



# AGENDA

Monday, January 27, 2025, at time p.m.  
Council Chambers at the Tom Hornecker  
Recreation Centre, 2<sup>nd</sup> Floor, 2122 – 18 Street

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## COMMITTEE OF THE WHOLE OF COUNCIL MEETING

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### **1. CALL TO ORDER & ADOPTION OF AGENDA:**

- 1.1 Call to order
- 1.2 Adoption of Agenda

### **2. DELEGATIONS:**

- 2.1 Nanton Oldtimers Hockey Association
- 2.2 Nanton Minor Hockey Association
- 2.3 Nanton Marlins
- 2.4 Nanton Minor Baseball

### **3. PRESENTATIONS BY DEPARTMENTS:**

- 3.1 Recreation - Information Brief Tree Report and 5 Year Plan
- 3.2 Recreation - Ice Allocation Policy
- 3.3 Administration – 2024 Audit Planning Letter

### **4. MAYOR AND COUNCILLOR INQUIRIES:**

### **5. NEXT COMMITTEE OF THE WHOLE MEETING:**

### **6. ADJOURNMENT:**



# INFORMATION BRIEF

Meeting: January 27, 2025  
Agenda Item: 3.1

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## SUBJECT: Tree Information and 5 Year Plan

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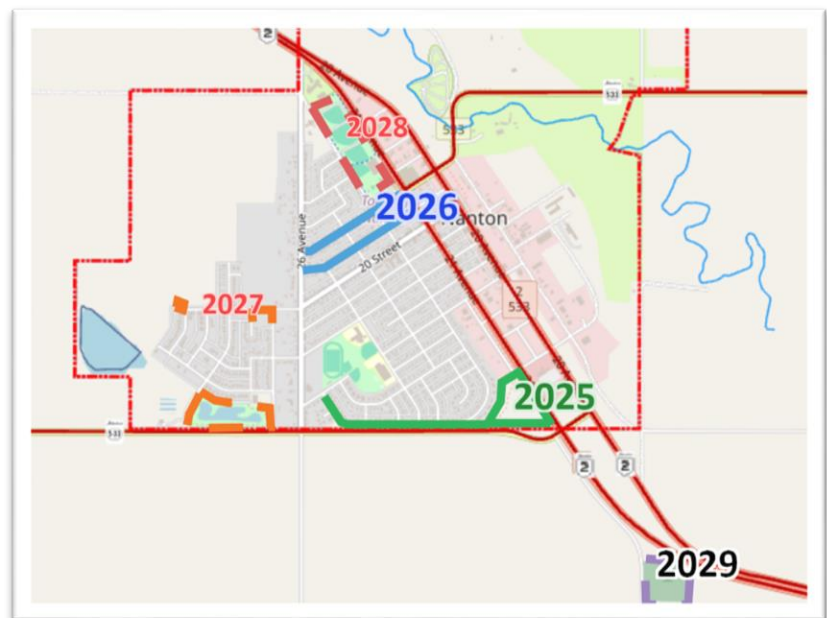
Information Brief and 5 year plan.

In the last 5 years Parks and Recreation have been planting between 25-60 new trees a year. We have been on a watering and fertilizing program of 2 years for new trees, 3 if we think it is needed. Maintaining a two-year cycle of trees takes up to 3.5hrs a day (one employee) dependant on weather and if needed. This includes using gator bags on the trees and making sure we keep a healthy amount of mulch around the base of the tree to keep the moisture in for the trees to use as well. We are going to move forward and focus as much as possible to planting in one certain park or area to be more efficient and focus on those trees. This will include the tree donation plans as well. All trees planted are within our Nanton Urban Forest Policy.

### General focus of urban forest investments

2025 Slade drive and Lions Park.

- Continuing on from the last few years on Slade Dr. planting Mountain pine, Brandon Elms and Japanese Lilacs. We have lost almost



that whole line of green ash trees to the ash bark beetle. The main cause was having all the same trees in a row, and they moved from tree to tree easily. As the trees fail or if heavily infested, we will remove and replant with different species.

- Lions Park has had over 100 trees removed in the past and we need to replenish the park. We have had issues with pine beetles taking out pine trees and old age making the poplar trees unsafe and undesirable. Our plan is to bring in more variety of species to help with beetle or disease spread. Mountain Ash, Colorado Spruce, Mountain Pine, Japanese Lilacs, Dropmore Lindens, Brandon Elms, Red Maple, Ohio Buckeye, Golden Willow, Larch and Columnar Aspens.

This will take a few cycles of the plan to bring back the trees that were taken. We also have to take in account that we have a Disc Golf course in this park, so we need to be mindful of the play of the game.

#### 2026 Boulevard Trees on 18<sup>th</sup> and 19<sup>th</sup> st

Bur Oak and Brand Elms will be planted in replacement of the trees that have been cut down due to storms, age or disease.

#### 2027 Wet pond, Dry pond and Bob Wallace

The trees at these two parks have been thriving over the years and we will be expanding shelter belts and tree pods.

- Wet pond – This park needs a shelter belt with 2 small pods and one large pod in the middle on the west side of the pond. Columnar Aspens, Spruce and Pine will be used as our shelter belt with Elms, Maples, Oaks and Lilacs being planted on our second cycle in front of the shelter belt. Shrubs will be added in on the second cycle as well. Other tree pods will be replenished if any of the other trees did not make it.
- Dry pond- 10 trees have been taken out of the tree pods in the last 7 years, We will bring more of a variety into this park as well adding, Maples, Lilacs, Pine, Spruce, Mountain ash and a variety of shrubs.
- Bob Wallace Park will only have maintenance done on the trees that are currently there. No trees will be added until the future of the park is official. (Location) A massive shelterbelt project will have to be designed once location and movement is finalized.

#### 2028 Centennial Park and Ball diamonds



Poplar trees through out these 2 parks are still being maintained but are known as dangerous trees in storms or dry weather. Most of them are healthy and we will be replacing them with a different species when removed.

- Centennial Park – Has a really good shelter belt, so we will be focusing more on bringing in colour and shade trees. Ohio Buckeye, Mountain ash, Lilac and Maples will be planted. A few more pines and spruces will be added as well.
- Ball Diamonds – In the past the road maintenance chemicals took out our west side trees. Trees on the west side will be planted on both sides of the pathway to bring in a good strong shelterbelt. Columnar aspens, Elms and Oaks will be planted.

2029 Cemetery and Pocket Parks

The Cemetery has had some maintenance to the trees. Roughly 20-30 trees need to be removed and replaced. Most of the hedges are acting as a good shelterbelt so we can add more shade trees on the north end. The southwest side will need a bit more of a shelterbelt. The small pocket parks around the town usually need less maintenance. Future plans are bringing more pocket parks into our community. Each one will have added maintenance with more trees, shrubs and mulch.

- Cemetery – Columnar aspens and short shrubs will be added to the southwest side. Once trees are removed from the northside we can add the shaded trees in. Maples and elms will be planted in this area.
- Pocket parks and green spaces – New spaces will have a plan for trees and shrubs. Spaces that already exist will be added to or trees will be replaced with a desirable variety of different species.

5 YEAR CYCLE

2025	2030	2036
2026	2031	2037
2027	2032	2038
2028	2033	2039
2029	2035	2040



Note: Maintaining and adding to our community is extremely important. This work will have a heavy impact in the future on our maintenance budget and employee time.

**CAO Comment:** How much we do annually is budget dependent. Donations are welcome but they do generally need to be targeted to priority locations with suitable species, avoiding buried infrastructure. A broadening of the rebates for tree planting (of suitable species) on private property could be considered in order to affordably encourage more tree planting within town.





# REQUEST FOR DECISION

Meeting: January 27, 2025

Agenda Item: 3.2

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## Ice Allocation Policy

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### **PURPOSE:**

To propose changes to the Ice Allocation Policy for the Tom Hornecker Recreation Centre (THRC), including updates to the classification and associated fees for Carded/Home organizations, adjustments to the opening date of the ice arena, and the potential introduction of a holiday rate for rentals. These amendments aim to ensure the policy is more aligned with operational needs and provides clarity in the application of fees and rates.

### **BACKGROUND / IMPLICATIONS:**

We are currently facing a situation where two local teams do not meet the eligibility criteria outlined in the original policy, specifically regarding the 80% residency requirement within the Town of Nanton or the Municipal District of Willow Creek. To address this, we propose introducing a new classification under the policy: Carded and Homed Organization.

This new classification would allow us to apply a separate rate to these teams, while still adhering to the overall framework of the policy. Under this classification, any group, team, or organization that is either officially registered (carded) through Nanton or based (housed) in Nanton, as identified by their governing association, would be eligible for special rates under the Fees and Rates Bylaw. This adjustment ensures fair treatment for teams that do not meet the 80% residency requirement but are still connected to Nanton through official registration or association.

Additionally, the opening of the ice arena will be changed from the Tuesday following the long weekend in September to the Monday of the third week of September. This change is necessary due to warmer seasonal weather, which can stress the plant and make it difficult to maintain ice quality. Also underutilized ice at the that time of year, the Recreation Manager does have the discretion to allow the ice to be put in earlier following the policy hours of agreement.

Lastly, Administration also recommends the inclusion of a "holiday rate" for rentals, which could also be incorporated into the Fees and Rates Bylaw.

### **ADMINISTRATIVE RECOMMENDATION:**

That Council approve the proposed changes to the Ice Allocation Policy..

### **DECISION OPTIONS:**

- #1 – Approve policy as presented.
- #2 – Approve policy as presented with the following changes:
- #3 – No changes to current policy.

### **ALTERNATIVES:**

- REFER to (Administration or Committee)
- DEFER the matter to the Council meeting of (date)

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**Financial (GL# / Amount) :**

**Communications/PR:**

**Applicable Legislation:**

**Attachments:**

**Prepared By: Jordan Glas**

**Date: January 16, 2025**

**APPROVED BY: Neil Smith, Chief Administrative Officer:**



NANTON STRATEGIC PLAN ALIGNMENT			
<input type="checkbox"/>	OPERATIONS	<input checked="" type="checkbox"/>	EMERGENCY SERVICES
<input type="checkbox"/>	PLANNING & DEVELOPMENT	<input type="checkbox"/>	COMMUNITY & ECONOMIC DEVELOPMENT
<input type="checkbox"/>	GOVERNANCE & CORPORATE SERVICES	<input type="checkbox"/>	NOT APPLICABLE
PRIORITY OR ACTION:			





# POLICY

Policy No. 72 –XXX – XX/XX/XX  
Department: Recreation

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## Ice Allocation Policy

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### 1. PURPOSE:

The purpose of the Ice Allocation Policy for the Tom Hornecker Recreation Centre (THRC) is to establish an equitable method of assigning ice time to all user groups. This policy aims to provide clear guidelines for the administration to ensure the fair and efficient management of the ice arena. By outlining the principles and procedures for ice time allocation, the policy ensures transparency, fairness, and consistency in serving the needs of all users while optimizing the use of the facility.

### 2. DEFINITIONS:

#### **2.1. Recognition of Major Personal Milestones**

**Adult Ice User** means any group or organization where the majority of the participants are 18 years or older.

**Local Sporting Organization** means: any group/team/organization which can demonstrate to the Town that at least 80% of the registered participants reside within the Town of Nanton or the M.D. of Willow Creek.

**Carded or Homed Organization** means: any group, team, or organization that is either officially registered (carded) through Nanton or based (housed) in Nanton as identified by their governing association. These organizations may be eligible for special rates under the Fees and Rates Bylaw.

**Non-Local Sporting Organization** means: any group, team, or organization that is not registered or based in Nanton and is subject to charges as a Non-Local Team under the Fees and Rates Bylaw.

**Community/ Special Event** means a commercial or non-commercial activity or event that attracts participants and/or spectators, and includes, but is not limited to: a festival, competition, race, tournament, show, private event, ceremony, guided use or training within a Town facility, public space, park or trail. In the context of the THRC, this means a public or private event *that is not directly associated with regular season schedules and bookings* (ie. Hockey tournaments, figure skating test days/carnivals/competitions, Family Day Skating Event).

**Youth Ice User** means any group or organization where the majority of the participants are under the age of 18.

### 3. TOM HORNECKER RECREATION CENTRE OPERATIONS

The Town of Nanton will manage its facility to ensure optimum usage and programming, to reflect the goals and objectives of the residents of the Town.

- 3.1 Ice bookings prior to the opening of the ice arena on the Monday of the third week of September, or after the closing of the ice arena in March, will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and determined on a case by case basis. Fees for early opening will be billed at the regular price plus twenty (20) percent for a minimum of five (5) hours per day for every day that the THRC ice arena is opened early or closed late. (ie. if the THRC ice arena is opened 7 days early, the booking group must pay for each day it is open early, even if they are not utilizing the ice).
- 3.2 The THRC will be closed on the following statutory holidays: Labour Day, Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, Good Friday, Victoria Day, August Civic Holiday, and all holidays declared or proclaimed by the Town of Nanton. All bookings requested on these holidays will be at the discretion of the Parks and Recreation Manager, designate and/or CAO will and if approved, will be billed for at the holiday rate.
- 3.3 The THRC will be opened to the public one (1) hour prior to the first ice booking of the day, and will be closed to the public one (1) hour after the last booking of the day. The Town reserves the right to change and adjust these hours to meet the operational requirements of the facility.
- 3.4 All dressing rooms are to be vacated within 30 minutes of the end of the scheduled ice slots to provide enough time for staff to clean and prepare the room for the next booking.
- 3.5 All damages to the arena and dressing rooms will be charged back to the offending groups.
- 3.6 All correspondence, bookings, and invoicing will only be conducted between the Town and the designated contact person provided by the user group/organization. Decisions and actions of the contact person are considered the decision and action of the user group. The contact person is responsible for sharing information with their respective user group. On the Annual Ice Request form, it is the responsibility of the requesting organization to designate the contact person for the organization as a whole

#### **4.1 ICE ALLOCATION**

##### 3.1 Priority for Ice Allocation

The Town of Nanton has the responsibility to manage the allocation of ice on a yearly basis based on the best needs of the community. Group/organizational and block booking of the ice arena will follow the following priority listing:

- 1<sup>st</sup> Priority – Public Skating & Town programs/special events
- 2<sup>nd</sup> Priority – Local Youth Organizations/Teams
- 3<sup>rd</sup> Priority – Local Senior “AA” Hockey Team
- 4<sup>th</sup> Priority – Local Adult Organizations/Teams
- 5<sup>th</sup> Priority – Non-Local Organizations/Teams
- 6<sup>th</sup> Priority – All other users/teams/schools

A minimum of seven (7) hours/week will be designated for public skating activities. Public skating will include all activities that are open to all members of the public (ie. Skating, shoot around, parent & tots, etc.). The Town of Nanton will ensure that public skating activities will be allocated during times where optimal usage will take place.

It will be left to the discretion of the Manager of Recreation or designate to determine if an application for a Community Event Permit, pursuant to the Community Events Policy, is required for a specific special event at the THRC. Specific considerations include, but are not limited to:

- Scale of potential Town liability/ risk;
- Scale of event in terms of participants/ audience;
- Organizational structure and responsibilities around the event.

#### 4.2 Ice Allocation

- 4.2.1 The Town can provide an Ice Allocation Request form (attached as schedule 'A') to each user group that must be submitted to the Town no later than June 1<sup>st</sup> of each year requesting allocation for the following season. User groups who do not submit the Ice Allocation Request form to the Town, on or before the June 1<sup>st</sup> deadline, will forfeit their spot in the ice booking priority category and be moved to the bottom of the list for the following season's allocation.
- 4.2.2 Where there is a conflict of requested ice allocation between users in the same priority category, the Parks and Recreation Manager, designate and/or CAO will work with the conflicting user groups to achieve resolution between both parties. If resolution cannot be reached, the Parks and Recreation Manager, designate and CAO will make a final decision.
- 4.2.3 Once all ice allocations have been set, all other requests from all other user groups/individuals will be considered on a first come, first serve basis.
- 4.2.4 It is the responsibility of the ice user group/organization to provide to the Town a listing of which team is using each ice slot to ensure that we can properly allocate the dressing rooms.
- 4.2.5 The Town reserves the right to add, change or delete any or all allocations bookings.

### **5. ICE CANCELLATION, CHANGES AND NO SHOWS**

The Town of Nanton strives to ensure that the THRC is being fully utilized at all times and operating to meet maximum efficiency.

- 5.1 The practice of transferring, trading or sub-leasing ice between different user groups/organizations is strictly prohibited. All ice slots that will not be used by a user group/organization must be turned back into the Town of Nanton as outlined in 5.3.
- 5.2 Changing the intended user of ice within a single user group/organization is acceptable (ie. Nanton U13 hockey uses the ice slot instead of Nanton U15 hockey). The Town requests advance notice of any changes be provided to ensure updated schedules are posted at the THRC.
- 5.3 All ice booking cancellations must be provided to the Town in written form (email or letter) and delivered to the Parks and Recreation Manager. 7 days notice must be give to not be charged your regular ice fee.
- 5.4 If the cancelled booking is rented out prior to the booking time, the original contracted ice user will not be charged.



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5.5 The Parks and Recreation Manager will keep track of excessive no-shows (more than three (3) in a single season) from the same user group/organization will be charged the Non-Local Ice Rate for all subsequent rentals by the group/organization for the remainder of the season, as determined from year to year by Council in the Tom Hornecker Fees resolution.

5.6 Cancellations resulting from arena operations will not be charged to the user group.

**7. PAYMENT**

User groups who fail to pay rental fees as per the General Credit Policy may be denied bookings and or subject to pre-payment as per the General Credit Policy. A penalty will be added to an overdue account.

**6. POLICY REVIEW AND AMENDMENT**

6.1 This policy replaces Ice Allocation Policy 72-12-13/05/06.

6.2 To maintain its relevance, this policy will be reviewed by Council every three years or as needed. Any amendments will reflect feedback from the community and Council to enhance recognition practices.

**AMENDMENTS / REVIEWS:**

Date (yyyy/mm/dd)	Section # Amended	Comments

Next Review Date:	
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\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
Date

# Facility Rental Agreement

Facility Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Est. Attendance: \_\_\_\_\_

Average Age: \_\_\_\_\_

- Pool                      Start Time: \_\_\_\_\_                      End Time: \_\_\_\_\_
- Lounge                      Start Time: \_\_\_\_\_                      End Time: \_\_\_\_\_
- Arena                      Start Time: \_\_\_\_\_                      End Time: \_\_\_\_\_
- Warm Room                      Start Time: \_\_\_\_\_                      End Time: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**OTHER ARRANGEMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RULES & REGULATIONS GOVERNING USE OF TOWN FACILITIES**

1. All users agree to abide by the Town of Nanton Facilities Use Policy attached here.
2. Any activities or special arrangements not specifically authorized on this agreement are prohibited
3. No vending or sales of any kind are permitted without prior approval
4. The user shall leave the facility in a clean and orderly fashion.
5. No equipment shall be removed from the premises.
6. The user group shall agree to have at least one supervisor/ security for every 250 people in attendance.
7. The user shall accept full responsibility for the conduct of those in attendance at the facility.
8. No decorations shall be displayed or installed which shall damage or deface the building or grounds.
9. Destruction, damage, removal of any vegetation or defacement of public property is prohibited.
10. A copy of this agreement must be in possession of the applicant during facility use.
11. No artificially enhanced or amplified sound systems are permitted without prior approval.
12. The user is required to ensure that all municipal, provincial, and federal regulations are abided by and licensing is obtained; including but not limited to the use/sale of alcoholic beverages and or the use/sale of food.
13. Any camping or sleeping overnight in Town parks or facilities is prohibited.



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14. All large items (bounce house, dunk tank, climbing wall etc.) are prohibited without authorization

**CONDITIONS:**

**Initial:**

- Name and date(s) of events being covered.
- All fees are due at time of booking, unless other arrangements are agreed upon
- GENERAL LIABILITY: Policy showing limits of \$2,000,000 comprehensive general liability insurance, and \$50,000 damage to property.
- GENERAL LIABILITY: Policy showing limits of \$500,000 comprehensive general liability insurance, and \$50,000 property damage coverage.
- PRODUCTS LIABILITY INSURANCE ENDORCEMENT: (Food or beverage sold or given away).

**CANCELLATION POLICY:**

1. A booking is considered tentative unless this agreement is completed in full with supporting documents, and payment is received. Tentative bookings will be held for fourteen (14) calendar days.
2. Cancellation must be provided in writing or by email or by letter seven (7) calendar days prior to the rental.
3. If cancellation is received with less than seven (7) calendar days there will be no refund or credit unless the facility can be rented to another user.

**FEES:**

		\$ _____
		\$ _____
	SUB TOTAL	\$ _____
	GST	\$ _____
	TOTAL	\$ _____

**IMPORTANT: READ BEFORE SIGNING**

The applicant is an authorized agent of the group entering into this agreement. The applicant (and his/her organization) making this agreement understand and agree to assume all risk for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Town of Nanton. The applicant further agrees that in consideration of being permitted to use said facilities, **he/she and the group will defend, indemnify and hold the Town of Nanton, the Town of Nanton Recreation & Parks Department and their agents and employees harmless from any loss, claims and liability or damages and/or injuries to persons and property** that in any way may be caused by the applicant's use or occupancy of the facilities.

I certify that I have read and agree to abide by the rules and regulations which appear above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* All reservations subject to approval by the Manager of Parks and Recreation (or authorized designate)**

**Town of Nanton**

**Parks and Recreation Manager**

**403-336-3157**

[jjglas@nanton.ca](mailto:jjglas@nanton.ca)

Company>70 Rec>THRC>Forms & Policies>Short Term Facility Rental



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REPLACES POLICY DATED: 72-130506