



## **CITY OF PRINCE ALBERT**

### **GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING**

# **AGENDA**

**THURSDAY, APRIL 7, 2022, 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 7, 2022 Golf Course Advisory Committee Meeting Minutes for Approval (MIN 22-13)

#### **5. CORRESPONDENCE & DELEGATIONS**

- 5.1 Priority Booking for 7-Day Season Passholders (CORR 22-36)

Verbal Presentation: Jeff McKeand, Prince Albert Men's Golf Club

#### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

- 6.1 Golf Course Improvements (RPT 22-146)

Verbal Presentation: Jody Boulet, Director of Community Services

#### **7. UNFINISHED BUSINESS**

#### **8. ADJOURNMENT**



***MIN 22-13***

**MOTION:**

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

**ATTACHMENTS:**

1. Minutes



## CITY OF PRINCE ALBERT

### GOLF COURSE ADVISORY COMMITTEE REGULAR MEETING

# MINUTES

**MONDAY, FEBRUARY 7, 2022, 4:03 P.M.  
MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne  
Councillor Don Cody  
Rick Genest  
Jeff McKeand  
Jackie Packet  
John Toner

Sherry Person, City Clerk  
Jody Boulet, Director of Community Services

#### **1. CALL TO ORDER**

Mayor G. Dionne, Chairperson, called the meeting to order.

#### **2. APPROVAL OF AGENDA**

0001. **Moved by:** Packet

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: Vimy Penner

**CARRIED**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

0002. **Moved by:** Councillor Cody

That the Minutes for the Golf Course Advisory Committee Regular Meeting held September 2, 2021, be taken as read and adopted.

Absent: Vimy Penner

**CARRIED**

**5. CORRESPONDENCE & DELEGATIONS**

**6. REPORTS OF ADMINISTRATION & COMMITTEES**

6.1 2022 Golf Course Advisory Committee Proposed Meeting Schedule (RPT 22-50)

0003. **Moved by:** Toner

That the 2022 Golf Course Advisory Committee Meeting Schedule, as attached to RPT 22-50, be amended as follows:

1. That an additional meeting be scheduled prior to September 1, 2022, to preliminarily discuss rates and fees.

Absent: Vimy Penner

**MOTION DEFEATED**

0004. **Moved by:** Packet

That the 2022 Golf Course Advisory Committee Meeting Schedule, as attached to RPT 22-50, be approved.

Absent: Vimy Penner

**CARRIED**



6.2 2022 Work Plan - Golf Course Advisory Committee (RPT 22-58)

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

0005. **Moved by:** McKeand

That the following be forwarded to an upcoming City Council meeting for consideration:

That the 2022 Work Plan for the Golf Course Advisory Committee, as attached to RPT 22-58, be approved.

Absent: Vimy Penner

**CARRIED**

**7. UNFINISHED BUSINESS**

**8. ADJOURNMENT – 4:35 P.M.**

0006. **Moved by:** Packet

That this Committee do now adjourn.

Absent: Vimy Penner

**CARRIED**

MAYOR GREG DIONNE  
CHAIRPERSON

ACTING CITY CLERK

MINUTES ADOPTED THIS 7<sup>TH</sup> DAY OF APRIL, A.D. 2022.



City of  
**Prince Albert**

**CORR 22-36**

**TITLE:** Priority Booking for 7-Day Season Passholders

**DATE:** **March 30, 2022**

**TO:** Golf Course Advisory Committee

**PUBLIC:** X

**INCAMERA:**

---

**PRESENTATION:** Verbal by Jeff McKeand, Prince Albert Men's Golf Club

**ATTACHMENTS:**

1. Email dated March 27, 2022

Written by: Jeff McKeand, Prince Albert Men's Golf Club

RECEIVED  
MAR 28 2022  
CITY CLERK

**Terri Mercier**

**From:** jmckeand@sasktel.net  
**Sent:** Sunday, March 27, 2022 3:45 PM  
**To:** City Clerk's Calender; Mavor: Greg Dionne; Councillor Don Cody;

Golf Course Advisory Committee

**Cc:** Jim Toye; Committee Meeting Notification  
**Subject:** Re: Golf Course Advisory Committee Meeting - Thursday April 7, 2022

Some people who received this message don't often get email from jmckeand@sasktel.net. [Learn why this is important](#)

Good Afternoon

I'm not sure of the process however I would like to add an agenda item for discussion regarding the current online booking policy, where no priority booking is being given to the 7 day full fee season passholders, (basically all pass holders currently receive the same privilege's).

I have had numerous 7 day passholders approach me questioning why they are not receiving any priority booking concession?

I would like to discuss and introduce a motion at the meeting regarding some priority given to 7 day passholders who are paying the highest fees and are currently receiving no booking privilege or any priority.

Thanks

Jeff

Prince Albert Men's Golf Club  
900 - 22<sup>nd</sup> Street East  
Prince Albert, SK S6V 1P1

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>62.3</b>
Section:	Cooke Municipal Golf Course	Issued:	May 16, 2011
Subject:	<b>Booking Procedure</b>	Effective:	April 12, 2021
Council Resolution # and Date:	Council Resolution No. 0152 of April 12, 2021	Page:	1 of 3
		Replaces:	Council Resolution No. 0228
Issued by:	Darcy Myers, Head Professional	Dated:	June 1, 2020
Approved by:	Jody Boulet, Director of Community Services		

## **1 POLICY**

- 1.01 Cooke Municipal Golf Course will accept bookings for tee times on-line and over the phone only. In person bookings are accepted in accordance with the Saskatchewan Golf Course Guidelines.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to clarify the booking procedure(s) at the Cooke Municipal Golf Course and to safely serve our patrons in accordance with the Saskatchewan Government Guidelines.

## **3 SCOPE**

- 3.01 The policy applies to the Booking Procedure at Cooke Municipal Golf Course.

## **4 RESPONSIBILITY**

- 4.01 Director of Community Services or designate and the Head Professional.

## **5 DEFINITIONS**

- 5.01 "Regular Tee Times" – Designated from 10:00 a.m. – 7:00 p.m. daily (can be booked in advance).
- 5.02 "Prime Time Tee Time" – Designated from 6:00 a.m. – 10:00 a.m. daily (cannot be booked in advance).
- 5.03 "Advanced Tee Time" – A tee time reserved more than seven (7) days in advance requires a credit card at time of booking (Prime Times cannot be booked in advance).

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>62.3</b>
Section:	Cooke Municipal Golf Course	Issued:	May 16, 2011
Subject:	<b>Booking Procedure</b>	Effective:	April 12, 2021
Council Resolution # and Date:	Council Resolution No. 0152 of April 12, 2021	Page:	2 of 3
		Replaces:	Council Resolution No. 0228
Issued by:	Darcy Myers, Head Professional	Dated:	June 1, 2020
Approved by:	Jody Boulet, Director of Community Services		

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

6.01 N/A

## **7 PROCEDURE**

7.01 On-line Bookings:

- (a) The Cooke Municipal Golf Course will accept on-line tee times up to seven (7) days in advance.
- (b) One (1) tee time reservation for up to 4 people per person per day is allowed.
- (c) Two Tee Times per hour will be reserved for Public Green Fee Play after 10 a.m. daily and outside of regular League play. The reserved tee times will be released 24 hours in advance should they remain available.
- (d) Non pass holders require a credit card. (12) hours or more notice is required if cancelling or changing the amount of players.
- (e) Prime times may be booked.

7.02 Phone Bookings:

- (a) The Cooke Municipal Golf Course will accept tee times over the phone up to seven (7) days in advance beginning at 8:00 am daily.

<b>City of Prince Albert Statement of POLICY and PROCEDURE</b>			
Department:	Community Services	Policy No.	<b>62.3</b>
Section:	Cooke Municipal Golf Course	Issued:	May 16, 2011
Subject:	<b>Booking Procedure</b>	Effective:	April 12, 2021
Council Resolution # and Date:	Council Resolution No. 0152 of April 12, 2021	Page:	3 of 3
		Replaces:	Council Resolution No. 0228
Issued by:	Darcy Myers, Head Professional	Dated:	June 1, 2020
Approved by:	Jody Boulet, Director of Community Services		

- (b) One (1) tee time reservation for up to 4 people per person per day is allowed.
- (c) Two Tee Times per hour will be reserved for Public Green Fee Play. The reserved tee times will be released 24 hours in advance should they remain available.
- (d) Non pass holders require a credit card. (12) hours or more notice is required if cancelling or changing the amount of players.
- (d) Prime times may be booked.



## 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 beginning with the 2022 Budget:

- Annual Sponsorship Funding for Cooke Municipal Golf Course to the Golf Course Improvements Reserve. This is estimated to be \$60,000 - \$75,000 annually.
- \$50,000 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 proceed with further Golf Course improvements beginning with the 2022 season. Further information regarding the status of the Golf Improvements Reserve is outlined under the Financial Implications section of this report.

The next areas of focus for Golf Course Improvements includes the Bunker Renovation Plan and Pathway Reconstruction & Repair.

### Bunker Renovation Plan

At the September 19, 2019 Golf Course Advisory Committee meeting, the following resolution was approved in support of the Bunker Renovation Plan:

*“That the Bunker Renovation Plan, along with the attached budget & summary, be supported in principle, as a natural progression through the Asset Management Plan for the Cooke Municipal Golf Course.”*

Subsequent approval by members of Council was received for the above resolution at the October 7, 2019 Executive Committee meeting.

The draft plan was developed in 2019 in conjunction with Wade Horrocks, Golf Course Architect. Wade specializes in developing strategies for the placement and design of bunkers. A preliminary review of the state of the bunkers at Cooke Municipal Golf Course was completed in August 2019 as a starting point for discussion purposes by the Golf Course Advisory Committee. As a result of the review, the Committee endorsed the draft plan so that the funding requirements and project schedule could be determined. During the review in 2019, it was also recommended to complete the project in two phases with an overall estimated budget of \$350,000.

Management recently revisited this plan in March 2022. Attached to this report is a copy of the updated Bunker Renovation Plan, Project Summary & Phasing Plan. The below Construction Sequence is recommended for Phase 1 & Phase 2 as follows:



Phase 1 (Fall 2022):

- Holes 4, 8, 17, 15, 16, 3, 7

Phase 2 (Spring 2023 or pending available funding):

- Holes 13, practice bunker, 12, 11, 10, 9, 6

Estimated Project Schedule:

- Detailed Design & Construction Documents issued through a RFP – Spring 2022 – 4 weeks
- Contract Award – Spring 2022 – 4 weeks
- Phase 1 Construction – Fall 2022 – August 15<sup>th</sup> to October 31<sup>st</sup> – 11 weeks
- Phase 2 Construction – Spring 2023 – April 17<sup>th</sup> to June 2<sup>nd</sup> – 7 weeks

It is important to note that the budget & project schedule will be confirmed through the Request for Proposals process. By endorsing the plan and construction sequence, Management will be able to proceed in 2022 once the RFP results are compared to the available funding within the Golf Course Improvements Reserve. Upon receiving approval to proceed at the April 7<sup>th</sup> Golf Course Advisory Committee meeting, the successful contractor & funding allocation will be awarded at the June 13<sup>th</sup> City Council meeting.

### Golf Course Pathway Improvements

There is a significant deficit with respect to reconstruction & repair to the network of pathways. The 2022 Season will represent the 19<sup>th</sup> year since any paving improvements have been completed on the golf course. \$50,000 has been approved in the 2022 budget to assist with the designated improvements beginning in 2022. The goal is for annual funding to be provided in support of pathway improvements in consultation with the Golf Course Advisory Committee. To initiate the process, Management has outlined a preliminary schedule from 2022 – 2025 as attached to this report.

### 2022 Asphalt Plan:

- This area serves as one of the most highly visible and travelled intersections.
- Improvements were made in the Fall of 2021 by shifting traffic to the North of the 9<sup>th</sup> green to prevent congestion at the 5<sup>th</sup> green & 9<sup>th</sup> green site.
- With the completion of the renovations to the pond and green on hole 5, paving of the paths can occur to finish the project.
- The pathway from the 5<sup>th</sup> green to the 6<sup>th</sup> tee is prone to washouts during rain events. Asphalt will remedy this issue.

**2023 Asphalt Plan:**

- 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.

**2024 Curbing Plan:**

- The proposed plan for 2024 includes the installation of curbing to the areas completed in 2022 & 2023 around tees and greens.
- Curbing is typically formed and installed once the asphalt area is finished. Curbing is essential around feature areas to prevent pathways from growing wider.

**2025:**

- This area is included for discussion purposes to determine if a re-configuration of the pathway leading from the 2<sup>nd</sup> green to the 3<sup>rd</sup> tee is desired.

As the annual funding allocation is available Management will continue to present a 3 year plan for pathways based on the feedback received from the Golf Course Advisory Committee.

**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 September 1<sup>st</sup>.

**FINANCIAL IMPLICATIONS:**

As recommended by the Golf Course Advisory Committee, the following was approved in the 2022 budget for Cooke Municipal Golf Course:

*"1. That a four percent (4%) increase to the 2022 Rates and Fees for Cooke Municipal Golf Course, as attached to RPT 21-393, be approved;*

*2. That the annual Sponsorship Funding for Cooke Municipal Golf Course be allocated to the Golf Course Improvements Reserve; and,*

3. That \$50,000 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 & Repair.”

Below is the projected balance of the Golf Course Advisory Committee ending with the 2022 Season. The Reserve Summary itemizes the funding allocations and all approved transactions.

Golf Course Improvements Reserve

	<u>2021</u>	<u>2022</u>
<b>Beginning Balance</b>	<b>(\$107,165)</b>	<b>(\$123,875)</b>
Transfer to Reserve – (Surplus)/Deficit	(\$97,767)	(\$39,000)
Sponsorship	(\$47,500)	(\$75,000)
Elks Club Donation	(\$26,000)	(\$26,000)
Pathway Fees & Cart Rentals		(\$50,000)
Create A Legacy Wall	\$26,557	
Repair of Stonewall & Tee Signs	\$65,000	
Pathway Reconstruction & Repair		\$50,000
Long-term Debt Payment – Irrigation	\$63,000	\$65,000
<b>Projected Balance</b>	<b>(\$123,875)</b>	<b>(\$198,875)</b>

It is important to note that 2022 will serve as the last year of the current 5 year term for the Elks Club Donation. City Council will consider the Elks Club’s wishes in the event the Club continues to request a donation to a City owned asset. An update will be provided to the Committee at a future meeting once the status of the Elks Club donation is confirmed.

The projected 2022 operational surplus may also be conservative and is based on a review of the previous seasons where a surplus has been realized. If we experience conditions similar to 2021, there could be an increase to the operational surplus allocated to the Golf Course Improvements Reserve which would assist with the overall funding available for Golf Course improvements.

It is anticipated that the Sponsorship revenues will return to pre-pandemic levels. The increase to \$75,000 is included for 2022. Success in securing additional sponsorship revenues has

been achieved in conjunction with the Head Professional and the Marketing & Sponsorship Coordinator.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

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

**STRATEGIC PLAN:**

Fiscal Management and Accountability - The Golf Course Advisory Committee serves as a community based group that considers relevance and efficiency.

Corporate Sustainability - Administration and City Council depends on their user groups to enhance decision-making.

**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. Bunker Renovation Summary - Project Summary
2. 2022 Asphalt Plan
3. 2023 Asphalt Plan
4. 2024 Curbing Plan
5. 2025 Asphalt Plan

Written by: Jody Boulet, Director of Community Services

Approved by: Acting 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 1/3<sup>rd</sup> 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**

n:\01\_projects\10 - sports and recreation\19.1004\_cooke\_municipal\02\_drawings\03\_schematic design\03-cn-base\_2022-03-24.dwg



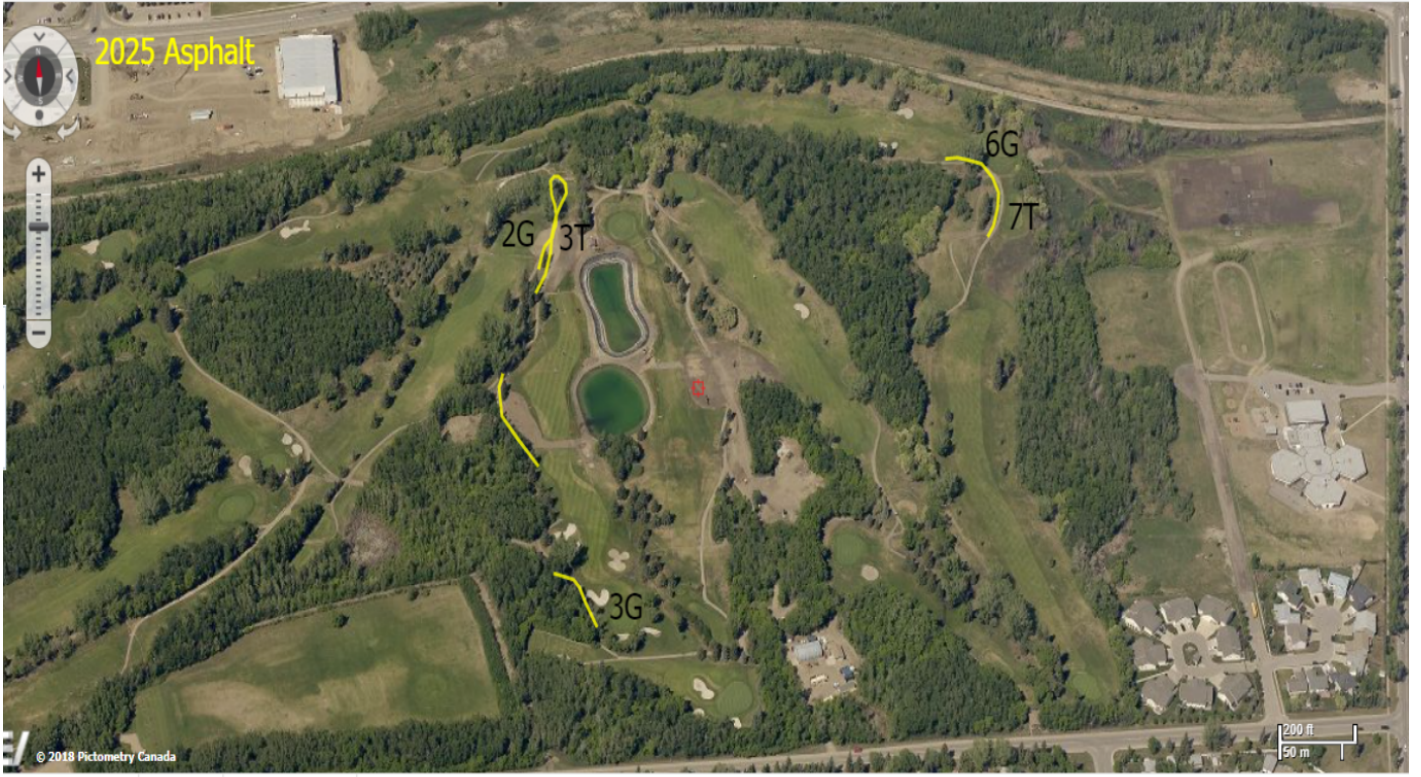












© 2025 Pictometry Canada

200 ft  
50 m