

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Community Services	Policy No.	63
Section:	Cooke Municipal Golf Course	Issued:	May 12, 2014
Subject:	Card One and Card Two Unused Rounds	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 The City will provide opportunity to the Card One and Card Two pass holders to use their unused rounds.

2 PURPOSE

- 2.01 The purpose of this policy is to clarify the Card One and Card Two Refund Policy at the Cooke Municipal Golf Course.

3 SCOPE

- 3.01 This policy will outline the policy and procedure for unused rounds at 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 Provincial Consumer Protection Branch Policy.

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7 PROCEDURE

- 7.01 The City of Prince Albert will recognize the rounds that were purchased only. The free rounds associated with the cards will not be recognized as a refundable round.
- 7.02 The City will recognize the unused rounds going back to the 2008 season. The card purchased will be required in order to qualify for a refund.