

TOWN OF HANOVER
EMERGENCY SERVICES FACILITIES OPTIONS
DESKTOP REVIEW

PROJECT PURPOSE

At the June 1, 2020 council meeting, the following motion was approved:

***Whereas** it is anticipated that the municipal buildings currently housing Hanover's fire services and police services will soon be at a point where they have outlived their usefulness and will need extensive renovation or replacement;*

***And Whereas** the Council of the Town of Hanover has a responsibility to ensure the safety and well-being of our residents;*

***And Whereas** the Town of Hanover 2019 Strategic Plan references Sustainable Municipal Operations as one of our Strategic Directions;*

***Therefore** Be It Resolved that the Council of the Town of Hanover direct staff to develop a terms of reference and establish a committee to investigate the preliminary feasibility of renovating current facilities versus constructing a new multi-purpose emergency services facility and that a report detailing the committee's findings, including all implications, costs, and recommendations on future direction, be submitted to Council by May 31, 2021.*

INTRODUCTION

The Corporation of the Town of Hanover (the Town) is a lower tier municipality in Grey County. Hanover is one of two primary settlement areas in the county with a population of 7,688 (2016 census), 3,539 households, 9.81 square kilometers in area and a population density of 783.7 people per square kilometer.

As a primary settlement area, Hanover provides retail, commercial, institutional, health and entertainment facilities and services to its residents and a population base of 26,900 people within a 20-minute drive and 40,600 people within a 30-minute drive of Hanover. Progressive planning and foresight by past and present municipal leaders has positioned Hanover to be and remain a dynamic and progressive community.

The Town recognizes that the quality of life in our community is closely linked to the local economy, but also to our amenities and emergency response agencies. Hanover is policed by the Hanover Police Service (HPS) with the primary responsibility of providing policing services within the corporate boundaries of the Town of Hanover. The station is located at 203 10th Street and was built in 1977/1978 on the property of the former Hanover Public Utilities Commission. The building is approximately 3,780 SF (980 SF garage and 2,800 SF administration and holding cells). The parking lot is 2,140 SF in area.

The Hanover Fire Department is a 25-member volunteer service with a full-time chief and part-time fire inspector. The station is located at 341 10th Street and was originally built in 1937. Over the years, various renovations have been undertaken including a long bay built in 1982. The facility is approximately 5,655 SF in size with a parking lot of 25,524 SF which is shared with the library, Civic Centre, theatre and public.

Grey County EMS is located at 140 7th Avenue. Built in 1977/78 as the Hanover Public Utilities Commission, this building has undergone multiple renovations over the years. Today the building has multiple tenants with town storage at the rear in the garage area and the Parks, Recreation & Culture storage shed and outdoor storage area behind the building. The EMS garage area was built in 2002 and is approximately 2,090 SF. The entire EMS area is approximately 3,410 SF (1,320 SF living quarters renovated in 2002 and 2,090 SF garage). The parking lot is shared with Hanover Physiotherapy and their clients. The entire property itself is 1.03 acres (200' frontage).

PROJECT SCOPE

The Council of the Town of Hanover is seeking the services of an ad hoc committee to conduct a preliminary review that explores the current situation and provides options for emergency services facilities in Hanover. The review will assess fire, police and ambulance facility and service requirements for the current population and anticipated growth over the next 25 years and then assess the needs for physical infrastructure improvements, renovations, and construction in order to meet those projections.

This review should identify optimum solutions and make clear recommendations with respect to Hanover's emergency service agency long-term facility requirements. This recommendation must be designed to encompass the Town of Hanover as a whole and align with the strategic priorities of all agencies.

METHODOLOGY

At a minimum, the review should address the following:

1. **The current state and needs of the buildings and facilities** that currently house the Grey County EMS, Hanover Police Services and Hanover Fire Department operations, including:
 - Age, structure and physical description of each facility and property;
 - Recent renovations, improvements and additions and work anticipated to be required within the next 5-10 years, including estimated costs, where possible; and
 - Capacity/ability for expanding the current space on the existing footprint or into adjacent properties in order to meet the anticipated needs of each service for the next 25 years.

2. **Explore opportunities associated with developing a new facility in Hanover** that could accommodate 2 or more emergency service agencies, including:
 - A SWOT analysis (strength, weaknesses, opportunities and threats) associated with amalgamating two or more emergency services into one facility;
 - A preliminary location analysis for such a facility within the corporate boundaries of the Town of Hanover that should include, at a minimum; a review of strategic access roads including consideration of coverage/response times, current land ownership and cost, access for staff, space for parking, snow removal, availability of municipal services, proximity to high risk uses, proximity to the Town's geographic centre, proximity to residential areas, proximity to natural hazards, public access, and compliance with municipal strategic directions;
 - With some insight as to the size and scope of such a development, provide an estimate of the development costs, including financing options. Estimates of annual operating costs should be also be provided. A review of recent comparable developments would suffice at this stage; and

- Provide a review of implications associated with facilities left vacant as a result of relocating any or all emergency services.

To fulfil the abovementioned, the committee shall:

1. Work within industry standards for fire, police and ambulance services in Ontario when making all assessments and recommendations;
2. Meet with municipal, county and board representatives in order to gather information and understand needs regarding their current or anticipated facility requirements;
3. Determine overall space requirements for serving Hanover's ambulance, policing and fire service needs for the next 25 years. The services these agencies currently provide – or are anticipated to provide - outside Hanover should be considered in their overall space requirements; and
4. Determine a facility model and make clear recommendations for the best geographic and physical location for each facility within the proposed model.

DELIVERABLES

1. A draft report to council for review and comment.
2. A final report which will be presented to Council of the Town of Hanover during an open meeting prior to May 31, 2021.
3. All background materials, including lists of people contacted and their contact information, and materials and case studies referenced.

AD HOC COMMITTEE AND TERMS OF MEMBERSHIP

The ad hoc committee shall consist of 5 members appointed by resolution of council. This membership will be composed of at least two members of the public.

A chair and recording secretary for the committee will be elected from among the members at the first meeting. All members will be expected to devote some time between meetings to work on matters before the committee. By majority vote, the committee may recommend to council removal or replacement of any member who misses 3 consecutive meetings of the committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the committee should provide written notification to the chair 30 days prior to such action. If at any time the committee size drops below 3 members, council shall appoint a new member(s).

Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the committee may request that staff be made available to advise the committee as appropriate.

Term

The ad hoc committee will conclude with preparation and presentation of a report to council no later than May 31, 2021.

Reporting

The committee is an Advisory Committee established by council in accordance with these adopted terms of reference. Committee members are bound by these terms of reference and are responsible to council.

The committee reports directly to council, under the signature of the chair or designate. The committee's reports and communications will be directed to council through the CAO/Clerk. The committee chair, or designate, will be present at council when the committee's final report is being considered. The committee may also appear before council as a delegation.

The committee's mandate is to investigate the preliminary feasibility of renovating current facilities as well as options for constructing a new multi-purpose emergency services facility and present a report to council detailing the committee's findings, including all implications, costs, and recommendations on future direction, by May 31, 2021.

Remuneration

Committee members will receive no remuneration for their involvement in committee activities. Members may be eligible for reasonable expenses incurred in carrying out the review and in accordance with municipal policies.

Meeting Times and Locations

Meeting time and location will be at the call of the chair with adequate notice being given to all members. All committee meetings are public. The committee may invite resource persons to attend a meeting. Quorum for a full committee meeting will be 50% of the membership plus 1. On matters requiring votes, the committee shall strive for consensus, and shall normally only communicate the consensus or majority position to council. The chair generally does not vote, unless deemed necessary to break a tie. The recording secretary, in consultation with the chair, sets the agenda.

Staff Support

Administrative support to be provided by the Town will include: research requested by, and on the terms set by, the committee; the coordination of the committee related communications; ensuring committee reports are included in council agenda packages; and other technical support as needed, such as photocopying. The CAO/Clerk will be the point of contact for any requested municipal resources.

CONFIDENTIAL INFORMATION OF THE TOWN

All information provided by or obtained from any source in any form in connection with the committee's work:

1. Is the sole property of the Town and must be treated as confidential;
2. Is not to be used for any purpose other than for completing the described work of this project;
3. Must not be disclosed without prior written authorization from the Town; and
4. Shall be returned by the committee to the Town immediately upon the request of the Town.