

**RPT 21-220**

**TITLE:** Create A Legacy Fund - Cooke Municipal Golf Course

**DATE:** April 28, 2021

**TO:** Golf Course Advisory Committee

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

That \$25,000.00 be approved from the Golf Course Improvement Reserve in support of the installation of an Honour Wall on the West exterior of the Pro Shop Building.

**TOPIC & PURPOSE:**

The purpose of the report is to proceed with the launch of the Create A Legacy Fund in 2021 in support of the Cooke Municipal Golf Course.

**BACKGROUND:**

The Golf Course Advisory Committee approved the following resolution at their October 30<sup>th</sup>, 2019 Committee meeting.

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

1. *That the Leave a Legacy Fund in support of the Cooke Municipal Golf Course, as attached to RPT 19-524, be amended as follows:*
  - a. *That the dollar range for the first category of recognition be allocated as \$500 to \$49,999;*
  - b. *That the Fund be named “Create a Legacy”;*
  - c. *That the categories of recognition should be indicated as follows:*
    - i. Supporter - \$500 - \$49,999;*
    - ii. Builder - \$50,000 - \$99,999; and,*
    - iii. Founder - \$100,000; and,*

- d. *That the Committee identified within the management of the fund be identified as the Golf Course Advisory Committee; and,*
2. *That the funds received under the Create a Legacy Fund in support of the Cooke Municipal Golf Course be allocated to the Golf Course Improvement Reserve.”*

The Create A Legacy Fund was subsequently approved at the November 18, 2019 Executive Committee meeting and the December 9, 2019 City Council meeting. The goal was to launch the Create A Legacy Fund in 2020 however the COVID-19 pandemic created operational and financial challenges causing the launch of the program to be delayed.

Attached to the report is the proposed Honour Wall Concept and the Create A Legacy Fund document outlining the Framework for the Fund. The Summary provides the Statement of Purpose, Key Strategy Areas, Categories for Recognition and the steps required to donate under the Fund.

### **PROPOSED APPROACH AND RATIONALE:**

The Highlights of the Fund include:

1. Honour Wall

It is recommended that the exterior of the Proshop Wall be re-configured to include space to recognize contributors to the Create A Legacy Fund while maintaining recognition for the contributors to the 100<sup>th</sup> Anniversary and the Golf Course Sponsors. Upon completion of the Honour Wall a public launch of the Fund will be developed.

2. Management of the Fund

The Fund is eligible under the City's Tax Deductible Donation Policy. It will be beneficial for the Fund to include Tax Receipts to the Donors according to the Policy conditions. The Funds will then be allocated to the Golf Course Improvement Reserve for investment at the Cooke Municipal Golf Course. City Council provides final approval for funds to be accessed from the Golf Course Improvement Reserve in support of Golf Course improvements or for other purposes as recommended by the Golf Course Advisory Committee.

3. Pledge Form

A Pledge Form is required for the Fund and is attached to the report. The form outlines the financial information for payment and formalizes the initial commitment so that arrangements can proceed with the formal process to include the contribution through Estate Planning or Monetary Donation.

#### 4. Estate Planning or Monetary Donation

The Department will work in conjunction with the City Solicitor's office to draft an appropriate clause that can be available for Estate Planning and to be included for the purposes of a Will. Depending on the preferred donation method a Will may need to be updated. By taking this step we want to be in a position to provide assistance with suggested wording to make the process as smooth as possible. Through the Fund there would be different ways to contribute by the way of a financial contribution or the option to Bequeath a contribution to the Create A Legacy Fund through a Will or Estate Planning.

The report is submitted for consideration by the Golf Course Advisory Committee at their May 6, 2021 meeting.

#### **CONSULTATIONS:**

The Financial Services Department and the City Solicitor's Office will continue to be consulted in the implementation of the Create A Legacy Fund Framework.

Discussions have previously occurred with Mr. Bob Smisko who served as the co-chair of the 100<sup>th</sup> Anniversary Celebrations. The preliminary discussions included consideration regarding the re-configuration of the existing Donor and Sponsorship Wall on the exterior of the Pro-Shop. Administration will continue to work with Mr. Smisko on behalf of the 100<sup>th</sup> Anniversary section to ensure that the appropriate recognition remains in the new design.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The Department will proceed with the promotion of the Fund as part of the Cooke Municipal Golf Course annual promotions and advertising. The Website and Social Media will serve as additional methods to promote the Create A Legacy Fund.

#### **POLICY IMPLICATIONS:**

Tax Deductible Donation Policy

#### **FINANCIAL IMPLICATIONS:**

The current balance of the Golf Course Improvement Reserve ending December 31, 2020 is \$107,164.53.

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

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

#### **STRATEGIC PLAN:**

Fiscal Management & Accountability: The development of a Create A Legacy Fund for Cooke Municipal Golf Course will provide an opportunity for individuals or families to bequeath or donate funds for re-investment into future priorities for the Golf Course.

**OFFICIAL COMMUNITY PLAN:**

The development of a Create A Legacy Fund in support of Cooke Municipal Golf Course aligns with Section 9.2 of the Official Community Plan which outlines the provision of Parks and Recreation Facilities in Prince Albert.

**PUBLIC NOTICE:**

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

**PRESENTATION: Verbal - Darcy Myers, Head Professional****ATTACHMENTS:**

1. Honour Wall Concept
2. Create A Legacy Fund Document
3. Pledge Form

Written by: Jody Boulet, Director of Community Services

Approved by: City Manager