

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	64
Section:	Cooke Municipal Golf Course	Issued:	May 12, 2014
Subject:	Annual Fee Setting	Effective:	May 12, 2014
Council Resolution # and Date:	Council Resolution No. 0328 of May 12, 2014	Page:	1 of 2
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Issued by:	Jody Boulet, Director of Community Services	Dated:	
Approved by:	Jody Boulet, Director of Community Services		

1 POLICY

- 1.01 Administration will review the yearly statistics and provide three options for the yearly setting of fees at the Cooke Municipal Golf Course.

2 PURPOSE

- 2.01 The purpose of this policy is to clarify the process used to set the annual fees at the Cooke Municipal Golf Course.

3 SCOPE

- 3.01 The Annual Fees are set each as part of the Operating Budget for the Cooke Municipal Golf Course.

4 RESPONSIBILITY

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

5 DEFINITIONS

- 5.01 N/A

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 N/A

7 PROCEDURE

- 7.01 Once administration has prepared the fee schedule options, a Report will be presented to the Golf Course Advisory Committee. The review will be scheduled for October or November in every given year.

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- 7.02. In a year when it is not possible to have the Golf Course Advisory Committee meet, the fee schedule options will be sent directly to City Council.
- 7.03 The Golf Course Advisory Committee will make recommendation based on the three options provided by administration.
- 7.04 Once the Golf Course Advisory Committee has made a recommendation, administration will draft a Report for City Council's consideration in November.
- 7.05 Once City Council provides their approval of the fee schedule, administration shall proceed with product sales in December season each year for the coming season.
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