan shows this as a sand bunker, which continues to remain the intention, however in the short term it was determined this would be an improvement to what existed.

The bunker on the west side of the hole 90 yards from the green was removed with the area contoured to allow for an extension of the existing fairway. This provides a wider landing zone and opportunity to increase the area of cart egress to the path at the green site.

On hole 10, the existing bunker was renovated by softening the surrounding mounding to allow for mowing of the area. This area will also be converted to a grass bunker similar to the east side of hole three.

A copy of the locations on hole 3 & 10 is attached. Further updates will continue to be provided regarding potential funding sources, partnerships, sponsorship & in-kind services in support of the Bunker Renovation Project.

CONSULTATIONS:

The Golf Course Advisory 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:

Upon approval of the recommendations, Management will proceed as directed and provide a further update to the Golf Course Advisory Committee at the next meeting on August 31st.

FINANCIAL IMPLICATIONS:

Below is the projected balance of the Golf Course Improvements Reserve ending with the 2022 Season and the projected balance at the end of 2023.

Golf Course Improvements Reserve

	<u>2022</u>	<u>2023</u>
Beginning Balance	(\$188,874.14)	(\$210,623.57)
Transfer to Reserve – (Surplus)/Deficit	(\$22,278)	(\$44,000)
Sponsorship	(\$79,250)	(\$91,000)

Elks Club Donation	(\$26,000)	\$0
Pathway Fees & Cart Rentals	(\$50,000)	(\$60,000)
Repair of Stonewall & Tee Signs	\$50,509	\$14,491
Pathway Reconstruction & Repair	\$40,269.57	\$69,730.43
Long-term Debt Payment – Irrigation	\$65,000	\$68,000
Projected Balance	(\$210,623.57)	(\$253,402.14)

It is important to note that 2022 represented the last year of the Elks Club Donation.

The Improvements Reserve is projected to have a balance of \$253,402.14 at the end of 2023.

As indicated above, over \$130,000 in Forestry Maintenance work was completed in the Fall of 2022 through the City's Forestry Budget within the Community Services Department.

OTHER CONSIDERATIONS/IMPLICATIONS:

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

STRATEGIC PLAN:

The report aligns with the Strategy Priority of Promoting a Progressive Community by continuing to invest in infrastructure improvements with the goal of increasing Prince Albert's event hosting capacity.

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 – Jody Boulet, Director of Community Services

ATTACHMENTS:

1. 2022 Pathway Improvements
2. 2023 Pathway Improvements
3. 2022 - 2025 Forestry Improvements
4. Bunker Renovation Plan
5. 2022 Fall Bunker Renovation Work

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager







Phasing Plan

- Phase 1 - Fall 2022
- Phase 2 - Spring 2023

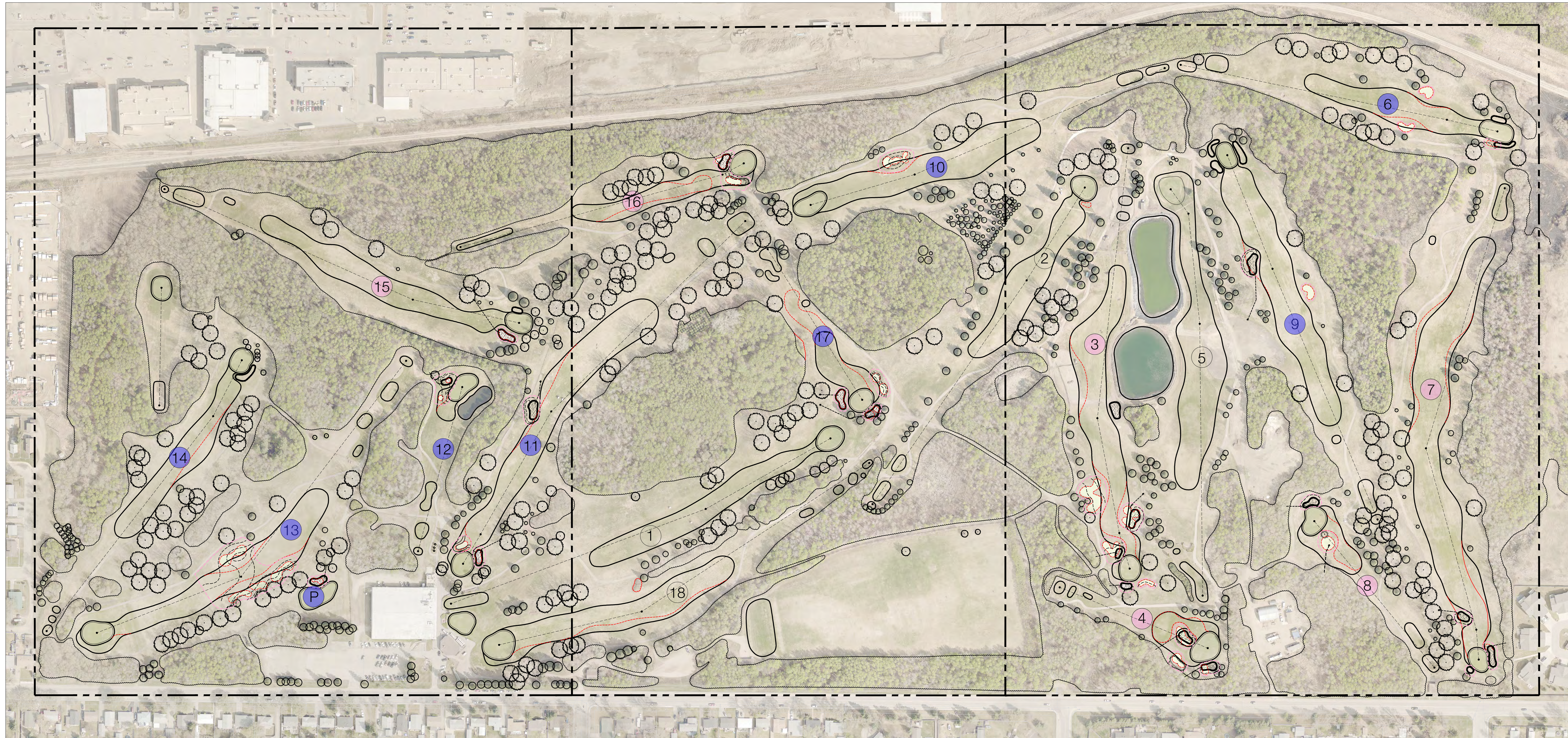
Bunker Renovation Plan - Project Summary

Phase 1

- Hole 3**
- Bunker constructed in 2018 remains.
 - Bunker 100yds right side removed
 - Bunker 100yds left side reconstructed
 - Greenside bunkers front right and back right reconstructed
 - Remove back left greenside bunker
- Hole 4**
- Greenside bunker front and back right reconstructed
 - Remove right bunker - create area to direct balls back into play or slow from going into bush
- Hole 7**
- Add fairway bunker 50yds right side short of green
 - Covert grass bunker to sand bunker left greenside
 - Renovate back right grass bunker
- Hole 8**
- Remove front center bunker (replace with soft roll)
 - Convert grass bunker back right into sand bunker
- Hole 15**
- Reconstruct right greenside bunker
 - Grass bunker left side greenside remains
- Hole 16**
- Reconstruct front left greenside bunker
 - Replace right greenside bunker with low-mow grass swale
- Hole 17**
- Remove left greenside bunkers
 - Reconstruct front right bunker
 - Combine two back bunkers into one bunker

Phase 2

- Hole 6**
- Remove fairway bunkers both right and left side
 - Renovate right greenside grass bunker (remove front 1/3rd portion)
- Hole 9**
- Remove fairway bunker right side
 - Add new fairway bunker left side
- Hole 10**
- Remove fairway bunker
- Hole 11**
- Add fairway bunker right side
 - Reconstruct left greenside bunker
 - Replace right greenside bunker with low-mow swale
- Hole 12**
- Remove front pot bunker and replace with expanded low-mow approach
 - Reconstruct back left greenside bunker
- Hole 13**
- Remove fairway bunkers and enhance surface drainage in fairway
- Practice Facility**
- Reconstruct greenside bunker



general notes:

1. contractor to verify limits of disturbance and reconcile field conditions with drawings and schedules if discrepancies exist
2. the contractor shall report any discrepancies between the site conditions illustrated here to those existing at the time of construction to the owner's representative
3. contractor is responsible for locating utilities and protecting same from damage during construction. commencement of work indicates completion of utility locates
4. all drawings are property of the landscape architect
5. this design and drawing may not be reproduced without permission of the landscape architect
6. all drawings are in metric unless noted otherwise
7. contractor is to coordinate and attend (in conjunction with the landscape architect) all inspections and approvals required by the owner
8. any and all work shall be maintained within the property lines and/or limit of disturbance. the contractor is responsible for any intrusion or damage to adjacent property.
9. contractor is responsible for maintaining a clean job site at all times and removing debris on a regular basis. all loose trash will be maintained on site and/or cleaned up by the contractor, this is incidental to the work
10. all landscape areas are to be sloped to ensure positive surface drainage unless noted otherwise
11. bunker locations to be confirmed on site by landscape architect
12. drainage pipe and inlet/sump locations to be confirmed on site by landscape architect



issue	date	no.
issued for review	2022/03/24	1

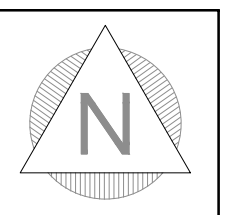
revision	date	no.
revised for	yy/mm/dd	a

project **Cooke Municipal Golf Course**

drawn **wbh** checked **wbh** approved **wbh**

project # **19.1004** date **2022/03/24**

drawing **Phasing Plan**



sheet **L0.11**

HOLE 3



HOLE 10

